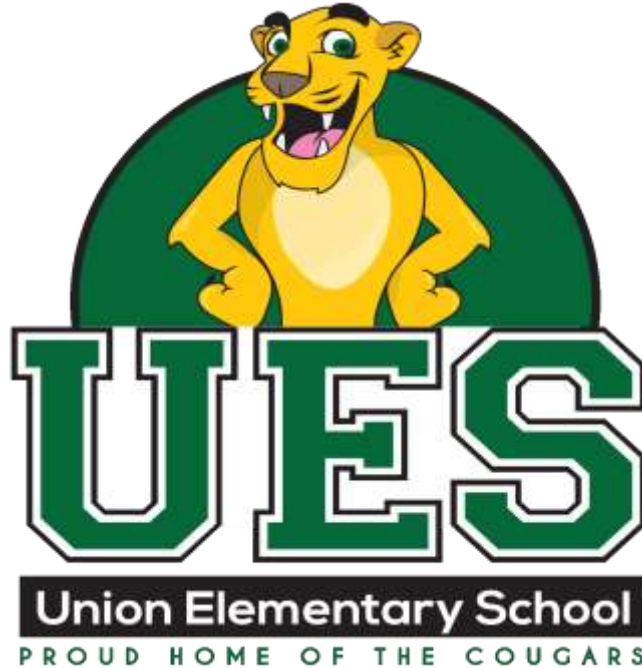


Union Elementary School District #62



Union Elementary Student Handbook 2017 - 2018

Mrs. Lorah Neville
Superintendent

3834 South 91st Ave., Tolleson, AZ 85353
Phone (623) 475-5005 Fax (623) 478-5006

Mr. Michael Welsh
Principal of Union Elementary

3834 South 91st Ave., Tolleson, AZ 85353
Phone (623) 478-5000 Fax (623) 478-5026

It gives me great pleasure to welcome the students, families, and community of Union Elementary School, proud home of the Union Cougars!

I am honored and privileged to serve as the Principal of Union Elementary. I am entering my seventeenth year in public education and my fifth year in the Union Elementary School District. I look forward to continued opportunities to build relationships among our Union Community, supporting quality instruction, interacting with students daily to support their learning and happiness at our school, and building many opportunities for leadership and pride in what we do.

Our Staff at Union Elementary are committed to meeting the individual needs of all students. Our endeavor is to engage all students every day in every way, maximize our instructional focus, and set high expectations for all students. We are committed to the implementation of effective, differentiated instructional strategies that will impact our students the most. We will work continuously to provide you with feedback on what your child is doing well, areas to work on, and how you can support your child at home. "Together, we make maximum impact on student achievement!"

I believe in a true open door policy so if you ever have any questions, ideas, or concerns I encourage you to come and talk to me about them. Also, feel free to email me mwelsh@uesd.org or call 623-215-7930. As we work together, we make Union Elementary a wonderful place for our students, parents, staff, and community.

Sincerely,

Michael Welsh, Principal

Foundations and Notices

MISSION STATEMENT

Union Elementary School District works to provide a stimulating environment which fosters a love of learning, promotes independent learners, produces responsible citizens, and interacts with the community to develop each child's potential and self-esteem.

Kids at Hope Pledge

I am a Kid at Hope.

I am talented, smart & capable of success.

I have dreams for the future and I will climb to reach those goals & dreams every day.

All children are capable of success, No Exceptions!

Treasure Hunter's Pledge

As an adult and a Treasure Hunter

I am committed to search for all the talents, skills and intelligence

that exists in all children and youth.

I believe all children are capable of success,
No Exceptions!

STATEMENT TO PARENTS

We believe that parents are an integral part of every child's success at school. In this partnership communication is the key; both with your child and with the teachers. We strongly encourage parents to work closely with their child, provide guidance and encouragement on a daily basis, and initiate communication with the teachers if there are concerns or questions. Every child deserves a partnership of adults working together in his/her best interest. Communication is everyone's responsibility!

APPLICATION OF LAW

Arizona laws are considered part of the policies of Union Elementary School District. Whatever is in violation of Arizona Revised Statutes is in violation of school/district policy.

APPLICATION OF THE HANDBOOK

All Policies listed in this handbook apply to all times school is in session and at all school related activities.

Students present on any property operated by the Union Elementary School District are subject to the policies found in this handbook. Additionally, school rules may be enforced for conduct occurring off campus.

ENROLLMENT ELIGIBILITY

Enrollment in the Union Elementary School District is available to any student who resides within the boundaries of the school district with their natural parent, or guardian, as established by court order.

The parent, guardian, or surrogate of each new enrollee in the district, except homeless pupils as defined in A.R.S. 15-824, will be asked to produce the following:

Kindergarten

A child shall be eligible for admission to kindergarten if she/he is five (5) years of age before September 1st of the current school year. (A.R.S 15-821)

- A certified copy of the child's birth certificate
- Immunization records
- Two proofs of residency (rent or lease receipts, receipts for utility payments).

New Students

- Last report card or withdrawal slip
- Two proofs of residency (rent or lease receipts, receipts for utility payments).
- Immunization records
- A certified copy of the child's birth certificate

Non-Resident Students

The District may admit children who do not reside in the District upon such terms as it prescribes (administrative permission). A pupil who enters a school shall present a properly executed withdrawal

form if such pupil previously attended another school in this state (A.R.S 15-827).

Students who do not reside within the boundaries of the school may apply for admission from May 1 to July 1 through the Open Enrollment process.

Students who have been expelled from a previous district will not be allowed to enroll without the approval of the Governing Board.

Students who move out of the school service area will have to apply for continued enrollment through Open Enrollment.

If a student is found to be living outside the school boundaries and not have approval for attendance, the parent will be notified and the student will be withdrawn from enrollment until the Open Enrollment process has been completed.

McKinney Vento

Please contact: Dolores at 623.478.5017 3834 S. 91st Ave, Tolleson, AZ 85353

PARENT/GUARDIAN INVOLVEMENT IN ENROLLMENT

When a student enrolls, the school must have the signature of a parent or guardian on all enrollment forms.

Students who are not residing with a legal parent or guardian will be asked to provide the school with proper documents that establish custody as directed by a court of law. Self-initiated power of attorney documents are not acceptable. Without these documents, the school may not disclose information concerning the child to the supervising adult.

NON-DISCRIMINATION

The Union Elementary School District is committed to a policy of non-discrimination in relation to race, color, religion, sex, age, national origin, and disability. This policy will prevail in all matters concerning staff members, students, the public,

educational programs and services, and individuals with whom the Board does business.

Individuals who believe that they have been subject to violations of this policy are to direct their concerns to the school Principal or to the Superintendent.

CONFIDENTIALITY OF STUDENT RECORDS

Confidentiality of education records is a right of public school students and their parents. This right is provided for by two federal laws, the Individuals with Disabilities Education Act (IDEA), and the Family Educational Rights and Privacy Act (FERPA). Under these laws, "education records" means those records that are: (1) directly relate to a student; and (2) maintained on every child enrolled in a public school. The types of information gathered and maintained may include, but is not limited to: the student's and parents' names, address and telephone number, the student's date and place of birth, date of enrollment in the school, records from previous schools attended, attendance records, subjects taken, grades, school activities, assessment results, number of credits earned, immunization records, disciplinary records, correspondence from parents, and Child Find and other screening results, including hearing and vision screening results.

In addition, for children with disabilities, education records could include, among other things evaluation and testing materials, medical and health information, each annual Individualized Education Program (IEP), notices to parents, notes regarding IEP meetings, parental consent documents, information provided by parents, progress reports, assessment results, materials related to disciplinary actions, and mediation agreements.

This information is gathered from a number of sources including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional sources including doctors and other health care providers.

This information is collected to assure proper identification of a student and the student's parents and the maintenance of accurate records of the student's progress and activities in school. For children with disabilities, additional information is collected in order to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with State and Federal Special Education Laws.

Each agency participating under Part B of IDEA must assure that all stages of gathering, storing, retaining, and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

The federal Family Policy Compliance Office of the U.S. Department of Education has provided the following notice of parent's rights under FERPA. In accordance with IDEA, the rights of the parents regarding education records are transferred to the student at age 18.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
- Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.
- Parents or eligible students may ask a school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the

record they want changed, and specify why it is inaccurate or misleading.

- If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for the amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, and support staff member (including health or medical staff and law enforcement unit personnel); person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, a school may disclose education records, without consent, to officials of another school district in which a student seeks or intends to enroll, if the school states in its annual notification of FERPA rights that it forwards records on request.

A parent has the right to file a complaint with the U.S. Department of Education concerning alleged failures by a school to comply with the requirements of FERPA. The complaint should be made to the name and address of the office that administers FERPA listed below:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave. S.W.
Washington D.C. 20202-4605

A school may designate information in education records as "directory information" and may disclose it without parent consent, unless notified that the school is not to disclose the information without consent. The law defines "directory information" as follows:

The student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Notice of these rights is available, upon request, on audiotape, in Braille, and in languages other than English. You may contact the Arizona Department of Education at 602-542-3111.

STUDENT SURVEYS

I agree that my child may be surveyed anytime. If I do not agree, I can revoke my consent to my child to participate in the survey. If you have any questions please contact your child's teacher.

CHILD FIND

Arizona law mandates that we inform each of you about our district's activities. The Union Elementary School District is committed to locating, identifying and evaluating children and youth with disabilities living in our attendance area from birth through 21 years of age. Should you have concerns regarding any child in our attendance area who has trouble walking, hearing, seeing or learning, he/she may be eligible to receive special education services. Please contact the Union Elementary School District, Student Services Office at 623-478-5017 for further information. The Union Elementary School District will evaluate referred students at no cost to the parent to determine if they are a student with disabilities. If students do qualify an appropriate service plan will be generated to meet their individual needs.

TITLE I PARENT INVOLVEMENT

The Union Elementary School District believes the involvement of parents and community members is an essential component of nurturing students. Every effort to invite and consider parent and community input is available to ensure the success of our students. As a team parents, teachers and administrators develop the school parent/community involvement plan. We encourage you to speak with your child's teacher and principal to become involved in the activities we provide at each of our schools. Please refer to your school's Title I compact, parent nights and various committee meetings to engage in the educational process with your child. Thank you in advance for helping make Union students the best they can be through the Title I program.

MOVE ON WITH READING PROGRAM

During the 2010 Arizona Legislative session, ARS 15-701 was passed. Students who don't pass the AzMerit reading test in 3rd grade will be retained the next school year. If you have questions please contact your students teacher.

SCHOOL SAFETY REPORTS

Students and parents who become aware of information regarding weapons on the school campus, the potential of bombs, or bomb threats, or anticipated harmful or violent activities are urged to contact school district officials and/or police to report the information.

The school principals may be reached at (Union) 623-478-5000, (Hurley Ranch) 623-478-5100, (Dos Rios) 623-474-7010 and the Superintendent may be reached at 623-478-5004.

In the event of an emergency situation, individuals should call 911.

School Closure

An announcement will be sent out through the school messenger system and may also be left on the school voice-mail system.

SCHOOL CAMPUS

The campus opens at 8:00 AM for all students (Grades K-2) at Union Elementary. **Students should not arrive before this time.**

The campuses of Union Elementary School District are defined as the actual property of the school sites, and the streets and sidewalks surrounding the school property, excluding private residence.

School rules will be enforced within this area during the school day, and when school activities are taking place on campus.

Students violating school rules inside private vehicles parked on streets next the school site will be subject to the enforcement of school rules in the same manner as if they were in a school parking lot.

The school will also enforce rules on the use of controlled substances within a 300 ft. limit from the school property.

STUDENT CHECKOUT

All pupils are the responsibility of the employees of the School District. A parent or other identified adult who is to pick up a child during school hours must sign out in the office. The person picking up the child must assume personal responsibility for the student.

In accordance with the Arizona State Law, with the exception of some emergency services, only a person listed on the emergency card may take a student from the campus during school hours. **An ID check will be conducted at the time of checkout.**

ANYONE COMING TO PICK UP A STUDENT DURING SCHOOL HOURS MUST GO TO THE OFFICE, NOT TO THE CLASSROOM.

Students will not be checked out to any person under the age of 18 (even if listed on the enrollment form) unless the parent has made prior arrangements with the Principal.

Students will not be checked out at lunchtime to high school students. A parent must be present to check out the student.

Students will not be signed out early between 3:00-3:30 p.m. This is a very busy time of day. Please contact the office ahead of time if it is necessary for you to sign out your child during this time (doctor appointment, family emergency, etc.)

Attendance and Tardy Policy

ATTENDANCE POLICY

Closed Campus

Once students arrive on campus, they cannot leave campus unless they are signed out by a parent, guardian, or person designated on the emergency contact section of the registration form.

A student leaving campus without permission will be considered truant and disciplinary action will be taken.

Absence

The Governing Board recognizes that the responsibility for school attendance rests with parents and students, with the school assisting them to fulfill that responsibility. Prompt, regular attendance, is not only required by law, it is the key to student success and progress in school programs. Students must maintain regular class attendance, as much of the classroom experience cannot be duplicated (i.e., benefits of lecture, discussion and participation). The required attendance standard for promotion is 90% of the days of the school year.

Arizona's truancy law has been amended to provide two circumstances when a student can be cited for failing to attend school they are:

- A student is "habitually truant" if he/she has five or more unexcused/unverified absences from school.
- A student has "excessive absences" when the student misses more than ten percent (18 days)

of the required number of school days per year whether the absence is excused or unexcused.

Arizona state law requires that parents ensure that their children between the ages of six and sixteen attend school. On the fifth unverified absence or 18 total verified/ unverified absences, regardless of the reason, you and/or your child could be issued a citation for a violation of Arizona Revised Statute A.R.S. 15-802 or 15-803. The citation would require that both you and your child appear in court regarding the matter.

Prosecution of you and/or your child may result in any of the following consequences: attendance in an educational class, community work hours, counseling, etc. The parent will also be assessed a diversion fee. If you, as a parent, receive a citation for Failure to Provide Education to your child and are convicted, it is a Class 3 misdemeanor punishable by jail time and/or a fine.

If your child has no additional absences or if you send the school sufficient documentation for the unverified absences, (i.e. doctor's excuse, chronic illness forms, etc.) no further action will be necessary.

Absences will be marked as unverified on the student's attendance record if a parent call is not received or parents cannot be reached for verification.

Any student who misses school for any reason is required to make up the work missed during the absence. It is the responsibility of the student to get the assignments and submit them to their teacher within the specified time.

If a student becomes ill after arriving at school, he/she must report to the nurse's office before going home. No one may authorize any departure from the school grounds except the school administration and/or nurse.

Medical and dental appointments should be scheduled after school hours. If a student is to leave during the school day, he/she must report to the office upon leaving and returning.

If an absence is preplanned, please contact the office ahead of times. Students are responsible to obtain schoolwork for the time absent.

Excused Absences

Any absence due to illness, accident, medical, bereavement, religious observance, or other circumstance with prior approval of school administration, will be excused provided a call is received by the school attendance office on the day of the absence. The attendance office will accept written notification the morning following the absences.

The school reserves the right to ask for documentation for absences.

Repeated absences for illness will result in the school asking for proof of illness, and a doctor's visit. A note from the doctor/dentist or other professional involved will excuse the absence for reasons of appointment.

Absence for religious holidays should be cleared with a note to the office prior to the holiday.

Absences for reasons other than those listed here need to be excused by the principal. Parents may be required to meet with the principal to discuss the situation.

Unexcused Absences

Absences that are not excused by phone or by note, and that do not apply to the categories listed above, will be unexcused.

Absences that are not excused within 48 hours of the absence will be marked as unexcused.

Tardy Policy

A student is deemed tardy when he/she is not in class when the tardy bell rings at the beginning of the day or for any class during the day

Students who are late to class by more than fifteen minutes will be counted as absent.

A parent note or phone call does not automatically excuse a tardy, unless it pertains to one of the approved areas, or is approved by an administrator. Approval of any absence is up to the discretion of the school.

Late admission to class may be excused if it involves the student being at a:

- Medical, dental, legal appointment
- Meeting with a counselor, nurse or principal
- Unavoidable/emergency situation (Must be approved by the office)

Late admissions based on an allowable situation should submit a note from the individual, medical, dental or legal firm involved.

All other late arrivals will be marked as unexcused.

Consequences for unexcused tardiness will be as follows:

1st - 3rd Unexcused Tardy—Warning to parents by teacher or office.

4th - 7th Unexcused Tardy - School-Parent meeting will be scheduled by teacher or office.

Attendance on the Day of an Activity

Students participating in any school sponsored extracurricular activity are expected to attend all classes that day. If, for some reason, the student is unable to attend all classes, they must receive clearance in advance from the Principal in order to be eligible to participate in the activity. They do not need clearance for trips they are required to take and miss class because of a school-sponsored activity.

DRESS CODE

All Students in K-8th grade who attend school in the Union Elementary School District are expected to dress in the proper standard school attire. It is the parents' responsibility to ensure compliance with the dress code. All students who attend school

will dress in accordance with the dress code detailed below.

For Boys:

All solid white, solid light blue, solid navy blue, solid red, solid burgundy, or solid dark green shirts with the lay-down collar. No logos or labels may be showing on the shirt. This may include, but is not limited to, a "polo" shirt or a standard short or long sleeved dress shirt.

Solid navy blue, solid khaki, solid black shorts or slacks are required. No logos, labels, or outer pockets showing on the pants. No blue jeans, blue jean shorts, cargo pants or sweat pants.

For Girls:

All solid white, solid light blue, solid navy blue, solid red, solid burgundy, or solid dark green shirts with lay-down collar. No logos or labels may be showing on the top. This may include, but not limited to, a blouse or a "polo" shirt.

Solid navy blue, solid khaki, solid black short, skorts, skirts, jumpers, Capri pants are required. No logos or labels may be showing. No blue jeans, blue jeans shorts, cargo pants, sweat pants or stretch pants.

For all Students:

Students may NOT wear head coverings which include, but are not limited to, hats, skull caps, bandanas, hairnets, and baseball caps.

The dress code may only be altered on school days designated for special activities, which may include but are not limited to, spirit days or dress down days.

Outerwear is designed to be worn outside as the weather dictates. It should be removed in the classroom. At the discretion of the classroom teacher, if the classroom is cold, students may keep their outerwear on. Outerwear may include, but is not limited to, windbreakers, jackets, sweaters or sweatshirts as long as they are acceptable in color and free from logos or labels. Expensive jackets are discouraged, as the school is not liable for damaged, lost or stolen outerwear.

- Baggy or oversized clothing is not acceptable and is prohibited.
- No sagging of clothing is allowed.
- Pants must fit at the waist and not drag the ground.
- Shorts must not be shorter than the middle of the thigh. Skirts should not be longer than the bottom of the knee and must not be shorter than the middle of the thigh.
- Belts must be black, brown, or navy. Belts must be worn at the waist and cannot hang below the waist.
- Clothing may not be altered in a manner that includes, but is not limited to, slits, sleeveless, shredded hems or other non-compliant changes to the clothing.
- Shirts and blouses must be tucked in at all times.

No undergarments may show and t-shirts worn under shirts must be white or gray. Bare feet are never acceptable. For safety reasons, students are encouraged to wear closed-toe shoes. Students are also encouraged to wear shoes appropriate for physical education classes, which may include but are not limited to tennis shoes.

Students not dressed in accordance with the District dress code may be offered the use of standard school clothing for the day; their parents will also be contacted to bring correct clothing. Students who repeatedly fail to dress in accordance with this dress code may be subject to disciplinary actions as set forth in the student handbook.

No student shall be subject to discipline for failure to comply with this dress code if the reason is economic hardship. The school will work with families to locate assistance for the student to be furnished with standard school clothing. New students will be informed of the dress code upon enrollment. During this time, if it is necessary, the school may loan the family the use of one uniform set per child. Please notify the school office if your family is in need of uniform assistance.

The school reserves the right to further define appropriate dress for the students. Union

Elementary School District has established the following site guidelines for student dress:

- No piercing in nose, brow, tongue, or other visible parts of the body (other than ears).
- Tattoos should be covered at all times and not visible.
- Earrings and/or gages should be no larger than a fifty-cent coin.
- Make-up products should be left at home, and in no case should make-up be used during class time.
- No flip flop sandals or slippers, or house shoes.
- Skinny jeans or other clothing that is excessively tight is prohibited. Questions regarding the dress code may be directed to the Principal.

Student Life - Academics

GRADES / REPORT CARDS / PROGRESS REPORTS

The grade received for yearly work is the only one recorded on the permanent record card and represents a cumulative score of the student's work over two semesters.

Progress Reports and Report cards are hand-carried home with students eight times per year. Please discuss the grades and comments with your child. Contact the teacher with any concerns or questions. These must be signed by the parent and returned to the teacher.

Final report cards will be held in the office and not mailed if any school library books, classroom books, or school equipment is not returned.

Student Grades are reported in letter grade form. The letter grades equate to the following percentages:

- 100% to 90% = A
- 89% to 80% = B
- 79% to 70% = C
- 69% to 60% = D
- 59% to 00% = F
- P/F = Pass or Fail (IEP/AE)

BOOKS, SUPPLIES AND EQUIPMENT

Students will be furnished with the textbooks and instructional materials they need. It is the student's responsibility to use these materials properly. Books are provided to the students on an assigned basis. The student is responsible for the care of these books. Lost, misplaced or damaged library and textbooks will be paid for by the student assigned the books at the discretion of teacher and principal. Textbook prices range from \$5.00 to \$100.00. Parents will be notified of lost or damaged books. Students with outstanding fees or lost books will not participate in promotion activities.

MAKE-UP WORK

Two calendar (2) days for each day missed will be allowed to complete make-up work. Individual teacher policy may extend this time.

Assignments that are given out prior to a student's absence are not considered make-up work and will be due on the designated date.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are available all year long. At any given time you may contact the school to set up a conference with any of your child's teachers or receive a current update on grades/assignments. Formal conferences initiated by the school will occur twice annually. To schedule a conference with your child's teacher please call the school.

PROMOTION REQUIREMENTS

The following criteria will be used to determine readiness for promotion to the next grade:

Academics

- Report cards - passing grades needed.
- State Academic Standards - Criterion Referenced
- Achievement on district assessments (Galileo, Dibels)
- Reading Level - if below grade level by 1.5 years, the child is at risk of failing.

Attendance

- A student is a candidate for retention if daily absences constitute 10% of daily attendance set forth by the district (more than 18 days).

REVIEWS OF PROMOTION/RETENTION

DECISION: A.R.S. 15-521 states that every teacher shall make the decision for promotion or retention of students. Parents do not have the authority to overturn the decision of the teacher.

If a parent or legal guardian chooses not to accept the decision of the teacher as provided in SEC. 15-521, the parents or legal guardian may request in writing that the Governing Board review the teacher's decision.

The pupil has the burden of proof to overturn the decision of a teacher to promote, retain, pass or fail the pupil. In order to sustain the burden of proof, the pupil shall demonstrate to the governing board that the pupil has mastered the academic standards adopted by the state board of education. (ARS 15-342). The decision of the board will be made on the basis of adopted promotion and retention guidelines.

Student Life - General Policies

BICYCLES

- Students in grades 1-8 may ride their bikes to and from school. Bike riders are reminded to obey all city/state rules of riding safety.
- As with other personal items brought to school we cannot accept responsibility for the safety of bikes throughout the school day.
- Students who violate city/state and school bicycle guidelines will jeopardize their privilege of riding a bike to school.
- The following rules are to be observed by all bike riders entering and leaving school:
 - Bike riding is not allowed on school grounds.
 - In traveling to and from school, all traffic laws concern bicycle laws concerning bicycle safety must be observed.

Skateboards, roller blades, scooters and wheeled

shoes are not to be used on campus at any time.

SCHOOL BUS PROCEDURES AND BASIC RULES

Each student who rides the school bus is entitled to a safe, comfortable trip to and from school. Riding the school bus is a privilege granted to students under conditions set forth by the School Board and regulations set by the Arizona Department of Transportation. Daily transportation is provided for Kindergarten through 3rd grade students. All students must understand and observe all bus rules. Please review the bus rules and consequences with your child.

Boarding the bus:

- Line up in single file parallel to the roadway, with younger students in front, so they can board first.
- Wait until the bus comes to a complete stop before attempting to get on board.
- Board the bus quickly but without crowding or pushing.
- Never run on the bus, as the steps or floor may be slippery. Place your foot squarely on the step, not on the edge, and use the handrail.
- Be particularly careful if you are carrying books or parcels, as it may be difficult to see the steps and to hold the handrail.
- Go directly to your seat and sit straight, well to the back of the seat, and face the front of the bus.

Conduct on the bus:

- Remain seated until the bus has stopped
- No swearing
- No rude gestures
- No cruel teasing or put-downs
- Keep hands, feet and all objects to yourself and inside the bus.
- No eating, drinking, or chewing gum
- No pet or animals of any kind (State Law R-17-4-507)
- No glass objects

- No student is allowed to ride on the bus other than the one assigned
- No dangerous objects (knives, matches, etc.) are allowed on the bus. Avoid doing anything that might disturb or interfere with the driver. Refrain from loud or boisterous talking or yelling.
- Do not touch the emergency door or exit controls or any of the bus safety equipment.
- Obey promptly the directions and instructions of the school bus driver.

Prohibited items:

- Tobacco is not allowed in a school bus.
- Alcoholic beverages shall not be carried in a school bus.
- Insects, reptiles, or other animals shall not be transported in a school bus
- No weapon, explosive device, harmful drug, or chemical shall be transported in a school bus.
- No skateboards, glass items, or balloons will be allowed in the school bus.

Exiting the bus:

- Remain seated until the bus has reached its destination and comes to a complete stop.
- Do not push or crowd when leaving the bus.

If you must cross the road: Wait for the driver to signal you that it is safe to cross. Cross 10 feet in front of the bus. As you cross, continuously look both ways for any traffic. **DO NOT CROSS BEHIND THE BUS. DO NOT RUN.**

Consequences for misbehavior on the bus or at bus stops are as follows:

1. Verbal Warning*
2. First Offense: Written referral by bus driver. Parents and Principal will be contacted. Student may receive up to 2 days suspension from bus privileges.*
3. Second Offense: Written referral by bus driver. Parents and Principal will be

contacted, student may receive 5 to 10 days of suspension from bus privileges.*

4. Third Offense: Written referral by bus driver. Parents and Principal will be contacted. Student may lose bus privileges for the remainder of the school year.*

*In severe cases, permanent suspension of bus privileges may occur immediately. Law enforcement may be contacted as necessary.

*Property damage to buses may result in charges of at least \$300.

If a student has been suspended from the bus, it is the responsibility of the parent/guardian to provide transportation to and from school.

CAFETERIA

The goal of the Union Elementary School District Child Nutrition Department is to provide a nutritious breakfast and lunch for students. Based on the premise that well nourished students are better prepared to learn, child nutrition plays a vital role in the educational team.

Meal Service

Union District serves breakfast and lunch to all students at no charge to the student. We serve breakfast in the cafeteria from 8-8:30 a.m. to any students that would like to eat in the morning. For breakfast we serve a wrapped entrée, fruit or juice, and low fat white milk. We encourage students to eat breakfast; it helps them function better in the classroom. Lunch time is traditional plate service with a **fresh fruit & vegetable bar** available for the students to make selections.

Adult Meals

Parents are welcome to join their children for breakfast or lunch any time. It is necessary to check in at the school office and obtain a visitor's pass when coming on school grounds. Adult meal prices are \$1.00 for breakfast and \$2.50 for lunch.

Free and Reduced Price Meals

To qualify for a special program that allows us to feed all our students at no charge, we need a

completed Free/Reduced priced meal applications from every family in the district. These papers are very important for us to continue with our programs. Applications are distributed at the beginning of the school year or at the time of registration, and are available in the school office or on the district website. A new application must be completed at the beginning of each third school year. Please return completed applications to the school or cafeteria.

Cafeteria Rules

1. Always walk to and from the cafeteria
2. Food cannot be taken out of the cafeteria
3. Students should clean their immediate area and raise their hand to be dismissed
4. Throwing food or other objects will not be tolerated
5. Students are not to cut in line
6. Students should stay seated until they have been excused by school staff
7. Parents having lunch with their child must first sign in at the office

EXTRA-CURRICULAR ELIGIBILITY

In accordance with the State of Arizona's regulations and Union District's Governing Board Policy, only those students deemed academically eligible may participate in extra or co-curricular activities in which competition is an integral part of the organization.

Any student that is serving a disciplinary consequence may not participate in extra-curricular activities scheduled on that day, nor any subsequent day they are assigned to detention.

FOOD AND DRINK

- Students are not to take food or drink into classrooms, library, or office.
- Food is not to leave the cafeteria after lunch or campus at the end of the school day.
- Students are not allowed to bring or possess any open container to the campus. This rule includes fast food and convenience store beverage cups, as well as soda bottles/cans.
- Students are allowed to carry a water bottle to

school and may have the water bottle in class with them.

HALL PASSES

All students who are excused from the classroom to go to the office, to the restroom, or on an errand with the teacher's permission must have a hall pass in their possession.

Students found on the campus without a pass may be subject to disciplinary consequences.

SUNSCREEN

The goal is to emphasize skin health and promote the application of sunscreen products and to inform students that a student who attends school in this District may possess and use a topical sunscreen product while on school property or at a school-sponsored event without a note prescription from a licensed health care professional.

HEALTH CENTER

The school nurse/health aide is the consultant for students concerning health problems. If a student is injured or becomes ill at school, they should report to his/her teachers and obtain a pass to the nurse. The nurse will call the parent when necessary.

Students requiring medicine at school, including Tylenol, must have a parent's written request on file. All prescription medication must be brought to the school nurse in the original prescription bottle by the parent or guardian. The medication will be kept and administered to the student in the Health Office. This includes any over-the-counter medicine such as throat lozenges, cough drops, cough syrup, etc.

All students requesting an excuse from P.E. must bring a signed note to the nurse from his/her parent. The nurse will then write an "Excused from P.E." pass for the student. Any excuse over one week must be accompanied by a doctor's note.

Your child must be current in all immunizations. The state requirements include five doses of DTP, four doses of OPV/IPV, two MMR and Hepatitis B series.

**Parents, please be aware of your child's health before sending them to school. Your child must be fever free for 24 hours before sending them to school. A sick child cannot learn and runs the risk of infecting others. Sick students should remain home.

HEAD LICE

Should your child become infected with head lice, district policy states "Students with pediculosis shall be excluded from school until treatment specific for pediculosis has been initiated and the student is symptom free". Treatment may require being out of school for one to three days, which are considered, excused absences. It is our expectation that within three days, your child will return to school, treated and free of head lice. If your child remains home for more than three days, the extended time would be counted as unexcused absences and would become a truancy issue (refer to section on Attendance).

LOST AND FOUND

You must assume sole responsibility for loss of, or damage to, your property. The school will endeavor to protect, but it is not responsible for personal property. Found articles should be taken to the lost and found area at the school. Unclaimed articles will be given to charity. Lost articles may be claimed before or after school or during lunch. Put identification marks on your child's personal belongings.

LIBRARY

The media center is here to service students and help make the students' experience more pleasurable and academically successful. Familiarizing yourself with the following information will help students greatly.

Behavior- Any behavior which is disruptive or disturbing to anyone in the media center will not be tolerated and may result in loss of media center privileges and/or a disciplinary referral.

Passes: All students need a pass to enter the media center unless they are part of a scheduled class. A staff member must issue the pass.

Circulation: Students will be allowed to check out one library book at a time. Lost books must be paid for before the student will be allowed to check out additional books. If a student has an overdue library book, he/she will be on a probation list and will not be able to participate in extra-curricular activities or rewards until the book is returned or paid for.

Responsibility: After checking a book out, its care is totally the student's responsibility. If it is lost, stolen, or damaged, the student will be charged.

The following rules apply in the library:

- Students must remain quiet and maintain a serious study environment.
- Food, candy, gum, drinks, etc., are not allowed in the media center.
- The media center must be left neat and orderly.
- Students are not allowed to tilt chairs, sit on tables or put feet up on the furniture.
- Students are expected to use school computers for schoolwork. The viewing of sites not related to an assignment may result in the student being asked to give up the use of the computer.
- The use of personal e-mail or chat rooms is not allowed in the library.

Report a lost or stolen book immediately. If no price is listed on the computer record, a paperback book will cost \$5.00 and up. Students, who do not return a book or books, will not receive their report card or promotion certificate.

POLICE INTERVIEWS AND ARRESTS

Child Protective Services:

Interview by Child Protective Services workers who are investigating abuse/neglect may be conducted at district schools. The parent of a student, who is the subject of an investigation, or a sibling of the subject, need not be given notice of such interviews. School officials may be present at the interview only if it is necessary to the investigation.

Law Enforcement Officers:

In cases where law enforcement officers interview students for criminal investigations, the building administrator shall make reasonable efforts to notify the student's parent/guardian of the interview, unless the law enforcement officer deems that notification would interfere with a criminal investigation.

A parent may be present during an interview. Exceptions to this policy include

- When police are responding to an emergency situation (i.e. weapon on the campus, student distributing controlled substances)
- When police are making an arrest or serving a subpoena or warrant
- When police are seeking to investigate child abuse or other criminal activity by the student's parent

When dealing with exceptions to parental notification the school will follow the finding of the Arizona Attorney General that:

- In either of the above cases, law enforcement must be granted immediate access to the student and must heed police advice regarding parental notification.
- School officials must comply with a police directive to not inform a student that they may consult with his or her parents prior to an interview with police, in instances where child abuse or criminal activity is alleged on the part of a parent.
- School officials are not required to comply with unconditional parental demands of prior notice before a police interview takes place.
- School officials are not required to advise a student of juvenile Miranda warnings unless the official is conducting a custodial interrogation and acting in the capacity of a law enforcement officer.

ARRESTS

If a student is taken into custody (arrested), the arresting officer shall be requested to notify the student's parents or guardian. The arresting officer will be asked to complete and sign a "Form for Signature of Arresting Officer." School personnel shall make every reasonable effort to make sure parents have been notified that a student has been taken into custody. The personnel of the District shall cooperate fully with the police.

STUDENT VISITORS

Unescorted student visitors and non-enrolled siblings are not allowed on campus.

STUDENT FUNDRAISING ACTIVITIES

Fundraising activities by students on school premises or elsewhere as representatives of the school will be permitted only when connected with specific school activities approved by the Student Council and the principal, and approved by the Governing Board.

Participation in contests or fund-raising activities shall be governed by the following criteria:

- A. The aim of the activity shall benefit youth in educational, civic, social and ethical development.
- B. The activity shall not be detrimental to the regularly planned instruction.

The proceeds of all fundraising activities shall be deposited in the Student Activity Fund and funds from such activities shall be used only as specified in the Uniform System of Financial Records.

TRAVEL POLICY

Students participating in school-sponsored activities away from school must travel to and from the activity in school provided transportation. Exceptions to this policy may include:

- A. Sponsors, coach, and Principal must be contacted IN ADVANCE by the student's parent in PERSON OR PHONE giving special permission for that student to travel by private

vehicle. NOTES ARE REQUIRED FOR VERIFICATION.

- B. If permission is not given prior to the activity, the parent must personally speak to the sponsor, administrator, or coach, at or after the activity, and provide written verification that they are assuming responsibility for the transportation of their student.
- C. Students may not travel with any individual who is not allowed to check them out of school.

Behavior Codes

BEHAVIOR GUIDELINES

The purpose of the classroom and school behavior guidelines is to maximize the educational opportunities available to all students and to insure operation of an orderly, successful school. All students are required to comply with certain standards of behavior. Guidelines are designed to define conduct that may result in disciplinary action to a student.

Two guidelines to follow both inside and outside the classroom:

1. No one will stop a teacher from teaching or prevent another student from learning.
2. No one will engage in any behavior that is not in his/her best interest or in the best interest of others.

SCHOOL RULES

- 1) Respect self, others and property.
- 2) Be responsible for your words and actions.
- 3) Make safe choices.
- 4) Use school appropriate language.
- 5) Always be trustworthy.

School Wide Discipline Rewards/ Consequences

Classroom Rewards:

- 1) Verbal Praise with reference to rule followed.
- 2) Move card/stick up
- 3) Helper role (PAW Pride)
- 4) Lunch w/ teacher
- 5) Positive note home
- 6) Positive call home
- 7) Read to Principal

Classroom Consequences:

- 1) Verbal Warning with reference to the rule.
- 2) Flip card, move stick down
- 3) Send to buddy classroom
- 4) Lose recess
- 5) Note home to be signed
- 6) Call home
- 7) Referral to office

CONTACT POLICY

On campus, on school buses, and at any and all school functions, students are expected to conduct themselves in such a manner as to display the highest respect for themselves and their friends by avoiding any inappropriate physical display of affection.

Among the actions prohibited are:

- A. Kissing, either on lips or any surface of one's body.
- B. Rubbing bodies together.
- C. Leaning against each other in an intimate embrace or for any length of time.
- D. Writing or drawing on any surface of one's body or that of another student.
- E. Holding hands and inappropriate touching.

GANG AFFILIATION AND ACTIVITY

Gangs that initiate, advocate, or promote activities that threaten the safety or well being of persons or property on school grounds or disrupt the school environment are harmful to the educational process.

Any student who wears, carries, or displays gang clothing, drawings, pictures, symbols, or paraphernalia, who exhibits behavior or gestures which symbolize gang membership, who causes and/or participates in activities which intimidate or adversely affect the educational pursuits of another student or the orderly operation of the school shall be subject to disciplinary action.

Gang Affiliation

For disciplinary purposes, Union Elementary School District will utilize the State of Arizona's Gang Membership Identification Criteria (GMIC). If an individual meets two of the six criteria, he or she will be considered a gang member.

1. Self Proclamation
2. Witness testimony or official statements
3. Correspondence, written or electronic
4. Paraphernalia, photographs or nicknames
5. Tattoos
6. Clothing and/or colors

Graffiti is a Crime

According to the Maricopa County Attorney, anyone defacing or damaging public or private property is breaking criminal law and will be prosecuted for violating A.R.S. 13 - 1602. Criminal damages include: marking a message, slogan, sign or symbol, on any public or private surface without the owner's permission. District consequences for destruction of property/graffiti range from parent/guardian conferences to long-term suspension.

PROHIBITED ITEMS

The following items ARE NOT PERMITTED on campus or any school activity:

- iPods, mp3 players, PSP, Game Boy, cameras, electronic games, or other personal electronic equipment.
- Trading/Game cards
- Permanent markers
- Gambling games or devices
- Knives, chains, or firearms of any kind or size; or any instruments that could be used as a weapon
- Cigarettes, matches, lighters, tobacco, alcohol and any explosive device
- Hats of any kind

The school will endeavor to protect, but it is not responsible for personal property.

Chewing Gum

No chewing gum or possession of chewing is allowed, on school buses, or in any buildings.

Cell Phones

Cell phones are not allowed to be out or on during school hours, they are for emergency use only and will be confiscated if seen or heard.

Cell phones should not be used to video tape or record activities on campus or on the way to or from campus. Please see the discipline guidelines for consequences.

Items that are confiscated will only be returned to a parent.

The school administration reserves the right to add items to this list as conditions warrant. Any item that disrupts the learning environment is prohibited.

Tobacco Use By Students

The possession or use of tobacco products is prohibited in the following locations:

- School grounds
- School buildings
- School parking lots
- School playing fields
- School buses and other District vehicles
- Off-Campus school-sponsored events

Drug and Alcohol Use By Students

The nonmedical use, possession, or sale of drugs on school property or at school events is prohibited. *Nonmedical* is defined as "a purpose other than the prevention, treatment, or cure of an illness or disabling condition" consistent with accepted practices of the medical profession.

Students in violations of the provisions of the above paragraph shall be subject to removal from school

property and shall be subject to prosecution in accordance with the provisions of the law.

Students attending school in the District who are in violation of the provisions of the policy shall be subject to disciplinary actions in accordance with the provisions of school rules and/or regulations.

For purposes of this policy, "drugs" shall include, but not be limited to:

- All dangerous controlled substances prohibited by law
- All alcoholic beverages
- Any prescription or over-the-counter drug, except those for which permission to use in school has been granted pursuant to Board policy (with doctor's note and held in the nurse's office)
- Hallucinogenic substances
- Inhalants

Any student who violates the above may be subject to warning, reprimand, probation, suspension, or expulsion, in addition to other civil and criminal prosecution.

SEARCH AND SEIZURE

Order, safety, and security are essential to a productive learning environment. When the learning environment is threatened by the presence of contraband, school officials have the responsibility and the authority to search for and obtain the contraband from students or non-students if there is reasonable suspicion that the student possesses such contraband. Student desks, school textbooks, and library books are the property of the school district and remain, at all times, under the control of the district. However, students are expected to assume full responsibility for the security and safekeeping of their desks, books, and other property and equipment. School authorities at any time without a search warrant or student consent may conduct inspections of desks.

PARENTAL NOTIFICATION

It is the practice of Union Elementary Schools to notify parents of disciplinary situations as soon as

possible. The school will investigate any disciplinary situations prior to notifying parents of the situation.

Parents may wish to be present when their student is questioned. Please be aware that the school is not obligated to have parents present when their student is questioned, and that circumstances may not always make that possible.

Parent/Student Signature page

It is the intent of the faculty to lead students toward being disciplined, productive, informed, and fulfilled individuals. To achieve these ideals, mutual respect and understanding must be present in the learning process on the part of all participants - the faculty, students, and community.

Dear Parent/Guardian:

Please review the Union School District Student Handbook with your child. Sign below and return this form to the school.

My child, _____ and I have reviewed and understand the Union Student Handbook for the 2017-2018 school year.

Student Signature

Parent/Guardian Signature

