

**ISAAC SCHOOL DISTRICT NO. 5
PARENT/STUDENT HANDBOOK
2023-2024**



Dedicated to Student Success

2023-2024 ISAAC SCHOOL DISTRICT PARENT/STUDENT HANDBOOK

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ISAAC SCHOOL DISTRICT NO. 5

3348 West McDowell Road
Phoenix, Arizona 85009-2416
602-455-6700 Fax 602-278-1693
Mario Ventura, Ed.D., Superintendent

Dear Isaac School District Parents and Guardians,

Welcome to the 2023-2024 School Year!

The Isaac School District is dedicated to the academic success and well-being of your child. Collaboration and on-going communication between the school and home are essential for the success and safety of the whole school learning community.

Providing common expectations for learning and behavior is at the foundation of the school and home relationship. You can support your child by monitoring homework, promoting reading, supporting attendance and punctuality and reviewing rules and procedures. By doing so, we are laying the foundation for school success and lifelong learning.

We highly encourage you to get to know your child's teachers, principals, and other staff within the district. Everyone is here to help students reach their highest potential and welcomes open communication with parents.

Part of our role in open communication is to share the important information contained in this Parent / Student Handbook. In the following pages you will find material about various key aspects of your child's education here at Isaac.

Please take the time to read through the contents and discuss with your child to ensure they understand their rights and responsibilities. When finished, kindly sign and return the enclosed acknowledgement page to your child's teacher, indicating that you have read and understand the guidelines set form by the Isaac School District.

We look forward to another year of growth and achievement with you and your child!

Sincerely,

Mario Ventura, Ed. D.
Superintendent

ISAAC SCHOOL DISTRICT NO. 5 GOVERNING BOARD



Ms. Patricia Jimenez
Board President



Ms. Maria Guzman
Board Clerk



Mr. Harry Garewal
Board Member



Ms. Maria Hernandez
Board Member



Mr. Rudy Santa-Cruz
Board Member

Governing Board Non-Discrimination Policy (AC)

The Board is committed to a policy of nondiscrimination 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.

ISAAC SCHOOL DISTRICT DIRECTORY

DISTRICT OFFICE

3348 West McDowell Road, Phoenix, AZ 85009
Phone: (602) 455-6700

Superintendent
Dr. Mario Ventura.....(602) 455-6700

Executive Assistant to the Superintendent
Lluvia Perea.....(602) 455-6717

District Receptionist
Vanessa Sesma.....(602) 455-6700

Director of Community Engagement & Marketing
Sylvia Carrizoza.....(602) 455-6727

Director of School Leadership
Dr. Monica Castillo.....(602) 455-6789

Safety & Emergency Preparedness Specialist
Angel Larreal.....(602) 455-6776

Community Health and Safety Specialist
Estela Barraza.....(602) 455-6781

Chief Financial Officer
Lynn Lang.....(602) 455-6748

Administrative Assistant - Business
Emerson Soto.....(602) 455-6748

Chief Human Resources Officer
Jose Arenas.....(602) 455-6765

Director of Human Resources
Dr. Tanya Whiteford.....(602) 455-6788

Administrative Assistant - Human Resources
Catherine Romero.....(602) 455-6765

Director of Grants & Federal Programs
Dr. Aaron Harris.....(602) 455-6767

CURRICULUM & INSTRUCTION

4006 West Osborn Road, Phoenix, AZ 85019
Phone: (602) 455-6711

Assistant Superintendent of Curriculum & Instruction
Dr. Lily Mesa-Lema.....(602) 455-6725

Administrative Assistant
Destini Pacheco.....(602) 455-6795

Director of English Language Learners
Dr. Randy Martinez.....(602) 455-6758

Student Records Clerk
Mireya Cruz.....(602) 455-6942

HEART OF ISAAC COMMUNITY CENTER

1403 North 32nd Avenue, Phoenix, AZ 85009
Phone: (602) 442-0583

Director of Family and Community Programs
Marcela Lopez.....(602) 442-0585

Receptionist
Gloria Limones.....(602) 442-0583

Outreach Specialist
Annarely Barrow.....(602) 442-0583

Family Education Specialist
Yesenia Fernandez.....(602) 442-0584

STUDENT SERVICES & EXTENDED LEARNING

4006 West Osborn Road, Phoenix, AZ 85019
Phone: (602) 455-6711

Interim Director of Student Services
Deedrick Martinez.....(602) 455-6726

Administrative Assistant
Mary Lou Martinez.....(602) 455-6711

SUPPORT SERVICES

1701 North 35th Avenue, Phoenix AZ 85009
Phone: (602) 455-6772

Director of Support Services
David Morales(602) 455-6772

Associate Director of Support Services
Martin Perez(602) 455-6772

Administrative Assistant
Martin Popov.....(602) 455-6772

Transportation Manager
Miros Vasquez.....(602) 455-6777

TECHNOLOGY

2941 N. 43rd Avenue, Phoenix, AZ 85031
Phone: (602) 442-3000

Director of Technology
Berto Perez.....(602) 442-3000

Administrative Assistant
Sophia Flores.....(602) 442-3000

ISD SCHOOL DIRECTORY

ALTA E. BUTLER ELEMENTARY SCHOOL

3843 West Roosevelt Street, Phoenix AZ 85009
Phone: (602) 442-2300 | Fax: (602) 442-2399



Principal, Elva Enriquez.....Ext. 10301
TOSA, Laura Galindo.....Ext. 10303
Secretary, Amelia Lopez.....Ext. 10300
Attendance Clerk, Janeth Camacho.....Ext. 10306

BRET TARVER PRESCHOOL PROGRAM

4006 West Osborn Rd. Phoenix, AZ 85019
Phone: (602) 442-2900 | Fax: (602) 442-2997



Interim Preschool Coordinator, Dr. Randy Martinez.....Ext. 10901
Secretary, Martha Gamboa.....Ext. 10900
Attendance Clerk, Ofelia Zazueta.....Ext. 10906

ESPERANZA ELEMENTARY SCHOOL

3025 West McDowell Road, Phoenix, AZ 85009
Phone: (602) 442-2800 | Fax: (602) 442-2899



Principal, Dr. Kristen Robertson.....Ext. 10801
Secretary, Antoinette Pacheco.....Ext. 10800
Attendance Clerk, Jocelyn Cardenas.....Ext. 10804

ISAAC MIDDLE SCHOOL

3402 West McDowell Road, Phoenix, AZ 85009
Phone: (602) 455-6800 | Fax: (602) 455-6868



Principal, Kevin Sotomayor.....Ext. 10101
Assistant Principal, Alicia Clynick.....Ext. 10102
Assistant Principal, Erica Scrivner.....Ext. 10103
Secretary, Erica Carrera-Coronado.....Ext. 10100
Attendance Clerk, Vacant.....Ext. 10104

J.B. SUTTON ELEMENTARY SCHOOL

1001 North 31st Avenue, Phoenix, AZ 85009
Phone: (602) 442-3200 | Fax: (602) 442-3299



Principal, Benito Jimenez.....Ext. 10201
TOSA, Manuela Duran.....Ext. 10203
Secretary, Mareli Luna-Galindo.....Ext. 10200
Attendance Clerk, Jessica Alonzo.....Ext. 10204

JOSEPH ZITO ELEMENTARY SCHOOL

4525 West Encanto Boulevard, Phoenix, AZ 85035
Phone: (602) 442-2500 | Fax: (602) 442-2599



Principal, Laura Couret de Gentile.....Ext. 10501
PBIS Specialist, Joseph Baca.....Ext. 10554
Secretary, Vanessa Flores.....Ext. 10500
Attendance Clerk, Pablo Gonzales.....Ext. 10504

MITCHELL ELEMENTARY SCHOOL

1700 North 41st Avenue, Phoenix, AZ 85009
Phone: (602) 442-2600 | Fax: (602) 442-2699



Principal, Dr. Ryan Garza.....Ext. 10601
PBIS Specialist, Joseph Baca.....Ext. 10603
Secretary, Roseanna Peñaloza.....Ext. 10600
Attendance Clerk, Esmeralda Villa.....Ext. 10604

MORRIS K. UDALL MIDDLE SCHOOL

3715 West Roosevelt Street, Phoenix, AZ 85009
Phone: (602) 442-2700 | Fax: (602) 442-2799



Principal, Garry Glay.....Ext. 11201
Assistant Principal, Elizabeth Gonzalez.....Ext. 11211
Assistant Principal, Dr. Ramona Ramirez.....Ext. 11203
Secretary, Elizabeth Corral.....Ext. 11200
Attendance Clerk, Monica Nunez.....Ext. 11204

MOYA ELEMENTARY SCHOOL

406 North 41st Avenue, Phoenix, AZ 85009
Phone: (602) 442-3100 | Fax: (602) 442-3199



Principal, Gina Cruz-Szabo.....Ext. 11401
Secretary, Monique Garay.....Ext. 11400
Attendance Clerk, Deanna Engel.....Ext. 11404

P.T. COE ELEMENTARY SCHOOL AND ISAAC ONLINE PREP ACADEMY

3801 West Roanoke, Phoenix, AZ 85009
Phone: (602) 442-2400 | Fax: (602) 442-2499



Principal, Robyn Lee-Hohman.....Ext. 10401
TOSA, Shanin Newman.....Ext. 10484
P.T. Coe Secretary Julie Morales.....Ext. 10400
P.T. Coe Attendance Clerk, Vacant.....Ext. 10404
IOPA Secretary/Attendance Clerk, Melinda Velasco.....Ext. 10483

PUEBLO DEL SOL K-8 SCHOOL

3449 North 39th Avenue, Phoenix, AZ 85019
Phone: (602) 455-6900 | (602) 484-4118



Principal, Griselda Cohen.....Ext. 11101
Assistant Principal, Abel Flores.....Ext. 11102
Assistant Principal, Yolanda Poullard.....Ext. 11103
Secretary, Vianey Mada.....Ext. 11100
Attendance Clerk, Maria Fernanda Felix.....Ext. 11104

*Isaac Online Prep Academy (IOPA)

*Positive Behavioral Interventions and Supports (PBIS)

*Teacher on Special Assignment (TOSA)



July '23						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July 24-28: New Teachers
 July 31: All Teachers Return

August '23						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 1-3: All Teachers Return
 Aug. 4: Non-Work Day
 Aug. 7: First Day of School
 Aug 10, 17, 24, 31: Half Day

September '23						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Sept. 4: Labor Day
 Sept. 7: Data Day Full Day
 No Students
 Sept.14, 21, 28: Half Day

October '23						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Oct. 4, 5, 6: P/T Conference Half Days
 Oct. 9-13: Fall Break
 Oct. 19, 26: Half Day

November '23						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Nov. 2, 9, 16, 30: Half Day
 Nov. 10: Veterans Day
 Nov. 22-24: Thanksgiving Break

December '23						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Dec. 7, 14, 21: Half Day
 Dec. 25-29: Winter Break

January '24						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jan 1-5: Winter Break
 Jan. 11: Data Day Half Day
 Jan. 15: Martin Luther King Day
 Jan. 18, 25: Half Day
 Jan. 23: 100th Day

February '24						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Feb. 1, 15, 22, 29: Half Day
 Feb. 7-9: P/T Conference Half Days
 Feb. 19: President's Day

March '24						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Mar. 7, 21, 28: Half Day
 Mar.11-15: Spring Break
 Mar. 29: Cesar Chavez Day

April '24						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Apr. 1: Spring Recess
 Apr. 4, 11, 18, 25: Half Day

May '24						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



May 2, 9, 16, 23: Half Day
 May 24: Last Day of School/Half Day
 May 27: Memorial Day

June '24						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

June 19: Juneteenth

KEY: 1st/Last Day of School (Red) No Classes: Recess/Break (Yellow) Parent Teacher Conferences (Green) Data Day (Orange) Half Day (Light Blue)

BELL SCHEDULE

School	Grade	Start	Dismissal Time	Half Day Dismissal
Joseph Zito 	K-5	7:40 A.M.	2:40 P.M.	11:40 A.M.
Esperanza	K-5	7:40 A.M.	2:40 P.M.	11:40 A.M.
Mitchell	K-5	7:40 A.M.	2:40 P.M.	11:40 A.M.
Moya	K-5	8:00 A.M.	3:00 P.M.	12:00 P.M.
J.B. Sutton 	K-5	8:00 A.M.	3:00 P.M.	12:00 P.M.
P.T. Coe	K-5	8:00 A.M.	3:00 P.M.	12:00 P.M.
Alta E. Butler	K-5	8:00 A.M.	3:00 P.M.	12:00 P.M.
Isaac Online Prep Academy	K-8	8:00 A.M.	3:00 P.M.	12:00 P.M.
Pueblo Del Sol	K-8	8:35 A.M.	3:35 P.M.	12:55 P.M.
Morris K. Udall	6-8	8:35 A.M.	3:35 P.M.	12:55 P.M.
Isaac Middle School	6-8	8:35 A.M.	3:35 P.M.	12:55 P.M.
Bret Tarver Preschool Program	Morning Session 8:35 A.M. - 11:35 A.M.		Afternoon Session 12:20 P.M. - 3:20 P.M.	

 No transportation

REMEMBER:

- No field trips on Bus Evacuation Days
- Bus Evacuation starts at 9:15 A.M.



RIGHTS AND RESPONSIBILITIES (SENATE BILL 1309)

All students are entitled to enjoy the basic rights of citizenship that are recognized and protected by laws of this country and state for persons of their age and maturity. Each student is obligated to respect the rights of classmates, teachers, and other school personnel. District schools shall foster a climate of mutual respect for the rights of others. Such environment will enhance both the educational purpose for which the District exists and the educational program designed to achieve that purpose. The following basic guidelines of rights and responsibilities shall not be construed to be all-inclusive, nor shall it in any way diminish the legal authority of school officials and the Governing Board to deal with disruptive students.

STUDENT RIGHTS AND RESPONSIBILITIES ([JI](#), [JI-R](#))

Students have the right to:

- 1) a meaningful education that will be of value to them for the rest of their lives.
- 2) physical safety, safe buildings, and sanitary facilities.
- 3) to consult with teachers, counselors, administrators, and anyone else connected with the school if they so desire, without fear of reprisal.
- 4) Students' academic performance shall be the prime criterion for academic grades; however, noncompliance with school rules and regulations may affect grades (e.g., unexcused absences).
- 5) Students shall not be subjected to unreasonable or excessive punishment.
- 6) Students have the right to be involved in school activities, provided that they meet the reasonable qualifications of the sponsoring organization, state organizations, and school regulations.

Students have the responsibility to:

- 1) respect the rights of all persons involved in the educational process and to exercise the highest degree of self-discipline in observing and adhering to school rules and regulations.
- 2) take every advantage of the educational opportunities available and should seek to achieve a meaningful education.
- 3) All members of the school community, including students, parents, and school staff members, have the responsibility to attend school regularly.
- 4) protect school property, equipment, books and other materials issued to or used by them in the instructional process.
- 5) Students will be held financially responsible for any loss or intentional damage caused to school property.
- 6) complete all course assignments to the best of their ability and to complete make-up work after an excused absence.
- 7) help maintain the cleanliness and safety of the school buildings and property.
- 8) be in class on time and with the necessary materials.
- 9) Students and their legal custodian(s) are expected to subscribe to the guidelines of the District's Discipline Program.

PARENT RIGHTS AND RESPONSIBILITIES ([ADE - AZ PARENTAL RIGHTS HANDBOOK](#))

Parents have the right to:

- 1) Consultation with teachers, counselors, administrators, and anyone else connected with the school if they so desire, without fear of retaliation.
- 2) Look at their child's records and obtain copies.
- 3) Expect their child's records and information to be kept confidential.
- 4) Ask for an interpreter if one is necessary.

Parents have the responsibility to:

- 1) See that their child attends school regularly and on time.
- 2) Communicate regularly with their child's teacher.
- 3) Support the school in developing positive behavior.
- 4) Attend conferences and scheduled meetings that have been requested by the school and/or teacher.
- 5) Provide the school with the most recent student and contact information.
- 6) Make sure homework is completed
- 7) Monitor technology and social media.
- 8) Participate in decisions in regards to their children's education.

TEACHER RIGHTS AND RESPONSIBILITIES

Teachers have the right to:

- 1) Be physically safe while on school grounds.
- 2) Be able to consult with administration, teachers, counselors, and anyone else connected with the school.
- 3) Teach in a safe and controlled environment where all students can learn.
- 4) Work in safe and well-maintained structures and environments.
- 5) Communicate with parents.

Teachers have the responsibility to:

- 1) Provide adequate supervision to students.
- 2) Provide proper instruction.
- 3) Maintain and report needs for equipment used in their daily instruction.
- 4) Report child abuse.
- 5) Follow school policies and procedures.

SCHOOL RESPONSIBILITIES

- 1) Provide high quality curriculum and instruction in a supportive and effective learning environment.
- 2) Hold parent-teacher conferences at least twice a year.
- 3) Provide parents with frequent reports on their children's progress.
- 4) Provide parents reasonable access to staff.
- 5) Provide parents opportunities to volunteer and participate in their children's education.

REPORTING SUSPECTED CHILD ABUSE OR NEGLECT ([JLF](#))

The law requires any school district employee who receives information or has reason to believe a child has suffered a non-accidental injury, abuse, or has been neglected to report the situation to the Arizona Department of Child Safety (DCS) and/or a peace officer. Parents should be aware that school district employees must report all non-accidental injuries to a child.

ANNUAL NOTIFICATION TO PARENTS REGARDING CONFIDENTIALITY OF STUDENT EDUCATION RECORDS ([JR](#))

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 related to a student; and (2) maintained by an educational agency or institution or by a party acting for the agency or institution. Of course, education records are maintained on every child enrolled in a public school. The types of information gathered and maintained includes, but is not limited to: the students 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 record, subjects taken, grades, school activities, assessment results, number of credits earned, immunization records, disciplinary records, if any, 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. The 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.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, sports participation (including height and weight of athletes) and the dates of attendance **unless notified by the parents or eligible student that the school is not to disclose the information without consent.**

If you believe that a school has failed to comply with the requirements of FERPA you may file a complaint with the U.S. Department of Education:

*Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, D.C. 20202-4605
(800)872-5327 Voice
(800)877-8339 TTY*

Notice of these rights is available, upon request, on audiotape, Braille, and in languages other than English. You may contact the Arizona Department of Education at (602)542-5393

EVERY STUDENT SUCCEEDS ACT *(ALSO KNOWN AS ELEMENTARY AND SECONDARY EDUCATION ACT)*

The federal government provides assistance to schools serving students from high-poverty backgrounds through the Title I Program. All Isaac schools are served by Title I. Parents of students attending schools that receive funding under **ESSA** may now request information about the professional qualifications of their child's classroom teacher. Specifically, parents may request information about:

- Whether the teacher has met criteria for the grade levels and subject areas taught;
- Whether the teacher is teaching under an emergency credential or license, or other provisional status;
- The baccalaureate degree major of the teacher and any graduate degree held by the teacher, and the field of discipline of that degree; and
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to know the qualifications of your child's teacher or paraprofessional, please contact the school principal where your child attends.

FAMILY LEADERSHIP INVOLVEMENT

The Isaac District Schools is focused on engaging families in support of high student achievement. Each school invites parents and family members to be part of the annual process of reviewing and revising the parent involvement policy and school-parent compact. The policy and compact are agreements between families and schools that describe how families can engage with school staff to support high student achievement. The process occurs between August and October each year. In addition, each site holds an annual Title I meeting for families to inform them of the school's Title I program and their right to be involved. For more information ask your site Principals or Parent Educator about ways to get involved.

SUPERINTENDENT'S PARENT ADVISORY COUNCIL

The Superintendent's Parent Advisory Council provides a direct connection between the Superintendent and parents throughout the Isaac School District community. The council is composed of one parent from each school. For questions, contact the Office of the Superintendent.

Council Members:

- Attend monthly council meetings
- Act as communicators between the Superintendent's Office and the schools
- Provide the Superintendent with information from the community
- Provide accurate information about district activities
- Act as a focus group member for the Superintendent regarding district issues

School Site Council:

The School Site Council provides a two-way communication between the school and the community. The council is composed of three parents, three certified teachers, one classified employee, and an administrator. Please contact your school if you have any questions. Council Members:

- Attend monthly council meetings
- Review and analyze data and the Integrated Action Plan
- Develop and implement solutions to school needs
- Provide accurate information about school activities
- Act as a focus group member for the Principal regarding school issues

TITLE I PARENT INVOLVEMENT PLAN

Isaac School District is committed to the goal of providing quality education for every child in this district. We want to establish partnerships with parents and with the community. Everyone gains when school and home work together to promote high achievement by our children. Neither home nor school can do the job alone. Parents play a key role as a child's first teacher. This support is a contributing factor to their child's success.

Goals for children in the form of School-Parent Compact will be sent home, with the expectation that all students will work toward these goals. We recognize that some students may need additional assistance to reach these goals and the Title I Program will rise to reach these goals. Isaac School District intends to include parents in all aspects of the Title I Program. The goal is a school-home partnership that will help all students in the district to succeed.

TITLE I MEETINGS FOR PARENTS

Parents will be invited to an annual Title I meeting to discuss current Title I guidelines. In addition, parent workshops and meetings will be offered at flexible times. Parents will be notified of the meetings and translation will be provided according to need. The workshops and meetings will be used to support academic programs, give input on policy and school improvement, address the school needs assessment and provide ideas to promote education in the home. District parent involvement meetings will be held quarterly. Parents will be asked to give input on such topics as: identifying barriers, strengths/weaknesses of parent involvement and developing strategies to increase participation of parents from various economic and ethnic backgrounds.

SCHOOL-PARENT PLAN & SCHOOL-PARENT COMPACT

According to Title I regulations, each school must work with parents in developing a School-Parent Compact. This compact must outline how parents, staff and students will share responsibility for promoting high student achievement. With parent input, a Parent Involvement Plan must also be developed and distributed to parents. This plan shall include:

- Notice of an annual meeting
- School and student performance results
- Explanation of curriculum and student academic expectations
- Opportunities for meetings with parents to share ideas and concerns regarding student performance and achievement
- Timely response to parental suggestions
- Evaluation of the Title I Program

PROGRAM OPTIONS FOR ENGLISH LANGUAGE DEVELOPMENT

Structured English Immersion

All children shall be taught in English and may be placed in a Structured English Immersion Program. The goal of the program is to achieve English proficiency by providing an intensive English language teaching program designed to accelerate the learning of the English language. The AZELLA Test, a state mandated language proficiency test, measuring listening, speaking, reading and writing in English is administered annually to monitor progress in English. All subjects are taught in English.

Parental Exemption Waivers

Parents may visit the school and request a waiver into an alternate educational program. Once the waiver is approved by District administrative personnel, the child may be transferred to a class teaching English and other subjects through a mainstream classroom. A full description of the educational materials in an alternative program will be provided to the parent upon application approval.

Parents shall receive annual notification of program placement and progress in English Language and academic achievement in both program options. Direct any questions to the office of English Language Learners.

EXTENDED DAY PROGRAM - 21ST CENTURY COMMUNITY LEARNING CENTERS

The Isaac School District offers a variety of extended day learning opportunities that serve grades kindergarten through eighth grade. They currently include 21st Century Community Learning Centers, extended day programming (morning and after school), weekend, and summer academic and enrichment programs. An extended day program is currently available at all sites.

These programs focus on academics and include core curriculum in the areas of reading, writing, math, language arts and science. Each academic class will have a pre/post test designed to measure student achievement. All academic programs are research based in accordance with the guidelines of the Elementary & Secondary Education Act. All programs use curriculum and methods outlined in the District Improvement Plan. These programs also include enrichment courses, which address academic standards in areas such as physical education, art, music, or technology. For more information about our 21st Century Community Learning Centers, contact the school office or the office of Extended Learning.

STUDENT ADMISSIONS (JF)

ENROLLING A STUDENT

The person enrolling a student (except homeless students are defined in A.R.S. 15.824) in the District for the first time will be asked to produce one of the following proofs:

- A certified copy of the child's birth certificate.

- Other reliable proof of the student's identity and age, including the student's baptismal certificate, an application for Social Security number, or original school registration records.
- An affidavit explaining the inability to provide a copy of the birth certificate.
- Proof of residence, including but not limited to utility bills, lease, etc.
- Current immunization records.
- Documents from previous school.

The parent, guardian, or surrogate will be given thirty days to provide documentation requested as listed above. If documentation is not provided, a letter will be sent to notify the parent, guardian, or surrogate that unless the documentation is provided within ten days, the local law enforcement agency will be notified.

ENTRANCE AGE REQUIREMENTS ([JEB](#))

PRESCHOOL

Preschool programs are offered for children, ages three through five. Isaac understands that all children possess unique educational needs. The preschool program's central focus of child development allows for children to blossom and get excited about learning. The areas of development that affect learning are listed below and need to be assessed regularly:

- Thinking/Cognitive Skills
- Physical/Motor Development
- Social/Emotional/Adaptive Behavior
- Vision
- Hearing
- Speech/Language Development

A child evaluated and recommended for special services for a disability in accordance with statute, and who has reached the third (3rd) birthday, may be admitted to preschool. If otherwise eligible, the District may admit a child who is within ninety (90) days of reaching age three (3) years if it is determined to be in the best interest of the individual. The Superintendent shall make such determination based upon one (1) or more consultations with parent(s), guardian(s), the child, and the multidisciplinary placement team.

If you have concerns about a child's development who is aged three to five and is not in kindergarten, the child should be screened. If your child has been receiving special education services in another district or with an external agency, contact the Isaac Preschool.

KINDERGARTEN AND FIRST GRADE

To be eligible for kindergarten, a child must be 5 by or on September 1 of the current school year. This is a State of Arizona requirement and is included in Board of Education policies. In accordance with this state statute, it is also permissible to allow early entrance for students who will turn 5 by or before December 31 of the current school year. Additionally, Children who have reached age six prior to September 1 of the current school year or have successfully completed an accredited kindergarten program, may be admitted to first grade. In both instances the conditions and procedures established by the Isaac School District must be followed. Contact the intended school of enrollment for further information. The Isaac School District provides free screenings and/or referrals for diagnostic evaluations for children ages 3 to 21 years who are not currently enrolled in school.

INFORMATION REGARDING HOMELESS STUDENTS ([JFABD](#))

In accordance with the McKinney-Vento Homeless Assistance Act (MVHAA), the parent or guardian (student if unaccompanied) is to receive and acknowledge notice of the rights set forth below.

Students are considered homeless if they are:

- In a shelter, motel, vehicle, or campground
- On the street
- In an abandoned building, trailer or other inadequate accommodations
- Doubled up with friends or relatives because they cannot find or afford housing

If children are homeless they have certain rights or protections under the MVHAA. These protections include the right to:

- Go to school, no matter where they live or how long you have lived there
- Be enrolled immediately without birth certificates, immunizations or school records
- Attend school while the school arranges for the transfer of school and immunization records or any other required documents
- Enroll in school without giving a permanent address. Schools cannot delay enrollment.
- Continue in the school they attended before becoming homeless or the school they last attended

- Receive transportation to and from the school they attended before becoming homeless or the school they last attended, if requested.

If you have questions or concerns, contact your local school office or the Office of Student Services.

OPEN ENROLLMENT (JFB)

Non-resident students may also enroll in the district. The parent must fill out a variance form and the accepting school's principal must sign off on the variance. A student that resides outside of the attendance area that does not possess a variance form can be withdrawn from the school. Variance forms can be procured at your local school office. Variances can be revoked and must be submitted annually.

STUDENT WITHDRAWALS (JFC)

A withdrawal form shall be presented to the parent or legal guardian of a student who may or must withdraw from school. The withdrawal form shall include space for the reason for withdrawal and the signature of an official of the school from which the student has withdrawn. Please provide the school with a 24-hour notice of your intent to withdraw your student. Reasons for withdrawal may include:

- Parents or legal guardians moving from the District or to an area served by another school within the District.
- Parents requesting the withdrawal of students who have passed their sixteenth birthday.
- Expulsion or long-term suspension by the Board.

Upon withdrawal, the student shall check in all books and other District property through the office of the school that was attended.

EXCEPTIONS TO ENROLLMENT ACCEPTANCE AND REVOCATION

A school is not required to admit a pupil who has been expelled by any school district in this state during the period of expulsion or who is not in compliance with a condition of disciplinary action imposed by any other school or school district or with a condition imposed by the juvenile court pursuant to [A.R.S. 8-301](#). Acceptance for enrollment may be revoked upon finding the existence of any of the aforementioned conditions.

A school shall not admit a nonresident or resident transfer pupil if the school has been notified by the District or the nonresident school district that the admission of the pupil would violate a court order of desegregation or an agreement with the United States Department of Education Office for Civil Rights directed toward the redemption of alleged or proven racial or ethnic discrimination.

GRADING POLICY (IKA, IKA-R)

KINDERGARTEN THROUGH EIGHTH GRADE:

The teacher will make written reports to the parents concerning student achievement every nine (9) weeks, and additional written reports will be made when necessary.

SPECIAL EDUCATION

Grades reporting achievement of special education students not taking regular educational classes shall be given on a basis commensurate with the students' abilities and based on his/her individual progress.

STUDENT PROGRESS REPORTS TO PARENTS

Parents will be informed as to the progress their children are making in school at the midpoint of each grading period. The purpose of progress reports is to alert and confer with parents when a student's performance or attitude becomes unsatisfactory.

PARENT/TEACHER COMMUNICATION

A minimum of two contacts per year will be required between parents/guardians/caregivers and K-8 level teachers. These contacts may include, but are not limited to, open house, conferences and phone conferences. Parents are encouraged to be involved with their child's education through volunteering and frequent communication with the school.

PROMOTION AND RETENTION OF STUDENTS (IKE)

- 1) The Superintendent and Governing Board will base promotion from year to year upon academic standards for each basic subject area as established and articulated in the Promotion /Retention Policy.
- 2) The Arizona State Standards articulate that students must achieve acceptable levels in reading, written communication and mathematics for promotion to the next grade.

- 3) Retention of students is a process that is followed when the certified staff, in consultation with the building principal and parent, determines it is in the best interest of the student. Although primary grades are suggested as the most appropriate time, retention may be considered at any grade level.
- 4) Timelines for the notification of parents concerning possible retention to include the promotion retention letter, meeting with teacher(s) and meeting with school administration on promotion of students will be considered on an individual basis.
- 5) A specific academic plan will be developed for the next school year if the student is retained.
- 6) Governing Board Policy and Regulation - [IKE-RA](#) & [IKE-EA](#) – Promotion and Retention of Students; and Student Promotion/Retention Timeline and Intervention Plan are available at the District Office.
- 7) Eighth graders may be promoted, however, may not be eligible for eighth grade promotion activities.

MOVE ON WHEN READING ([MOWR](#))

In the school year 2013-2014, Arizona established the Move on When Reading policy that creates multiple opportunities for 3rd grade students to master reading at the grade level. Students who, at the end of the year, score Minimally Proficient on the state assessment AASA reading test may be retained in the 3rd grade to meet the rigorous reading standards set forth in the Arizona English Language Arts Standards.

The law does provide for exemptions under certain circumstances. Those include students who have disabilities and did not take the AASA test; those who are English Language Learners or Limited English Proficient and have received less than two years of English instruction; and cases in which a district or charter governing board approves a parent’s request. The law will provide for extended time, intervention and remedial strategies for students who are not promoted. Those include providing summer school reading instruction; requiring the student to be assigned to a different teacher for reading instruction; online reading instruction; and intensive reading instruction during the following academic year before, during or after the regular school day.

PROMOTION AND RETENTION OF STUDENTS (SPECIAL EDUCATION) ([IKE](#))

Students who do not meet regular promotion requirements must meet the requirements of a modified curriculum derived from the regular curriculum, which will be developed by a multidisciplinary team on an individual basis.

ISAAC SCHOOL DISTRICT HOMEWORK GUIDELINES ([IKB](#))

PURPOSE/MISSION

A successful homework program requires close cooperation between the teacher, parent and child. The objective of homework assignments is to reinforce academic skills learned in the classroom. It is also designed to help students develop habits of responsibility and hard work.

TYPES OF HOMEWORK ([IKB-R](#))

Homework may cover all subject areas and include but is not limited to:

- practice assignments that reinforce skills and concepts taught in class.
- preparation assignments that are designed to provide background information before topics appear in class.
- long-term projects completed in school and/or home.
- cooperative family projects, which encourage working together to achieve a goal.
- cumulative review of skills and concepts mastered to assure continued mastery.
- daily reading, writing, math facts, or other skills designed to build motivation, understanding, vocabulary or fluency.
- extended thinking exercises to deepen and broaden understanding.

APPROXIMATE TIME FOR HOMEWORK

Level	Approximate Daily Time Spent on Homework	Grade Level	Approximate Daily Time Spent on Homework	Grade Level	Approximate Daily Time Spent on Homework
K	10 min	3	30 min	6	60 min
1	10 min	4	40 min	7	70 min
2	20 min	5	50 min	8	80 min

STUDENT RESPONSIBILITIES

Students will:

1. bring directions and appropriate materials home,
2. ask questions before going home,
3. complete and turn in work on time,
4. do quality work (effort = quality),
5. students are responsible for homework missed due to absences. Please call on the day of or prior to absences.

PARENT RESPONSIBILITIES

Parents should:

1. provide a good study environment by setting a definite time and a quiet space (no TV, games, phones, etc.),
2. be aware of your child's classroom homework policy,
3. support, clarify, and motivate,
4. check completed homework.

TEACHER RESPONSIBILITIES

Teachers will:

1. establish and inform students and parents of homework policy,
2. give feedback on homework,
3. provide homework that can be completed independently by the student,
4. give homework that reinforces skills,
5. provide time to clarify homework directions,
6. not give homework as punishment,
7. modify work for special education students and those students in year one and two of ELL reclassification.

Homework is crucial for developing study skills and practice for mastery of skills. Homework is to be used as a reinforcement of learned objectives.

ATTENDANCE (JE)

Parents or guardians are charged with the responsibility for the student(s) consistent school attendance. State law requires the regular school attendance of a child of school age. It is expected that your child will attend 180 days of instruction. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons include illness, bereavement, other family emergencies and observance of major religious holidays of the family's faith.

COMPULSORY ATTENDANCE AGES (JEA)

Every child between the ages of six through sixteen must attend school during the hours that school is in session. A student is excused from the duties prescribed above if it is shown to the satisfaction of the Superintendent that:

- The child has not reached eight years of age by September 1 of the school year and the person who has custody of the child notifies the Superintendent in writing that he or she does not desire to have the child attend school.
- The child is enrolled in an educational program provided by a state institution.
- The child is in such physical or mental condition that attendance at a public school is inexpedient or impractical.
- The child was suspended or expelled from school as provided by law.

REPORTING ABSENCES AND EXCUSES (JH)

State law mandates that the school maintain a record with reason for all student absences. If your child is absent from school, please notify the school of your child's absence on the day of or in advance (when possible) or within 24 hours of your child's return to school. The parent may send a note on the day of your child's return to school that includes the name of the student, the date of the absence, the reason for the absence and a parent's signature.

TARDINESS

If a student has missed at least 25 one-hour class periods, he/she can be processed under Court Unified Truancy Suppression (CUTS). Parents will be contacted by phone after three tardies and in writing after five tardies.

TRUANCY (JHB)

A child between the ages of six and sixteen failing to attend school during the hour's school is in session is truant unless excused pursuant to A.R.S. 15-802, 15-803, or 15-901. Your child is expected to be at school every day, unless there is an excused reason not to be. An absence is defined as a minimum of one missed class period per day. An unexcused absence will count as a truant day as defined by law. A student is "habitually truant" if he/she has five or more unexcused absences from school OR is absent more than ten percent (18 days) of the required number of school days per year whether the absence is excused or unexcused. This includes absence from any class, study hall, or activity during the school day for which the student is scheduled.

The Superintendent will establish procedures to identify and deal with unexcused absences, beginning with notification of parents. Continued violation may lead to discipline of the child and/or referral of the parent to a court of competent jurisdiction.

C.U.T.S. PROGRAM

To encourage and improve school attendance, the Isaac School District has implemented a truancy program in partnership with Maricopa County Juvenile Court. This truancy program is called C.U.T.S. (Court Unified Truancy Suppression) DIRECT-CITE Program.

In accordance with A.R.S. Section 15-803, when a student has five or more unexcused absences or 18 excessive absences (excused OR unexcused), the student can be cited to the CUTS DIRECT-CITE Program through the Juvenile Court. The hearing will be held at the Juvenile Court Facility. Both parent(s) and the child will be expected to appear at the hearing.

The City of Phoenix offers students and parents who receive citations the option of attending a diversion program and/or family counseling in an effort to ensure that students and parents understand the importance of good attendance and their role and responsibility in it.

EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE (CHRONIC HEALTH CONDITIONS) (JHD)

- The District will provide appropriate educational opportunities for any student identified by a licensed physician as having a chronic health condition that will affect regular school attendance.
- Absences greater than one day in length, the school should be notified each day of the absence.
- The school may require an appointment card or letter from a hospital or clinic when the parent has not notified the school of an appointment of a medical or dental nature or if absences are deemed extensive by the building administrator due to illness.
- Absences not verified by parental or administrative authorization will remain unexcused.
- State law recognizes one period/one hour as truancy.

The school shall make a reasonable effort to promptly telephone and notify parents or guardians for any student within two hours after the first class in which the student is absent if an excused or authorization of absence from the parent or guardian of the student has not been provided to the school office.

SECURITY AND SAFETY (JLI)

To protect the safety of all students, visitors to school campuses must report to the office to identify themselves and indicate the purpose of their visit. A visitor's pass will be provided to all visitors. Loitering in or about a school is unlawful (A.R.S. 13-2905).

All schools in the Isaac School District are considered closed campuses and a student may not leave the school grounds during the hours school is in session (this includes lunch hours).

STUDENT DISMISSAL PRECAUTIONS (JLIB)

No student will be removed from the school grounds, from any school building, or from any school function during school hours except by a person authorized to do so by the student's parent or legal guardian. Before a student is removed, the person seeking to remove the student must present, to the satisfaction of the administration or designee, identification and evidence of his/her proper authority to remove the student. If any police or court official requests the dismissal of a student during school hours, parents will be notified as soon as possible.

STUDENT CODE OF CONDUCT PHILOSOPHY/VALUES (JIC)

WE BELIEVE:

We believe that every student has the potential to be conscious, compassionate and constructive citizens who demonstrate behaviors that create an inclusive and purposeful community. Through the use of a thoughtful and restorative student code of conduct, we can assist every child in reaching his/her highest potential.

GUIDING PRINCIPLES:

- Preserving a safe and orderly environment that promotes learning.
- Communicating expectations clearly and consistently to students, staff and our community.
- Preserving the dignity and self-esteem of all those involved in a given situation.
- Measuring our success by the number and frequency of positive changes in behaviors that are observed.
- Administering discipline promptly and fairly, utilizing restorative practices to bring students back into the community.

WHO DOES THE CODE OF CONDUCT APPLY TO?

Unless otherwise indicated, this code applies to all students, school personnel, parents and other visitors when on school property or attending a school function.

WHO HAS AUTHORITY TO HANDLE DISCIPLINE?

Any building principal or his/her designee and/or a person designated by the superintendent or principal to act as an administrator during the time of incident has authority to apply appropriate disciplinary measures for any given action.

DUE PROCESS POLICY

Any student whose behavior while on campus is alleged to be in violation of the school's rules may be referred to the school principal. A written report of the alleged violation must be prepared by the person(s) initiating the referral. The report must include the time, location, observed behavior, names of witnesses if applicable, description of violation, and any other relevant information, and be delivered to an administrator within one (1) school day of the referring person's first knowledge of the alleged violation. Students will be informed why they were referred and be provided with their due process rights.

DUE PROCESS AND APPEALS ([JIA](#); [JKD](#); [JKE](#))

The purpose of this statement is to assure procedural due process rights for students involved in disciplinary action in the Isaac School District No. 5. Every student is entitled to due process before a disposition is determined. Each school is to establish its due process procedure which abides with the Isaac School District No. 5 Board Policy.

LEGEND OF ACTION CATEGORIES

The Governing Board has the responsibility to discipline students for events taking place during the school day. The Governing Board also has the authority to discipline students for infractions on their way to and from school. The Governing Board gives this responsibility to the local school administration. The Governing Board also gives the school administration authority to discipline students for disorderly conduct and other infractions at school sponsored activities.

The following is a list of possible consequences for student infractions.

- Formal conference** between the student and one or more school officials. A record is kept of the student's commitment to corrective behavior.
- Parental/Guardian involvement** by telephone, letter or personal conference.
- Detention** means the student is detained before school, during lunch period, during recess, or after school for a specific purpose. Saturday or another day of detention may be employed as an alternative.
- Temporary removal from class** means the student is not to attend one or more classes for a specified period of time. During this period of removal, the student may be assigned appropriate on-campus duties, alternative classes, or a temporary placement.
- Appropriate individualized assignment** and/or loss of privilege means the school official with parent or guardian input develops an assignment to fit the offense and/or the school official removes from the student one or more privileges usually associated with the offense.
- In-school suspension (1-5 days)** means the student is removed (suspended) from class(es) but is kept on campus under the supervision of a staff member. The student is usually given an appropriate assignment during this time period. Saturday or another day of detention may be employed as an alternative.
- Out-of-school suspension (1-5 days)** means the student, following due process, is suspended from school and placed under the supervision/responsibility of the parent. Students must remain off campus for the duration of the suspension.
- Out-of-school suspension (6-10 days)** means the student, following due process, is suspended from school and placed under the supervision/responsibility of the parent. Such action may precede recommendation for expulsion. Students must remain off campus for the duration of the suspension.
- Long-term suspension** means that the school principal may recommend to the Superintendent an extension of a suspension beyond the maximum ten days. The Superintendent, after careful consideration of the facts of the case, may extend the suspension until a succeeding

Governing Board meeting where the Board will act on his or her recommendation. As with any suspension, due process must be followed. The parent may appeal the recommendation by filing a written appeal with the Superintendent before the Governing Board takes action. Students must remain off campus for the duration of the suspension.

J. **Expulsion** is the permanent removal from all Isaac District schools (see Board Policy).

DISCIPLINE POLICY (JK)

The Isaac Elementary School District places a high priority on providing each student with the opportunity to learn within a safe and stimulating environment. For this reason, the Governing Board accepts the responsibility for identifying those behaviors, which, if allowed to exist without restrictions and appropriate disciplinary action, would interfere with individual and group learning, and would interfere with the orderly conduct of our public schools. Furthermore, the Governing Board charges the staff with the responsibility for enforcing the rules of conduct, establishing consistency in their enforcement, and maintaining an appropriate learning and behavioral environment.

The following section is most appropriate to high school students; however, the same expectations are held for K-8 students. According to Arizona law (ARS 15-341), the Governing Board also has the authority to discipline students for disorderly conduct on their way to and from school. The Governing Board gives this responsibility to the local school administration. The Governing Board also gives the school administration authority to discipline students for disorderly conduct and other offenses at school-sponsored activities.

It is the student's obligation to report dangerous objects such as knives, explosives, weapons and/or illegal substances to the principal.

This list is not all-inclusive. A student knowingly committing an act of misconduct not listed will, nevertheless, be subject to the discretionary authority of the school administrator or Superintendent.

DISCIPLINARY ACTION CHART		
The Isaac Elementary School District follows a progressive discipline policy, which means that each successive offense merits a stronger consequence. Employment of discipline is at the discretion of the school authority.		
INFRACTION	DEFINITION	CONSEQUENCE
		MAXIMUM
*ALCOHOL VIOLATION	The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes being intoxicated at school, school-sponsored events and on school-sponsored transportation.	I
*AGGRAVATED ASSAULT	An assault becomes aggravated when the situation becomes more severe by: the use of deadly weapon or instrument; causing serious physical injury to another person; or committing the assault knowing, or having reason to know, the victim is a peace officer or school employee engaging in school-related activity A.R.S. §13-1204.	J
*ARSON OF A STRUCTURE OR PROPERTY	Knowingly and unlawfully damaging a structure or property by knowingly causing a fire or explosion. A.R.S. §13-1703.	J
*ASSAULT	Intentionally, knowingly or recklessly causing any physical injury to another person; or intentionally placing another person in reasonable apprehension of imminent physical injury; or knowingly touching another person with the intent to injure, insult or provoke such person. A.R.S. §13-1203.	J
ATTENDANCE VIOLATION	Unexcused absences or excessive unexcused tardies	F
*BULLYING	Repeated acts over time that involve a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical, verbal, or psychological in nature. Bullying also includes actions directed at another person because of that person's physical appearance, race, ethnicity, religion, sexual orientation, or handicapping condition. Bullying can occur directly, in person, or electronically, as via social media, texting, or telephone.	J
*BURGLARY OR BREAKING AND ENTERING (SECOND OR THIRD DEGREE)	A person commits burglary by entering or remaining nonresidential structure or in a fenced commercial or residential yard, with the intent to commit any theft or any felony therein. ARS §13-1506 & §13-1507.	J
CHEATING	Taking another student's work for one's own, practicing fraud or deception with relation to schoolwork or responsibilities.	F
CONTRABAND	Possession and/or use of items prohibited because they pose a disruption to the learning environment or a risk to student safety.	F
*DANGEROUS ITEMS	Possession of a dangerous item used to cause bodily injury, threaten, or intimidate another person may be classified as a dangerous instrument and must be reported to law enforcement. Examples: Airsoft Gun, B.B. Gun, Knife with blade length less than 2.5 inches, Laser Pointer, Letter Opener, Mace, Paintball Gun, Pellet Gun, Razor Blade or Box Cutter, Simulated Knife, Taser or Stun Gun, Tear Gas, Other Dangerous item. A.R.S. §13-3101. For more information see section Weapons in School in the Appendix.	J

DEFIANCE, DISRESPECT TOWARDS AUTHORITY, AND NON-COMPLIANCE	Student engages in refusal to follow directions, talks back, or delivers socially rude interactions. Refusing to comply with the reasonable request of school officials. Consistent violation of the requirement to wear a student ID also falls within this category of offense.	F
DISORDERLY CONDUCT	Any act that substantially disrupts the orderly conduct of a school function; behavior that substantially disrupts the orderly learning environment; or poses a threat to the health, safety, and/or welfare of students, staff, or others. A.R.S. §13-2904.	F
DISRUPTION	Student engages in behavior causing an interruption in a class or activity. Examples can include but are not limited to: sustained loud talk, yelling or screaming, inappropriate language, noise with materials, roughhousing/horseplay, and sustained out of seat behavior.	F
DRESS CODE VIOLATION	Student wears clothing that does not fit within the dress code guidelines stated by school or District policy.	F
*DRUG VIOLATION	The unlawful possession, use, distribution, sale or purchase of any controlled drug or narcotic substance or equipment and devices used for preparing or taking drugs or narcotics. This includes being under the influence of drugs at school, school-sponsored events and on school-sponsored transportation, or in route to and from school. (A.R.S. §13-3415). "Drug paraphernalia" means all equipment, products and materials of any kind that are used, intended for use or designed for use in packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a drug in violation of this chapter (A.R.S. §13-3415 F. 1.). This category also includes the representation of a substance as an illicit drug. For more information see section Drug and Alcohol Use by Students in the Appendix.	J
*FIGHTING	Mutual participation in an incident involving physical violence. Verbal confrontation alone does not constitute fighting.	J
FIGHTING WITH A WEAPON	Mutual participation in a fight involving physical violence with a weapon where there is no one main offender and one major injury on school grounds, at a school bus stop, on a school bus or during school-sponsored activities. Does not include verbal confrontation, tussles or other minor confrontations.	J
*FIREARMS	Handgun or Pistol, Shotgun or Rifle, Starter Gun, Destructive Device (Including Bombs and Grenade Other Firearm or Destructive Device) For more information see section Weapons in School in the Appendix. A.R.S. §13-3101	Zero Tolerance Policy
*FIRE ALARM MISUSE	Intentionally triggering a fire alarm when there is no fire.	I
FORGERY	The act of falsely and fraudulently making or altering a document, to include signatures.	F
GAMBLING	To play games of chance or bet for items of value.	F
GRAFFITI OR TAGGING	Writing, drawing, or words that are scratched, painted, sprayed, or otherwise inscribed on walls or other surfaces in public places. A.R.S. §13-1602.	F
HARASSMENT	The persistent or repeated annoying or tormenting of another person. A.R.S. §13-2921.	J
*HARASSMENT, SEXUAL	Sexual harassment is unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or to receive benefits, services, or opportunities in the school's program. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.	J
LANGUAGE, INAPPROPRIATE	Use of verbal or written messages that include swearing, name calling, rude or coarse language or use of words in an inappropriate way. This category also includes the use of rude physical gestures.	F
LEAVING SCHOOL GROUNDS WITHOUT PERMISSION	Leaving school grounds or being in an "out-of-bounds" area during regular school hours without permission of the principal or designee.	F
LYING	To create a false or misleading impression or to make an untrue statement with intent to deceive.	F
MINOR AGGRESSIVE ACT	Engaging in non serious but inappropriate physical contact, i.e., hitting, poking, pulling or pushing. Other behaviors that may be considered under this violation are running in the building, hallways, or corridors, pulling a chair out from underneath another person, or other behaviors that demonstrate low level hostile behaviors.	F
NEGATIVE GROUP AFFILIATION/GANG-RELATED BEHAVIORS	Specific attitudes and actions of a student affiliated with a negative group or gang including gang-related behavior, association, apparel, symbols, paraphernalia, and/or activities. Gang-type writing/graffiti will not be tolerated and will quickly be removed whether on clothing, skin, notebooks or anywhere else. Any written, verbal, or physical gestures (hand signs) that relate to gangs, including harassment, threatening, or disruption of school activities, is prohibited. For more information please see the Gang Activity or Association section of the Appendix.	J
OTHER AGGRESSION	A verbal or physical interaction between two or more students, which is more severe than "horseplay," but if undeterred, may lead to a fight. Includes inappropriate arguing, shouting, posturing, shoving or scuffling. Includes the act of instigating or encouraging the confrontation or fighting between others through rumors, gossip or relaying inflammatory information.	F
PLAGIARISM	To use and/or pass off the published ideas or words of another as one's own. This includes copying text from the internet or other sources and representing it as their own.	F
PORNOGRAPHY	The use or possession of pictures, devices, or electronic images of an explicit nature that offends or disturbs the educational environment.	J
PUBLIC DISPLAY OF AFFECTION	Holding hands, kissing, sexual touching, or other displays of affection in violation of school policy.	F
RECKLESSNESS	Unintentional, careless behavior that may pose a safety or health risk for others.	F

*ROBBERY	Taking any property of another from his or her person or immediate presence and against his or her will, such person threatens or uses force against any person with intent either to coerce surrender of property or to prevent resistance to such person taking or retaining property. ARS §13-1902.	J
SCHOOL THREAT	Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff A.R.S. §13-2911.	J
SIMULATED FIREARM	Any simulated firearm made of plastic, wood, metal or any other material that is a replica, facsimile, or toy version of a firearm or any object such as a stick or finger concealed under clothing and is being portrayed as a firearm.	I
TECHNOLOGY, IMPROPER USE OF	Violation of student use and expectations as outlined by IESD. This includes (1) Computer; or (2) Network Infraction; (3) Telecommunication Device; or (4) Other Technology. For more information see the Technology section in the IESD handbook and Electronic Information section in the Appendix.	F
THEFT	Taking property that belongs to another without personal confrontation, threat, violence, or bodily harm. Theft does not include confiscation by school authorities of property not permitted at the school. NOTE: In the event of theft or damage, personal items brought to school, such as musical instruments, radios, electronics, etc. are not covered by District insurance. ARS §13-1802.	F
*THREAT OR INTIMIDATION	Actions, conduct, or words used to communicate or indicate the intent to cause physical injury or serious damage to a person or their property. A.R.S. §13-1202. For more information please see the Student Violence/Harassment/Intimidation/Bullying section in the Appendix.	J
*TOBACCO VIOLATION	The possession, use, distribution, sale or purchase of tobacco products on school grounds, at school-sponsored events and on school-sponsored transportation, or in route to and from school. A.R.S. §13-3622.	I
TRESPASSING	To enter or remain on a public school campus or district property without authorization or invitation and with no lawful purpose for entry. This includes students under suspension or expulsion and unauthorized persons who enter or remain on a campus or school board facility after being directed to leave by the principal or designee. A.R.S. §13-1503.	F
*VANDALISM OF PERSONAL PROPERTY	Willful destruction or defacement of personal property. A.R.S. §13-1602	I
*VANDALISM OF SCHOOL PROPERTY	Willful destruction or defacement of school property. A.R.S. §13-1602	I
VERBAL PROVOCATION	Use of language or gestures that may incite another person or other people to fight.	F

- For offenses which are a violation of local, state and/or federal law, the Principal or designee must notify appropriate police authorities and/or the Arizona Department of Education. Such consequences are apart and in addition to those taken by the school.
- In cases of theft and destruction of property, restitution is mandatory.
- Multiple offenses in a combination of categories may result in long-term suspension or expulsion.

STUDENT BULLYING/HARASSMENT/INTIMIDATION ([JICK-EB](#))

The Governing Board of the Isaac School District believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying, harassment, or intimidation in any form will not be tolerated.

Bullying: Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

- has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- occurs when there is a real or perceived imbalance of power or strength, or
- may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to

- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,
- exposure to social exclusion or ostracism,
- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and

D. damage to or theft of personal property.

Cyberbullying: Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

Harassment: Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

Intimidation: Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Students are prohibited from bullying, harassment, or intimidation on school grounds, school property, school buses, at school bus stops, at school-sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying, harassment, or intimidation which occurs outside of the school and the school day when such acts result in a substantial physical, mental, or emotional negative effect on the victim, while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Students who believe they are experiencing being bullied, harassed, or intimidated or suspect another student is bullied, harassed, or intimidated should report their concern to any staff member of the School District. School personnel are to maintain appropriate confidentiality of the reported information.

Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying, harassment, or intimidation shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

Students found to be bullying, harassing, or intimidating others will be disciplined up to and including suspension or expulsion from school.

Knowingly submitting a false report under Policy JICK or this exhibit shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of Policy JICK or this exhibit, relevant District policies shall be followed.

Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying, harassment, or intimidation is a violation of the law.

Isaac School District Commitment to Equity and Inclusion

At Isaac School District, we honor the uniqueness of each individual and embrace diverse backgrounds, values, and points of view to build a strong, inclusive community. We are committed to providing a safe and positive learning environment, free from discrimination and harassment, on the basis of race, color, or national origin. All such harassment and discrimination is unlawful and will not be tolerated in the Isaac School District.

Any person who has witnessed or been a party to discrimination or harassment should notify an Isaac School District staff member immediately (i.e. teacher, principal, counselor, etc.). Any person found to have engaged in discrimination or harassment will be subject to school-imposed discipline and/or legal action.

[Equity and Inclusion Concern form](#)

AC, AC-R NONDISCRIMINATION / EQUAL OPPORTUNITY ([A.R.S. § 23-341](#)) ([A.R.S. § 41-1463](#))

DRESS CODE (JICA-R)

All students in kindergarten through eighth grade who attend the Isaac School District are expected to dress in accordance with the student dress code. It is the responsibility of the parents to ensure compliance with this dress code. Should school personnel feel any kind of clothing is inappropriate, gang related, distracting or provides a safety concern, the student and parent(s) will be notified of the specific policy violation.

New students who enter District schools will have two (2) weeks to purchase standard school clothing. During this time period, the schools may provide the use of one (1) uniform set per child (if available). When appropriate, and as deemed necessary by school personnel, additional sets may be distributed on a case-by-case basis. Students who regularly express a need for uniform support should be referred to the parent educator so that contact with the parent may be made to assess the situation further. All students must wear the standard school clothing and it may not be altered in a manner that includes but is not limited to slits and shredded hems. The standard school clothing shall be:

BOYS

- A solid white, blue, or maroon collared shirt or turtleneck which may include but is not limited to a “polo” shirt or dress shirt. No logos or labels can be showing on shirts.
- Solid navy blue or khaki shorts/pants. No inner/outer pockets (i.e. pockets on legs) other than the standard front two and rear two. No blue jeans, blue-jean shorts, cargo pants, are allowed. No logos or labels can be showing on pants.

GIRLS

- A solid white, blue, or maroon collared shirt or turtleneck which may include but is not limited to a “polo” shirt or dress shirt. No logos or labels can be showing on shirts.
- Solid navy blue or khaki pants, shorts or skorts. No inner/outer pockets (i.e. pockets on legs) other than the standard front two and rear two. No blue jeans, blue-jean shorts, cargo pants, are acceptable. No logos or labels can be showing on pants.

OUTERWEAR

Outerwear includes jackets, sweaters, sweatshirts or windbreakers and is designed to be worn outside as the weather dictates. All outerwear should be removed in the classroom. At the discretion of the teacher, if the classroom is cold; students may keep their outerwear on. Outerwear of different colors, patterns, and emblems are acceptable as long as they are appropriate and not gang related. The school nor District is liable for damaged, lost, or stolen outerwear.

All shirts must be worn tucked in at all times. No undergarments may be visible through outer shirt. T-shirts or turtlenecks worn under the school uniform must be white or maroon. Undershirts must be solid white or maroon and cannot bear a logo, label or letter nor have any indication of gang involvement. Pants must be worn at the waist, and should not excessively drag on the ground. Shorts, skirts and skorts cannot be shorter than the middle of the thigh. Belts (if worn) must be solid black, white or navy. Belts must be worn at the waist and cannot hang below the waist. Belt buckle (if worn) cannot bear a logo, label or letter nor have any indication of gang involvement. Bare feet are never acceptable. For safety reasons, students are encouraged to wear closed-toe shoes and students are encouraged to wear appropriate shoes for physical education classes. For health and safety reasons, with the exception of ears, body piercing such as tongue, nose, and face is not allowed.

On occasion, the principal may allow a “dress up” day when students may wear clothing other than the standard school clothing. This will be on special occasions only and students and parents will be notified prior to the “dress up” day. Students may not wear flannels, hats or headgear, except for approved occupational safety headgear required for special classes or on special “hat days”, “spirit days”, or “dress up” days in conjunction with announced school activities.

No bandanas of any color, size or shape may be carried or displayed in any classroom or at any school activity. This also includes simulations of anything representing “colors.”

Jewelry shall not be worn if it presents a safety hazard to self and/or others. Any buttons, jewelry or other accessories that contain profanity, vulgar, lewd, obscene, defamatory or plainly offensive writings or messages, including accessories that advocate the use of alcohol or drugs and accessories that make reference to or identify gangs are not allowed.

Students not dressed in accordance with the District dress code may be offered the use of standard school clothing for the day (if available), or parents will be contacted to bring acceptable clothing. Students who repeatedly fail to dress in accordance with this dress code may be subject to disciplinary actions. No student shall be subject to discipline for failure to comply with this dress code if the reason is economic hardship. Under extreme circumstances, the school will work with families to locate assistance for the student to be furnished with standard school clothing.

OTHER UNIFORMS

Special shirts that are given as incentives or that are for school groups, such as chorus, student council, etc., may be worn with prior approval from the building principal.

Action will be taken in the following manner for students who do not comply with the dress code

- Verbal warning.
- Verbal warning, note sent home to parents.
- Verbal warning, letter sent home to parent to be returned with a signature.
- Phone call home to bring uniform to school. If a parent is unable to bring uniform to school, the Principal or Assistant Principal will determine disciplinary action.

Additional items may be added to the standard school clothing during the school year as approved by the Governing Board.

HEALTH

IMMUNIZATION OF STUDENTS ([JLCB](#))

Arizona Revised Statute 15-803 requires the parent or guardian of a child to provide the school with an immunization history at the time of enrollment. Children will not be permitted to attend classes until the immunization record or exemption history has been provided.

EMERGENCY INFORMATION

It is vital to keep the student's emergency card current, including but not limited to, home address, home phone number, and parent/guardian emergency contact numbers and relevant work phone numbers. It is important that you update this information so in an emergency, we can contact you immediately.

ADMINISTERING MEDICATION TO STUDENTS ([JLCD](#))

All children's medication should be administered by a parent at home unless extenuating circumstances exist. If a child is required to take medication during school hours, medication must be brought to the school by the parent or guardian. Students are not allowed to carry medication nor are they permitted to administer it themselves.

When it is necessary for a student to take medicine during school hours, the district will cooperate with the family physician and the parents if the following requirements are met:

- There must be a current written medical order from the physician stating the name of the child, the name of medication, the dosage, and the time it is to be administered.
- There must be written permission from the parent to allow the school or the student to administer the medicine. Appropriate forms are available from the school office.
- The medicine must come to the school office in the original prescription container or the original over-the-counter container.

COMMUNICABLE DISEASES

In accordance with the Arizona State and county health statutes and policies, any student with or recovering from a communicable disease, will not be permitted in school until the period of contagion has passed or until a physician recommends a return to school.

ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS) AND HUMAN IMMUNODEFICIENCY VIRUS (HIV) INFECTIONS

Students ill with AIDS or HIV have a right to receive public education.

LICE INFESTATION

Students with lice shall be excluded from school until successful treatment specific for pediculosis has been initiated and cleared by school personnel.

INSURANCE

Parents are strongly encouraged to purchase student accident insurance. Accidents to students are not covered by the district insurance unless school negligence is proven.

WELLNESS POLICY ON PHYSICAL ACTIVITY AND NUTRITION ([JL](#))

The Isaac School District (ISD) is committed to providing a school climate that promotes and protects the health and well-being of all students by supporting healthy eating and physical activity, which are important for their ability to learn. It is the policy of the Isaac School District Governing Board that:

Because the lifelong eating habits of students are greatly influenced by the types of foods and beverages available to them, it is the goal of the ISD to implement nutrition guidelines that improve the nutritional quality of goods available to all students. By ensuring that no foods or beverages available at school contradicts the nutritional values of those deemed acceptable by the district. Because a student who is properly nourished and healthy has a greater chance of attending school on a regular basis, it is the goal of ISD to establish environments that provide consistent healthy messages regarding nutrition, physical activity and other actions that contribute to student wellness and academic achievement.

The district wellness team has created a plan to support the guidelines set forth in the wellness policy. They include: All meals that are offered by the school breakfast/lunch program shall have no more than 30% of total calories derived from fat and no more than 10% total calories derived from

saturated fat. No products will be served during breakfast or lunch that contain more than 35% of refined sugar by weight. Flavored milk cannot contain more than four grams of sugar per ounce.

All food offered in classrooms will be deemed by teachers as "healthy choices". School administrators, by site, may require approval. All schools shall integrate a reverse lunch program. Food shall not be used as a reward.

All "a la carte" items that are offered by the school breakfast or lunch program shall have no more than 30% of total calories derived from fat and no more than 10% total calories derived from saturated fat. Any food prepared for or distributed to students outside of the ISD Food Service Program during the school day or for school sponsored events shall not be in contradiction to ISD established policies and must seek administrative approval to ensure they support safe food handling/safety guidelines as well as high nutritional standards. Candy for sale as part of any school related activity or fundraising activity will only be allowed before or after the instructional school day.

STUDENT EXPECTATIONS

ABUSE OF ANY DISTRICT EMPLOYEE

Any student refusing to obey reasonable directives issued by a district employee; physically accosting or verbally threatening a staff member, using abusive or obscene language or gestures toward a staff member, insolent behavior, disrespectful manner, tone of voice, bodily action or gesture directed toward a staff member, or the like, will be subject to disciplinary actions.

CARE OF SCHOOL PROPERTY BY STUDENTS

Each student is expected to take pride in the physical appearance of the school. Any markings or damage of any school property should be reported to the office at once. Students will be held responsible for any/all type of damage.

CONDUCT ON SCHOOL BUSES/FIELD TRIPS ([EEAEC](#))

The Board requires students to conduct themselves prior to boarding the bus, in the bus, and subsequent to leaving the bus in a manner consistent with established behavioral standards consistent to those enforced throughout the educational day. Consequences of unacceptable bus behavior can result in receiving a discipline notice and may result in a suspension and or revocation of bus privileges.

CONTROLLED SUBSTANCES

Isaac School District adheres to a drug-free school zone. Pursuant to A.R.S. 15-3145, use, possession, sale or being under the influence of alcohol, non-prescribed drugs, tobacco, controlled substances, or any contraband on District property or school sponsored activities is prohibited and will be addressed with disciplinary sanctions.

DANGEROUS WEAPONS IN THE SCHOOL

Pursuant to A.R.S. 15-341, weapons include, but are not limited to:

- A firearm
- A knife
- A destructive device
- A dangerous instrument

No student shall carry or possess a weapon or a simulated weapon on school premises. No student shall use or threaten to use a weapon or simulated weapon to disrupt any activity of the District.

Any employee who observes any person in possession of a weapon or simulated weapon on school premises shall immediately report the matter to the school administrator. A school administrator who observes or receives a report of a student possessing a weapon on school premises shall immediately take appropriate safety and disciplinary actions in accordance with District policies and shall immediately report a violation of this policy to a police officer, if the weapon is a deadly weapon or the student is a minor in possession of a firearm.

DETENTION OF STUDENTS ([JKB](#) - [JKB-R](#))

Detention during break-time, noon, or at the close of the school day is permitted, provided that appropriate consideration is given to student transportation, weather, and extenuating circumstances. However, a student shall not be denied the privilege of eating. Detention should not exceed one hour per day. Parents shall be notified in writing or by telephone prior to a student serving detention after school hours. This does not apply when a student is detained for a criminal matter.

GANG ACTIVITIES OR ASSOCIATION

It is the position of the Isaac School District that gangs initiate, advocate, and/or promote activities that threaten the emotional and physical safety of persons on school grounds. Additionally, they disrupt the school environment and are harmful to the educational mission. The following activities are prohibited and any student engaging in them is subject to disciplinary action.

- A. Any activity involving an initiation, hazing, intimidation, threats, assault, or other activity related to group affiliation that is likely to cause or does cause bodily danger, physical harm or personal degradation or disgrace resulting in physical or mental harm to any individual.
- B. Any student wearing, carrying, or displaying gang paraphernalia and/or exhibiting behavior or gestures that symbolize gang membership, or causing and/or participating in activities that intimidate or adversely affect the educational activities of another student or disrupt the orderly operation of the school.

GOOD NEIGHBOR POLICY

Loitering and/or infractions of the Code of Student Conduct in the neighborhood of the school during the regular school hours, including lunch period, are prohibited. This includes conduct while going to and from school. Violation of this policy may necessitate disciplinary actions. The school may discipline a student while off campus at the times specified. Being a good neighbor also includes reporting vandalism, etc. on school grounds to police by parents and students during off school hours.

HAZING (JICFA)

There shall be no hazing of any student enrolled in the District's schools. Hazing is defined as any act that does or tends to injure, degrade, or disgrace any student.

INTERROGATIONS (JIH)

The District has legal custody of students during the school day and during approved curricular and extracurricular activities. It is the responsibility of the school administration to make an effort to act on behalf of parents in their absence with respect to interrogations by law enforcement officials. A parent may and a school administrator will be present during these interrogations, except when a Department of Child Safety worker pursuant to A.R.S. 8-224 (B) and 8-546.01 (C) (2) conducts interviews.

SEARCHES (JIH)

The administration has the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to the health, safety, and welfare of the student(s) exists. Any search will be reasonable in scope and not excessively intrusive on the student considering the age, sex of the student, and nature of the infraction.

Items provided by the District for storage (e.g., PE lockers, desks) of personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. They may be inspected at any time with or without reason or with or without notice, by school personnel.

REMOVAL OF STUDENTS FROM SCHOOL SPONSORED ACTIVITIES (JKDA)

The principal of a school may remove a student from a school-sponsored activity if the principal determines that the student has violated a provision of the student discipline policies, rules, and/or regulations or if the principal determines that such removal is in the best interest of the activity or in the best interest of the school as a whole. Additionally, the principal may remove a student from a specific position, such as officer, editor, or captain of an activity, without removing the student from the entire activity.

SUPERVISION OF STUDENTS (JLIA)

When students are in school, engaging in school-sponsored activities, or traveling to and from school on school buses, they are responsible to the school and the school is responsible for them.

Supervision shall include being within the physical presence and, whenever possible, within a line of vision of the students so that staff have a reasonable opportunity to control the behavior of and assist the students if necessary.

If it should be necessary in an emergency situation for a teacher to leave the physical presence of his/her students, then the teacher shall make a reasonable effort to obtain a responsible adult to supervise the students during the teacher's absence. In no case shall the teacher leave students unsupervised if there is a reasonable possibility that harm to students or property will result from the students being left unattended.

Students are not to be sent on errands from the school premises.

STUDENT SUSPENSION/EXPULSION/DUE PROCESS RIGHTS (JKD & JKE)

A student may be removed from contact with other students as a temporary measure. The authority to suspend a student for up to ten days, after an informal hearing is held, rests with the Superintendent or designee. If a danger to students or staff members is present, the principal may immediately remove the student from school, with a timely contact with the parents and a notice and hearing following as soon as possible.

STUDENTS WITH SPECIAL NEEDS

Short term suspension may be used for students with special needs for disciplinary reasons on the same basis as for typical students. Suspensions of students with special needs exceeding two consecutive days require approval of the Director of Student Services.

Suspensions less than ten cumulative days are not considered a disciplinary change of placement. Suspensions of ten consecutive days or more require a Manifestation Determination hearing. If Manifestation Determination hearing results in the decision that the apparent misconduct of a student with special needs is not related to the student's disability or educational placement, the conduct may warrant suspension, expulsion or consideration of alternate placement. Students with special needs will be provided with due process in the same manner as is provided to all students.

PERSONAL ITEMS

Students are strongly encouraged to not bring any personal belongings onto school property unless authorized by a staff member. The school and district are not responsible for any damaged, missing or stolen items.

- Skateboards or scooters are not allowed on campus during or after school.
- Bicycles may be ridden to school; however, upon entering campus, students must dismount and walk bicycles to the area where they are to be locked. No locks are provided by the school.
- No bicycle, scooter or skateboard riding on campus after school hours.
- No electronic devices including but not limited to MP3 player, iPod handheld devices are allowed.

INTERSCHOLASTIC SPORTS (JJIB)

The purpose of interscholastic athletics is both educational and recreational. The school sports program should encourage participation by as many students as possible and should always be conducted with the best interests of the participants as the first consideration.

- The student must have the written consent of parents or guardians for each type of inter-school sport in which he/she engages.
- The student must be determined by a physician to be physically fit for the sport.
- Physicals must be completed prior to participation in any sport and cheer (JCLA).

EXTRACURRICULAR ACTIVITY ELIGIBILITY (JJJ)

All interscholastic activities in grades six through eight that are

- 1) of a competitive nature and involve more than one school where a championship, winner, or rating is determined
- 2) endeavors for which no credit is earned in meeting graduation or promotion requirements that are of a continuous and ongoing nature, organized, planned, or sponsored by the District, consistent with District policy, shall be conducted under the provisions of this policy.

The student and the parents/guardian shall be notified of ineligibility in a manner such that confidentiality is maintained when Ineligibility is pending or Ineligibility is determined to be necessary. Support services shall be made available to students who become ineligible for extracurricular programs, as will to students notified of pending ineligibility.

The responsibility for notification of students and parents of these requirements and for enforcement of the above rule rests with the building principal or designee. Middle school students need to refer to the athletic handbook for further policies and regulations.

STUDENTS FEE, FINES, AND CHARGES (JQ)

No student will be denied an education because of his/her inability to pay for supplementary charges. Students will not be required to supply specific types of school supplies or equipment as a prerequisite to successfully complete a required course or project. Students will, however, be responsible and accountable for loss of or damage to school property, including textbooks and library books.

STUDENT FUND-RAISING ACTIVITIES (JJE)

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

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

The proceeds of all fund-raising 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.

STUDENT ACTIVITIES

School activities shall not be held on Sundays unless they have been cleared with the Superintendent.

It is customary for our schools to recite the Pledge of Allegiance and play the National Anthem every morning during school days. In honor of and respect for our country, we expect all activities to be stopped during that time.

TESTING

The district uses criterion-referenced tests to monitor achievement at student, class, school and district levels. Criterion-referenced tests, end-of-year reading or math exams and AASA, show us if students have mastered classroom material.

General Overview of Arizona's K-12 Standards

The Arizona State Board of Education is authorized and mandated to adopt academic standards and minimum competency requirements for grades K-12. The standards adopted by the Board address what a student is ultimately expected to learn. Arizona retains the authority to approve and modify academic standards.

EMERGENCY DRILLS

The safety of all students, staff, and visitors on our school grounds is very important to us. The Department of Safety and Emergency Management has established procedures and guidelines to prepare students, staff, and visitors in the event of an emergency. There are four (4) primary emergency drills each year including **FIRE DRILLS**, **LOCKDOWN DRILLS**, **EVACUATION DRILLS**, and **REVERSE-EVACUATION DRILLS**. In order to foster and maintain a safe environment for everyone, Arizona state guidelines require that we review our emergency and crisis response plans by practicing drills throughout the school year. It is important to practice different drills so our students, staff, and visitors will know how to proceed to safety in a secure and systematic manner if an emergency were to occur.

FIRE DRILLS

Schools will conduct a “**Fire Drill**” each month during the school day while classes are in session. The purpose of this drill is for students, staff, and visitors to know what to do and how to do it in the event of a fire. This is a Fire Code requirement for all public schools in Arizona. Our goal is to ensure that all students, staff, and visitors understand the importance of this drill and not be afraid when the alarm is sounded.

LOCKDOWN DRILLS

The schools are required to conduct a “**Lockdown Drill**” per semester. This type of drill will secure the school building and shelter all students, staff, and visitors inside the building safely, usually within the classrooms. The purpose of this drill is to keep the students, staff, and visitors safe from any danger outside or inside the building. During a “Lockdown Drill”, all of the perimeter doors to the school building, classroom doors, and gates will be locked. In order to ensure everyone’s safety, no one will be permitted to enter or leave the school. When the emergency is resolved, the school will be released from lockdown.

Please note that only duly authorized emergency personnel or emergency responders (fire or police departments) may modify or release the school from lockdown.

EVACUATION DRILLS

The schools are required to conduct an “**Evacuation Drill**” per semester. This type of drill will evacuate students, staff and visitors from the school buildings. The purpose of this drill is to keep the students, staff, and visitors safe from any danger or hazard inside the buildings such as a natural gas leak, flooding, or electrical outage. During an “**Evacuation Drill**”, everyone is required to exit the school buildings and assemble outside. In order to ensure everyone’s safety, no one will be permitted to enter any buildings. When the emergency is resolved, the school will be released from evacuation.

Please note that only duly authorized emergency personnel or emergency responders (fire or police departments) may modify or release the school from an evacuation.

REVERSE-EVACUATION DRILLS

The schools are required to conduct a “**Reverse-Evacuation Drill**” per semester. This type of drill will reverse-evacuate students, staff and visitors from outside the buildings to inside the buildings. The purpose of this drill is to keep the students, staff, and visitors safe when a threat exists outside the building and they are at risk of being harmed if they remain outside. This means it is safer to be inside a building than outside a building. During a “**Reverse-Evacuation Drill**”, everyone is required to enter the nearest building, immediately. In order to ensure everyone’s safety, no one will be permitted to leave any buildings. When the emergency is resolved, the school will be released from reverse-evacuation.

Please note that only duly authorized emergency personnel or emergency responders (fire or police departments) may modify or release the school from a reverse-evacuation.

GENERAL INFORMATION

Please remember that these drills are conducted or practiced to maintain the safest possible environment for everyone. If you have any questions regarding any of these safety drills or other safety concerns, please contact your school office.

HEALTH and SAFETY COVID-19 MITIGATION

This section outlines your responsibilities and our objectives when it comes to the health and safety of your child and our teachers, administrators and staff.

Isaac School District personnel and student families have the responsibility to:

- Monitor students for symptoms that could indicate a coronavirus infection.
- Remain aware of changes in Centers for Disease Control (CDC) guidelines, and follow the guidance of the CDC, the county health department, and the Arizona Department of Health Services.

Thank you for being our trusted partner and for helping us stay vigilant against this very serious illness. For more up to date information, visit isaacschools.org



ISAAC SCHOOL DISTRICT NO. 5
3348 West McDowell Road
Phoenix, Arizona 85009-2416
(602) 455-6700 Fax (602) 278-1693
Mario Ventura, Ed.D, Superintendent

USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

ELECTRONIC INFORMATION SERVICES USER AGREEMENT

Please read this document carefully. When signed it becomes a binding agreement.

Terms and Conditions

Acceptable use. The use of resources made available is to support personal educational objectives within the educational goals and objectives of the Isaac School District. Inappropriate use may result in cancellation of use of information services and/or appropriate disciplinary action. I will not submit, publish, display, or retrieve materials forbidden by statutes, laws, or District policies and regulations.

Personal responsibility. I will report any misuse of the information service to the system administrator as appropriate.

I understand that many services and products are available for a fee and *acknowledge the responsibility for any expenses incurred without District authorization.*

Network etiquette. I am expected to abide by the generally acceptable rules of network etiquette. Therefore, I will:

- *Be polite and use appropriate language.* I will not send, or encourage others to send, abusive messages.
- *Respect privacy.* I will not reveal any home addresses or personal phone numbers.
- *Avoid disruptions.* I will **not use the network in any way** that would **disrupt use of the systems** by others.
- *Observe these other considerations:*
 - Be brief.
 - Try to use correct spelling and make messages easy to understand.
 - Use short and descriptive titles for my articles.
 - Post only to known groups.

Services. The Isaac School District specifically denies any responsibility for the accuracy of information. While the Isaac School District will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the electronic information services (EIS) is used and bears the risk of reliance on the information obtained.

I have read and agree to abide by the Isaac School District policy and regulations on appropriate use of the electronic information system, as incorporated herein by reference.

I understand and will abide by the provisions and conditions indicated. I understand that any violation of the above terms and conditions may result in disciplinary action and the revocation of my use of information services.

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EXHIBIT

STUDENT BULLYING / HARASSMENT / INTIMIDATION

COMPLAINT FORM

(To be filed with any School District employee who will forward this document to the principal or the principal's designee)

Please print:

Name _____ Date _____

Address _____

Telephone _____ Another phone where you can be reached _____

During the hours of _____

E-mail address _____

I wish to complain against:

Name of person(s) _____

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. Be sure to include all relevant dates, times, and places. Additional pages may be attached if necessary.

If there is anyone who could provide more information regarding this complaint, please list name(s), address(es), and telephone number(s).

Name	Address	Telephone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

The projected solution

Indicate what you think can and should be done to solve the problem. Be as specific as possible.

I certify this information is correct to the best of my knowledge.

Signature of Complainant _____ Date _____

Document received by _____ Date _____

Investigating official _____ Date _____

Teacher, Student, and Parent/Guardian Handbook

All Isaac School District families and school staff shall be given a copy of this handbook. Handbook regulations apply when on school grounds, going to and from any school, and any school-related activities supervised by school personnel.

Parents please review the contents of this handbook with your child and return this page, signed, to your child's school. Please, return immediately. ***It is a District requirement to have one on file for every student for each calendar year.***

(Please Print)

Student's Name: _____
Last Name First Name

I have received a copy of this handbook and have read and reviewed it with my child and agree to abide by the terms and conditions stated within.

Parent/Guardian Signature Date

Student Signature Date

PERMISSION FOR STUDENT TO BE PHOTOGRAPHED OR INTERVIEWED

From time to time, programs at our schools, the activities of our students and staff, or district policies draw the attention of the news media. We realize that many parents do not like to have their children appear on the television news, newspaper, social media platforms or school websites. Parental consent is required for student photographs and interviews to be used by the District and/or members of the media.

____ Yes, I give permission for my child to be interviewed or photographed by television, radio, or media representatives.

____ No, I do not want my child interviewed or photographed by television, radio, or media representatives.

Parent/Guardian Signature Date

I have read the **ISAAC SCHOOL DISTRICT ELECTRONIC INFORMATION SERVICES USER AGREEMENT** in this handbook and agree to abide by its terms and conditions. I understand that any violation of the terms and conditions may result in disciplinary action and the revocation of my use of information services.

Student Signature Date

I accept full responsibility for supervision if, and when, my child's use of the information services is not in a school setting, I hereby give my permission to have my child use electronic information services.

Parent/Guardian Signature Date