

Somerton School District No.11

Parent and Student Handbook



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Calendar of Events

Somerton Elementary School District No 11

343 N Carlisle Ave • Somerton, AZ 85350 • www.ssd11.org • 928-341-6000

2025

CALENDAR

2026

JULY						
S	M	T	W	T	F	S
		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		
3 days						
AUGUST						
S	M	T	W	T	F	S
					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
21 days						
SEPTEMBER						
S	M	T	W	T	F	S
31	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				
21 days						
OCTOBER						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
18 days						
NOVEMBER						
S	M	T	W	T	F	S
						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
14 days						
DECEMBER						
S	M	T	W	T	F	S
	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			
15 days						

JULY	
Independence Day Holiday	July 4
NTI	July 11-16
New Teachers with Principals	July 17-18
Returning Teacher	July 21-23
District Welcome	July 28
First Student Day	July 29

AUGUST

SEPTEMBER

Labor Day Holiday	September 1
40th Day	September 23
End of 1st Quarter (43 days)	September 26

OCTOBER

Fall Break	October 13-17
Minimum Day/Parent Conferences	October 22-24

NOVEMBER

Veterans Day Holiday	November 11
Thanksgiving Holiday	November 24-28

DECEMBER

End of 2nd Quarter (49 days)	December 12
Winter Break	December 22-31

JANUARY

Winter Break	January 1-9
Classes Resume	January 12
100th Day	January 13
Martin Luther King, Jr. Holiday	January 19
Minimum Day/Parent Conferences	January 21-23

FEBRUARY

Presidents Day Holiday	February 16
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MARCH

End of 3rd Quarter (48 days)	March 20
Spring Break	March 30-31

APRIL

Spring Break	April 1-3
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MAY

Minimum Day/Promotions	May 20-22
End of 4th Quarter (40 Days)/Last Day of School	May 22

SCHEDULE

SMS 7-8	8:00 AM - 3:15 PM
Minimum	8:00 AM - 12:45 PM
Grades K-6	8:00 AM - 2:45 PM
Minimum	8:00 AM - 12:00 PM
OGE K-6	7:45 AM - 2:30 PM
Minimum	7:45 AM - 12:00 PM

First/Last Student Day	Holidays	End of Quarter	Minimum Days Parent/Teacher conference
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Minimum Days: Wednesdays, Conference and 8th Grade Promotion Day
 180 Student Days • 92 1st Semester • 98 2nd Semester
 Contract Days 185.5 Teacher Days • 191.5 New Teacher Days

JANUARY						
S	M	T	W	T	F	S
				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
14 days						
FEBRUARY						
S	M	T	W	T	F	S
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
19 days						
MARCH						
S	M	T	W	T	F	S
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				
20 days						
APRIL						
S	M	T	W	T	F	S
			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		
19 days						
MAY						
S	M	T	W	T	F	S
					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
16 days						
JUNE						
S	M	T	W	T	F	S
31	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				

Approved 2/11/25

About Our District

Somerton School District is a community of learners. Both adults and children are committed to doing their personal best. We offer preschool programs, physical education, sports teams, a district band, and robotics teams! We are dedicated to providing creative learning experiences and applying core subjects like math and language arts in innovative ways. Children are our priority, and achieving our personal best is our goal. Welcome to our family of learners!

District Goals

A) Increase academic achievement for all students.

Measure: Schools will receive a letter grade of **B** or better and an Arizona Profile of **Performing Plus** or higher.

B) Provide a school climate where all students, staff, and parents feel valued, safe, and motivated.

Measure: Survey results from students, staff, and parents will be 80% positive or higher.

C) Recruit and retain a quality, certified staff.

Measure: Schools and the district will maintain a certified staff turnover rate of no more than 15%.

Belief Statement

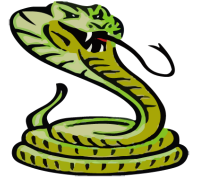
We believe:

- * Children come first
- * All children can and have a right to learn
- * Children have unlimited potential to contribute now
- * A safe, mutually kind, nurturing environment is important for success
- * In high expectation, striving for excellence and personal best
- * In fairness and equity
- * Parent and community involvement is vital to student learning
- * In the importance of learning, accepting and respecting our diversities
- * In responsibility and accountability
- * Learning is an interactive, life-long process
- * Effective instruction and learning are interesting, challenging and fun
- * We need each other

Our mission will only be accomplished if we remain committed to these beliefs.
Working together as a team will ensure a successful year.

Our Schools

Bravie T. Soto Elementary Principal: Jose Moreno 1201 Main Street Somerton, Arizona 85350 (928) 341-6800	Somerton Adult Education Coordinator: Brandon Onisko 1011 N. Somerton Ave Somerton, Arizona 85350 (928)-3416714
Desert Sonora Elementary Principal: Selene Arredondo 301 N. Carlisle Ave Somerton, Arizona 85350 (928) 341-6300	Somerton Middle School Principal: Raul Rascon Assistant Principal: Noemi Castro 1011 N. Somerton Ave Somerton, Arizona 85350 (928) 341-6902
Encanto Learning Center Principal: Jessica Escalante 400 N. Cesar Chavez Ave Somerton, Arizona 85350 (928) 341-6700	Sun Valley Elementary Principal: Luciano Munoz 3667 E. San Luis Ln San Luis, Arizona 85349 (928) 341-6902
Orange Grove Elementary Principal: Tiffany Middleton 3525 W. County 16 ½ Street Somerton, Arizona 85350 (928) 341-6200	Tierra Del Sol Elementary Principal: Gema Felix Assistant Principal: Jennifer Sullivan 1002 S. Somerton Ave Somerton, Arizona 85350 (928) 341-6400



Cafeteria

Each month, the cafeteria lunch menu is posted on the Somerton School District website at www.ssd11.org. For the 2024–2025 school year, all students across the district receive free meals under the Community Eligibility Program (CEP), with a 100% free/reduced lunch rate—subject to change annually.

In accordance with House Bill 2164, which bans ultra-processed foods containing harmful additives from public school meals, the following ingredients are prohibited: potassium bromate, propylparaben, titanium dioxide, brominated vegetable oil, yellow dyes 5 and 6, blue dyes 1 and 2, red dyes 3 and 40, and green dye 3.

School & Lunch Schedule

School	Breakfast	First Bell	Class Begins	Lunch	Dismissal
BTS	7:20 - 7:55 am	7:55 am	8:00 am	K-6 11:20-12:00 pm Wednesday: K-6 11:20 - 11:50 am	2:45 pm Wednesday: 12:00 pm
DSS	7:30 - 8:00 am	8:00 am	8:00 am	K-2nd 11:00 - 11:40 am 3rd-6th 12:00 - 12:40 pm Wednesday: K-2nd 10:30- 11:00 am 3rd-6th 11:00- 11:30 am	2:45 pm Wednesday: 12:00 pm
ELC	7:15 - 7:50 am	7:55 am	8:00 am	K-2nd 10:50-11:35 am REACH Self-Contained 11:00 -11:30 am 3rd-4th 11:40 am - 12:25 pm 5th-6th 11:40 am -12:25 pm Wednesday K-2nd 10:00 - 10:35 am REACH Self-Contained 10:00- 10:30 am 3rd-4th 10:40 - 11:15 am 5th-6th 10:40 - 11:15 am	2:45 pm Wednesday: 12:00 pm
OGE	7:15 - 7:35 am	7:43 am	7:43 am	K-3rd 10:30 - 11:10 am	2:30 pm

				4th -6th 11:20 am -12:00 pm Wednesday K-3rd 10:30 - 11:10 am 4th -6th 11:20 am -12:00 pm	Wednesday: 12:00 pm
SMS	7:40 -7:55 am	7:55 am	8:00 am	7th 10:50- 11:25 am 8th 11:45 - 12:20 pm Wednesday 7th 9:44 - 10:19 am 8th 10:18 - 10:53 am	3:15 pm Wednesday: 12:45 pm
SVS	7:30 - 7:55 am	7:55 am	8:00 am	K-2nd 11:00- 11:40 am 3rd-6th 11:40 am - 12:20 pm Wednesday K-2nd 10:00- 10:40 am 3rd-6th 10:40 - 11:20 am	2:45 pm Wednesday: 12:00 pm
TDS	7:20 - 7:50 am	7:55 am	8:00 am	K-1st 11:25 - 11:45 am 2nd& 4th 11:05- 11:25 am 3rd & 5th 10:30-10:50 am 6th 11:40 am -12:00 pm Self-Contained 11:30 -11:50 am Wednesday K-1st 11:25 - 11:45 am 2nd& 4th 11:05- 11:25 am 3rd & 5th 10:25-10:45 am 6th 10:45 am -11:05 pm Self-Contained 10:35 -10:55 am	2:45 pm Wednesday: 12:00 pm

Cafeteria Behavior Expectations

Be Respectful	Be Responsible	Be Safe
● Follow the directions of the cafeteria staff at all times. ● Keep hands, feet, and objects to yourself. ● Keep food on the tray. ● Keep the cafeteria clean. ● Be courteous and considerate.	● Clean your own area when you're done eating, and wait to be dismissed. ● All food is to be eaten seated <u>in</u> the cafeteria. ● Walk at all times. ● Use inside voice at all times. ● Place trash in trash cans.	● Keep hands, feet, and objects to yourself. ● Walk in the cafeteria at all times.

Registration / Residency Requirements

Documents needed for Registration:

1. Original Birth Certificate (Copies are not accepted)
2. Immunization Records
3. AT LEAST two emergency phone contacts, parents' workplace, and phone number.
4. Proof of legal guardianship if child is not living with one of his/her natural parents

All students and their parents/guardians must be residents of Somerton School District. Proof of residency must be furnished at the time of registration.

Documents needed for Proof of Residency:

1. APS bill, rent contract, water bill
2. If living with someone, we will need a notarized "Affidavit of Shared Residence" provided by the office, and proof of their residency.

Attendance Procedures

Students are expected to be at school every day and on time for class. The Somerton School District, along with Yuma County, has established guidelines for student attendance. Student attendance is the responsibility of both parents and students.

Poor attendance often results in poor academic progress and creates additional work for both students and teachers.

Regular, prompt attendance is essential for academic achievement. Students are expected to be on campus and ready to enter their classrooms promptly when the first bell rings. Any student arriving after class has begun will be counted as tardy and must report to the office for a tardy slip.

Procedures to Report Absences

Parents are asked to call the attendance line by 10:00 am on the first day of the absence and all proceeding absences until the student returns to school. Messages can be left overnight. When leaving a message to excuse your child's absence, please include the following information:

- First and last name
- Grade level
- Teacher's name
- Specific reason for absences
- Contact number that you can be reached at.

Truancy

Students who are absent more than **2 consecutive days** are required to bring a doctor's excuse upon return to school.

Arizona State Law requires schools to carefully monitor student attendance. Once a child has 5 or more unexcused absences (or a combination of 10 or more excused/unexcused absences) (or 10 or more tardies) the school may file a referral with the Juvenile Court and Yuma County Attorney's Office.

Students who have a combined total of 18 or more excused and/or unexcused absences during the school year may be retained in their current grade level for the following school year.

Excused absences:

- a. Parent/Guardian coming to the school office to sign the child out for the day only in case of emergencies.
- b. Emergencies due to an accident.
- c. Illness of the child.

- d. Injury to the child causing immobility.

Unexcused absences:

- a. Any absence for which a note is not received.
- b. Any absence for which a reason is not given even if a note is received.
- c. Missing the bus (if a child is late due to a missed bus, the tardy will be excused).
- d. Family vacation.
- e. Family trips.
- f. Student leaving school grounds without being signed out by the parent/guardian.
- g. Coming to school but not attending class

Ten (10) consecutive unexcused absences will result in the student being withdrawn from the school. When a student returns to class after an absence, a note from a parent or guardian must be provided on the day they return.

If a student is absent due to ditching or skipping class, the parent or guardian will be contacted. In such cases, the student will be required to attend Mandatory Reteach-Tutorial sessions to make up for the missed instructional time.

Arizona Revised Statutes (School Laws), Title 15-802

A. Every child between the ages of six and sixteen years shall attend a school and be provided instruction in at least the subjects of reading, grammar, mathematics, social studies and science. The person who has custody of the child shall choose a public, private or home school to provide instruction.

B. The person who has custody of the child shall...

- 1. Send the child to a public school for the full time school is in session within the school district in which the child resides.

Arizona Revised Statutes (School Laws), Title 15-803

- A. It is unlawful for any child between six and sixteen years of age to fail to attend school during the hour school is in session, unless excused pursuant to 15-802, Subsection D, or 15-901, Subsection A, Paragraph 6, Subdivision (c) or the child is accompanied by a parent or a person authorized by a parent or the child is provided with instruction in a home school.

Attendance Officer; Powers and Duties Arizona Revised Statutes (School Laws) Title 15-804 & 805

- A. The attendance officer shall enforce the law relating to:
 - 1. School attendance of children between the ages of six and sixteen years.
 - 2. Employment of children between the ages of six and sixteen years during school hours.
- B. The attendance officer may:
 - 1. Make arrests for the violation of laws specified in subsection A.
 - 2. Without warrant, bring before the authorities competent to hear and dispose of such cases children who are absent from school without legal excuse.
 - 3. Report a violation of the law relating to school attendance to the local law enforcement agency and request that it investigate the violation.
 - 4. Enter all places where children may be employed to investigate and enforce the law.

Make-Up Work

When a student is absent, it is the responsibility of the parents or upper-grade students to contact the teacher to obtain missed assignments. Students are allowed the same number of days as their absence to complete and turn in their makeup work.

Arrangements to pick up the day's classroom assignments can be made by contacting the school. Missed assignments will be available for pickup from the front office after 2:45 p.m. If you have any questions regarding assignments, please schedule an appointment with the classroom teacher.

Make-up work will **not** be allowed for unexcused absences

Tardies

Tardies are a problem that can interfere with a student's educational attainment and disrupt the normal operation of the school. They disrupt the classroom that the tardy student is entering and disrupts the education of the tardy student by missing out on important events that happen in the classroom at the beginning of every school day. The school is asking that all parents pay particular attention to this potential problem and make sure each child comes to school at the appropriate time and stays in school the whole day until dismissal time. Please note that excessive tardiness will affect your child's participation in extracurricular activities. Every 3 tardies equals an absence.

Leaving School Early

The mission at Somerton School District is to provide the best educational opportunity for our students. When students are picked up early it interrupts classroom instruction, as the teacher must stop teaching to get your child ready to leave.

We want to let you know that starting this school year students may not be picked up 20 minutes before dismissal, unless there is an appointment card.

For the safety of our students, ID's will be required when picking up a student.

For the security of our students and to avoid class disruptions we asked that if you are changing the way your child would be going home during dismissal to please call the office by 12:00pm on regular days and 10:00am on early release days.

Withdrawal From School

Parents should notify the school office, in writing or by phone, at least two days prior to the student's last attendance day. All school materials loaned to the student must be returned. Items that are lost or damaged should be paid for before the student's last day of attendance. Records may be held until dues or fines are paid.

Student Records

Somerton School District # 11 requires written parental permission before forwarding confidential student records to another school. Parents will be asked to sign a release form when enrolling their children in school, allowing the child's previous school to forward necessary educational records.

Parents and guardians are allowed to examine their child's school records when they so desire. This will be done by appointment, and a member of the school staff will be present to answer questions or explain materials.

Confidentiality

The right to inspect and review education records and the release of or access to such records, other information, or instructional materials will be consistent with federal law in the Family Educational Rights and Privacy Act, Title 20, United States Code, sections 1232g and 1232h, the USA PATRIOT ACT, ESSA and with federal regulations issued pursuant to such act.

Report Cards/Progress Reports

Report cards will be sent home after each quarter ends. Report card dates are as follows:

October 11, 2024
January 10, 2025
March 28, 2024
May 23, 2024

Explanation of Grades

Academic Performance

Highly Proficient (HP)=5
Proficient (P)=4-3
Partially Proficient (PP)=2
Minimally Proficient (MP)=1-0

Productivity

Excellent (E) =90-100%
Satisfactory (S)=80-89%
Improving (I)=70-79%
Needs Improvement (N)=60-69%
Unsatisfactory (U)=0-59%

Letter Grade

A = 90%-100%
B = 80%-89%
C = 70%-79%
D = 60%-69%
F = 59%-Below

Communications

Calendars and school newsletter will be sent home monthly. Please visit our website at www.ssd11.org or follow your child's school on Instagram.

Safety

Parents and the City of Somerton have joined Somerton Elementary School District #11 to promote the highest safety standards for youngsters who walk or ride bikes to and from school. Please teach your children to become responsible for their own safety by observing these rules. Caution is the key.

Fire and Emergency Drills

Fire and emergency drills are held at irregular intervals throughout the school year. An alarm will be sounded over the public address system. We have drills often to teach students the safest, quickest route for departure from school buildings.

Emergency Disaster Plans

1. Children will be removed to neighboring school or other site if school is an endangered area.
2. Principal and staff will be responsible until parents arrive.
3. Information can be obtained from:
 - a. La Campesina 104.5 FM (Yuma)
 - b. KTTI 95.1 FM (Yuma)
 - c. KJOK 93.1 FM (Yuma)
 - d. School District Messaging Center
4. **Please do not call the school.** A mass notification system will contact you either by cell phone, home phone, work phone, text or email that you provided us. Please make sure your information is correct. Please call the office if any information changes.

What To Do During an Earthquake

Stay as safe as possible during an earthquake. Be aware that some earthquakes are foreshocks, and a larger earthquake might occur. Minimize your movements to a few steps to a nearby safe place and stay indoors until the shaking has stopped, and you are sure exiting is safe.

If indoors

- DROP to the ground; take **COVER** by getting under a sturdy table or other piece of furniture; and **HOLD ON** until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Stay in bed if you are there when the earthquake strikes. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.
- Use a doorway for shelter only if it is near to you and if you know it is a strongly supported, load bearing doorway.
- Stay inside until shaking stops and it is safe to go outside. Research has shown that most
- injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
- DO NOT use the elevators.

If outdoors

- Stay there.
- Move away from buildings, streetlights, and utility wires.
- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits, and alongside exterior walls. Many of the 120 fatalities from the 1933 Long Beach earthquake occurred when people ran outside of buildings only to be killed by falling debris from collapsing walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

If in a moving vehicle

- Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under
- buildings, trees, overpasses, and utility wires.
- Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

If trapped under debris

- Do not light a match.
- Do not move about or kick up dust.
- Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

Tips For Walking Safely To School

Students will follow “safe walking” procedures. Parents are encouraged to walk with students until the children understand the procedures. Walking is fun, but you need to be safe while doing it. Follow these tips to make sure you get to and from school without any problems.

Walk together:

Younger children should always walk with an adult. Tell your parents that walking is great exercise and a nice way to spend time together.

If your parents say that you can walk to school on your own, remember these tips:

- Walk with a friend when possible.

- Ask your parents to help you pick a safe route to school; one that avoids dangers.
- Stick to the route you picked with your parents. Don't let friends talk you into shortcuts that are more dangerous.
- When you are near the street, don't push, shove, or chase each other.
- Never hitchhike or take rides from people not arranged by your parents.
- Talk to your parents and teacher about any bullying that may happen during your walk.

Be seen:

Remember, drivers may not be able to see you well. Always wear bright-colored clothes and if it is dark or hard to see, carry flashlights or wear reflective gear.

Look for traffic:

Watch out for cars and trucks at every driveway and intersection on your walk to school. Look for drivers in parked cars. They may be getting ready to move.

Cross the street safely:

1. Stop at the curb or edge of the street.
2. Look left, right, left and behind you and in front of you for traffic.
3. Wait until no traffic is coming and begin crossing.
4. Keep looking for traffic until you have finished crossing.
5. Walk don't run across the street.
6. **Obey traffic signs, signals, and adult school crossing guards.**

(from the National Center for Safe Routes to School)

Health

Health Center Issues

Health Services are provided to students in our district by certified nursing assistants, who are assigned to each of the schools in our district. Supervision and oversight are provided by a Health Services Manager. The 8 Health Services Staff will work with parents to ensure that students who have chronic health problems, and acute health problems receive the basic nursing care they need to promote optimal health during the day. If your child needs a skilled nursing care that is normally provided by a licensed nurse, you may be asked to sign a special procedure form giving permission to the health assistant who has received adequate training and direction to perform the skilled service safely and has your permission to perform the service. If you have any questions about your child's health needs being met at school, please ask the health assistant at your child's school to contact the Health Services Manager to set up a meeting so that a plan can be developed for your child's health care provider to follow.

Annual Health Screenings

State mandated annual health screenings are provided to students by certified nursing assistants, who are trained and certified to perform screenings for vision, hearing, height and weight. If you do not want your child to get screened, you must come to the nurse to sign a form to decline screenings.

Health Related Dismissals From School

When a student becomes ill or injured, a staff member will send the student to the nurse's office to be evaluated. After evaluation the nurse will determine if the student can return to class or be sent home. Parents will be contacted by a nurse if needed. Students are not allowed to use classroom phones or personal cell phones to call their parents to ask to be picked up from school. The Nurse will notify parents and staff if a student needs to be sent home.

Communicable/Infectious Diseases

Any student with, or recovering from, a communicable disease will not be permitted to school until the period of contagion is passed or until a physician recommends a return, in accordance with A.R.S. 36-621 et seq, appropriate regulations of the State Department of Health Services, and policies of the County Health Department. Parents will be requested to provide a history of the communicable disease for each student, and such records will be kept and maintained by the District. A student suffering from a communicable disease shall be excluded from school to protect the student's own welfare and to protect other students from illness. Early recognition of a communicable disease is of prime importance. The administrator or county health director shall make the decision for exclusion and readmission.

Pediculosis (Lice Infestation)

Students with pediculosis shall be excluded from school until treatment specific for pediculosis has been initiated and the student is symptom free. LEGAL Ref.: A.R.S. 15-871, 15-872, 36-621, A.A.C. R9-6-202 et seq., R9-6-301, R9-6-342, R9-6-355 The Somerton School District will enforce a No Live Lice Policy. If a student is found to have live lice, the student will be sent home. The student will not be allowed to return to school until all live lice are removed. The student will be allowed one (1) excused absence for head lice. Only the person authorized to assess a student for pediculosis (head lice) is the Health Office staff. At no time will a classroom teacher do head checks. Procedures to be followed: 1. Referral to Health Office staff for head check will come from: a) Classroom teacher b) Parent request 2. Health Office staff will assess student for lice. 9 a) If positive for lice, the student will be sent home. b) The Health Office staff will contact the parent via telephone to pick up student from school. c) The parent will be allowed one (1) school day to treat the student. The parent will be informed of absentee policy when the student is picked up. d) The student must be assessed by the Health Office staff prior to readmission to class. e) If a student is out for more than two (2) days for head lice, a telephone call will be made to the parent regarding attendance. The school office will make this contact. f) A classroom check will be done on the students by the Health Office staff as soon as possible.

Administering Medicine To Students

If a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, only the school nurse or the principal's designee will administer the medication in compliance with the regulations that follow: 1. Written instructions, signed by the parent, will be required, and will include: a. Child's name b. Name of medication c. Purpose of medication d. Time to be administered e. Dosage 2. All medication must be provided in the current prescription container with the doctor's instructions for dosage on the label. 3. The parent of the child must assume responsibility for informing the school nurse of any change in the child's health or change in medication. 4. The School District retains the discretion to reject requests for administration of medicine. 5. According to ARS. 32-1901, the State of Arizona does not allow medication from Mexico to be given by nurse or school personnel, unless it was prescribed by a doctor in the United States, and only filled in Mexico. However, medicine from Mexico may be given by the parent if they come to the school to administer it. 6. Tylenol / Pepto-Bismol may be given by the nurse when deemed appropriate for pain or fever if there is written permission by the parent/guardian on file. Dosage will be based on manufacturer's recommendations per child's age. 7. All students who need to carry their inhalers during school hours will be required to have a note from their doctor or a signed consent from their doctor. All inhalers should be kept in the nurse's office during school hours.

Immunizations

An immunization history is required by Arizona Law of every child at the time of enrollment. Each child must be current on his immunization schedule. Please keep the school nurse informed of any new immunizations your child has received at a clinic or private doctor's office so that the health records can be kept up to date. The following is the immunization record required for school enrollment: 1. Arizona State Law requires that a child, upon first entering school, must have a record of immunization against preventable childhood diseases--diphtheria, whooping cough, tetanus, polio, measles and rubella, hepatitis B, Varicella, and Hib up to age 5 years old, and one (optional) TB Skin test. 2. A permission slip will need to be signed by parents in case of a waiver in part or in full for medical or religious cases, or for personal beliefs. 3. In all cases, parents must file either a record of immunization or request a waiver of immunization. 4. All students at the age of 11 yrs. or older are required to have the Tdap, and Meningitis vaccines, also known as MCV4.

Health Exclusion From School

1. It is recommended that you keep your child home from school when he/she has any of the following conditions: Fever > 100.6 Head Lice Vomiting Pink Eye (Conjunctivitis) Diarrhea Any Rash/ or contagious condition Hacking cough Serious Cold/Severe Sore throat Earache Severe Toothache, not relieved by Tylenol

2. If a child is found to have any of the above conditions while in school, parents will be notified, and the child will be sent home for treatment. **PHYSICAL EDUCATION EXCLUSIONS**

Requests in writing for students to stay indoors during scheduled Physical Education and/or free periods should be either approved by the school nurse or principal. It is assumed that the child who is well enough to be in school is well enough to play or sit outdoors.

Emergency Cards

Pupil data cards which include medical conditions and emergency information are to be completed for each student. Please see that the information is complete and kept up to date as to address, phone number, emergency number, etc . These cards are used by the nurse to reach the parent in case of an emergency. They also include Tylenol consent and emergency care consent.

School Attendance and Health-Related Absences

Please keep your child home if he/she is ill. This helps prevent the spread of diseases. Students may return to school when their temperature has been normal for twenty-four hours. If they had been treated for head lice or pink eye, students need to be seen by the nurse before returning. **PHYSICAL EXAMS** Physical exams are required for any student who will participate in any sports activity, including Spirit Line. Proof of the exam is required and is to be submitted to the nurse. Physical exam is only valid for 2 years. (This doesn't apply to the elementary grade levels currently, only the Middle School) **COMMUNICATIONS** Calendars and school newsletter will be sent monthly.

Physical Education Exclusion

Requests in writing for students to stay indoors during scheduled physical education and/or free periods should be either approved by the health assistant or principal. It is assumed that the child who is well enough to be in school is well enough to play or sit outdoors.

Student's Emergency Card

Pupil data cards which include medical conditions and emergency information are to be completed for each student. Please make sure that the information is complete and kept up to date as to address, phone numbers, emergency contact names and numbers, etc; Make sure you also indicate by circling which medications your child has your permission to take while at school. The nurses use the information on your child's emergency card to make sure your child gets the adequate health services needed while at school and to contact parents/guardians in case of an emergency.

Physical Exams

Physical exams are required for any student who will participate in any sport activity, including Spirit Line. Proof of the exam is required and is to be submitted to the athlete activities director. Physical exams are valid for two years. (This does not apply to the elementary schools, only to the middle school).

Visitor Policy

We welcome adult visitors. Parents are especially encouraged to visit the school frequently and take an active role in the education of their child. Arrangements to visit a classroom may be made by contacting the teacher to set up a convenient time. **Duration of the visit will be no longer than 30 minutes unless otherwise approved by the School Administration. The purpose of the visit must be to support academic learning and must in no way interfere with the learning of their child or other students in the class.** As required by state law, all visitors must report to the school office and sign the register to include eating lunch with students. Children who visit school must be accompanied by an adult during their entire visitation, visitors must sign in when arriving and sign out when leaving school grounds. Badges are issued to identify visitors. This requirement allows us to identify visitors and ensure your child's safety.

Volunteers

Volunteers must sign in when arriving and sign out when leaving the school grounds. This not only helps us credit the volunteers for their service but also allows us to locate them in the event of an emergency. If interested in volunteering, please call the district office at (928) 341- 6000. Please be aware that information on district process to include background check and a possible fee will be provided by HR.

Celebrations and Recognitions

The Somerton Governing Board of Education has designated two parties a year, which will be held: Christmas and Valentine's Day. Parents may be contacted to contribute for the parties. Celebrations for individual and class recognition are to be approved by the principal. Parents may be contacted to contribute for the celebration. Arizona Revised Statute 15-242 mandates all kindergarten through eighth grade schools follow the Arizona Nutrition Standards specifically Section D.

Note: PBIS celebrations will take place on the last day of the quarter. Students who follow the PBIS expectations will be invited. Respectful, Responsible, Safe.

Birthday Celebrations:

Birthday celebrations will be celebrated on the last Friday of the Month. All the students will be able to celebrate all birthdays of that month together.

All cupcakes and juices will be store-bought to follow health and safety guidelines.

Section D states: Foods of minimal nutritional value as defined by 7 Code of Federal Regulations section 210.11(2) shall not be served or sold during the normal school day on any elementary school, middle school or junior high school campus.

Honor Roll/Perfect Attendance:

An honor roll system is an additional means for encouraging goal setting by students and for providing recognition of students who have achieved those goals.

Honor rolls will be used in grades K through eight (8). The Superintendent will establish the minimum achievement level for all honor rolls, and such determination may be subject to Board approval. Students will be informed of the honor roll system and instructed to ensure an understanding of the specific grades and methods used to compute the honor roll formula.

The District will promote public recognition of students who have attained honor roll status.

In order to earn placement on the school honor roll, a student must maintain an 80% (B) average at grade level or better in all major subjects including electives. A Honor Roll student criteria= Straight A equivalent in all subjects. B Honor Roll student criteria= A & B equivalent in all subjects. Principals may add additional recognition and post criteria as it pertains to the award: ie Top 10 or Top 20 student awards are an example.

Religious Practices and Non-Academic School Activities:

The Somerton School District is sensitive to the fact that participation in certain nonacademic activities at school is not practiced by some students due to religious preferences.

The Somerton School District honors that belief and does not require a student to participate in any activity that is contrary to that belief. Parents or guardians are requested to inform the child's teacher in writing of the decision to exercise this choice.

Conduct

The following guidelines are designed to define conduct that may result in discipline action to a student.

A student who engages in conduct prohibited by these guidelines or who violates other school standards regulating student conduct may be disciplined. Discipline may include, but is not limited to, any one or any combination of the following: informal talk; parent conferences; detention; loss of privileges (e.g., trips or other extracurricular activities); long- or short-term suspension or expulsion and/or law enforcement involvement. Field trip privileges may be canceled for any student at any time because of inappropriate behavior, including being removed during the trip.

Violations & Consequences

Somerton School District has established school-wide student behavior rules, along with corresponding consequences for violations. Parents and students are expected to be familiar with these rules and their consequences. Students are required to comply with these expectations starting on the first day of school.

However, at the teacher's discretion, time may be taken to get to know the student and implement classroom interventions before applying the consequences listed in the "First-Time" column.

Teachers will follow the PBIS/Capturing Kids' Hearts process when addressing student behavior. This includes:

1. Referring to the Social Contract
2. Using Proximity
3. Asking the 4 Questions

In all cases where a student is found to have committed a behavior violation, and it is determined that the student has previously committed an equal or more serious violation—whether earlier in the current school year or at any time during their enrollment in the District—the current incident will be treated as a second (or subsequent) violation for disciplinary purposes.

Policy JKD: K-4 Statute for Suspension/Expulsion: A school district or charter school may suspend or expel a K-4 pupil only if the pupil is at least seven years old and engages in conduct that: 1) involves the possession of a dangerous weapon; 2) involves the possession, use or sale of a dangerous drug or narcotic drug or a violation of the prohibitions relating to drug free school zones; 3) immediately endangers the health or safety of others; or 4) is determined to qualify as aggravating circumstances and the pupil's behavior is persistent and unresponsive to targeted interventions. Additionally, the following must apply: 1) failing to remove the pupil would create a safety threat; 2) the school district or charter school first considers alternative behavioral and disciplinary interventions; and 3) school district or charter school policies provide readmission procedures as outlined (A.R.S. §§ [15-841](#) and [15-843](#)).

Class One Violations:

1. Arson: Arson of a structure or property or of an occupied structure is prohibited. Any attempt or successful act to start a fire will result in disciplinary action and require restitution. (A.R.S. 13-1703, A.R.S. 13-2911)

2. Assault & Aggravated Assault: to include but not limited to the physical assault of a staff member or of a student is prohibited. 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, A.R.S. 13-2911)

3. Sale, Distribution, Purchase, Possession, Use, or Under the Influence of Drugs or Alcohol: Sale, Distribution, Purchase, Possession, Use or Under the Influence of alcohol, drugs (marijuana, inhalants, prescription drugs, over the counter drugs), Illicit drugs (ecstasy, cocaine/crack, hallucinogens, heroin, methamphetamine, spice, bath salts, any synthetic man made drug and other illicit drugs, unknown drugs), drug paraphernalia, vape paraphernalia, and substance represented as illicit drug, inappropriate use of over the counter drugs while under school jurisdiction is prohibited. (A.R.S. 13-3401, A.R.S. 13-3406, A.R.S. 13-3407, A.R.S. 13-3408, A.R.S. 13-3411, A.R.S. 13-3403, A.R.S. 4-244.09, A.R.S. 4-244.41)

4. Sexual Offenses: Sexting, pornography, indecent exposure, public sexual indecency, sexual harassment with or without contact, sexual abuse/sexual conduct with a minor/child molestation, sexual assault (rape), are prohibited. Law enforcement will be notified as well as discipline imposed. (A.R.S. 13-1403) (A.R.S. 13-1404) (A.R.S. 13-1405) (A.R.S. 13-1406)

5. 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 is prohibited. This includes, but is not limited to: bomb threats, chemical or biological threats, or fire alarm misuse. (A.R.S. 13-2911) Intentionally or knowingly engaging in any conduct that is likely to impart the false impressions that an act of terrorism is taking place or will take place or would reasonably be expected to cause or that causes an emergency response by a governmental agency. (A.R.S. 13- 2925, A.R.S. 13-2301)

6. Theft: Taking or attempting to take money or property belonging to another person or the school with the intent to permanently deprive the victim of his/her possessions is prohibited. This includes but is not limited to: burglary/ breaking and entering, extortion (the threat or use of force to take something of value from another,) robbery, and armed robbery. (A.R.S. 13-1802)

7. Weapons & Dangerous Items: Possession and/or use of a dangerous weapon While under school jurisdiction is prohibited. Dangerous weapons may include, but are not limited to:

► Firearms: handgun or pistol, shotgun or rifle, starter gun or pistol, other firearms or destructive devices (bomb, grenade). (A.R.S. 13-3102)

► Other Weapons: billy club, brass knuckles, knife with blade length of at least 2.5 inches, nunchucks.

► Dangerous Items: airsoft gun, BB gun, knife with blade 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, or combustible materials.

► Simulated Firearm: Any simulated firearm made of plastic, wood, metal or any other material which 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, or device that is defined as, or is held to be, a dangerous weapon under the laws of the State of Arizona and Federal Statutes.

Consequence: Students who commit a Class One violation will face one or more of the following consequences:

- Conference
- Reflection activity or written essay
- In-school suspension
- Behavior intervention plan
- Short-term or long-term suspension

A second offense while enrolled in the District may result in expulsion, based on the severity and the disciplinary action taken for the first offense.

Students may be held financially responsible for costs related to emergency response or investigation of the incident.

Parents or legal guardians will be notified. Law enforcement may be contacted, if appropriate.

Class Two Violations:

1. Defiance of Authority: Defiance, disrespect towards authority, or non-compliance is prohibited. Continued acts of insubordination will be considered defiance. (A.R.S. 13-2911, A.R.S. 15-841)

2. Endangerment: Recklessly endangering another person with a substantial risk of physical injury or imminent death while under school jurisdiction is prohibited. (A.R.S. 13-1201, A.R.S. 13-2911)

3. Fighting: Physical act of fighting, challenging to fight, instigating a fight, or Threatening another student while under school jurisdiction is prohibited. (A.R.S. 13-1203)

4. Harassment, Bullying, & Hazing: Harassment, bullying, and hazing of students are prohibited on campuses, during school-related activities or circumstances, and when traveling to and from school. Students should also be aware that verbal insults and attacks via e-mail, text messaging or internet social networks that substantially hinder another student's right to attend school or participate in school activities constitute harassment and bullying. Accordingly, students and parents should be aware that electronic communications that cause problems between students on campus will be dealt with as a serious student discipline matter.

► Harassment and bullying mean any severe or persistent physical or psychological abuse of a student by means of physical threats or assault, verbal threats or insults, or other hostile or degrading acts. Harassment and bullying include acts that are inflicted because of a student's actual or perceived race, ethnicity, religion, gender, sexual orientation or disability.

► Harassment and bullying also include any type of sexual harassment. Unwelcome sexual advances, requests for sexual favors, and other unwelcomed written, verbal or physical conduct of a sexual nature may, in certain circumstances, constitute sexual harassment.

► Hazing means forcing a student to risk or suffer physical or mental harm or degradation to join, participate in or remain in a school-affiliated organization or activity.

► If a student believes that he or she has been harassed, bullied or hazed, the student should report the behavior to a teacher, counselor, school nurse, health assistant, or school administrator. Likewise, all school employees are obligated to report such incidents. All reports of harassment, bullying, and hazing are confidential and will be investigated.

► Students who engage in harassment, bullying, or hazing will be subject to disciplinary action. Sexual harassment that meets the legal definition of sexual abuse will be referred to police, as required by state law. See governing Board Policies JICFA-EB, JICK-EB, and JII-EB

5. Petty Theft: The stealing of personal or school property while under school jurisdiction is prohibited. Restitution is required for the theft of property in addition to disciplinary action. (A.R.S. 13-1802)

6. Trespassing: To enter or remain on a public-school campus or school board facility without authorization or invitation and with no lawful purpose for entry is prohibited. 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 an administrator or designee of the facility, campus, or function. (A.R.S. 13-1504, A.R.S. 13-2911)

7. Vandalism or Criminal Damage: Students are required to take proper care of all school buildings, school buses, and school equipment. Marking or defacing walls, desks, floors, books, school buses, school bus seats, and other acts of vandalism are prohibited and students will be liable for either payment, replacement, or repair of the damaged property in addition to disciplinary action (A.R.S. 15-842). This includes, but is not limited to graffiti/ tagging, vandalism of personal property, or vandalism of school property. (A.R.S. 13-1602)

8. Violation of Statutes: Any act that is a violation of any local, state, or federal statute while the student is under school jurisdiction is considered a Class Two violation unless referenced elsewhere in this document. Negative group affiliation to include, but not limited to gang association** is prohibited. Law enforcement may be notified.

**Gang Activity or Association: By definition, a gang is a group of three or more people who meet for antisocial or illegal activity. This would include recognized gangs and/or groups who gather to mimic gang activity. As per A.R.S. 13-105, an individual to whom two of the following apply is considered gang association: A) self-proclamation, B) witness testimony or official statement, C) written or electronic correspondence, D) paraphernalia or photographs, E) tattoos, F) clothing or colors, G) any other indicia of street gang membership.

9. Written or Verbal Abuse of a Staff Member: The written or verbal abuse of a staff member is prohibited (A.R.S. 15-507, A.R.S. 13-2911). Verbal abuse includes threats or harassment of any kind.

10. Electronic Recordings: All unauthorized or inappropriate recordings or display are prohibited. (A.R.S. 13-3019) Surreptitious photographing, videotaping, filming or digitally recording or viewing are prohibited.

► It is unlawful for any person to knowingly photograph, videotape, film, digitally record or by any other means, use a device to secretly view or record another person without that person's consent under both of the following circumstances:

■ In a restroom, bathroom, locker room, bedroom or other location where the person has a reasonable expectation of privacy.

■ While the person is urinating, defecating, dressing, undressing, nude or involved in sexual intercourse or sexual contact.

► It is unlawful to disclose, display, distribute or publish a photograph, videotape, film or digital recording made in violation of subsection A of this section without the consent of the person depicted.

Consequence: First Offense:

Students may receive up to 9 days of suspension, unless the offense is severe enough to warrant:

- Suspension for the remainder of the semester or longer
- Expulsion

Additional or alternative consequences may include:

- School detention or loss of privileges
- Reflection activities
- Conference
- Behavior Improvement Plan
- In-school suspension

A police report may be filed depending on the nature and severity of the offense.

Second Offense or Two Class Two Offenses (at any time while enrolled): May result in:

- Any of the above disciplinary actions
- Suspension for the remainder of the semester or longer
- Recommendation for expulsion

Parental Notification: Parents or legal guardians will be notified.

Law Enforcement Notification: Law enforcement may be contacted if warranted by the offense.

Class Three Violations:

1. Absence from class(es) without the knowledge or permission of the parent/guardian and school authorities is prohibited. Leaving campus without written permission from the Attendance Office is prohibited. Being tardy to class is prohibited, as are unexcused absences and truancy. Continued truancy may result in a referral to the Juvenile Justice Center if under the age of 16. (A.R.S. 15-803)

2. Disruptive Behavior and Disturbances: Behavior in the classroom, on the campus, or at any school function that is disruptive or interferes with the educational process and/or with the right of others is prohibited.

3. Improper Use of Technology: Any student who uses electronic devices (including but not limited to cell phones, computers, iPod, etc.) for other than its intended purposes shall be considered in violation. This shall include but not limited to, unauthorized access or attempts to access District computer programs, systems or online services (such as the internet). The use of any username or password not assigned to the student is considered unauthorized access.

4. Insubordination: Disrespect of a staff member (talking back or delivering socially rude interactions) or failure to comply with a reasonable request of a staff member is prohibited.

5. Lying, Cheating, Forgery, or Plagiarism: Forgery, illegal possession, or illegal use of campus passes, documents or student I.D. cards are prohibited. Any modification of a student I.D. shall be considered forgery. Cheating is prohibited. Plagiarism is a form of cheating. The first time a teacher determines a student to be cheating; the teacher will give the student a "0" on that test/assignment and notify the parents/legal guardians and administration. If a student cheats a second time in a course, the teacher will give the student a "0" on that assignment and notify the administration for disciplinary action. If a student cheats a third time in a course, the teacher will refer the student to the administration for disciplinary action.

6. Tobacco: Possession or use of cigarettes, cigars, chewing tobacco, or any other form of tobacco while under school jurisdiction is prohibited (A.R.S. 13-3622). Class Three Violations:

Consequence: First Offense:

Students may receive up to 5 days of suspension, unless the severity of the violation justifies:

- Suspension for the remainder of the semester or longer
- Expulsion

Additional or alternative consequences may include:

- School detention or loss of privileges
- Reflection activities
- Conference
- Behavior Improvement Plan
- In-school suspension

A police report may be filed based on the seriousness of the offense.

Second Offense or Two Class Three Violations (at any time during enrollment):

May result in:

- Any of the above consequences
- Additional suspension
- Possible recommendation for more serious disciplinary action

Parental Notification: Parents or legal guardians will be notified.

Law Enforcement Notification: Law enforcement may be contacted if appropriate.

Class Four Violations:

1. Disruptive Objects: Disruptive objects not being used for educational purposes may include but are not limited to: portable speakers, laser pointers, skateboards, scooters, and roller blades are prohibited. Disruptive objects will be confiscated from students and returned to parents/ legal guardians. Students in possession of combustible or contraband substances are subject to discipline. (All confiscated items that are not picked up by July 1 will be disposed of by the administration.)

2. Dress Code Violations: Students shall wear clothes that meet the requirements of school/District guidelines.

3. Gambling: Playing games of chance (e.g., coin flipping, matching, cards, dice, pools, etc.) for money is prohibited.

4. I.D. cards: I.D. cards shall be carried by students at all times while at school and/or at school activities. I.D. cards must be presented at any time or for any reason at the request of any District staff member and to receive school services such as transportation.

5. Inappropriate Language: Profanity or abusive language (in any language) is prohibited.

6. Injury Prone or Unhealthy Behavior: Behavior, such as but not limited to, pushing, play fight, horseplay, shoving, climbing on buildings, riding skateboards, or spitting is prohibited.

7. Loitering: Loitering on the school grounds or upon land adjacent to the school grounds, before, during, or after normal school hours, is prohibited.

8. Parking Lot Violations: Any parking or traffic violation, joy riding or cruising around the campus in or on cars, motorcycles, scooters, skateboards, roller skates, roller blades or any other type of vehicle is prohibited during the school day. Passengers and drivers are both guilty of this violation. Law enforcement may be notified.

9. Public Display of Affection: Hugging, kissing, groping, or any other form of display of affection during school or at school events is prohibited.

Consequence: First Offense:

Students may face one or more of the following consequences:

- Detention or loss of privileges
- Reflection activities
- Behavior Improvement Plan
- Conference
- Suspension for up to 3 days, depending on the severity of the offense

Note: If the violation is severe, a longer suspension or more serious consequence may be issued.

Repeat Offense: Any repetition of a Class Four violation will result in a more severe disciplinary action.

Parental Notification: Parents or legal guardians will be notified.

School Rules

All schools in our district implement Positive Behavioral Interventions and Support (PBIS) as the foundational framework for students discipline, and school-wide culture. PBIS is a proactive, research-based approach that emphasizes the teaching and reinforcement of positive behaviors to create safe, supportive learning environments. While PBIS provides a consistent structure district-wide, each school develops its own set of specific site-wide expectations- such as being respectful, responsible, and reliable - to reflect its unique community and values. These expectations are clearly defined, taught, and reinforced throughout the school year, ensuring all students understand what is expected of them in various settings. This consistent yet flexible approach allows for unity across the district while honoring the individuality of each school community.

Violations of School Safety

Alcohol and Non-Prescribed Drugs - Possessing, selling, offering to sell, using or being under the influence of alcohol or drugs (except that use of medication is allowed if it is prescribed by a physician, used in accordance with the prescription and Governing Board Policy and is administered from the Health Center.)

Bus - Not complying with published bus rules. Riding the bus is a privilege. Safety of all students must be respected in order to continue receiving transportation.

Destruction or Defacement of Property - Destroying or defacing objects or materials belonging to the school, school personnel, or other persons.

Disorderly Conduct, Including Profanity and Obscene Behavior - Conduct and/or behavior that is disruptive to the orderly educational procedure and process of the school.

Disrespect - Failure to be respectful to another person.

Dress Code - Failure to comply with the published dress code of the school.

Endangerment/Fighting - Engaging in conduct that endangers, or threatens employees or students. This includes physical contact for the purpose of inflicting harm.

Forgery - Writing and using the signature or initials of another person.

Gambling - Participating in games of chance for the purpose of gaining money.

Harassment - This can be in relation to other school students or staff.

Insubordination - Failure to comply with a reasonable request.

Personal Sales/extortion - students are not permitted to sell or request coerce another student to buy or sell personal items of any kind. No transactions like this are permitted.

Dishonesty - Giving false information or information calculated to mislead.

Obscenity - The use of defamatory or obscene words or phrases, or distribution of defamatory or obscene materials.

Tardiness - Arriving late to a scheduled class.

Theft - Taking or concealing property that belongs to others.

Threats - Any type of conduct, including verbal or physical threat, insult, abuse or fighting with any student, teacher, administrator, school visitor or any other person. This includes borrowing or attempting to take or borrow property from another person by an expressed or implied threat.

Tobacco - The use, sale or possession of tobacco of any kind.

Unexcused Absence and Ditching - Any absence which has not been both excused by a parent or legal guardian and approved by the appropriate school official.

Weapons - The possession or use of firearms, weapons, explosives, fireworks, knives, lasers, matches, cigarette lighters, bullets **or any other instrument reasonably capable of harming any person or property or reasonably susceptible of creating the impression of such harm.**

ITEMS NOT ALLOWED AT SCHOOL

Guns (real or toy)	Knives (any type)	Box cutters	lasers
Matches	Cigarette lighters	cigarettes	sharpie markers
Roller skates	walking roller shoes	skateboards	condoms
Hard balls	bats	electronic games	radios
Music devices	toys	pencil sharpeners	cellular phones
Items deemed gang affiliated		Candy	Gum
Soda	E-cigarettes	Bluetooth Earbuds	Matches

***We encouraged students to only bring water in a clear/see-through water container/bottle.**

Wireless Communication Devices: Cell phones/electronic devices: According to A.R.S 15-120.05 the Children's Internet Protection Act and Per Policy IJNDB and regulation IJNDB-R the following will be enforced.

Limited use of wireless communication devices and access to social media networks by students during the school day will be prohibited.

Site Administration will promote the procedures to be followed at their school site ensuring that the policy is enforced.

Cell Phone use will be prohibited during the school day as not to interrupt the educational process.

Policy IJNDB: Under the teacher and administrators direction.

- A. It may be used for educational purposes, as directed by the student's teacher.
- B. During an emergency.

- C. The student needs the student's wireless communication device because the student has a medical condition.

General Procedures for parents to contact their child at school:

1. Call the front office
2. Use the Class Dojo account to contact the teacher in case of emergency and the front office does not immediately respond.
3. Contact the District office if the above two do not work.

Cell Phones are **only permitted upon principal approval and initiated by parent request for communication with child before/after school hours**. No devices are permitted without cell service. Not to be used for gaming to and from school. Cell Phones are not permitted in the classrooms as this is a distraction to the learning process. It is the student's responsibility to drop off the phone/device in the school office and pick up at dismissal. This will not be the responsibility of office personnel. It will be the sole responsibility of students to not lose cell phones/devices on the way to and from school. The school is in no way responsible.

Infractions for misuse of communication devices may result in loss of privilege to bring the device to school. See Discipline Matrix & Policy JICJ

Expulsion Procedures

The Governing Board alone shall have the power and duty to expel students or to suspend students for more than ten (10) days for good cause as prescribed in Arizona Revised Statutes. In all cases of expulsions, a hearing will be held with the Governing Board.

Behaviors that might lead to expulsion include, but are not limited to:

- a. Open defiance or abuse of authority of the teacher
- b. Habitual profanity and vulgarity.
- c. Defacing or damaging any school property.
 - d. Being in possession of or being under the influence of drugs or alcohol, or other dangerous substances.
- e. Carrying, selling or threatening to use or using a dangerous weapon against any staff member or student of this school.
- f. Instigating violence against any staff member of the school or destruction of the property of a school staff member.

Dress Code Violations

1. Any type of jewelry that distracts from the educational process will not be allowed in school. Boys' earrings are not permitted due to affiliation with youth gangs. Students may not wear dangly earrings that are longer than 1/2 inch for safety reasons.
2. Caps are not to be worn inside school buildings. Hats/caps may be worn any other time during the school day.
3. Hair cuts must be appropriate. Boys/Girls need to wear hair in a neat fashion as not to impede sight or be uncomfortable.
4. Nail length needs to be appropriate for education and safety. If any dress type clothing/item becomes an educational distraction it will be prohibited. School administration will determine action.

The school reserves the right to add or delete as the need arises to do unforeseen changes in trends in gang or gang related trends.

Possession of Illegal Substances:

Possession or usage of alcoholic beverages, tobacco, drugs, paint or other dangerous substances by students is illegal at all times. Any violation will lead to parent contact, suspension, and/or expulsion from school.

Weapons:

Any weapon brought on school campus will be viewed as a potential danger to students and staff. School administration will be responsible for determining what is classified as a weapon. Without question; firearms, knives, explosives, or sharp objects that are not part of regular classroom use will be considered a weapon. Any weapon violation will be cause for immediate suspension and/or recommendation for expulsion.

Toy weapons are not allowed on campus at any time.

Search and Seizure

SEARCH:

1. The administration reserves the right to search and seize when there is reasonable belief that some material or matter, which is detrimental to the health, safety, and welfare of the student or students, exists.
2. Searches of school property may be conducted at any time for the health, safety and welfare of the school.

SEIZURES:

1. Illegal items or other possessions reasonably determined to be a threat to the safety or school authorities shall seize security of others.

2. Items that are used to disrupt or interfere with the educational process may be removed from the student's possession.
3. Items seized may be held by the school, returned to the parents or turned over to the appropriate enforcement agency. The method of disposition shall be the responsibility of the school administration. School records should reflect all items seized.

Suspension Procedures

A suspension from school is a step not lightly used by administration. When a student is suspended parents will be advised of the suspension by phone or mail.

A suspension may be as short as part of a day or as long as ten days and always means, regardless of the length of suspension, unacceptable behavior will not be tolerated.

Work, tests and assignments missed during out of school suspension will not be counted against the student. Days missed during out of school suspension will be counted against the student in tabulating total attendance absences as required by the Governing Board.

Both the school and the parents are to seek to secure the student's understanding and cooperation so that there will not be another suspension for any reason.

Office time out is an alternative, to be determined by the principal, in which the offending student is set apart from all other students or distracting influences for a specified time up to five (5) days. All class work must be completed as provided by classroom teachers.

Expulsion for the remaining time left in the school year may be recommended to the governing board for any student who gets a discipline referral after having 3 suspensions from school.

The school principal shall be authorized to suspend a student from one (1) to ten (10) days for good cause as prescribed in Arizona Revised Statutes. In all cases of suspension, the pupil, parents, and the Superintendent shall be notified immediately. The person imposing the suspension shall report the suspension in writing to the Governing Board within five (5) days.

The principal shall first determine if the potential punishment for an offense may result in suspension not to exceed ten (10) days. If the potential punishment for an offense may result in suspension over ten (10) days, the procedures shall be the same as for expulsion.

A student accused of misconduct shall be notified, orally or in writing, of the charges and evidence. The charges shall be given before the student is asked to respond.

An informal hearing will be held with the student present. It shall be held as soon after the incident as reasonable. The hearing may be expanded to include witnesses and/or parents.

Due Process Procedures

In a U.S. Supreme Court decision (Goss vs. Lopez) the court determined that students must receive notice of the charges against them, and hearing permitting the student to “tell his side of the story” before they may be suspended. The court’s reasoning was based on its acknowledgment that students have a “property right” in public school attendance and a “liberty right” in the maintenance of a good reputation. In that the “due process of law” requirement of the Fourteenth Amendment serves to protect rights of this sort and because suspension from school is an infringement of these rights, suspensions may be ordered only if “due process of law” is satisfied.

Student Rights

1. Students shall not be deprived of their liberty, property, or right to attend school and participate in all activities of the school community without due process of law.
2. Students have the right to remain silent if they so desire.
3. Students have the right to participate in school activities regardless of race, religion, ethnic origin or economic status.
4. Students may not be denied participation in any activity for any reason other than those established by state and school eligibility requirements and those requirements legitimately related to the purpose of the activity.

Procedures

Except in the case of a student(s) posing a continuing danger to persons or property or an ongoing threat of disrupting the school or class, no short term suspension from school shall be enforced against any student until the following has occurred:

1. The student and parent shall be advised by oral and/or written notice of the charges against him (i.e., of the reasons for the contemplated suspension).
2. The student shall be afforded the opportunity to present his side of the story through a formal or informal hearing.
3. Statements in support of all charges must be produced by the principal or other members of the faculty; the student, his/her parents or guardians, or others in support of the student will be permitted to make statements in defense mitigation.
4. The principal may determine whether or not to permit the student council.
5. A written record shall be kept of the time, date and location of the hearing, who was present, summation of what was said by each person, and the conclusion resulting from the hearing.
6. Expulsion and long- term suspension procedures are available from the school or district office.

Interviews

If a peace officer appears on campus requesting to interview a student attending the school, the school administrator shall be notified, and the school office shall contact the student's parent(s). The parent(s) will be asked if they wish the student to be interviewed and, if so, will be requested to be present or to authorize the interview in their absence. A parent may be present during an interview except when interviews are conducted by a Child Protective Services worker pursuant to A.R.S. 8-224 and 8-546.01. If the parent(s) cannot be reached, the peace officer should be requested to contact the parent(s) and make arrangements to question the students at another time and place.

Cyber Bullying:

Tips to ensure your child's safety

Keeping your child safe on the internet is now an important task. The following website will help you make some determinations on how to keep your child safe if you allow them to participate in one of these. How to be Safe using Social Sites on the Internet

Resources for Internet Safety

<http://www.internetsafety101.org>

Teach your child to:

- Think before they post
- Be as anonymous as possible
- Avoid in-person meetings
- Be honest about their age
- Remember social networking sites are public spaces
- Avoid posting anything that could embarrass them later or expose them to danger
- Remember that people aren't always who they say they are
- Check comments regularly
- Avoid inappropriate content and behavior, and, if encountered, report it to the social networking site
- Use privacy settings

Parents should search social networking sites their teens visit to see what information they are posting. Make sure you are added to your teen's "friend list" so you can view their information and verify that their profiles are set to private (as they should be!). If you're uncertain whether your child has a profile, do a simple online search by typing your child's name into a search engine like Google, or into the search option of the site in question.

How to Report Abuse on a Social Networking Site

- Learn what constitutes abuse according to the Social Networking Site's Terms and Conditions page. Click the 'Report Abuse' link and type a description of the abuse in the text field labeled 'Message.' Be sure to include a detailed description of the nature of the abuse you are reporting. Also, try to include the name or profile name of the person whom you are reporting, and submit it to the Social Networking Site.
- If you feel you and/or someone you know are in danger, contact law enforcement immediately.
- Do not respond to messages from the individual and be sure to keep copies of messages or correspondences from the individual.
- Block the individual from contacting you and remove the individual from your "Friend List."
- Delete any comments the individual has left on your profile page.

Internet Dangers The first step is realizing that all of the Internet's dangers are accessible in most mobile devices children use today. Enough Is EnoughSM recommends that parents apply Rules 'N Tools[®] across all Internet-enabled devices children use and talking with your mobile provider to select a set of mobile parental controls for your family.

- Set clear rules with your children regarding when they are allowed to talk, text and surf the Internet via their mobile device.
- Your child should only communicate with parent-approved contacts.
- Talk to your children about respecting others online. Your child should never text something to someone else that they would not say to them in real life. Communication should always be truthful, encouraging and helpful.
- If your child receives a threatening, mean or sexual message from someone they should come to you immediately.
- Advise your child never to share personal information through their mobile device including date of birth, address, full name, etc.
- Talk to your children about never using bad language. If anyone begins using explicit language you should block further communication.
- Talk to your children about privacy. Discuss with them how there is no such thing as privacy through their mobile device--and there are no "take-backs" with what they post, text, upload or send. Content your kids send through the Internet or their mobile device can be distributed across the world, without their permission or knowledge.
- Decide whether your children are allowed to post content to their social networking sites and other websites through their mobile device. Content posted should be parent-approved.
- Do not reply to unknown people.
- Your child should never let someone they don't know use their phone.

- Don't text while walking or driving.

Public profiles put kids at a much greater risk to:

- Receive a message from a stranger
- Meet with a stranger
- Be harassed by peers

Extra Curricular Activities

Field Trips

Students who participate in extracurricular activities must not be failing in their subjects. Academic deficiency may result in the student becoming ineligible to participate. Behavior must be consistent throughout the school year and adhere to the school wide rules, RRS. The teachers' behavior records and communication with parents will determine a student's eligibility to participate in a field trip. Students participating must have insurance: personal, school or migrant insurance. School insurance is available to all students wishing to enroll and pay the one-time premium ranging from \$8 to \$58 depending on type of coverage. Student attendance will also be considered when determining students eligibility during extracurricular activities. Please note that tardies and leaving early will also affect ability to participate in these extracurricular activities too.

STUDENT COUNCIL

The responsibility of the council is to help make decisions on programs and improvements to the school.

The council shall consist of a president, vice-president, secretary, treasurer and classroom representatives. These positions are filled through student elections in the spring.

Parents will be asked to sign a release form when enrolling their children in school allowing the child's previous school to forward necessary educational records.

School Supplies

Each site may request additional optional materials. These will be shared by classroom teachers.

Books

The first set of textbooks and workbooks for all grades is furnished without charge. If any textbook is lost or damaged due to negligence, the student will be required to pay for it. A book price list is available in the school office.

iPad

Students and parents/guardians must sign the iPad agreement, which outlines Somerton School District #11 guidelines and procedures for using the device, including responsibilities and consequences if the iPad is taken home and becomes damaged or broken.

Library

The library is an important educational resource and we encourage its full use. The library is open during scheduled school hours to all students for pleasure reading or reference work. Books may be checked out.

We ask your cooperation in encouraging your children to return books when due in order to keep books in circulation. Students will be responsible for lost or damaged books. Charges for lost or damaged books will reflect the condition and age of the book at the time it was checked out. Please return all library books when withdrawing from school.

Lost and Found

The school is not responsible for articles lost or stolen. Students should not leave money or valuables in their desks. Valuables should not be brought to school. A LOST AND FOUND BOX will be available at each site for large items. Small items such as jewelry, eyeglasses etc., will be kept in the office.

District Homeless Policy

Somerton School District shall provide an educational environment that treats all students with dignity and respect. Every student experiencing homelessness or transition shall have access to the same free and appropriate educational opportunities as students who are not homeless. This may include tutoring, free school meals, transportation or other services the School feels are appropriate. If you have any questions, please contact your school or the District Homeless Liaison, Lydia Rodriguez-Vaughn, at (928) 341-6027.

Child Find

It is the Somerton School District's responsibility to inform the general public and all parents within our boundaries of our responsibility to make available special education services for students with disabilities aged 3 through 21 years and how to access those services. In addition we have a responsibility to provide information regarding early intervention services for children birth through 2 years.

We are responsible for identifying, locating, and evaluating all children with disabilities including children aged 3 through 21 and for referring children from birth through 2 years of age to Arizona Early Intervention Program (AZEIP) for evaluation and appropriate services.

We are also responsible for providing a free and appropriate public education (FAPE) which includes special education and related services to children with disabilities at public expense, under public supervision and direction and without charge to the parents.

For all new students to the district, the classroom teacher will complete screening activities within 45 days of enrollment. The teacher will look at the child's ability in the areas of academics, vision, hearing, adaptive, communication, social/emotional and motor skills. If any concerns are noted the child may be referred for additional help. Children birth through 2 years of age who are receiving early intervention services and will be participating in preschool programs for children with disabilities will be assured of a smooth transition into that program.

We will ensure that:

1. Transition conferences for children aged 2 year 6 months to 2 years 9 months will be held;
2. By the child's 3rd birthday and Individualized Education Program (IEP) or Individualized Family Service Plan (IFSP) will be developed and implemented.
3. For the child who turns 3 during the summer, the IEP team will determine the date for services to begin including eligibility for Extended School Year (ESY) services.

Special Education and 504 Services

Special Education services are provided in the District for preschool through middle school age children who have been identified as having a disability.

Screening for possible disabilities will be completed within 45 calendar days after notification to the public agency by the parents/guardians of the child, or after any student enrolls in our school without appropriate records of screening, evaluation, and progress in school. The staff will look at the child's ability in the area of academics, vision, hearing, adaptive living, communication, social/emotional, and motor skills.

If the screening process indicates a possible disability, the name of the student will be submitted to the administrator for possible referral for a full and comprehensive individual evaluation or other service. A parent may request an evaluation of the student. All information is strictly confidential.

If, after consultation with the parent, the responsible public agency determines that a full and individual evaluation is not warranted, the public agency will provide required notices to the parent/guardian within 60 calendar days.

An initial, comprehensive evaluation of a child being considered for special education will be completed, at no cost to the parent/guardian, as soon as possible, but may not exceed 60 calendar days from receipt of informed written parent/guardian consent.

In the case of a student who is identified with a special education need, a re-evaluation of that need is conducted every 3 years, or more frequently if requested by the student's parent/guardian or teacher.

Some students who are not eligible for special education services may be eligible for support under a federal law: Section 504 of the Rehabilitation Act of 1973. A professional team makes the determinations and develops with the parent a written plan for the student.

Additional information can be obtained by contacting the Special Programs office at 341-6041 or 341-6044 for information regarding preschool services.

We are also responsible for providing a free and appropriate public education (FAPE) which includes special education and related services to children with disabilities at public expense, under public supervision and direction and without charge to the parents.

For all new students to the district, the classroom teacher will complete screening activities within 45 days of enrollment. The teacher will look at the child's ability in the areas of academics, vision, hearing, adaptive, communication, social/emotional and motor skills. If any concerns are noted the child may be referred for additional help. Children birth through 2 years of age who are receiving early intervention services and will be participating in preschool programs for children with disabilities will be assured of a smooth transition into that program. We will ensure that:

1. Transition conferences for children aged 2 year 6 months to 2 years 9 months will be held;
2. By the child's 3rd birthday and Individualized Education Program (IEP) or Individualized Family Service Plan (IFSP) will be developed and implemented.
3. For the child who turns 3 during the summer, the IEP team will determine the date for services to begin including eligibility for Extended School Year (ESY) services.

Homework

Homework is an important part of the educational process and is valid if it has the following objectives:

- A. To promote growth in self-responsibility and self-direction in learning.
- B. To direct students toward good work habits.
- C. To enrich and extend school research experiences.
- D. To bring students into contact with out-of-school learning resources.
- E. To help students learn to budget time.
- F. To provide essential practice in developing skills.

Homework Time

- Homework is reinforcement of skills already learned in the classroom. Handwriting, Math Fluency and Reading Fluency and/or Comprehension Practice will be daily activities: either sent for homework or done in the class.
- **Homework Time** Kindergarten: 15-20 minutes per day, 1st-2nd Grade: 20-30 minutes per day, 3rd Grade: 30-40 minutes per day, 4th-6th: 40-60 minutes per day. Parents also need to read to their children in their Literate Language. All assignments are expected to be completed and turned in or checked off on time. Late assignments will only be accepted if the student has been ill or an emergency warrants an extension. * Late homework must be accompanied by a parent note, email, or phone message of explanation. * A letter will be sent home to notify parents of the missing assignments, including your child's explanation of why the assignment was not completed. We look forward to a successful academic year for each of our students. If we can ever be of any assistance, please feel free to call, email, and/or schedule a conference

Dress Code

The Somerton School District Board has determined that the educational mission will be enhanced if students dress and groom themselves appropriately to maintain an environment conducive to learning. Uniform dress has been required since the 2002-2003 school year. Students will be expected to be dressed and groomed in a neat, attractive fashion, reflecting pride in themselves and their school. The administration and faculty support standardized dress and will enforce the policy to the best of their ability. Parents are responsible for monitoring what their students wear and complying with the uniform policy.

Uniform Description

- Girls: (see chart below for your school) cotton pants, shorts, skorts, skirts, jumpers or blue jeans on Fridays (BE NO SHORTER THAN FINGERTIPS WHEN ARMS ARE DOWN AT THE SIDE).
- Boys: (see chart below for your school) cotton pants, shorts, or blue jeans on Fridays.
- Tennis shoes or casual shoes. Sandals must have a back strap, absolutely no flip flops or roller shoes allowed. This ensures safety while playing.
- ALL CLOTHING MUST BE SIZE APPROPRIATE.
- Please make sure all clothing is free of rips, holes, or tears.

BTS	DSS	ELC	OGE	SMS	SVS	TDS
Royal Blue Polo	Navy Blue Polo	Navy Blue Polo	Navy Blue Polo	Green Polo	Royal Blue Polo	White Polo
Navy Blue Polo	Red Polo	Yellow Polo	Red Polo	Yellow Polo	Gray Polo	Red Polo
Red Polo	Burgundy Polo			Navy Blue Polo	Burgundy Polo	
Military Green Polo	Khaki Bottoms	Khaki Bottoms	Khaki Bottoms	Khaki Bottoms	Khaki Bottoms	
White Polo		Navy Bottoms	Navy Bottoms	Black Bottoms		Navy Bottoms
Navy Bottoms						

Students must participate in our spirit days according to the theme in order to wear regular clothing and/or jeans. If a student is not participating, they must wear their regular school uniform. No exceptions.

EXEMPTIONS

1. Students new to the district after Labor Day will be allowed a grace period of five school days to comply with the School Uniform Policy.
2. Parents of Legal Guardians who object to the policy based on 1) religious grounds; 2) prohibitive medical or physical conditions; 3) extreme change in financial situation and the school is unable to assist in the procurement of standardized dress, must present to the building principal a signed letter detailing the reason for the objection. Uniforms will be sent exempt upon approval from administration. A letter will be sent home with the final decision from administration.
3. Individual exemptions to the dress code may be granted based on specific needs, subject to administrative approval.

Unacceptable Attire/Clothing Materials

1. Clothing or jewelry shall not display lewd, vulgar, obscene, or plainly offensive language or symbols, as determined by the school administrator. Shirts having indecent words, slogans or suggestions, and shirts with advertisements promoting tobacco products, alcohol, or narcotic drugs may not be worn.
2. Any type of jewelry that distracts from the educational process will not be allowed in school. Boys' earrings are not permitted due to affiliation with youth gangs. Girls may not wear dangly earrings that are longer than 1/2 inch for safety reasons. No spike jewelry or belts are allowed.
3. Clothing shall not expose the chest, abdomen, or buttocks and shall be sufficient to always conceal undergarments. Dresses/shirts that are strapless, spaghetti straps and/or backless may not be worn.
4. Clothing shall not be tight-fitting or excessively short shorts or short skirts are not permitted. No cut out pants/jeans. Jeans, slacks, jeans, pant suits and hemmed shorts are acceptable. Pants must be above the hips at waist level and not drag on the floor.
5. Oversized clothing, extremely baggy clothing, or improperly fitted clothing is not allowed. Tshirts and shirts cannot extend beyond the fingertips. If so, they must be tucked in. Pants and shorts must be worn on the waist. "Sagging" clothing is not permitted.

6. Flip flops, shower shoes, roller shoes and bare feet are not allowed. **Croc style shoes are allowed on Fridays with jeans or uniform pants, and on spirit days only.**

7. **Hats, caps, beanies, hoodies, bandannas, and sunglasses are not to be worn inside the building.** Hats, caps, beanies, hoodies, bandannas may be worn in any other outside areas of the school. Flat-brimmed hats are not permitted due to affiliation with youth gangs.

8. **No colored, highlighted hair or extensions are permitted.**

9. Haircuts must be appropriate. Students are not permitted to wear extreme hairstyles that would distract others in the class setting. Students need to wear hair in a neat fashion as not to impede sight or be uncomfortable.

10. **Elementary age girls are not permitted to wear press-on fake or acrylic nails of any length.** This impedes the natural growth of the child's nail bed if worn. Subtle nail polish will be permitted.

11. **Any type of make-up will not be permitted.** Make-up is defined as colored lipstick, mascara, liquid or powder make-up, eyeshadow, eyeliner and/or blush, etc.

12. Items resembling any form of weapon or items that present a safety hazard for self-and/or others are not allowed.

If any type of dress or clothing item becomes an educational distraction, it will be prohibited. School administration will determine action.

LEGAL REF: A.R.S. 15-341. CROSS REF: JICF - Secret Societies/Gang Activity

Internet Permission Form FY 24-25

We are pleased to offer students in our school access to the district's computer network and through it, access to the Internet. To gain access to the Internet, all students must obtain parental permission and must sign and return this form to the school.

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people.

While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well.

District Internet Rules

- ☐ Personal responsibility: The student will use the Internet as a school resource to gain knowledge and to solve problems collaboratively within the educational objective of the school's academic curriculum. In accordance with United States statutes (18USACA Sec.875 ©), the student will not send any copyrighted, threatening or obscene material on the Internet or E-Mail.
 - ☐ The student accepts the responsibility of using the information obtained via the Internet. The Somerton School District #11 specifically denies responsibility for the accuracy of information obtained.
 - ☐ The student will use hardware and software in the manner taught by the supervising teacher. The school will provide all software; students are prohibited from using other software on the school equipment.
 - ☐ Network etiquette: The student will abide by the generally accepted rules of network etiquette as posted.
 - ☐ Note: When you are using the school's equipment, you are an ambassador for the school district and your school.
 - ☐ Privileges: The use of the Internet is a privilege, not a right. Inappropriate use will result in cancellation of the privilege and consequences deemed appropriate by TDS Discipline Matrix.
 - ☐ Student may not use their own E-Mail accounts on school computers and may not use Chat Rooms.
-

Internet Agreement

To be read by the Student:

As a user of the Somerton School District #11 computer network, I agree to comply with the Internet and E-Mail rules printed on this page, communicating over the network in the responsible manner while honoring all relevant laws and restrictions.

As a student, please make sure you have initialed the parent signature page stating you understand these rules.

To be read by the Parent/Guardian:

As the parent or legal guardian of the student signing above, I grant permission for my son/daughter to access networked computer services such as the Internet. I understand that individuals and families may be held liable for violations of rules printed on this sheet. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use, setting standards for my son/daughter to follow when selecting, sharing or exploring information and media.

Print Student's Name _____

Student's Signature _____ Date: _____

Teacher's Name _____

To be completed by the Parent/ Guardian:

Print Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____ Date: _____

Parents/guardians, please review the information on this page with your student, sign where indicated, and have your student return it to their teacher.

Artificial Intelligence Use Policy

The Somerton School District Board's mission is to foster a safe, ethical, and innovative learning environment that embraces the transformative potential of Artificial Intelligence (AI). We are committed to integrating AI technologies in a manner that enhances educational outcomes, respects privacy, and promotes responsible use. Our policy aims to ensure that Artificial Intelligence applications within our school support personalized learning, equitable access, and the development of critical thinking skills, while upholding the highest standards of integrity and inclusivity.

This Code of Conduct establishes guidelines for the ethical and responsible use of Artificial Intelligence (AI) technologies within our school community. It applies to all students, staff, and any other individuals involved in the use of AI tools and systems in our educational environment.

Respect for Privacy

Data Protection: Specific student/staff information is not to be shared on any AI platform. **FERPA Confidentiality:** Respect the confidentiality of student data and information.

Ethical Use

Integrity: Use Artificial Intelligence tools in a manner that upholds academic integrity and honesty.

Misuse of AI to cheat, plagiarize, or engage in any form of academic dishonesty can result in disciplinary action in accordance with Somerton District discipline policy.

Fairness: AI applications are to be used in ways that promote equity and do not reinforce biases or discrimination.

Somerton School District strives to ensure fairness in all educational and social matters and adheres to our established non-discrimination policies.

Responsible Engagement

Appropriate Use: Utilize AI technologies for their intended educational purposes. Refrain from using AI for personal gain or activities that are not aligned with educational objectives.

Security:

- Follow the established technology use policy for cybersecurity when interacting with any technology platform or AI system.
- Report any security concerns or incidents involving AI tools immediately to appropriate personnel.

Educators will:

1. Clearly communicate when and how AI is being used in educational activities.
2. Work collaboratively with peers and colleagues to ensure the effective and ethical use of AI technologies.
3. Support each other in understanding and applying AI responsibly.
4. Seek guidance from school administrators or technology staff if you have questions or concerns about AI usage.
5. Ensure that any new AI tools or applications are reviewed and approved by administration and technology director prior to use.
6. Whenever an AI tool generates student recommendation or assessment a brief rationale is required by teaching staff- explaining how the tool reached the conclusion in order for teachers to have the insight they need to give an appropriate grade. Do not just take the AI recommendation until fully vetted by teaching staff.

Applications will be approved by administration on a continual basis as new platforms are created.

The purpose of AI usage is to enhance our students' academic achievement, help students analyze their work, enhance critical thinking, provide creative approaches to learning, promote future innovative thinkers, utilize tools for homework support and deepen content understanding.

Continuous Learning and Adaptation

Somerton School District will provide training and support related to AI usage. Our goal is to stay informed about advancements in AI technology and its implications for education.

Somerton School District will continue to review and monitor the Code of Conduct and evolution of use with AI systems and their implications for the educational setting.

Compliance

Always adhere to this Code of Conduct. Failure to comply with these guidelines may result in disciplinary action, including but not limited to suspension of AI tool access or other consequences as outlined in school policies.

By following this Code of Conduct, we commit to using AI technologies in a way that supports a positive, ethical, and inclusive learning environment for all members of our school community.

Student Code of Conduct Agreement For Artificial intelligence and Technology Use

This agreement outlines the expectations for students regarding the responsible and appropriate use of AI and technology in our school. By signing this Code of Conduct, we commit to using AI technologies in a way that supports a positive, ethical, and inclusive learning environment for all members of our school community.

- Respect Others: Use technology in a way that is respectful to your peers and staff. Avoid any actions that could harm or intimidate others.
- Privacy: Do not share personal information about yourself or others on any platform. Respect the privacy of all data and information.

- Academic Integrity: Use AI and technology tools to enhance your learning, not to cheat or plagiarize. Ensure all your work is original and properly cited.
- Appropriate Use: Utilize technology and AI tools only for school-related activities and assignments.
- Security: Protect your personal and school accounts by using strong passwords and logging out of devices when not in use. Report any security issues immediately.
- Authorized Access: Use only the technology and AI resources provided or approved by the school. Do not attempt to access unauthorized systems or data.
- Care: Handle all school technology and AI equipment with care. Report any damage or issues to a teacher or technology staff immediately.
- No Tampering: Do not alter or tamper with school technology or AI systems in any way.
- Fair Use: The use of technology and AI does not contribute to or amplify any form of bias or discrimination.
- Positive Impact: Use technology in a manner that supports a positive and inclusive learning environment.
- Follow Rules: Adhere to this Code of Conduct and any additional guidelines provided by your teachers or school administration.
- Consequences: Understand that failure to follow these guidelines may result in disciplinary action, including restricted access to technology and AI resources.

By signing below, you acknowledge that you have read, understood, and agree to abide by this Code of Conduct Agreement.

Student Name: _____ Student Signature: _____ Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Consent For Use Of Pictures & Surveys

FY 25-26

Somerton School District has my authorization to use the name and or picture/video of my child,
_____, for the following purpose (s).

_____ Yes _____ No Publicity for school activities/School Website

_____ Yes _____ No School Yearbook (If no, your child will not be included in the annual
Class Picture.)

_____ Yes _____ No School Newsletter

_____ Yes _____ No Respond to Student School/District Surveys

Parents/guardians, please review the information on this page with your student, sign where indicated, and have your student return it to their teacher.

Parent's Signature _____ Date _____

Teacher's Name _____

Family-School Compact FY 25-26

It is important that families and schools work together to help students achieve high academic standards, through a process that includes teachers, families, students and community representatives. The following are agreed upon roles and responsibilities that we as partners will carry out to support student success in school and in life.

STAFF PLEDGE: I agree to carry out the following responsibilities to the best of my ability:

- Plan, prepare, and teach classes through interesting and challenging lessons that promote student achievement.
- Motivate my students to learn.
- Have high expectations and help every child to develop a love of learning.
- Communicate regularly with families about student progress.
- Provide a warm, safe, and caring learning environment.
- Provide meaningful, daily homework assignments to reinforce and extend learning (PreK/K up to 15 minutes, 1st grade up to 25 minutes, 2nd grade up to 30 minutes, 3rd grade up to 35 minutes, 4th grade up to 40 minutes, 5th grade up to 45 minutes and 6th grade up to 50 minutes).
- Participate in professional development opportunities that improve teaching and learning.
- Support the formation of partnerships with families and the community.
- Actively participate in collaborative decision-making and consistently work with families and my school colleagues to make our school accessible and a welcoming place for families.
- Help each student achieve the school's high academic standards.
- Respect the school, students, staff and families.
- Provide necessary assistance to parents so they can help their child learn.

STUDENT PLEDGE: I agree to carry out the following responsibilities to the best of my ability:

- Come to school promptly every day ready to learn and work hard.
- Bring necessary materials, completed assignments and homework.
- Know and follow the 3 Rs (Respect, Responsibility and Reliability) in and outside of the classroom.
- Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school.
- Respect the school, classmates, staff and families.
- Complete my studies and homework every day.
- Limit my TV watching/electronic use for leisure.
- Follow my bedtime so I can get good hours of sleep.
- Say no to bullying.

FAMILY/PARENT PLEDGE - I agree to carry out the following responsibilities to the best of my ability:

- Provide a quiet time and place for homework (school may assist if needed).
- Monitor TV viewing/electronic use for leisure.
- Provide meaningful, daily homework assignments to reinforce and extend learning (PreK/K up to 15 minutes, 1st grade up to 25 minutes, 2nd grade up to 30 minutes, 3rd grade up to 35 minutes, 4th grade up to 40 minutes, 5th grade up to 45 minutes and 6th grade up to 50 minutes).
- Ensure that my child promptly (is not tardy) attends school every day, gets adequate sleep, regular medical attention and proper nutrition.
- Regularly monitor my child's progress (Academic/Behavior) in school.
- Participate at school in activities such as school decision- making, volunteering and/or attending parent-teacher conferences.
- Communicate the importance of education and learning to my child.
- Respect the school, staff, students and families.
- Communicate with the teacher or administration when problems arise or when concerned about a situation.

Parents/guardians, please review the information on this page with your student, sign where indicated, and have your student return it to their teacher.

Print Student's Name _____

Student's Signature _____ Date: _____

Teacher's Name _____

Print Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____ Date: _____

Student Survey Annual Notification

FY 25-26

The Somerton school district to comply with the provisions of the family educational rights and privacy act (FERPA) and the individuals with disabilities education act (IDEA) pertaining to student surveys will do as follows:

During the school year, our school will be asking students to complete surveys. These surveys are designed to protect your child's privacy. For this reason, student names will not be used on surveys. Student names will never be mentioned in a results report. Your child may not immediately benefit from taking part in the surveys. However, surveys will be utilized to help guide in the development and improvement of various programs or procedures. Although surveys are voluntary, student input is of great value. No action will be taken against the student if they do not take the survey or skip questions they do not wish to answer. In addition, students may stop participating in any survey process at any time throughout the school year. Upon request, a copy of the surveys will be available for your review at the school.

If you have any questions about your child's rights as a participant in the survey process or if you feel your child should not participate by taking part in a survey, please contact the school.

Please read and understand the above statement. While the surveys are not mandatory it is highly encouraged for the Students and Parents to participate in the process to better understand the needs of our students and their families.

Parents/guardians, please review the information on this page with your student, sign where indicated, and have your student return it to their teacher.

Print Student's Name _____

Student's Signature _____ Date: _____

Teacher's Name _____

Print Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____ Date: _____

Anti-Bullying Pledge FY 25-26

I _____, student of _____ agree to join together to stamp out bullying at our school.

I believe that everybody should enjoy our school equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion, and nationality.

Bullying can be pushing, shoving, name calling, picking on, making fun of, laughing at, excluding someone, and trying to intimidate by violating someone's personal space. Some bullying acts are considered assault and are suspend able. Bullying causes pain and stress to victims and is never justified or excusable as "kids being kids", "just teasing", or any other rationalization. The victim is never responsible for being a target of bullying.

By signing this pledge, I agree to:

1. Value student differences and treat others with respect.
2. Not become involved in bullying incidents or be a bully.
3. Be aware of the school's policies and support system with regard to bullying.
4. Report honestly and immediately all incidents of bullying to a faculty member.
5. Be alert in places around the school where there is less adult supervision such as bathrooms, locker rooms, and pod areas.
6. Support students who have been or are subjected to bullying.
7. Talk to teachers and parents about concerns and issues regarding bullying.
8. Work with other students and faculty to help the school deal with bullying effectively.
9. Encourage teachers to discuss bullying issues in the classroom.
10. Provide a good role model for younger students and support them if bullying occurs.
11. Participate fully and contribute to assemblies dealing with bullying.

I acknowledge that whether I am being a bully or see someone being bullied, if I don't report or stop the bullying, I am just as guilty.

Parents/guardians, please review the information on this page with your student, sign where indicated, and have your student return it to their teacher.

Signed by: _____

Print name: _____

Date: _____

Parent Involvement Policy *FY 25-26*

Schools within the Somerton School District, as Title I schools, will:

1. Involve parents in an organized, ongoing and timely way, in the planning, review and improvement of programs, including the school Parental Involvement Policy and the joint development of the school wide plan. Upon parents' request, opportunities will be provided for regular meetings to formulate suggestions and to participate in decisions relating to the education of their children. Parents may submit dissenting views to the School Principal and if the school wide plan is still not acceptable to them, they may address their point of view to the District Office.
2. Convene an annual meeting, to which all parents of participating children are invited to inform parents of the Title 1 program, its requirements, and their right to be involved.
3. Conduct an annual evaluation of the content and effectiveness of this policy in order to improve the school's academic quality.
4. Offer a flexible number of meetings throughout the year utilizing Title 1 funds for transportation, childcare or home visits as related to parental involvement, to coordinate and integrate parent involvement strategies among all programs. This will build the school and parents' involvement capacity.
5. Provide timely information about programs, a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress and the proficiency levels students are expected to meet.
6. Provide individual student academic assessment results to parents, including an interpretation of those results, ensure that information related to student progress, school and parent programs, meetings, and other activities is sent to parents in a format and in a language the parents can understand.
7. Jointly develop with parents an in- school parent compact that outlines how parents, school staff and students will share the responsibility for improved student achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.
8. Provide full opportunities for participation of parents with limited English proficiency, parents with disabilities and parents of migratory children.
9. Provide such other reasonable support for parental involvement activities as parents may request.

Cell Phone Waiver FY 25-26

In the event that a parent needs to reach their child by phone **FOR EMERGENCY PURPOSES**, the office staff will assist you by going to the child's classroom to deliver a message or to have the student come to the office to return the phone call. However, if a parent wishes their child to bring a cell phone while they are attending school, they will **need to initial and sign the parent signature page below**.

Per A.R.S. 15-120-05 the district will comply with the Children's Internet Protection Act. Policy IJNDB provides direction to limit the use of wireless communication devices and access to social media networks by students during the school day.

Student may have permission per policy only if the following apply:

- A. The teacher requires use for educational purposes.**
- B. There is a need for use during an emergency.**
- C. The student has a medical condition that requires the device to monitor the health of the student.**
- D. If you as the parent/guardian verify that your child needs to have a cell phone at school so that he/she can contact you after the office has closed, please make sure you have selected "Yes" in the parent signature page.***

To avoid disruption to the learning process. I understand that my child assumes full responsibility for the cell phone and that it is for his/her use only. **The cell phone is intended to facilitate student/parent/guardian communication before and after school and is not to be used for any other purpose during the regular school day (while on campus - before school, lunchtime, passing periods and after school).**

I hereby release and discharge the Somerton School District and its officers, employees, and volunteers from any claims, loss, theft, damage, demand, action, or cause of action, which may arise from personal property and electronic devices including but not limited to cellular telephones.

If the cell phone is determined to be a disruption, I understand that it will be held in the office until the end of the school day and that I can pick it up from the office. My child will then not be allowed to bring the cell phone on campus again.

Print Student's Name _____

Student's Signature _____ Date: _____

Teacher's Name _____

Print Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____ Date: _____

Acknowledgment of Receipt and Understanding FY 25-26

Please initial next to each line item stating that you have received, read and understand each of the items listed below. **Please return this page to your child's teacher.** Please find the digital copy of our handbook on our SSD page at www.ssd11.org

I acknowledge I have access to the electronic version of this year's Parent/Student Handbook (Paper copy of the handbook can be requested upon need.): Parent _____ Student _____

Topic	Parent Initial	Student Initial
Family - School Compact (Page 55)		
Student Survey Annual Notification (Page 57)		
Consent For Use Of Pictures & Surveys (Page 54)		
Parent Involvement Policy (Page 59)		
Internet Permission & Use Policy (Page 49)		
Artificial Intelligence Use Policy (Page 51)		
Attendance Agreement (Page 9)		
Special Education and 504 Services (Page 43)		
Homeless Services (Page 42)		
Cell Phone Waiver (my son/daughter will be bringing a cell phone to school)(Page 60)		
If <u>YES</u> , write student cell phone number		
Anti-Bullying Pledge(Page 58)		

Student's Name _____ Teacher _____

Parent's Signature _____ Date _____