



CARTWRIGHT SCHOOL DISTRICT #83

One Team, Una Familia!

“Learning for all. Every child, every school, every day.”

STUDENT/PARENT HANDBOOK 2019-2020



District Goals

- 1. Expand Academic Achievement**
- 2. Ensure Exceptional Customer Service**
- 3. Promote Social Emotional Learning**

**Superintendent
Dr. LeeAnn Aguilar-Lawlor**



CARTWRIGHT SCHOOL DISTRICT #83

“Learning for all. Every child, every school, every day.”



SUPERINTENDENT
Dr. LeeAnn Aguilar-Lawlor

Dear Parents,

I want to welcome you to the Cartwright School District and thank you for entrusting your child’s education to us. I have exciting news to share for the 2019-2020 school year! Our K-5 schools are now K-6 models. Our middle schools will continue to provide robust instruction. As a sixth grader, your child will be exposed to tremendous options that include college and career preparatory programs that focus on foreign language, a strong STEM education, and Social Emotional Learning.

This school year, a pilot Dual Language Program was introduced at Starlight Park Elementary School beginning with kindergarteners. A Dual Language Program fosters bilingualism, biliteracy and high levels of academic achievement through instruction in two languages, English and Spanish. Cartwright’s ELL Teacher of the Year and the Runner-up have been tasked with leading the program.

Cartwright School District continues to find ways to support our families. This year free before school care will be offered at all schools. The before school care schedule will be Monday - Friday 7:00 a.m. until the start of the school day at each campus.

The changes that Cartwright is implementing for the 2019-2020 school year are designed to give students a first class, global education, one that will provide them with immense opportunities beyond college and career.

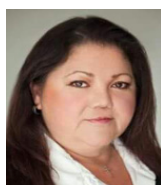
We are “One Team, Una Familia!” and we take great pride in serving our community and our students all year long!

The Cartwright School District #83 Governing Board

Governing Board Mission: With our communities and families, we will empower our students to go above and beyond their potential.



Marissa Hernandez
President



Denice Garcia
Vice President



Rosa Cantu
Member



Lydia Hernandez
Member



Pedro Lopez
Member

TABLE OF CONTENTS

District Administration & Auxiliary Services	4
Calendar 2019-20	5
School Hours and Early Dismissal Times	6
Visitors to School	7
Public Conduct on School Property	7
Student Pick-up and Drop-off Rules	8
Emergency Lockdown Procedure	8
Parental Involvement YOU: Your Child's First Teacher	8
Communication with the school	9
Student admission	9
Parent Rights	10
Admission of Students in Foster Care	10
McKinney-Vento Services	11
Entrance age requirements	12
Student Attendance	12
Auto dialer	13
Truancy/C.U.T.S. Program	13
Student dress	14
Immunization of Students	15
Student health services	15
Making proud choices	16
Administering medicines to students	16
Communicable/Infectious disease	17
Extracurricular activities	18
Removal of students from school sponsored events	19
Student dismissal precautions	19
Student conduct	20
Electronic devices / Use of technology	20
Weapons in school	21
Drug and alcohol use by students	21
Student interrogations	22
Student discipline	23
Positive behavior interventions and support (PBIS)	23
Student suspension	24
Student Violence/Harassment/Intimidation/Bullying	24
Discipline Program	28
Removal of Students from School-Sponsored Activities	37
Guaranteed and viable curriculum	40
Special instructional programs	41
English language education	41
Promotion and retention of students	42
Student concerns, complaints and grievances	44
Public concerns and complaints	44
Student records	45
Food services	45
Transportation	46
Forms	49
Student and parent electronic information services agreement	50
Photo/audio/video release	62
Acknowledgement of handbook receipt	63

DISTRICT ADMINISTRATION

Superintendent

Dr. LeeAnn Aguilar-Lawlor

Assistant Superintendents

Ema Jáuregui - Educational Services
Dr. Edward Murphy - Human Resources
Zeek Ojeh - Financial Services
Dr. Rebecca M. Osuna - Administrative Services

Executive Directors

Patricia Lopez, School Leadership

Directors

Jane Ardell - STEM
Sonia Bustamante - Teaching and Learning
Mark T. Carvis - Buildings and Operations
Dr. Derek Etheridge - Federal Programs and Grant Development
Diane Gruman - Food Service
Tom Hancock - Human Resources
Sarah Hardy-Hernandez- Transportation
Dr. Shelby Jasmer – School Improvement and Accountability
Rebecca Liemkuehler – Social Emotional Learning
Linda McKeever – Academy for Success
Kevin Molino - Chief Technology Officer
Tom McGorray - Technology Support
Victoria Farrar - Business Services
Dr. Cecilia Sanchez - Special Services
Veronica Sanchez – Communications and Community Engagement
Kristi Wells - Assessments and Data Management/PLC

Auxiliary Services

Cartwright Family Welcome Center
(623) 691-1994
McKinney-Vento/Foster Care Liaison
Marcelino Canuas Perez
623.691.1984
State Coordinator of Homeless Education
Alexis Clermont
602-542-4963
Mountain Park Health Care Center at Atkinson Middle School
(602) 243-7277
Maricopa County Juvenile Probation
(602) 525-2620
Chicanos Por la Causa
(623) 247-0464
Local Health Department
(602) 506-6767

CARTWRIGHT SCHOOL DISTRICT #83 2019-20 CALENDAR

JULY 2019						
S	M	T	W	Th	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			

4 Independence Day
Día de la Independencia
29 All Teachers Return
Regresan todos los maestros

JANUARY 2020						
S	M	T	W	Th	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	

1-3 New Year's Holiday—No School
Receso de Invierno-No hay Clases
20 MLK Day – No School
Conmemoración de MLK-No hay Clases

AUGUST 2019						
S	M	T	W	Th	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

5 First Day of School
Inicio de Labores

FEBRUARY 2020						
S	M	T	W	Th	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 Early Dismissal/*Día Corto*
17 Presidents' Day—No School
Día de los Presidentes-No hay Clases

SEPTEMBER 2019						
S	M	T	W	Th	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					

2 Labor Day—No School
Día del Trabajo-No hay clases
20 Early Dismissal
Día Corto

MARCH 2020						
S	M	T	W	Th	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				

5-6 Parent-Teacher Conferences
Juntas de Padres y Maestros
Early Dismissal/*Día Corto*
9-13 Spring Recess – No School
Receso de Primavera-No hay Clases

OCTOBER 2019						
S	M	T	W	Th	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		

3-4 Parent-Teacher Conferences
Juntas de Padres y Maestros
Early Dismissal/*Día Corto*
7-11 Fall Recess –No School
Receso de Otoño-No hay clases

APRIL 2020						
S	M	T	W	Th	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		

10 Mid Quarter Break – No School
13 Mid Quarter Break – No School
Receso de Medio Trimestre-No hay Clases

NOVEMBER 2019						
S	M	T	W	Th	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

11 Veterans Day—No School
Día de los Veteranos-No hay Clases
27-29 Thanksgiving—No School
Día de Acción de Gracias- No hay Clases

MAY 2020						
S	M	T	W	Th	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						

1 Early Dismissal/*Día Corto*
22 Last Day of school/Early Dismissal/*Último día de clases*
Día Corto
25 Memorial Day

DECEMBER 2019						
S	M	T	W	Th	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				

18 Early Dismissal/*Día Corto*
20-31 Winter Recess—No School
Receso de Invierno—No hay Clases

Governing Board Approved 4/29/19
Rev. 5.13.19

JUNE 2020						
S	M	T	W	Th	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				

- First Day of School/*Primer Día de clases*
- Early Dismissal/*Días cortos*
- Holidays/No School Days- *Días Festivos/Días que no hay Clases*
- Early Release Days/*Salida temprana*

**Please see attached schedule/*Mire el horario adjunto*

School Schedule

Grading Periods, School Hours, Early Dismissal and Early Release Schedule Periodos de calificaciones, horario escolar, horario de salidas tempranas y días cortos

Quarter	Number of Days	Quarter Ends	Progress Reports Issued	Report Cards Issued
1st	43	October 4	September 3-6	October 3-4
2nd	45	December 19	November 12-15	December 19
3rd	43	March 6	February 4-7	March 5-6
4th	49	May 22	April 21-24	May 22

Trimestre	Número de días	Termina el Trimestre	Reporte de Progreso	Boleta de calificaciones
1ro	43	4 de octubre	3-6 septiembre	3 - 4 de octubre
2do	45	19 de diciembre	12-15 noviembre	19 de diciembre
3ro	43	6 de marzo	4-7 febrero	5- 6 de marzo
4to	49	22 de mayo	21-24 abril	22 de mayo

Staff Development Early Release – every Thursday except for Parent-Teacher Conference days

School	School Hours	Staff Professional Development (Early Release Thursdays)	Conferences, Early Dismissal and Last Day of School
Preschool AM	7:30AM-10:15AM	No School	9:30AM
Preschool PM	11:15AM–2:00PM	No School	11:15AM
Full Day Preschool	7:45AM-2:15PM	No School	11:15AM
K-6 Schools	8:00AM-2:30PM	1:15PM	11:15AM
Manuel "Lito" Peña Elementary	8:00AM-2:30PM	1:15PM	11:15AM
Raúl H. Castro Middle School	8:00AM-2:30PM	1:15PM	11:15AM
Bret R. Tarver Elementary	8:45AM-3:15PM	2:00PM	12:00PM
Marc T. Atkinson Middle School	8:45AM-3:15PM	2:00PM	12:00PM
K-8 Schools	8:45AM-3:15PM	2:00PM	12:00PM
Hybrid Middle Schools(6-8 and 7-8 grades)	8:45AM-3:15PM	2:00PM	12:00PM
Academy for Success: Grades K-8	9:15AM-3:45PM	2:30PM	12:30AM

Salida temprana para Capacitación Profesional – todos los jueves con la excepción de los días de juntas de padres y maestros

Escuela	Horario de Asistencia Reg.	Capacitación Profesional del Personal (Salida temprana jueves)	Juntas de Padres y Maestros, Días Cortos y Último Día de Clases
Prescolar AM	7:30AM-10:15AM	No School	9:30AM
Prescolar PM	11:15AM–2:00PM	No School	11:15AM
Prescolar de Todo el Día	7:45AM-2:15PM	No School	11:15AM
Escuelas K a 6	8:00AM-2:30PM	1:15PM	11:15AM
Primaria Manuel "Lito" Peña	8:00AM-2:30PM	1:15PM	11:15AM
Escuela Secundaria Raúl H. Castro	8:00AM-2:30PM	1:15PM	11:15AM
Primaria Bret R. Tarver	8:45AM-3:15PM	2:00PM	12:00PM
Escuela Secundaria Marc T. Atkinson	8:45AM-3:15PM	2:00PM	12:00PM
Escuelas K-8	8:45AM-3:15PM	2:00PM	12:00PM
Escuelas Secundarias (6-8 y 7-8 grado)	8:45AM-3:15PM	2:00PM	12:00PM
Academia para el Éxito: Grades K-8	9:15AM-3:45PM	2:30PM	12:30AM

Parents are encouraged to visit the schools. All visitors to any school must report to the school office upon arrival. A visitor must sign in and a pass/badge will be issued after identification is verified.

Classroom Visits: It is preferred that the teacher and the principal be contacted in advance to arrange a day and time for such visit so as to avoid any conflicts with the school schedule.

Anyone who is not a student or staff member of the district schools, and is in violation of this policy, may be asked to leave the property of the district. Failure to comply with the lawful direction of district officials or district security officers or any other law enforcement officers acting in performance of their duties may be subject to criminal proceedings applicable under law.

PUBLIC CONDUCT ON SCHOOL PROPERTY

No person shall engage in conduct that may cause interference with or disruption of an educational institution A.R.S. 13-2911. Interference with or disruption of an educational institution includes any act that might reasonably lead to the evacuation or closure of any property of the educational institution or the postponement, cancellation or suspension of any class or other school activity. For the purposes of this policy, an actual evacuation, closure, postponement, cancellation or suspension is not required for the act to be considered an interference or disruption.

A person commits interference with or disruption of an education institution by doing any of the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions or any activity sponsored or approved by the Board.
- Threatening to cause physical injury to any employee or student
- Verbal abuse or threat of harm to any person on property owned or controlled by the district or at supervised functions of the district.
- Use of language that is offensive or inappropriate to the limited forum of the public school educational environment.
- Threatening to cause damage to district, property of the district, or property of any person attending the district.
- Intentionally or knowingly entering or remaining on the property of the institution for the purpose of interfering with or denying lawful use of the property to others.
- Forceful or unauthorized entry to or occupation of district facilities, including both buildings and grounds.
- Intentionally or knowingly refusing to obey a lawful order given by the Superintendent or a person designated to maintain order.
- Any conduct constituting an infraction of any federal, state or city law or policy/regulation of the Board.

STUDENT PICK-UP AND DROP OFF RULES

- Pick up and drop off in designated areas only
- Park in designated areas only
- Do not leave vehicle unattended unless parked in parking space
- Speed limit is 15 MPH in a school zone
- No parking or U-turns in school zones
- Do not park in school bus drop-off areas
- Do not park in fire lanes
- Do not double park
- Do not park in reserved parking spaces

EMERGENCY LOCKDOWN PROCEDURE

Should an emergency or disaster situation arise in the area of a school or on campus while school is in session, the district has a plan to respond effectively to these situations. Your child's safety will be first priority. We ask parents to cooperate with school staff during a lockdown situation.

If a school finds it necessary to go into a lockdown status, students will remain at school in a locked location until the threat of danger has been removed. If an emergency situation occurs during dismissal, parents should remain in their vehicles until the school environment is safe and the "all clear" has been signaled.

Fire and lockdown drills are required. The school principal and Risk Manager for the district will perform fire drills monthly and lockdown drills will be performed at least four (4) times during the school year. These drills help ensure that students, staff and others are familiar with procedures. In any necessary event students and staff will cooperate accordingly, quickly and efficiently for safety's sake. These drills will be held at both regular and inopportune times to prepare students and staff for most situations.

PARENT INVOLVEMENT - YOU: YOUR CHILD'S FIRST TEACHER

The Cartwright School District #83 promotes the development of strong partnerships with our families. The District has adopted the YOU: Your Child's First Teacher program. We believe, and the program promotes that, by working together, parents and schools are able to promote the academic, physical health, social and emotional growth of students. We recognize that a student's education is a responsibility shared by the school, family and community. You: Your Child's First Teacher and our District's approach is that there is no one area of life that drives success all by itself. All of the areas listed below contribute to an individual's interest in learning and his/her ability to succeed in school and later, in life. This program is designed to approach the "whole child" as parents lay the strongest possible foundation for success.

- Academic Achievement
- Physical Health
- Social well-being
- Emotional well-being

COMMUNICATIONS WITH THE SCHOOL

Effective communication between the school and parent/guardian is imperative. If a concern should arise, parents should contact the teacher as soon as possible. If the problem persists, or is not resolved, then a school administrator may be notified. Should a concern fail to find resolution at the building level, parents may direct their concern to the District Office, Administrative Services Department.

No profanity or other abusive language will be permitted or tolerated.

STUDENT ADMISSIONS/ADMISSION OF JF/JFAA/JFAB RESIDENT STUDENTS/ADMISSION OF NON-RESIDENT STUDENTS

The person enrolling a student (except homeless students) in the school will be asked to produce:

- A certified copy of the child's birth certificate.
- Other reliable proof of the student's identity and age, including the student's baptismal certificate, an application for a Social Security number, or original school registration records, and an affidavit explaining the inability to provide a copy of the birth certificate.
- A letter from the authorized representative of an agency having custody of the student (pursuant to statute) certifying that the student has been placed in the custody of the agency as prescribed by law.
- Immunization records.
- One proof of residency-(landlord-tenant agreement, rent or lease receipts and receipts for utility payments, including gas, water, or electric bill).
- Last report card or withdrawal slip, if new to the Cartwright School District.

Parent/legal guardian(s) that maintains his or her own residence: must provide proof of one (1) of the following documents, which bear the parent or legal guardian's full name and residential address or physical description of the property where the student resides (no P.O. Boxes):

- Valid Arizona driver's license, Arizona identification card
- Utility bill (water, electric, gas, cable, phone)
- Valid Arizona Address Confidentiality Program authorization card

Parent/legal guardian(s) that does not maintain his or her own residence: Parent or legal guardian must have an affidavit of shared residency form completed indicating his or her name, the name of the school district, school site, in which the student is being enrolled, and submit a signed, notarized affidavit bearing the name and address of the person who maintains the residence where the student lives attesting to the fact that the student resides at that address, along with a document from the bulleted list above bearing the name and address of the person who maintains the residence.

PARENT RIGHTS/CHILD CUSTODY/FERPA

In most cases, when parents are divorced, both mother and father continue to have equal rights to their children. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please furnish a current copy to the school office. Equal rights must be provided to both parents unless a current court order stating otherwise in the school file at the school office.

ADMISSION OF STUDENTS IN FOSTER CARE

JFABDA

This policy is intended to direct compliance with Arizona State Laws, Arizona Administrative Code, and the Every Student Succeeds Act (ESSA) Foster Care provisions.

The implementation of this policy shall assure that:

- children in foster care are not stigmatized or segregated on the basis of their status as foster children;
- children in foster care are immediately enrolled in their school of origin, unless a determination is made that it is not in such child's best interest to attend the school of origin, which decision shall be based on all factors relating to the child's best interest, including consideration of the appropriateness of the current educational setting and the proximity to the school in which the child is enrolled at the time of placement;
- when a determination is made that it is not in such child's best interest to remain in the school of origin, the child is immediately enrolled in a new school, even if the child is unable to produce records normally required for enrollment;
- the enrolling school shall immediately contact the school last attended by any such child to obtain relevant academic and other records;
- transportation is provided to and from the school of origin or school of placement for the foster child as applicable and found in the law and Policy JFAA; and
- the school/District (LEA) will work with the Department of Child Safety (or tribal agency) to ensure that the provisions of ESSA relating to foster children are implemented.

The term "children in foster care " means children who are under twenty-four (24) hour substitute care while placed away from their parents or guardians and for whom the Child Welfare Agency (DCS or tribal) has placement and care responsibility.

The term "school of origin" means the school that the student attended when permanently housed or the school in which the student was last enrolled, including preschool.

MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT

Subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) originally passed in 1987. Was included in No Child Left Behind as Title X-C. in 2002 and then reauthorized in 2015 by the Every Student Succeeds Act (ESSA). This is federal law that protects the educational rights of homeless children and youth. The law requires that the LEA remove any barriers that would be preventing the homeless children and youth from receiving a high-quality education. It requires that the students be immediately enrolled in school and that they receive the same educational opportunities equal to those of their non-homeless peers. The statute also requires that every public-school district and charter holder designate a Homeless Liaison to ensure that homeless students are identified and their needs are being met.

Definition of Homelessness under McKinney-Vento

The term “homeless children and youth” refers to a school-age child who lacks a fixed, regular, and adequate nighttime residence. Includes but not limited to:

Children and youth who are sharing housing with other families due to loss of housing, economic hardship or similar circumstances.

Children and youth living in motels, hotels, or camping grounds due to alternate adequate accommodations.

Children and youth who are living in emergency or transitional shelters or are abandoned in hospitals.

Children and youth who have a primary night time residence that is a public or private not designed for or ordinarily used as a regular sleeping accommodation for human beings.

Children and youth who are living in cars, parks, public spaces, abandoned buildings or substandard housing.

- Eligible students must be given access to the same public education provided to other students.
- May be able to continue to attend their home school. (Home school is the school the student was attending at the time the student became homeless.)
- May be eligible to receive transportation services to continue to attend their homeschool.
- Immediate enrollment in district of residence.
- Receive educational services comparable to those provided to other students, according to the student’s needs.

Educational Assistance under McKinney-Vento

If your family lives in any of the above conditions, you may be eligible for some assistance under the McKinney-Vento Act. Our district McKinney-Vento Liaison can assist in determining your eligibility for our programs.

ENTRANCE AGE REQUIREMENTS

JEB

Kindergarten and First Grade:

For admission to kindergarten, children must be five (5) years of age prior to September 1 of the current year.

Children may be admitted to first grade who are six (6) years of age or shall be deemed six (6) years of age if they reach such age prior to September 1 of the current school year.

STUDENT ATTENDANCE/ABSENCES/EXCUSES

JE/JEA /JH

The parent or guardian is charged by law with responsibility for the student's consistent school attendance.

It is unlawful for any child who is at least six (6) but not yet sixteen (16) years of age to fail to attend school during the hours that school is in session, unless such child is excused pursuant to A.R.S 15-802.

Absences: Please call the school office each day your child is absent within 30 minutes of the school starting time. If phone contact is not made, a note must be sent to the school on the morning of the student's return. The note should include the child's name, date of absence, reason for the absence, and parent/guardian's signature.

Absences will be excused only for necessary and important reasons. Such reasons include:

Excused Absences

- Death in family
- Doctor's appointment
- Court appearance for the child
- Illness
- Religious holidays (as define by the parent)
- Lack of immunizations- 5 days only
- Lice-3 days only
- Vacation- 3 days only

Unexcused Absences

- Caring for siblings
- Failure to call the school
- Missed bus
- Lack of immunizations-more than 5 days
- Lice-more than 3 days

Any absence not listed above will be determined by the school administration as to whether the absence is excused or unexcused. Absence history may be taken into account.

Absences without Parent Contact: Any time a student is absent and there is no contact with the parent/guardian during a ten (10) consecutive-day period, the student will be dropped by school site personnel.

Absences with Parent Contact: Any time a student is absent over ten (10) consecutive days and the parent/guardian has called in to excuse the child, the site administrator or designee will contact the parent/guardian to discuss the reasons for the absences.

The principal or school designee may require documentation from a doctor, nurse or other medical personnel to verify a medical condition.

Other options available:

- Counseling
- Evaluation for special education or Section 504
- Homebound instruction
- Referral to juvenile authorities
- Parent/teacher/administrator conference

Finally, if there is an error in attendance, we ask parents to bring it to the school's attention as soon as possible. We cannot change an attendance record more than three (3) weeks back.

Students have the responsibility to make up all class work missed because of an absence.

AUTO DIALER

Schools and district office may use an auto dialer system to call and notify parents of student absences, school events, early release days, changes to school schedule, school lock-downs and other emergencies. Please be sure to update your contact information if you have any changes during the school year. Notify your school office as soon as possible.

TRUANCY

JHB-R

Truancy is the unexcused absence of a day or any part of a day by a student.

Habitual truancy is five (5) consecutive days of unexcused absence or ten (10) nonconsecutive days of unexcused absence within a 30 school-day period.

When a student has five or more unexcused absences or 18 excessive absences (excused or unexcused), according to A.R.S. 15-802 B.1, the student can be cited to the CUTS Program

Court Unified Truancy Suppression Program (CUTS)

The CUTS program, administered by the Division of Community Services under the direction of the Maricopa County Juvenile Probation Department, is

a diversion program designed for juveniles who commit a first or second truancy offense and are willing to take responsibility for their behavior. The goal of the program is to increase school attendance.

The probation officer, with the help of school officials and parents, decides the consequences for the truant student. All consequences must be completed within 30 days following the CUTS meeting. Failure to comply with these sanctions results in the case being set for a court hearing in Juvenile Court.

STUDENT DRESS

JICA

Personal appearance is important. A good appearance can promote success in school and life. Students are to wear the appropriate uniform dress attire during the school day and at school sponsored activities. Students are to be dressed and groomed in a manner that reflects school as a place of learning.

Uniforms: a mandatory uniform dress code has been established for all schools to promote learning, increase safety on school grounds, foster unity, and minimize clothing expenses. The minimum dress code standard is white and navy blue collared shirts and navy bottoms.

- **Tops:** All shirts must have collars no logos, no stripes or designs. Please check with your school for the colors that are allowed. If your child(ren) transfers to a school within our district, they may wear the shirts approved at the previous school at the new school or be given the opportunity to exchange the shirt(s) for the color worn at the new school.
- **Bottoms:** Pants, shorts, jumpers, skirts, or skorts (no stripes or designs). Please check with your school for the colors that are allowed.

No student shall be denied enrollment the day they enroll due to not having the required uniform attire. A grace period of 15 days will be given for parents to purchase uniforms. Seek assistance from your school or the Family Welcome Center for assistance with uniforms.

District Policy prohibits school dress or grooming practices that:

- Present a hazard to the health or safety of the student or to others in the school.
- Materially interfere with schoolwork, create disorder, or disrupt the education program.
- Cause excessive wear or damage to school property
- Prevent students from achieving their educational objectives
- Represent membership or affiliation with a gang or crew
- Display obscene language or symbols, or symbols of sex, drugs, tobacco products or alcohol
- Expose the chest, abdomen, genitals or buttocks area of the body.

Students in violation of the dress code will be required to change clothes and/or face disciplinary action.

All children must have proof of immunizations and be up to date with any required immunizations as per Arizona Revised Statutes in order to enroll in school. Any questions regarding immunizations may be directed to your school nurse, doctor or local health department (602) 506-6767.

A.R.S. 15-872 - A pupil shall not be allowed to attend school without submitting documentary proof to the school administrator unless the pupil is exempted from immunization pursuant to section 15-873.

A.R.S. 15-873 - The parent or guardian of the pupil submits a signed statement to the school administrator stating that the parent or guardian has received information about immunizations provided by the department of health services and understands the risks and benefits of immunizations and the potential risks of non-immunization and that due to personal beliefs, the parent or guardian does not consent to the immunization of the pupil.

STUDENT HEALTH SERVICES AND REQUIREMENTS

School Based Health Clinic: The Cartwright School District is excited to announce it will continue to have a school based healthcare clinic to serve our students and community. The clinic is housed at Atkinson Middle School 4315 N. Maryvale Parkway. Our parents may enter the clinic at the door right next to the Family Welcome Center. The clinic will be open five (5) days a week during the 2019-20 school year.

The school based healthcare clinic is now managed through Mountain Park Healthcare Center (MPHC). In our school-based clinic, we offer integrated pediatric healthcare for the entire community. Our on-site WIC/Eligibility Specialist can help anyone sign up for AHCCCS or our Sliding Fee Discount Program and give you access to other helpful resources. Services at the clinic are open to the entire community.

Please contact your school nurse for further information.

Health Screenings: Periodically throughout the year, all students participate in health screenings for hearing and vision. These screenings are done on a mass-screening basis with volunteers. These screenings should not take the place of recommended medical screenings and exams. Any concerns about your child as a result of health screenings will be communicated to you in writing by the health office as a "referral". If you do not want your child to participate in health screenings, please notify the school health office in writing.

Food/Milk Allergy: Food allergies can cause discomfort and may even be life threatening. If your child has a food allergy or medical problem, please discuss it with your school nurse. Children who are allergic to milk may obtain a substitute beverage after providing the school with a written note from the doctor. This must be renewed annually.

Student Injuries: Occasionally there are accidents at school or on other school sponsored activities where students may be injured. All medical costs will be the responsibility of the parents of the student. The district does not cover medical expenses such as transportation to the hospital.

Bed Bugs

If a case happens at your child's school, the following protocol will take place:

- Student will be discreetly removed from the classroom
- School Nurse and/or Principal will check clothing and belongings for bed bugs
- School Nurse and/or Principal will contact parent/guardian
- Parent/guardian will be asked to have the home treated for bed bugs. A notification letter from the pest control company should be brought to the School Principal and/or Nurse
- Student will continue to be checked by the School Nurse and/or Principal daily for bed bugs until no evidence of bed bug infestation is present i.e., bites, welts etc.

For additional information, please contact the Arizona Department of Health Services Bureau of Epidemiology & Disease Control.

- E-Mail: vbzd@azdhs.gov
- Website: www.azdhs.gov/preparedness/epidemiology-disease-control
- Tel #: 602-364-3676

MAKING PROUD CHOICES:

Cartwright School District #83 is implementing the Making Proud Choices! curriculum, for students in 8th grade. Making Proud Choices! is an evidence-based sexual health curriculum designed to help teens understand behaviors that put them at risk for pregnancy, HIV and other STD's, and to empower teens to reduce this risk through healthy decision-making.

ADMINISTERING MEDICINES TO STUDENTS

JLCD

The District does not allow self-administration of prescription and over-the-counter drugs.

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

- There must be a written order from the physician stating the name of the medicine, the dosage, and the time it is to be given
- There must be written permission from the parent to allow the school or the student to administer the medicine. Appropriate forms are available from the school office.
- The medicine must come to the school office in the prescription container or, if it is over-the-counter medication, in the original container with all warnings and directions intact.

It is mandatory that any medicine (including refills and over the counter medicine) be brought to the school and/or taken home by a parent or designated adult.

Exceptions:

- Students who have been diagnosed with anaphylaxis may carry and self-administer emergency medications including auto-injectable epinephrine provided the pupil’s name is on the prescription label, on the medication container or device and annual written documentation from the pupil’s parent or guardian is provided that authorizes possession and self-administration. The student shall notify the school office secretary as soon as practicable following the use of the medication;
- For breathing disorders, handheld inhaler devices may be carried for self-administration provided the pupil’s name is on the prescription label, on the medication container, or on the handheld inhaler device and annual written documentation from the pupil’s parent or guardian is provided that authorizes possession and self-administration.
- Students with diabetes who have a diabetes medical management plan provided by the student’s parent or guardian, signed by a licensed health professional or nurse practitioner as specified by A.R.S 15-344.01

The District reserves the right, in accordance with procedures established by the Superintendent, to circumscribe or disallow the use or administration of any medication on school premises if the threat of abuse or misuse of the medicine may pose a risk or harm to a member or members of the student population.

COMMUNICABLE/INFECTIOUS DISEASE JLCC

Any student with, or recovering from, a communicable disease will not be permitted in 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 diseases for each student, and such records will be kept and maintained by the District.

A student suffering a communicable disease shall be excluded from school to protect the student’s own welfare and also to protect other students from illness.

The following guidelines will help control the spread of communicable illnesses at school.

- Do not send your child to school if he/she shows signs of illness
- Examples of communicable illnesses:
 - Chicken pox
 - Flu symptoms
 - Pink eye (conjunctivitis)
 - Diarrhea/vomiting

- Head Lice
 - Impetigo
 - Ringworm
 - Scabies
- Your child must be fever free for 24 hours (without use of fever reducing medication) before returning to school.
 - If your child has been hospitalized recently, please notify your school nurse. A doctor's note may be required for your child to return to school after hospitalization.

Head Lice (Pediculosis): Head lice are a common problem among school age children. If your child is sent home with head lice, follow the instructions given to you by your school nurse or call your family doctor. Lice shampoo may be purchased at most stores. Please follow the directions on the bottle exactly. Students with head lice shall be excluded from school until treated with lice shampoo. With proper treatment, absence from school should not exceed 2-3 days. The school nurse must check your child's hair before he/she may return to class.

EXTRACURRICULAR ACTIVITIES

JJJ

All extracurricular activities conducted under the auspices of the District shall be under the direct supervision of the certificated individual responsible for the activity.

Students who are suspended may not participate in extracurricular activities- including promotion ceremonies.

Students whose behavior presents a problem or jeopardizes school discipline may be ineligible for participation in extracurricular activities until such time as their behavior warrants reinstatement.

School Dances: Students must have written permission from parent(s)/guardian to attend dances. Regular school rules will be in effect during dances. Only enrolled students may attend their home school dances.

Field Trips: Students must have written permission from their parent(s)/guardian to attend field trips. Students who misbehave on field trips will be subject to disciplinary action, which may include exclusion from future field trips. Alternative placement for students not participating in field trips will be provided.

Technology Resources (Viewing Videos): Videos that are rated PG-13, R, or NC-17 are not to be shown in classrooms, at any District facility or during any student activity. Teachers must notify parent(s)/guardian in advance of the title of the video with a PG rating and the date of viewing. Parent(s)/guardian have the right to request that their child not view any video.

Fees: See Policy JQ – Student Fees, Fines, and Charges

REMOVAL OF STUDENTS FROM SCHOOL SPONSORED ACTIVITIES

JKDA

The Principal of a school may remove a student from a school-sponsored activity if the principal determines that the student has violated a provision of the student discipline policies, rules and/or regulations or if the principal determines that such removal is in the best interest of the activity or in the best interest of the school as a whole.

STUDENT DISMISSAL PRECAUTIONS

JLIB

No student will be removed from the school grounds, from any school building, or from any school function during school hours except by a person authorized to do so by the student's parent or by a person who has legal custody of the student, except as A.R.S. 8-303, 8-304, and 8-802 shall apply. Before a student is removed, the person seeking to remove the student must present, to the satisfaction of the school principal and when necessary the superintendent, evidence of proper authority to remove the student. If any police or court official requests the dismissal of a student during school hours, parents should be notified as soon as possible.

Permission to Leave School:

- Students are not permitted to leave the school grounds at any time during school hours without permission from the office
- Students may only leave campus if there is a confirmed parent consent. Students must sign out in the office and sign in when returning.
- A parent must notify the school if the student is going to be late or if the student is not returning to school after a schedule appointment
- A parent picking up a student during the school day, for any reason, is required to come in the office and sign the student out. Students will be called to the office and released to the adult only after proper identification has been established.
- When returning to school within the same day, either the student or parent is to report to the office and sign in.

After school Dismissal

Supervision of students after dismissal is only available for the fifteen minutes immediately after the bell rings. Students need to be picked up immediately after dismissal.

If this becomes a frequent occurrence, the school will give a courtesy reminder to the person or persons picking up your child or children after the allotted time. This reminder will be in the form of a phone call or a face-to-face meeting with parent or guardian. Please make arrangements for your child to be picked up in a timely manner.

Cases of children being left for excessive lengths of time may result in reports of neglect to the Department of Child Services.

Your cooperation in this process ensures the safety of your child and is greatly appreciated.

STUDENT CONDUCT

JIC

Behavior

We are committed to empowering our students to go above and beyond their full potential, Cartwright School district staff will resolve behavioral incidents in a trauma sensitive manner using restorative practices in order to shape positive behavior and restore relationships when conflict occurs.

Conduct

All CESD schools will prevent behavior incidents by establishing clear expectations for all students, fostering positive relationships with all students and developing students' social emotional skills. We are committed to learning how to use restorative practices and will work with staff, students and families to restore any harm done and address the underlying reason for the behavior. We will keep all students safe, while making every behavioral incident a learning experience for our students, keeping in mind teachers have the responsibility to teach, and students have the right to learn. Please see pages 28-37 for more specific information.

Tobacco or other illegal contraband: Use, possession, distribution, or sale is not allowed on district property, parking lots, school buses or at district/school sponsored events on or off campus.

ELECTRONIC DEVICES:

At no time are electronic devices allowed to be used on a bus. If they are on and make a noise or vibrate or otherwise call attention to themselves when not in use for instructional purposes, the device is creating a disruption. These items must be in the off position and kept out of sight during the instructional day.

Misuse of devices may result in discipline procedures in addition to confiscation of device. Electronic devices will only be released to a parent/guardian if confiscated.

Students/Parents should understand that bringing an electronic device on campus is at their own risk. The district does not assume liability for the loss, theft, or damage of any personally owned electronic device.

USE OF TECHNOLOGY

IJNDB

The District believes that through use of technology, students, teachers and other users will encounter vast, diverse, and unique resources. The district's goal in providing these resources is to promote educational excellence in our schools by facilitating resources sharing, innovation and communication.

All District internet users are required to sign the Student and Parent Electronic Information Services Agreement and to abide by the terms and

conditions set for in the Governing Board Policy and corresponding regulations.

A parent may prohibit his or her child from the use of technology and the Internet by not signing the Electronic Information Services User Agreement. The child will be prohibited from the use of any District- or school-provided electronic information services.

WEAPONS IN SCHOOL

JICI

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

A student who violates this policy by carrying or possessing a firearm shall be placed on a mandatory 10 day out-of-school suspension, and may be:

- Placed in an alternative education program for period of not less than one (1) year
- Suspended for a period of not less than one (1) year, or
- Expelled and not be readmitted within a one (1) year period, if ever.

The Governing Board, in its sole discretion, may modify the one (1) year duration of such disciplinary action on a case-by-case basis.

A student who violates this policy by any means other than carrying or possessing a firearm shall be subject to disciplinary action, including but not limited to expulsion. Police notification and/or filing of charges may be considered.

DRUG AND ALCOHOL USE BY STUDENTS

JICH

Students on school property or at school/district sponsored events shall not knowingly breathe, inhale or drink a vapor-releasing substance containing a toxic substance nor shall a student sell, transfer or offer to sell or transfer a vapor-releasing substance containing a toxic substance.

Students in violation of this policy shall be subject to removal from school property and shall be subject to prosecution in accordance with the provisions of the law and shall be subject to disciplinary actions in accordance with the provisions of school rules and/or regulations.

The district may not refuse to enroll a student or otherwise penalize a student for being a medical marijuana cardholder unless failure to do so would cause the school to lose a monetary or licensing benefit under federal law or regulations.

A student medical marijuana cardholder shall not possess or engage in the use of marijuana on district property, in a district vehicle or at a district/school-sponsored event.

STUDENT INTERROGATIONS, SEARCHES AND ARRESTS

JIH

School officials may question students regarding matters incident to school without limitation. The parent will be contacted if a student interviewed is then subject to discipline for a serious offense. A student may decline at any time to be interviewed by the School Resource Officer (SRO) or another peace officer.

When child abuse or abandonment of a student is alleged: If a child protective services worker or peace officer enters the campus requesting to interview a student attending the school:

- School administrator shall be notified
- Child protective services worker or peace officer establish proper identification
- Child protective services worker or peace officer signs form JIH-ED
- Access to interview will be granted
- Personnel of the district shall cooperate with the investigating child protective services worker or peace officer.
- If a student is taken into temporary custody in accordance with A.R.S. 8-821, the child protective services worker or peace officer will notify the student's parent of the custody pursuant to A.R.S. 8-823.

Abuse or abandonment not alleged: If a peace officer enters the campus requesting to interview a student attending the school on an issue other than upon request of the school or for abuse or abandonment:

- School administrator shall be notified
- Peace officer establish proper identification
- Peace officer signs form JIH-EC
- The parent will be contacted unless, the officer directs that parents are not to be contacted because the interview is related to criminal activity of the parent(s)/guardian.
- The school official shall comply.
- If the parent consents, the parent is requested to be present or to authorize the interview in their absence within the school day of the request.
- Where an attempt is made and parent(s)/guardian could not be reached or did not consent within the school day request, the peace officer will then be requested to contact the parent(s) and make arrangements to question the student at another time and place.

Safety of Student Population is of Concern: If a peace officer enters the campus requesting to interview students at the request of school authorities due to concerns for the safety of the students in the school population, parent contact shall only be made if a student is taken into custody or following the determination that the student may be subject to discipline for a serious offense.

School Resource Officers (SRO) may interview students as necessary regarding school related issues as determined by school officials for the continued maintenance of safety and order. Parents will be contacted if the

student is to be taken into custody or if the student is subject to discipline for a serious offense.

Searches: School officials have the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety, and welfare of the student(s) exists.

Arrest: When a peace officer enters a campus providing a warrant or subpoena or expressing intent to take a student into custody, the office staff shall:

- Request the peace officer establish proper identification
- Complete and sign form JIH-EB
- School staff shall cooperate with the officer in locating the student within the school.
- Upon contact by parent, school officials may respond to parent inquiries about the arrest or may, if necessary, explain the relinquishment of custody by the school and location of the student, if known.

STUDENT DISCIPLINE

JK

This policy will apply to all students traveling to, attending, and returning from school and while visiting another school or at a school-sanctioned activity, or in any other situation in which the District may lawfully exercise its authority to discipline a student. When suspension or expulsion is involved, notice, hearing and appeal procedures shall conform to applicable legal requirements. Information concerning a student's disciplinary record will be held in the strictest confidence.

Temporary removal: Teachers are authorized to temporarily remove a student from a class to the principal or to a person designated by the school administrator, in accord with:

- A. Rules established for the referral of students
- B. The conditions of A.R.S. 15-841 when applicable

Threatened an Educational Institution A.R.S. 15-841 and 13-2911: A student who is determined to have threatened an educational institution shall be expelled from school for at least one (1) year except that the District may modify the expulsion for a pupil on a case-by-case basis and may reassign the pupil to an alternative education program if the pupil takes responsibility for the result of the threat.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS) AND BOYS TOWN:

Cartwright is committed to being proactive using **Positive Behavior Interventions and Supports (PBIS) and Boys Town's Well Managed Schools**. Staff are in the process of learning how to implement these programs and philosophies with ongoing training planned for the school year:

All schools will establish Positive Behavior Interventions and Supports (PBIS), a system that establishes behavioral supports and a culture that provides each

student what is needed to achieve social, emotional and academic success. The framework teaches school-wide expectations, which are clear and consistent throughout the school, including having a common language among the students and staff.

Boys Town's Well-Managed Schools is a student-centered model that provides educators practical, real-world skills they can use to manage and improve behavior, teach social skills, and improve school culture. It emphasizes preventing behavior problems, reinforcing positive behaviors, correcting problem behaviors and de-escalating emotionally intense situations.

Cartwright School District is a place where students, parents, and school personnel work together to create an atmosphere in which learning is promoted and encouraged.

STUDENT SUSPENSION

JKD

Due Process: Students in the district have certain rights. They also have the responsibility to respect the rights and property of others. If a student fails to do this, disciplinary action will follow. In disciplinary cases, each student is entitled to due process. This means students:

- Must be informed of accusations against them
- Must have the opportunity to accept or deny the accusations
- Must have explained to them the factual basis for the accusations
- Must have the opportunity to present their explanation of the situation if the accusation is denied.

If a student is suspended as the result of an investigation for a complaint filed pursuant to District Policies AC, JB, JII or JICK, the Superintendent, or his designee, shall send a generalized letter to the Complainant stating that a decision has been made regarding the suspension imposed as a result of the complaint. No other information may be shared with the Complainant, unless otherwise permitted in accordance with the requirement of the Family Educational Rights and Privacy Act ("FERPA") for the release of student personally identifiable information. The Complainant must be notified within ten (10) school days of the imposition of a suspension.

A student who has been suspended or expelled is not allowed on any property of the Cartwright School District 83 during the day or evening for any reason. If the student is found on any Cartwright School District 83 property, the student may be arrested for trespassing.

STUDENT VIOLENCE/HARASSMENT/INTIMIDATION/ BULLYING

JICK

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

Students are prohibited from engaging in behaviors that would constitute bullying and/or harassment on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, network forums or mailing lists.

A student who is experiencing bullying or harassment, or believes another student is experiencing bullying or harassment, is to report the situation to the principal or another school employee. A school employee who becomes aware of or suspects a student is being bullied or harassed shall immediately notify the school administrator. School personnel shall maintain confidentiality of the reported information.

The initial notification of an alleged incident may be provided verbally; however, in order to provide documentation for the investigation, the staff member taking the verbal report shall create a detailed written description of the incident and any other relevant information on form JICK-EA made available by the school and submitted to the principal within one (1) school day of the verbal report. School personnel shall maintain confidentiality of reported information. All reports of alleged bullying or harassment shall be investigated.

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

STUDENT VIOLENCE/HARASSMENT/ INTIMIDATION/BULLYING

JICK-EB

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

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

Bullying: Bullying may occur when an individual or group engages in any form of behavior or aggression that includes such acts as intimidation and/or harassment that

- has the effect of physically harming an individual, damaging an individual's property, or placing an individual in reasonable fear of harm or damage to property,

- is sufficiently severe, persistent or pervasive that the action, behavior, aggression, or threat creates an intimidating, threatening, hostile or abusive environment in the form of physical or emotional or psychological harm or distress,
- behavior, aggression or threat occurs repeatedly over time,
- occurs when there is a real or perceived imbalance of physical, emotional or psychological power or strength, or
- may constitute a violation of law.

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

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

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

Harassment: Harassment is behavior by an individual, or group that consists of systematic and/or continued unwanted and annoying actions, including threats and demands. Harassing conduct may take many forms, including verbal acts and name-calling; graphic and written statements, which may include use of cell phones, social-media or the Internet; or other conduct that may be physically threatening, harmful or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school. Harassment based on race, disability, sex, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance may violate an individual's civil rights when such harassment is sufficiently serious that it creates a hostile environment and such harassment is encouraged, tolerated, not adequately addressed or ignored.

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

Students are prohibited from engaging in behaviors that would constitute bullying and/or harassment on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

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

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

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

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

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

Law enforcement authorities shall be notified any time district officials have a reasonable belief that an incidence of bullying is a violation of the law.

DISCIPLINE PLAN/SCHOOL INCIDENTS

The following Discipline/Intervention Guidelines are provided to ensure consistency and interventions to our student management program.

Each incident will be reviewed individually to determine the level of severity.

Behavior Definition/Description (Attendance)	Interventions	Consequences
<p>Tardiness: Student intentionally arriving at school or class after the scheduled start time.</p> <p>Truancy: Student is intentionally/chronically absent or misses one or more classes which has not been excused by parent or guardian and confirmed by school personnel in accordance with school or district attendance policy.</p>	<p>Attendance/Tardiness: Advisory/Check In/Check Out</p> <p>Before – and/or after – school tutoring/makeup labs, Saturday school, lunch-time intervention.</p> <p>Attendance Contract</p> <p>Support Group, Skill-Based Intervention Group</p> <p>All interventions and contacts will be documented in some manner, so that the data is maintained at each site.</p>	<p>Detention (Lunch/After School) In-School Suspension (Chronic Cases) Not eligible for out of school suspension</p>
School Incidents		
Behavior Definition/Description (Inappropriate and Disruptive Conduct)	Interventions	Consequences
<p>Disorderly Conduct/Classroom Disruption: Engaging in behavior that causes an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming: noise</p>	<p>Staff-led Restorative Conference/Mediation</p> <p>Service Learning</p> <p>Support Group</p> <p>Behavior Contract</p>	<p>FIRST INCIDENT: Conference to Detention SECOND INCIDENT: Detention to In School Suspension THIRD INCIDENT: In School Suspension to 1 Day of Out of School Suspension FOURTH INCIDENT:</p>

<p>with materials; horseplay or roughhousing; or sustained out-of-seat behavior.</p> <p>Defiance: Disobeying the reasonable inquiries and directions of teachers, administrators, and other District employees; engaging in refusal to follow directions, talking back, or delivering socially rude interactions.</p> <p>Disrespect: Student delivers socially rude or dismissive messages to adults or students.</p> <p>Negative Group Affiliation: A student or group of students demonstrating and associating with other, individually or collectively as having antisocial behavior or from their joint efforts engaging in criminal behavior unbecoming to the education setting</p>	<p>Skill-building Intervention Group</p>	<p>Up to 3 Days of Out of School Suspension FIFTH INCIDENT: 3 Days of Out of School Suspension</p>
<p>Behavior Definition/Description (Technology)</p>	<p>Interventions</p>	<p>Consequences</p>
<p>Technology, improper use: Improperly using technology (school and/or personal devices), network infraction, telecommunication device or any other technology may include, but is not limited to, any of the following:</p> <ul style="list-style-type: none"> Using a school computer in any way to gain access to or 	<p>Service Learning</p> <p>Behavior Contract</p> <p>Student/Parent Agreement</p> <p>Skill-building Intervention Group</p>	<p>Restitution Detention In School Suspension Temporary loss of privileges When appropriate refer to other aspects of the matrix.</p>

<p>distribute obscene materials.</p> <ul style="list-style-type: none"> ● Allowing obscene material to remain on computer system without immediate notification to appropriate school personnel. ● Providing or using another student’s computer identification number and password. ● Inappropriately using a school computer identification number and password while off school premises. ● Entering into school’s computer directories, files or programs without written authorization from appropriate school personnel. <p>Copying computer software from the school’s computer system.</p>		
--	--	--

Property Incidents

Behavior Definition/Description (Trespassing and Vandalism)	Interventions	Consequences
<p>Trespassing/Unauthorized Visit: The act of a student who is present on a school campus without authorization. In addition, a student shall not be present on any other school campus without administrator approval except to attend appropriate extracurricular or public events.</p>	<p>Staff-led Restorative Conference/Mediation</p> <p>Service Learning</p> <p>Support Group</p> <p>Behavior Contract</p> <p>Skill-building Intervention Group</p> <p>Student/Parent Agreement</p>	<p>Restitution</p> <p>Detention</p> <p>In School Suspension</p> <p>Notification to Law Enforcement when Appropriate</p> <p>Up to 3 days of Out of School Suspension (for severe/chronic incidents)</p>

<p>Graffiti/Tagging: Writing on walls, drawings or words that are scratched, painted, or sprayed on walls or other surfaces in public places</p> <p>Vandalism/Destroying Property: Defacing or damaging property of another person or tampering with property of another person so as to substantially impair its function or value</p>		
<p>Behavior Definition/Description (Theft and Burglary)</p>	<p>Interventions</p>	<p>Consequences</p>
<p>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 or her possessions</p>	<p>Staff-led Re-entry Conference/Mediation</p> <p>Service Learning</p> <p>Skill-building Intervention Group</p>	<p>Things to be considered when assigning consequences:</p> <ul style="list-style-type: none"> ● Value of item ● Age or developmental level of student ● Previous incidents with same student <p>Restitution or suitable arrangements Detention In School Suspension Off-Campus Suspension from 1 to 5 days based on situation (Greater accountability for 4th grade and above) Notification to Law Enforcement as appropriate</p>

Alcohol and Drugs		
Behavior Definition/Description (Tobacco, Paraphernalia, Over-the Counter)	Interventions	Consequences
Tobacco: Student in possession of or is using tobacco.	Behavior Contract Skill-building Intervention Group	Skill-building in-school suspension up to three (3) days. Notification to Law Enforcement as appropriate
Drugs: Use or possession of illegal drugs, narcotics, controlled substances, “lookalikes” of such substances, or use of any other substance for the purpose of intoxication (includes vaping for tobacco and marijuana wax pens) in or before school or a school-related function. Alcohol: Use or possession of alcohol in school or at, before, or after a school related function.	Substance assessment to determine the most appropriate intervention based on severity of use Student must provide evidence of treatment completed by an approved agency/district developed course within a designated time frame Behavior Contract Support Group Student/Parent Agreement Skill-building Intervention Group Referral to Community Agency	FIRST INCIDENT: 5 Days of Suspension SECOND INCIDENT: 10 Days of Suspension THIRD INCIDENT: Refer to Long Term Suspension Notification to Law Enforcement as appropriate
Bullying		
Behavior Definition/Description (Bullying)	Interventions	Consequences
Bullying: Repeated acts over time that involve a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical in form (e.g. pushing, hitting, kicking, spitting, stealing); verbal (e.g., social exclusion spreading rumors,	Staff-led Restorative Conference/Mediation Support Group Staff-led Re-entry Conference/Mediation Behavior Contract Skill-building Intervention Group Individual Counseling/Intervention	Things to be considered when assigning consequences: <ul style="list-style-type: none"> ● Age or developmental level of student ● Previous incidents with same student FIRST INCIDENT:

<p>manipulating social relationships). This includes cyber bullying: the act of bullying committed via online platforms and mediums - specifically when it impacts the educational setting.</p>		<p>Conference to Detention (Varies by age) SECOND INCIDENT: In School Suspension to 1 Day of Out of School Suspension THIRD INCIDENT: Up to 3 Days of Out of School Suspension FOURTH INCIDENT: 3 Days of Out of School Suspension Other Options: Temporary loss of privileges Possible transfer from class Notification to Law Enforcement as appropriate</p>
---	--	--

Harassment, Threat or Intimidation:

Behavior Definition/Description (Harassment and Intimidation)	Interventions	Consequences
<p>Harassment: Intentional behavior by a student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name-calling, unwanted physical contact and un-welcomed verbal or written comments, photographs and graphics. Harassment may be related to race, religion, sexual orientation, gender expression, gender identity, cultural background, economic status, size or</p>	<p>Staff-led Restorative Conference/Mediation Mandated Intervention Group Support Group Staff-led Re-entry Conference/Mediation Behavior Contract Skill-building Intervention Group Individual Counseling/Intervention Referral to Community</p>	<p>Things to be considered when assigning consequences:</p> <ul style="list-style-type: none"> ● Age or developmental level of student ● Previous incidents with same student <p>FIRST INCIDENT: Conference to Detention (Varies by age) SECOND INCIDENT:</p>

<p>personal appearance. Harassing behaviors can be direct or indirect and by use of social media.</p> <p>Threat: A threat occurs when a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property.</p> <p>Intimidation: Intentional behavior by a student or group of students in fear of harm or personal property. (Intimidation can be manifested emotionally or physically, either directly or indirectly and by use of social media)</p>	<p>Agency</p>	<p>In School Suspension to 1 Day of Out of School Suspension THIRD INCIDENT: Up to 3 Days of Out of School Suspension FOURTH INCIDENT: 3 Days of Out of School Suspension Other Options: Temporary loss of privileges Possible transfer from class Notification to Law Enforcement as appropriate</p>
<p>Behavior Definition/Description (Sexual Harassment)</p>	<p>Interventions</p>	<p>Consequences</p>
<p>Sexual Harassment: Unwelcome conduct of a sexual nature that denies or limits a student’s ability to participate in or to receive benefits, services, or opportunities in the school’s program. It can include unwelcome sexual advances, requests for sexual favors and verbal or physical conduct of a sexual nature. Sexual harassment may include, but is not limited to touching, pinching, grabbing, impeding or blocking movement, and lewd gestures, continuing to express sexual interest after</p>	<p>Assessment to determine the most appropriate intervention based on student needs</p> <p>Staff-led Restoration</p> <p>No-Contact Student Contract</p> <p>Skill building Intervention Group</p> <p>Referral to Community Agency</p>	<p>Things to be considered when assigning consequences:</p> <ul style="list-style-type: none"> ● Age or developmental level of student ● Previous incidents with same student ● Circumstances surrounding the motivations that caused incident <p><u>K-5:</u> FIRST INCIDENT: Up to 3 Days of Out of School Suspension SECOND INCIDENT:</p>

<p>being informed that the interest is unwelcome.</p>		<p>Up to 5 Days of Out of School Suspension THIRD INCIDENT: Up to 10 Days of Out of School Suspension</p> <p>Grades 6-8: FIRST INCIDENT: 3 to 5 Days of Out-of-School Suspension SECOND INCIDENT: 10 Days of Out-of-School Suspension ANY ADDITIONAL INCIDENTS: Refer to Long Term Suspension Notification to Law Enforcement as appropriate</p>
---	--	--

Aggression | Assault | Aggravated Assault

Behavior Definition/Description (Disruption and Aggression)	Interventions	Consequences
<p>Verbal Provocation: To urge; provoke, spur on; use gestures or language including rumors that may incite another student to fight.</p>	<p>Staff-led Restorative Conference/Mediation</p> <p>Staff-led Re-entry Conference/Mediation</p> <p>Behavior Contract</p> <p>Skill-building Intervention Group</p>	<p>In-School Suspension for up to three (3) days.</p> <p>Off-Campus Suspension for up to two (2) days.</p>
<p>Behavior Definition/Description (Disruption and Aggression)</p>	<p>Interventions</p>	<p>Consequences</p>
<p>Fighting: Mutual participation in an incident involving physical violence, where there is no major injury. Verbal confrontation</p>	<p>Staff-led Re-entry</p> <p>Restorative Conference/Mediation</p>	<p>Things to be considered when assigning consequences:</p>

<p>alone does not constitute fighting.</p> <p>Assault: Intentionally, knowingly, or recklessly causing physical injury to another person, or Intentionally placing another person in reasonable apprehension of imminent physical injury, or knowingly touching another person with intent to injure, insult, or provoke such a person.</p>	<p>Safety Plan/Behavior Contract</p> <p>Skill-building Intervention Group</p>	<ul style="list-style-type: none"> ● Age or developmental level of student ● Previous incidents with same student ● Circumstances surrounding the motivations that caused incident <p><u>K-5:</u> FIRST INCIDENT: Up to 3 Days of Out of School Suspension SECOND INCIDENT: Up to 5 Days of Out of School Suspension THIRD INCIDENT: Up to 10 Days of Out of School Suspension</p> <p><u>Grades 6-8:</u> FIRST INCIDENT: 3 to 5 Days of Out-of-School Suspension SECOND INCIDENT: 10 Days of Out-of-School Suspension ANY ADDITIONAL INCIDENTS: Refer to Long Term Suspension Notification to Law Enforcement as appropriate</p>
<p>Behavior Definition/Description (Endangerment)</p>	<p>Interventions</p>	<p>Consequences</p>
<p>Endangerment: Recklessly or intentionally endangering another person with a substantial risk of imminent death or physical injury.</p>	<p>Staff-led Re-entry</p> <p>Conference/Mediation</p> <p>Safety Plan/Behavior Contract</p> <p>Referral to Community Agency</p>	<p>Off-Campus Suspension thru the end of the semester or up to one (1) school year.</p> <p>Referral to an Alternative Educational Program</p> <p>As appropriate, notification to Law Enforcement if the</p>

	Referral to Counseling Services	assault meets the definition for aggravated assault
Weapons Dangerous Items Threats		
Behavior Definition/Description (Dangerous Items)	Interventions	Consequences
Weapons: Student is in possession of knives (> 6 in., < 6 in.) and guns (real or look alike), or other objects readily capable of causing bodily harm.	Threat Assessment Staff-led Re-entry Conference/Mediation Safety Plan/Behavior Contract	Things to be considered when assigning consequences: <ul style="list-style-type: none"> ● Age of student ● Intent ● Type of weapon brought to school Up to Long Term Suspension Notification to Law Enforcement as appropriate
Behavior Definition/Description (Dangerous Items)	Interventions	Consequences
Arson: Student plans and/or participates in malicious burning of property.	Mandatory Staff-led Re-entry Mandatory Fire Prevention Program Threat Assessment/Safety Plan	Up to Long Term Suspension Notification to Law Enforcement

REMOVAL OF STUDENTS FROM SCHOOL-SPONSORED ACTIVITIES

(THREATEN / INTERFERE WITH AN EDUCATIONAL INSTITUTION)

Safe schools are a priority to the district. Safety and security are the essential elements of an effective learning environment and central to student achievement and academic success. Clear and consistent expectations for appropriate behavior contribute to a peaceful, caring student culture and help establish a safe learning environment. Students need to be held accountable for misconduct, especially behaviors that threaten the safety and security of students and staff members.

Consistent with A.R.S. § 15-841 (H), a student who is determined by the administration to have threatened an educational institution shall be

recommended to the Governing Board for expulsion for at least one (1) year except that the administration may modify this expulsion recommendation requirement for a student on a case-by-case basis, in the sole discretion of the administration, if the student agrees to participate in the mediation, community service, restitution, or other program(s) established by the administration in which the student takes responsibility for the threat and for the results of the threat. In lieu of an expulsion recommendation, the administration may reassign a student who is subject to expulsion to an alternative education program if the student agrees to participate in mediation, community service, restitution, and/or other program(s) established by the administration in which the parent or guardian takes responsibility with the student for the threat and the result of the threat. This policy shall be construed consistently with the requirements of the Individuals With Disabilities Act (20 U.S. Code Sections 1400-1420).

For the purposes of this policy, threatened an educational institution, means to interfere with or disrupt an educational institution by engaging in any one (1) or more of the following, but not limited to:

- Threatening to cause physical injury to any employee of an educational institution or any person attending an educational institution;
- Threatening to cause damage to any educational institution, the property of any educational institution, the property of any employee of an educational institution, or the property of any person attending an educational institution;
- Going on or remaining on the property of any educational institution for the purpose of interfering with or disrupting the lawful use of the property or in any manner as to deny or interfere with the lawful use of the property by others;
- Refusing to obey a lawful order to leave the property of an educational institution.

Any one (1) or more of the following categories of offenses may fall within and be included with the general category of threatened an educational institution depending upon the circumstances of each individual case:

- Insubordination: refusal to follow a reasonable request of a staff member.
- Possession or use of articles that disrupt the educational process.
- Involvement in a potential disturbance on or in the vicinity of a campus.
- Physical abuse of another person.
- Theft/vandalism.
- Intimidation or verbal abuse of, or threatening a staff member.
- Physical assault of a student
- Criminal involvement in an off-campus offense indicating that the offender is likely to pose a threat to the safety or welfare of students or staff members, or impair the normal educational process or educational climate.
- Endangering health, welfare, or safety of others; any act that disrupts the normal educational process.
- Sexual harassment.

- Possession of a dangerous instrument capable of intimidating or inflicting bodily harm to another person.
- Physical assault of a staff member.
- Gang activity.
- Possession of a weapon.
- Possession and/or use of explosive devices other than fireworks.
- Use of a dangerous instrument resulting in the inflicting of bodily harm on another person.
- Extortion

The District is required by law to report to local law enforcement any suspected crimes against persons or property and incidents that could potentially threaten the safety or security of students, teachers, and/or administrators. If violations of this nature occur, school officials will notify the police and student's parents/guardians.

Any actions taken by law enforcement officials will be in addition to the action taken by the school.

LEGAL REF.: A.R.S. § 13-2911, 15-341, 15-841.

Citations: JICI - Weapons in Schools
JIC - Student Conduct
JKDA - Removal of Students from School-Sponsored Activities

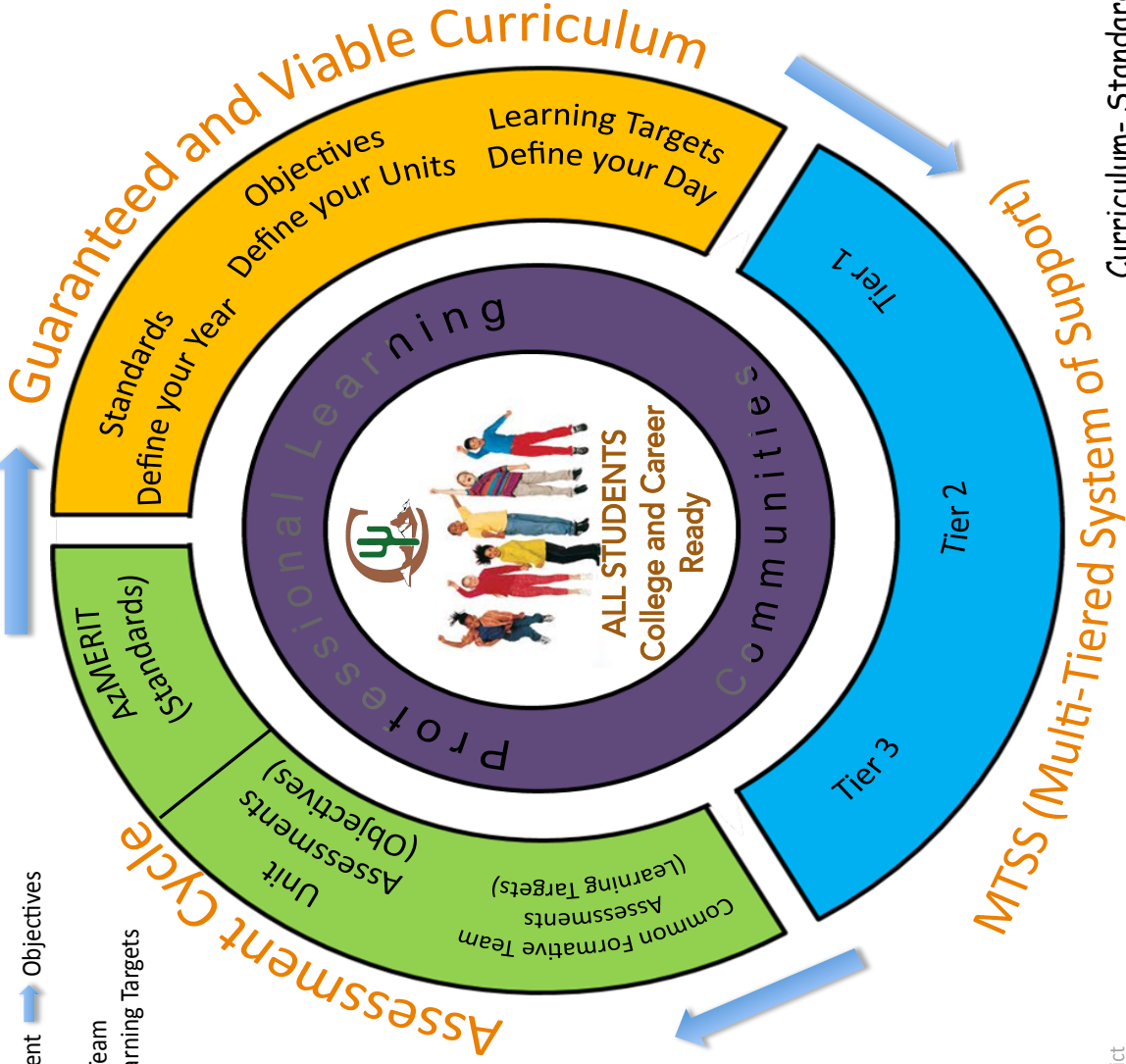
I N I T I A T I V E C I R C L E

District Goal #1- Expand Academic Achievement

AzMERIT → State Standards

District Unit Assessment → Objectives

Common Formative Team Assessments → Learning Targets (Developed at site)



V I S I B L E L E A R N I N G

Curriculum- Standards, Targets, Instruction, Assessment

SPECIAL INSTRUCTIONAL PROGRAMS

IHB

Child Find: Cartwright School District 83 offers comprehensive special education services to eligible students ages three (3) through 21 years and to children from birth through age 21 years who have a suspected disability. Children from birth to age three with other disabilities will be referred to appropriate agencies for services. All referrals are considered confidential, and services are provided at no cost. The parent/legal guardian, or surrogate parent retains the right to refuse services and are provided other procedural safeguards under federal and state law.

A full individual evaluation encompassing existing and additional data shall be conducted for each child to determine if the child is a child with a disability and the educational needs of the child before the initial provision of special education and related services. A re-evaluation of each child shall be conducted at least every third year.

SPECIAL INSTRUCTIONAL PROGRAMS AND ACCOMODATIONS FOR DISABLED STUDENTS

IHBA

Section 504 – Rehabilitation Act of 1973: It is the responsibility of the district to identify and evaluate students who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services or programs so that students may receive the required free appropriate education.

For this policy, a student who may need special services or programs within the intent of Section 504 is one who:

- Has a physical or mental impairment that substantially limits one (1) or more major life activities, including learning; or
- Has a record of such impairment; or
- Is regarded as having such impairment

Students may be eligible for services under the provision of this section even though they do not require services pursuant to the Individuals with Disabilities in Education Act (IDEA). Students who are identified as individuals with exceptional needs, according to IDEA criteria, are not addressed under this policy. The needs of such students are provided for under Policy IHB – Special Instructional Programs, and its regulations and under state and federal laws and regulations.

ENGLISH LANGUAGE EDUCATION

Cartwright School District 83 believes all students have a right to the opportunity of developing a full command of the English language. English Learners (ELs) shall be educated through Structured English Immersion (SEI).

Structured English Immersion (SEI)

SEI is an English language acquisition process for children in which all classroom instruction is in English, with the curriculum and presentation designed for children who are learning the language. Books and instructional materials are in English and the class is taught in English, as per A.R.S. 17-751 and 15-756.01, for a minimum of four (4) hours a day.

The goal of the program is to prepare English Learners to learn in English, and develop the ability to speak, read and write in English. Instruction will be provided by a teacher trained in SEI, and/or endorsed in bilingual education or English as a Second Language (ESL).

Student Placement:

The Every Student Succeeds Act (ESSA) of 2015 reauthorizes the 50-year old Elementary and Secondary Education Act (ESEA), the nation's national education law and longstanding commitment to equal opportunity for all students. A previous version of the law, the No Child Left Behind (NCLB) Act was enacted in 2002. NCLB mandated an annual assessment of English proficiency of all students with limited English proficiency in schools served by the State educational agency.

The Arizona English Language Learners Assessment (AZELLA) assesses English language proficiency in areas such as:

- Listening, writing conventions and reading using multiple-choice items
- Writing, using an open-ended direct writing assessment and
- Speaking using a performance test

Program Reclassification: Once an EL student meets the program exit criteria, the student may be reclassified as Fluent English Proficient (FEP) and transferred to an English language mainstream classroom. Parents will be notified when their child has been reclassified as FEP. Reclassified students will be evaluated for two (2) years on their academic performance.

PROMOTION AND RETENTION OF STUDENTS

IKE & IKE-RA

Year to year promotion of a student in grades one (1) through eight (8) will be based upon standards for each basic subject area as identified in the course of study. The district standards that students must achieve shall include accomplishment of the standards in reading, written communication, mathematics, science and social studies, Physical Education/Health, and Arts adopted by the State Board of Education.

Promotion of a student from grade three (3) shall be conditioned on the satisfaction for the applicable competency requirements prescribed by A.R.S. 15-701 Move on When Reading (MOWR) and depicted in Policy Regulation IKE-RB. A.R.S. 15-701 requires schools to retain 3rd grade students who attain a "falls far below" designation on the 3rd grade state reading assessment. The law provides exemptions to certain circumstances:

- Students who have disabilities in reading or language

- English Language learners or Limited English Proficient students who have received less than two (2) years of English instruction.

In addition to these standards, test scores, grades, teacher-principal recommendations, and other pertinent data will be used to determine promotion.

Retention of a student is a process. When circumstances indicate that retention is in the best interest of the student, the student will have individual consideration, and decisions will be made only after a careful study of facts relating to all phases of the student's growth and development.

Special Education: Students who do not meet regular promotion requirements must meet the course of study and promotion requirements for special education under the guidance of A.A.C. R7-2-401. The programs for such student may include adaptations.

Students placed in special education programs will complete the course of study as prescribed in their individual promotion plans and implemented through their Individual Education Program (IEP).

Procedure for Retention: At the earliest parent conference if not sooner, this information must be shared with the parents and recorded in the student's cumulative folder. Parent conferences will be held to inform parents of the concern and to involve them in the process. Teacher and parent will discuss ways to assist the student attaining expected achievement levels. No decision for retention shall be made without parent involvement and student counseling. The final recommendation to retain should be made by the teacher.

Appeal of Decision to Promote, Retain, Pass or Fail a Pupil: Pursuant to Arizona Revised Statutes, a parent or student may appeal to the Board for reconsideration on any placement decision. The parent or student has the burden of proof to overturn the decision of the teacher to promote, retain, pass or fail the pupil.

PARTICIPATION IN EIGHTH GRADE PROMOTION CEREMONY AND ACTIVITIES

All activities are a privilege and may be revoked for students whose behaviors are disruptive to the educational process or the activity itself.

- All outstanding obligations should be paid or a student will not receive tickets for the ceremony. This includes but is not limited to textbooks, library books, athletic uniforms; cafeteria money and/or fees to cover lost or damaged books.
- Students are encouraged to dress appropriately for all promotion activities. Semi-formal outfits are not expected or encouraged. Student's safety is first.

- If you are not certain if the outfit is appropriate, please check with the administration. Any student not dressed appropriately at promotion will be expected to change their attire in order to participate.

Students who are not permitted to participate in the promotion ceremony may pick-up their promotion certificate in the school office. Please be aware that we do not keep copies of promotion certificates.

For more information regarding the 8th grade promotion ceremony please go to pages 50-51 in the forms section.

STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES **JII**

Students may present a complaint or grievance regarding a violation of the student's constitutional rights, denial of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities. Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability. Concern for the student's personal safety.

The accusation must be made within thirty(30) calendar days of the time the student knew or should have known that there were grounds for the complaint or grievance. The initial complaint or grievance should be made using form JII-EA; however, a verbal complaint or grievances may be made to any school staff member. The receiving staff member shall inform an administrator of the complaint or grievance within five (5) working days of when the receiving staff member received the verbal complaint or grievance.

The person filing the complaint or grievance may appeal the decision of the investigator by writing to the Governing Board within fifteen (15) working days of receiving the investigator's decision. The Governing Board shall not consider any new documentation or evidence not included in the original investigation upon appeal.

Middle school students shall file complaints on their own behalf. A parent or guardian may initiate a complaint process on behalf of an elementary school student.

PUBLIC CONCERNS AND COMPLAINTS **KE-R**

When a complaint is made, it will be referred to the school administration for study and resolution if possible. The administration will courteously receive complaints using form KE-E and will take steps to make proper replies to complainants.

The following procedures are intended to assist in its resolution:

1. If the matter relates to a student, and it is appropriate, talk with the student's teacher first.

2. If a resolution cannot be accomplished at the school level, either party may refer the matter to the Assistant Superintendent for Administrative Services.
3. When a complaint is made directly to the Board as a whole or to a board member as an individual, it will be redirected to the school administration for study and resolution if possible.

All concerns/complaints shall be reported on form KE-E. Forms are available in the school office and in the forms section of this handbook.

STUDENT RECORDS

JR-EB

Directory Information: Under the Family Educational Rights and Privacy Act (FERPA), a student's name, address, telephone number, date and place of birth, e-mail, grade level, dates of attendance etc., is considered "directory information" and may be released to anyone, including the media, colleges and universities, and the military without your prior written consent.

If you do not want any or all "directory information" about your son/daughter to be released to any person or organization without your prior signed and dated written consent, you must notify the district in writing. Forms JR-EB are available at your school and in this handbook, should you wish to not share information about your son/daughter.

REPORTING CHILD ABUSE/CHILD PROTECTION

JLF

Any school personnel or any other person who reasonably believes that a minor is or has been the victim of physical injury, child abuse or neglect that appears to have been inflicted upon the minor by other than an accidental means or that is not explained by the available medical history as being accidental in nature or who reasonably believes there has been a denial or deprivation of necessary medical treatment or surgical care or nourishment with the intent to cause or allow the death of an infant who is protected under A.R.S. 36-2281 shall immediately report or cause reports to be made of such information to a peace officer or to the Child Protective Services (CPS) of the Department of Economic Security, except if the report concerns a person who does not have care, custody or control of the minor, the report shall be made to a peace officer only. Such reports shall be made immediately either electronically or by telephone.

FOOD SERVICES

Meal Program

Menus are available upon request at your school's office, on our website at www.csd83.org our app or by scanning our QRC code below.



Nutritional meals are available AT NO CHARGE for all children attending the Cartwright School District. All meals are federally funded through the United States Department of Agriculture's Child Nutrition Programs. All schools offer free breakfast and lunch to students. Many schools offer, "Breakfast in the Classroom," and/or free dinner after school to students. Please check with the school office on these additional programs.

Under federal law, adults may not consume food from a student's plate. Family members are welcome to enjoy meals with their children for a minimal charge. Visitors must sign in at the school office and receive a visitor's badge prior to proceeding to the cafeteria.

Please let your school cafeteria manager know about any special diet restrictions your child may have so they may be accommodated.

The goal of the district is to ensure that students are offered fruits and vegetables daily, as well as fat-free or low-fat milk, whole grains, age-appropriate portion sizes, and limited saturated fats, trans fats and sodium. Students must take a fruit or vegetable with all meals. Three nutritional entrée choices are offered daily for lunch and vegetarian choices are always available.

The district also provides a free summer meals program for children. Information regarding dates, times and specific locations will be distributed at the end of each school year.

<p>Download our FREE app today</p> <p>School menus on your smartphone</p> <p>Helpful info about what's being served at school.</p>  <p>Download our app today: search for "Nutrislice"</p> <p>Available on the App Store</p> <p>ANDROID APP ON Google play</p>	
--	--

TRANSPORTATION:

Cartwright School District Bus Rider's Responsibilities:

Please remember that riding a bus is a privilege and not a right nor a statutory requirement. The safety of the students and the transportation staff is a top priority. It is for this reason that students are expected to follow all school and bus rules whether at the bus stop or on the bus itself. All Cartwright School District staff have the authority to enforce rules and regulations both on and off the bus.

All riders must help to make the bus ride safe for all students. Unfortunately, if they do not, their privilege to ride the bus will be suspended and/or revoked for the safety of all concerned.

Tips for safe school bus riding

1. Follow the bus driver's instructions the first time given.
2. Be at the bus stop 5 minutes before and stay at least 5 minutes after your stop time.
3. Line up in single line at the side of the road, no pushing or shoving.
4. Sit on your seat, not on knees or your backpack.
5. All items need to be inside the backpack, no loose items.
6. If there is a problem on the bus tell the driver once the bus comes to a stop.

Student Expectations

- Follow the driver's instructions the first time given.
- Remain seated and in your assigned seat while the bus is in motion and until it comes to a complete stop.
- Save snacks and food for later.
- Use an inside voice.
- Keep hands, feet and other items to yourself on the bus.

Bus Assignment & Stops

- All students must ride to school and home on their regularly assigned bus.
- Any point of pick-up or departure different from home must be approved by the administration.
- Drivers will not transport any person not regularly assigned to the bus without prior authorization.

BUS SAFETY POLICY

EEAE-EA

Procedures followed upon student misbehavior on school bus:

- When a student misbehaves on a bus for the first time, the driver will explain to the offender the necessity for good behavior.
- If, after talks and warning, the rider continues to violate the rules, the driver will inform the student that the rule violation will be reported to the principal. This report will include the use of a written form that lists the offense and the action taken by the principal.
- Upon receiving the complaint and discussing it with the driver, the principal will then call the student to the office and warn the student that the parents must be notified that the student will be put off the bus if misbehavior reoccurs.
- If poor conduct continues, the driver will again report the incident to the principal. After discussion it will be decided whether to take the bus-riding privilege away from the student, and, if so, for how long.
- When a student is not allowed transportation by school bus, the principal will inform the parents of the penalty, the reason for it, and how long the penalty will last. In such cases, the parents become responsible for seeing that their child gets to and from school safely.
- A student who is put off one (1) bus will be refused transportation by all drivers for the specified period of time.

BUS RIDING DISCIPLINE

The Transportation Administration reserves the right to modify or deviate from this at any time. Depending on the severity of the infraction, any of the mentioned consequences may be used at any time.

Severe Safety Violations

- Insubordination/disrespect to the driver
- Flagrant disregard for safety of others
- Damage to seats, windows or bus

The above conduct may result in possible loss of transportation

Violent Acts, Sexual Harassment, & Bullying

Will be processed in accordance with Cartwright School Board Policy and may include both out of school suspension and loss of bus privileges.

Special Notes

- Last day of school – A referral will result in a two-week suspension from bus privileges the following year.
- Summer School – 1 referral will result in loss of summer bus privileges.

Afterschool, Detention, Activities and Sports' Routes

One referral on any afterschool route will result in a suspension of bus privileges.

Students suspended from their regular bus may not ride Cartwright School District buses including late activity buses until their suspension has been served.

Bus Referral Process

Transportation has a Bus Referral that is written by the driver and submitted to the Director of Transportation. The bus referral is then forwarded to the student's school to be processed. It is the responsibility of the school administrator to communicate to the parent regarding the bus referral.

FORMS



CARTWRIGHT SCHOOL DISTRICT NO. 83

5220 W. Indian School Rd.

Phoenix, AZ 85031

(623) 691-4000

www.csd83.org

Learning for all. Every child, every school, every day.

STUDENT AND PARENT ELECTRONIC INFORMATION SERVICES AGREEMENT

Please read this document carefully. When the signature page of the Student/Parent Handbook is signed by you and your parent or guardian, this becomes an agreement between you and the Cartwright School District. Your signature indicates that you agree to abide by the conditions and guidelines established herein. This agreement is in compliance with Board Policy IJNDB.

Parents/guardians are advised that those sites known to be inappropriate will be blocked so that they cannot be accessed. However, it is impossible to restrict access to all inappropriate sites because new ones are added every day. Parents/guardians are also advised that all computers in Cartwright District may be monitored for inappropriate use.

Personal Responsibility. I will accept personal responsibility for reporting misuse of the Information Services. Misuse can come in many forms. It can include, but is not limited to, sending or receiving material that exhibits or promotes pornography or violence, unethical or illegal behavior, racism, sexism, or inappropriate language, or constitutes a violation of the law, or Board Policy. I will agree to never be with someone I do not know. I will inform my parents or school personnel if any attempt is made to do so.

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

- Use computers and information services for educational purposes only.
- not submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, threatening, sexually oriented, racially offensive, or illegal material.
- Abide by all copyright and trademark laws and regulations.
- Not reveal home addresses or personal phone numbers or personally identifiable data.
- Not attempt to harm, modify, add or destroy hardware or software nor will I interfere with system security.
- Not use chat rooms, interactive games, e-mail, or credit card purchases.

Consequences: Infractions of the provisions set forth in this agreement may result in suspension or termination of access privileges and/or appropriate disciplinary action, up to and including expulsion.

Student, your signature on the last page of the Student/Parent Handbook signifies compliance with this agreement.

Parental Agreement: As the parent or guardian of this student, I have read this agreement and discussed it with my child. I understand that the Internet access is designed for educational purposes only and that students are required to refrain from sending or receiving illegal or offensive material. I hereby give permission for my child to have access to the Internet at Cartwright School District.

Parent, your signature on signature page of the Student/Parent Handbook signifies compliance with this agreement.

**STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES
COMPLAINT FORM**

(To be filed with a school administrator or the administrator's immediate supervisor, or a school staff member who will forward this form to the school administrator or the administrator's immediate supervisor)

Additional pages may be attached if more space is needed.

Please print:

Name _____ Date _____

Address: _____

Telephone _____ Another phone where you can be reached: _____

During the hours of _____

E-mail address _____

I wish to complain against:

Name of person, school (department), program, or activity _____

Address _____

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. Be sure to note all relevant dates, times, and places.

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

Name	Address	Telephone Number

The projected solution

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

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

Signature of Complainant

Date Signed

Administrator or professional staff member
receiving initial complaint

Date initial complaint received

The investigator shall give one (1) copy to the complainant and retain one (1) copy for the file.

Identification of other witnesses or persons with information about concern:

The Projected Solution

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

Signature of complainant

Date

The administration shall give one (1) copy to the complainant and shall retain one (1) copy for the file.

A written addendum may be attached when all information pertinent to this exhibit has been addressed by the complainant.

PARTICIPATION IN EIGHTH GRADE PROMOTION CEREMONY AND ACTIVITIES

Dear 8th grade Families,

It has been a great start to the 2018-19 school year planning and preparing for eighth grade promotion that will soon be under way. There are several important dates and events you will need to be aware of during the coming months. Because we want every 8th grade student to participate in all end of the year events, including our promotion ceremony, we are asking that you read this letter with your child to ensure they are able to attend and walk during the ceremony.

Please mark your calendars with the important dates cited and be aware of more information to follow from the Administration and 8th grade teaching staff.

Promotion Ceremony: Dates to be determined

Time and Schedule of each of your promotional times: To be determined

Please read and encourage your child to adhere to the following guidelines for this important ceremony.

- Girls are expected to dress appropriately if not wearing their uniform. Appropriate attire includes dresses (no formal gowns) or blouses and skirts. Spaghetti straps, halter tops, strapless tops, or racer back tops are not allowed. If straps are part of the blouse or dress, straps must be 1.5 inches or wider with no bra straps showing and torso cannot be exposed.
- Boys are expected to wear either their school uniform, or long appropriately fitted dress pants, collared shirts (dress or polo). Shirts are to be tucked in. Ties are not required. Dress shoes with socks are expected if possible. No jeans, hats or tuxedos will be permitted.
- Any student not dressed appropriately at promotion will be expected to change attire in order to participate. If you have questions prior to the day of the ceremony, please consult the administration.
- Promotion is a privilege. Students who engage in behaviors that interfere with the educational process may be refused participation in the ceremony. Students who are not permitted to attend will be provided with their promotion certificate the following day, in the school office.
- **Student Expectations**

In order to be able to participate in any of the special 8th grade end of the year activities, students will be held to high expectations.

1. Students must meet all 8th grade standard based reporting criteria. Eligibility will be checked before each 8th grade activity. Students are encouraged to take part in all tutoring/interventions provided by the staff.
2. We are confident that all students can choose to make positive choices for their success. We look forward to the participation of all 8th grade students in the planned activities. They must demonstrate appropriate

- behaviors in all classes and show respect for their teachers, for one another and for themselves. Our goal is student success.
3. Student participation in the 8th grade promotion ceremony and related activities will be denied if a student is serving a suspension from school.

- **Students, parents/ guests**

In order to provide a positive and safe environment, please adhere to the following guidelines for promotion.

1. Food or drink should not be brought into the buildings.
2. Bouquets of balloons should not be brought to the promotion. These may be left at the front office and retrieved after the ceremony.

The 8th grade teachers and administration will thoroughly discuss the contents of this letter with their students. We thank you in advance for reviewing this information with your child and encouraging them to have a productive and successful end of the year.

As new details are confirmed, we will send additional information home. Please do not hesitate to call or email the 8th grade teachers/administration with any additional concerns/questions you may have.

Respectfully,

School Administration

I have read the above and understand the expectations for 8th grade promotion/activities.

Student Signature/Date

Parent Signature/Date

STUDENT RECORDS**REQUEST TO PREVENT DISCLOSURE OF
DIRECTORY INFORMATION**

Under the Family Educational Rights and Privacy Act (FERPA), the following information is considered "directory information" and may be released to anyone, including the media, colleges and universities, and the military without your prior written consent.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent.

- Directory information includes:
- The student's name
- The student's address
- The student's telephone
- The student's photograph
- The student's date and place of birth
- The student's electronic mail address
- The student's enrollment status
- The student's dates of attendance
- The student's grade level
- The student's most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor know or possessed only by the authorized user.

If you do not want any or all of the designated "directory information" about your son/daughter to be released to any person or organization without your prior signed and dated written consent, you must notify the District in writing.

The request to prevent disclosure of directory information will be honored for the current school year unless specifically revoked in writing. Continuing

students must complete a new non-disclosure form each school year. Submission of this form will not affect directory information already published or released. If the school district does not receive this form from you, it will be assumed that your permission is given to release your son's/daughter's designated directory information.

By signing this form, I am informing the Cartwright School District #83 that I do not consent to the release of the above directory information about the student named below, to any person or organization without my prior written consent or as authorized by law.

Please Print:

Student's Name: _____ Student ID#: _____

Parent/Guardian's Name: _____

Home address: _____

Home Phone: _____ Cellular Phone: _____

Parent/Guardian Signature _____ Date _____



CARTWRIGHT SCHOOL DISTRICT NO. 83

5220 W. Indian School Rd. Phoenix, AZ 85031 (623) 691-4000 www.csd83.org

Learning for all. Every child, every school, every day.

Cartwright School District Photo/Audio/Video Release

Cartwright School District Staff often takes photographs and videos of students and class activities. These photos are used in district publications such as newsletters, brochures and on the District website. Additionally, local news media sometimes covers Cartwright District events and programs where your child may be present. By signing this form, you authorize photos of your child to be used in Cartwright related publications and to appear in the newspaper and on television broadcasts.

Cartwright School District #83 has my permission to photograph, videotape and/or interview my child for use in district publications and outside news media sources.

Distrito Escolar Cartwright: Autorización para Fotos/Audio/Video

El personal del Distrito Escolar Cartwright a menudo toma fotografías y videos de los estudiantes y actividades de clase. Estos fotos se utilizan en las publicaciones del distrito, tales como boletines de noticias, folletos y en la página web del Distrito. Además, los medios de comunicación locales a veces cubren eventos y programas en los que su hijo puede estar presente. Al firmar este formulario, usted autoriza que fotos de su hijo(a) puedan ser utilizadas en publicaciones relacionadas al Distrito Escolar Cartwright y que aparezcan en los periódicos y en las emisiones de televisión.

El Distrito Escolar Cartwright#83 tiene mi autorización para fotografiar, filmar y / o entrevistar a mi hijo(a) para su uso en publicaciones del distrito y fuentes de medios de comunicación externos.



CARTWRIGHT SCHOOL DISTRICT NO. 83

5220 W. Indian School Road

Phoenix, AZ 85031

(623) 691-4000

www.csd83.org

Learning for all. Every child, every school, every day.

ACKNOWLEDGEMENT OF HANDBOOK RECEIPT

I have received a copy of Cartwright School District's Student-Parent Handbook for the current year and have taken the time to review and discuss the policies and procedures with my child. I have placed particular emphasis upon the following:

- State Statute regarding Student Attendance – A.R.S. 15-802
- Expectations for Participation in Promotion Ceremony & Activities
- Student Discipline Program Guidelines and:
 - Policy JICK-EA – Student Violence/Harassment/Intimidation/Bullying
 - JII-EA – Student Concerns Complaints and Grievances
 - Policy JK-R – Student Discipline
- Student & Parent Electronic Information Services Agreement
- JR-EB – Student Records: Request to Prevent Disclosure of Directory Information
- Cartwright School District #83 - Photo/Audio/Video Release

ACUSE DE RECIBO DEL MANUAL Del Distrito Escolar Cartwright

He recibido una copia del Manual de Padres y Estudiantes del Distrito Escolar Cartwright para el año en curso y he tomado el tiempo para revisar y discutir las políticas y procedimientos con mi hijo. He hecho especial hincapié en lo siguiente:

- Estatuto del Estado respecto a la asistencia de alumnos - A.R.S. 15-802
- Expectativas para la participación en la ceremonia y actividades de Promoción
- Pautas del Programa de la disciplina del estudiante y: Política JICK-EA –
 - Estudiante violencia / acoso / intimidación / acoso escolar
 - JII-EA - Estudiante Preocupaciones Quejas y Reclamos
 - Política JK-R - Disciplina del Estudiante
- Acuerdo de Servicios de Informacion Electronica de Estudiantes y Padres
- Politica JR-EB - Registros del Estudiante: Solicitud para evitar la divulgación de información de la guía
- Distrito Escolar Cartwright #83 - Foto / Audio / Video de lanzamiento

Parent Signature/Firma del padre Date/Fecha

Student Signature/Firma del estudiante

Date/Fecha

June 2016



CARTWRIGHT SCHOOL DISTRICT #83

“Learning for all. Every child, every school, every day.”

GOVERNING BOARD MEMBERS

President
Marissa Hernandez

Vice President
Denice Garcia

Member
Rosa Cantu

Member
Lydia Hernandez

Member
Pedro Lopez

SUPERINTENDENT

Dr. LeeAnn Aguilar-Lawlor

Cartwright District Office
5220 W. Indian School Rd.
Phoenix, AZ 85031
(623) 691-4000

Cartwright Family Welcome Center
4308 N. 51st Ave., Suite 130
Phoenix, AZ 85031
(623) 691-1994

District Operations Annex
3401 N. 67th Ave.
Phoenix, AZ 85033
(623) 691-4000

Cartwright Elementary
2825 N. 59th Ave.
Phoenix, AZ 85035
(623) 691-4100
vicky.wingfield@csd83.org

Glenn L. Downs Elementary
3600 N. 47th Ave.
Phoenix, AZ 85031
(623) 691-4200
vivian.nash@csd83.org

John F. Long Elementary
4407 N. 55th Ave.
Phoenix, AZ 85031
(623) 691-4300
raul.pina@csd83.org

Justine Spitalny Elementary
3201 N. 46th Drive
Phoenix, AZ 85031
(623) 691-4400
janet.hecht@csd83.org

Holiday Park Elementary
4417 N. 66th Ave.
Phoenix, AZ 85033
(623) 691-4500
khoornstra@csd83.org

Sunset Elementary
6602 W. Osborn Rd.
Phoenix, AZ 85033
(623) 691-4600
jeremy.chandler@csd83.org

Starlight Park Elementary
7960 W. Osborn Rd.
Phoenix, AZ 85033
(623) 691-4700
felicia.durden@csd83.org

Charles W. Harris Elementary
2252 N. 55th Ave.
Phoenix, AZ 85033
(623) 691-4800
gheredia@csd83.org

Desert Sands Middle School
6308 W. Campbell Ave.
Phoenix, AZ 85033
(623) 691-4900
mclark@csd83.org



