

Vernon Elementary School District # 9

2023-2024



Pre-K - 8th Grade Parent/Student Handbook

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VERNON ELEMENTARY SCHOOL DISTRICT PERSONNEL

Front Office

Superintendent: Shad Housley
Principal: Kena Taylor
Business Manager: Nicolette Gardner
Executive Administrator: Karol Coffman
Administrative Assistant: Joyce Madrid

Registered Nurse: N/A

Teachers

Denise Compton	Preschool
Amanda McGinnis	Kindergarten
Starla Muncy	1 st Grade
Michelle Blunt	2nd Grade
Rebecca DeConcini	3rd Grade
Lisa Marean	4 th Grade
Andy Huyck	5 th Grade
Stephanie King	JH Social Studies
Andrew Madrid	JH Math
Kena Taylor	JH Language Arts
Paul Hahn	Computers/IT
Gail Kroll	Special Education Director
Bill Simmons	PE/JH Science

Facilities/Transportation

Jessica Wheeler	Supervisor
Ron Hoffman	Bus Driver/Maintenance/ Custodian
Betsy Elvendahl	Bus Driver/Maintenance/Custodian
Andrew Compton	Bus Driver/Maintenance/Custodian
Lorraine Riley	Custodial
Luz Aguero	Custodial

Support Staff

Stacey Leach	Title One/SPED Aide
Susan Larson	Title One/SPED Aide
Jamie Wright	Title One/SPED Aide
Heather Hemphill	Title One/SPED Aide
Jessica Courtney	Title One/SPED Aide

Food Services

Susanne Chapman	Manager
Donna Hoffower	Assistant

Governing Board Members

John Wilhelm - President
Deanna Hunt - Clerk
Ashley Umphress – Member
Ruth Parsons - Member
Stephan Coombs - Member

3) Vernon Elementary School District Vision/Mission

The mission of Vernon Elementary School is to provide high quality instruction to students in collaboration with parents. Students will develop good study habits and excel in critical thinking skills, which will be evidenced through strong written and verbal communications skills. The school culture will be based on individualized instruction while promoting community values in a safe learning environment.

4) Governing Board Meetings

The Governing Board meets every second Tuesday of each month at 5:30pm in the Library of Vernon Elementary School. Notices of the meetings and any of Governing Board committees and/or subcommittees will be posted at Vernon Elementary School, 90 CR 3139, Vernon, Arizona on the outside bulletin board located next to the double front doors and on the bulletin board outside the main exit gate. Both locations are open to the public Monday through Thursday from 7:30 a.m. to 4:00 p.m. except legal holidays. The public may obtain an agenda for the meeting(s) by calling the District Office at (928) 537-5463 or the agenda may be viewed at the District website <http://www.vernon.k12.az.us>.

Regulations

The Vernon Elementary School Preschool - Kindergarten is regulated by the Arizona Department of Health Services located at 150 N. 18th Avenue, Suite 400, Phoenix, AZ 85007. Their phone number is (602) 364-2539. Inspection reports are available upon request. VESD is classified by the Arizona Department of Health Services as full-time 3/4/5 and school age child care facilities R9-5-204.

Fees and Zoning

The Vernon Elementary Preschool-Kindergarten is funded through Federal Title 1 and Vernon Elementary School Funds. The programs are free to Vernon residents; therefore, there is no refund. This program is open to residents of Vernon, Arizona. Families requesting enrollment who live outside of the zoning area will be placed on a waiting list. Waiting list will be maintained for the first six weeks of school.

Insurance

In accordance with Arizona law (A.R.S. R9-5-302.A 1-15, Article 3) Vernon Elementary School maintains general liability insurance.

Inspection

State inspection reports are available at the school for review. Facility Inspection Reports are on file in either of the preschool classrooms. These reports are available for public inspection.

5) General Policies and Practices

School Hours

<u>Grade Level</u>	<u>Begins</u>	<u>Ends</u>
Pre-K - Eighth Grade	7:50 AM	3:30 PM
After school activities	3:30 PM	4:25 PM

Drop-off & Pick-up of Students

Breakfast is served at 7:30 AM, there is no supervision before 7:30 AM, this applies to all students including those who ride the bus, walk or drop off by parent/guardian.

There is no supervision after the school buses leave. Parents must pick up their children, who do not ride the bus, five minutes after the bell rings. Parents must also ensure students who are participating in after school activities are promptly picked up no later than five minutes after activity concludes. Sports practices end at 4:25 PM. For most clubs and sport practices there will be an activity bus available. There is **no activity bus** for scheduled home sport games or activity and parents will be responsible to make arrangements for picking their child up after the event. Parents are responsible to pick up their child after an away game or away activity.

Enrollment Procedures

Please provide Immunization Records, Birth Certificate, Proof of Residency, Completed enrollment packet. Parents/guardians are asked to complete the forms indicated and submit them to the school **before their child's first day** of attendance. Students will not be allowed to attend school unless these forms have been submitted.

Release from School

No student will be released from the school during school hours except by a person authorized to do so by the student's parent. Before a student is released, the person seeking to remove the student must present, to the satisfaction of the District Administrator, evidence of proper authority to release the student. The person seeking to remove the student must also be listed on the Emergency Card.

Early Release, Late Start and Snow Days

There are several early release days scheduled in the 2023/2024 school year calendar. In the event of emergency closures, make-up days may be scheduled. In the event of Snow Days used, the District has three Snow Rebate Days in May to make-up missed instructional days. The district may also choose to

make up missed instructional time by utilizing the board approved Instructional Time Model which includes at home learning opportunities for students. If the ITM is utilized by the district administration attendance will be required to be submitted by parents. For additional information on Snow Day closures and delayed start the following radio station will broadcast the information: FM Stations: 92.5, the district website and social media pages.

Additionally you may call the front office or check the Vernon School District website at www.vernon.k12.az.us . These methods of communication will be updated by 6:00 AM when possible in the event of bad weather school closures or delayed start.

In the event of severely inclement weather or mechanical breakdown, school may be closed or start may be delayed. The same conditions may also necessitate early dismissal. Students will be bussed home and we will use an automated system to notify parents of the early release. We will assume that a parent will be home to receive them. **Arrangements should be made in advance with friends and neighbors in case the parent is not at home when this happens.** The school will do its utmost to notify parents in time for them to be able to make arrangements in case of emergencies.

Please ensure the front office has your **up-to-date phone and email information** so you may receive these important announcements via automated system.

SUMMARY OF CALENDAR OF EVENTS

2023-2024 School Year

July	04* 24-27	Legal Holiday: Independence Day (Tuesday) Boot Camp – Certified Staff
July 31, August 1, 2, 01 3 7 -17		Staff Orientation (Monday, Tuesday, Wednesday) Open House (Tuesday) 5pm – 6pm <u>First Day of School</u> (Thursday) STAR, Dibels Testing
September	4* 25 - 28 28 29	No School – Labor Day (Monday) STAR Testing 11:30 Release Super BT Conference
October	2 - 5 2 05 9 -12 20 23 - 26	STAR Testing, BT Benchmark Picture Day (Monday) 1 st Quarter/Report Due (Thursday) No School – Fall Break (Monday thru Thursday) Parent / Teacher Conferences (Friday) Red ribbon Week
November	8 9* 22* & 23*	Veterans Day Assembly No School – Veterans Day (Thursday) Thanksgiving Break (Wednesday & Thursday)
December	11 - 21 21 25 - Jan. 5	STAR, Dibels, BT BEnchmark 11:30 Release - End 2 nd Quarter / 1 st Semester (Thursday) Winter Break – (Dec. 24*, 25*)
January	1 - 5 15*	Winter Break - (Jan. 1*) No School – Martin Luther King Day (Monday)
February	19* 26 - 29	No School – Presidents' Day (Monday) STAR Testing
March	4 - 8 7 11 - 14 22	STAR, BT Benchmark 3 th Quarter/Report Due (Thursday) Spring Break (Monday - Thursday) Parent/Teacher Conferences (Friday)
April May	1 - 18 5-16 16 22 23 24 27*	State Testing STAR, Dibels Testing, BT Benchmark 4 th Quarter/2 nd Semester/Report Card due (Thursday) Kindergarten & 8 th Grade Promotion (Wednesday) 11:30 Release, Last Day of School, Awards Ceremony Teacher's Last Day (Friday) Memorial Day (Monday)

* District Closed - 12 Month Employee Holiday

6) Health & Safety Information

Immunizations of Students

Subject to the exemptions as provided by law, immunization against diphtheria, tetanus, pertussis, poliomyelitis, rubeola (measles), mumps, rubella (German measles), hepatitis and haemophilus influenza b (Hib), is required for attendance of any student in the school. Any student with serologic confirmation of the presence of specific antibodies against a vaccine-preventable disease shall not be subject to immunization against that disease as a condition for attending school. Students age 12 and older are required to have the Tdap and Meningococcal. Please make sure the office has updated shot records.

Communicable/Infectious Diseases

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. Parents will be requested to provide a history of the communicable diseases for each student. This includes pediculosis (lice infection).

Administering Medicines to Students

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: (1) 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. (2) There must be written permission from the parent to allow the school to administer the medicine. (3) 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.

No medication will be administered to your child unless you provide the medication. This includes but may not be limited to: Tylenol, Benadryl, Cough Drops and Tums. If you want your child to have access to these over-the-counter medications, **you must provide them and bring them to the school nurse.** Please place them in a Ziploc bag with their name clearly printed on the bag. We will store them in a locked cabinet. The District reserves the right 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 of harm to a member or members of the student population.

Duty teachers and homeroom teachers will fill out an office slip and send the student to the office if feeling ill. Front office personnel will administer a health assessment. If the student has a temperature of over 100.4°F, or if they are vomiting, the parent will be called to pick the student up. The student may not return to school until they are not sick and/or are fever free for 24 hours.

Campus Safety & Security

To keep our students safe, we keep our campus doors locked after instruction begins each day and all visitors are invited to check in through the front office. All students will be supervised at all times while on the premises. The school has recently updated and installed cameras throughout the campus that are continuously monitored.

Accidents

The staff treats minor injuries requiring no more than soap and water, a bandage, and a little loving care. Parents/guardians are called when appropriate.

Serious Injuries

The school will call you immediately to report any injury to the face or head and other serious injuries requiring further care or medical treatment. The supervising staff member also will file an accident report.

911

If a serious illness or accident occurs, school personnel will call 911 for assistance and evaluation. Parents/guardians are also called as soon as possible. If the EMT personnel decides to transport your child to the nearest emergency medical facility and you are not at the school yet, a teacher or staff person will accompany the child to the emergency medical facility along with the blue emergency card.

Vernon Elementary School developed an Emergency Response Plan that serves as a guide to help staff and safety partners respond swiftly should a crisis arise. Parents should be assured to know that the safety procedures in place in the school are extensive and all staff are prepared to respond to a wide variety of school emergencies.

Safety Drills

If you are present during a drill, follow the lead of the nearest faculty or staff member. The school conducts monthly fire evacuation drills and other safety drills, such as lock down drills. In the event, it is not a drill but an actual emergency; school officials will immediately call police and emergency services. All directives of the incident commander will be followed and parents will be notified of the event via the school's outreach program, R9-5-514.

Facts and Terms Every Parent Should Know

Should an emergency situation occur while you are on campus, it is important that you are familiar with the following terms:

- **Modified Lockdown**
During a modified lockdown exterior doors and main interior doors are locked to make it more difficult for an intruder or potential threat to gain access to students or staff.

- **Lockdown**

During a lockdown, all school interior and exterior doors are locked and all students and staff are confined to a safe room. No entry or exit is permissible until an “all clear” signal is given. This takes place when there is a possible threat inside or outside of the school.

- **Evacuation**

An evacuation may be necessary for the following situations: arson, fire, explosion, hazardous materials leak/spill, bomb threat, or damage to the building.

- **Shelter-In-Place**

This refers to taking refuge in an area inside the school when there is not adequate time to evacuate the school or release students. For example, this procedure may be implemented inside for hazardous materials that have been released into the atmosphere.

Food Service

The cafeteria offers breakfast and lunch daily. Due to meeting the requirements of the National School Lunch Program nutrition guidelines and federal funding guidelines we can offer this service free to all students enrolled at Vernon Elementary School District. All students will eat lunch in the cafeteria.

7) Parent/ Student Information

Student Confidentiality

To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The District will use the following criteria to determine who are school officials [34 C.F.R. 99.31]:

- A person duly elected to the Governing Board (under limited circumstances).
- A person certificated by the state and appointed by the Governing Board to an administrative or supervisory position.
- A person certificated by the state and under contract to the Governing Board as an instructor.
- A person employed by the Governing Board as a temporary substitute for administrative, supervisory or instructional personnel for the period of such performance as a substitute.
- A person employed by or under contract to the Governing Board to perform a special task, such as a secretary, a clerk, the Governing Board attorney, or auditor, for the period of such performance as an employee or contractor.

School officials who meet the criteria listed above will have access to a student’s records if they have a legitimate educational interest in doing so [34 C.F.R. 99.32]. A “legitimate educational interest” is the person’s need to know in order to:

- Perform an administrative task required in the school employee’s position description approved by the Governing Board.
- Perform a supervisory or instructional task directly related to the student’s education.
- Perform a service or benefit for the student or the student’s family, such as health care, counseling, student job placement, or student financial aid.

For a more detailed explanation of your rights under the Family Educational Rights and Privacy Act, please contact the office or Governing Board Policy - Student Records – JR.

Nondiscrimination/Equal Opportunity

The right of a student to participate fully in classroom instruction shall not be abridged or impaired because of race, color, religion, sex, age, national origin and disability, or any other reason not related to the student's individual capabilities.

McKinney-Vento *Right of Homeless students*

The school district shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth and unaccompanied youth, applies to all services, programs and activities provided or made available.

A student may be considered eligible for services as a “homeless child or youth” under the McKinney-Vento Homeless Assistance Act if he or she is presently living:

- In shared housing of other persons due to loss of housing, economic hardship, or similar reason
- In a shelter, temporary shared housing, or transitional living program
- In a hotel/motel, campground or similar situation due to lack of alternatives
- At a bus station, park, car or abandoned building
- In temporary or transitional foster care placement.

Dispute Resolution: If you disagree with school officials about enrollment, transportation, or fair treatment of a homeless child or youth, you may file a complaint with the school district. The school district must respond and attempt to resolve it quickly. During the dispute, the student must be immediately enrolled in the school and provided transportation until the matter is resolved. The Homeless Liaison will assist you in making decisions, providing notice of any appeal process, and filling out dispute forms.

For more information, refer to www.ade.az.gov/asd/homeless or contact Karol Coffman at Vernon Elementary School District (928) 537-5463.

Annual Notification to Parents Regarding Confidentiality of Student Education Records and School Directory Information (FERPA)

Confidentiality of education records is a right of public school students and their parents. This right is provided for by two federal laws: The Individuals with Disabilities Education Act (IDEA), and the Family Educational Rights and Privacy Act (FERPA). Under these laws, “education records” means those records

that are: (1) directly related to a student; and (2) maintained by an educational agency or institution or by a party acting for the agency or institution.

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

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.
 - Parents or eligible students should submit to the school principal (or other appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.
 - Parents or eligible students may ask a school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.
 - If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
 - The district designates the following information contained in a student’s education records as “Directory Information” and may disclose it without parent consent, unless notified that the school is not to disclose the information without consent: the student’s name, address, telephone listing, date and place of birth, electronic email address, photograph, grade level, major field of study, dates of attendance, enrollment status, participation in officially recognized activities and sports, weight and height if a member of an athletic team, honors and awards received and the most recently attended educational agency or institution.
 - Parents have two weeks to advise the District in writing (a letter to the Superintendent’s office) of any or all of the items they refuse to permit the district to designate as Directory Information about that student. After this two-week period, if the District has not received written refusal to allow the release of the Directory Information, the District will assume that it has their permission to release the above-mentioned information.
 - One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health and medical staff and law enforcement unit personnel); a person serving on the school board ; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

- A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - Upon request, a school may disclose education records without consent to officials of another school district in which a student seeks or intends to enroll if the school states in its annual notification of FERPA rights that it forwards records on request.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by a school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

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

Videos

All videos/Movies rated G, PG, and PG-13 will be considered for approval by the Superintendent. Parents have the right to request that their child not view any movie or video, regardless of its rating, or the purpose for which it is to be shown. Parents must sign a permission slip stating approval or disapproval for their student to view any video that is rated PG-13. Students must return the signed permission slip prior to viewing videos. The permission slips will be kept on file for one year.

Telephone Usage

The increase in use of cell phones and personal communication devices by students during the school day has become far more than a distraction in the school environment. These devices are being used by students as a means of cheating on tests, taking inappropriate pictures and videos of students and staff for sharing and posting on the internet, threatening and/or bullying other students, and engaging in an excessive amount of social interaction during instructional times.

If your parents have provided a cell phone for you to use, you must follow the regulations below:

- Phones must remain OFF (not silent) and concealed during the entire day. If a call must be made Students may only use the classroom telephone. Usage of office telephone is for emergencies that cannot wait until the student returns home for the day. Calls for alternative destinations after school or such like requests **will not** be permitted. **No calls will be allowed during school hours.**
- If a cell phone is seen by any school staff, they will confiscate the phone and turn it over to the school administrator and a parent must pick it up in the Main Office. Multiple offenses will not be tolerated and may result in progressive disciplinary action up to and including in school suspension.

- If the phone has a camera, this feature is not permitted to be used on school grounds unless school officials grant permission.
- VERNON ELEMENTARY SCHOOL IS NOT RESPONSIBLE FOR ANY LOST, STOLEN, MISSING OR CONFISCATED ITEMS.

Use of Technology Resources by Students

Use of electronic information services (EIS), or school computers, by students, require both parent and student to sign a User Agreement. By signing the agreement, the student and the parent acknowledge that it is their responsibility to comply with all of the requirements of the User Agreement. No student will be allowed to use school computers until the agreement has been signed and returned to the school.

8) Academic Information

Report Cards

Report Cards will be sent home at the end of each academic quarter or given directly to parents at Parent/Teacher Conferences. The school will call parents when there is a concern about behavior or academic progress.

Parent/Teacher Conferences

Parent/Teacher Conferences are scheduled at the end of the 1st and 3rd academic quarters. For the 2023/2024 School Year, **Parent/Teacher Conferences** will be held on **October 20, 2023 and March 20, 2024. Open House will be August 1st from 5-6 pm.**

Student Incentive Program

Incentives program that allow students to earn incentives that are academic and more conducive to opportunities for students such as good attendance, citizenship and other positive programs.

Curriculum

Pre-K-8th GRADE: **Math:** Go Math textbooks from Houghton Mifflin Harcourt.

ELA: Journeys and Collections textbooks from Houghton Mifflin and Harcourt

2nd-8th GRADE: **Science:** Inspire from McGraw Hill

Social Studies: McGraw Hill

Grading

The District reports grades every quarter. Parents are notified the first half of each quarter of their child's progress. Arizona College and Career Readiness Standards for 1st through 8th Grade levels are measured on the following scale:

Pre-K - 5th Grade

4 - HP - Highly Proficient = 86-100%

3 - P - Proficient = 76-85%

2 - PP - Partially Proficient = 61-75%

1 - MP - Minimally Proficient = 0-60%

6th - 8th Grade

A - 90 - 100

B - 80 - 89

C - 70 - 79

D - 60 - 69

F - 0 - 59

Promotion & Retention

The District is dedicated to the continuous development of each student. Promotion from year to year will be based upon Arizona College and Career Readiness Standards for each basic subject, including but not limited to reading language arts, written communication, mathematics, science and social studies. In addition to these standards, test scores, grades, Teacher-Principal recommendations and other pertinent data will be used to determine promotion. Retention of students is a process that is followed throughout the year, when the professional staff, in consultation with the parent, determines it to be in the best interest of the student. As a rule, though primary grades are suggested as the most appropriate time for retention, retention may be considered at any grade level.

Assessments

The use of tests is one indication of the success and quality of the educational program. In the case of an individual student, tests, in combination with other criteria, can provide an indication of student achievement. Vernon uses DIBELS as a universal screener and Galileo to ensure mastery of College and Career Readiness Standards. Teachers will also be required to use other forms of formative assessments to ensure mastery of standards taught. All students shall be tested, except that students with disabilities will be included with appropriate accommodations and alternate assessments where necessary in accordance with their respective Individual Education Program.

9) Attendance

Good attendance is essential to the total development of a sound educational environment. A significant part of the student's experience is derived from classroom relationships, activities, discussion, and participation. An attendance policy is therefore necessary to provide a set of guidelines commensurate with the District-wide goals in terms of student achievement, positive attitudes and subject matter competency.

We understand children and families face many challenges during each school year. Amidst the long list of concerns we all share is the issue of school attendance, which has a fundamental impact on the present and future success of all children. The consequences for failing to attend school are well documented. Truancy has been identified as a predictor of delinquency, drug use, and is often associated with lowered academic achievement, self-esteem, and even employment potential. In addition, several studies have found that a pattern of poor attendance in early grades is linked to an increased likelihood for dropping out of school in later years.

We believe it is very important for you to attend school for the following reasons:

- To keep up with work and make friends.
- To get the best possible start in life and make the best of opportunities.
- Because employers and colleges look at attendance before offering a job or for admission to college.
- Because school attendance is required by law.
- Because learning makes a difference to your future.

Parents can help improve your child's attendance by:

1. Making medical or other appointments out of school time.
2. Taking only official school holidays.
3. Taking an interest in your child's school work, asking about their day, and praising them when they do well.
4. Telling the school when your child will be absent by calling the school on the first day of absence.
5. Make sure your children understand you do not approve of them missing school.

Under state law, it is the obligation of every parent/guardian to ensure that every child under their care and supervision comply with the compulsory attendance law, unless excused pursuant to A.R.S. [15-802](#), [15-803](#), or [15-901](#).

The following will be considered excused absences:

- Illness of the student or immediate family (proof may be necessary).
- Doctor or dental appointments (proof may be necessary).
- Family trips with **prior** arrangements made in advance.
- Funerals of relatives or close friends.
- Family emergencies.
- Attendance at school activities out of town (a prearranged absence must be made and the parents/guardian of the student must pick them up at the school office).
- Extenuating circumstances as determined by the parent and the District Administrator.

Unexcused Absences

State law mandates that the school record reasons for all student absences. Therefore, when a student is absent, it will be necessary for the parent to call the school on or before the day of the absence in order to advise the school as to the reason for the absence. When it is impossible to call on the day of the absence,

the school should be notified on the morning the student returns. All absences not verified by parental or administrative authorization will remain unexcused.

Regardless of the reason for any absence, the home will receive written notification when a student has been absent five (5) times during any term (eighteen [18] weeks).

Unexcused absence for at least five (5) school days within a school year constitutes habitual truancy. The District Administrator will establish procedures to identify and deal with unexcused absences, beginning with notification of parents. Continued violation may lead to discipline of the child and/or referral of the parent to a court of competent jurisdiction.

Tardies

Being tardy to school or class can result in significant disruption in the educational process not only for the tardy student but for other students in the classroom, as the teacher must leave the lesson in progress to assist the late student in getting on task. Consequences will be enforced after 5 tardies.

Excessive Absences

Regardless of the reason for any absence, the District Administrator will call the parents in for a conference when a student has been absent ten (10) days during any term (eighteen [18] weeks). Students may be at risk for retention. They may also be submitted to the County Attorney's office for Truancy Referral.

If a student continues to be absent (fifteen [15] days) from school, the student will be referred to the Apache County Attorney's Office. A Truancy Referral Form will be sent to the Apache County Attorney and the Parent's. Retention will be evaluated.

Absence Communication

When an excuse or authorization of absence from the parent or person having custody of the student has not been provided to the school office, the school shall make a reasonable effort to promptly telephone and notify parents or persons having custody of a student upon the student's absence.

If the school is not notified by 8:30am of a child's absence you will receive an automated phone call or text message asking you to notify the school of the absence. A second automated notification will be sent at 9:30 am asking you to notify the school of the absence.

The District and its Board, employees or agents are not liable for failure to notify.

Further, on or before the enrollment of a student in grades Pre - K through eight, the District shall notify parents or other persons who have custody of a student of their responsibility to authorize any absence of the student from school and to notify the school in advance or at the time of any absence. The District also requires that at least one telephone number, if available, be given to the school office so that a "reasonable effort to notify by telephone" may be accomplished. This telephone number, if available, shall be provided

at the time of enrollment of the student in the school. The parents or persons having custody of a student shall promptly notify the school of any change in this telephone number.

Make-up Work

The following standards shall apply in the District for make-up work. Adjustments may be made when it is in the best interest of the student(s).

- It will be the student's and parent's responsibility to ask for make-up work and to arrange for a time to make up tests when the student returns.
- If the teacher is unable to supply the student with a make-up assignment, the student will not be held responsible for that make up assignment.
- The student has the responsibility to work with the teacher to develop a plan for making up homework and tests.
- If work is not turned in by the time the assignment is due, and the student fails to provide an acceptable explanation of the extenuating circumstances that would merit an extension, the teacher may reduce the grade on the assignment or withhold credit on the assignment.
- When a student has been absent for illness, ample time will be given for

In situations where the student will be absent for more than three (3) days, due to illness (i.e., chicken pox, measles, et cetera), or when the parent notifies the District office that the student will be absent more than one (1) week for other reasons (e.g., vacation), teachers may provide required assignments in advance or send assignments to the student.

Withdrawal from School

When a student is to be transferred to another school district, please see Karol Coffman, Student Services, to facilitate the paperwork necessary to transfer student records in accordance with District Policy and FERPA privacy policy.

10) Student Rights and Responsibilities

The following basic guidelines of rights and responsibilities shall not be construed to be all-inclusive, nor shall it in any way diminish the legal authority of school officials and the Governing Board to deal with disruptive students.

Rights:

- Students have the right to a meaningful education that will be of value to them for the rest of their lives.
- Students have the right to a meaningful curriculum and the right to voice their opinions, through representatives of the student government in the development of such a curriculum.
- Students have the right to physical safety, safe buildings and sanitary facilities.
- Students have the right to consultation with teachers, counselors, administrators and anyone else connected with the school if they so desire, without fear of reprisal.

- Students have the right to free elections of their peers in student government and all students have the right to seek and hold office in accordance with the provisions of the student government constitution and in keeping with the extracurricular guidelines of the District.
- Students have the right to be made aware of administrative and/or faculty committee decisions and to be aware of the policies set forth by the Governing Board and school.
- Legal guardians or authorized representatives have the right to see the personal files, cumulative folders, or transcripts of their children who are under the age of eighteen (18) years. School authorities may determine the time and manner of presentation of this information.
- Students' academic performance shall be the prime criterion for academic grades; however, noncompliance with school rules and regulations may affect grades (e.g., unexcused absences).
- Students shall not be subjected to unreasonable or excessive punishment
- Students have the right to be involved in school activities, provided they meet the reasonable qualifications of sponsoring organizations, state organizations and school regulations.

STUDENTS HAVE NO REASONABLE EXPECTATIONS OF PRIVACY

Items provided by the District for storage (e.g., lockers, desks) or personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have no reasonable expectation of privacy and lockers, desks, storage areas, et cetera, may be inspected at any time with or without reason, or with or without notice by school personnel.

Responsibilities:

- Students have the responsibility to respect the rights of all persons involved in the educational process and to exercise the highest degree of self-discipline in observing and adhering to school rules and regulation.
- Students have the responsibility to take maximum advantage of the educational opportunities available and seek to achieve a meaningful education.
- All members of the school community, including students, parents and school staff members, have the responsibility to promote regular attendance at school.
- Students have the responsibility to protect school property, equipment, books and other materials issued to or used by them in the instructional process. Students will be held financially responsible for any loss or intentional damage caused to school property.
- Students have the responsibility to complete all course assignments to the best of their ability and to complete make-up work after an absence.
- Students have the responsibility to help maintain the cleanliness and safety of the school buildings and property.
- Students have the responsibility to present themselves in class at the prescribed time and with the necessary materials.

Student Concerns, Complaints, Grievances

Students may present a complaint or grievance regarding on (1) or more of the following:

- 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.
- Harassment of the student by another person.
- Intimidation by another student.
- Bullying by another student.
- Concern for the student's personal safety.

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.
-

The guidelines to be followed are:

- 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/grievance.
- The complaint/grievance shall be made only to the District Administrator or professional staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the District Administrator. *Forms are available in the school office.*
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the District Administrator or the Governing Board President or as otherwise required by law.

Any question concerning whether the complaint/grievance falls within this policy shall be determined by the District Administrator. Complaints by middle students may be made only by the students on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student under this policy. A parent or guardian who wishes to complain should do so by completing the forms following Policy KE on Public Concerns and Complaints.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulation or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance are specifically prohibited and constitute grounds for a separate complaint.

Knowingly submitting a false report under this policy 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.

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.

Personal Property

The school assumes no responsibility for students' personal items that are damaged, lost or stolen on school property. Students should not bring toys, sports equipment, games, video games or other personal items to school.

11)Parent Information

Communications

VESD will keep parents informed regarding events, policies and general information. In order to keep you informed on the month's activities, information will be sent home with the student through a classroom weekly and/or monthly newsletter, school website, telephone communication, email, Swift Reach, Facebook etc. These are very important for you to read and keep for the entire month so that you are always informed!

Visitors

As required by State law, all visitors must first report to the school office and sign the register. All visitors will be required to show ID.

Parents are encouraged to visit and /or volunteer in class as long as it does not continuously distract their child. Please arrange for child care for other siblings. While volunteering you may be asked to help prepare projects, read to children, supervise play, help with classroom celebrations, lead a group activity, etc. Working with children is very rewarding and we are looking forward to your help. If parents will be working with children other than their own, they must fill out a volunteer packet (located in the front office).

Parties

Each Vernon Elementary School class is permitted to have classroom celebrations. Each teacher is responsible for determining dates for those celebrations. The food served should comply within the health and wellness policy guidelines.

End of Year Activities

At the end of each school year, the school will schedule an end-of-the-year Field Day. Activities include games that require physical play and the potential of getting wet! Parents are invited to attend the Field Day event. Please make sure to sign in at the front office.

Animals in School

Animals may be brought into the classroom for educational purposes. However, they must be appropriately and humanely cared for and properly handled. Any person who wishes to bring an animal into the classroom must receive prior permission from the District Administrator.

School Ceremonies and Observances

The following shall be adhered to regarding required opening exercises and school programs as they pertain to customs and holidays:

- Each student shall be provided with an opportunity to participate in the Pledge of Allegiance or other patriotic observance each day.
- Each student in grades four (4) through eight (8) shall recite the following passage from the Declaration of Independence:
“We hold these truths to be self-evident, that all men are created equal, that they are endowed by their creator with certain unalienable rights that among these are life, liberty and the pursuit of happiness. That to secure these rights, governments are instituted among men, deriving their just powers from the consent of the governed...”
- When special days or significant events are recognized, it is recommended that appropriate classroom and assembly programs be presented in keeping with the traditional and historical significance of the event or season.

Parent Liability

Under Arizona Revised Statutes, parents are liable for damage done to school property by their children. A student who cuts, defaces, or otherwise damages any school property may be suspended or expelled from school. We believe parents and taxpayers should not be required to underwrite premature replacement or repair caused by negligence or malicious vandalism. Our policy on parent responsibility for such costs is therefore, strictly and fairly enforced by the administration.

Supplies and Fees

Vernon Elementary School District maintains a policy of providing free books and workbooks for students. Parents are responsible for all books and school property assigned to students and will be charged if items are lost, stolen, or damaged by their child.

Gym

In the Gym the following rules must be followed:

- No throwing or kicking balls at each other
- No taunting
- The teacher on duty will assist with ANY problems
- Any students who break the gym rules will have a consequence
- All students MUST have permission to leave the gym at ANY time

Library

Please speak quietly (whisper) in order not to disturb other users. If not checking out materials or you have received your materials, you may sit quietly at the tables.

Students in Pre-K and 3rd grade only: If you remove a book from the shelf and decide you do not want that particular book, place the book on the Book Cart. Do not put it back on the book shelf.

Students 4th through 8th grade only: When you remove a book from the shelf, replace it properly back on the shelf. Use a marker to know where to replace a book. If you are unsure of where a book belongs, place it on the Book Cart.

Students (Pre-K - 3rd) are allowed to check out one item per week. Students (4th through 8th) may check out two items per week. Materials are checked out for a period of one week. Items may be renewed, but you should still bring in by the original due date, so that you may be issued a new due date. When renewing, remember, others may want your item, so be considerate.

There are fees for the loss or destruction of library materials. See your teacher if you have a mishap with any items you have checked out.

Do not place backpacks, Coats, or ETC. on the tables. Help us keep your library neat and orderly. When you plan to leave, gather your belongings and push in your chair. If you need assistance, please ask the librarian.

Field Trips

For a student to participate in a school sanctioned field trip the following rules must be followed:

- A parent permission slip including instructions for medical attention and eating arrangements must be received three days before the field trip.
- Students must have their classwork complete and have passing grades to be eligible to go on field trips.
- Good conduct must be proven, to have the privilege to go on a field trip.
- Students must demonstrate classroom behavior on field trips.
- All field trips must be approved by the Superintendent and will be based on funding and the educational purpose. All field trips must be in line with school-wide goals.

Volunteers at VESD

Volunteers are always welcome at VESD. There are many things that a volunteer can help with, for example: working with the teacher and students in the classroom in small groups, working in the Library, helping cut, glue, assemble items, filing, putting food bags together, etc. All volunteers must fill out a volunteer packet, obtain a fingerprint clearance card and be school board approved. For more information, please visit the front office at VESD or visit www.vernon.k12.az.us to fill out a volunteer interest form.

Picture Day

Pictures will be taken on **Monday, October 2, 2023**. We will send reminders home prior to this date. **There will not be spring pictures.**

Regulations

The Vernon Elementary School Preschool - Kindergarten is regulated by the Arizona Department of Health Services located at 150 N. 18th Avenue, Suite 400, Phoenix, AZ 85007. Their phone number is (602) 364-2539. Inspection reports are available upon request. VESD is classified by the Arizona Department of Health Services as part-time 3/4/5 and school age child care facilities R9-5-204.

Neglect and Abuse of Children

State law and our own concern for the welfare of each child require us to report suspected child abuse or neglect. If teachers know or have reason to believe that a child is being physically abused, sexually abused, or neglected, the law requires them to contact Child Protection Services. The law requires that the report include the child's name and address of the alleged perpetrator (if known), the extent of the injuries, and the name of the person reporting the suspected abuse or neglect R9-5-307.

Child Abuse Reporting Policy

Vernon Elementary School seeks to maintain the safest possible environment for our students. In doing so, we abide by our legal, social, and moral obligations to protect our students from abuse by reporting any suspected abuse to the proper authorities. Child abuse is a very serious issue and Vernon Elementary School will not tolerate the physical abuse, emotional abuse, sexual abuse, or neglect of any of its students.

Reporting Procedures

Early intervention in a situation can help prevent more serious abuse. As such, this policy requires that our faculty and staff report ANY indications of abuse that they may observe directly to Child Protective Services (DES) or the police department by calling 1-888-SOS-CHILD or 1-888-767-2445 and to follow any written requirements requested by DES.

Arizona law requires certain persons who suspect that a child has received non-accidental injury or has been neglected to report their concerns to DES or local law enforcement (ARS §13-3620.A). In addition, the faculty or staff member is required to report that a complaint has been filed to any of the following:

- Mr. Shad Housley, Superintendent
- Mrs. Kena Taylor, Principal

Vernon Elementary School will not tolerate any retaliation against any individual who brings forward a possible instance of child abuse. We both encourage and appreciate every person's cooperation in ensuring the safety and wellbeing of our students.

12) Student Behavior Expectations

Teachers will follow the Behavior Expectation Matrix and the PAWS plan for success. The PAWS plan includes reminding students of their need to apply four expectations of Positive, Accountable, Willing and Successful. Students will be reminded to review the four steps when at the specific setting.

Step 1: **Access** prior knowledge of **P.R.I.D.E** for specific settings.

Step 2: **Identify** **P.R.I.D.E** behaviors for specific settings.

Step 3: **Model** **P.R.I.D.E** behaviors for specific settings.

Step 4: **Review** **P.R.I.D.E** expectations for specific settings.

Student Recognition Program

It is the administration's desire that students develop an intrinsic value for education. The Student Recognition Program is designed to provide them with opportunities that would not otherwise be available to them based on grades alone. Students who meet the requirements will be recognized at the monthly of the Student Recognition Program will have the opportunity to participate in activities as well as a monthly activity, provided they have no disciplinary infraction.

- Student of the Month – Students who excel in citizenship through teacher nomination will be recognized by the superintendent.
- Perfect Attendance/Good Attendance – Students who have perfect attendance or miss no more than one day for the quarter will receive a certificate and an opportunity to attend a school movie.
- Honor Roll - Award with criteria of citizenship, attendance and effort – Students with a grade point average of 3.0 or better will receive a certificate and a school movie.
- Superintendent's Honor Roll – Students with a grade point average of 3.5 or better will receive a certificate and a school movie.
- Husky Howls – Students will have the opportunity to give feedback and nominate peers who have demonstrated these skills throughout the month.

Each teacher is responsible to submit awards to the Superintendent at the end of the month/semester as requested for Student of the Month.

Textbook and Supplemental Material Selection

Textbooks and supplementary books for the common school recommended by textbook selection committees will be placed on display in the District Office for a period of at least sixty (60) days prior to the meeting at which the Governing Board will consider their adoption.

Student Assessments

All students in grades 3-8 will take State mandated testing in the spring. The Arizona Department of Education will announce the dates for testing.

Parent/Teacher conferences will be held twice during the school year, although teachers or parents may request a conference at any time concerning grades. Teachers should explain their grading system to each of their classes. It must be based on the scale above.

- Teachers must mark grades clearly. If tests weigh more than other assignments, students must know in advance.
- Assignments must be provided for students who are legitimately absent any time upon parental request. Students are responsible for collecting and turning in missed work within two days of the absence.

Homework

The development of study skills and self-discipline are integral and indispensable elements of a quality educational process. Homework should be assigned consistent with the maturity, special needs, and potential and achievement level of the individual student. It should not carry the stigma of punishment. Its assignment should be specifically addressed to the objectives of the instructional program and in addition students should develop responsibility for actively pursuing knowledge without immediate supervision outside as well as within the classroom.

Students, regardless of their intellectual capacity, should understand that mastery of skills is not always possible within the time constraints of the classroom. Each student should leave the District with a firm foundation for pursuing knowledge and developing skills on an independent basis.

The District Administrator is responsible for procedures that will achieve objectives through homework, including, but not limited to, the following:

- Intervention that changes deficient performance to performance that meets acceptable standards.
- Reinforcement and mastery of critical skills and concepts. Special emphasis will be placed on the mastery of basic skills.
- Challenge through exploration of concepts and skills that complement and elaborate those introduced in the classroom
- Feedback from the teacher through correction and clarification of all outside assignments.

Recommended Homework Minutes Per Night

<u>Grade</u>	<u>Reading</u>	<u>Math/ELA/Other</u>
Kinder	10 Minutes	
First	10 Minutes	10 Minutes
Second	15 Minutes	15 Minutes
Third	20 Minutes	20 Minutes
Fourth	20 Minutes	25 Minutes
Fifth	25 Minutes	25 Minutes
Six-Eight	30 Minutes	30 Minutes

In order to ensure that every student has every opportunity to pursue a quality education, the following policies and procedures have been established to help create a safe and orderly learning environment at our campuses. If you have any questions regarding this information, please contact your teacher the principal as soon as possible.

EACH STUDENT MUST REMEMBER THE FOLLOWING:

- YOU ARE RESPONSIBLE FOR YOUR OWN ACTIONS. If your actions violate, either the school or district rules, then you will have to accept the consequences.
- Arizona law (Title 15) authorizes the school district to hold you accountable for your behavior on the way to and from school, while at school, and during any school sponsored activities.
- Any instances of trespassing, burglary, or vandalism, etc. of any district/school property or the property of school personnel at any time (including after school, during weekends, during vacations, etc.) will result in district/school disciplinary action being taken, as well as referral to the appropriate law enforcement.
- You are required to “comply with the regulations, pursue the required course of study, and submit to the authority of the teachers and governing board.” A.R.S. Title 15, Section (A)
- In order to help provide assistance for our students, the principal and teachers are available to discuss your individual needs, interests, and/or problems.

Discipline Procedures

- The classroom will have consistent, reasonable rules and set limits for the children.
- Students are expected to follow school rules and behavioral expectations
- If conduct is in violation of classroom rules or expectations the classroom teacher may administer classroom consequences as outlined in policy and in accordance to outlined expectations. This could include: detentions (before, during or after school), missing an activity or recess. A call or email will notify the parents of these behaviors or consequences.
- If conduct is in violation of schoolwide expectations, or things that would be considered illegal or pose a threat to students or staff, the student will be referred to the principal. The principal will administer consequences in accordance with policy including detention, suspension, limiting participation in school activities. In some cases, the principal may refer the student to the governing board for long term suspension or expulsion.

Student Conduct

Students shall not engage in improper behavior, including but not limited to 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 an educational institution by interference with or disruption of the school per A.R.S. 13-2911 and 15-841.
- Physical abuse of or threat of harm to any person on District owned or controlled property or at District sponsored or supervised functions.
- Damage or threat of damage to property of the District, regardless of the location, or to property of a member of the community or a visitor of the school, when such property is located on District controlled premises.
- Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.
- Unlawful use, possession, distribution, or sale of tobacco, alcohol, or drugs or other illegal contraband on District property or at school sponsored functions.
- Conduct or speech that violates commonly accepted standards of the District and that, under the circumstances, has no redeeming social value.
- Failure to comply with the lawful directions of District officials or any other law enforcement officers acting in performance of their duties, and failure to identify themselves to such officials or officers when lawfully requested to do so.
- Knowingly committing a violation of District rules and regulations. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Engaging in any conduct constituting a breach of any federal, state, or city law or duly adopted policy of the Board.
- Carrying or possessing a weapon on school grounds.

Any student who violates these policies and regulations may be subject to discipline up to recommendation for expulsion, in addition to other civil and criminal prosecution.

All violations of this policy shall be treated in accordance with the appropriate procedures and penalties provided for in District policies related to the conduct and discipline of students, staff, and others. The Administration will exercise discretion when determining consequences of infractions. An asterisk (*) indicates that the violation must be reported to ADE. A double asterisk (**) indicates that the violation must be reported to ADE and a police report may be filed.

Stage 1 Behavior Report

Incident Reported by: _____ Date of Incident: _____ Time _____ am or pm

FULL NAME OF STUDENT: _____

LOCATION				
<input type="checkbox"/> Bathroom	<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Counseling Office	<input type="checkbox"/> Library	<input type="checkbox"/> Playground
<input type="checkbox"/> Bus (on)	<input type="checkbox"/> Classroom	<input type="checkbox"/> Gym	<input type="checkbox"/> Office	<input type="checkbox"/> Special Event/Field Trip
<input type="checkbox"/> Bus area	<input type="checkbox"/> Commons	<input type="checkbox"/> Hallway	<input type="checkbox"/> Other	<input type="checkbox"/> Stairs
INCIDENTS				
<input type="checkbox"/> Bothering/Pestering	<input type="checkbox"/> Excessive Talking	<input type="checkbox"/> Mild Cursing	<input type="checkbox"/> Play Fighting	<input type="checkbox"/> Taking Other's Property
<input type="checkbox"/> Cheating	<input type="checkbox"/> Getting out of Line	<input type="checkbox"/> Not Following	<input type="checkbox"/> Pushing or Shoving	<input type="checkbox"/> Talking Too Loud
<input type="checkbox"/> Damaging Property	<input type="checkbox"/> Mild Defiance	<input type="checkbox"/> Directions	<input type="checkbox"/> Running	<input type="checkbox"/> Teasing/Put-downs
<input type="checkbox"/> Other: _____ Brief Description of the Incident: _____				
INTERVENTIONS for Targeted Behavior(s)				
<input type="checkbox"/> Ask Student the Rule	<input type="checkbox"/> Gentle Reprimand	<input type="checkbox"/> Positive Practice	<input type="checkbox"/> Re-Teach Rule	<input type="checkbox"/> Time Out (in class)
<input type="checkbox"/> Change Seating	<input type="checkbox"/> Keep in Proximity	<input type="checkbox"/> Pre-Correct	<input type="checkbox"/> Restitution	<input type="checkbox"/> Warn
<input type="checkbox"/> Detention	<input type="checkbox"/> Loss of Privilege	<input type="checkbox"/> Private Discussion	<input type="checkbox"/> Time Out	<input type="checkbox"/> Other
PARENT CONTACT				
<input type="checkbox"/> Email	<input type="checkbox"/> Fax	<input type="checkbox"/> Letter	<input type="checkbox"/> Parent Conference	Date: _____ Contacted by: _____
<input type="checkbox"/> Home Visit		<input type="checkbox"/> Telephone/Voicemail	Conference Date & Time: _____ <input type="checkbox"/> Parent Signature is Required	

Teacher/Staff	Date	Parent/Guardian Signature	Date
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2 and 3 OFFICE DISCIPLINE REFERRAL

Incident Reported by: _____ Date of Incident: _____ Time _____ am or pm

FULL NAME OF STUDENT: _____ Male__ Female__ Ethnicity_____

LOCATION OF INCIDENT				
<input type="checkbox"/> Bathroom/Restroom	<input type="checkbox"/> Classroom	<input type="checkbox"/> Hallway	<input type="checkbox"/> Office	<input type="checkbox"/> Special Event/Assembly/Field
<input type="checkbox"/> Bus (on)	<input type="checkbox"/> Commons	<input type="checkbox"/> Library	<input type="checkbox"/> Parking Lot	<input type="checkbox"/> Stairs
<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Counseling Office	<input type="checkbox"/> Off Campus	<input type="checkbox"/> Playground	<input type="checkbox"/> Other
DESCRIPTION OF INCIDENT: WHAT HAPPENED? (Include quotes, facts & details; attach added information if necessary)				
<input type="checkbox"/> Stage 2 (Significant or intense) or <input type="checkbox"/> Chronic Early-Stage Misbehavior (attached Stage 1 Behavior Report) <input type="checkbox"/> Stage 3 (Extreme and/or Harmful to Others)				
Name(s) of Witness(es): _____				
Prior Teacher/Staff Interventions: <input type="checkbox"/> Re-taught Rule, <input type="checkbox"/> Warnings, <input type="checkbox"/> Teacher/Student Conference, <input type="checkbox"/> Time Out, <input type="checkbox"/> Parent/Guardian Contact, <input type="checkbox"/> Detention, <input type="checkbox"/> Loss of Privilege, <input type="checkbox"/> Other				
PARENT/GUARDIAN CONTACT				
<input type="checkbox"/> Email, <input type="checkbox"/> Fax, <input type="checkbox"/> Home visit, <input type="checkbox"/> Letter, <input type="checkbox"/> Parent Conference, <input type="checkbox"/> Telephone, <input type="checkbox"/> Voice Message				
Date: _____		Contacted by: _____ Conference/hearing date & time: _____		



For Administrative Use Only

<input type="checkbox"/> Abusive/Profane Language <input type="checkbox"/> Class Cutting/Leaving w/o Permission <input type="checkbox"/> Deliberate Misuse of Property <input type="checkbox"/> Display of Patently Offensive Material <input type="checkbox"/> Disruptive Conduct	<input type="checkbox"/> Interference w /School Personnel <input type="checkbox"/> Intimidation <input type="checkbox"/> Loitering <input type="checkbox"/> Non-Compliance w/ Disciplinary Action <input type="checkbox"/> Off Limits	<input type="checkbox"/> Possession/Use of Stolen Property <input type="checkbox"/> Reckless Vehicle Use <input type="checkbox"/> Tardiness <input type="checkbox"/> Technology, Use Violation <input type="checkbox"/> Theft; minor
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Note: This document does NOT replace nor is it a substitute for suspension/expulsion notification letters.

ACTIONS/DISPOSITIONS	ACTIONS/DISPOSITIONS	Notes
<input type="checkbox"/> Conference <input type="checkbox"/> Letter of Apology <input type="checkbox"/> Student Contract <input type="checkbox"/> Detention <input type="checkbox"/> Community Service <input type="checkbox"/> Restitution <input type="checkbox"/> Parent School	<input type="checkbox"/> Loss of Privilege: <input type="checkbox"/> Computer, <input type="checkbox"/> Gym, <input type="checkbox"/> Library, <input type="checkbox"/> Other <input type="checkbox"/> Suspension: <input type="checkbox"/> Bus, <input type="checkbox"/> In School, <input type="checkbox"/> Out of School, <input type="checkbox"/> Pending Expulsion <input type="checkbox"/> Notified Authorities <input type="checkbox"/> Closure from School <input type="checkbox"/> Other:	 Action First Day_____ / Last Day_____

PARENT/GUARDIAN CONTACT ☐ Email, ☐ Fax, ☐ Home visit, ☐ Letter, ☐ Parent Conference, ☐ Telephone, ☐ Voice Message

Principal/Designee Date _____ Parent/Guardian Date _____

Principal/Designee distributes completed copies of the form: Parent/Guardian (optional), Referrer, Student Behavioral File Revised 9/19/13

*Alcohol (use, possession, under the influence)	The possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes being intoxicated at school, school sponsored events and on school-sponsored transportation.
*Alcohol (sale or distribution)	The sale or distribution of alcohol as defined above.
**Arson	Damaging a structure or property by knowingly causing a fire or explosion. (A.R.S. §13-1703)
*Assault	A person commits assault by: (1) intentionally, knowingly or recklessly causing any physical injury to another person; or (2) intentionally placing another person in reasonable apprehension of imminent physical injury; or (3) knowingly touching another person with the intent to injure, insult or provoke such person. (A.R.S. §13-1203)
**Assault (Aggravated)	An assault (as defined above) accompanied by circumstances that make the situation severe, such as the use of a deadly weapon or dangerous instrument; causing serious physical injury to another; committing the assault knowing, or having reason to know, the victim is a peace officer

	or a school employee engaging in a school-related activity. (A.R.S. §13- 1204)
**Bomb Threat	Threatening to cause harm using a bomb, dynamite, explosive, or arson causing device.
*Bullying/Cyber 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, verbal, or psychological. Cyber-bullying includes bullying through the misuse of technology.
**Burglary or Breaking and Entering	Entering or remaining unlawfully in or on school property with the intent to commit any theft or any felony therein. (A.R.S. §13-1507)
**Burglary (First Degree)	A person commits burglary in the first degree if such person knowingly possesses explosives, a deadly weapon or a dangerous instrument in the course of committing any theft or any felony. (A.R.S. §13-1508)
Cheating or Plagiarism	Knowingly using information or property of another, or knowingly sharing academic information to gain an unfair advantage.
**Chemical or Biological	Threatening to cause harm using dangerous chemicals or biological agents.
*Dangerous Instrument/Device	Any device that under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable of causing death or serious physical injury.
*Dangerous Instrument/Device (sale or distribution)	Sale or distribution of the above item.
Death Threat	The act of stating an intended action whether written, oral, or electronic that could cause death.
Defamation	Wrongfully injuring another person's reputation through a written, spoken or electronic communication that is not otherwise privileged under the law
Disorderly Conduct	Any act which substantially disrupts the orderly conduct of a school function; behavior which substantially disrupts the orderly learning environment; or poses a threat to the health, safety, and/or welfare of students, staff or others. (A.R.S. § 13-2904)
Disruption	Creating disturbances in class, on campus, or at school-sponsored events. Continual or repeated disruptions may warrant more severe consequences. (A.R.S. § 13-2911)
Ditching	The failure of a student to attend his or her scheduled class at the prescribed time and place, or leaving class before the prescribed ending time without authorization.
**Drugs (use, possession, under the influence)	Chemical substances, narcotics, prescription or non-prescription medications, inhalants, controlled substances, or substances that students represent to be chemical substances, narcotics, or controlled substances. Over the counter non-prescription pharmaceuticals fall into this definition, unless the student has complied with the school

	district's policy for such medication. Medication for cessation of smoking needs to be checked through the health center; otherwise, it will result in being considered a drug. Supplements and/or nutritional supplements shall be considered a look-a- like drug. The term "drugs" includes anything that look like drugs.
Drug Paraphernalia	Any apparatus or equipment used or capable of being used in absorbing or consuming a drug.
*Drugs (over the counter)	Over the counter non-prescription pharmaceuticals fall into this definition, unless the student has complied with the school district's policy for such medication. Supplements and/or nutritional supplements shall be considered a look-a- like drug. The term "drugs" includes anything that looks like drugs.
*Drugs (sale or distribution)	Sale, distribution, or intent to sell drugs including over the counter drugs as defined above.
Electronic Devices	Cell phones, cameras, pagers, media players or other electronic items, whether operational or non-operational.
*Endangerment	Recklessly or intentionally creating a risk of injury or imminent injury or death to another. Consequence depends on the potential severity of harm. This includes provoking or antagonizing a fight.
*Extortion	The act of knowingly obtaining or seeking to obtain property or services, or causing or seeking to cause another to act in a manner by means of a threat to do any of the following: (1) cause physical injury; (2) cause damage to property; (3) engage in illegal conduct; or (4) make false accusations.
*Fighting	When two or more persons engage in any violence toward each other in an angry or quarrelsome manner.
**Fire Alarm Misuse	Intentionally ringing a fire alarm when there is no fire.
**Firearm	Minors are prohibited from carrying or possessing firearms; exceptions; seizure and forfeiture; penalties; classification. (A.R.S. §13-3111)
Forgery/Falsification	The act of falsely or fraudulently marking or altering a document or a verbal, written, or electronic communication, or any verbal or written communication that is knowingly false or fraudulent (i.e., dishonesty or lying).
Gambling	Playing games of chance for money or to bet a sum of money.
*Harassment/Hazing/Threats/Intimidation	The persistent or repeated annoying or tormenting of another person. To frighten, compel, or deter by actual or implied threats. This includes, but is not limited to, bullying. (See "Hazing") (A.R.S. § 15-2301)
**Hate Speech/Gang Activity	Any written, oral, or electronic communication that manifests malice towards others based on their race, gender, or ethnicity. This includes, but is not limited to, racial slurs, oral or written speech, gang paraphernalia, symbols or gestures.
Inappropriate Language	The use of profanity or any derogatory language stated publicly.

Inappropriate Language to an Adult	The use of profanity or any derogatory language stated publicly to an adult staff member.
Identity Theft	Knowingly taking, purchasing, manufacturing, recording or possessing any personal identifying information of another person or entity without the consent of that person or entity, with the intent to obtain or use the identity for fraudulent or unlawful purposes.
Leaving Campus without Authorization	Leaving school grounds or being in an “out- of-bounds” area during regular school hours without permission of the principal or principal designee.
Minor Aggressive Act	The behavior of rough boisterous play or tussles, minor confrontations, pushing and/or shoving.
*Other School Threat	An incident that cannot be coded in one of the other categories but did involve a school threat.
Pornography	The use or possession of pictures, written content, devices or electronic images that offends or disturbs the educational environment.
**Robbery	Taking, or attempting to take, any property of another from his person or immediate presence and against his will. Such person threatens or uses force against any person with intent either to coerce surrender of property, or to prevent resistance to such person taking or retaining property.
**Robbery (Armed)	Armed with a deadly weapon or a simulated deadly weapon. Uses or threatens to use a deadly weapon or dangerous instrument or a simulated deadly weapon.
**Sexual Abuse	For definition, refer to A.R.S. §13-1404, A.R.S. §13-1405, and A.R.S. §13-1410.
**Sexual Harassment	Discrimination based on gender that includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature made by one individual to another. (Sexual: of, relating to, affecting, or typical of sex, the sexes, or the sex organs and their functions. Implying or symbolizing erotic desire or activity.)
Simulated Weapon	An instrument displayed or represented as a weapon.
Tardy	Failure to be at a designated location at a specified time.
Technology misuse/Computer Tampering	Failure to use hardware, software, electronic devices, web pages and networks for the intended educational use or in a manner that causes disruption at a campus or any District facility. This includes the unauthorized access of any computer, computer system, or network.
*Theft	Taking property that belongs to another without personal confrontation, threat, violence, or bodily harm.
*Tobacco	Refers to smoking tobacco (e.g. cigarettes, cigars), smokeless tobacco (e.g. dip, chew, snuff, or twist). NOTE: Possession of tobacco products on K-12 public, charter, or private school grounds, buildings, parking lots, playing fields and vehicles, and at off-campus school-sponsored events, is a petty criminal offense.

	"Petty" offense is punishable by a fine of up to \$300. (A.R.S. § 36-798)
Tobacco Paraphernalia	Any apparatus or equipment used, or capable of being used, in consuming tobacco or nicotine. Examples include, but are not limited to, rolling papers, matches, lighters and e-cigarettes.
Trespassing/Loitering	Occurs when a person(s) enters upon, or in, school property without legal justification or without the implied or actual permission of the administration. (A.R.S. § 15-841)
Truant/Truancy	Being absent from class or school ten percent of the school year or having five or more unexcused absences.
*Vandalism	Willful destruction or defacement of school or personal property.
Vehicle Violation	Improper driving or parking of a vehicle on school district property without permission, and/or parking in prohibited areas.
**Weapons	Includes but is not limited to a bomb, firearm, other firearm, gun, revolver, pistol, dagger, dirk, stiletto, knife, iron bar, brass knuckles, chains, billy clubs, Chinese stars, or any incendiary devices. (A.R.S. § 13-3102(11))
**Weapons (Sale or Distribution)	Sale of the above weapons.

Please note: Arizona law makes it illegal to insult, abuse, or assault a teacher or other school employees while engaged in the execution of official duties. Penalty for violation of these laws could range from a fine to imprisonment.

Dress Code

We encourage students to take pride in their attire as it relates to the school setting. Students are to dress in a manner that, in addition to the following guidelines, takes into consideration the safety, health and welfare of self and others and does not disrupt the learning environment. Students who volunteer for extracurricular activities are subject to the standards of dress as defined by that activity sponsor. **The final decision as to appropriateness of dress shall be determined by the administration according to District School Board Policy. This applies to males and females.**

Prohibited Clothing/Items

The following clothing/garments/ articles **Are Not** permitted on campus or at any school activity:

- Low-hanging or sagging pants, including exposure of any undergarments.
- Shorts and skirts shorter than mid-thigh length.
- Strapless, straps less than one-inch-wide, racer back, or backless dresses or blouses, and halter tops. All undergarments (brassieres, etc.) must be fully covered.
- Blouses or shirts of a transparent or mesh material revealing a bare midriff or shoulders.
- Tops or dresses that reveal cleavage.
- Tops that are so short they cannot be tucked in.
- Muscle shirts and oversized tanks that must have a t-shirt worn underneath.
- Tights, leggings, spandex and other types of form fitting clothing must be accompanied by skirts or shorts that comply with the dress code policy.
- Hairnets, skull caps, "do-rags" and bandanas.
- Hoodies covering the head may only be worn outside. Hoods must be lowered once in the classroom.

- Clothing, hats, jewelry or accessories that display inappropriate messages or symbols.
- Clothing that promotes alcohol, drugs, tobacco, gang affiliation, nudity or profanity.
- Clothing with messages or pictures referring to death, violence, Satanism, racism, weapons, sex, profane or obscene statements.
- Pajamas and slippers of any kind.
- Bare feet are not acceptable. In the interest of safety, shoes must be worn at all times.
- Writing or drawing on skin or clothing
- Spiked or studded belts, earrings, bracelets, or necklaces.
- Chain belts, wallet chains, handcuffs or sharp, heavy rings.
- Any item that is a distraction/disruption to the classroom learning environment.

If the student does not follow dress code, he/she will be sent to the office for a change of clothing and/or will be subject to disciplinary action. Violations are not negotiable – our students will present themselves appropriately. Due to rapid changes in our society, it may become necessary to modify the dress code or personal property code to include additional items at the judgment of the administration.

NOTE: The administration reserves the right to use their discretion in deciding what is or is not acceptable attire on campus.

Prohibited Personal Items

The following personal items **ARE NOT** permitted on campus, school buses, or at any school activity:

- Laser pointers
- “Monster”, “Red Bull”, and similar energy drinks
- Sunglasses worn indoors
- Long sticks and clubs used as sports equipment
- Gambling games or devices
- Knives, chains, or firearms of any kind or size, including pocket knives; or any instruments that could be used as a weapon or a simulated weapon.
- Cigarettes, matches, lighters, tobacco, vapes, e-cigarettes and any explosive device
- Alcohol/drugs or drug paraphernalia
- Additional items to be determined by Administration

Students enrolled at VESD are required to dress appropriately and that they wear closed toe shoes. Flip flops and sandals are difficult for children to wear in the sand and run on the playground.

Bullying

Gang activities and dress present a clear and present danger to other District students and staff members. Any activity involving and initiation, hazing, intimidation, assault or other activity related to group affiliation that is likely to cause, or does cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students or others is prohibited. Any student causing or participating in activities that intimidate or adversely affect the educational activities of another student, or the orderly operation of the school, shall be subject to disciplinary action.

Graffiti

No student shall damage or deface any property belonging to the District. The type of discipline that may be imposed for damage to school property by students depends upon the circumstances. Students may be subject to discipline for willful damage or destruction of school property.

If any minors engage in conduct that results in damage to District Property, the District may institute formal charges for the purpose of having the court order the minors, or their parents, to make full or partial restitution to the District in accordance with law.

Local Law enforcement shall be notified by the Superintendent regarding any suspected crimes against persons or property and potential threats to safety or security of pupils, teachers or Superintendent.

Student Due Process

When a student is suspended from school for misbehavior, the student will receive notice, written or oral, of the reason for the suspension and the evidence the school authorities have of the alleged misconduct. The authorized District personnel shall make reasonable efforts to verify facts and statements prior to making a decision to suspend the student for up to ten (10) days. The parent will be notified in writing of the terms of the suspension and the reason for the suspension. **BEFORE A STUDENT IS ALLOWED TO RETURN TO SCHOOL A PARENT CONFERENCE MUST BE HELD WITH THE SCHOOL PRINCIPAL.**

In the event that the suspension is for more than ten (10) days or an expulsion is being recommended by the administration, a formal hearing will be arranged and conducted by a hearing officer. A letter to the parent will include the following:

- The charges and the rule or regulation violated.
- The extent of the punishment to be considered.
- The date, time and place of the formal hearing.
- A list of District witnesses.
- Notice that the student may present witnesses.
- Notice that the student may be represented by counsel at the student's expense.
- The name of the hearing officer.

If the parent is not satisfied with the decision of the hearing officer, the parent may appeal the decision to the Board by delivering to the District Administrator a letter directed to the Board within five (5) days after receiving written notice of the decision of the hearing officer. The letter must describe in detail any objections to the hearing or the decision rendered. **The decision of the Board is final.**

Interrogations and Searches

School officials may question students regarding matters incident to school without limitation. The parent will be contacted if a student interviewed is subject to discipline for serious offenses. School officials also 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

13)Transportation

Bus Procedures

Sometimes it is necessary to change your child's bus stop temporarily. All requests for a change should be made in writing and submitted to the front office as soon as possible. Unfortunately, if the request is made too late we will not be able to change the bus stop. **Please review the cut-off times and the policy on accepting bus changes as follows:**

- 3:30 PM release changes must be made before **1:00 PM** on the day of change.

All changes must be made by:

- **Note written by parent or legal guardian with name, signature and phone number**
- Email to kcoffman@vernon.k12.az.us
- Fax to Karol Coffman at (928) 537-1820

The school will NOT accept phone calls and verbal changes.

Your child's safety is our greatest concern. Meeting these policies might seem inconvenient at times, however, they will assure greater safety for your child.

Bus Rules

The following rules are to be observed and followed on all District busses and vehicles:

- Observe classroom conduct.
- Be courteous.
- The use of profane/inappropriate language is not permitted.
- Keep the bus clean. Eating, drinking, and glass containers are not permitted on the bus.
- Cooperate with the driver
- Smoking is not permitted
- Damaging or tampering with the bus or equipment may be dangerous and is not permitted.
- Remain in your seat at all times
- Head, hands, feet, etc., must be kept inside the bus.
- Fighting, pushing or shoving is not permitted.
- Animals are not permitted on the bus.
- Flammable materials are not permitted on the bus.
- Students are required to sit in assigned seats, if the driver has assigned seats.
- Be responsible for having and making a safe trip.

14)Extracurricular/Interscholastic Activities

The District offers many after school activities and school sponsored clubs. During the course of the school year the District offers Cross Country, Volleyball, Basketball and Soccer or Softball. A current sports physical must be turned into the front office to be able to participate in any extracurricular sports activities. The District has an after school S.T.E.M (Science, Technology, Engineering, Arts, and Math) club. PTSO is also a valued program to the District by organizing dances and fundraisers to help promote the

above activities. Other extra-curricular/Interscholastic Activities may be offered throughout the school year.

Student Eligibility

Students are encouraged to participate in a wide variety of activities throughout the year. At Vernon Elementary School participation is encouraged as we believe that participation in athletic and club activities enhances the educational experience and makes school more enjoyable. We believe activities provide students with an environment rich for learning fairness and sportsmanship, self-discipline and responsibility, and respect for authority and teammates amongst other things.

In accordance to the Vernon Elementary School extra-curricular regulations, a student must be passing all classes in which he/she is enrolled in order to perform/compete in any athletic or club competition. Passing is considered a grade of an A, B, C, or D. Each week the school athletic director will run an eligibility report and will officially send the ineligibility list out to all coaches and teachers by 9:00 a.m. each Monday (or the day after if there is no school on Monday). Students who are ineligible will be able to participate in the competition once eligibility is verified by the teacher of the class for which the student is ineligible. The student will need to obtain verification from the teacher and provide the notification to the athletic director.

NOTE:

- An ineligible student may practice but they may not participate in games or travel with the team.

Extracurricular Tax Credit

This tax credit is available to single and married taxpayers. For a single taxpayer or head of household, the credit cannot exceed \$200. For Married taxpayers that file a joint return, the credit cannot exceed \$400. The tax credit is used to reduce your state tax liability. For more information, please stop by the front office and pick up a flier and donation form.

Telephone Usage

The increase in use of cell phones and personal communication devices by students during the school day has become far more than a distraction in the school environment. These devices are being used by students as a means of cheating on tests, taking inappropriate pictures and videos of students and staff for sharing and posting on the internet, threatening and/or bullying other students, and engaging in an excessive amount of social interaction during instructional times.

- Phones must remain OFF (not silent) and concealed during the entire day.
- If a call must be made Students may only use the classroom telephone. Usage of office telephone is for emergencies that cannot wait until the student returns home for the day.
- If a cell phone is seen by any school staff, they will confiscate the phone and turn it over to the school administrator and a parent must pick it up in the Main Office. Multiple offenses will not be tolerated and may result in progressive disciplinary action up to and including in school suspension.
- VERNON ELEMENTARY SCHOOL IS NOT RESPONSIBLE FOR ANY LOST, STOLEN, MISSING OR CONFISCATED ITEMS.

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NOTE:

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“HOME OF THE HUSKIES” Handbook 2023-2024

It is important that students and parents/guardians become familiar with this handbook. It contains helpful information and also the behavior guidelines that students are expected to follow. Students are responsible for knowing the expectations set forth in this handbook.

MY CHILD AND I HAVE READ AND DISCUSSED THE CONTENTS OF THIS HANDBOOK.

Student Name _____ Grade: _____

Student Signature: _____ Date Signed: _____

Parent/Guardian Signature _____ Date Signed: _____

Please return this page signed by parent/guardian and student to classroom Teacher by Thursday, August 10, 2024.