



In Avondale, Every Student will grow as a Thinker, Problem Solver, and Communicator to pursue a future without limits.

2023-2024
Parent/Student Handbook

All Children are Capable of Success-
NO EXCEPTIONS!

Avondale Elementary School District #44
295 W. Western Avenue
Avondale, AZ 85323
623-772-5000
www.chooseAESD.org

AVONDALE ELEMENTARY SCHOOL DISTRICT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, AGE, GENDER, OR DISABILITY.



Thanks to your continued support of our BONDS & OVERRIDES

we continue to...



- Purchase security and safety infrastructure
- Provide funding for construction of new & additional facilities, as well as renovations for existing schools
- Purchase student devices and software
- Purchase land and facilities
- Fund for the addition and replacement of student buses
- Ensure continuation of enrichment courses
- Retain/attract high quality teachers
- Maintain full-day kindergarten program
- Maintain/reduce current class size
- Purchase technology & curriculum for student access
- Offer full curriculum adoption for math and reading
- Meet technology needs for students
- Continue funding for school nurses
- Maintain current staffing for social workers, counselors and psychologists
- Sustain funding for special needs students



2023-2024 School Year

Dear Avondale Elementary School District Families:

It is with great pleasure that we welcome you to the 2023-2024 school year. We are ever grateful to our AESD community for their ongoing connections to our schools and district. AESD is proud of our ability to stay true to our mission, to grow every child as a thinker, problem solver and communicator to pursue their future without limits. We continue to deepen our long-standing relationships and history of excellence to continue to be your *District of Choice*.

Speaking of choice... AESD was named BEST PLACE TO WORK in the Best of the West Awards, sponsored by the West Valley View, for the last two consecutive years! We also were reader recommended for Best School District, Best Elementary School (Centerra Mirage STEM Academy), and Best Public School and Best Elementary School (Desert Thunder School) for 2023! AESD was also named Best Public School, Best Preschool, and Best Childcare at Wildflower Preschool in the West Valley in the 2023 Choice Awards/Best of the Desert! In 2022, we were ranked among the best schools in the Country by US News & World Report. This affirms what we know, AESD is the best place to live, learn, and work!

Not only were we honored with the Best of the Best awards, but AESD also received a number of national awards for our communication efforts with families, staff, and our community. We received four awards of excellence in the 2023 National School Public Relations & Digital Media Excellence Awards for our Future Without Limits and Join the AESD Family marketing campaigns, our *AESD School* podcast, and the *All Things Avondale* digital newsletter. Be sure you tune in and check out our communication efforts so you're in the know!

AESD has demonstrated results in achievement. Once again, AESD has outpaced the average growth in the state in student achievement. We have outperformed the state growth over 2 times in ELA and over 12 times in Math on the state assessment. Our students are learning at a faster rate than in other schools/districts across Arizona and we will continue that focus for this year! Every one of our students deserve a limitless future.

Thank you to our families who have made AESD your district of choice. We are thrilled and prepared to serve you and your children as we navigate this new school year and all that it brings. We are excited for our athletics and afterschool enrichment to start as we pick up where we left off last spring and have multiple afterschool opportunities at our sites! Further, we continue to have our 1-1 technology for use both in school and at home and improvements to safety on our campuses are a direct result of your support. Thank you to our AESD voters for making sure we can make these improvements happen through voting "YES" for our bonds and overrides.

Here are a few of our excellent offerings as we continue to find ways to enhance the experience for our children and adults in AESD. Entering the new school year, I wanted to highlight some of our incredible opportunities. In AESD, we have something for everyone including the following:

- Award winning staff, schools, and district
- High school Algebra and Spanish with Agua Fria Union High School District
- Art, Music, PE, and Computer Science programming for all students in grades K-8
- Before and aftercare programs
- Award winning Preschool and Head Start on multiple school sites
- State-of-the-art Mobile STEAM Lab
- Read Better Be Better

AESD is committed to maintaining the safest facilities possible. Reminder, all visitors on campus must buzz into the building, sign in, and scan their ID for access to our school facilities through a closed campus procedure. In addition, enhanced campus security systems and Zonar technology to monitor students entering and exiting the buses are in place to ensure the safety of our students and staff.

The center of our work in AESD is based on our Kids at Hope framework. It focuses on the following tenets and provides the foundation for our students and our approach to educating beyond the classroom.

We believe... all children are capable of success, NO EXCEPTIONS.

We connect... all children to caring adults to reveal and grow the possibilities.

We time travel...we prepare students for their future by time traveling to allow children to see their potential in four destinations and to plan for it today.

Please stay connected via our social media outlets and as always, send your photos, celebrations, and successes to media@chooseAESD.org.

We are here to ensure your child grows as a thinker, problem solver and communicator to pursue their future without limits! We believe every child deserves an Avondale Elementary School District Education.

If I can be of service, please contact me at 623-772-5000.

Sincerely,



Superintendent



The District's Vision is...

Passion Commitment for Educational Excellence

Our Mission ...

In Avondale, every student will grow as a thinker, problem solver and communicator to pursue a future without limits.

Core Beliefs ...

Kids at Hope...

All children are capable of success- NO EXCEPTIONS!

We connect all children to caring adults to reveal and grow the possibilities.

We prepare students for their future by time traveling to allow children to see their potential in four destinations and to plan for it today. We are a district of Hope.

Goals ...

Our Focus is on Student and Teacher Success...

Create a passion for learning where each school is meeting the needs of our diverse student population.

Our Communication...

Engage all community stakeholders in actions to help realize the district's vision and mission.

Our Culture...

Create a collaborative, trusting, and joyful culture for students, parents and staff that permeates the entire AESD school community to ensure success for all.

Customer Service Standards...

We will approach every interaction with...

- **Compassion**
- **Accountability**
- **Respect**
- **Excellent service**

Our success is dependent on students, staff, parents and community working together to meet our collective goal – excellence in learning and teaching. This handbook serves to outline the academic and behavioral expectations in our district. Please use this as a source of information about policies and practices regarding daily operations at our sites, as well as a reference throughout the year.

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AVONDALE ELEMENTARY SCHOOL DISTRICT #44

SCHOOL YEAR CALENDAR 2023-2024

Passion and Commitment for Educational Success All children are capable of success- NO EXCEPTIONS!



JULY

S	M	T	W	T	F	S
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2	3	⊗	5	6	7	8
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30	31					

AUGUST

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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31						

JANUARY

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FEBRUARY

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MARCH

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APRIL

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MAY

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JUNE

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30						

Jul. 4 Independence Day	Dec. 25 - Jan. 5 Winter Break	First Day All Staff Return
Aug. 1 All Certified Teaching Staff -First Day	Jan. 15 Martin Luther King Day	First Day of School-Students
Aug. 2 All Staff-First Day	Feb. 19 President's Day	Early Dismissal/Staff Training
Aug. 3 Meet the Teacher Night (5:00-7:00 PM)	Mar. 7-8 Parent/Teacher Conferences	⊗ Holiday/Break-No School
Aug. 7 First Day of School- All Students	Mar. 8 Third Quarter Ends	⊠ Parent/Teacher Conferences
Sept. 4 Labor Day	Mar. 11-15 Spring Break	⊠ Parent/Teacher Conf. & Last Day of Quarter
Sept. 7 Curriculum Night (5:30-7:00 PM)	Mar. 29 March Break	Last Day of Quarter
Oct. 5-6 Parent/Teacher Conferences	May 22-24 Early Dismissal	8th Grade Promotion & Early Dismissal
Oct. 6 First Quarter Ends	May 23 8th Grade Promotion	Last Day of School & Last Day of Quarter
Oct. 9-13 Fall Break	May 24 Last Day of School	
Nov. 10 Veteran's Day	May 24 Fourth Quarter Ends	
Nov. 20-24 Thanksgiving Break	May 27 Memorial Day	
Dec. 22 Second Quarter Ends/Early Dismissal		
<i>State testing dates to be determined - approximately April 2024</i>		



2023-2024 Schedule of Governing Board Meetings

*All meetings will begin at 5:30 p.m.
at the District Office in the*

*Dr. Frances Ybarra Amabisca Governing Board Room
(295 W. Western Ave., Avondale, AZ 85323)*

Unless otherwise posted

JULY 11, 2023	Regular Board Meeting
JULY 25, 2023	Regular Board Meeting
AUGUST 22, 2023	Regular Board Meeting
SEPTEMBER 19, 2023	Regular Board Meeting
OCTOBER 3, 2023	Regular Board Meeting
NOVEMBER 14, 2023	Regular Board Meeting
DECEMBER 12, 2023	Regular Board Meeting
JANUARY 23, 2024	Regular Board Meeting
FEBRUARY 13, 2024	Regular Board Meeting
FEBRUARY 22, 2024	Regular Board Meeting
MARCH 26, 2024	Regular Board Meeting
APRIL 23, 2024	Regular Board Meeting
MAY 14, 2024	Regular Board Meeting
JUNE 4, 2024	Regular Board Meeting
JUNE 18, 2024	Regular Board Meeting

Approved at the March 28, 2023 Governing Board Meeting



Passion and Commitment for Educational Excellence

Phone (623) 772-5000 295 West Western Avenue Avondale, Arizona 85323 Fax (623) 772-5001
www.chooseAESD.org

Communication Between School and Home

Communication between the school and home is very important. In order to help parents know what is happening at school, we use a variety of methods, including the following:

Marquee: Events are posted on the schools' digital marquee at various times during the year.

Email: As we continue to go green, we encourage each student to have one parent/guardian's email address as the email contact for electronic communications. Blackboard is used for immediate communications.

School and District Messages and Newsletters: These will be emailed to the parent/guardian's email address provided throughout the year or sent home in student backpacks. Flyers can also be found on the PeachJar page: <https://app.peachjar.com/flyers/all/districts/35475/>.

Notes: Notes may be sent home by the teachers and administrators frequently throughout the year in student backpacks or via email.

Students: Students know about their school. They are invaluable sources of information. Talk to them about what they enjoy, what is coming up soon, etc.

Home Visits: These may be made by the teachers, nurses, and administration throughout the year.

Parent Teacher Organizations and Volunteers: Each school has a Parent Organization, which all parents are encouraged to be an active member. Also, we welcome parents to volunteer on campus (currently all on campus volunteer opportunities are suspended until further notice due to the pandemic). Please notify the school administrator if you would like to become more involved.

Our website, Twitter and Facebook: www.chooseAESD.org Each school has a website that can be accessed through the district by clicking on the school name. Be sure to FOLLOW us on Twitter and LIKE us on Facebook!

IMPORTANT DISTRICT TELEPHONE NUMBERS	
Community Relations Office: ➤ Dr. Betsy Hargrove	(623) 772-5009 Superintendent
Community Relations Office: ➤ Ms. Kellie Duguid	(623) 772-5009 Assistant Superintendent
Community Relations Office: ➤ Linda Jeffries	(623) 772-5000/480-910-1622 (cell) Director of Communications & Public Relations
Business Services ➤ Ms. Shannon Kavanagh	(623) 772-5000 Executive Director of Business Services
Human Resources ➤ Dr. Melissa Gonzalez	(623) 772-5000 Executive Director of Human Resources
Community Education (A.C.E.) ➤ Ms. Jill Schoettes	(623) 772-5086 Director of Community Education
Academic Services ➤ Ms. Angie Schultz	(623) 772-5073 Director of Curriculum & Innovation
Grants Department ➤ Ms. Jessica Bartels	(623) 772-5036 Director of Grants
Exceptional Student Services ➤ Dr. William Butler	(623) 772-5034 Director of Exceptional Student Services
Community Health Initiatives ➤ Ms. Shaunna Haley	(602) 763-1452 Lead Psychologist
Technology Services ➤ Mr. Mark Gresko	(623) 772-5199 Director of Technology Services
Operations Department ➤ Ms. Linda Sharrett	(623) 772-5070 Director of Operations
Department of Safety & Wellness ➤ Mr. Wayne Deffenbaugh	(602) 763-5653 Safety & Wellness Administrator
Athletic Department ➤ Hailee Nanchy	(623) 772-5195 Director of Star Academy and Athletics

Passion and Commitment for Educational Excellence

COMMUNITY OF SCHOOLS:

LATTIE COOR SCHOOL - (PreK-1)

220 E. La Canada Blvd., Avondale, AZ 85323
 (623) 772-4400 Fax: (623) 772-4420
 Principal: Mr. Geovanni Orozco

ELISEO C. FELIX SCHOOL - (2-5)

540 E. La Pasada, Goodyear, AZ 85338
 (623) 772-4300 Fax: (623) 772-4320
 Principal: Ms. Lillian Linn
 Assistant Principal: Ms. Sarah Rose

AVONDALE MIDDLE SCHOOL (AMS) - (6-8)/AVIA (5-8)

1406 N. Central Avenue, Avondale, AZ 85323
 (623) 772-4500 Fax: (623) 772-4520
 Principal: Ms. Susana Gonzales
 Assistant Principal: Ms. Megan Jardim

CENTERRA MIRAGE STEM ACADEMY (K-8)

15151 W. Centerra Dr. South, Goodyear, AZ 85338
 (623) 772-4800 Fax: (623) 772-4891
 Principal: Ms. Jessica Worthington
 Assistant Principal: Ms. Cynthia Soe Myint

COPPER TRAILS SCHOOL (K-8)

16875 W. Canyon Trails Blvd., Goodyear, AZ 85338
 Phone: (623) 772-4100 Fax: (623) 772-4120
 Principal: Ms. Stacy Ellis
 Assistant Principal: Ms. Ilana Dawson
 Dean of Students: Ms. Stacy Dobbins

DESERT STAR SCHOOL (K-8)

2131 S. 157th Avenue, Goodyear, AZ 85338
 (623) 772-4600 Fax: (623) 772-4620
 Principal: Mr. Ryan Vaughn
 Assistant Principal: Ms. Brittany Scheer

DESERT THUNDER SCHOOL (K-8)

16750 W. Garfield Drive, Goodyear, AZ 85338
 (623) 772-4700 Fax: (623) 772-4720
 Principal: Dr. Ryan LoMonaco
 Assistant Principal: Ms. Laura Wilson
 Dean of Students: Ms. Nicole Neal

MICHAEL ANDERSON SCHOOL (K-8)

45 S. 3rd Avenue, Avondale, AZ 85323
 (623) 772-5100 Fax: (623) 772-5120
 Principal: Ms. Lori Goslar
 Assistant Principal: Mr. Darryl Williford
 Dean of Students: Ms. Perla Tapia

WILDFLOWER ACCELERATED ACADEMY (K-8)

325 S. Wildflower Drive, Goodyear, AZ 85338
 (623) 772-5200 Fax: (623) 772-5220
 Principal: Ms. Katelyn Orloski
 Assistant Principal: Ms. Tracey DeBuff

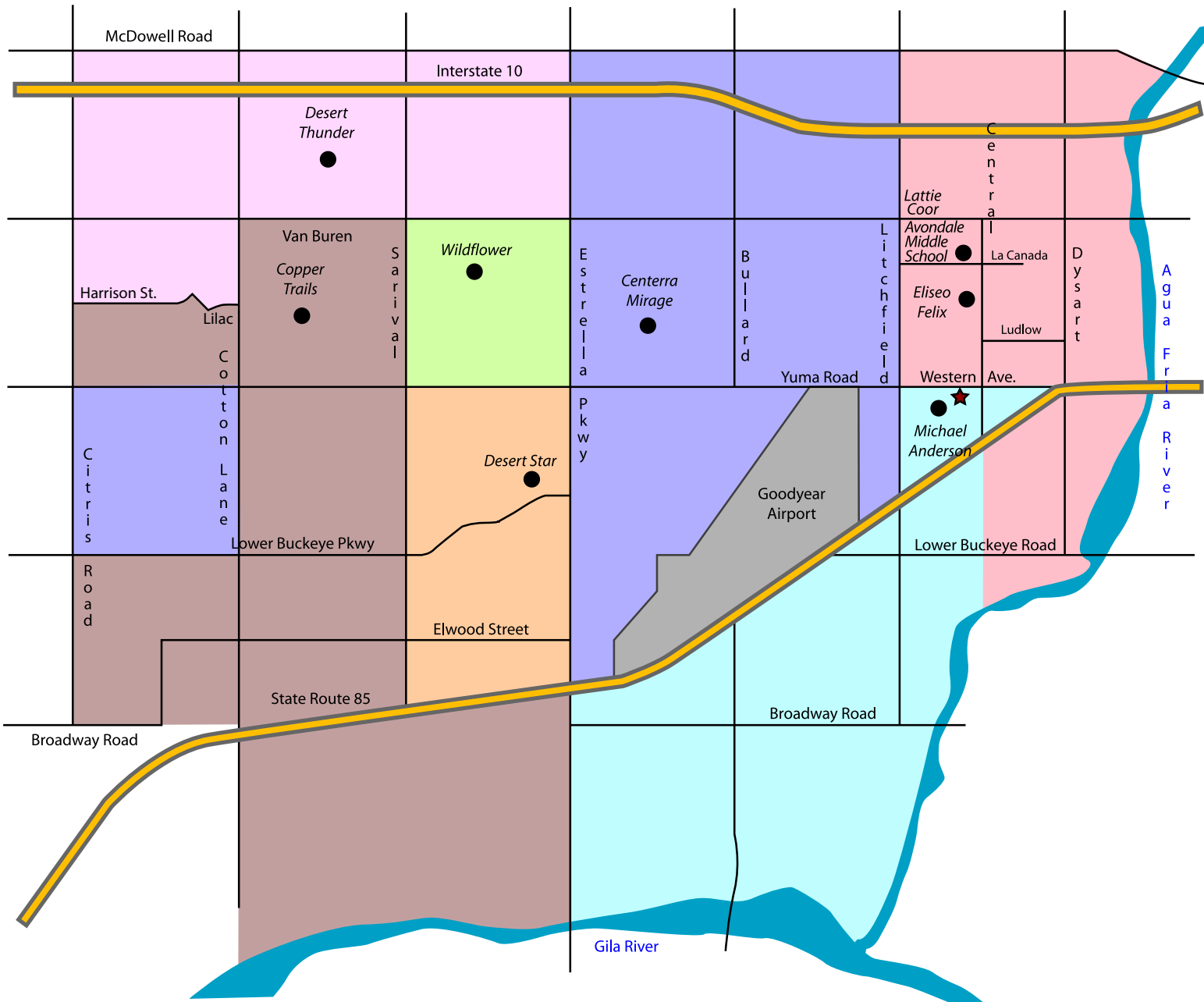
STAR ACADEMY (K-8)

44 S. 3rd Avenue, Avondale, AZ 85323
 (623) 772-5195 Fax: (623) 772-5177
 STAR Director: Ms. Hailee Nanchy

SCHOOL TIMES

Centerra Mirage, Desert Star, Desert Thunder, Michael Anderson, Wildflower		Copper Trails & Community of Schools: (Lattie Coor/PreK-1, Eliseo C. Felix/2-5, Avondale Middle/6-8)	STAR Academy
M, T, Th, F	7:35 AM – 3:00 PM	8:15 AM – 3:40 PM	7:30 AM – 2:00 PM
Wednesday	7:35 AM – 11:45 AM	8:15 AM – 12:25 PM	7:30 AM – 11:00 AM





- Avondale Middle School**
 1406 N. Central Avenue
 Avondale, AZ 85323
 623-772-4500
- Centerra Mirage K-8**
 15151 W. Centerra Drive
 Goodyear, AZ 85338
 623-772-4800
- Copper Trails K-8**
 16875 W. Canyon Trails Blvd
 Goodyear, AZ 85338
 623-772-4100
- Desert Star K-8**
 2131 S. 157th Avenue
 Goodyear, AZ 85338
 623-772-4600
- Desert Thunder K-8**
 16750 W. Garfield
 Goodyear, AZ 85338
 623-772-4700
- Eliseo Felix**
 540 La Pasada
 Goodyear, AZ 85338
 623-772-4300
- Lattie Coor**
 220 E. La Canada Blvd.
 Avondale, AZ 85323
 623-772-4400
- Michael Anderson K-8**
 45 S. Third Avenue
 Avondale, AZ 85323
 623-772-5100
- Wildflower K-8**
 325 S. Wildflower Drive
 Goodyear, AZ 85338
 623-772-5200

District Office

★ 295 West Western Ave.
 Avondale, AZ 85323
 623-772-5000

Avondale Elementary School District #44
 School Boundary Map
 Adopted on April 19, 2016

STUDENT ENROLLMENT

ADMISSION OF CHILDREN

The parent, guardian, or surrogate of each new enrollee in the District, except homeless pupils as defined in A.R.S. 15-824 and 15-802(B), will be asked to produce the following (POLICIES JF AND JFAA):

KINDERGARTEN / 1st GRADE

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

**The Board may admit children who have not reached the required age as prescribed above if it is determined to be in the best interest of the children, and such children must reach the required age of five (5) for kindergarten and six (6) for first grade by January 1 of the current school year. Children who turn five (5) between September 1 and December 31, may be assessed to determine readiness for early entrance into kindergarten.*

- ◆ **1st GRADE** - Avondale Elementary School District will accept documentation that a child has been enrolled and successfully completed a kindergarten program (private or charter school) to enroll in 1st grade. Staff will closely monitor students that are less than six (6) years of age prior to September 1st, including the teachers, school principal, and other instructional staff. All considerations will be in the best interest of the child's learning progress and educational program.
 - ◆ A certified copy of the child's birth certificate
 - ◆ Immunization Records
 - ◆ 2 Proofs of Residency
 - ◆ Notarized proof of Guardianship if applicable

TITLE IX SEXUAL HARASSMENT

Title IX of the Federal Education Amendments Act protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. The District does not discriminate on the basis of sex and is required by Title IX not to discriminate in such a manner. The District adheres to all conditions established by Title IX by recognizing the right of every student who attends school in the District to do so without the fear of sexual harassment.

ADMISSION OF RESIDENT STUDENTS

A student who is a resident of the District and who meets the applicable age requirements established by state law shall be admitted without payment of tuition to the school in the attendance area in which the student resides and may be admitted as a resident transfer student to another school in the District in accordance with the District's open enrollment policy.

The following students are residents of the District:

- ◆ A student who is in the legal custody of a natural or adoptive parent or other person to whom custody has been granted by a court order and who resides with the parent or other person in the District.
- ◆ A student who is an emancipated minor and whose place of residence is in the District. When determining whether a minor is emancipated, the Superintendent will consider such factors as whether the student is married, financially independent, and residing away from the family domicile with parental consent.
- ◆ A student who is eighteen (18) years of age or older and whose place of residence is in the District.
- ◆ A student who is homeless, and who attended a school in the District at the time of becoming homeless.

STUDENT ENROLLMENT

- ◆ A student who resides with a family member living in the District while awaiting the outcome of a legal guardianship or custody proceeding if the family provides written documentary proof in accord with 15-821(D).

The residency of a student, natural or adoptive parent, or other person to whom custody of the student has been granted by court order shall be based upon evidence of the individual's physical presence and intent to remain in the District. Such evidence of residency may be determined by using the following verifiable documentation.

Verifiable Documentation

A.R.S. 15-802(B) requires school districts and charter schools to obtain and maintain verifiable documentation of Arizona residency upon enrollment in an Arizona public school. This policy is written to assist school districts and charter schools in meeting and legal requirements of the statute.

The documentation required by A.R.S. 15-802 must be provided each time a student enrolls in a school district or charter school in this state, and reaffirmed during the district or charter's annual registration process via the district or charter's annual registration form. The documentation supporting Arizona residency should be maintained according to the school's records retention schedule.

In general, students will fall into one (1) of two (2) groups: 1) those whose parent or legal guardian is able to provide documentation bearing his or her name and address; and 2) those whose parent/legal guardian cannot document his or her own residence because of extenuating circumstances including, but no limited to, that the family's household is multi-generations. Different documentation is required for each circumstance.

Parent(s) or legal guardian(s) that maintains his or her own resident: The parent or legal guardian must complete and sign a form indicating his or her name, the name of the school district, school site, or charter school in which the student is being enrolled, and provide one (1) of the following documents, which bear the parent or legal guardian's full name and residential address or physical description of the property where the student resides (no P.O. Boxes):

- ◆ Valid Arizona driver's license. Arizona identification card.
- ◆ Valid Arizona motor vehicle registration.
- ◆ Valid Arizona Address Confidentiality Program authorization card.
- ◆ Property deed.
- ◆ Mortgage documents.
- ◆ Property tax bill.
- ◆ Rental agreement or lease (including Section 8 agreement or off-base military housing).
- ◆ Utility bill (water, electric, gas, cable phone)
- ◆ Bank or credit card statement.
- ◆ W-2 wage statement.
- ◆ Payroll stub.
- ◆ Certificate of tribal enrollment (506 form) or other identification issued by a recognized Indian tribe located in Arizona.
- ◆ Documentation from a state, tribal or federal government agency (Social Security Administration, Veteran's Administration, Arizona Department of Economic Security, etc.)
- ◆ Temporary on-base billeting facility (for military families)
- ◆ I am currently unable to provide any of the foregoing documents. Therefore, I have provided an original affidavit signed and notarized by an Arizona resident who attests that I have established residence in Arizona with the person signing the affidavit.

STUDENT ENROLLMENT

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

Use of and Retention of Documents by Schools

School officials must retain a copy of the attestations or affidavits and copies of any supporting documentation presented for each student (photocopies acceptable) that school officials believe establish validity. Documents presented may be different in each circumstance, and unique to the living situation of the student. Documents retained by the school district or charter school may be used as an indicia of residency; however, documentation is subject to audit by the Arizona Department of Education. Personally identifiable information other than name and address (SSN, account numbers, etc.) should be redacted from the documentation either by the parent/guardian or the school official prior to filing.

ADMISSION OF NONRESIDENT STUDENTS

For purposes of open enrollment a “nonresident pupil” means a student who resides in this state and who is enrolled in or is seeking enrollment in a school district other than the school district in which the student resides. A student who is not a resident of the District but is a resident of Arizona who meets the age and other requirements for open enrollment established by state law and District policy shall be admitted to a school without payment of tuition.

A student shall also be admitted to a school without tuition payment, if:

- ◆ The student is the child of a United States resident who is not a resident of Arizona, if this is in the best interest of the student and the student is placed with a relative per A.R.S. 15-823 and the placement is not to avoid tuition payment.
- ◆ The student is a resident of the United States and evidence indicates that because the parents are homeless or the child is abandoned, as defined in A.R.S. 8-201, the child’s physical, mental, moral or emotional health is best served by placement with a person who does not have legal custody of the child and who is a resident within the school district, unless it is determined that the placement is solely for the purpose of obtaining an education in this state without payment of tuition.
- ◆ The student presents a certificate of educational convenience issued by the County School Superintendent pursuant to A.R.S. 15-825.
- ◆ The student is a child of a nonresident teaching or research faculty member of a community college district or state university or a nonresident graduate or undergraduate student of a community college district or state university whose parent’s presence at the district or university is of international, national, state, or local benefit.

The District shall admit the following students, charging tuition as prescribed in statute:

- ◆ The child of an Arizona resident who is not a resident of the District, if the District provides a high school and the student is a resident of an Arizona common school district that is not in a high school district and that does not offer instruction in the student’s grade. Special circumstances may apply in accordance with A.R.S. 15-2041 after three hundred fifty (350) students have been admitted.
- ◆ For an Arizona resident who is not a resident of the District, if the district of residence provides only financing for students who are instructed by another school district and for students from a unified district that does not offer instruction in the student’s grade.

STUDENT ENROLLMENT

- ◆ A pupil who is issued a certificate of educational convenience to attend school in the School District or adjoining the school district to that in which the pupil is placed by an agency of this state or a state or federal court of competent jurisdiction, as provided in A.R.S. 15-825.

The District shall admit a pupil who is the resident of a school district that has entered into voluntary agreement with the District, *charging* tuition as agreed to in accordance with A.R.S. 15-824(E)(3).

The District may admit nonresident foreign exchange students without payment of tuition, or as it may otherwise prescribe.

The District shall not include in its student membership count students who are not Arizona residents. The District is prohibited from obtaining state funding for any student who is not a resident of the state.

“Residence” Defined

The residence of a student is the residence of the person having legal custody of the student, except as provided in A.R.S. 15-823 through A.R.S. 15-825.

Residency of the parent/guardian or surrogate may be determined by showing the individual’s presence and intent to remain in the District. Documentation of residency may be determined by using the following verifiable documentation.

Verifiable Documentation

A.R.S. 15-802(B) requires school districts and charter schools to obtain and maintain verifiable documentation of Arizona residency upon enrollment in an Arizona public school. This policy is written to assist school districts and charter schools in meeting the legal requirements of the statute.

The documentation required by A.R.S. 15-802 must be provided each time a student enrolls in a school district or charter school in this state, and reaffirmed during the district or charter’s annual registration process via the district or charter’s annual registration form. The documentation supporting Arizona residency should be maintained according to the school’s records retention schedule.

In general, students will fall into one (1) of two (2) groups: 1) those whose parent or legal guardian is able to provide documentation bearing his or her name and address; and 2) those whose parent/legal guardian cannot document his or her own residence because of extenuating circumstances including, but no limited to, that the family’s household is multi-generational. Different documentation is required for each circumstance.

Parent(s) or legal guardian(s) that maintains his or her own resident: The parent or legal guardian must complete and sign a form indicating his or her name, the name of the school district, school site, or charter school in which the student is being enrolled, and provide one (1) of the following documents, which bear the parent or legal guardian’s full name and residential address or physical description of the property where the student resides (no P.O. Boxes):

- ◆ Valid Arizona driver’s license. Arizona identification card.
- ◆ Valid Arizona motor vehicle registration.
- ◆ Valid Arizona Address Confidentiality Program authorization card.
- ◆ Property Deed.
- ◆ Mortgage Documents.

STUDENT ENROLLMENT

- ◆ Property tax bill.
- ◆ Rental agreement or lease (including Section 8 agreement or off-base military housing).
- ◆ Utility bill (water, electric, gas, cable phone)
- ◆ Bank or credit card statement.
- ◆ W-2 wage statement.
- ◆ Payroll stub.
- ◆ Certificate of tribal enrollment (506 form) or other identification issued by a recognized Indian tribe located in Arizona.
- ◆ Documentation from a state, tribal or federal government agency (Social Security Administration, Veteran's Administration, Arizona Department of Economic Security, etc.)
- ◆ Temporary on-base billeting facility (for military families)

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

IMMUNIZATION OF STUDENTS

Immunization records are required for attendance of any child in any District school. As of January 1, 1992, schools shall forbid attendance of (suspend) any student not meeting the requirement for immunization or exemption from immunization and shall suspend such student pursuant to A.R.S. 15-843 (POLICY JLCB-R).

- ◆ Parents will be notified of any immunizations that are needed.
- ◆ Children who have received the necessary immunization and booster doses in the primary grades will not require booster immunizations until they reach the junior high school age.

CHILD CUSTODY

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

PARENTAL ACCESS TO RECORDS

According to Arizona Revised Statute 25-403.6, unless otherwise provided by court order or law, on reasonable request both parents are entitled to have equal access to documents and other information concerning the child's education, and physical, mental, moral and emotional health including medical, school, police, court and other records directly from the custodian of the records or from the other parent.

STUDENT ENROLLMENT

HOME ADDRESS

Please notify the school immediately when there is a change of address, telephone number, or change in the emergency telephone number used when unable to reach a parent. Even though you may have an unlisted telephone number, the school **MUST** have the telephone number to call in case of emergency.

STUDENT DIRECTORY INFORMATION

During the school year, Avondale Schools may keep on file non-confidential student information containing students' names, photographs, grade placement, extracurricular participation, and achievement awards and honors. These files may include monthly school newsletters, graduation programs, activity programs, the District newspaper, and the yearbook. **STUDENT INFORMATION WILL BE RELEASED WITHOUT PRIOR CONSENT FOR IN-DISTRICT PUBLICATIONS AND RECOGNIZED NEWS MEDIA.** If, however, you do not wish any of the above listed information released about your child/children, please submit written notification to the school office. If such notification is not received, it is assumed that your permission is given to use directory information as described above.

STUDENT CONFIDENTIALITY

The District is required by federal and state law to protect the confidentiality of student records and information. See Federal Education Right and Privacy Act of 1974, 20 U.S.C. §§ 1232g, 1232h and 1232i; A.R.S. § 15-141. These laws, and related Governing Board Policies J-7050 and J-7061, prohibit the District from disclosing information contained in a student's disciplinary record to a third party, without prior written consent of the student's parent.

STUDENT DRESS

All students in pre-Kindergarten through eighth grade who attend the District schools are expected to dress in the proper standard school attire. It is the parents' responsibility to ensure compliance with the dress code. All students who attend the District schools must dress in accordance with the dress code.

All students will wear the standard school clothing. The clothing may not be altered in a manner that includes, but is not limited to, slits and shredded hems. The standard school clothing shall be:

- ◆ *For all students:*
 - ◆ Shirts all solid white, solid light gray, solid hunter green, solid navy blue, solid light pink top, solid maroon or solid light blue with lay-down collar. No logos showing on the top. This may include, but not be limited to, a blouse or "polo."
 - ◆ Solid navy blue or tan pants, shorts, skorts, skirts, jumpers, Capri pants and bib overalls. No logos or outer pockets showing on pants. No blue jeans, blue-jean shorts, sweat pants, or stretchy type material.
- ◆ Additional items may be added to the standard school clothing during the school year as approved by the Governing Board.
- ◆ Outer wear is designed to be worn outside as weather dictates. It should be removed in the classroom. At the discretion of the teacher, if the classroom is cold, students may keep their outerwear on. Students may wear windbreakers, jackets, sweater, or sweatshirts as outerwear. Jackets of different colors, patterns, and emblems are acceptable as long as they are appropriate and do not have a negative group affiliation. Expensive jackets are discouraged, as the school is not liable for damaged, lost, or stolen outerwear. Outer wear may not be more than one size too large for the student. Students may not wear flannels or headwear. Headwear is limited to outdoors only.
- ◆ Baggy or oversized clothing is not acceptable and is prohibited. Clothing may not be more than one (1) size too large, to allow for one (1) year's growth. No sagging of clothing is allowed. Pants must fit at the waist and not drag on the ground. Shorts must not be shorter than the middle of the thigh or longer than the bottom of the knee. Skirts must not be shorter than the middle of the thigh.
- ◆ Belts (if worn) must be plain black, brown, or navy and may not be more than one (1) size larger than the waist. Belts must be worn at the waist and cannot hang below the waist. Belts and buckles must be plain with no designs or logos.
- ◆ Shirts and blouses must be worn tucked in at all times.
- ◆ No short shorts or short skirts, or short skirts with slits are allowed.
- ◆ No undergarments must show. T-shirts or turtlenecks worn under the polo or blouse must be uniform shirt colors (solid white, gray, hunter green, navy blue, light pink).
- ◆ For safety reasons, students are encouraged to wear closed-toed shoes. Students are to wear appropriate shoes for physical education classes, such as tennis shoes. Slippers, flip flops and slides are not permitted.

STUDENT DRESS

- ◆ Any clothing, buttons, jewelry, or other accessories that are oversized, display vulgar, lewd, obscene, or plainly offensive messages or images, or display images of weapons, drugs, violence, alcohol, spray cans, reference to or identify gang affiliation, racial or ethnically offensive are strictly prohibited.
- ◆ Students may not display tattoos, costume or unnatural hair or eye color, or hairstyles that create a disruption. Students may not wear facial piercings including but not limited to nose, lips, eyebrows, or chains, spikes, or any other type of sharp jewelry while at school or at a school sponsored function.

Students not dressed in accordance with the District dress code may be offered use of standard school clothing for the day, or their parents will be contacted to bring the correct clothing. Students who repeatedly fail to dress in accordance with this dress code may be subject to disciplinary actions as set forth in the District Policy Manual. Students who refuse to dress in accordance with the dress code will be provided information for alternative enrollment in a neighboring school outside the District, in accordance with the administrative placement procedures set forth in the District Policy Manual.

No student shall be subject to discipline for failure to comply with this dress code if the reason is economic hardship. Under extreme circumstances, the school will work with families to locate assistance for the student to be furnished with standard school clothing.

New students who enter District schools will have one (1) week to purchase standard school clothing. During this time period, the school may donate the use of one (1) uniform set per child.

On occasion, the principal may allow a “dress up” day when students may wear clothing other than the standard school clothing. This will be on special occasions only. The students and parents will be notified prior to the “dress up” day.

Other Uniforms

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

Student Behavior and Expectations

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 student's teacher or administrator as soon as possible.

EACH STUDENT MUST REMEMBER THE FOLLOWING:

1. **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.
2. 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.
3. School discipline may result for student actions that are taken outside of the school and the school day to deliberately defy or circumvent the authority of the school.
4. 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.
5. 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)
6. In order to help provide assistance for our students, administrators and teachers are available to discuss your individual needs, interests, and/or problems. If you wish, you may see our school counselor or psychologist.

THE MAIN THING TO REMEMBER IS TO TALK TO A SCHOOL OFFICIAL
IF THERE IS SOMETHING WE CAN DO TO HELP YOU.

REWARDING POSITIVE BEHAVIOR

There are many opportunities for students to be rewarded for positive behavior at school, and we encourage such rewards that may include the following:

- ◆ **TEACHER RECOGNITION:** comments, notes to parents, telephone calls to parents, special privileges, class certificates, mention on the quarterly report cards, recommendation for student of the month, various special awards during the year, etc.
- ◆ **ADMINISTRATIVE RECOGNITION:** comments, notes to parents, telephone calls to parents, mention on morning and afternoon announcements, special privileges, certificates, participation in school projects/programs, student of the month awards, various special awards given during the year, etc.

Student Behavior and Expectations

GRADES AND REPORT CARDS

Students in Kindergarten through 5th grade earn grades based on the competency scale of the AASA state assessment. Your report card will reflect the following scale of competence:

HP = Highly Proficient
P = Proficient
PP = Partially Proficient
MP = Minimally Proficient
NG = Not yet assessed

Students in grades 6-8 receive the traditional letter grades A-F and an NG when a standard has not yet been evaluated.

ACADEMIC RECOGNITION

Students who demonstrate academic growth and success are recognized in a variety of ways. The following represents the AESD Honor Roll criteria.

- ◆ **ACADEMIC HONOR ROLL:**
 - Grades 4-5:
 - ✓ “Proficient” in 5 core areas (Reading, Writing, Math, Science and Social Studies).
 - Grades 6-8:
 - ✓ A’s or B’s in 5 core areas (Reading, Writing, Math, Science and Social Studies).
- ◆ **PRINCIPAL ACADEMIC HONOR ROLL:**
 - Grades 4-5:
 - ✓ “Highly Proficient” in at least 3 of 5 core areas (Reading, Writing, Math, Science and Social Studies).
 - Grades 6-8:
 - ✓ Straight A’s in 5 core areas (Reading, Writing, Math, Science and Social Studies).
- ◆ **SUPERINTENDENT’S ACADEMIC HONOR:** This honor is to recognize students in Grades 4-8 based on the following criteria:
 - ✓ Must achieve Principal Academic Honor Roll all 4 quarters.
 - ✓ Superintendent Academic Honor Recipients will be honored at the End of the School Year.

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.

Student Behavior and Expectations

- 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, vaping paraphernalia, 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.
- Any social media that disrupts the school environment.
- Carrying or possessing a weapon or simulated 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.

LAW ENFORCEMENT

The District may notify appropriate law enforcement agencies of violations of the law.

***CODE OF CONDUCT:** This document is an overview of policy and procedures for the entire district. Each school site/campus may have specific procedures outlined in their handbook. Please refer to the site administrator for specific rules/guidelines for each campus.

BEHAVIOR AT SCHOOL EVENTS

Our students have the privilege of attending all school events. If a child is absent from school, he/she may not attend after-school events that day. We do expect these students and their guests to behave in an appropriate manner. We want the spectators to cheer and get involved in the spirit of the game/programs; however, there are a few things that we will discourage:

1. Cheering is welcomed however, booing, use of profanity and/or harassing is unacceptable.

Student Behavior and Expectations

2. Stomping on the bleachers is not acceptable.
3. Throwing objects is forbidden.
4. Food and beverage in the gym is forbidden.
5. Interfering with the course of the event is strictly prohibited.

We ask that our students display good manners and good sportsmanship at all times. We are proud of our students and we want the name of Avondale Elementary School District to be number one throughout the state in both competition and hospitality. The administration can and will ask any students or guests to leave the school grounds if their behavior is not appropriate.

ONLINE CLASS BEHAVIOR EXPECTATIONS

Students are expected to:

- Use their first and last name only to log in; no picture, icons or nicknames.
- Mute their account; this will help everyone to be able to hear the teacher and the teacher will be able to hear when a student has a question.
- Turn the camera on upon entering their session.
- If a student has a question, please follow the teacher's expectations (teacher will communicate protocol for student questions).
- Find a quiet space without distractions while attending the online class (an example of an ideal location would be in a quiet room with a blank wall behind the student).
- Headphones are suggested but not required.
- Do not have extra technology out during your online class time, unless directed by your teacher.
- Respect the privacy of others.
- Use respectful language at all times.
- Be respectful to others during class time.
- Follow along with the teacher, as directed.
- Follow teacher expectations as well as class and school rules.
- Dress in appropriate attire.
- Be on time to class.
- Log in to class prepared and with required materials.

Remember, students are using district technology and school rules still apply. All students must comply with the district's Use of Technology Resources User Agreement. Any student that does not follow school procedures and/or the Use of Technology Resources User Agreement will receive consequences.

Student Behavior and Expectations

Student Concerns, Complaints, & Grievances

Students may present a complaint or grievance regarding one or more of the following:

- Violation of the student's constitutional rights.
- Denial, not related to the student's individual capabilities, of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities.
- Discrimination 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.
- Sexual Harassment.

Concern for the student's personal safety. Students may present a complaint or grievance 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 a school administrator or professional staff member. A Title IX sexual harassment complaint shall be made to the Title IX coordinator.
- The person receiving the complaint will gather information for the complaint form.
- The allegation shall be reported on forms with the necessary particulars as determined by the Superintendent. Forms are available in the school office.
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Complaints by middle school 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 policy 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.)

Student Behavior and Expectations

Title IX Sexual Harassment

Title IX of the Federal Education Amendments Act protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. The District does not discriminate on the basis of sex and is required by Title IX not to discriminate in such a manner. The District adheres to all conditions established by Title IX by recognizing the right of every student who attends school in the District and every employee who works in the District to do so without the fear of sexual harassment.

The District accepts and shall employ the definition of sexual harassment as established by the Title IX regulations. Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

- A. An employee of the District conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
- B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- C. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

The District also accepts and shall employ the definition of a complainant as an individual who is alleged to be the victim of conduct that could constitute sexual harassment, and a respondent as an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

The District shall designate and authorize an employee as the "Title IX Coordinator" to comply with its responsibilities pertaining to sexual harassment under Title IX. Inquiries about the application of Title IX may be referred to the District's Title IX Coordinator. Any person may report sex discrimination, including sexual harassment, regardless of whether the person reporting is the person alleged to be the victim of the reported conduct or not. A report may be made in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator. The District shall notify students, parents or legal guardians of students, employees, applicants for employment, and all unions or professional organizations holding collective bargaining or professional agreements with the District, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator.

The District will respond promptly when any school employee has notice of sexual harassment. Upon receipt of notice of sexual harassment, the District shall notify students, parents or legal guardians of students, employees, applicants for employment, and all unions or professional organizations holding collective bargaining or professional agreements with the District, of the District's grievance procedures and grievance process, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the District shall respond. The District is committed to investigating each formal complaint submitted and to taking appropriate action on all confirmed violations of policy. The District shall follow grievance procedures that provide for the prompt and equitable resolution of complaints from students and employees alleging sexual harassment.

Student Behavior and Expectations

The District shall, to the extent reasonably feasible, keep confidential the identity of any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as is necessary to carry out the grievance process and as may otherwise be permitted by law.

Title IX sexual harassment complaints may include violations covered by Arizona's mandatory reporting statute, A.R.S. §13-3620. Any abuses classified by statute as "reportable offenses" must be reported as such to the authorities because not reporting a reportable offense is classified as a Class 6 Felony.

Retaliation Prohibited

Neither the District nor any person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has in good faith made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing. Intimidation, threats, coercion, or discrimination, including charges against an individual for violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

Title IX Coordinator:

Name/Title: Dr. Melissa Gonzalez, Executive Director of Human Resources

Address: 295 W. Western Avenue, Avondale, AZ 85323

E-Mail: mgonzal2@chooseAESD.org

Telephone: 623-772-5000

Student Behavior and Expectations

Hazing

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to District schools within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdrawal from the District school.

"Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an educational institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

"Organization" means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing. In accordance with statute, violations of this policy do not include either of the following:

- Customary athletic events, contests or competitions that are sponsored by an educational institution.
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program, or a legitimate military training program.

All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

Students and others may report hazing to any professional staff member. Professional staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. Failures by a staff member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accord with District policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing, which includes possible child abuse, or violations of statutes known to the staff member shall be treated in accordance with statutory requirements and be reported to a law enforcement agency.

To assure that students and staff are aware of its content and intent, a notice of this policy and procedure shall be posted conspicuously in each school building and shall be made a part of the rights and responsibilities section of the student handbook. Forms for submitting complaints are to be available to students and staff in the school offices.

Disposition of all reports/complaints shall be reported to the Superintendent. The Superintendent will determine if the policies of the District have been appropriately implemented and will make such reports and/or referrals to the Board as may be necessary.

Student Behavior and Expectations

STUDENT VIOLENCE / HARASSMENT / INTIMIDATION / BULLYING Policy JICK

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

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

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

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

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

- Verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying;
- Exposure to social exclusion or ostracism;
- Physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting;
- Damage to or theft of personal property;

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

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

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personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

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

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

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

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

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

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

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.

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

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NONDISCRIMINATION / EQUAL OPPORTUNITY

PROCEDURE FOR COMPLAINTS CONCERNING RACIAL AND OTHER HARASSMENT OR DISCRIMINATION

It shall be a violation of District policy for any individual¹ including students, teachers, administrators, or other school personnel to harass or otherwise discriminate against a student or staff member on the basis of race, color, sex, national origin, ethnicity, disability and sexual orientation, as defined by this policy.

For purposes of this procedure, harassment means unwelcome conduct that is sufficiently severe, persistent or pervasive that it creates an intimidating, hostile, or offensive educational or work environment.

Complaint Procedure

Any individual who believes that they have been the victim of discrimination or harassment can file a complaint with the Superintendent's office. In the event that the Superintendent's office is implicated in the discrimination or harassment complaint, the District will designate an alternative individual to receive and to investigate the complaint. Parents or guardians may also file complaints of discrimination or harassment against students. A complaint should be in writing but the District will accept oral complaints under certain circumstances such as the age of the reporting party, ability to effectively communicate or write a complaint or other applicable factors. At a minimum, it must identify the nature of the alleged discrimination or harassment, the facts upon which the complaint is based, the names of the participants and the identities of all known witnesses. Complaints should be filed as soon as possible, and no later than thirty school days after the conduct in question occurs.

School personnel who become aware of facts that indicate that discrimination or harassment is occurring must report it to any District supervisory staff.

Title VI of the Civil Rights Act of 1964 requires recipients of Federal financial aid from the Department to ensure discrimination does not occur and to take appropriate action to stop such discrimination, if it does. Office for Civil Rights (OCR) interprets Title VI's protections to include any individuals present on a recipient's property including those applying for employment with a recipient and members of the public.

While the standards of severe, persistent and pervasive do apply to a hostile environment analysis, some claims of discrimination, such as an allegation of disparate treatment or disparate impact, do not utilize this standard. Discrimination may include such acts as excluding from or limiting a person's enjoyment of any benefits, services or provided by a recipient. With respect to harassment specifically, OCR routinely advises districts that they may not want to create the expectation that harassing incidents should not be reported unless it rises to the level of a hostile environment. To that end, OCR would like to see the definition of discrimination and harassment expanded pursuant to OCR *Racial Incidents and Harassment Against Students at Educational Institutions; Investigative Guidance*, 59 Fed. Reg. 11,448 (Mar. 10, 1994).

Title VI of the Civil Right Act of 1964 states that recipients of Federal financial aid from the Department are required to ensure that discrimination does not occur and to take action to stop such discrimination if a recipient knows or should have known of such acts. OCR interprets this to mean if an individual acting in

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good faith tells a school staff member that they believe discrimination is occurring then the District will be held to the standard of should have reasonably known such acts were occurring.

There shall be no retaliation against any individual who makes a good-faith complaint or report of discrimination or harassment.

Investigation

The Superintendent or a designee of the Superintendent shall investigate all such complaints and reports promptly. In the course of the investigation, the investigator shall afford all parties to the complaint an opportunity to present written and oral evidence.

Findings

The investigator shall provide written findings concerning the complaint within forty-five (45) days of receiving the complaint. This deadline may be extended for good cause. The findings should include:

- A statement of the complaining party's allegations.
- A description of the scope of the investigation, including witnesses who were questioned (subject to the requirements of the Federal Education Records and Privacy Act) and, if applicable, documents that were reviewed.
- The investigator's conclusions with regard to the relevant facts.
- The investigator's conclusions with regard to the accuracy of the allegations.
- If the allegations are found to be accurate, and subject to the privacy rights and interests of the individuals involved, a description of corrective actions that would be appropriate.

The complaining party and anyone who has been accused of discrimination or harassment shall be given a copy of the findings.

Appeal Procedure

If an investigation has been conducted and findings made by a designee of the Superintendent, either party to the complaint may appeal all or any portion of the findings to the Superintendent within ten days after receiving the findings. The appeal shall be in writing and shall state why the complaining party disagrees with the findings. The Superintendent shall rule on the appeal in writing within thirty school days. The complaining party and anyone who has been accused of discrimination or harassment shall be given a copy of the Superintendent's decision regarding the appeal.

Corrective Action

Employees or students who engage in harassment shall be disciplined in accordance with the appropriate disciplinary policies and procedures, including the due-process procedures afforded by those policies and procedures.

If a complaint of harassment is found to be accurate, the Superintendent shall take such additional remedial action as may be appropriate. That may include, but is not limited to, counseling for the victim and/or the perpetrator; steps to protect the victim from further harassment; and/or steps to protect a complaining party against retaliation.

Student Behavior and Expectations

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. 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.

DEFINITIONS OF INFRACTIONS:

*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 Threat	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.

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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)
Disrespect/Defiance/ Non-Compliance	Treating district personnel or any others with contempt or rudeness. Intentionally resisting or disregarding the authority of district personnel.
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.
Dress Code Violation	Clothing that does not fit within the dress code guidelines stated in school or district policy.
**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 looks 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. 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 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)

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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, sexual orientation 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, devices or electronic images that offends or disturbs the educational environment.
Public Display of Affection	Kissing, hugging, fondling or touching in public.
**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 Assault	For definition, refer to A.R.S. §13-1406.
**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.)
**Sexual Harassment with Contact	Sexual harassment that includes unwanted physical contact of non-sexual body parts.
**Sexual Misconduct	The use of verbal, written, electronic or physical actions or any language that is sexually demeaning. This violation includes, but is not limited to, indecent exposure, consensual participation in any sexual act involving

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	physical contact, lewd comments, touching private areas, de-pantsing, pulling another's underclothing, possession or distribution of pornographic materials.
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. Theft does not include confiscation by school authorities of property not permitted at the school. NOTE: In the event of theft or damage, personal items brought to school, such as musical instruments, radios, etc., are not covered by district insurance.
*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. Examples include, but are not limited to, rolling papers, matches, lighters and vaping paraphernalia.
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 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 with a blade over two and one-half inches in length, pocket knife opened by a mechanical device, 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: Many of the above definitions violate state law. For minor offenses, school officials may notify appropriate police authorities. For serious offenses, school officials are REQUIRED to notify appropriate police authorities.

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.

REFERENCES FOR KEY RULES ON BEHAVIOR

- School boards have a job of supporting and assisting teachers in the enforcement of rules. (A.R.S. 15-844.D.1.4)

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- A teacher may remove a student from a classroom who is disruptive. (A.R.S. 15-841.A.2.)
- A school may reassign a pupil to an alternative program if the pupil refuses to comply with rules. (A.R.S. 15-841.E, A.R.S. 15-841.F)
- A student can forfeit his/her right to a free public education. Expulsion is for continued disruptive behavior, or for violent or dangerous behavior. (A.R.S. 15-841.B)
- A school may refuse to admit any pupil who has been expelled from another public school. (A.R.S. 15-841.C)

BUS TRANSPORTATION

RIDING THE SCHOOL BUS IS A PRIVILEGE GRANTED BY THE SCHOOL DISTRICT AND IS NOT THE RIGHT OF THE STUDENT. ONLY STUDENTS ELIGIBLE FOR BUS TRANSPORTATION WILL BE PERMITTED TO RIDE THE BUS. Students riding on special activity buses are under the district supervision of the bus driver in cooperation with the sponsor(s). It is the student's responsibility to do the following (Policy EEAEC):

- ◆ AESD can't guarantee social distancing for students riding the bus.
- ◆ Please observe social distancing while waiting at a bus stop.
- ◆ Be on time for the bus. Parent/guardian will be responsible for transporting students who miss the bus.
- ◆ Respect private property at bus stops (no littering, trespassing, or vandalism).-
- ◆ Conform to the same behavior/rules as required on school campuses.
- ◆ Respect bus property (no littering or vandalism). Parents will be charged for bus damage caused by students.
- ◆ Enter and leave the bus in an orderly manner.
- ◆ Keep the bus aisles clear at all times.
- ◆ Once a student is on the bus, he/she may not be removed without Principal permission.

Please have your child at the bus stop 10 minutes before the scheduled arrival time.

BUS CONDUCT RULES

The following rules will be enforced any time students are transported by a District vehicle (Policy EEAEC) and guidelines detailed in the Minimum Standards pamphlet published by the Department of Public Safety.

1. Stay in your seat at all times
2. Listen to the operator and aide
3. No food or drinks on the bus except plastic bottles with water only
4. No shouting
5. Keep your arms and head in the bus
6. Keep your hands to yourself/no fighting
7. Do not throw things
8. No animals of any type on the bus
9. All objects brought on the bus must fit in the student's lap (i.e. band equipment)

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10. No balloons on the bus
11. No glass on the bus
12. All students must obey all safety rules

BUS CONDUCT CONSEQUENCES

All students eligible for transportation have the right to safe and efficient transport. Rules for bus conduct also apply to students at bus stops and drop-off points. Disciplinary measures will be handled as deemed appropriate. Should revocation of bus privileges be required, parents will be responsible for transporting the student to and from school. Specific disciplinary and revocation processes will be discussed with the building administrators and transportation director (Policy EEAEC). A progression of consequences based on student infractions will occur. Each situation will be investigated and student due process enacted. Consequences may include verbal warning through suspension of transportation privileges.

SPECIAL EDUCATION TRANSPORTATION RULES

In addition to general bus conduct rules, the following regulations pertain to needs of special education students. These regulations will ensure the most efficient transportation of students.

1. Students should be ready to board the bus at least ten minutes earlier than the scheduled pick up time. If the pickup location is the student's home, the bus will wait **two minutes**. The bus driver will not sound the bus horn or dispatch the bus aide to summon students.
2. Parents/guardians WILL BE responsible for transporting students to school who miss the bus.
3. Students who require assistance to get to their designated pickup location will be assisted by parents/guardians. Under NO circumstances will the bus driver or bus aide leave the school bus, except to operate wheelchair lifts.
4. Parents/guardians must meet the bus to aid students who require assistance to get from their homes. The bus driver and bus aide will assist students ONLY in getting off the school bus. If parent/guardian is not present, the student will be returned to his/her school.

GANG ACTIVITY OR ASSOCIATION

Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, pictures, drawings, etc., or the presence of any apparel, jewelry, accessory, or manner of dress or grooming that, by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies membership or affiliation with such a group is prohibited because of the disruption to educational activities that results from such activities or dress. It is the District's position that such activities and dress also present a clear and present danger to other District students and to District staff members.

Any activity involving 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 wearing, carrying, or displaying gang paraphernalia and/or exhibiting behavior or gestures that symbolize gang membership, or causing and/or participating in activities that intimidate or adversely affect the educational activities of another student, or the orderly operation of the schools, shall be subject

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to disciplinary action.

Legal Ref.: A.R.S. § 12-661(A)(B), 15-766, 12-2911, 15-767, 15-341(A)(1), 15-803, 15-342(1), 15-841, 15-507, 15-842, 15-521(A)(4), 1-843, 15-727 A.G.O., 78-218, 80-055, 84-36, A.A.C., R7-2-401, 7-2-405.

PERSONAL PROPERTY

The Avondale Elementary School District assumes no responsibility for student personal items that are lost or stolen on school property or at school sponsored events. Students are discouraged from bringing costly, fragile or irreplaceable items to school that cannot be secured by the owner.

CATEGORIES OF DISCIPLINARY ACTIONS

If a student is referred to an administrator by a teacher/school employee for violations of classroom/school rules or for a serious offense, then the disciplinary action taken may be determined by the severity of the offense, the student's past conduct, the student's cooperation and attitude, and any other circumstances which are unique to the situation under consideration (actions taken by teachers follow the same rationale). Therefore, a school official may take any one or more of the following actions. Note: Administration will exercise discretion when determining consequences.

- ◆ **INFORMAL TALK:** A school official (teacher or administrator) will talk to the student and try to reach an agreement regarding how the student should behave.
- ◆ **CONFERENCE:** A formal conference is held between the student and one or more school officials. During this conference, the student must agree to correct his/her behavior.
- ◆ **DETENTION:** The student is required to spend a specific amount of time in detention.
- ◆ **PARENT INVOLVEMENT:** Parent(s)/guardian(s) are notified by telephone, personal contact, letter, or certified letter. A conference may be conducted between the student, his/her parent(s), and appropriate school personnel.
- ◆ **ALTERNATIVE CLASSROOM PLACEMENT (ACP):** The student will be placed in an alternative school placement for a number of designated days. Under supervision, a student will complete the work assigned by the ACP teacher and the classroom teacher. Students remain in the ACP room all day with the exception of two restroom breaks and a brief walk to the cafeteria to get lunch. Lunch will be taken back and eaten in the ACP room.
- ◆ **SUSPENSION:** The student is informed that he/she is subject to suspension (ten days or less) and the infraction is explained. The suspension does not start until the due process procedure has been completed. Long-term suspension is a suspension from school for more than 10 days. Parent contact and a hearing will be scheduled with the district hearing officer.
- ◆ **EXPULSION:** Expulsion is the most serious disciplinary action that may be taken by a school district. Expulsion proceedings are conducted by the Avondale District Governing Board (or its duly appointed representative). The student and his/her parent/guardian will be informed about the specific due process procedures JKD/JKE/JIA (1) prior to any action being taken. Appropriate communications between the involved parties will be initiated and maintained by the district during the entire expulsion process. A student who is expelled is no longer allowed to attend school in the Avondale Elementary School District #44. According to A.R.S. 15-841 (C) "A school district may refuse to admit any pupil who has

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been expelled from another educational institution or who is in the process of being expelled from another educational institution.”

- ◆ **REFERRALS TO THE POLICE OR OTHER AGENCY:** Infractions may occur that also violate state law; therefore, in certain circumstances, it may become necessary to make a referral to the police (or other) agency. If this occurs, a school administrator will attempt to contact parents whether by telephone or by letter (unless this is prohibited by the agency contacted). Any action taken by such agency will be separate and distinct from the action taken by the school.
- ◆ **OTHER:** Disciplinary actions other than those discussed above may be utilized in order to more adequately meet the needs of the individual students in unique situations. This flexibility is necessary to enable us to achieve positive results and to be fair in working with our students.

STUDENT DUE PROCESS PROCEDURE/DISTRICT POLICY:

Students will be granted an informal hearing where he/she will receive written or oral notice of what he/she is accused and the evidence of the alleged misconduct. He/she is then asked to explain his/her version of the situation. After this informal hearing, the appointed District authority may suspend the student for up to ten days, choose another disciplinary alternative, or exonerate the student. A written record of this action must be kept on file.

- If suspension is involved: A parent must be notified before the student is allowed to leave the campus. If no parent contact is made, the student should be isolated until dismissal time and then given a written message to the parents.
- Written documentation of the incident including the infraction and consequences will be available to the parent. During the suspension and alternative school assignment, the student is not to be on the school grounds and may not participate in any school related activities. The student may make up all work missed within a specified number of days.

INTERROGATIONS AND SEARCHES:

Interrogations (Policy JIH):

- The district has legal custody of students during the school day and during approved curricular and extracurricular activities. It is the responsibility of the school administration to make an effort to act on behalf of parents in their absence with respect to interrogations by law enforcement officials. A parent may, or a school administrator shall, be present during these interrogations except when interviews are conducted by a child protective services worker pursuant to A.R.S. 8-224 (B) and 8-546.01 (2).
- When a student is taken into custody (arrested), the arresting officer shall be requested to notify the student's parent or guardian. The arresting officer will be asked to complete and sign a "Form for Signature of Arresting Officer" JIH-E (2). School personnel shall make every reasonable effort to notify parents that a student has been taken into custody. The personnel of the District shall cooperate fully with the police. When the arrest is formally made, the District and its employees no longer exercise jurisdiction over the student.

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Searches:

- The administration has the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to the health, safety, and welfare of the student(s) exists.
- Items provided by the District for storage (e.g. desks) of personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision.
- STUDENTS HAVE NO REASONABLE EXPECTATION OF PRIVACY. Desks, storage areas, backpacks, pockets, purses, etc. may be inspected at any time with or without reason, or with or without notice, by school personnel utilizing proper authorities JIH-E (1). For instance, the school may allow trained drug-sniffing dogs onto campuses as a cautionary procedure.

Annual Notification to Parents

Annual Notification to Parents Regarding Confidentiality of Student Education Records **[34 C.F.R. 300.561 and 300.572]**

Dear Parent:

The Family Educational Rights and Privacy Act (FERPA), affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. The Governing Board has established written policies regarding the collection, storage, retrieval, release, use, and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents’ and students’ rights to privacy. These policies and procedures are in compliance with:

- The Family Education Rights and Privacy Act; Title 20, United States Code, Sections 1232g and 1232h; and the Federal Regulations (34 C.F.R., Part 99) issued pursuant to such act;
- Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT ACT);
- No Child Left Behind Act of 2001 (NCLB); • The Individuals with Disabilities in Education Act; 20 U.S.C. Chapter 33; and the Federal Regulations (34 C.F.R. Part 300); and
- Arizona Revised Statutes, Title 15, sections 141 and 142.

Student education records are collected and maintained to help in the instruction, guidance, and educational progress of the student, to provide information to parents and staff members, to provide a basis for the evaluation and improvement of school programs, and for legitimate educational research. The students’ records maintained by the District may include—but are not limited to—identifying data, report cards and transcripts of academic work completed, standardized achievement test scores, attendance data, reports of psychological testing, health data, teacher and counselor observations, and verified reports of serious or recurrent behavior patterns.

These records are maintained by the District under the supervision of the school administrator at the school the student attends or last attended and are available only to the teachers and staff members working with the student. Upon request, the school discloses education records without consent to officials of another school District in which a student seeks or intends to enroll. Otherwise, records are not released to most agencies, persons or organizations without prior written consent of the parent [34 C.F.R. 99.7].

You shall be informed when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to your child. The information must be maintained for four (4) years after the date your child was last enrolled in this school District.

You have the right to inspect and review any and all records related to your child within forty-five (45) days of the day of receiving a request for access, including a listing of persons or organizations who have reviewed or have received copies of the information [34 C.F.R. 99.7]. Parents who wish to review their children’s records should contact the principal for an appointment or submit to the principal a written request that identifies the record(s) you wish to inspect. School personnel will make arrangements for access and notify you of the time and place where the records may be inspected. School personnel will be available to explain the contents of the records to you. Copies of student education records will be made available to parents when it is not practicable for you to inspect and review the records at the school. Charges for the copies of records will be costs of copying unless the fee prevents the parent from exercising rights to inspect and review those records.

Annual Notification to Parents

You have the right to request that an amendment be made to the student's education records and to add comments of your own if you believe information in the record file is inaccurate or misleading [34 C.F.R. 99.7(a)(1)]. You should write the principal, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by you, the school will notify you of the decision and advise you of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of a right to a hearing.

You have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on a 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 a 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.

You have the right to file a complaint with the Family Educational Rights and Privacy Act Office in Washington, D.C., concerning alleged failures by the school to comply with the requirements of FERPA [34 C.F.R. 99.7]. The name and address of the office administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Copies of the District student education records confidentiality policies and procedures may be reviewed in the assigned office of each school [34 C.F.R. 99.7(a) (5) and 99.7(b)].

CAMPUS SAFETY AND SECURITY

VISITOR PROCEDURES

To ensure the safety and well-being of our community, visitors and non AESD employees on Avondale campuses may be limited during classroom activities and at assessment times, except for emergency situations or essential business. The number of visitors may be limited. Visitors are considered those individuals who are not essential for Avondale operations, such as parents or vendors. Parents picking up students should report to the school's front office and meet their child there.

VISITORS TO THE CAMPUS

The safety of children is a priority. Avondale Elementary Schools welcome and encourage parents and other community members to visit the school at any time. **ALL VISITORS, INCLUDING PARENTS, MUST CHECK IN THROUGH SCHOOL GATE GUARDIAN AT THE SCHOOL OFFICE USING A STATE ID AND MUST WEAR THE PASS WHILE ON SITE.**

- ◆ NO TRESPASSING signs are installed at each campus to discourage individuals from wandering around the campus. No person shall visit a classroom or other school activity without the approval of the principal. Failure to comply with this requirement is in violation of the law. Administrators have discretion to prohibit any items that may jeopardize the safety and security of students. Visitors will be issued an identification badge.
- ◆ All AESD staff are issued ID badges and should wear them at all times while on campus.
- ◆ Prior approval by the principal or designee is required for those who wish to visit a classroom during the school day. It is preferred that the teacher and the principal be contacted in advance to arrange a day and time for such visit to avoid any conflicts with the school schedule. In visiting a classroom, parents must realize that the teacher's first responsibility is to the class as a whole, and the teacher will be unable to converse at any length with the visitor. If a conference is desired, the teacher will make arrangements for an appointment with the parent either before or after school hours.
- ◆ Anyone who is not a student or staff member of the District may be asked to leave the property of the District. Failure to comply with the lawful directions of District officials or of District security officers or any other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so, is against District regulations. Failure to obey such instructions may subject the person to criminal proceedings applicable under law.
- ◆ Students who are not enrolled in school or are on suspension may not participate in classroom activities, field trips, and after-school activities.
- ◆ Skateboards, bikes, scooters, etc. are not to be ridden on district property at any time.

SCHOOL VOLUNTEERS

Please see visitor procedure above.

To ensure the safety of our students, each individual who wishes to volunteer at a school must first complete a volunteer application form. This form is maintained at the school site in a confidential file for the duration of the individual's volunteer efforts at the school. Any person, other than parents/guardians of enrolled students, must complete a fingerprint clearance form.

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School volunteers always work under the supervision of the professional staff at each school and only with those staff who have requested the services of the volunteer. The district is responsible for the education, safety and well being of each student. Understandably for these reasons, the teacher and/or principal may dismiss any volunteer whose actions are not in the best interest of the school or students.

CAMPUS SAFETY AND SECURITY

DRUG-FREE SCHOOL ZONE

Each campus and the surrounding 300 feet are covered under the Drug-Free School Zone Act. The Act is part of Arizona Revised Statute 13-3411. The Legislature has revised this law to ensure that criminal gang activity and drugs in our community will not be tolerated. People prosecuted for drug crimes committed around our schools will face stronger penalties and will be ineligible for parole.

The non-medical use, possession, distribution, or sale of drugs on school property or at school events is prohibited. Non-medical is defined as “a purpose other than the prevention, treatment, or cure of an illness or disabling condition.”

Students in violation of the provisions of the above paragraph shall be subject to removal from school property and shall be subject to prosecution in accordance with provisions of the law. Students attending school in the District who are violation of the provisions of this policy shall be subject to disciplinary actions in accordance with the provisions of school rules and/or regulations (POLICY JICH). For purposes of this policy, “drugs” shall include, but not be limited to:

- ◆ All dangerous controlled substances prohibited by law;
- ◆ All alcoholic beverages;
- ◆ Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board Policy;
- ◆ Hallucinogenic substances;
- ◆ Inhalants;
- ◆ Vape Pens/Devices;
- ◆ Electronic Cigarettes.

Any student who violates the above may be subject to warning, reprimand, probation, suspension, or expulsion, in addition to other civil and criminal prosecution pursuant to A.R.S. 13-3411.

PUBLIC CONDUCT ON SCHOOL PROPERTY

Conduct Expected of All Persons On or Using District Property (POLICY KFA)

No person on or using school property for any purpose shall engage in:

- ◆ Conduct intended to obstruct, disrupt, or interfere with teaching;
- ◆ Physical abuse, verbal abuse, or threat of harm to any person or property;
- ◆ Damage or threat of damage to District property;
- ◆ Forceful or unauthorized entry to, or occupation of District facilities, including both buildings and grounds;
- ◆ Carrying or possessing a weapon on school grounds, except peace officers;
- ◆ Unlawful use, possession, distribution, or sale of tobacco, alcohol, drugs, or other illegal contraband;
- ◆ Conduct or speech that violates commonly acceptable standards in the District;
- ◆ Failing to comply with lawful directions of District officials, security officers, or other law enforcement officers;
- ◆ Deliberate violations of District rules and regulations;
- ◆ Any conduct constituting and infraction of any federal, state, or city law or policy or regulation of the Board;
- ◆ Smoking on school property;
- ◆ Visiting a classroom or other school activity without the approval of the principal;
- ◆ Drinking of alcohol and gambling are prohibited;

CAMPUS SAFETY AND SECURITY

Persons who engage in disorderly conduct may be subject to removal from the facility.

School officials shall grant use of facilities only for legitimate purposes.

A.R.S. 13-2911: Interference with or disruption of an educational institution by threatening physical injury to employee or student, or cause damage to property is a class 6 felony. Interference with or disruption of an educational institution knowingly refusing to obey a lawful order given is a class 1 misdemeanor.

A.R.S. 15-507: A person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of his duties is guilty of a class 3 misdemeanor.

PARENT LIABILITY

Under Arizona law, 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. The student's parents will be charged with the cost of such damage (POLICY JQ). The district expects and budgets for replacement or repair of items and fixtures necessitated by normal wear and tear. We believe that 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.

GRAFFITI IS A CRIME

According to the Maricopa County Attorney, anyone defacing or damaging public or private property is breaking the criminal law and will be prosecuted for violating A.R.S. 13-1602. Criminal damage includes marking a message, slogan, sign, or symbol on any public or private surface without the owner's permission. Upon conviction, the first offense requires suspension of a juvenile's driver's license until the age of 18. In addition to criminal penalties, parents of minors who commit graffiti crimes may be liable for up to \$10,000 in civil penalties. District consequences for destruction of property/graffiti range from parent conferences to long-term suspension and or recommendation for expulsion.

STUDENT BELONGINGS

Books, purses, notebooks, jackets, and all personal belongings should be permanently marked with student's name. Students are not to bring expensive items such as jewelry, electronic devices, cameras, CD/mp3 players, etc. to school. Students are strongly encouraged not to bring personal belongings to school to avoid theft, loss, or damage. These items are not the school's responsibility. The use of book bags by students is discouraged due to security and safety. Each campus may have specific guidelines for the use of book bags.

ELECTRONIC DEVICES

Electronic devices or toys often interfere with the orderly operation of the school and may cause a disruption to the learning environment. School rules may prohibit such items as cell phones, iPods, audio devices, electronic games or any other electronic devices. Unless previously authorized by the school's administration or designee, students are not to use personal electronic devices for the purpose of taking pictures or video/audio footage of others at school, on the bus or at school-related activities/events. The school is not responsible when these items are lost or stolen.

SUPPLIES AND FEES

Avondale 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.

CAMPUS SAFETY AND SECURITY

PEST MANAGEMENT IN PUBLIC SCHOOLS

Governing Board Policy (per A.R.S. 15-152) ensures that students, employees, and parents receive adequate notice prior to the application of any pesticide. The amount, type, and method of pesticide applications will remain unchanged. The site administrator shall be the contact person providing information regarding pesticide application, including, but not limited to, giving oral and written notification.

During the regular school session: Students and school employees shall be provided oral notification of pesticide application 48 hours prior to the application of such pesticides. Schools will also provide written notification through newsletters, school menus, etc. Areas to receive pesticide application will be posted with a notice 48 hours prior to the application. The notice will remain in place for 48 hours following the application.

VEHICLE AND HIGH TOUCH SURFACES DISINFECTION SCHEDULE

I. Vehicle Disinfection

Avondale buses will be cleaned thoroughly on a weekly basis.

High Touch Surfaces Cleaning

The following surfaces will be cleaned within Avondale buses weekly. Avondale will maintain records of each driver who uses a vehicle and students who are eligible to ride the bus each day in the event contract tracing is needed.

(Note that this list is not intended to be exhaustive. Avondale employees should use their best judgment as to surfaces in buses which are frequently touched by both drivers and students and focus cleaning efforts there.)

In passenger areas, these include:

- Interior and exterior door handles
- Grab handles
- Window adjustment handles (if used by students)
- Seat belt buckles

In the driver area, these include:

- Steering Wheel
- Dashboard (if frequently touched)
- Center Console
- Shift Lever
- Seat belt buckles
- Switches and heat/cooling controls
- Keys
- Grab Handles
- Seat Adjustment Handles
- If applicable, garage door opener controls

These high touch surfaces will be wiped down using disinfecting wipes or a spray containing 70% or more alcohol. Each bus will have a disinfectant onboard that will include these wipes or spray, as well as gloves and hand sanitizer that the Avondale employee responsible for carrying out these cleanings will use. After completing this cleaning, that employee should discard their gloves and wash or sanitize hands.



AESD School Safety & Security

The Avondale Elementary School District prioritizes the safety and security of all AESD students, staff and visitors and is committed to providing safe learning and work environments for all. We have made many preparations to deal effectively and realistically with situations that could occur in or around your child's school. While we hope that a serious incident never occurs, our goal is to be prepared for any potential emergency.

The Avondale Elementary School District has a Safety and Wellness Administrator who oversees the safety and security of AESD students and staff. AESD also works in partnership with local law enforcement and first responders, specifically, the police and fire departments of Avondale and Goodyear, to monitor and ensure that our school communities are safe.

AESD has a comprehensive plan in place to support our focus on safe schools and district facilities which includes but is not limited to:

- Strong partnerships with local law enforcement and first responders including School Resource Officers (SROs) and patrol officers in Goodyear and Neighborhood Resource Officers (NROs) and patrol officers in Avondale who are available to support our schools.
- Each school conducts exercises and drills with students and staff that include specific protocols in place for each:
 - Monthly fire (evacuation) drills
 - At least two Lockdown drills per year - *Lockdown! Locks, Lights, Out of Sight!*
 - One Secure drill - *Secure! Get inside. Lock outside doors!*
 - One Hold drill - *Hold! In your room or area. Clear the halls!*
 - Two bus evacuation drills (Fall/Spring)
- Staff Safety Training
- Safety Committees at all schools that support, promote and enhance safe learning and working environments for all students and adults.
- Behavioral Threat Assessment Teams at all schools who conduct behavioral threat assessments to help determine whether a student poses a threat of violence to self or others.
- Closed Campuses - all school campuses and district facilities are completely fenced
- Single point of entry for visitors which includes a monitored and controlled access
- Visitor Management System - School Gate Guardian - IDs required and electronic background checks performed for all visitors to schools
- Zonar - MyView Bus Pass System
- GoGuardian Beacon - web filtering software that filters content, monitors a student's online activity, and provides alerts to possible suicidal or self-harm ideation.

The Avondale Elementary School District in partnership with local law enforcement utilizes the [I Love U Guys Foundation's Standard Response Protocol \(SRP\)](#). The Standards Response Protocol is a nationally recognized protocol that is simple for staff and students. School districts involved in the Southwest Valley Schools Safety Coalition also use the I Love U Guys Standard Response Protocol. More information on the Standard Response protocol can be found by clicking on the following links . . . [SRP Parent Handout \(English\)](#) / [\(Spanish\)](#) and [SRP Protocol Parent Information \(English\)](#) / [\(Spanish\)](#).

The Avondale Elementary School District is part of the Southwest Valley Schools Safety Coalition, collaborating with local police and fire departments, school district superintendents, administrators, educators and safety training professionals. A goal of the coalition is to help educate staff, students and community members on protocols, practices, drills and information to help during a crisis situation.

ATTENDANCE/PROMOTION AND RETENTION

ARIZONA COMPULSORY ATTENDANCE LAW

Students must be in school until they reach the age of 16 or successfully complete the 10th grade (A.R.S. 15-802). Students should be on time and present at school unless they are ill or there is an emergency. Students may not participate in after school activities or dances unless they have been in school for at least half of the school day.

Avondale Schools have a closed campus policy. Students must stay at school all day, unless they are checked out through the office by a parent, guardian, or designee.

ABSENCES

The following procedures are designed to keep the school and parents informed about absences (POLICY JH-R):

- ◆ Notify school before 9:00 AM if your child is going to be absent. Send a note with another child or phone the attendance clerk.
- ◆ When a child is absent and no message has been received from the parents, someone from the school will phone the parents.
- ◆ Send a note to the attendance clerk explaining the reason for the absence or return absence verification form.
- ◆ This policy applies to both in-person and online distance learning.
- ◆ Attendance is taken daily for all in-person and digital academy students.

Excused absences include bereavement, medical reasons, and religious holidays. Please do not send children to school when they appear to be ill. The health of all children depends on keeping contagious diseases isolated at home.

TARDIES

If it is necessary for your child to be late for school, please call the school office or send him/her with a note of explanation. The child **MUST CHECK INTO THE SCHOOL OFFICE** for a tardy slip (late pass) before going to class. It is preferred that children come to school for part of the day rather than miss the entire day. Good judgment on your part should be the rule. If a student is not in his/her seat when the bell rings and does not have an appropriate pass when arriving late to class, the student is tardy. When a student has three tardies to a class in a quarter, he/she will be referred to the school administrator for appropriate action.

COURT UNIFIED TRUANCY SUPPRESSION PROGRAM (CUTS)

The CUTS program, administered by the Division of Community Services under the direction of the Maricopa County Juvenile Probation Department, is a diversion program designed for juveniles who commit a first or second truancy offense and are willing to take responsibility for their behavior. CUTS consists of a probation officer, school official, parent and student coming together to address truancy. The goal of the program is to increase school attendance. The philosophy of CUTS is that when a student's truant behavior is confronted by a team, including parents, school officials and a representative of the Court, the student is less likely to continue the behavior.

ATTENDANCE/PROMOTION AND RETENTION

Students will be referred to the CUTS program on their fifth (5th) unexcused absence or when the student has been absent ten percent (10%) of the school year (18 school days). The probation officer, with the help of school officials and parents, decides the consequences for the truant student. Consequences may include, but are not limited to, community service, an educational class for both student and parent and/or counseling. The parent will be assessed a fee. All consequences must be completed within 30 days following the CUTS meeting. Failure to comply with these sanctions results in the case being set for a court hearing in Juvenile Court. (see letter)

School attendance is not only a good habit, state law requires it. Arizona State Law (15-802.A, 15-803.E) requires every person who has custody of a child between the ages of six and sixteen years shall make sure the child attends school for the full time school is in session unless unable to attend due to illness or another legitimate reason.

To encourage and improve school attendance, AESD #44 has implemented a truancy program in partnership with Maricopa County Juvenile Court. This truancy program is called C.U.T.S. (Court Unified Truancy Suppression). We will be tracking attendance very closely. Your child is expected to be at school every day, unless there is an excused reason not to be. An absence is defined as a minimum of one missed class period per day. An unexcused absence will count as a truant day as defined by law. A student is **“habitually truant”** if he/she has **five or more unexcused absences** from school. A student that is **absent more than ten percent (18 days)** of the required number of school days per year is considered to have “excessive absences” **whether the absence is excused or unexcused.**

When a student has **five** or more unexcused absences or **18** excessive absences (excused OR unexcused), the student can be cited to the CUTS Program through the Juvenile Court. The hearing will be held on the school campus with representatives from the school and the Juvenile Court. A parent or legal guardian must be present with the student at the time of the hearing. Consequences at the hearing may include the following: required attendance of the parent and the child at an education class (to be held on Saturdays), work hours assigned to the child, counseling, etc. The parent will be assessed a \$50 Diversion fee. Failure to complete these consequences may result in suspension of your child’s driver’s license, or inability to get a driver’s license until their 18th birthday and/or formal court proceedings. It is the parent’s/ guardian’s responsibility to ensure their child’s attendance in an approved academic setting. If you fail to take the necessary steps to provide your child with appropriate education you may receive a citation. If convicted, it is a Class 3 misdemeanor punishable by jail time and/or fine.

The education of your child is extremely important to us. This program is another way that Avondale Elementary School District is working with the community to ensure a quality education for all students. If you have any questions or concerns, please feel free to contact your student’s school for more information.

REFUSAL TO READMIT TO CLASS

During the 1997 Arizona State Legislature, A.R.S. 15-841 was approved. This statute allows teachers to refuse to readmit students to their classroom, based upon the following conditions:

- ◆ The pupil has repeatedly interfered with the teacher’s ability to communicate effectively with other pupils in the class or with the ability of the other pupils to learn.
- ◆ The pupil’s behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher’s ability to communicate effectively with the other pupils in the classroom or with the ability of the other pupils to learn.

A school placement review committee will convene within three business days to determine either to place the student in a new class or return the student to the existing class if that is the best or only practical

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alternative. If the student is qualified for educational services under the Individuals with Disabilities Education Act (IDEA), any change in the student's Individualized Education Program (IEP) shall be determined by the IEP team in accordance with federal regulations.

RELEASE FROM SCHOOL

Occasionally, parents may need to take their child home before the usual dismissal time. Parents must get office permission before taking a child out of class. **ALL CHILDREN MUST BE SIGNED OUT FROM THE OFFICE. THEY WILL NOT BE RELEASED FROM THE CLASSROOM.** This is a safety precaution to ensure that no unauthorized person may take any child. The student will not be allowed to walk home prior to dismissal time. No student will be released from school to any person other than the parent or legal guardian unless the school has positive proof that the parent having custody or legal guardianship has given permission for the release. In the event parents are legally separated, the school shall release the student only with the consent of the parent who has custody.

At the close of the school day, students are expected to leave campus. If students are not picked up within a reasonable period of time, local law enforcement officials will be notified to take the child home.

PROMOTION AND RETENTION OF STUDENTS Policy IKE (1)

Promotion from year to year will be based upon standards for each basic subject area as identified in the course of study Policy IKE (1). Recommendations for promotion or retention shall be consistent with the state Academic Standards and District approved curriculums. Test scores, grades, teacher/principal recommendations, and other pertinent data are used to determine promotion.

Retention of students is a process that is followed when the professional staff, in consultation with the parent, determines it is to be in the best interests of the student. Though primary grades are suggested as the most appropriate time, retention may be considered at any grade level.

Promotion and retention decisions for students enrolled in Special Education shall be considered consistent with the individual education plan (IEP) and in accordance with A.A.C. R7-301, AESD Policy IKE-2

- Student records for eighth grade students promoting from the Avondale Elementary School District will be sent automatically to the feeder high schools.
- Upon request, the school discloses education records without consent to officials of another school District in which a student seeks or intends to enroll. Otherwise, records are not released to most agencies, persons or organizations without prior written consent of the parent [34 C.F.R. 99.7].

Dear Parent/Guardian,

School attendance is not only a good habit state law requires it. Arizona State Law (15-802.A, 15-803.E) requires every person who has custody of a child between the ages of six and sixteen years shall make sure the child attends school for the full time school is in session unless unable to attend due to illness or another legitimate reason.

To encourage and improve school attendance, AESD #44 has implemented a truancy program in partnership with Maricopa County Juvenile Court. This truancy program is called C.U.T.S. (Court Unified Truancy Suppression). We will be tracking attendance very closely. Your child is expected to be at school every day, unless there is an excused reason not to be. An absence is defined as a minimum of one missed class period per day. An unexcused absence will count as a truant day as defined by law. A student is **“habitually truant”** if he/she has **five or more unexcused absences** from school. A student that is **absent more than ten percent (18 days)** of the required number of school days per year is considered to have “excessive absences” **whether the absence is excused or unexcused.**

When a student has **five** or more unexcused absences or **18** excessive absences (excused OR unexcused), the student can be cited to the CUTS Program through the Juvenile Court. The hearing will be held on the school campus with representatives from the school and the Juvenile Court. A parent or legal guardian must be present with the student at the time of the hearing. Consequences at the hearing may include the following: required attendance of the parent and the child at an education class (to be held on Saturdays), work hours assigned to the child, counseling, etc. The parent will be assessed a \$50 Diversion fee. Failure to complete these consequences may result in suspension of your child’s driver’s license, or inability to get a driver’s license until their 18th birthday and/or formal court proceedings. It is the parent’s/ guardian’s responsibility to ensure their child’s attendance in an approved academic setting. If you fail to take the necessary steps to provide your child with appropriate education you may receive a citation. If convicted, it is a Class 3 misdemeanor punishable by jail time and/or fine.

The education of your child is extremely important to us. This program is another way that Avondale Elementary School District is working with the community to ensure a quality education for all students. If you have any questions or concerns, please feel free to contact your student’s school for more information.

Thank you for your support regarding this program.

HEALTH INFORMATION

HEALTH CENTER

Each school in the District maintains a health center staffed with a certified School Nurse/Licensed Practical Nurse or Health Assistant. Please call the Health Center to report illnesses, especially those that are thought to be communicable. Students who become ill during the day must report to the Health Center. **THEY ARE NOT TO LEAVE THE SCHOOL CAMPUS WITHOUT SCHOOL PERMISSION.** Students are not allowed to walk home if they become ill at school. The Health Center will notify parents of students who become ill at school so that the students can be taken home. The screening may help identify other potential health concerns with vision and hearing.

In order for students to participate in sports, a physical is required each year. Contact the District's Athletic Director, at 602-300-7680 for further information.

INSURANCE

Parents are strongly encouraged to purchase student accident insurance.

Accidents to students are not covered by the District insurance unless school negligence is proven. Forms for securing individual student accident coverage will be sent home or made available in the school office. Students who participate in inter-scholastic sport programs are required to show proof of other insurance coverage or purchase the student accident insurance (POLICY JLA). Sports physicals are a requirement before participating in any of the sports programs.

ADMINISTERING MEDICINE TO STUDENTS (POLICY JLCD-R)

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

- ◆ There must be a written order from the physician stating the name of the medicine, the dosage, and time that it is given.
- ◆ There must be written permission from the parent to allow the appropriate staff member to administer the medicine.
- ◆ The medicine must be delivered to the school Health Center by the parent or guardian in the original prescription container or, if it is over-the-counter medication, in the original container with all warnings and directions intact. All medications are to be given to the school nurse/licensed practical nurse or health assistant for administering.
- ◆ Inhalers must be kept in the health center with the exception of a written order from the physician stating that it is necessary for the child to have his/her inhaler with them at all times.
- ◆ Parents are responsible for picking up their child's medication on the last day of school or signing a statement permitting release of the medication to the child.

The district may disallow the use or administration of any medication on the school premises if the threat of abuse or misuse of the medicine poses a risk of harm to any member(s) of the student population.

ACQUIRED IMMUNE DEFICIENCY SYNDROME

Decisions regarding the type of educational setting for a child who is infected with HIV virus shall be based on the behavior, neurological development, and physical condition of the child. The Superintendent shall decide appropriate educational placement after reviewing the recommendation of the Special Services Director, the School Principal, and the school nurse. The recommendation shall be formulated after consultation with the Public Health officials, the child's physician, and the parents.

HEALTH INFORMATION

COMMUNICABLE DISEASE

Any student with, or recovering from, a communicable disease will not be permitted in school until the period of contagion is passed or until a physician recommends a return, in accordance with A.R.S. 36-629 and A.R.S. 36-629.01; appropriate regulations of the State Department of Health Services; and policies of the county health department POLICY JLCC (1).

Parents will be requested to provide a history of communicable diseases for each student, and such records will be kept and maintained by the district. A student suffering from a communicable disease shall be excluded from school for his/her own welfare and also to protect other students from illness. Early recognition of a communicable disease is of prime importance. The physician or Maricopa County Health Department shall make the decision for exclusion and readmission.

Administrative Procedures:

- ◆ Any student excluded from school under the aforementioned health regulation must receive clearance from the school nurse/licensed practical nurse before being readmitted to class.
- ◆ All diagnoses and suspected communicable diseases considered to be reportable under appropriate Arizona Department of Health Services rules and regulations and A.R.S. 36-621, are to be reported to the Maricopa County Health Department.
- ◆ Any student exhibiting symptoms of illness such as skin rashes, inflamed eyes, fever, and the like will be referred to the health center. The school nurse/licensed practical nurse will contact the parents/guardians depending on the condition of the student. The school nurse may request physician clearance before the student is allowed to return to school.

PEDICULOSIS (HEAD LICE) INFESTATION

The Avondale Elementary School District will enforce a **no live lice** policy. If the student is found to have live lice, the student will be sent home. The student will not be allowed to return to school until all live lice are removed. The student will be allowed one (1) excused absence for live head lice. The parent will be informed of the absence policy when the student is picked up. The only person authorized to assess a student for Pediculosis (head lice) is the school nurse. At no time will a classroom teacher do head checks. The school nurse will contact the parent via telephone to pick the student up from school. If there is no telephone contact or transportation available, the student may remain at school, but cannot have close contact with other students. Students with nits will **not be** sent home or prevented from returning to school.

If a student is out for more than two (2) school days for head lice, a telephone call or home visit will be made to the parent regarding attendance. The attendance office will make this contact. A student out for a longer period of time will be referred back to the school nurse for assistance. This assistance may be a telephone call to the parent or a home visit to ensure the parent understands the treatment process.

The school nurse prior to readmission to class will assess students. A classroom check will be done on the other students if the school nurse deems it is necessary.

IMMUNIZATION REQUIREMENTS

The Arizona Revised Statutes 15-871 through 15-874 and Arizona Administrative Codes Communicable Disease Rules R9-6-701 through 706 and Child Care Facilities R9-5-305 require that:

- A school or child care center shall forbid the attendance of any pupil not meeting the requirements for immunization or exemption from immunization and shall suspend such pupil in accordance with ARS 15-872 or R9-5-305.
- The immunization record shall show that the child has received current, age-appropriate immunizations against the following diseases: diphtheria, tetanus/T-dap, pertussis, polio, measles, mumps, rubella, hepatitis B, *Haemophilus influenzae*, varicella and meningococcal (meningitis). Hepatitis A is also required for preschool and child care centers.
- Proof of up-to-date immunizations must be provided from a documented source. Disease-specific laboratory confirmation of immunity is also acceptable.

HEALTH INFORMATION

VISION AND HEARING SCREENING

Vision and hearing screenings are done in the fall at each school to include Kindergarten, 1st, 3rd, 5th and 7th grades. Students who are involved in Special Education will be screened in the first 45 days of each school year. These screenings should not take the place of recommended medical screenings. If your child should fail the school screening, a referral will be sent to you which should be filled out by a medical professional and returned to the school nurse/licensed practical nurse upon seeing the medical professional. Your child should also be examined by an appropriate medical professional if he/she complains of any audio or visual problems before or after the vision and hearing screenings.

Healthy Child Practice

The goal of this procedure is to establish clear and specific guidelines for parents/guardians in order for them to determine whether their child can come to school, remain at an/or return to school.

General Guidelines:

Children will not be allowed to attend school, remain at school and/or return to school if they are experiencing the following symptoms:

- Fever of 100.4°F or higher
- Chills
- Frequent persistent harsh cough that is not relieved with treatment
- Shortness of breath or difficulty breathing
- New loss of taste or smell
- Sore throat
- Fatigue*
- Muscle or body aches
- Headache
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Any other symptom of illness
- Widespread undiagnosed rash
- Serious physical injuries that require continued supervision
- Symptoms of contagious childhood diseases (pink eye, chickenpox, lice, etc.)
- Significant changes in child's usual behavior

*Children will not be sent home if fatigue is their only symptom.

If a child is home due to one of the above symptoms, children may return to school after they have not had a fever for 24 hours (without the use of fever-reducing medicines) and other symptoms have improved.

The school reserves the right to request written notification from your child's physician stating your child is in good health, can resume normal group activities and is not contagious.

****Special note regarding urination/defecation in pants/undergarments:**

If the parent/guardian is not available, in the best interest of the healthy practice and the student's personal hygiene, the student will be taken to the campus nurse's office and a two-person clothing change will initiate. At no time, will a student be left in soiled clothing.

NATIONAL SCHOOL LUNCH PROGRAM

Avondale Elementary School District #44 announces its policy for providing free and reduced-price meals for children served under the **National School Lunch Program, USDA School Foods Program and School Breakfast Program**. Our sites (please see below for specific site information) offer healthy meals every school day. Breakfast cost **\$1.50**; lunch cost **\$2.50**. Your children may qualify for free meals or for reduced price meals. Reduced price is **\$.30** for breakfast and **\$.40** for lunch.

Avondale sponsored sites participating in the National School Lunch Program, USDA School Foods Program and School Breakfast Program:

Avondale Middle School, 1406 N. Central Ave, Avondale, AZ 85323
Centerra Mirage STEM Academy, 15151 W. Centerra Dr. South, Goodyear, AZ 85338
Copper Trails School, 16875 W. Canyon Trails Blvd., Goodyear, AZ 85338
Desert Star School, 2131 S. 157th Ave, Goodyear, AZ 85338
Desert Thunder School, 16750 W. Garfield Dr., Goodyear, AZ 85338
Eliseo C. Felix School, 540 E. La Pasada Blvd., Goodyear, AZ 85338
Lattie Coor School, 1406 N. Central Ave, Avondale, AZ 85323
Michael Anderson School, 45 S. 3rd Ave, Avondale, AZ 85323
Wildflower School, 325 S. Wildflower Dr., Goodyear AZ 85338

To apply for free or reduced-price meals, households may fill out the application and return it to the school unless your children qualify for free benefits (see below). Application forms are being distributed to all households with a letter informing households of the availability of free and reduced-price meals for their children and what is required to complete on the application. Applications also are available in the front office of each school site, in the school cafeteria and on the district web page under Food and Nutrition. Applications may also be completed electronically at www.linqconnect.com. The information households provide on the application will be used for the purpose of determining eligibility and verification of data. Applications may be verified at any time during the school year by school or other program officials. An application for free or reduced-price benefits cannot be approved unless it contains complete eligibility information as indicated on the application and instructions.

The household size and income criteria will be used to determine eligibility for free and reduced-price benefits. Children from households whose income is at or below the guidelines are eligible for free or reduced-price meals.

Your children may qualify for free meal benefits if the household receives benefits and/or if your child meets a categorical requirement:

- The Supplemental Nutrition Assistance Program (SNAP)
- The Temporary Assistance for Needy Families (TANF); or
- The Food Distribution Program on Indian Reservations (FDPIR)
- Homeless, migrant or runaway as defined by law; or
- Enrolled in an eligible Head Start, Even Start or pre-kindergarten class as defined in by law
- Foster children that are the legal responsibility of a welfare agency or court regardless of the income of the household with whom they reside

For any child not listed on the eligibility notice, the households should contact the school about any child also eligible under one of these programs or should submit an income application for other children.

NATIONAL SCHOOL LUNCH PROGRAM

If households/children receiving benefits under Assistance Programs or other source programs are not notified by the school of their free meal benefits, the parent/guardian should contact their school.

Under the provisions of the free and reduced-price policy, the Application Specialist for the Food Service Department will review applications and determine eligibility. Parents or guardians dissatisfied with the ruling of the official may wish to discuss the decision with the determining official on an informal basis. Parents wishing to make a formal appeal for a hearing on the decision may make a request either orally or in writing to

Jon Stonecipher, Director of Food and Nutrition (Aramark), 295 W. Western Ave., Avondale, AZ 85323 (623) 772-5025.

If a household member becomes unemployed or if the household size increases, the household should contact the school. Such changes may make the children of the household eligible for benefits if the household's income falls at or below the levels.

*In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: (1) **mail:** U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or (2) **fax:** (833) 256-1665 or (202) 690-7442; or (3) **email:** program.intake@usda.gov*

Avondale Elementary School District Meal Charge Procedures/Alternate Meal Procedures

Students without sufficient funds to cover the price of a meal will be allowed to charge an amount equal to the price of two lunch meals based on student meal eligibility.

For school year 2023-2024 the allowable charges are listed below.

Reduced price students .80¢ maximum charge.

Full paid students \$5.00 maximum charge.

Adults and visitors may not charge meals.

Students may not charge a la carte items.

If a student has reached the maximum charge or the pending purchase would cause the student to exceed the maximum charge, an alternate meal will be provided. Students will not be denied nutrition due to a lack of money.

Alternate meals meet all nutritional guidelines established by The USDA.

Breakfast Alternate Meal: Cereal, graham cracker, milk and fruit.

Lunch Alternate Meal: Cheese sandwich on whole grain bread, milk, fruit and/or vegetable of the day.

Students will continue to receive an alternate meal until account charges have been brought current.

No charges will be allowed to any lunch account during the last 10 operating days of school. All negative balances must be paid in full.

If a student's meal eligibility status changes to free at any point during the year, negative balances from prior charges will remain on the account. A student with free meal eligibility will not receive the alternate meal even with a negative account balance however; the parent/guardian will still remain responsible to pay for charges incurred prior to the notification of the free meal status.

At least one (1) advance written and/or phone communication shall be done from the Food & Nutrition office to the parent/guardian prior to providing additional meals beyond the conditions established by the District.

It is the responsibility of the parent/guardian to monitor and maintain their student's meal account balance. Meal account balances can be monitored free of charge by creating an online account at www.linqconnect.com. Parents/guardians can elect to receive email notification of low account balances or payment reminders through www.linqconnect.com. If you need assistance establishing an online account, please contact the Food and Nutrition Services Department at 623-772-5023.

This institution is an equal opportunity provider.

Revised 7/21/2023

Student Meal Account Refunds

Parents/Guardians may request a meal account refund at any time during the school year by completing an Account Refund Request Form and submitting it to the school cafeteria or the Food and Nutrition Services Office. Refunds for balances of \$5.00 or less may be refunded on site by the cafeteria (funds permitting). Refunds for balances exceeding \$5.00 will be issued in the form of a check from the Food and Nutrition Services Office.

Requests for refunds for promoting students or withdrawn students must be made within one year of graduation or withdrawal from the district by submitting an Account Refund Request Form. Any positive balance remaining after one year on an inactive account will become the property of the Avondale Elementary School District Department of Food and Nutrition Services. (This is for non-returning students only. Account balances for returning students automatically transfer to the new school year.)

Parents/Guardians may also elect to transfer any positive balance to another student account or to a donation account established to aid in the payment of student lunch debt for the Avondale Elementary School District. Transfers of student account balances may be made by submitting a Transfer Request Form to the Food and Nutrition Services Office.

Refund Request Forms and Transfer Request Forms are available on the Food and Nutrition Services Tab on the Avondale Elementary School District Web Site and in each school cafeteria.

For additional information or assistance, please contact Claudia Reyes at creyes@chooseAESD.org or 623-772-5023.

USE OF TECHNOLOGY RESOURCES USER AGREEMENT

Governing Board policy IJNDB regulates the use of District technology resources and require all users to follow its guidelines and procedures for appropriate use. This Technology Resources User Agreement identifies the terms and conditions of the use of District technology resources, which includes District electronic equipment (Chromebooks, iPads, e-readers, etc.) and electronic information systems (EIS). EIS means District-provided access to the Internet and accounts created/managed by the District for school purposes, such as Google Workspace for Education accounts.

Each student and parent/guardian must sign and return to school the form stating they will comply with this User Agreement. Failure to return the form will result in loss of access to District technology resources. This form is found on page 63 of the Parent/Student Handbook.

The District specifically denies any responsibility for the accuracy of information found using District technology resources. While Avondale Elementary School District will make an effort to ensure access to proper materials, the student has the ultimate responsibility for how the EIS is used and bears the risk of reliance on the information obtained. Any failure to comply with this Technology Resources User Agreement may result in disciplinary action and/or loss of use of technology resources.

TERMS AND CONDITIONS

Acceptable Use: Each student must:

- Use the EIS to support personal educational objectives consistent with the educational goals and objectives of Avondale Elementary School District.
- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Immediately inform their teacher if inappropriate information is mistakenly accessed.
- Abide by all copyright and trademark laws and regulations.
- Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school-employees.
- Not use the EIS in any way that would disrupt the use of the EIS by others.
- Not use the EIS for commercial or financial gain, political lobbying, or fraud.
- Follow the District's policies and code of conduct.
- Keep passwords private.
- Not attempt to harm, modify, add, or destroy software or hardware nor interfere with system security.
- Understand that inappropriate use may result in cancellation of permission to use the EIS and appropriate disciplinary action up to and including expulsion for students.
- Publish information/student work only on AESD servers or district approved web hosting vendors. Users placing information on the Internet using the District's EIS are publishing information on behalf of the District.
- Be responsible for the appropriate storage and backup of their data.
- Use of EIS for information collection purposes (online surveys, email, etc.) must follow existing district policies and have appropriate administrative approval.

Unacceptable Uses:

- Students may not connect or install any computer hardware, hardware components, or software, which is their own personal property to and/or in the District's EIS without the prior approval of the District Information Technology Department.
- Users shall not post information that could cause damage or pose a danger of disruption to the operations of the EIS or the District.
- Students shall not access the network for any non-educational purposes.
- Students will not gain or attempt to gain unauthorized access to the files of others, or vandalize the data or files of another user.
- Students will not download and use games, files, documents, music, or software for non-educational purposes. (i.e., games/animations, audio and other visual files.)
- Students shall not attempt to gain unauthorized access to district systems or data, destroy software, or interfere with system operation or security.
- Students shall not use the network in a way that would disrupt the use of the network by others.
- Students will not possess any data, which may be considered a violation of these regulations, in paper, digitally (thumb drive), or any other form.
- Students will not display name, photo or personal information to personally identify an individual without receiving written permission.
- Students will not reveal full name, address, phone number, or personal email without permission from an adult.
- Students shall not plagiarize works that are found on the Internet or any other electronic resource.

USE OF TECHNOLOGY RESOURCES USER AGREEMENT

- Students will not harass, insult, attack others, or use obscene language in written communications.
- Students will not post anonymous messages.
- Students may not use free web based email, messaging, video conferencing, or chat services without written permission from the District Technology Department.
- Students may not use District email to send chain mail messages, which request that the email be forwarded to a number or group of people.
- Students shall not bypass firewalls or Internet filtering programs to access websites. If the student questions the District's block on a specific site, they will follow District procedures and send the web address and the reason they wish to have the site unblocked.

Personal responsibility:

- I will report any misuse of the EIS to the administration or system administrator, as is appropriate.
- I understand that many services and products are available for a fee and acknowledge my personal responsibility for any expenses incurred without District authorization.

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

Therefore, I will:

- Be polite and use appropriate language. I will not send, or encourage others to send, abusive messages.
- Respect privacy. I will not reveal any home addresses, or personal phone numbers, or personally identifiable information.
- Avoid disruptions. I will not use the EIS in any way that would disrupt the use of the systems by others.
- Observe the following considerations:
 - Be brief.
 - Strive to use correct spelling/grammar and make messages easy to understand.
 - Use short and descriptive titles for articles.
 - Post only to known groups or persons.

EQUIPMENT REPAIR/REPLACEMENT COSTS:

Willful and deliberate damages or neglect to the Devices will cause Avondale Elementary School District #44 to charge the student/parent replacement and repair cost(s) based on fair market value at the time of the repair/replacement. As of the publication of the 2022/2023 Parent/Student Handbook, the costs are:

\$299.00 Apple iPad	\$69.00 Chrome Book Screen
\$240.00 HP Chrome Book	\$49.00 Chrome Book Charger
\$279.99 Samsung Galaxy Tab	\$19.00 iPad Charger
\$89.99 Amazon Kindle E-Reader	\$19.00 Charge/sync cable
\$29.00 Protective Case	

PERMISSION FOR DISTRICT-PROVIDED ACCOUNTS:

The District provides and manages various educational accounts for students as part of its curriculum, including Google Workspace for Education and some Google additional services, including YouTube. The list of services included in Google Workspace for Education may be found here: https://workspace.google.com/terms/user_features.html.

Privacy of student data is protected by state and federal law and each operator of a District-provided educational account has its own privacy notice that governs how it collects, uses and discloses information collected from the accounts. The Google Workspace for Education Privacy Notice may be found here: https://workspace.google.com/terms/education_privacy.html Signing the Use of Technology Resources User Agreement provides permission for the District to create/maintain these accounts for each user, and gives the operator of each account (such as Google) permission to use, collect, and disclose information about each user only in accordance with applicable privacy policies, and state and federal law.

In accordance with Arizona Revised Statute § 15-1046, a parent may prohibit a student from the use of technology and the Internet while at school in which covered information may be shared with an operator. This does not apply to software or technology that is used for the daily operations or administration of the District or authorized Arizona Online instruction programs.

USE OF TECHNOLOGY RESOURCES USER AGREEMENT

LIVESTREAMING GUIDELINES:

Livestream instruction may be recorded, and thus, contain student interaction. The District will not share these recordings or any educational records with anyone who does not have a legitimate educational interest without written parental consent. The recordings may, however, be shared with other students for instructional purposes, in which case you will be notified. While this livestreaming will provide tremendous benefit to those unable to physically attend their classes, it is important for those receiving the live stream to understand:

- That if/when my child is in the classroom on the District campus, his or her interactions may be captured and livestreamed to students engaged in instruction off the District campus;
- That if/when my child is engaging in instruction from a site not located on the District campus, the livestream may capture the visual and audio interactions taking place in the remote setting;
- That recordings of hybrid class livestreams are the property of the District;
- That should I receive a recording of a hybrid class livestream it is because I have a legitimate educational interest in my child's education;
- That if I receive a recording of the livestream, I am obligated to abide by privacy protections and shall not share this livestream recording with anyone, even if it is the parent of another student in my child's class. Only the District is authorized to share livestream recordings.
- That I shall utilize the livestream recording only for the remote instruction of my child.
- That should I violate such privacy requirements – i.e. share this livestream recording with anyone or on the website or on social media – I will be prohibited from gaining access to future recordings.

When a Student is Engaged in Virtual and/or Livestream Instruction From a Remote Location

To the maximum extent possible, the student must engage in virtual or livestream instruction in a space away from noises and distraction.

- The student should be aware of objects in the background and try to prevent others in the class from viewing items in the remote setting.
- The student may need to wear headphones or earbuds to prevent noise in the remote setting from distracting the hybrid class. Should ongoing distractions occur, and if student does not utilize headphones or earbuds, the teacher may have to mute the student in the remote setting.

Only the invited student may attend the virtual and/or livestream instruction from a remote location.

- Families must not disrupt or engage in students' instructional processes. Families/parents who wish to assist in their child's instruction from a remote setting must have prior approval from the District.
- If a parent or third party happens to be present when protected information is shared via virtual and/or livestream instruction, that person is prohibited from re-sharing the information.
- The link to the livestream instruction should not be shared with others.

Student behavior in a remote setting will be handled in a manner similar to in-person classroom settings.

Parents/guardians and students are prohibited from recording virtual and/or livestream instruction without District permission.

Electronic communication with teachers (audio and/or video) must be for legitimate educational purposes only. Legitimate educational purposes include matters relating to teaching, educational support, counseling, athletics, and extracurricular activities.

In an effort to go green and keep resources in the classrooms, AESD will post the complete 2023-2024 Parent-Student Handbook on our website (www.chooseAESD.org). If you would prefer to receive a printed copy of the 2023-2024 Parent-Student Handbook, please check the box below.

PARENT/STUDENT HANDBOOK ACKNOWLEDGEMENT

- We, the undersigned, have read and agree to uphold school and District policies and procedures as presented in the parent/student handbook. In addition, we understand we are responsible for all AESD Governing Board District Policies. A copy of the policies is available at the District Office or online at <http://www.azsba.org/>.
- We authorize the school and/or District to deliver information and notifications regarding our child, the school and/ or the District via auto dialed or prerecorded calls.

School Name

Student's Name (print)

Parent or Guardian's Signature

Student's Signature

Phone Number

Parent/Guardian Email Address

Date

I request a printed (hard-copy) of the 2023-2024 Parent-Student Handbook when it is available: English Spanish

**AESD PHOTOGRAPHY, AUDIO, VIDEO, WEBSITE, NEWS MEDIA AND SOCIAL MEDIA AGREEMENT:
FACEBOOK/TWITTER/INSTAGRAM/AESD SCOOP/YOU TUBE/TIK-TOK**

The Avondale Elementary School District (AESD) will serve as the authorized agent for the district's website, Facebook/Twitter/Instagram/AESD Scoop/You Tube/Tik-Tok pages, electronic media, brochures, radio, television, newspapers and newsletters. These would be utilized for educational and/or public relation purposes. (See Student Directory Information on page 11.)

I have read and understand AESD Photography, Audio, Video, Website, News Media and Social Media Agreement: Facebook/Twitter/Instagram/You Tube/Tik-Tok and authorize AESD to use my child's photograph, interview, video and or audiotape outlined above for public relations about education and programs in the District.

Student Initials: _____ Parent Initials: _____

If you **DO NOT** want your child to be photographed, interviewed, videoed and/or audiotaped to promote positive public relations about education and programs in the District, **including the yearbook**, initial here: _____

USE OF TECHNOLOGY RESOURCES USER AGREEMENT

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

Student Name (printed) _____

Signature _____ Date _____

School _____ Grade _____

The user agreement of a student who is a minor must also have the signature of a parent or guardian who has read and will uphold this agreement.

As the parent or guardian of the above-named student, I have read this agreement and understand it. I understand that it is impossible for the Avondale Elementary School District to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired by use of the electronic information services (EIS). I also agree to report any misuse of the EIS to a District administrator. (Misuse may come in many forms but can be viewed as messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, or other issues described in the agreement.)

I have read the Electronic Information Services User Agreement, and have discussed it with my child. I accept full responsibility for supervision if, and when, my child's use of the EIS is not in a school setting. I hereby give my permission to have my child use the electronic information services.

Parent or Guardian Name (print) _____

Signature _____ Date _____

*The agreement above must be signed by student and parent, and returned to the student's teacher.
Failure to turn in this form will result in loss of access to school technology resources.



ARIZONA STATE TAX CREDIT CONTRIBUTION FORM

The Arizona tax law (A.R.S. §43-109.01) allows taxpayers a TAX CREDIT of up to \$400 per household if they contribute to extracurricular activities in public schools.

What is an extracurricular activity?

Extracurricular activities are optional, noncredit, educational activities that are offered before, during, or after school hours. Examples include: field trips; enrichment activities; athletic, music, and character development programs; and after-school clubs. These programs depend on fees from students. The Governing Board has approved a fee schedule, which designates the appropriate extracurricular programs.

Who is eligible?

This tax credit is available to all Arizona individual taxpayers regardless of whether or not they have children in school. An individual can contribute and receive tax credit for any amount up to \$200 annually, or a couple filing jointly can contribute up to \$400 annually.

Where does the money go? Does it have to be \$400?

You may indicate which school and which program you would like to support, or you can designate your money to be given to the school(s) with the greatest need. The credit may also be split between one or more schools or programs. You may donate up to your \$200 or \$400 limit all at one time or in installments during the calendar year.

How can I take advantage of the tax credit?

ONLINE: Visit the District website at www.chooseAESD.org and click on the “District” drop down menu and select “Tax Credit Online.”

MAIL: Complete and return this form with your non-refundable check payable to **Avondale Elementary School District #44**. Mail to: Avondale Elementary School District #44, 295 W. Western Avenue, Avondale, AZ 85323.

Tax credit contributions must be postmarked or electronically submitted by April 15th in order to qualify for the prior tax year. Call 623-772-5012 for further information.

Avondale Elementary School District #44

Tax Credit Contribution Form

Name _____

SSN (optional) _____

Mailing Address _____

Phone _____

City/State/ZIP _____

Date _____

Please indicate the amount, school, and activity you would like your contribution to support:

___ **\$25** ___ **\$50** ___ **\$100** ___ **\$200** ___ **\$400** ___ **Other**

- ___ Avondale Middle School
- ___ Centerra Mirage School
- ___ Copper Trails School
- ___ Desert Star School
- ___ Desert Thunder School
- ___ Eliseo C. Felix School
- ___ Lattie Coor School
- ___ Michael Anderson School
- ___ Wildflower School
- ___ STAR Academy *(Alternative Education Program)*

- ___ Avondale Virtual Innovation Academy
- ___ Athletics
- ___ Music
- ___ Fine Arts
- ___ Field Trips
- ___ Character Education
- ___ School May Designate
- ___ After School Clubs: _____
- ___ Centerra Mirage STEM Academy Robotics