

PEACH SPRINGS  
ELEMENTARY SCHOOL



2014 – 2015  
Student/Parent Handbook

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# TEAM

**T**OGETHER **E**VERYONE **A**CHIEVES **M**ORE

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BE INVOLVED

REVIEW THE CONTENTS OF YOUR  
CHILD'S BACKPACK TOGETHER EVERYDAY

CHECK AND SIGN YOUR CHILD'S  
PLANNER

CHECK YOUR CHILD'S HOMEWORK FOR  
COMPLETION

MAKE SURE YOUR CHILD IS ON TIME  
EVERYDAY (START TIME 7:45 A.M.)

COMMUNICATE WITH YOUR CHILD'S  
TEACHER WHEN NECESSARY

SUPPORT SCHOOL FUNCTIONS

ATTEND PARENT/TEACHER CONFERENCES

TALK TO YOUR CHILD DAILY ABOUT THE  
IMPORTANCE OF EDUCATION

TALK TO YOUR CHILD DAILY ABOUT THE  
DANGERS OF DRUGS AND ALCOHOL

**BE THE CHANGE FOR YOUR CHILD**

**PEACH SPRINGS UNIFIED SCHOOL DISTRICT #8  
GOVERNING BOARD**

Ms. Leila Parker	President
Ms. Emma Tapija	Clerk
Mr. Roger Mueller	Member
Rev. Pete Imus	Member
Ms. Michelle Zephier	Member
Mrs. Jennifer Hurst	Secretary

The general School Board meeting is scheduled for the first Tuesday of each month beginning at 5:30 PM in the Peach Springs School Boardroom. Board meetings may also be scheduled as needed. The agenda for any Board meeting will be posted at the following sites:

Peach Springs Elementary School (Official Posting Site)  
Hualapai Tribal Administrative Building  
Hualapai Market  
Peach Springs Post Office  
Route 66 Park School Display

The Board operates in compliance with the Arizona Open Meeting Law. The Board sets governance policy and strives to ensure that the school is operating in the best interest of the students, teachers, staff, and parents. **Parent and community participation is welcomed and encouraged.** Any person interested in voicing concerns or expressing appreciation to a Board member should do so in the "Call to the Public" at a regular scheduled Board meeting.

Please do not voice concerns to individual Governing Board members as they cannot make decisions as individuals and are not an official Governing Board until the meeting is officially in session. Once a concern is introduced during the "Call to the Public," the Governing Board cannot respond but may choose to place it on a future agenda. **(See Communications on page 22)**

## **DISTRICT ADMINISTRATION**

Dr. Anthony J. Perkins

Superintendent/Principal

Mr. Fernando Madrid

Assistant to Superintendent

Mrs. Jennifer Hurst

Attendance Clerk/Governing Board Secretary

Mr. Dave Hammond

Business Manager

Ms. Connie Hunter

School Secretary/Nutrition Program Lead

## **BUS POLICY**

Students are to be picked up and dropped off at the designated stops. The only exception will be if arrangements have been made with the school's office. Parent(s) or guardian(s) are required to call the school **no less than 45 minutes before the end of the school day**. This is necessary in order to assure that the bus driver has adequate time to adjust his/her bus schedule and route. Parents can send a note to school with their child; however, there is no guarantee that the student will turn the note in, so please call the school office to communicate any changes.

**KINDERGARTEN students will be dropped off door to door.** Students will not be dropped off if there is any indication of an insecure environment or danger. Below are examples of an insecure environment and/or danger:

- No parent or guardian(s) at home (Kindergarten)
- Visible partying taking place near or at the bus stop or student's home
- Loose or stray animals which could bite or attack the student
- Dangerous situation taking place in the student's neighborhood, such as fire, and/or police or medical emergency situations

If a student is not dropped off, the student will be returned to the school. While the student is still in route, the school secretary or an alternative staff member will attempt to contact the student's emergency contact person in an effort to coordinate a pick-up location. If the office is unable to make contact with a parent or guardian to coordinate a pick-up location, the student will be returned to the school once the final bus stop is made.

Once the student has been returned to the school, if the parent or guardian is still not available, Tribal Social Services and/or Tribal Police will be contacted. The student will be turned over to one of these two agencies.

NO student will be released to anyone who is under the obvious influence of drugs or alcohol.

**As per Arizona Revised Statutes, Title XV, only students enrolled in the PSUSD#8's schools, or students tuitioned out to other schools are eligible for transportation services provided by the school district and are eligible for insurance coverage from the Arizona School Risk Retention Trust, Inc. PSUSD#8 will NOT, therefore, transport any students outside of this criteria.**

### **SCHOOL START AND DISMISSAL TIMES**

Instruction begins for all students at 7:45 AM. **Students should arrive early** so that they are prepared to begin working at 7:45 AM.

<b><u>Grade Level</u></b>	<b><u>Start Time</u></b>	<b><u>Dismissal Time</u></b>
A.M. Kindergarten	7:45 AM	11:30 AM
P.M. Kindergarten	11:30 AM	3:00 PM
Grades 1-8	7:45 AM	4:00 PM

Playground supervision begins at 7:15 AM. **For safety reasons, children should not arrive before that time.** Students are permitted access to the cafeteria between 7:15 AM and 7:45 AM. Students who are not eating breakfast will be required to remain outside the building until school begins, unless the weather is inclement (rain, lightning, snow, or extreme cold) in which case, they will be required to come inside. Please make sure your child wears weather-appropriate clothing for early morning outdoor play.

Timely pick-up at afternoon dismissal time is also important. The safety of your children is our paramount concern. Your cooperation in this matter is important and appreciated!

### **SNOW DAYS, EMERGENCY DAYS, AND DELAYED OPENINGS**

In the event of snow or ice causing potentially unsafe transportation conditions, or in the event of other unforeseen circumstances that cause the judicious closure or delayed opening of school, the school will contact parents through the Automated Parent Notification System and/or an alternative system of communication. The school's Automated Parent Notification System will be programmed with the most current contact information the school has on file. The school will not be responsible for notifying families who do not have current contact information on file. If we miss school days due to snow and/or an emergency, these days will be added to the end of the school year to make up in order to meet instructional seat time.

### **ENROLLMENT PROCEDURES**

1. To enter Kindergarten, the child must be 5 years old by September 1<sup>st</sup>.
2. To enter First Grade, the child must be 6 years old by September 1<sup>st</sup>.
3. The following items are needed to enroll a child:
  - a. Birth Certificate (certified copy)

- b. Current Immunization Records
- c. Tribal Enrollment Document
- d. Current IEP and Evaluation (if child has been identified for Special Education services)
- e. Home Language Survey

### **EMERGENCY CONTACT INFORMATION**

Parent(s)/Guardian(s) must provide the school with a telephone number where they can be contacted in case of an emergency. Also, parents must provide telephone numbers and names of alternate persons to contact in the event that the school is unable to contact the parent(s). **Parent/Guardian must notify the school immediately if this information changes.**

### **MEDICATION AND ILLNESS**

Without exception, all medications, whether temporary or permanent, must be kept in the school office. Under no circumstances should a child have medication in his/her possession. Any departure from this policy, such as the use of an inhaler, should be discussed with and approved in advance by the Superintendent.

The school will provide assistance in administering medication to students ONLY when the following conditions have been met:

- Medication prescribed to the student by a physician must be brought to the school in its original labeled container with the physician's dosing instructions and written parental consent.
- Non-prescription medication in the original container with written instructions and written parental consent (valid for no more than one year).

If your child has allergic reactions (to bee stings, certain kinds of foods, various non-prescription medicines, etc.), be sure to **notify the school office in writing** of this fact at the beginning of the school year.

Any student becoming ill during the course of the school day is brought to the office. Their medical records/instructions are checked, the child's temperature is taken if needed, and parents are notified if necessary. Office staff supervises students not feeling well until parents can pick them up.

If your child is clearly ill (fever, flu, severe cold, etc.), please keep him/her at home. This demonstrates respect for other students, teachers, and staff and prevents the spread of illnesses.

### **STUDENT ATTENDANCE**

Daily attendance is basic to success in school. Students are expected to be in school every day, except for illness or other unusual circumstances. Excellent attendance also demonstrates social responsibility through supporting the team and being dependable. It is a "real life" expectation, not unlike the expectation of attendance



at high school, college and the workplace. In addition, daily attendance and punctuality are matters of law. Arizona state law says that the *"it is unlawful for any child between six and sixteen years of age to fail to attend school during the hours school is in session unless excused."* **By law, patterns of excessive absences must, and will, be reported to appropriate authorities.**

**Excessive absences are defined as excused or unexcused absences of more than 10% of the school year. For Peach Springs School, that amounts to fifteen absences. Truancy is defined as absence from school without an excused absence.**

Also, the *No Child Left Behind* legislation penalized schools for poor attendance rates. In order for a school to receive the required ranking of making Adequate Yearly Progress (AYP), all elementary schools must demonstrate a student attendance rate of 90%.

Finally, Hualapai Tribal Code designates parents/guardians to be responsible for their child's regular attendance at school.

#### **HUALAPAI TRIBAL CODE ON SCHOOL ATTENDANCE (Chapter 18: Section 18.7 Adult Sanctions):**

- A. A guardian who fails or refuses, without good cause, to send his or her children to school in violation of Section 18.4 of the chapter and who is a person over which the Tribal Courts have criminal jurisdiction commits the criminal offense of failure to send children to school may be sentenced to imprisonment for a term not to exceed 30 days and/or fined in an amount up to \$1,000.
- B. A guardian who fails or refuses, without good cause, to send his or her children to school in violation of Section 18.4 of this chapter and who is a person over which the Tribal Courts have jurisdiction but do not have criminal jurisdiction, commits the civil offense of failure to send children to school. A person who commits the civil offense of failure to send children to school may be fined in an amount up to \$1,000.

Recognizing that excessive absences violate federal, state, and tribal law, adversely affect students' educational experiences, and the school's educational environment, students are expected to attend all class sessions. If a student is absent fifteen days in the school year, he/she will be withdrawn from school and home school information will be given. In compliance with Arizona State Law – any student absent for 10 consecutive days without any type of contact/notification from the parent will be dropped from school. The parent will be required to "re-enroll" the student before he/she can return back to school. In addition, the school may pursue other remedies in accordance with the Tribal Code stated above. The Superintendent shall review all cases of excessive absences and make determinations as to possible consequences.

#### **REPORTING ABSENCES**

The school expects parents or guardians to call the office each day a student is absent. The school reserves the right to determine whether an absence is excused,

unexcused, or truancy. The school also reserves the right to pursue prosecution through the Tribal Court System against parents or guardians whose children fail to attend school. Reasonable attempts will be made by the school through phone calls or mail to inform parents or guardians of student absenteeism. The school will also, when possible, send the school's parent liaison or school resource person to homes. The education of every student is the joint responsibility of the home and school, and only through cooperation can each student be assured of receiving all the educational advantages available. Please call us at **(928) 769-2613**.

NOTE: If a child is absent and the school has **not** been notified by note or phone, the school will make an inquiry, which may involve Social Services or the School Resource Officer, if a parent or parent representative cannot be reached. With the aim towards student safety, parents should be aware of the following procedures:

1. If a student will be absent or late to school, parents should notify the school by calling the school at (928) 769-2613 by 8:30 AM.
2. If the office is not notified of a student's absence, the student must bring a note from the parents or guardians the day the student returns to school. The note should state the specific reasons for the absence. (For example: "My child had an earache." Please do not merely say, "My child was sick.")

### **EXAMPLES OF EXCUSED ABSENCE**

- Illness of the student
- Family emergency/death
- Verified medical appointment
- Religious holiday

### **UNEXCUSED ABSENCE**

An absence will be recorded as unexcused or truancy if a parent or guardian has not contacted the school to explain the reason for the absence.

### **PARENT/GUARDIAN NOTIFICATION OF ABSENCES**

Teachers and the Attendance Clerk are responsible for the attendance process. The school office will notify parents or guardians in writing when a student reaches the following number of Absences:

ARS 15-803B: Absences may be considered excessive when the number of absent days exceeds 10% of the number of required attendance days. This is 15 days for PSUSD#8.

- 1) **4<sup>th</sup> Absence:** Letter.
- 2) **8<sup>th</sup> Absence:** Letter and mandatory meeting with Superintendent (student cannot return until conference).
- 3) **10<sup>th</sup> Absence:** Letter, school to file Truancy per Hualapai Tribal Code (Chapter 18: Section 18.7 Adult Sanctions), and mandatory meeting with Superintendent (student cannot return until conference).

- 4) **12<sup>th</sup> Absence:** Letter, parent/student to develop absence preventative plan at mandatory reentry conference with Superintendent (student cannot return until conference).
- 5) **15<sup>th</sup> Absence** (Excessive absences): Student placed on probation and attendance monitored throughout the school year. Determination for promotion or retention will be decided at the end of the school year.

### **PERFECT ATTENDANCE**

Students with perfect attendance will be recognized each grading period. Perfect attendance is defined as a student who has been at school during the entire day for the entire school year. At the end of the school year, special recognition will take place during an awards assembly for students who have achieved perfect attendance for the entire year. Way to go!

### **TARDINESS**

Students should be on time for school. Tardy students disrupt the learning process of others and reduce their own amount of learning time. **Parents are asked to place high importance on having their children arrive to school on time.**

### **PARENT/GUARDIAN NOTIFICATION OF TARDIES**

Teachers and the Attendance Clerk are responsible for the attendance process. The school office will notify parents or guardians in writing when a student reaches the following number of Tardies:

- 1) **4<sup>th</sup> Tardy:** Letter.
- 2) **8<sup>th</sup> Tardy:** Letter and mandatory meeting with Superintendent (student cannot return until conference).
- 3) **10<sup>th</sup> Tardy:** Letter, parent/student to develop tardy preventative plan at mandatory reentry conference with Superintendent (student cannot return until conference).
- 4) **12<sup>th</sup> Tardy** (Habitual Tardies): Student placed on probation and tardies monitored throughout the school year. Determination for promotion or retention will be decided at the end of the school year.

### **CHECKING STUDENTS OUT OF SCHOOL EARLY**

*In order to give students a fair opportunity to learn, parents are strongly discouraged from checking their children out of school early, other than in an emergency.* Parents are also encouraged to help the school meet attendance goals by scheduling doctor or other appointments for students after school or on Fridays.

**Parents or authorized person(s) who need to pick up a child must come to the office and sign the student out. Children cannot be sent outside to wait for the parent or authorized person.**

The school cannot release students from school without your authorization. If your child is to go with a sister, brother, or any person other than the parents, we will need authorization for this. PLEASE do not tell your child to come home during school hours. The school must have written notification from you. Parents should also have on file a current list of competent adults who the parent authorizes to check the child out of school. For the students' protection and safety, children will not be released at random. **A student will not be released to anyone who is not on the authorized list. If there is a court order/custody order in place, the student will not be released unless the court/custody order specifically gives authorization/permission for the child to be released to that person(s).**

**Children will not be released to anyone who is, or may be, under the influence of alcohol or drugs. Law enforcement will be contacted immediately. STUDENT SAFETY IS OUR FIRST CONCERN.**

### **FIVE IMPORTANT RECOMMENDATIONS TO PARENTS**

Parents can greatly increase the chance of their children succeeding in school.

Parents are asked to consider the following recommendations:

1. Make sure your child gets sufficient sleep and starts the day with a calm beginning at home.
2. Place a high priority in seeing that your child attends school regularly and arrives on time.
3. Praise your child each day and listen attentively when your child speaks about school experiences.
4. Avoid comparing your child's progress with that of other children, including that of brothers and sisters. Each school year may offer different results.
5. Support the efforts of your child's teachers whenever possible; refrain from criticizing the school in your child's presence.

### **POINTERS FOR DAILY COMMUNICATION**

1. Take a moment to look at everything your child brings home.
2. Ask him or her to tell you what was learned at school that day.
3. Ask "how" and "why" questions.
4. Give your child positive praise and encouragement.
5. Be realistic in expectations.

6. When your child has homework, provide a place to work and keep items such as paper, pencils, etc. handy. Homework should be a family activity.
7. Limit TV and electronic game time for your child.
8. Share ideas and participate.
9. During homework time, family members should participate by reading, counting, and showing by example.
10. Communicate with your child's teacher as often as possible.
11. When your child does not have homework, play board games, read a book or participate in some other activity with your child. For example, some parents have purchased or located copies of a chapter book and read it regularly with the child following along or joining in. Participating in physical activities, reviewing rules of a game, different strategies in playing a game, and keeping score are also educational to children.

### **HOMEWORK**

Homework is an important part of your child's education. Homework introduces students to important life/work skills and helps students:

- develop organizational skills such as writing down assignments, collecting and bringing home needed material, and completing and returning assignments;
- reinforce information and concepts learned in class and prepare for active classroom participation;
- by encouraging independent completion of work; and
- progress and meet challenges.

Teachers will clarify their expectations regarding homework at the beginning of the school year. Parents play an important role in the homework process. Parents are asked to:

- establish a consistent homework routine by encouraging a regular time and place for study without interruption;
- offer side-by-side support and assistance in developing good study habits; and
- set an expectation for regular completion of homework assignments that gives a clear message about the value of homework as part of the learning process.

### **GRADING SYSTEM**

K-8 Academic Performance Grading System:

A	90-100%
B	80-89%

C	70-79%
D	60-69%
F	59% and Below

### **STUDENT RECOGNITION**

**Superintendent's List** - All A's in Art, P.E., Computers, Reading, Writing, Mathematics, Social Studies, and Science.

**Honor Roll** - A's and B's (or all B's) in Art, P.E., Computers, Reading, Writing, Mathematics, Social Studies, and Science.

**Perfect Attendance** - Must be present everyday (no exceptions)

**K-4/5-8 Art Citizenship Award**

**K-4/5-8 Physical Education Award**

Students that qualify for the above awards will be recognized at the end of each grading period.

**Superintendent's Superstars** - This is a bi-weekly k-8 student acknowledgment we conduct to honor students for trying their best academically and for practicing good student citizenship.

### **STUDENTS HAVING DIFFICULTIES LEARNING**

Every Thursday after school the teachers meet to discuss formative academic student data. From the results, students are placed in reteach or enrichment the upcoming school week. If a student continues to display a learning difficulty, a screening will be conducted to determine physical, sensory, emotional, cognitive, behavioral, communication, and/or social concerns. If a concern is evident the school will request permission from the parents to refer the student to the school's educational psychologist for a formal evaluation. **Parental involvement and support is necessary during this process.**

Additionally, all students will be screened for vision and hearing deficiencies at the beginning of the school year. If the student does not pass either of the screenings, a subsequent screening will be performed within 30 days. If the student does not pass the second screening, parents will be notified of the child's need for a professional follow-up with an eye or ear doctor. **If the parents fail to respond to the student's need for professional vision or hearing services, the school will contact Social Services for support.**

### **FOOD SERVICES**

Grades K-8 will be provided breakfast and lunch in the school cafeteria. PSUSD staff members will supervise the cafeteria. Students will be required to follow the established cafeteria procedures. Each student will be provided with the adequate portions of food mandated by USDA. A monthly menu will be followed

with minimal changes. Students may bring a sack lunch from home provided it does not include a carbonated beverage.

All students attending Peach Springs Elementary School will not be charged for their meals during the school year. However, due to increasing food costs, parents and children who do not attend our school and other guests will be charged per meal: **breakfast \$1.00, lunch \$3.50**. Please call and notify the school at (928) 769-2613 by 9:00 AM that day if you wish to have lunch with your child so the cafeteria prepares adequate amounts of food. Payment is to be made in the front office.

**BREAKFAST SCHEDULE**

Breakfast is served from 7:15 AM to 7:40 AM. Students may go into the cafeteria for breakfast during that time. Students who are not served by 7:40 AM will not be provided with a breakfast, as school begins promptly at 7:45 AM.

**LUNCH/LUNCH RECESS SCHEDULE**

1 <sup>st</sup> Grade	10:55 AM – 11:30 AM
A.M. Kindergarten	11:30 AM
P.M. Kindergarten	11:30 AM
2 <sup>nd</sup> Grade	11:05 AM – 11:40 AM
3 <sup>rd</sup> Grade	11:15 AM – 11:55 AM
4 <sup>th</sup> Grade	11:25 AM – 12:05 AM
5 <sup>th</sup> & 6 <sup>th</sup> Grade	11:35 AM – 12:15 AM
7 <sup>th</sup> & 8 <sup>th</sup> Grade	11:45 AM – 12:25 AM

\*\*The breakfast and/or lunch schedule may be changed to meet any special activity, early dismissal, or emergency situation.

**PROHIBITED FOOD ITEMS**

1. Candy, chips, sunflower seeds, and other similar items are not at school.
2. Gum is not allowed at school.
3. No soda or sugar based beverages will be allowed. If a teacher chooses, water bottles that are “leak proof” may be permitted.

**DRESS STANDARDS**

Cleanliness, neatness, and appropriateness are the standards, which will be followed by students in their personal dress and grooming. Styles that hinder the learning process, disrupt the learning environment, or pose a safety risk to students, and staff will not be permitted. Students will be sent home for not

complying with the dress code on a given day. Habitually ignoring the dress code may result in a short-term suspension for continuous defiance of authority. Please encourage your student to comply with the PSUSD#8 Dress Code.

Kindergarten through Eighth Grade Dress Code includes **but not limited to:**

1. Symbols that are degrading, offensive, or gang related are not permitted. This includes, but is not limited to, metal-like spikes on clothing, jewelry or bandanas.
2. Sweaters, jackets and sweatshirts with hoods (hoodies) can be worn to school during the appropriate weather. HOWEVER, the hood may not be worn while the student is inside any school building.
3. Excessively saggy pants are not permitted. Pants must cover undergarments and must be buttoned and zipped properly.
4. Shorts are permitted, however, no short-shorts are allowed. Administration to determine.
5. Shoes worn to school should be sturdy enough to permit safe play at recess and/or physical education activities. Slippers and thong-type shoes are inappropriate and considered unsafe.
6. Hats, caps, bandanas, and hairnets are not to be worn in buildings or at school sponsored indoor events. Beanies are permissible to and from school during cold weather, not inside the school building.
7. Sunglasses are not to be worn inside the school building.
8. Chains or wallets on chains are not permitted.
9. Undergarments, undergarment straps, or midriffs may not show.

**Please be aware that the administration has the right to address disruptive or inappropriate attire. The purpose of the dress code is to protect students from bullying and harassment.**


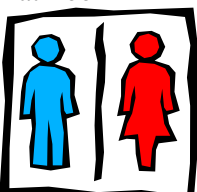





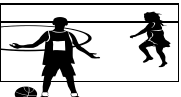

### **STUDENT BEHAVIOR**


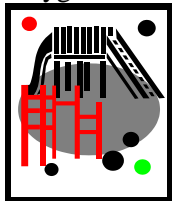
**Behavior expectations for Peach Springs Students are simple:**

- **Be Safe**
- **Be Respectful**
- **Be Responsible**

<b>Expectations and Procedures</b>			
	<b>Be Safe</b> Always walk. Keep hands, feet and all other body parts to yourself.	<b>Be Respectful</b> Always respect yourself, others, and property or equipment. Respect personal space and use indoor voices. Manners matter.	<b>Be Responsible</b> Listen to and follow adults' instructions. Leave electronics at home.



<b>Assemblies</b> 	<ul style="list-style-type: none"> <li>•Enter and exit in a quiet, orderly manner</li> <li>•Wait to be excused by Teacher/Superintendent</li> </ul>	<ul style="list-style-type: none"> <li>•Remain silent during presentation or performance</li> </ul>	<ul style="list-style-type: none"> <li>•Sit in assigned areas</li> </ul>
<b>Bathroom</b> 	<ul style="list-style-type: none"> <li>•Keep water in the sink</li> <li>•Keep bathroom free from garbage and use the trash can for all trash</li> <li>•Get adult help for accidents, injuries, or emergencies</li> </ul>	<ul style="list-style-type: none"> <li>•Knock on stall before entering</li> <li>•Give others their privacy</li> <li>•Wait your turn patiently</li> </ul>	<ul style="list-style-type: none"> <li>•Use a bathroom pass</li> <li>•Flush toilet after each use</li> <li>•Wash your hands</li> <li>•Return to class promptly</li> </ul>
<b>Bus/ Bus Area</b> 	<ul style="list-style-type: none"> <li>•Walk at all times</li> <li>•Keep a safe distance from the bus while waiting to load</li> <li>•Board bus in an orderly line</li> <li>•Stay seated while on the bus</li> </ul>	<ul style="list-style-type: none"> <li>•Wait in line patiently</li> </ul>	<ul style="list-style-type: none"> <li>•Listen to the driver at all times</li> </ul>
<b>Cafeteria</b> 	<ul style="list-style-type: none"> <li>•ENTER right door, EXIT left door</li> <li>•Walk single file with the flow of traffic</li> <li>•Keep doorways clear</li> </ul>	<ul style="list-style-type: none"> <li>•Wait your turn in line</li> <li>•Say “Thank you” or “Hankyu” after receiving food</li> </ul>	<ul style="list-style-type: none"> <li>•Keep your food to yourself</li> <li>•Clean up after yourself</li> <li>•Raise your hand to be excused, dump and stack tray</li> </ul>
<b>Classroom</b> 	<ul style="list-style-type: none"> <li>•Enter and exit in a quiet, orderly manner</li> <li>•Use all materials and supplies appropriately</li> <li>•Wait to be excused by a teacher</li> </ul>	<ul style="list-style-type: none"> <li>•Raise your hand to speak or when teacher asks you to speak</li> <li>•Work cooperatively with others</li> </ul>	<ul style="list-style-type: none"> <li>•Be prepared to learn when the bell rings</li> <li>•Be on time and on task</li> <li>•Ask for a hall pass before leaving class</li> </ul>
<b>Hallways</b> 	<ul style="list-style-type: none"> <li>•Walk toward the center of hallway, pass others on the right</li> </ul>	<ul style="list-style-type: none"> <li>•Be respectful of classes in session by walking quietly</li> </ul>	<ul style="list-style-type: none"> <li>•Get to destination and back promptly</li> <li>•Have a hall pass</li> </ul>
<b>Safety Drills</b> 	<ul style="list-style-type: none"> <li>•Walk to and from drills in an orderly manner</li> <li>•Be silent</li> <li>•Stay in assigned areas</li> </ul>		<ul style="list-style-type: none"> <li>•Listen carefully and follow adults’ instructions</li> <li>•Wait in line patiently</li> </ul>
<b>Gym</b> 	<ul style="list-style-type: none"> <li>•Use equipment in appropriate way and for appropriate game</li> <li>•Sit on bleachers</li> <li>•Be safe and have fun!</li> </ul>	<ul style="list-style-type: none"> <li>•Include everyone in activities</li> <li>•Practice good sportsmanship</li> <li>•Give everyone a turn</li> </ul>	<ul style="list-style-type: none"> <li>•Play by the rules</li> <li>•Follow procedures for entering and exiting the gym</li> <li>•Return equipment to proper location</li> </ul>
<b>Library</b> 	<ul style="list-style-type: none"> <li>•Carry books with both hands</li> <li>•Keep all chair legs on floor</li> </ul>	<ul style="list-style-type: none"> <li>•Use shelf markers when removing a book from a shelf</li> </ul>	<ul style="list-style-type: none"> <li>•Take care of the books you check out</li> <li>•Help fellow students find books</li> </ul>
<b>Main Office/Nurse</b>	<ul style="list-style-type: none"> <li>•Use this area when you need help</li> </ul>	<ul style="list-style-type: none"> <li>•Respect all people, property and equipment</li> <li>•Use quiet, inside voice and appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>•Check in when you are tardy or need help</li> <li>•Have a hall pass with you</li> </ul>

			
<b>Playground</b> 	<ul style="list-style-type: none"> <li>• Stay in designated areas</li> <li>• Use equipment appropriately</li> <li>• Move safely, be aware of personal space</li> <li>• Ask a teacher for help if a ball goes over the fence</li> </ul>	<ul style="list-style-type: none"> <li>• Respect all people, property and equipment</li> <li>• Include everyone in activities</li> <li>• Practice good sportsmanship</li> <li>• Give everyone a turn</li> <li>• Respect personal space and game areas</li> </ul>	<ul style="list-style-type: none"> <li>• Get a pass to leave supervised areas</li> <li>• Use appropriate entrances and exits</li> <li>• Line up promptly when whistle blows three times</li> </ul>

Students are responsible for monitoring their own behavior and are accountable to any staff member supervising any location on school grounds.

### **DISCIPLINE**

The vast majority of Peach Springs School students are delightful, respectful, well behaved, and eager to learn. Significant behavioral problems are minimal. Yet even minor behavioral problems can detract from the learning environment, and staff members are expected to act promptly to ensure that minor problems do not become major crises. When problems arise, timely intervention by school staff keeps students thinking about issues of appropriateness, good citizenship, and safety. Peach Springs School does not use corporal punishment or physical discipline as a behavior management strategy. Instead, we use a **Positive Behavior Interventions and Supports** system, which incorporates variety of other interventions including reflection, time out, redirection, positive peer pressure, and logical consequences. In more extreme situations, suspension and expulsion are options.

The goal of our disciplinary program, in broadest terms, is to teach self-discipline and self-regulation, qualities of maturity that are learned. It is normal and natural for children to experiment with various behaviors, as they grow – to challenge and test the limits. Both parents and teachers can expect to be challenged and tested in a variety of ways. Children also need and want basic structure and predictability in their lives. Our responsibility as educators is to ensure that there are appropriate limits, and that these limits are clearly understood and honored at Peach Springs School. Even as we work to help students grow toward more mature behaviors and increasing self-management, we acknowledge the necessity of balancing the needs of the individual with the needs of the school community. In instances where there is dangerous behavior, a pattern of disruptive misconduct, or where needed improvement is not forthcoming, the needs of the school community must come first and stronger means must be implemented to manage the misconduct. In these instances, the following sequence of steps is followed. The teacher and/or administrator may modify this sequence and these steps as needed.

#### **Teachers (Classroom Level)**

Step 1: **Green Card**-Verbal Warning

Step 2: **Yellow Card**-Final Warning

Step 3: **Red Card**-Consequences (Teacher to decide refocus choice: miss recess, miss special, assigned to after-school PRIDE, lunch detention, omit from end of week activity, omit from end of quarter activity, etc.). Phone call, email, or letter to parent will occur.

**Step 4: Referral and student sent to Administration**

\*Fighting/Weapons/Drugs/Sexual Harassment/Arson/Vandalism/Theft/Assault-send to administration immediately

**Administration Level**

Call parent and assign consequence per discipline guidelines

**DISCIPLINARY GUIDELINES**

The disciplinary philosophy of the Governing Board of the Peach Springs Unified School District supports the teachers' right to teach and the students' right to learn. Behavior that interferes with these rights will not be tolerated. The Governing Board recognizes that maintaining effective discipline is the shared responsibility of the parents, students, and school personnel. The Board also recognizes that students must show respect to property and the dignity of others, and to obey the law. Students who engage in improper conduct will be subject to disciplinary action according to the guidelines below.

In cases of severe or repeated violations of school rules or the law, disciplinary action may extend beyond these guidelines. Depending upon the nature of the violation, student discipline shall be progressive; that is, generally, a student's first violation should merit a lighter penalty than subsequent violations. An administrator may take into account all other relevant factors in determining an appropriate penalty or adjusting school proceedings as they may apply to the nature of the violation and student conduct. The school administration may involve police authorities on any major or repeated violations.

<b>Problem Area</b>		<b>Action to be Taken</b>	
<b>Description</b>	<b>Occurrence</b>	<b>Minimum</b>	<b>Maximum</b>
Alcohol, Non-prescription drugs, or drug paraphernalia	First	Short-term suspension	Expulsion
	Second or more	Long-term suspension	Expulsion
Arson	First	Short-term suspension	Expulsion
	Second or more	Long-term suspension	Expulsion
Assault (on student or staff)  Note: A person who abuses School employees is guilty of a Class 3 misdemeanor.	First	Short-term suspension	Expulsion
	Second or more	Expulsion	Expulsion

Bus Conduct	First	Informal conference	Short-term suspension and/or suspension from bus – up to 10 days.
	Second or more	Suspension from bus – up to 10 days	Loss of bus riding privileges for balance of the semester or school year.
Defiance of Authority	First	RTC referral	Short-term suspension
	Second or more	Short-term suspension	Expulsion
Disorderly Conduct	First	Informal conference	Short-term suspension
	Second or more	Short-term suspension	Expulsion
Explosive Device	First	Long-term suspension	Expulsion
	Second or more	Expulsion	Expulsion
Extortion	First	Short-term suspension	Expulsion
	Second or more	Long-term suspension	Expulsion
Fighting	First	Short-term suspension	Long-term suspension
	Second or more	Long-term suspension	Expulsion
Forgery or Lying	First	Parental conference	Short-term suspension
	Second or more	Parental conference	Short-term suspension
Gambling	First	Parental conference	Short-term suspension
	Second or more	Parental conference	Short-term suspension
Tardiness	First	Parental conference	
	Second or more	Behavior contract	Suspension
Theft	First	Parental conference	Long-term suspension
	Second or more	Short-term suspension	Expulsion
Tobacco*	First	Short-term suspension	Long-term suspension
	Second or more	Long-term suspension	Expulsion
Unexcused Absence	First	Informal conference	Suspension
	Second or more	Parental conference	Retention in grade
Vandalism *Parents will be responsible for all damages caused by	First	Parental conference	Short-term suspension and restitution
	Second or	Long-term	Expulsion

their children or wards	more	suspension and restitution	
Weapons	First	Short-term suspension	Expulsion
	Second or more	Expulsion	Expulsion

### **BULLYING**

**As mandated by Arizona State Statute, Peach Springs School is required to provide the following information regarding bullying:**

Bullying is a form of harassment. Bullying is defined as: The repeated intimidation of students by the real or threatened infliction of physical, verbal, written, electronically transmitted, emotional abuse or through attacks on the person or property of another. It may include, but is not limited to, actions such as verbal taunts, name-calling and put downs, including ethnically based or gender-based verbal put-downs, and extortion of money or possessions. Such conduct is disruptive of the educational process and detrimental to the wellbeing of all students. Therefore, bullying is unacceptable behavior at any and all times at Peach Springs School.

Students who engage in any act of bullying while at school, at any school function, in connection with any school sponsored activity or event, or while en /route to or from school are subject to disciplinary action, up to and including suspension or expulsion. As required by law, law enforcement officials shall be notified of bullying incidents. This policy also applies to students who, by their indirect behavior, condone or support another student's act of bullying. All school staff members shall take action when bullying is observed or a student has informed the staff member about a bullying event or situation. Retaliation of any kind against a victim, a good faith reporter, or a witness of bullying is prohibited.

Intentionally making false accusations or false reports of bullying against another student are prohibited. If a student is unsure about whether an event or situation is bullying, he/she is encouraged to consult with a teacher, playground supervisor, the Superintendent or other school employee. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school discipline policies and procedures. School personnel will investigate all complaints of bullying. Discipline or appropriate action will be taken if it is found that this policy has been violated.

### **CONSEQUENCES FOR FIGHTING**

Fighting (mutual combat) is a serious misbehavior for several reasons, including:

1. May result in physical injury
2. Disrupts the school environment
3. Works against cooperation with others
4. Promotes school violence
5. Sets a poor example for other students
6. Is a wrong way to settle differences
7. Poses a risk of harm to other students and staff members

8. Shows a lack of self-control
9. Does not help in controlling anger
10. Leads to future aggression.

Choosing other options besides to fight is a valuable lesson to learn. It is best to learn it early in life. Fighting is not tolerated in society.

For these and other reasons, students who engage in fighting at school, at a school event, or to or from school, WILL BE SUSPENDED FROM SCHOOL, for up to 10 days, no exceptions! Parents, please tell your child **not** to hit back. When hit or otherwise assaulted, a student should seek help from a staff member.

Students: Not hitting back does not make you a coward, it makes you smart! The other person will be punished – not you! Remember that it takes two people for a fight to happen. So, even if another student hits you first, if you hit back, you will both be punished for fighting.

### **INTERROGATIONS AND SEARCHES**

**Interrogations:** 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 will, be present during these interrogations, except when a Child Protection Service worker, School Resource Officer, pursuant to A.R.S. 8-546.01 (D) (2) conducts interviews.

**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 health, safety, and welfare of the student(s) exists. An item 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; and school personnel may inspect storage areas, lockers, desks, etc. at any time or without reason, and with or without notice.

### **CONTRABAND**

These items should NOT be brought to school. They are subject to immediate confiscation:

- Laser pointers
- Electronic devices (except calculators), including cell phones, CD players iPods, etc.
- Food – including but not limited to gum, candy, pumpkin and sunflower seeds – and drinks (other than water)
- Toys
- Possible inhalants
- Matches and lighters

- Knives and weapons of any kind
- Other items deemed inappropriate by the administrator

Any item confiscated can be picked up at the office by the parent. Repeated possession will be considered defiance of authority. A second offense may result in the item being held in the office until the end of the year. The school will not be liable for any item lost in the event of the item being stolen.

### **CARE OF SCHOOL PROPERTY BY STUDENTS**

Teachers and students should be observant at all times to prevent damage or destruction of school property. Any marking or marring of school property should be reported to the office at once.

No students shall damage or deface any property belonging to the District. Discipline that may be imposed for damage to school property depends upon the circumstances. Students may be subject to suspension for willful damage or destruction of school property. Students may be required to pay restitution for property damage as a result of reckless, negligent, or deliberate behavior.

### **PUBLIC VISITORS**

The definition of general public is anyone who does not come under the definition of student, faculty member, staff member, or employee.

**ALL** visitors must report to the office to sign in. "Visitor" or "Volunteer" badges will be issued and **MUST** be worn while in the school building. This is a safety measure and **MUST** be followed. Visiting your child's classroom is permitted, but all visits should be arranged with the classroom teacher **prior to** the visit. Please do not "drop in" to see the teacher. A teacher's first responsibility is to all of the students in the classroom during school hours.

- No person shall visit or audit a classroom or other school activity, nor shall any person come upon or remain upon school premises without approval by the superintendent or their authorized representative. No person shall conduct or attempt to conduct any activity on school premises without prior approval by the Superintendent or their authorized representative.
- Any member of the general public considered by the Superintendent, or a person authorized by the Superintendent to be in violation of these rules shall be instructed to leave the property of the District. Failure to obey the instruction may subject the person to criminal proceedings pursuant to A.R.S. 13-2911 and to any other applicable civil or criminal proceedings, or to Tribal Ordinance.
- Persons attending special functions shall confine themselves to the specific part of the facility assigned in the permit.
- Persons who engage in disorderly conduct of any kind may be subject to removal and exclusion from the facility.

- Use of the facility shall be granted only for legitimate purposes. Therefore, the permit holder shall assume full responsibility for any unlawful act committed during the exercise of the permit.

### **PUBLIC CONDUCT ON SCHOOL PROPERTY**

Visitors shall not engage in conduct that:

- Causes, or is in reckless disregard of causing interference or disruption of the District through physical injury to any employee of the District or any person attending the District.
- Causes or is in reckless disregard of causing interference or disruption of the District by threatening to cause damage to the District, the property of the District, or the property of any person attending the District.

The above identified acts need not be directed at a specific individual, the District, or specific property of the District to constitute a violation of this policy. For the purposes of this policy, "interference or disruption of" includes any conduct that causes an employee of the District to take action to protect the District or its employee, students, or property.

Restitution for any financial loss caused by a violation of the policy may be required. Furthermore, an individual who interferes with or disrupts an educational institution is subject to misdemeanor or felony charges as provided in A.R.S. 13-2911.

A person may also interfere with or disrupt the District function by committing any of the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service administrative, or disciplinary functions, or any activity sponsored or approved by the District.
- Physical or verbal abuse or threat to harm to any person on property owned or controlled by the District, or at supervised functions sponsored by the District.
- Forceful or unauthorized entry to District facilities, including buildings, grounds and vehicles.
- Illicit use, possession, distribution, or sale of tobacco, alcohol, drugs, or other controlled substances, or other illegal contraband on District property or at school sponsored functions.
- Use of speech or language that is offensive or inappropriate to the limited forum of the public school educational environment.
- Failure to comply with the lawful directions of District officials or District security officers or other law enforcement officers acting in performance of their duties, failure to identify oneself to such officials or officers when lawfully requested to do so.
- Knowingly violating 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.



- Any conduct constituting an infraction of any federal, state, city, or tribal law, or policy or regulation of the Board.
- **Carrying or possessing a weapon on school grounds, unless the individual is a peace officer or has obtained specific authorization from the Superintendent.**

### **LOST AND FOUND**

Lost or misplaced articles such as clothing, books and backpacks are placed in the Lost and Found area located in the school office. Valuable items such as jewelry, electronics, and money should not be brought to school. Please check the Lost and Found prior to each school break, as items left unclaimed will be donated to charity.

### **FIRE DRILLS AND EMERGENCY PROCEDURES**

Safety is an integral part of our learning environment. Fire drills are conducted monthly in accordance with state law and teachers instruct their students in proper fire drill procedures. Fire extinguishers are strategically located throughout the school and the school has a fire alarm system. Emergency bus evacuations and lockdowns are also conducted periodically to help ensure student safety in emergency situations.

### **COMMUNICATION**

At Peach Springs School, we place great emphasis on effective communications and a strong partnership between school and home. There are many ways to communicate and it is important to use these methods to keep informed, share perspectives, and develop relationships. As always, respect and responsibility are our guiding principles.

Teachers are pleased to talk with parents about their children, their classroom, or other matters. When preparing to teach, teaching, or performing supervisory duties, teachers must stay focused on the needs of the children. **Rather than trying to engage teachers in an impromptu meeting, please schedule a meeting at a mutually convenient time.**

Communications are essential to the emotional well being of the school, and they are a responsibility jointly shared by the teachers, parents, students, administrators, and the Board. If you have a need, concern, or compliment, share it! **Take concerns or other feedback directly to the person involved in the matter.** When a problem arises, little is gained by "saving it up," only to air it with greater emotional intensity some weeks or months after the event, or worse, by spending time expressing unhappiness to those who cannot remedy the problem.

To resolve concerns:

1. Go to the teacher or other person(s) directly involved in the problem.
2. If the matter cannot be resolved at the most direct and immediate level, both parties can meet with the Superintendent. A direct communication,

such as a conversation, phone call, or written document must be used to initiate this meeting.

3. The Superintendent will work with the parties together in an attempt to negotiate a resolution acceptable to all. If a mutually-agreed upon resolution is not forthcoming, the Superintendent may choose to resolve the matter himself.
4. The Superintendent's decision may be appealed to the School Board. The Board may choose to accept the appeal for review or let the Superintendent's decision stand. The School Board's decision is final.
5. For communication concerns regarding the Superintendent, the same communications protocol is used, with the Board President serving in the Superintendent's role when a disagreement cannot be resolved.

**NOTE:** Parents are not allowed to confront other people's children.

### **INTERNET USE POLICY**

The Internet is a global electronic network that provides access to ideas, information and commentary. Peach Springs School is concerned for the safety and security of students who access online information. The school has no control over the content of the Internet and cannot be held responsible for what the student sees when connected to the Internet. When one uses the Internet, one "leaves" the school. The safety and security of users accessing the Internet require students to be cautious, thoughtful, protective of personal information, and respectful of school policy and state and federal laws. The school does not expressly or in any implied way warrant the quality, accuracy, veracity, completeness or authenticity of any material or information accessed through the Internet computers. It is the responsibility of the user to read all disclaimer statements on the Internet and those associated with this policy. The restriction of a minor's access to the Internet beyond that required by this policy is the responsibility of the parent or legal guardian.

A student will not misuse school computers to:

- access or display information that is "obscene" or "harmful to minors" as defined by Arizona state laws.
- participate in email, a chat room, or instant messages that use information that is obscene as defined by Arizona law.
- compromise or threaten the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
- disclose, use, and/or disseminate personal information that could threaten or create a vulnerability for a minor, for any other person, or for the school.
- attempt to gain unauthorized access to any data, computer, or network.

## **Unauthorized Use, the Laws, and Illegal Materials**

The Peach Springs School complies with federal and state laws with a particular awareness of federal laws on the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (NCIPA), copyright (U.S. Code, Title 17), and Arizona laws relating to obscenity. Students must comply with these laws. Furthermore, students are not to use the computers in any unauthorized or unlawful manner or for any illegal purpose. Students must respect the legal protection provided by copyright license to software, books, articles, and other electronic files.

Specifically, as required by the Children's Internet Protection Act (CIPA), blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. To provide the definition required by CIPA and NCIPA, the phrase "matter...inappropriate for minors...." used in the federal law is regarded as synonymous with the definition of obscenity in Arizona laws. CIPA and NCIPA are laws adopted by Congress to protect children and others as they use the Internet from a computer located in a public library or public school. The school will comply with CIPA and NCIPA regarding the requirement to use a Technology Protection Measure (filtering). All school Internet computers will use a TPM.

However, this technology is not reliable and the school cannot be held responsible for prohibited information that might be displayed, or for useful information that may be blocked. School staff members are not responsible for monitoring use of and content accessed by students of any age. Parents or guardians, not school staff, are responsible for the information selected or accessed by their children or wards. U.S. Code Title 17 contains the laws that protect the rights of authors to their publications and other intellectual property.

The computers and software provided by the school shall be used in accordance with all pertinent International, U.S., state, or local laws including those prohibiting libel, plagiarism, obscenity, slander, or any other illegal activity. Down loading and/or installing software is prohibited. Accessing inappropriate materials and leaving them on the screen or in the printer for others is prohibited and may be grounds for prosecution. Misuse of the computer or Internet may result in denial of Internet use privileges, expulsion from school, recovery of damage costs, and/ or prosecution under the law.

### **ANNUAL NOTICE FOR DIRECTORY INFORMATION/MEDIA RELEASE** **(Under FERPA Regulations)**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Peach Springs School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. Peach Springs School may, however, disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary **in writing**. The primary purpose of directory information is to support our students and

our school within the greater community of Peach Springs and its surrounding areas. Examples of where this information might appear include:

- Performance/Graduation programs acknowledging student participation
- Yearbook
- Recognition letters
- Media – such as the Gamyu
- School website or other education appropriate website(s)

Directory Information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's consent. Outside organizations may include, but are not limited to companies that take class photographs or publish yearbooks.

If you do not want Peach Springs School to disclose information from your child's education records without your prior written consent, you must notify Peach Springs School **in writing** by the beginning of the school year or, for new students, within two weeks of your child's enrollment in Peach Springs School. Peach Springs School has designated the following information as directory information:

- |                             |                                       |
|-----------------------------|---------------------------------------|
| • Student name              | • Birthday                            |
| • Student interests         | • Dates of attendance (see next page) |
| • Photographs/video footage | • Grade level                         |
| • Student accomplishments   | • Student work                        |

## **ANNUAL NOTIFICATION OF RIGHTS FOR ELEMENTARY SCHOOLS**

### **Under FERPA Regulations**

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. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the Director a written request that identifies the record(s) they wish to inspect. The Director will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent of eligible student believes are inaccurate or misleading. The parent should write the Superintendent, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for an amendment. Additional information regarding the hearing procedures will be provided to the parent of eligible student when notified of the right of a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent is disclosure to school officials with genuine 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 the School Board, a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist), or a parent or student serving on a special committee (such as a discipline or grievance committee), or a person 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 educational record in order to fulfill his or her professional responsibility. Upon request the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.  
(NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

**ANNUAL PARENT NOTIFICATION OF ACCESS  
TO EMPLOYEE INFORMATION**

Peach Springs School maintains a copy of all employee fingerprinting clearance cards and resumes. These materials are located in the office and are available for public viewing. A parent may request information on the professional qualifications of staff that work with the requesting parent's child. The following information may be requested:

- Classroom teacher college major/degrees and the areas in which advanced degrees are held.
- Classroom teacher status as "Highly Qualified" as defined by NCLB, as well as classroom teacher status regarding certification, including emergency or provisional certification.
- Paraprofessional qualifications and services offered from a paraprofessional.