



STUDENT PARENT HANDBOOK

2016 - 2017

STAY INFORMED. BECOME INVOLVED. JOIN OUR STUDENTS' JOURNEY.

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SALT RIVER PIMA-MARICOPA INDIAN COMMUNITY
EDUCATION DIVISION

SALT RIVER ELEMENTARY SCHOOL

Welcome Letter

Dear Students and Parents,

On behalf of the entire staff of the Salt River Pima-Maricopa Indian Community (SRPMIC) Education Department and the Salt River Elementary School (SRES), we welcome you and your student to one of the finest elementary programs available. We are confident that the SRES offers your student the highest quality learning experience. The SRES staff is dedicated to helping your children reach their fullest potential as future citizens of the Salt River Pima-Maricopa Indian Community. It is a tremendous responsibility entrusted to all of us and one that we take very seriously.

The SRES offers: a developmentally appropriate education curricula; medical, dental, and mental health services; a nutrition program; disability services when needed; social services for the child and his/her family, as well as many opportunities for you to engage with our school and its staff. SRES activities are geared towards nurturing the growth and development of your children as well as preparing them for success in school and life.

Attendance is key to academic success. We need your child here and on time each school day. At Salt River Pima-Maricopa Indian Community Schools, we value your child's education and we know you do too. *Every day, on time* attendance is very important.

We hope you find this handbook informative and helpful and that it answers all of your questions regarding our policies and procedures. If you ever have any questions or concerns about our programs, please feel free to speak with our knowledgeable staff or make an appointment with the Principal.

Sincerely,

Dr. Amanda Guerrero
Salt River Elementary Principal



In an effort to *Go Green* and save resources, we are making all student *handbooks available online*. Please make sure you read your handbook and all related bell schedules, policies, and procedures. If you ever have any questions or concerns about the program, please feel free to speak with our knowledgeable staff or stop by the ECEC Administrator's office.

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Mission Statement

In partnership with family and community, Salt River Elementary School will provide our students with a dynamic learning environment where all individuals can successfully master academic standards to enable them to become responsible OnkAkimel O’odham and Xalychidom Piipaash citizens and to reach their full potential.

Directory

SALT RIVER ELEMENTARY SCHOOL KEY STAFF	
Principal	Dr. Amanda Guerrero
Assistant Principal	Ms. Barb Panizzo
School Administrator for Compliance & Reporting	Cheryl Parker
Parent/Community Involvement Specialist	Maria Chavez
School Counselors	Marie Thompson/Todd Ziehm
Exceptional Student Services Program Teacher	Nancy Pelletier
F.A.C.E. Contact	Caroline Sekaquaptewa/Dolores Childs-Fullen
School Nurse	Pamela Beihl
School Resource Officer	Officer Daniel Brown
Purchasing & Business Coordinator	Diane Nuvayouma
Secretary	Kyronna Roanhorse
Registrar/Attendance Liaison	Bernadine Declay

CAMPUS LOCATION - Corner of Highland & Center	
<u>Mailing Address:</u> Salt River Elementary School 10005 E Osborn Rd Scottsdale, AZ 85256	<u>Physical Address:</u> 11514 E Highland Ave, Bldg. B (Main Office) & 11562 E. Highland Ave, Bldg. A Scottsdale, AZ 85256
REPORTING STUDENT ABSENCES	
*** Please leave Student’s Name and Reason for Absence ***	
School Attendance	(480)362-2467
MAIN PHONE NUMBERS	
Main Office Phone	(480)362-2400
School Fax	(480)362-2401

School Calendar

Please view the school calendar online at <http://sres.srpmic-ed.org>

School Hours

SCHOOL OFFICE HOURS	
7:30 a.m.-5:00 p.m.	
REGULAR SCHOOL HOURS	
Grades Kindergarten – 6	8:15AM – 3:15PM
EARLY DISMISSAL DAYS	
Grades Kindergarten - 6	8:15AM – 1:15PM
LUNCH PERIOD	
Varies for each grade level	10:55 AM – 12:55PM

Registration

Enrollment

Start of school year enrollment - To register a child for the first time in the Salt River Elementary School, students will need the following documents:

- Birth Certificate
- Tribal ID card
- Current Immunization Records
- Proof of current address (*i.e. utility bill, telephone bill*)
- Court Orders (*if necessary*)
- Exceptional Student information (*if necessary*)

Kindergarten eligibility - Children must be five (5) years of age prior to September 1st of the current school year. Children whose birthday is prior to September 30th will be accepted upon readiness and space availability.

After the first quarter enrollment - Students will need the following documents:

- The documents listed above
- Previous semester report card
- Attendance information from previous school
- Behavior information from previous school

Registration after the first quarter will include:

- An interview with Administration
- Assessment of current academic level
- Review of student attendance and behavior

Once this process is complete enrollment may be granted, if space is available.

Emergency Information

Each family must fill out **TWO** "Emergency Card" forms for each child

Emergency contact priority - If your child becomes ill or injured while at school (including school-related functions that may be held away from the school campus), Parent/Legal Guardian will be contacted first. If they are unavailable, the School will then contact the persons listed on the emergency card.

Emergency contact information updates - It is extremely important to notify the School of any changes in telephone numbers, addresses, or places of employment as soon as they occur. It is vital that the school has current information in the event of student illness or other emergencies. The Parent/legal Guardian/Legal Guardian must come in person to the School Office to complete a "Change of Student Information" form.

Emergency Contacts & School Communication

Upon a student's enrollment in school, parents/guardians are asked to provide personal contact information as well as emergency contact information. At a minimum, parents/guardians are asked to provide the following information:

1. **Primary Household Phone (Required)**

This is the phone number that serves as the initial and primary point of contact for all school communications.

2. **Primary Guardian Phone and E-Mail (Required)**

This contact information is used for school communications as well as for notification in the event of an emergency.

3. **Secondary Guardian Phone and E-Mail (Optional)**

This contact information is used for school communications as well as for notification in the event of an emergency.

4. **Two (2) Emergency Contacts (Required)**

Parents/guardians are asked to identify who is authorized to be contacted in the event of an emergency. Emergency contacts are authorized to pick up a student in the event a parent/guardian cannot be reached. This includes the individual's name, relationship, phone and e-mail.

Parents/guardians are responsible for ensuring this information is current and correct. Parents/guardians will contact the school's front office immediately whenever this information changes.

Transfers & Withdrawals

Parent/Legal Guardian responsibility - If a student transfers to a new school, the Parent/Legal Guardian must complete a "Student Withdrawal" form. If you plan to move let the School know a week in advance so the School will prepare transfer materials and send them to your child's new school. The students will need to turn in all library books, school books, and materials before leaving.

Confidentiality – Student Records

Records access – Parent/Legal Guardians generally have access to their child's school records unless restricted by court order or as may be required by federal or Community laws. School employees are required to safeguard student records and maintain their **confidentiality**. Only factual information is to be maintained in the permanent records of students.

Federal law protects the privacy of student medical and education records.

- SRES complies with the Health Insurance Portability and Accountability Act (HIPPA)
- SRES complies with the Family Education Rights and Privacy Act of 1974 (FERPA)

All student and family personal information, records and sensitive data, regardless of storage media, are kept strictly confidential.

- Information will be released only upon in-person written and signed consent by the legal Parent/ Legal Guardian. The exception is as required by tribal, state or federal law or law enforcement authorities.

*Ref: Health Insurance Portability and Accountability Act (HIPPA)
Ref: Family Education Rights and Privacy Act of 1974 (FERPA)*

Custody

Court custody orders - In most cases, Parent/Legal Guardians shall be given reasonable access to their children at school and to their child's official School records. Both Parent/Legal Guardians and other Legal Guardians continue to have equal rights concerning their children; however, exceptions to this will be made in cases where there are court orders restricting the right of a Parent/Legal Guardian to access a child and/or the child's official School records.

Parent/Legal Guardian responsibility - It shall be the responsibility of the Parent/legal Guardian/Legal Guardian who has a court order restricting the rights of the others to have access to a particular child(ren) to provide School officials with a copy of the court order which states the conditions of access and/or restrictions to access.

Legal Guardian responsibility - When a person other than the Parent/Legal Guardian has been granted Legal Guardianship, the Legal Guardian shall be responsible for notifying School officials of the conditions of the Legal Guardianship and for providing School officials with all pertinent written documentation including changes which may occur in the status of Legal Guardianship during the school year.

Temporary custody - If the Parent/ Legal Guardian has given a family member(s) temporary custody of their child / children, the School office must have a Parent/Legal Guardian signed and **notarized letter** on file stating the terms and conditions of the custodianship.

Homeless Students

Please inform the school if a student is homeless (*lacks a fixed, regular, and adequate nighttime residence*).

SRES adheres to the McKinney-Vento Homeless Education Assistance Improvement Act of 2001.

SRES follows the Salt River Pima-Maricopa Indian Community Schools Homeless Policy which promotes educational stability and immediate school access/enrollment for homeless youth and children.

The SRES Parent and Community Involvement Specialist is the SRES Homeless Liaison and will work with the parent/guardian of homeless youth and children to coordinate needed services.

Ref: McKinney-Vento Homeless Education Assistance Improvement Act of 1991

Ref: SRPMIC Schools Homeless Student Policy

Attendance Guidelines

In accordance with the SRPMIC Truancy Ordinance, every child between five (5) and eighteen (18) years of age shall attend scheduled school classes unless officially excused. The Truancy Ordinance further makes reference that the Parent/Legal Guardian or Legal Guardian shall enroll the child in and ensure that the child attends school for the full time school is in session. Compliance regarding attendance is the responsibility of the Parent /Legal Guardian. Truancy – excessive tardy days and/or absences subject the student and Parent/ Legal Guardian to disciplinary and possible legal action. The school will contact the Parent/ Legal Guardian concerning their child’s attendance through quarterly attendance summary reports; warning letters as required; and/or a scheduled intervention meeting with the Parent/Legal Guardian when required.

- School begins at 8:15 AM. A student is considered tardy when arriving after this time.
- Students must be in attendance at school for at least $\frac{3}{4}$ of the school day in order to be counted/ considered as present.
- Excused absences are recorded when the Parent/ Legal Guardian has notified the school of the student’s absence for reasons of illness, injury, medical appointments, family member’s death or other specified family emergencies. A signed doctor’s note must be provided to the school within 24 hours of the child’s return to school.
- Vacations and/or personal non-school related trips will be recorded as unexcused absences.
- Truancy referrals will go in at 9 absences (excused and unexcused).
- Truancy referrals will go in at 9 tardies (excused and unexcused).
- Students with ten (10) days of consecutive absences (excused and unexcused) will be dropped.
- Out of Boundary students with excessive tardies and/or absences will be directed to return to their home school district out of the Salt River Community.

- Students, who withdraw or are dropped from the SRE enrollments, may not re-enroll for the remaining current school year.

Contacting the School with Student Absence Information:

Parent/Legal Guardian is asked to call the SRES attendance line at 480-362-2467 before 9:00 a.m. to report your child's absence for the day. Calls made by 9:00 a.m. prevent a safety check call to you. Calls can be accepted until the end of the school day. A written note, submitted when the student returns, is also acceptable. Communication from the Parent/Legal Guardian must occur within 24 hours of the absence.

Late Arrivals and Early Check Out:

There may be times when students arrive late or are checked out early for doctor appointments, illness, or specified family emergencies. Parent/ Legal Guardians are encouraged to work collaboratively with the school to avoid excessive tardies or early student check out. The first minutes of the day are very important in setting the tone for the day and may include important class discussion and directions to students. During the last minutes of the school day, the teacher is providing closure, is reviewing the work of the day, and assigning/explaining homework. Much of what occurs in the classroom cannot be made up at home (i.e. teacher instruction, class discussion, and interaction).

Procedures for Students Arriving to School Late:

At 8:15 a.m. the side entrance gate will be closed by the school duty person. Students arriving after this time must proceed through the front door of the school to the main office for a pass from the office staff. Parent/ Legal Guardians who choose to escort their children to class must stop at the front office for a visitor's badge.

Student attendance incentives:

Regular and **on-time** student attendance equals student success in school.

It is our goal for all SRES students to attend school every instructional day and be on time. To encourage positive and punctual attendance habits, the following incentives are in place:

- ✓ **Quarterly Individual Student Perfect Attendance** – recognition and an incentive are given to students who have worked hard to be in school every day and on time during the quarter.
- ✓ **Partnership with Casino AZ** – student incentives may include Phoenix Suns tickets, compliments of Casino AZ for outstanding attendance.
- ✓ **Semester Attendance Awards** – held in January and in May at the School Awards program.
- ✓ **Standardized Testing Period Treat Incentive** – the opportunity for school-wide incentives for grade K-6 are provided for students who attend every single day and on time during the spring testing window (a 2-week period) for the AZ State Assessment and AIMS, as applicable.
- ✓ **End-of-the Year All Year Student Perfect Attendance with Parent /Legal Guardian Recognition -** Students who have earned perfect attendance all year will receive a special recognition with a gift from the Principal and recognition at a school-wide assembly during the last weeks of school. Parent/ Legal Guardians of these students will also be honored for their support in getting their children to school every day of the school year too.

Arrival & Dismissal

Safety is the first priority - We rely on all students, supported by their Parent/ Legal Guardians, to follow procedures that contribute to the safety of everyone on the bus and when walking. Parent/Legal Guardians are to ensure their child's safety prior to the arrival of the bus at the pick-up point (bus stop) in the morning, on the way home from the drop-off point (bus stop) in the afternoon, or when walking to and/or from school.

To ensure the safety of each student, please read and instruct your child(ren) in the following:

- **Bus conduct** - Inappropriate conduct at bus stops, while on the bus, while boarding or exiting from a bus, and / or walking to and from will result in disciplinary action for the student.
Ref: Due Process
- **Incident reporting** - The School and the Transportation Department and crossing guards will work together to process Incident Reports submitted by school bus drivers and crossing guards.
- **Intervention** - Timely and appropriate intervention will be adopted immediately to ensure the safety of all bus riders and walkers.
Ref: School Rules & Behavioral Expectations for Buses and Walkers
- **Temporary bus changes** - Drivers are not permitted to drop students at any stop other than the regularly assigned bus stop unless the school has received a prior written request from the Parent/ Legal Guardian for a temporary bus change regarding student drop-off.

Visitor parking - All visitors must park in a designated visitor's parking space in the east parking lot (*entering from Center Street*) and walk into the main office (Bldg. B).

Visitor sign-in - All visitors must sign in and wear a visitor's badge upon arrival. Proof of identification may be requested.

Morning Arrival

Arrival drop-off - Parent /Legal Guardians should drop off their children in the east parking lot when arriving before 8:15 a.m. in the designated areas. Do not block driveways or parking spaces.

Breakfast - Students are to go directly to the cafeteria (for breakfast) as soon as they arrive (before 8:15 a.m.).

- *Eating a good, healthy breakfast contributes to children's well-being. Research has proven that children who eat a healthy breakfast do better in school. Salt River Elementary School encourages all children to eat breakfast upon arriving at school. Breakfast will be served daily from 7:45 AM – 8:15 AM.*

Late arrival procedure - After 8:15 a.m. students, accompanied by Parent /Legal Guardian, must report directly to the office to be signed in and a tardy slip will be issued to the student for entry into class. If the Parent/Legal Guardian fails to check a student in after 8:15 a.m. it will be noted on the student's attendance record.

Tardy arrival procedure – Students who arrive after 8:15 a.m. are considered tardy. To ensure safe student arrival Parents/Legal Guardians are to park in the east parking lot (*Center Street entrance*) and escort the student to the office to sign in.

*****BE SAFE, BE RESPECTFUL, BE RESPONSIBLE*****

Early And /Or Afternoon Dismissal

Student pick-up - Park in the east parking lot (*Center Street entrance*). Parent /Legal Guardians must sign students out through the office prior to dismissal time.

Timely student pick-up - Children must be picked up promptly at dismissal time.

Requests for changes to / for bus or student pick up - Must be made at **least one hour** before dismissal time (2:15 PM or 12:15 PM on Early Release Days) to allow adequate time for communication and coordination.

Requests for late pick-up - Requests for students to be held at School after-school pick-up must be made **one hour before dismissal time** (2:15 PM or 12:15 PM on Early Release Days) to allow adequate time for communication and coordination. Parent/Legal Guardians should pick up students no later than one half (1/2) hour after the School's dismissal time.

Early dismissal for walking students – As a safety measure students MAY NOT walk home before dismissal time. If a walking student requires to be released prior to dismissal, the Parent/Legal Guardian must sign the student out through the office.

Parent/Legal Guardian drug/alcohol impairment - If an individual (*Parent/Legal Guardian or other listed designee*) picking up a child from school is suspected of being under the influence of alcohol and / or drugs, the SRO/SRPD/CPS WILL be notified. *Under no circumstances should school staff release a child to someone who is or is perceived to be under the influence.*

Failure to pick-up student - The School is required to contact CPS (Child Protective Services) if the Parent/Legal Guardian/Legal Guardian fails to pick up their child(ren) within two (2) hours after dismissal time.

Walking (Canal Side Only)

Walking student Parent/Legal Guardian permission - Parent/ Legal Guardians of students who walk must submit in writing that their student will be walking to school.

Walking student school rules - Students are expected to follow the school rules when walking to and from school. Failure to follow the rules and the rules related to walking to school will result in the loss of privilege and / or incident referral.

Ref: Student Behavior Expectations "Walking"

Bus Transportation

***** Bus Transportation is a privilege. *****

Transportation Program inquiries - Matters concerning the Transportation Program should be directed to Joweitta Cannon in Education Administration at 480-362-2500.

Safety is a team effort – It is a priority of the School Transportation Program to safely transport students to and from school. It takes shared cooperation and responsible actions by the bus driver, student, Parent/ Legal Guardian, teacher, school administrator and the Transportation Department to achieve this goal.

Kindergarten student drop-off - Kindergarten students will only be dropped off if the Parent/Legal Guardian is visible at the drop-off location. If not, the student will be transported back to the school for parent pick up.

Bus Delays

Morning and afternoon buses may be delayed for various reasons. **For questions regarding bus delays Parent/ Legal Guardians are encouraged to contact the Elementary School office staff at (480) 362-2400.**

The School Office Staff is available to assist with bus transportation questions between 7:45 a.m. to 5:00 p.m. However, if your question does not need immediate attention you may leave a message on the School answering machine at (480) 362-2400.

Bus Changes

Requests for bus route changes - Changes from the normal transportation pick-up / drop-off location must be submitted in writing from the Parent/Legal Guardian before changes are approved.

Bus assignments - Students are not allowed to ride a bus other than their assigned bus unless a Parent/ Legal Guardian notifies the School in writing that their child(ren) should be going home with another student for social or childcare purposes.

Designated bus stops - Parent/ Legal Guardians may take their student off the bus at their designated stops only.

Minimize potential for error - Excessive bus changes may result in confusion for student, teacher(s), and bus driver(s).

Ref: Student Behavior Expectations "Buses" for behavior expectations

Student Checkout

Student checkout procedure - Teachers must receive official notification from the School's office staff when Parent/ Legal Guardians or an authorized person has arrived to pick up a child from their class. The teacher will then send the child to the office to meet their Parent/Legal Guardian or other authorized adult. Students will not be released from the classroom without being first notified by the office staff.

Student safety - For the safety and protection of the child a student will only be released from the classroom to the School office before the School's dismissal time when the Parent/Legal Guardian or other authorized

adult comes to the office, identifies themselves with a picture ID, and signs the child out in the “Student Sign-Out” Book.

Student checkout authorization - Students will only be released to persons authorized by the Parent/ Legal Guardian and other authorized adults who are specifically listed on the student’s “Emergency Information Card”. For a student to be released to anyone other than the Parent/ Legal Guardian, or other authorized adult not listed on the “Emergency Information Card”, the School will require specific written authorization from the Parent/Legal Guardian.

Transportation for Students Living Off the Community

Community boundaries for transportation - Transportation will NOT be provided for students who live outside of the SRPMIC boundaries.

Parent/Legal Guardian responsibility – Parent/ Legal Guardians of students who live outside SRPMIC boundaries are responsible for getting their children to school on time every day.

Parent/Legal Guardians

- Respect the schools’ policies, guidelines and regular school hours.
- Show courtesy towards the learning environment at all times.
- Sign yourself in as Visitor and obtain a Visitor’s Badge when on campus during school.
- Sign late children in during school hours when arriving or leaving campus early.
- Respect the No Smoking and No Gang Affiliation rules at all education sites.
- Respect student drop off/ pick up guidelines.
- Drive slowly around school grounds at all times.
- Always be a positive role model!

Parent/Legal Guardian Responsibility & This Handbook

Parent/Legal Guardian acknowledgement - Parent/ Legal Guardians are responsible for reading the “Student Handbook”, signing the “Parent/ Legal Guardian/Student Acknowledgement” Form, “School Compact and Attendance” pamphlet to familiarize themselves with School policies and expectations. Please also refer to the Education Board Policies specifically the **Article IV – Students Policy** at <http://www.srpmic-ed.org>.

Communication

School calendar - Check the published School calendar for important dates and events.

Home communications – Other materials, notices, and bulletins will list important dates and events, such as the cafeteria menu, and will be sent home periodically. See also **EMERGENCY CONTACTS & SCHOOL COMMUNICATION**.

Parent/ Legal Guardian Services & Events

Special School Events

Families are invited to attend SRE's various special events held throughout the school year. These events include:

Open House	Semester Awards Programs
NARD Days (November)	Parent/ Legal Guardian Days
PE Field Days	District-Sponsored Education Fair

Parent/Legal Guardian Universities

Parent/Legal Guardians are strongly encouraged to take an active role in their child's school life by attending meetings and/or classes. Meetings and classes are planned and developed to provide families with ideas, activities and resources to help students meet academic achievement goals and develop social/emotional skills.

Salt River Pima-Maricopa Indian Community Schools Education Board

Education Board meetings are normally held the first and third Monday of each month. All meetings begin at approximately 5:15 P.M. in the Boardroom of the Education Administration Building located at the intersection of Center and Chaparral Roads. All Families, Community members and friends are encouraged to attend these informational meetings.

Parent/Legal Guardian Conferences

Parent/Legal Guardian-Teacher Conferences - Prior to the conference date, you will receive notification of your scheduled conference date and time. The conference time allows Parent/Legal Guardians and educators an opportunity to:

- discuss the child's academic/social progress.
- discuss the areas that are the child's strengths and areas which need improvement
- build a partnership to plan and work together so that the child can benefit the most from his or her educational experience.

Parent/Legal Guardian responsibility - It will help the teacher and the child if Parent/Legal Guardians come to the conference prepared with a list of questions, comments and concerns regarding their child's progress. By doing this, the teacher can specifically address areas of interest.

Teacher appointments – Parent/ Legal Guardians who would like to talk with their child's teacher during non-scheduled conference times should call the School to either make contact with or make an appointment to talk/meet with the teacher.

Home visits - Concerns are best addressed at school with the teacher and/or Principal. If needed, arrangements can be made for those Parent/ Legal Guardians requesting a home visit from/by School staff members.

Student Promotion & Retention

Promotion based on ability - Promotion from K-6 is based upon the ability of a student to meet or exceed at the next grade level. Salt River Elementary School teachers will base their recommendations to promote or retain upon the following criteria:

- Class assessments

- Mastery of subject standards & objectives
- Attendance
- If applicable, meeting Individual Education Plan (IEP) goals

Retention collaboration - If facts indicate that retention is in the best interest of the student's academic progress, close collaboration between the Parent/Legal Guardians and all school personnel involved must take place. Each student is given individual consideration. Retention decisions will be made only after a careful study of all facts relating to all phases of the student's growth and development has been accomplished and all parties understand the necessity to retain a student.

PLEASE NOTE: Parent/Legal Guardians do not have to agree to retention. This is a professional staff decision, but Parent/Legal Guardians must be a part of the decision-making process.

Administration Communication

Communication with School Principal - Parent/Legal Guardians who feel the need to address school concerns to the Principal are welcome to meet with the Principal or in the Principal's absence, the Assistant Principal. Parent/Legal Guardians may come in person to the school to meet with the School's administration or telephone the school to request an appointment with the Principal / Assistant Principal. The School's administration will work diligently with Parent/ Legal Guardians to address concerns. See also **EMERGENCY CONTACTS & SCHOOL COMMUNICATION**.

School Visitations

Visit scheduling - Guests may not visit classrooms, teachers or students unless the visit has been prearranged and approved through the School's front office. If a Parent/ Legal Guardian desires a meeting with his/her child's teacher or wishes to volunteer at the school, the Parent/ Legal Guardian must contact the School's front office at 480-362-2400.

Teacher meetings - The receptionist will contact the teacher to schedule a meeting or have the teacher telephone the Parent/ Legal Guardian to schedule a meeting.

- Both the meeting and / or telephone call are to be scheduled before 8:00 a.m. or after the end of the school day at 3:15 p.m.
- A meeting with a child's teacher may take place in the teacher's classroom.

Ref: Visitors Policy, adopted May 20, 2004, by the SRPMIC Education Board

Visitor check-in – All visitors must check in and check out at the office when visiting / volunteering. For the safety of our children, office staff must be aware of the identity and location of anyone on the School's grounds when classes are in session.

Volunteer background checks - Long-term volunteers (*more than 2 days*) are required to have a fingerprint and background check.

Student visitors - Children from other schools are not allowed to visit with our students during school hours.

Phone Calls to Teachers

Teacher Communication - Between the hours of 8:10 a.m. until 3:20 p.m. all telephone calls to the school must be placed to the School's front office.

Prohibition Against Classroom Interruption - No one (except School staff on School business) may telephone a classroom directly between the hours of 8:10 a.m. through 3:20 p.m. for the purpose of talking with a teacher or instructor. During those hours the school is considered to be in session and class time must not be disrupted.

Ref: Visitors Policy, adopted May 20, 2004, by the SRPMIC Education Board

Student Homework Folder

Parent/Legal Guardian responsibility - Each student should have a homework folder or planner. Parent/Legal Guardians are responsible for checking the folders or planners for notes, messages, school forms, and homework.

Homework return to school - Homework should be returned to school on schedule as determined and communicated by the classroom teacher.

Homework

Homework importance - Homework is an important part of your child's total education.

Homework purpose - Homework is an important part of the instructional program to reinforce student learning.

- To provide additional practice on previously introduced skills
- To enrich classroom experiences
- To teach your child responsibility

Student responsibility -Your child should assume the major responsibility for:

- Reading 20 minutes every evening
- Understanding the assignments before leaving school
- Completing and returning all assignments on time
- Turning in all assignments by the due date
- Asking the teacher for assistance if unable to accurately complete homework assignments
- Getting the homework folder/Student planner between home and school

Teacher responsibility -Will communicate their homework policy with Parent/Legal Guardians at the beginning of the school year. Parent/Legal Guardians will be notified by the teacher if there is a problem of homework not being completed in a timely manner.

Parent/ Legal Guardian responsibility - Support the homework program by:

- Providing their child/children with the time necessary to complete the homework
- Providing a quiet, well-lit area to student without any distractions at home
- Checking and/or signing homework assignments, notes or other school forms

If you need assistance or suggestions on how to encourage timely completion of homework, assignments, please contact your child's teacher(s).

Homework Requests during an Absence

Homework requests - A Parent/Legal Guardian may request homework for their absent student.

Homework request lead time - When requesting homework during a student’s absence Parent/ Legal Guardians are required to allow adequate notice for preparation of homework materials, preferably 24 hours notification. The teachers’ only time to prepare homework requests for individual students is after school. Therefore, homework may be picked up after the normal dismissal hour (3:15 p.m.) and prior to 4:00 p.m. or the next school day

Emergency Procedures

The most important priority is to ensure the safety of students and staff. Therefore, the schools and the surrounding education buildings will practice the fire drills, lockdown drills, bus evacuations and mass evacuations.

Emergency drills and evacuations are scheduled often to teach students the safest, quickest route out of the School building and the School buses.

Every educational site must complete the following drills:

- Fire drill – one (1) per month
- Lockdown drill – one (1) per quarter (every 3 months)
- Bus Evacuation – one (1) per school year
- Mass Evacuation – Each site will rotate one (1) per school year
- Parent/ Legal Guardians are welcome to participate in these drills especially if you plan on participating in any school-sponsored field trips.
- Please support the School by talking with your child about the importance and seriousness of drills and evacuations and following the necessary procedures.

For more information regarding drills and evacuations, please refer to Article IV – Students Policy which is located publicly at – <http://www.srpmic-ed.org>.

The following procedures must be followed when an emergency evacuation alarm is sounded or the bus driver tells the passengers (students) they must evacuate:	
CLASSROOM:	BUS:
Follow the teacher’s directions. Leave all work and line up immediately for exit. Know the emergency exit route from your room. The teacher will have the route posted. Walk in a line, without talking, until reaching the designated gathering area. Remain in line and wait until the teacher or other authorized staff person directs you to return to the classroom. Volunteers/guests must follow the same procedures.	Follow the driver’s directions. Leave all belongings and line up immediately for exit. Know the emergency exit route from the bus. The bus driver will direct you. Walk in a line, without talking, until reaching the designated gathering area. Remain in safe area away from the school bus until the bus driver or authorized person directs the students to re-board the bus. Volunteers/guests must follow the same procedures.

Health Information

Wellness Program

The United States Department of Agriculture (USDA) and the Arizona Department of Education have required schools to develop wellness programs.

Wellness Program Goals

- The Wellness Program must improve what children eat at school.
- The Wellness Program must increase the amount of physical activity children receive during the school day.

Food quality standards - To reduce the amount of less healthy food choices, all food served during the school day must meet the new standards.

- Sack lunches brought from home and food served at parties are also required to meet the new standards.
- Please talk to the cafeteria manager at Salt River Elementary School if you have questions about what to send to school with your student.

Free meals available - All students are eligible for the free breakfast and lunch served at school. We encourage families to take advantage of this service.

Prohibited Foods

Foods that should not be brought or sent to school include		
Soda Pop	Candy	Baked Items <i>(For example: pies, donuts, cookies and cakes)</i>
Sports Drinks	Fast Foods <i>(Including French fries and breakfast burritos)</i>	Fried Chips <i>(Baked are okay)</i>
Sweetened Drinks <i>(That are not 100% fruit or vegetable juice)</i>		
<i>Possession of any food on this list will result in the food being confiscated and thrown away.</i>		

Class party foods - The school encourages healthier selections for class parties. Discuss your plans with the classroom teacher to avoid disappointment. Class parties may be restricted to provide more teaching time for our students.

Diet and exercise - The Wellness Program promotes eating smart, nutrition education and getting plenty of exercise. We ask for your support. If you have any questions about how you can support better health for your students, please contact the school cafeteria, or the school nurse.

Contagious Illnesses

Contagious illness notification - The Parent/ Legal Guardian is required to notify the School Office if their student has a contagious illness. Notices are sent home when students have been exposed to contagious illnesses. This notification is sent out for your information. No student will be identified through the notice.

***** State law requires that students be excluded from school when they are suspected of having contagious diseases. *****

Other Illness or Injuries

Illness or injury during school day - When students become injured or ill during the school day the School Nurse or other qualified School staff will check the child to determine what care the child needs.

- The Parent/ Legal Guardian will be called if the student needs to be sent home or to the doctor/dentist.
- If a student does not need to go home School staff will assist the student and return the student to class. A written note will be sent home telling the Parent/Legal Guardian about the incident and noting that follow-up care may be needed.

***** Please make sure that the School has your most current phone and contact numbers (home, work and emergency contacts) at all times. *****

Students who are ill may not remain at School.

- Please do not send your students to school when they are ill.
- Common signs of illness include the following symptoms of illness with a fever:
 - Headache
 - Earache
 - Stomach ache
 - Sore throat
 - Rash
 - Vomiting
 - Diarrhea
 - Cold-like symptoms
- Additional signs of illness include:
 - Red eyes with yellow drainage
 - Open sores with yellow drainage

****** If your student has these symptoms, please keep your student home until the symptoms have been gone for 24 hours and contact the School Office to explain the student's absence. Students diagnosed with a contagious illness must provide a release from a medical doctor prior to being allowed to return to school. ******

Parent/Legal Guardian responsibility for sick child – Parent/Legal Guardians must make arrangements for the care of their students, should their student become ill on a school day.

Medications

Prescription medicines - School office staff will administer prescription medication that is ordered by a physician, physician's assistant or Nurse practitioner if it must be given during school hours. This includes medicine that is ordered for four (4) or more times a day, for a specific time of day or incident.

Over-the-counter medications - Will be administered with a doctor's order, or at the discretion of the School Nurse, but only with Parent/Legal Guardian permission. Over-the-counter medications will only be administered according to the label instructions or by doctor's order. Medications and equipment for administering the medicine must be provided by the Parent/ Legal Guardian.

Transportation of medicines - All medicines must be brought to the office by a Parent/Legal Guardian or other authorized adult, and must be in the original container with instructions affixed by the pharmacy or manufacturer. Medicines brought to school in baggies, envelopes, foil, or other unlabeled containers will be taken from the student for their safety and the safety of others. These unlabeled medicines will not be administered at the School.

Parent/Legal Guardian permission - The Parent/Legal Guardian must fill out the “Medication Permission” form before any medication will be administered at School.

Restriction on administration of medicines

- The School reserves the right to require the Parent/ Legal Guardian to administer any medication that the staff is not comfortable administering.
- The School reserves the right to prevent students from self-administering any medication while on school transportation or on school premises.

Acetaminophen (Tylenol) - If a student is fever-free and it is determined that it is appropriate to do so, the School Nurse or other authorized staff may administer an appropriate dose of Acetaminophen (generic Tylenol) from the School’s supply. This courtesy will only be provided with Parent/Legal Guardian permission and if the student is at least eight (8) years old. Acetaminophen should not be used to cover symptoms of a contagious illness or fever.

Head Lice

Head lice definition - Head lice are small parasites that live in human hair. They attach their eggs (nits) to the hair shaft near the scalp. They eat human blood but are not known to spread disease. Head lice can spread from person-to-person but do not hop or fly. Head lice are a common problem in young children but can even get into adult hair. Lice move from person-to-person on shared items like combs, hats and hair decorations.

***** We are working to stop the spread of lice. *****
***** Please help us as we help your child. *****

Parent/ Legal Guardian responsibility to check for head lice - Please check your child’s hair weekly.

- If lice are found treat the hair with a lice product that may be recommended by a doctor or pharmacist or a safe non-toxic alternative (like the mayonnaise treatment).
- It is important that you follow the directions carefully and that you remove the nits.
- Lice products do not kill all of the nits. If you find nits, but do not see bugs remove the nits.
- If there are nits in the first ¼ inch of the hair there are probably bugs too.
- If all of the nits are more than ½ inch from the scalp, they are empty or dead.
- The nits are visible to others and can cause your child embarrassment so please remove them.

Source of head lice - Children can get lice from many places. School is probably the only place that routinely checks for lice.

Head lice checks - Lice checks are periodically performed at school.

- Students with nits or bugs will be sent home immediately and cannot return until they are cleared by the nurse.
- When head checks are done, each student will be given a notice to bring home. The notice will indicate if lice or nits were found on that student.
- If lice were found please check all family members and treat people with lice and/or nits.

Your child should not miss any school because of head lice

- Absences report due to head lice are considered unexcused, other than for the day or partial day when a student is sent home with an active case of head lice.
- Please provide your student with a treatment and return them to school as soon as possible.

Chronic head lice - Chronic cases of head lice may be considered child neglect.

Health Screening

Vision and hearing screening - The School Nurse conducts an annual screening for vision and hearing for all children in the School. Notices are sent home if a child fails the screening twice so the Parent/Legal Guardian can follow-up with the appropriate medical provider.

Vision assistance - If you require assistance with eyeglasses for your child, you can contact the School Nurse.

Hearing treatments - Hearing problems / failures can be treated by your child's doctor.

Other health screenings - Other screenings may include a dental exam, height and weight measurement, and head lice checks.

Oral Health Program

Dental program - Health & Human Services, Salt River Dental Clinic and the Salt River Elementary School Nurse will coordinate dental screening and dental fluoride varnish application for student with Parent/Legal Guardian permission. The fluoride application goal is three (3) times during the academic year.

Emergency Contact Information

Parent/Legal Guardian responsibility - Each student must have an up-to-date Emergency Information form on file at the School. It is the responsibility of the Parent/Legal Guardian to keep the form up to date.

******If your daytime phone number or home address changes contact the school office as soon as possible to update your child(ren)'s emergency card.******

Immunizations

Immunizations must be current - All students must be up-to-date on immunizations to enroll and stay in school.

- If your child requires additional immunizations after starting school you will receive notice of the missing inoculations.
- You have 30 days to provide the School with evidence that the immunization has been given.
- After 30 days, if the immunization is not documented, your student will not be allowed to attend school until you provide such proof.
- It is the Parent/Legal Guardian's responsibility to provide proof of immunizations.
- Absences due to a failure to obtain needed immunizations will not be considered excused.

Child Abuse Reporting

Mandatory child abuse reporting - Tribal, federal and state laws require that all School personnel report suspected abuse or neglect of minors. The obligation to report abuse or neglect is initiated when:

- Signs of abuse or neglect are observed
- Abuse or neglect is reported by someone who may be assumed to have reason to know
- A child discloses directly and provides “reasonable grounds to believe” that a minor is a victim of child abuse, non-accidental injuries, physical neglect, or sexual abuse.

Reporting procedure - All School personnel must “immediately report or cause a report to be made” of suspected child abuse to the police and / or Child Protective Services (CPS) or through the Community’s child abuse hotline.

School Breakfast & Lunch

Free meals - All students enrolled at the School will be provided free breakfast and lunch.

Parent/Legal Guardian responsibility – It is recommended that all Parent/Legal Guardians fill out a “School Meal Application”. Filling out this application provides reimbursement from the USDA for our school food service program.

Food Services

The Food Service Program provides meals and related services to all students at no cost.

A menu is sent home monthly. Breakfast and lunch are offered each day and students are encouraged to participate in the school food service program.

Parent/Legal Guardians are responsible for notifying your child’s teacher of any food allergies. *Written documentation of any food allergies must be submitted to the SRES office to be kept on file for future reference.* A copy will be provided to the food service staff and the School Nurse.

Chronic Health Problem Agreement

Chronic health problem documentation - When it is determined by the medical provider that a student has a chronic medical condition which may result the student missing school days, the Parent/ Legal Guardian should request a “Chronic Health Problem Form and Agreement” from the School Nurse. The “Chronic Health Problem Form and Agreement” must be filled out and signed by the Parent/Legal Guardian **and the attending medical provider**, and be returned to school.

Chronic health problem Parent/Legal Guardian responsibilities - In filling out the form, the Parent/ Legal Guardian agrees to pick up class-work, and return it to school in a timely manner, and abide by all of the rules stated in the agreement.

“Chronic Health Problem” form scope - Applies only to the specific condition(s) listed on the form, and is only good for one school year. The school may require documentation that an absence was due to the listed condition, at any time.

Other absences - Absences for other situations are not covered by this form. It remains the responsibility of the Parent/Legal Guardian to notify the school each day the student is absent for the chronic condition and any other reasons.

Behavioral Expectations for Academic Success

The following behavioral expectations and guidelines are intended to maintain the appropriate academic environment and ensure the success of the students.

Students

- Be Respectful -- Be Responsible -- Be Safe -- at all times.
- Display the Character Counts Pillars in word, deed, & action:

Responsibility	Trustworthiness	Respect
Citizenship	Caring	Fairness

Student Recognition

Student Recognition Awards

The following criteria will be followed to identify students for specific recognition quarterly:

- 1) **Perfect Attendance** – Zero (0) Absences & Zero (0) Tardies
- 2) **Attendance, Honorable Mention** – Zero (0) absences & No more than three (3) Tardies
- 3) **Honor Roll** – All B's or higher. All +'s or higher. All Outstanding marks at grade level or above grade level
- 4) **Most Improved in Specific Academic Core Subject** – Improved grade up to a C or better but student does not qualify for Honor Roll category
- 5) **Outstanding Citizenship** – Zero Incident Reports / Class Behavior System – Zero timeouts zero 3 + warnings with classroom consequences. Good attendance (No excessive absences over 3 and No excessive tardies over 3)

Student of the Quarter

The Principal hosts a quarterly Student of the Quarter lunch for students nominated by their teachers for being TERRIFIC. Students and Parent/Legal Guardians receive an invitation to the student of the Quarter Lunch. TERRIFIC KIDS are recognized and receive special gifts for making quality decisions.

Eagle Bucks and Store

Students who are safe, respectful and responsible are awarded Eagle Bucks. Once the student has earned \$25.00 he/she may shop at the Eagle Buck Store during their recess time. The store is stocked with items that are purchased or donated which students would be interested in purchasing (ex: pencils, crayons, coloring books, matchbox cars, small stuffed animals)

Classroom Incentives

Students are reminded and rewarded for making quality behavior decisions. Teachers implement classroom incentives that are age appropriate. Each teacher will share their classroom incentives with Parent/Legal Guardians via “Meet the Teacher”, conference, and/or newsletters.

Discipline Program

Please refer to the SRS Student Conduct & Discipline Handbook at www.srpmic-ed.org

Teachers

- Treat all students and their families with respect.
- Respect the privacy of all children and their families.
- Be prepared.
- Communicate with Parent/ Legal Guardians regularly.
- Communicate with staff members for the benefit of each child.
- Be available to work with Parent/Legal Guardians when necessary.
- Be a role model at all times!

Instructional Time, Curriculum, & Assessments

STEM – The School is a Science, Technology, Engineering, and Math focused school, also known as STEM.

Curriculum subjects - The School has designed a student curriculum which includes the following subject areas:

SALT RIVER ELEMENTARY SCHOOL CURRICULUM			
Reading	O’odham Language & Culture	Mathematics	Social Studies
Literature	Oral Communication	STEAM	Music
Vocabulary	Verbal Communication	Health	Library
Spelling	Listening	Computer	Study Skills
Phonics		Physical Education	Structured Wellness & Ba’ag Running Club

Instructional Time

Observance of instructional time - All grade levels have time designated as uninterrupted instructional time. During this time, the School protects instructional time by ensuring classes are not interrupted with announcements or messages from home.

Parent/Legal Guardian messages - If you should have messages, materials, etc. for your child, please bring them to the School office and the School will relay these to the classroom.

Appointment scheduling - Please try to schedule any appointments outside of the instructional day.

Progress Reports

Progress report purpose - A progress report’s primary function is to communicate information to Parent/ Legal Guardians about their child’s current achievement status in regard to specific learning objectives in each curriculum area.

Progress report schedule - Reports are sent home at the end of the 5th week of each quarter to ensure that Parent/ Legal Guardians are well informed of student progress (i.e., Each student's progress is reported to Parent/ Legal Guardians three (3) times a year.)

Progress report dates - Can be found on the published school calendar

Progress report interpretation - Progress indicators (grades) represent the degree of progress toward learning objectives rather than comparison of achievement to other students. The issuance of progress reports indicates progress from one assessment period to the next.

Report Cards

Report card schedule - Report cards will be issued to each student four (4) times per year (i.e., every nine (9) weeks).

Report card dates – Can be found on the published school calendar.

Report card interpretation - The child's grade level ability, academic achievement and effort grades will be documented on these report cards.

Textbooks, Instructional Materials & School Supplies

Textbook selection - Textbooks, like all other instructional materials, are selected on the basis of their alignment with the support of the Arizona State Standards and the overall School curriculum.

Supplies furnished by the school - All supplies and materials including workbooks and other consumable items required by the School will be furnished at no cost to the students.

Field Trips

Field trip purpose - Field trips are generally an extension of concepts and facts taught in the classroom. Field trips are encouraged and supported by the School and the Education Board.

Parent/ Legal Guardian chaperones – Parent/Legal Guardians are often asked to serve as chaperones and supervisors for various field trips and their assistance is truly appreciated.

Field trip guidelines - Be advised of the following field trip guidelines:

- No younger brothers and sisters of children going on field trips will be allowed on the field trips.
 - Parent/ Legal Guardian volunteers on a field trip are to actively supervise students assigned to them.
 - Parent/ Legal Guardians volunteering more than twice a year are required to have background check.
- Ref: Contact Education Human Resources Office (480) 362-2585 for details.*
- Parent/ Legal Guardian volunteers must be at least 18 years of age.

Parent/legal Guardian permission - Prior to each trip, the teacher shall provide Parent/Legal Guardian with information concerning the purpose and destination of the trip, day, and time of departure and

estimated time of return. Parent/Legal Guardian permission slips must be signed by a Parent/ Legal Guardian and turned in to the teacher in charge of the field trip **the day before** the trip takes place.

Individual Student Evaluations

Individual evaluations - May be provided for any student who may have a special need.

- Results of these evaluations are used as necessary to make any educational program changes in a student's curriculum.
- Classroom teachers, special program teachers, school psychologists, and other appropriate professionals and the Parent/ Legal Guardian work as a team to collaborate on an Individual Education Plan (IEP) or 504 Plan in the best interest of the child's needs and as may be required by law.

Parent/ Legal Guardian notification - Parent/ Legal Guardians will be provided prior written notice prior to the evaluation

Salt River Elementary School Guidelines

Due Process

Please refer to the Article IV – Students Policy for more information regarding student rights and student due process. The complete Article IV – Students Policy and all other Education Board approved policies are located on the Education's public website – <http://www.srpmic-ed.org>.

Personal Items

- **Personal items** - Students who bring in personal items that may cause disruption or distraction to the educational environment will have these items confiscated by the attending staff person.
- ALL personal electronic games players/devices, music players, and/or video devices are strictly not allowed. They are NOT ALLOWED on school property.
- Inappropriate personal and/or prohibited items will be labeled as to who owns the item, the date it was confiscated and by whom.

Ref: Student Expectations

Cell Phones

Cell phone check-in - Some families desire that their child carry a cell phone when traveling to and from school. Though we recognize that cell phones have become a common tool for communication, they have also become a major distraction to the learning environment. In addition, they are vulnerable to theft by other students. Students in grades 4, 5, & 6 will be allowed to bring cell phones to school. However, in the morning, the students must turn his/her cell phone in to the office before school starts. It will be labeled with the student's name and placed in a secure location. When the student leaves school for the day he / she can come to the office and pick-up their cell phone. Students are **NOT** to have cell phones in their possession when school is in session.

Cell phone confiscation - Should a student NOT TURN the cell phone into the office it will be confiscated and returned to the Parent/ Legal Guardian. Confiscated phones will be labeled, dated and kept in the office until the Parent/ Legal Guardian comes to the school to claim the phone.

Other Electronics are not permitted on campus – Please leave all non-cell phone electronics at home (ex: I-pads; MP3 players; Gameboys; tablets; etc.)

Salt River Elementary School and Salt River Community Schools are not responsible for lost, damaged, or stolen phones.

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Back Packs

All Students are to carry a clear, see through backpack to school. Each student will receive a clear, see through backpack on the first day of school. Should the student require another clear, see through backpack it will be the parent/guardians responsibility to provide it for the student.

Sixth Graders participating in Sports may bring a sports bag to school, turn it into when they enter campus and retrieve it just before leaving campus to practice.

Dress Code

Parent/Legal Guardian responsibility - All students are expected to wear appropriate clothing during the school day and at all School-sponsored activities. The selection of appropriate clothing and the grooming standard for students is the responsibility of the Parent/Legal Guardians.

Monday through Thursday

Students must wear school uniforms as outlined below:

- Kindergarteners through sixth grade classes are required to wear uniforms. The School uniform is comprised of a school approved T-shirt or polo shirt.
- T-shirts/polo shirts must be worn so the **Salt River School logo is visible**. (*Except when outside in cold weather, then a jacket/coat may be zipped up covering the logo.*)
- T-shirts/ polo shirts must be neat and clean.
- Plain (no plaids, stripes or combination of colors) black, khaki or gray bottoms: pants, shorts, skirts, skorts, overalls or jumpers. Pants or shorts should fit around the waist and not drag on the ground.
- Belts are not to extend more than 4 inches beyond the belt buckle.
- School T-shirts/polo shirts can be purchased in the School office.

Friday

- Appropriate dress down clothing that adheres to the community ordinance prohibiting gang affiliation and meets appropriate expectations.

Ref: School Dress Code & Expectations

Dress code non-compliance - Students wearing clothing or hairstyles that do not reflect good judgment or who do not comply with the guidelines stated will be sent to the office. Parent/Legal Guardians will be contacted should the need arise.

Student Dress Code Guidelines

- Pictures and/or words on any garments, backpacks, or personal items must be in good taste. Any obscene, vulgar, pictures or statements that promote any type of illegal activity to minors are strictly prohibited.
- Any display of a music group, movie, or media show that promotes gangs, violence, mistreatment of people or has sexually explicit scenes and / or lyrics is prohibited.
- Jewelry shall not be worn if it presents a safety hazard to self and/or others; excessive jewelry is also not permissible. *(No more than one bracelet or “jelly” per arm.)*
- Negative student group/gang affiliation apparel is absolutely not allowed, including anything worn or carried on campus. Gang related personalization is not permitted on items such as hats, clothing, and backpacks or on oneself *(drawings on the body with markers or other writing instruments)*.
- NO GANG-RELATED COLORS are to be worn.
- No hats, caps or hoods are to be worn in school. (Special School-sponsored events may permit hats or caps upon occasion.)
- Shoes are to be worn at all times. Open-toed, platform shoes or shoes with heels or soles that exceed 1” in height are not appropriate and safe. Heelys *(shoes with wheels)* are also prohibited. Regular tennis shoes are recommended for school wear. Shoestrings must be black or white.
- Wearing cosmetic makeup is not allowed by students.
- Drawings or cutting on one’s body or clothing is not allowed.
- Hairstyles that are worn directly over the face and eyes are not allowed. Student vision may be impaired.

Ref: Gang Affiliation

Search & Seizure

Search of student belongings - School personnel may lawfully conduct searches when they have reasonable grounds to believe that the search will reveal a violation of School rules or produce evidence of unlawful activity. Searches conducted by School personnel shall be reasonably related to the objective of the search.

Ref: U.S. Supreme Court Decision, New Jersey v. T.L.O., 1985

Search of a Student’s Property/Person

Searches on school property - Furnishings provided by the School for storage of personal items (such as desks) are provided as a convenience to students, but remain the School’s property and are subject to its control and supervision. Students have no reasonable expectation of privacy on School property. School property may be inspected at any time, with or without reason or notice by School personnel.

Search of a student - A search of a student may occur when the Principal, Assistant Principal or other Education Division administrator has reasonable grounds to believe that the student possesses a dangerous, prohibited or illegal substance or object and / or presents a threat to other students. The search shall be confined to outer clothing, purses, book bags, equipment bags, etc. Any other body search is inappropriate in the school setting.

Interviews

Administration responsibility - It is the responsibility of the School's administration to make every effort to act on behalf of Parent/Legal Guardians in their absence with respect to interrogations by law enforcement officials, except in cases of suspected child abuse/neglect.

Child Protective Services interviews - Questioning of students at School by CPS, social workers, and law enforcement authorities concerning suspected child abuse/neglect does not require Parent/Legal Guardian notification prior to the interrogation. A School official may be present only if such presence is necessary to the investigation. CPS social workers and law enforcement authorities may notify Parent/Legal Guardians if they think it is necessary.

Possession, Use or Sale of Drugs on or Near School Grounds (Drug Free Zone)

Prohibition regarding illegal substance - It is unlawful for a person to intentionally be present (in the presence of one or more persons) within 300 feet of a school or its accompanying grounds or to be present on any public property within 1,000 feet of a school including its accompanying grounds or at a school bus stop, for the purpose of possessing, using or selling marijuana or any illegal substance.

Vandalism & Liability

Vandalism responsibility - Unfortunately, occasional vandalism at our School occurs. People who damage School property, including school buses, may be held liable for those damages according to tribal law. In the case of minor children, their Parent/ Legal Guardians are generally liable for damages, but if the child has sufficient resources (e.g. a per capita account) penalties can be assessed against the child's account.

Parent/ Legal Guardian responsibility - We ask you to help us by teaching your child to be respectful and be mindful of taking care of public property.

Abuse or Assault of Teacher or School Employee in School

Prohibition against abuse or assault - It is a violation of the law for a person to knowingly, verbally or physically abuse a teacher or other School employee on school grounds or while the teacher / employee is dutifully engaged in any school-related activity. Any assault against any school personnel engaged in **any** authorized and organized classroom / activity held anywhere other than the school grounds shall also be considered aggravated assault

Parent/ Legal Guardian responsibility - Our School is committed to providing a safe environment for all students.

Please talk with your children about the seriousness of making threats to other students or staff and understand that we must take threats seriously.

Assumption of intent - If a student threatens harm to another student or to a staff member, we must assume that the student intends to act on the threat. The making of threats holds consequences that must be adhered to. Threats include extortion, which is obtaining something by force or threat.

Bomb Threats

Bomb threat safety - Because of the potential of explosive devices to harm people and property all reports of the presence of a bomb are given credibility. Decisions to evacuate will be made on a case by case basis.

False threats - Emergency measures for bomb detonation or neutralization are extremely disruptive to the school's efficient operation. Therefore, a student making false bomb threats holds serious consequences that will be enforced on the first offense. Every offense will be reported to the student's Parent/ Legal Guardians, the Tribal police or to BIA authorities.

Note: Actual bombs and other explosive devices are considered firearms.

Ref: Firearms and Other Weapons

Computer & Network Usage/Improper Use

Computers for learning - Computers and computer network are powerful tools for learning and communication. Please also refer to the **Technology Acceptable Use Agreement for Student(s) and Parent(s)**.

Computer misuse - Computer misuse can also have powerful effects.

- Broad access to information that the Internet provides may expose students to harmful content.
- Computer access also gives students the ability to use computers, the school network, and the Internet to cheat or post hurtful content.
- Computer access gives students the ability to disable or corrupt computer and / or network files.

Computer misuse consequences - Salt River Elementary prohibits and will punish the improper use of school computers and networks.

Definition of improper computer use - Salt River Elementary considers the following computer uses improper:

- Downloading executable applications (*i.e., programs*) without the express written permission of a teacher or school official;
- Downloading files other than those expressly designated for course purposes by a teacher;
- Viewing, searching for, attaching to e-mail, or posting any material unrelated to coursework or school activities. Such material includes, but is not limited to:
 - Pornography, Video games, Gambling sites, Fantasy sports sites;
 - Accessing social networking sites (e.g., MySpace, Facebook, Friendster, etc.)
 - Impersonating others
 - Posting material meant to bully or to hurt another student.
- Anything else the school may find improper.

Bullying

Bullying prohibition - Bullying has been shown to have serious and lasting effects; therefore, Salt River Elementary is committed to eliminating bullying on its campus. Bullying of a student by another student is prohibited and is subject to appropriate disciplinary action up to, and including, suspension, long-term suspension and referral to law enforcement officials.

Bullying definition - Bullying is when one person belittles, ridicules, humiliates or intimidates another. Bullying can be either physical or emotional. It can include:

- Hitting
- Punching or choking
- Extorting money
- Threatening violence and / or using intimidation
- Taunting, teasing or starting rumors
- Making fun of physical, racial or family characteristics
- Persuading people to exclude someone
- Saying something rude, followed by “just kidding”

Harassment

Prohibition against harassment & sexual harassment - Salt River Elementary endeavors to maintain an environment free from harassment, insults, or intimidation based on person’s actual or perceived gender, sexual orientation, disability, religion, race or nationality. Therefore, such harassment is prohibited on all school property, in school vehicles, or at school-related events.

Harassment & Sexual harassment definition - Harassment includes name-calling, using slurs, making inappropriate jokes, and creating caricatures. Sexual harassment is any conduct of a sexual nature that creates an offensive environment. Conduct may include, but is not limited to, physical contact or verbal or written communication.

Verbal threats are considered harassment - Salt River Elementary prohibits individuals from verbally threatening another person(s). Threats include but are not limited to communicating physical harm to another person or their family, through all and any form of communication i.e. texting, email, voice mail, drawing.

Consequences of harassment - Students who violate this policy must attend a student-teacher conference to discuss the violation. The conference will address the student’s reasons behind his or her conduct and, if applicable, the student’s hostility.

- The student’s Parent/ Legal Guardians shall be notified of every violation of this policy.
- If a student has committed a serious violation and/or repeated violations of this policy, he or she shall meet with a school counselor.
- The student may also undergo additional counseling, including with an outside provider; attend one or more in school detentions, or be long term suspension for as long as one year.
- In addition, the Parent/Legal Guardian may be required to attend a Parent/ Legal Guardian-teacher conference.

Hate Crimes

Hate crimes definition – Hate crimes are crimes (i.e., acts forbidden by state, Federal, tribal, or municipal law) that are motivated by hostility toward a person’s gender, sexual orientation, disability, religion, race, or nationality, whether actual or perceived.

- Examples of qualifying crimes include, but are not limited to, battery, assault, and theft.
- Hate crimes do not include bullying

Ref: “Other Types of Harassment”

- Evidence of the student’s motivation may include his or her statements made before, during, or after the dangerous as the crime committed.

Hate crimes consequences - Salt River Elementary treats hate crimes more seriously than if the acts were committed without a hateful motivation.

Hazing

Prohibition against hazing - Hazing is prohibited whether on or off campus school activities.

Hazing definition - Hazing is when a person or group of people subjects another person to humiliation or injury for amusement. Such activities may include:

- Forced consumption of alcohol or other substances;
- Initiation rituals as part of joining athletic teams, gangs, or school clubs or starting a new class, and;
- Hitting, padding, punching, stomping, or “jumping in.”

Consequences of hazing - Hazing is a serious offense that may subject the offender to a criminal conviction.

Gang Affiliation

Prohibition against gang related conduct - No demonstration of gang affiliation-including misconduct, appearance, speech, or signage-will be tolerated on or near school property, at school related events, or in school vehicles. Misconduct associated with gang membership includes violence, threats, intimidation, bullying, fighting, and disrespect.

- Conduct associated with gang affiliation includes, but is not limited to, the use of gang nicknames, gang-style writing or graffiti, tagging, hand signs (“flashing”), gang slang, staring others down (“mad dogging”), and ganging up on people. Gang initiation practices-such as jumping in-are also prohibited, whether they take place on or off campus (see also “Hazing”).

Prohibition against gang related appearance - A student’s appearance may also signal gang affiliation (see also “Dress Code”). Outward displays of gang affiliation include, but are not limited to, bandanas, sagging pants, hats that are gang tagged, hair nets, shoelaces in gang colors, jewelry, visible tattoos, belts, and clothing or other personal effects marked with gang insignia. School personnel will confiscate all gang-affiliated clothing or ask the student to remove it.

Consequences of gang related violations - Salt River Elementary treats gang activity seriously and will punish all violations accordingly. A student violating this policy is subject to discipline up to, and including short/long term suspension.

Gang Ordinance

Clothing prohibition - Wearing or displaying gang clothing or attire at the ECEC, including the parking lot, is prohibited and will be reported to law enforcement.

Council ordinance - On March 4, 2009 the Salt River Pima-Maricopa Indian Community Council enacted an amendment to Criminal Code, Criminal Street Gang statute (SRO-347-09). The purpose of this Amendment was to adopt a prohibitive gang clothing or attire statute at Community held events, buildings and facilities in the interest of abating criminal activity and to protect the health, welfare and safety of the Community and its members. Criminal sanctions may be imposed for violations of this Ordinance.

- Interested Parent/Legal Guardians can pick up a copy of the Ordinance by contacting the SRPMIC Council Secretaries Office at (480)362-7400 or by visiting the Council Secretaries Office which is located on the 3rd floor of the Two Waters Administration building (*Southeast corner of Longmore and Osborn*).

March 4, 2009 Amendment to the Criminal Code, Criminal Street Gang statute (SRO-347-09)

Liability for Damage to School or Tribal Vehicles

Denial of transportation - Students who deface or otherwise damage a School vehicle or buses, may be denied transportation privileges and/or may be suspended from School.

Damage cost recovery - Children and/or Parent/Legal Guardians are liable for damage done to School property and they will be charged for the cost of such damage.

Ref: Student Behavior Expectations and Consequences

Pets & Other Animals

Pet restrictions - Pets may be brought to the classroom for educational purposes if students have permission from the teacher and written permission from the Parent/Legal Guardian to bring the pet to school.

Pet transportation - Pets may not be transported on the school bus. If a pet follows a student to school, the School's office will contact the student's Parent/ Legal Guardian to arrange for pet pick-up.

Lost & Found

The School and school personnel are not responsible for lost items such as clothing and other personal items brought to the School.

Parent/Legal Guardian responsibility - Taking the time to put names on clothing and personal items before school begins may save the cost of buying replacements. Many items, especially clothing, go unclaimed all year.

Lost and round item disposition - Any items that are unclaimed after two weeks will be sent to a local charitable organization.

Lost and found inquiries - Please contact the School office or your child's teacher if something is lost at the School as soon as possible.

School Related Criminal & Civil Laws

Interference with the Peaceful Conduct of an Educational Institution

A person commits interference with the peaceful conduct of education institutions by knowingly:

- Going on or remaining on the property of any educational institution in violation of any rule of such institution, or for the purpose of interfering with lawful use of such property by other or in such manner as to deny or interfere with the lawful use of such property.
- Refusing to obey a lawful order given by School officials.

Ref: Salt River Ordinance 6-10(a)

Notification of Tribal Police

Salt River Elementary School may report crimes to the tribal police or authorities. Crimes are acts that are forbidden by public law such as tribal, municipal, state or Federal law. The following acts are crimes in this jurisdiction and will be reported to Tribal police and authorities:

- | | |
|--|-----------------------|
| ▪ Possession or use of drugs | ▪ Hazing |
| ▪ Possession or use of alcohol by a minor | ▪ Assault |
| ▪ Possession of a firearm on school property | ▪ Sexual Assault |
| ▪ Battery | ▪ Gambling by a minor |
| ▪ Theft | ▪ Vandalism/Arson |

Substance Abuse

Substance abuse prohibition - Substance abuse among young people is a serious problem. Students who use illegal and/or addictive substances when they are young will likely experience substance abuse problems later in life. Therefore, the possession or use of drugs, alcohol, tobacco, inhalants and drug paraphernalia is prohibited on school property, in school vehicles or at school-related events.

Prohibited Substances Defined

Drugs - Any controlled substance such as narcotics, stimulants, depressants, hallucinogens, marijuana, and prescription drugs not intended for the individual possessing or using them, and substances commonly called “designer drugs”. Medication taken according to a doctor’s prescription is not prohibited.

Alcohol – A drink that acts as a depressant and includes beer, wine, whisky, rum, gin and other fermented liquor.

Banned tobacco products- Include cigarettes, cigars, pipe tobacco, bidis, snuff and chewing or dipping tobacco. Cloves or any other product packaged for smoking are also prohibited.

Inhalants - Breathable chemicals that give off mind-altering vapors and are used to cause intoxication. A number of household products with legitimate uses can cause intoxication. Students may not possess these products such as fingernail polish remover, rubber cement, liquid white-out or aerosols (e.g., hair spray or deodorant) unless under the direct supervision of an adult for educational purpose.

Battery & Assault

Battery defined - Battery is the offensive touching of another person.

- For touching to be offensive, it does not need to cause physical harm, let alone serious physical harm.

- Battery is an offense to the dignity of another person. That is why the definition of battery includes also the offensive touching of objects connected to a person, like clothing, books, backpacks and lunch trays.
- In short, spitting on a person, tripping a person, pushing a person, or knocking a book or lunch tray out of a person's hands will be treated as seriously as throwing a punch at someone.

Attempted battery defined - Assaulting is an *attempted* battery. To be assaulted, the victim must perceive a physical threat, no matter how slight.

- An example of attempted battery is throwing an object at a person and missing.
- Assault, however, does not include verbal threats unaccompanied by physical conduct.

Ref: "Bullying" and "Other types of Harassment"

Fighting

Prohibition against fighting - Fighting is strictly prohibited at Salt River Elementary School and while riding the school bus.

Fighting defined - Fighting is engaging in a conflict with another with the desire to physically harm that person (as opposed to humiliating him or her).

Fighting consequences - It is possible that all students in a fight will be punished. It is also possible that students in a fight will be punished unequally, depending on who initiated the fight and other factors. Consequences may include short/long term suspension or expulsion. All instances of fighting will be reported to the student's Parent/legal Guardian/Legal Guardians or Legal Guardian. The authorities may also be notified after the first incident or successive incidents.

Self-defense - This policy is not meant to punish students who use reasonable means to defend themselves from a battery or assault. However, students who perceive a threatened battery must use all means available to escape the assault or batter. Physical self-defense must be the last resort.

Sexual Assault

Sexual assault defined - Students are expected to conduct themselves with respect for others at all times, including on the school bus. Therefore, the offensive touching of another person's sex organs, breast or buttocks without that person's consent will be treated as sexual assault.

Sexual assault consequences - Punishment may include immediate short/long term suspension or expulsion. The authorities will be notified immediately of any such incident.

Reporting sexual assault - Salt River Elementary School takes sexual assault very seriously and recognizes that it deeply affects the dignity of the victim. For this reason, victims find it difficult to report incidents of sexual assault to the proper authorities. However, it is important for the school to know of threats to the school community in order to prevent them. That is why students should come forward if they have been the victim or know a victim of offensive physical contact.

Theft

Theft defined - Theft is the act of taking the property of another without that person's permission. "Taking" is any display of exerting ownership, possession, or control over an item and includes attempts to sell or give away the property of another person. The willful and knowing destruction of the property of another will be treated also as theft.

Prohibition against theft - This prohibition applies to the property of other students and school personnel as well as to school property and to property used for off-campus events.

Vandalism

Vandalism defined - Vandalism is the willful damage of school property by any means, including arson, graffiti, and structural damage. Damage caused by computer hacking will be punished also as vandalism. These acts include, but are not limited to, alteration of any school web presence, tampering with information stored electronically, introduction of computer viruses or worms, and blocking access to password protected data storage sites.

Ref: Computer and Network Usage

Gambling

Gambling prohibition - Gambling is prohibited on school property, in school vehicles and at school-related events.

Gambling defined - Gambling is defined as any activity in which a prior agreement is made that one party will be paid-either money, goods, or services-by another party depending on the occurrence of an event that is not the payment of money, goods, or services. By way of illustration, such activities include card games like poker and blackjack, dice games and sports betting.

Firearms & Other Weapons

Weapons policy - Salt River Elementary School has a policy of **zero tolerance** for firearms and other deadly weapons.

Weapons policy violation consequences - Students found to be in possession of a firearm or another deadly weapon on or near school, in school vehicles, or at school-related events will be suspended or receive long-term suspension. This policy also applies to non-functioning weapons and realistic- looking facsimiles of weapons. Every violation of this policy will be reported to the Tribal police and authorities.

Weapon defined - A weapon is any instrument that causes serious bodily injury or death; whether by design or incidentally. Examples include but are not limited to knives, bats, brass knuckles, items that resembles to a weapon.

Firearm defined - A "firearm" is:

- (a) Any weapon or part of a weapon that is designed to shoot a projectile by the action of an explosive like pistols, rifles, or shotguns, or
- (b) Any explosive or incendiary device, like bomb, grenades, or mines.



SCHOOL YEAR 2016-2017
SALT RIVER ELEMENTARY SCHOOL

Student/Parent Acknowledgement

Please complete this form and return to the front office.

This is to certify that I, _____ (Print student first & last name) can access this 2016-2017 Salt River Elementary School Student/Parent Handbook online at www.srpmic-ed.org. I also acknowledge that if I want a copy of the handbook printed then I will make that request by calling the front office. I understand that I must comply with the Education Board approved policies, including Article IV – Students. I understand that all Education Board Policies are available on the public website www.srpmic-ed.org.

I have read and understand the SRPMIC Tribal Attendance Policies; Salt River Community Code, Article III- Incurable Acts. The annual notice for Family Educational Rights and Privacy Act (FERPA) has been provided to me.

I understand Kindergarten through Sixth grade students are to wear school uniforms Monday through Thursday. The uniform includes wearing black or khaki (tan) pants, shorts, skirts or skorts with the approved school t-shirts.

I also understand that students must comply with the “Dress Down Friday” guidelines that adhere to the community ordinance prohibiting gang affiliation and meets appropriate expectations.

I understand all students are to carry a clear, see through backpack. The first clear backpack will be provided by the school. If another backpack is needed it is the responsibility of the parent/guardian to provide the student with a clear, see through backpack.

My child and I understand the policies and realize they must be obeyed at all times. We also understand that certain consequences will occur when the policies are not followed.

Student Signature

Date

Parent Guardian Signature (*if under 18 years old*)

Date



SALT RIVER PIMA-MARICOPA INDIAN COMMUNITY
EDUCATION DIVISION

Digital/Non-Digital Student Image (likeness) & Voice Release Form

I _____ (Print student first & last name) give my consent for the reproduction of my voice and / or likeness, without regard to said reproduction being digital or non-digital, for purposes related to business conducted by the SRPMIC Education Division. Uses will include but may not be limited to the following: images and / or video content used for the Education Division Community School(s) web site(s) or approved social media sites, yearbook photography, posters and content related to school promotion or broadcast(s) both internal and external including news outlets; as approved, where necessary, by Education Division Leadership.

Reproduction of my voice and / or likeness shall not be used with or without my name for any other purpose whatsoever without my express written consent.

I acknowledge that the Salt River Pima-Maricopa Indian Community is the owner of all rights and copyrights in and related to the reproduction thereof. All digital and non-digital copies or originals shall constitute the property of the owner solely and completely.

The EDUCATION DIVISION shall have the right to retain and maintain the property (as identified herein) subject to the direction of the Community or an authorized representative thereof, in order to protect or safeguard such property on behalf of the Salt River Pima-Maricopa Indian Community.

I understand that I shall receive no compensation for my appearance and participation.

I represent that I am (Check one):

18 years of age, or older, and have the right to enter into this agreement.

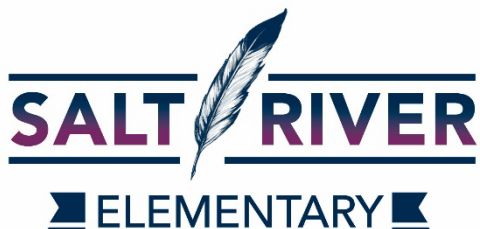
Under 18 years of age and my parent or guardian has consented to my execution of this release by signing below.

Student Signature

Date

Parent/Guardian Signature (*if under 18 years old*)

Date



Technology Acceptable Use Agreement for Students & Parents

Rev 7.8.2014

1. Introduction

Electronic information resources are available to students and parents, who are assigned a resource access account. These resources included, but are not limited to the following items, access to electronic devices, Internet access and access to various Education Division related resources. Our goal in providing resource access to students and parents is to promote educational excellence by facilitating resource use, innovation, communication and acceptable use.

2. Terms and Conditions of this Acceptable Use Agreement

The student and/or parent signature at the end of this Acceptable Use Agreement is legally binding. The signature also indicates the student and/or parent has carefully read and understands the terms and conditions of appropriate use and thereby agrees to abide.

- a) **Acceptable Use:** Acceptable use means that student and/or parent uses the Education Division provided resources and connectivity to third party resources, such as the internet, in an appropriate manner, abiding by the rules and regulations as described in this agreement.
- b) **Privileges:** The use of electronic information resources is a privilege, not a right. Inappropriate use of resources provided by the Education Division may result in disciplinary action (including but not limited to suspension of account privileges or possible expulsion), and/or referral to legal authorities. Education Division Administration, Site Leaders, and/or the Education Division Information Technology Department, may limit, suspend or revoke access to electronic resource access at any time.
- c) **Resource Access Etiquette:** Each student and/or parent is expected to abide by the generally accepted rules of user etiquette. These rules include, but are not limited to the following:
 - **Be7 polite.** Never send or encourage others to send abusive messages. Use appropriate language. (Items that are written, sent, or received on an isolated terminal have the potential to be viewed globally.)
 - **Use electronic communications appropriately. There shall be** no sales, advertisements or solicitations, chain letters, etc. are allowed. Communication is not guaranteed to be private. Anyone making use of Education Division's technology resources has potential access to a variety of communications based systems. Activities relating to or in support of illegal or inappropriate activities are considered a violation of this agreement and therefore must be reported to the Education Division Administration, Appropriate Education Division Site Leader(s) and / or the Education Division Information Technology Department.
 - **Tolerance.** . There is zero tolerance for the act(s) of bullying, sending or receiving explicit materials, sending or receiving explicit messages, copyright infringement, representing another's work as

one's own work or disruption of the Education Division Technology resources.

- d) **Unacceptable Network Use:** Transmission or intentional receipt of any inappropriate material or material in violation of law, Community or Education Division policy is strictly prohibited. This includes, but is not limited to: material protected by federal law; copyrighted material; threatening or obscene material; material protected by trade secrets; commercial activities by for-profit institutions; use of product advertisement or political lobbying, including lobbying for public office; the design or detailed information pertaining to explosive devices, criminal activities or terrorist acts; sexism or sexual harassment; pornography; gambling; illegal solicitation; racism; and inappropriate language or images of any type. Illegal or inappropriate activities, including games, use of the technology resources in any way that would disrupt use by others, or activities of any kind that do not conform to the rules, regulations and policies of the SRPMIC Education Division, are forbidden. It is unacceptable to participate in any activity such as the exchange of information or graphics sent or received that include/suggest sexting, pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and/or other listings previously described in this user agreement.
- e) **Transportation of Community Information:** No student and/or parent may duplicate any portion of Community owned, stored or held electronic information for the purpose of transportation beyond SRPMIC Community property without proper permission from the Education Division Administration and permission from SRPMIC and /or Office of General Counsel via written/electronic communication or contract. Exemptions do apply to student and/or parent work that falls under activities or assignments related to completion of school work, commonly referred to as "homework assignments".
- f) **Vandalism:** Vandalism is defined as any malicious attempt to harm or destroy any electronic data, property of the Education Division or of any other Community owner assets. Vandalism also includes, but is not limited to abusive overloading of data on the server, intentional uploading, downloading or creation of computer viruses, spyware, malware or other malicious software. Any engagement in vandalism constitutes unacceptable use and will subject the student and/or parent to appropriate disciplinary action.
- g) **Security:** Securing SRPMIC Education Resources is a high priority. You understand and agree that you shall attempt to use any other resource access account, beyond your assigned account, local or remote to access any system(s), device(s) or resource(s) while accessing the SRPMIC Education network(s). Any security concern shall be reported to Education Division Administration, Appropriate Education Division Site Leader, and / or the Education Division Information Technology Department, no later than 24 after the observed occurrence. SRPMIC Education Division makes reasonable effort to comply with CIPA and other regulations for filtering internet based content which may be available to students or parents. However, in the event students and/or parent are able to access dangerous or inappropriate material, students and/or parents must take responsibility for their own safety by exercising safe browsing and by reporting any inappropriate content he/she finds to the Education Division Administration, Appropriate Education Division Site Leader, and / or the Education Division Information Technology Department no later than 24 after the observed occurrence.
- h) **Privacy:** It is required that students and/or parents not reveal personal information which may not be limited to; however, does include the following: home address, phone numbers, password, credit card numbers or social security number, etc.; this also applies to information of organizations including but not limited to the SRPMIC Community and the SRPMIC Education Division. It is understood that all

communications, internet browsing and data accessed or created are subject to review, monitoring and auditing. Also, should I choose to “publish” on the Internet, I will make certain I have obtained at a minimum proper permission from the Education Division Administration and possibly may also be required to acquire permission from the SRPMIC Community, SRPMIC Education Board and / or Office of General Counsel, where applicable.

3. Student and/or Parent Signature of Agreement

Rules of conduct are described in this “Salt River Pima-Maricopa Indian Community Schools Technology Acceptable Use Agreement for Student(s) and Parent(s)” apply when making use of SRPMIC Education Technology resources. This applies to but is not limited to usage while located at Community facilities or Education Division Community schools or while remotely accessing the Community School Resources. I understand any violations of the above provisions will result in the loss of my user resource access account and may result in further disciplinary and/or legal action, including but not limited to suspension or expulsion, or referral to legal authorities. I therefore agree to maintain acceptable standards and to report any misuse of technology resources to the appropriate persons mentioned in this document.

I, _____ (Print student first & last name) have read the Technology Acceptable Use Agreement for Student(s) & Parent(s) and understand that all electronic communications, internet browsing and data accessed or created while using Education Division issued electronic devices or while using Education Division Networks are subject to review, monitoring, logging and auditing. I hereby agree to comply with the above described conditions of this entire document.

Student Signature

Date

Parent/Guardian Signature (if under 18 years old)

Date

Rev
7.8.2014

Annual Notification to Parents/Guardians regarding Confidentiality of Student Educational Records

The Family Educational Rights and Privacy Act (FERPA) afford 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 School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information 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 the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or 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 20202-8520

Arizona Department of Education
Exceptional Student Services
1535 West Jefferson Street
Phoenix, Arizona 85007

Please sign the handbook acknowledgement page that you have read and understand the above; by doing so you agree that you have received the annual notification as designated by law.