

*Inspiring Adventurous Thinkers,
Collaborative Learners, and Kind-Hearted Leaders*



2702 E. Flower Street Phoenix, AZ 85016
Phone (602) 381-6000 Fax (602) 381-6019

The Creighton Academy • Creighton Virtual Academy • Biltmore Preparatory Academy
• Excelencia • Gateway • Kennedy • Loma Linda • Machan • Monte Vista • Papago

Parent-Student **HANDBOOK**

<http://www.creightonschools.org>

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**CREIGHTON
SCHOOL DISTRICT**



Superintendent's Message

Welcome to the new school year! We are pleased you have decided to join the Creighton Family and thank you for making Creighton School District your neighborhood school of choice.

Our vision is that we can work together to create a caring, personal learning experience that teaches children to think, create and lead. We want to inspire students who are adventurous thinkers, collaborative learners, and kind-hearted leaders.

We strongly encourage you to become involved in your child's academic journey. Your child's school will host a number of events, activities, and informational meetings throughout the year, we invite you to participate. Volunteer opportunities are also available. If your schedule does not permit your attendance to school events, your child's Principal is always available for one-on-one conversations.










As a resource, you can begin to familiarize yourself with our parent/student handbook – but please know – our relationship with you is the most important partnership we have!

Sincerely,


*Mr. Jay Mann
Superintendent*



OUR SCHOOLS

SCHOOL	ADDRESS	PHONE	HEAD START
 The Creighton Academy Principal: <i>Katie Cartier</i>	2802 East McDowell Road Phoenix, AZ 85008	(602) 381-6060 Health Office: 381-6064 Attendance: 381-6060	
 Creighton Virtual Academy Principal: <i>Jeff Geyer</i>	2802 East McDowell Road Phoenix, AZ 85008	(602) 381-6023	
 Biltmore Preparatory Academy Principal: <i>Dr. Stephanie De Mar</i>	4601 North 34th Street Phoenix, AZ 85018	(602) 381-6160 FAX: 381-6170 Health Office: 381-6167 Attendance: 381-6160	
 Excelencia School Principal: <i>Ms. Bobbi Fisher</i>	2181 East McDowell Road Phoenix, AZ 85006	(602) 381-4670 FAX: 381-4668 Health Office: 381-4671 Attendance: 381-4669	(602) 220-0236
 Gateway School Principal: <i>Mr. Andy Gutierrez</i>	1100 North 35th Street Phoenix, AZ 85008	(602) 381-4665 FAX: 381-4662 Health Office: 381-4664 Attendance: 381-4663	(602) 275-3799
 Kennedy at Loma Linda School Principal: <i>Dr. Amy Burgess</i>	2002 East Clarendon Phoenix, AZ 85016	(602) 381-6080 FAX: 381-6094 Health Office: 381-6090 Attendance: 381-6087	(602) 244-2480
 Machan School Principal: <i>Dr. Gabriela Ramos</i>	2140 East Virginia Avenue Phoenix, AZ 85006	(602) 381-6120 FAX: 381-6125 Health Office: 381-6127 Attendance: 381-6120	(602) 468-0482
 Monte Vista School Principal: <i>Ms. Adriana Apodaca</i>	3501 East Osborn Road Phoenix, AZ 85018	(602) 381-6140 FAX: 381-6159 Health Office: 381-6147 Attendance: 381-7959	(602) 266-5976
 Papago School Principal: <i>Ms. Sylvia Earl</i>	2013 North 36th Street Phoenix, AZ 85008	(602) 381-6100 FAX: 381-6118 Health Office: 381-6107 Attendance: 381-6107	(602) 275-6847

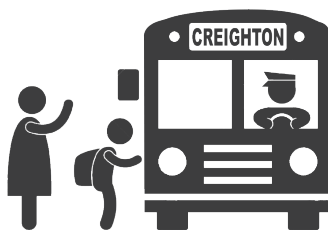
DISTRICT ADMINISTRATION

Superintendent Mr. Jay Mann	(602) 381-6024 (602) 381-6019 FAX	DISTRICT OFFICE 2702 E. Flower Street Phoenix, AZ 85016 
Assistant Superintendent of Teaching and Learning Dr. Eric Dueppen Assistant Superintendent of Business Operation & Development Ms. Vanessa Shapiro	(602) 381-6018 (602) 381-6019 FAX	
Effective Schools Ms. Pam Burkhardt, Director Business Services Ms. Deanna Dumolien, Director Human Resources Dr. Joel Laurin, Director	(602) 381-6000 (602) 381-6019 FAX	
Curriculum, Instruction & Assessment Dr. Lorisa Pombo Special Projects Coordinators Ms. Gina Clark Ms. Martha Hernandez Ms. SarahBeth George Mr. Tyson Myers	(602) 381-6036	DISTRICT OFFICE WEST 2702 E. Flower Street Phoenix, AZ 85016
Special Education Ms. Kristen Hartsuff, Director	(602) 381-6034	
Technology Mr. Russell Deneault, Director	(602) 381-6002	DISTRICT OFFICE NORTH 3609 N. 27th Street Phx. AZ 85016
Child Nutrition & Wellness Ms. Erin Bronner, Director Facilities & Transportation Mr. Scott Wells, Director	(602) 381-6048 (602) 381-6040	DISTRICT OFFICE SOUTH 2802 E. McDowell Road Phoenix, AZ 85008
Community Education Mr. Ivan Carvajal, Director	(602) 381-6032	Community Education Bldg. 2181 E. McDowell Road Phoenix, AZ 85016

GOVERNING BOARD

Sophia Carrillo Dahl, President
 Amy McSheffrey, Clerk
 Katie Gipson McLean, Member
 Heather Ayres, Member
 Lindsey McCaleb, Member

Phone: (602) 381-6024 FAX: (602) 381-6019



ARRIVAL AND DISMISSAL TIMES

SCHOOLS		
Biltmore Preparatory Academy • The Creighton Academy • Kennedy at Loma Linda • Monte Vista		
Monday, Tuesday, Thursday, Friday:	Start Time: 7:30 AM	End Time: 2:40 PM
Wednesday and Early Dismissal:	Start Time: 7:30 AM	End Time: 12:40 PM
Gateway • Papago • Machan		
Monday, Tuesday, Thursday, Friday:	Start Time: 8:10 AM	End Time: 3:20 PM
Wednesday and Early Dismissal:	Start Time: 8:10 AM	End Time: 1:20 PM
Excelencia		
Monday, Tuesday, Thursday, Friday:	Start Time: 8:50 AM	End Time: 4:00 PM
Wednesday and Early Dismissal:	Start Time: 8:50 AM	End Time: 2:00 PM



ARRIVAL AND DISMISSAL POLICY

ARRIVAL POLICY

- ▶ **Students should not arrive earlier than 30 minutes before the school's start time.** There is no supervision prior to this time. Information about before and after school childcare is available in the school office.

DISMISSAL POLICY

- ▶ Students are to immediately board their school bus, go to after school care, wait in the designated area to be picked up by parent/guardian, or in the case of walkers, leave immediately for home.
- ▶ Students may not stay at school unless they are in an adult-supervised after-school program.
- ▶ If a student needs to be picked up during the school day, the parent or guardian must come to the office and sign the student out. A staff member will then call the classroom to have the student sent to the office. Students will not be called to the office prior to the parent/guardian's arrival.

ATTENDANCE POLICY

ABSENCES

State law requires regular school attendance for a child of school age, and regular school attendance is essential for success in school. State law also mandates that the school record the reasons for all school absences. Staying home to care for a sibling is not an acceptable reason for a student to be absent. All absences not verified by parental or administrative authorization will be considered unexcused.

Excused absences include:

- ▶ Illness
- ▶ Bereavement
- ▶ Family emergencies
- ▶ Observance of major religious holidays of the family's faith



Parents should:

- ▶ Schedule medical and dental appointments after school hours or during school breaks except in cases of emergency.
- ▶ Schedule family vacations during school holidays and fall, winter, and spring breaks.
- ▶ Report all student absences to the school.

Reporting Absences:

1. Parents should call their school's Attendance phone number to report all absences and tardies within 24 hours for EACH day of the student's absence.
2. Failure to report an absence will result in a phone call from the school to the parent at home or work. (Please notify the school immediately if your phone number and/or address change.)
3. If a parent does not have access to a phone, a note from the parent must be presented to the school office the day the student returns to school. The note must contain the date of the absence, specific reason for the absence, and the parent or guardian's signature.

CUTS (Court Unified Truancy Suppression)

All Creighton District Schools participate in the CUTS program. They work closely with the Juvenile Court System to ensure that students and parents are following the law when it comes to school attendance. If you have specific questions about the law, call the school office.

TARDINESS

Excessive tardiness can affect grades and may result in disciplinary action.

1. Any student who is tardy (not in the classroom when the bell rings) should report to the office to obtain a tardy slip to admit him/her to class.
2. A late arrival is an unexcused tardy unless a note accompanies the student.

EARLY CHECKOUT

1. Students can only be released to custodial parents, legal guardians, or their designees.
2. No student shall be released from the school to any person other than the legal custodian (except police, probation officers, or any lawful representative of the State of Arizona), unless the school has positive proof that the parent having custody or the legal guardian has given permission for such a release.
3. Parents can help by providing the school with accurate, complete names and phone numbers of the responsible adult to whom you wish your child to be released.
4. The person picking up the student will be required to show a picture ID.

ENROLLMENT AND WITHDRAWAL

ENROLLMENT

We welcome you and your child to our school. When you enroll your student, we require:

1. Completed Enrollment packet
2. Original certified birth certificate and Immunization record
3. Proof of residence (e.g., utility bill, proof of mortgage, residence lease, etc.)
4. Withdrawal form from prior school.



WITHDRAWAL

If you plan to withdraw your student, please come by the school office at least one day before the student's last day of school. To withdraw a student, you need to:

1. Sign a state withdrawal form for release of records
2. Return books and materials
3. Clear outstanding fees
4. Obtain transfer forms to take to your student's new school

VISITORS ON CAMPUS

All visitors on campus must sign the Visitor Registration Book in the office and obtain a school pass. Clubs and other groups who wish to use the school facilities must contact the district office for information regarding procedures, insurance, fees, etc.

Loitering on school grounds at any time, by students not enrolled or adults who are not parents of students enrolled in the school, is not permitted (ARS 13-992).

Students may not bring friends or relatives to their campus without prior approval.

ESSA PARENT NOTIFICATION

The Every Student Succeeds Act requires that schools notify parents of their right to request the following information:

- ▶ Whether your child's teacher(s) meets State qualification/licensure requirement
- ▶ Whether your child's teacher(s) is teaching under emergency or other provisional certification
- ▶ The baccalaureate degree major the teacher holds
- ▶ Whether the child receives services from a paraprofessional and the paraprofessional's qualifications
- ▶ Timely notice that your child has been taught for four or more consecutive weeks by a teacher of core academic subjects who is not highly qualified

If you would like to obtain any of this information, please contact your child's school office.

HEALTH SERVICES

A healthy child is ready to learn. The Health Center is available to all students at school in an effort to make sure that they remain healthy.

Procedures for visiting the nurse are as follows:

1. Students must have a pass from teacher or playground attendant.
2. Follow Health Center rules.
3. Return directly to class.

If students need to leave school because of an illness, they must see the school nurse first and secure his or her permission. An attempt is always made to contact parents before a child is dismissed for illness. When parents are contacted, they will be asked to come and pick up their child or make appropriate arrangements. A student who needs to be sent home for illness will not be released to walk home.

The criteria that the school nurse uses in order to send a child home are as follows:

► **Illness**

- Fever of 100 degrees or greater
- Vomiting / diarrhea
- Severe congestion, sore throat, or cough
- Severe headache / stomachache
- Possible signs and symptoms of a contagious disease or condition
- Illness that needs medical attention



Please do not send your child to school with any of these signs or symptoms exist.

► **Injury**

If a child sustains an injury of any kind that disables the child to the extent that he/she cannot participate in school or needs medical attention, the parent will be contacted to pick up the child.

EMERGENCY INFORMATION

Because illnesses and injuries can happen at school, IT IS VERY IMPORTANT that the nurse be given updated phone numbers throughout the year, as well as any change of address. Please do this via the front office.

HEARING AND VISION SCREENING

Hearing and Vision Screenings are conducted every year in the recommended grade levels. If you have a concern about your child's vision or hearing, please contact your school nurse. Dates for the screenings will be announced in the school publications. If you do not wish your child to participate, please notify the school office.

MEDICATIONS (Prescription / Over-the-Counter)

- **ALL** medications must be kept and administered by the school nurse, except for emergency medications which may be self-administered with a doctor's order in certain situations.
- Any medication (prescription or over-the-counter) used at school must have a completed permission form signed by the parent/guardian.
- Prescription medication must be in the original prescription bottle that has a prescription label on it (for inhalers, if the label is on the box, please keep the inhaler in the box).
- Over-the-counter medications must be in the original container and will be administered according to the directions on the container.
- For the protection of all students, the school requests that the parent/guardian transport any medication their child needs to take to and from school.
- Medications containing narcotics will not be given during school hours.

HEALTH SERVICES

(Continued)



HEAT INDEX GUIDELINES AND PROCEDURES

Purpose

The Creighton School District is committed to protecting the health and safety of our students. Students need daily, vigorous exercise. These guidelines are intended to provide preventive strategies that may limit or revise certain activities for physical education and other outdoor programs before, during, or after school.

Guidelines

When excessive heat occurs, the following precautions are to be taken for all outdoor physical activity, including but not limited to: recess, physical education classes, and field trips.



- Students should be hydrated before going outside and have access to drinking water while outside.
- In activities lasting longer than 30 minutes, periodic water breaks should be incorporated (approximately every fifteen minutes).
- During the school year, when the apparent temperatures fall within the EXTREME CAUTION section of the HEAT INDEX, the schools will be informed of the Heat Advisory.
- If a Heat Advisory is communicated then all physical education classes will be held in their school multi-purpose room or gymnasium.
- If the multi-purpose room or gymnasium is not available then physical education classes will be held in a vacant classroom.

Heat Stress

When students are busy playing on a hot summer day, they lose a lot of fluids. Children's bodies are more sensitive to heat stress than adults. This can put them at risk for heat-related illnesses. To prevent dehydration and overheating, do the following:

- **Make sure children are well hydrated before they begin a prolonged activity.** Also make sure they drink during play. Have younger kids drink 5 ounces of cool tap water or flavored sports drink every 20 minutes. Children or teens weighing 130 pounds or more should drink 9 ounces, even if they don't feel thirsty.
- **Have them wear light-colored, lightweight clothing** with no more than one layer of absorbent material. This allows sweat to evaporate and cool the body. Have kids change out of sweaty garments and into dry clothes.
- **Shorten practices and games** when temperatures are higher than 75 degrees. Make sure children take frequent water breaks.
- **Shorten activities lasting 15 minutes or longer** whenever heat and humidity reach high levels.
- **Let your child get used to the heat.** When starting a strenuous exercise program or visiting a warmer climate, limit the intensity and length of activity. Gradually increase it over the next 10 to 14 days.

HEALTH SERVICES

(Continued)

IMMUNIZATION REQUIREMENTS

Up-to-date immunization records must be verified by the school nurse prior to enrollment of the student. If a child receives immunizations during the school year, please inform the school nurse so that your child's record can be kept updated.

These are the immunizations required to attend school. (Required immunizations vary by grade level):

- DTP/Td/Tdap
- IPV
- MMR
- Hepatitis B
- Varicella
- Meningitis



Pre-Kindergarten requires these additional immunizations:

- Hepatitis A
- Hib

If you wish to request an immunization exemption because of a medical condition or personal or religious belief, please contact the nurse.

LICE PROCEDURES

Lice outbreaks are common among students and even the cleanest child can become easily infested. Lice can come from almost anywhere—a classmate, an upholstered seat in the movie theater, another child's sweater or hat, etc. If a child has an active case of lice and the nurse has determined that he/she must be sent home to receive treatment. The child will need to be checked upon returning to school by the nurse. It will be left up to the nurse's judgment as to whether the child can remain in school.

If you have questions, contact the nurse at your school.

P.E. EXCUSES

An excuse to miss physical education would include a severe injury or illness of any kind that disables a child to an extent that he/she may not participate in P.E. class. This decision is left up to the nurse. If the child needs to be excused from P.E. for more than one week, a doctor's note is required.

HUMAN GROWTH & DEVELOPMENT

Creighton School District has adopted All About Life (AAL) and Family Life and Sexual Health (FLASH) for the Human Growth and Development Program in grades Kindergarten through 8th grade. AAL and FLASH align with the National Sexuality Education Standards. Concepts covered will include physical, emotional, and social health and family life.

Boys and girls will be separated and taught respectively by gender only for the general anatomy portion of the curriculum.

The FLASH Program is available for you to view online at <http://www.kingcounty.gov/healthservices/health/personal/famplan/educators/FLASH.aspx>.

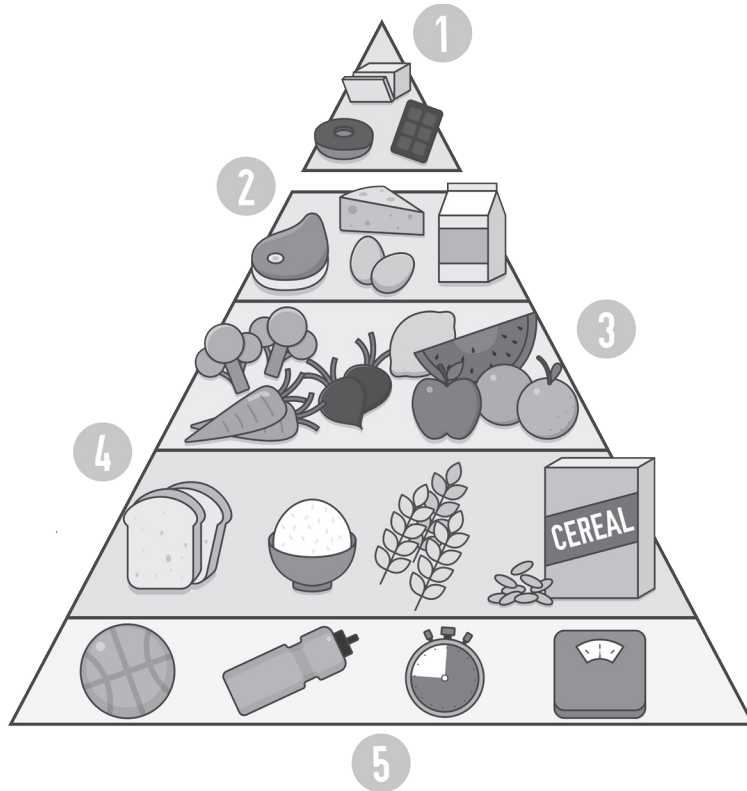
Additional parent resources are available for you to view online at <http://www.kingcounty.gov/healthservices/health/personal/famplan/parents.aspx>

Parental permission is required for students to participate in the Human Growth and Development Program. Students not participating will be provided with an alternate curriculum, which may include nutrition, physical activity, and personal hygiene.

STUDENT NUTRITION

The Creighton School District is committed to the success of all students and to help them achieve their full potential, the Child Nutrition & Wellness Department offers students a variety of nutritional meals. The variety ensures our students are fueled and ready to be engaged learners as well as providing the necessary nutrients associated with good nutrition. Our menus are prepared and analyzed by on staff Registered Dietitians and are designed to provide optimal nutrition. Our daily menus offer:

- A choice of three different entrees
- Whole grain foods
- Protein rich foods
- Foods low in saturated and trans fats
- Variety of unlimited fresh fruits and vegetables
- Only 100 % fruit juice
- Low-fat white, and fat-free flavored milk choices



DAILY MEAL SERVICES OFFERED

Breakfast in the Classroom
Fresh Fruit or Vegetable Snack
Lunch
Supper (at some locations)

Check out your awesome new school menus!

You can easily view information about what is on our school menu for breakfast and lunch each day. You can see an image and description of the food items, as well as nutrition and allergen information.

Our innovative and interactive site and mobile App make our school menus more convenient and informative than even before!

Search for "School Lunch by Nutrislice.com" on Google Play or the App Store or visit:
creightonschools.nutrislice.com

FREE OR REDUCED-PRICE MEAL PROGRAM

The Creighton School District participates in the National School Lunch and Breakfast Programs. Due to our participation in Special Assistance Programs, we offer healthy meals every school day at NO COST to the students. While the meals are provided at no cost, the school must determine which students qualify for free meals or for reduced-price meals. Meal applications are also needed to determine funding for other district programs. We strongly recommend and encourage all families to complete an electronic application by visiting: <http://family.titank12.com>. You can also add money to your student's account via Visa or MasterCard online if they would like to purchase additional milk, juice, or a la carte items. Paper applications will also be made available at each school site or at the Child Nutrition & Wellness district office. **However, electronic applications are strongly recommended:**



<http://family.titank12.com>



SPECIAL CELEBRATIONS

The Child Nutrition & Wellness department would like to take the burden off families when they want to help celebrate their student's birthday. Please feel free to contact the Child Nutrition & Wellness office at 602-381-6048 to order a special birthday or celebration package. Please visit the district website at: www.creightonschools.org and go to food services to view the available packages. If you still wish to provide something on your own please remember that ALL items must be pre-packaged per the Maricopa County Health Code.



SPECIAL DIETS

Please make sure to visit the Child Nutrition & Wellness website to download the Diet Order Form and return to either your school nurse or site cafeteria manager. You may also call the Child Nutrition Office at 602-381-6048 to find out more about policies and procedures surrounding special dietary requests.

VISITORS

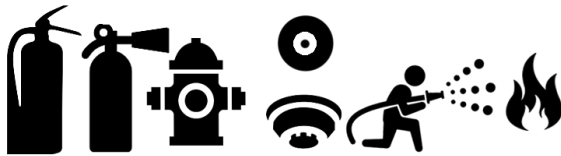
Parents are always welcomed guests in the cafeteria, but please make sure your check in at the front office to be issued a visitor's pass. Parents may not remove food from a student's tray at any time.



LOST OR DAMAGED BOOKS



Students are encouraged to demonstrate responsibility in caring for books that have been assigned to them for the year or checked out of the school library. Therefore, replacement costs will be charged for books not returned or heavily damaged in order that the schools have a wide variety of appropriate books for student use. Charges paid for non-returned book(s) will be refunded if the book(s) are later returned within a reasonable amount of time.



EMERGENCY PROCEDURES

FIRE DRILLS

Arizona State law requires that all schools conduct fire drills on a monthly basis. This is to acquaint students with exiting routes throughout the school. Students are asked to exit in an orderly, efficient manner to ensure safety for all students and staff.

FIRE

In the event of a fire or other emergency requiring evacuation of the school, procedures are in place that may include a signal, the sound of the fire alarm, a message over the public address system, or a verbal signal by the messenger in the case of power outage. After notification, all students and staff will follow the evacuation plan posted in each classroom. Plans are reviewed with students at the beginning of each semester. Students who are not in the classroom during an emergency should evacuate through the nearest exit and report to their teachers at the gathering site for their classes. Students are advised not to attempt to return to the room during an emergency situation.

FALSE ALARMS

Anyone who is found guilty of turning in a false fire alarm or emergency report will be subject to prosecution/disciplinary action.

LOCKDOWN PROCEDURES

During an emergency in the community that might be a concern to the students' safety, the school will "lockdown" and move all students into secured areas. The school will remain in lockdown until local authorities verify school and/or community safety.

CREIGHTON DISTRICT POLICY

The policies referred to in this handbook are brief overviews. The policies in their entirety are available for inspection at the School Office, the Creighton District Office, or on the Arizona School Board Associations' website: www.azsba.org

PUBLIC CONCERNS

The Board recognizes the right of individuals and groups to present complaints concerning school personnel, the curriculum, instructional materials, school services and school facilities. The individual or group will be advised as to the proper channeling of complaints, which is as follows:

- | | |
|-----------------|--|
| 1 st | Supervisor or Teacher |
| 2 nd | Principal |
| 3 rd | Superintendent or Assistant Superintendent |
| 4 th | Governing Board |

GUN SAFETY

Parent/Guardian:

Providing our students and staff in the Creighton School District with a safe educational environment remains one of our top priorities. We are all aware of incidents of gun violence in our surrounding communities, and across the nation.

A recent survey found that 57 percent of teens are concerned that there will be a shooting in their school. Studies of all types of school-based gun violence across decades all point to the same significant point of intervention -- addressing students unauthorized access to guns in the home. Unsecured guns in the home pose a risk to students beyond gun violence in schools. Every year, nearly 350 children under the age of 18 unintentionally shoot themselves or someone else. That's roughly one unintentional shooting per day. Almost 700 children die by gun suicide each year. In the overwhelming majority of these incidents, the gun used was one that belonged to someone in their home.

One study found that 87 percent of kids know where their parents' guns are kept and 60 percent have handled them. Research shows that secure firearm storage practices are associated with up to an 85 percent reduction in the risk of self-inflicted and unintentional firearm injuries among children and teens. Storing firearms securely protects any child in the home as well as students throughout the school district and community.

You can learn more and download helpful resources; including a secure storage fact sheet, talking to your children about guns, and facts and resources on child firearm suicide, at

BeSMARTforKids.org/resources



SCHOOL BUS SAFETY RULES



BUS REGULATIONS

1. Students are required to conduct themselves in the bus, prior to boarding the bus, and subsequent to leaving the bus, in a manner consistent with established standards for classroom behavior.
2. When a student fails to practice proper conduct, the bus driver will, depending on the conduct, file a bus conduct report with the principal and/or immediately inform the principal of the conduct. Parent notification will follow.
3. Students who become serious disciplinary problems related to school transportation may have their riding privileges suspended. In such cases, the parents of the students involved become responsible for seeing that their children get to and from school safely.
4. Any unauthorized rider must have the prior approval of the principal.

PARENT SHOULD:

1. Contact the principal for written permission for their child to leave the bus other than at the assigned bus stop.
2. Contact Transportation at (602) 381-6055 if there are any changes in the student's bus riding status.
3. Be at the bus stop to receive their kindergarten student for the p.m. drop off. No kinder will be allowed off the bus without a parent or designee present to receive them. A designee is a person that has prior written approval by the parent and approved by the school to receive the student. In the event a parent/designee is not present to receive the kinder, the student will be returned to school at the end of the route.

STUDENTS SHOULD:

1. Be at the bus stop five minutes before the designated time. Due to weather and traffic conditions, the bus may arrive at the bus stop up to 5 minutes before the designated time and as late as 5 minutes after. Should the bus arrive within the 5 minutes prior to the scheduled time, the driver will load and leave to avoid holding up traffic. (They are not required to wait until the scheduled time.)
2. Wait in line in an orderly manner for the bus; stand a safe distance back from the curb.
3. Take seats quickly and remain seated. The driver has the authority to assign seats.
4. Sit with their backs against the seat backs, their legs facing towards the front of the school bus and all parts of their bodies clear of all aisles whenever the school bus is in motion. [R17-9-104-D5]
Do not block the aisle with backpacks or other objects.
5. Not extend hands, arms, heads, or objects through bus windows. Not place any part of their body out of a school bus window or door except when exiting the school bus. [R17-9-104-D21]
6. Not open or close windows without permission from the driver.
7. Talk in quiet voices—loud, vulgar, or obscene language is prohibited.
8. Help keep the bus clean. No food, gum, or drinks on the bus except for water.
9. Not bring glass objects, animals, insects, or reptiles on the bus. [R17-9-104-D18-19 and A.R.S. 11-1024(J)]
10. Not bring balloons on board the bus.
11. Be courteous to the driver, to fellow students, and to passersby.

STUDENTS WHO REFUSE TO OBEY THE DIRECTIONS OF THE BUS DRIVER OR TO FOLLOW THE BUS RULES SHALL FORFEIT THEIR PRIVILEGE TO RIDE ON THE BUS ACCORDING TO THESE PROCEDURES:

FIRST WRITTEN NOTICE OF VIOLATION:

1. Bus driver submits warning to school office.
2. Principal or designee has a conference with student and signs warning notice.
3. Student takes warning notice home for parent signature.
4. Student will not be accepted on the bus without parent signature on warning notice.
5. Depending on the severity of the incident, a student could lose bus privileges on the first offense.

SECOND OR SUBSEQUENT WRITTEN NOTICE OF VIOLATION:

1. Principal or designee will contact parent.
2. Student will lose bus privileges for one or more weeks for each subsequent violation.

DRESS CODE

Student dress and personal appearance should not disrupt or distract from the educational environment. All wearing apparel shall be neat, clean, safe, and modest in fit, not too tight or too loose. All Creighton District schools require school uniforms. *The chart below shows basic colors for uniform schools — please see your school's dress code insert for specific requirements.*

	The Creighton Academy	Excelencia	Gateway	Kennedy	Loma Linda	Machan	Monte Vista	Papago	Biltmore Prep
TOPS	No Uniforms Required *Please see website for our dress code policy CreightonSchools.org	White or Red	K-5 Grade White or Light Blue Polo Only 6-8 Grade Burgundy or White Polo Only	Red, White or Navy Blue	White, Heather Grey Polo 7 & 8 Grade Heather Grey logo t-shirts	White, Gold or Purple Polo shirts	Navy Blue, Light Blue, White or Heather Grey	Red, White or Navy Blue	White, Navy Blue or Red
PANTS		Black or Navy Blue	Navy Blue Only	Navy Blue or Khaki	Navy Blue	Khaki, Navy Blue or Black pants, shorts, skorts	Khaki or Navy Blue	Khaki or Blue	Khaki, Navy Blue or Plaid

PROHIBITED ITEMS

In the interest of student safety and your child's academic achievement, the following items are prohibited on campuses: MP3 players, iPods, CD players, portable gaming devices, and other electronic devices. Cell phones that are brought to campus must be turned OFF during school hours. School staff is not responsible for any lost or stolen item brought on campus.

STUDENT CONDUCT / DISCIPLINE

It is a primary goal of Creighton District schools to provide a safe and orderly learning environment for all of our children. To accomplish this, our schools follow a proactive approach to student discipline that focuses on positive student behavior. In accordance with Arizona laws, the administrative office at each site within the Creighton District has available information necessary to file student concerns, complaints, and grievance. This documentation supports school procedures that prohibit pupils from harassing, intimidating, and bullying other pupils.

When students make choices that disrupt the learning environment or pose a danger to themselves or others, the Creighton District utilizes a progressive disciplinary plan that is cumulative in nature. Behaviors such as fighting, severe disruptions in the classroom, threats, and possession of illegal substances or weapons may result in suspension or expulsion.

The cumulative discipline plan provides appropriate consequences for continued inappropriate behavior. If infractions are repeated or become more severe, the consequences, i.e., length of suspension or possibility of expulsion, become more severe. The cumulative framework corresponds to the grade level bands K-2nd, 3rd-5th, and 6th-8th, as well as actions that are repeated within a given school year.

For further specifics regarding actions and consequences, please refer to the Parental/Guardian Responsibility Acknowledgment form. You will receive this form with your child's enrollment documents, or from your child's classroom teacher. This form must be signed and returned to the school on an annual basis.

STUDENT VIOLENCE / HARASSMENT / INTIMIDATION / BULLYING

(To be displayed in school buildings and in student handbooks)

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

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

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

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

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

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

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

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

STUDENT VIOLENCE / HARASSMENT / INTIMIDATION / BULLYING

(Continued)

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

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

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

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

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

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

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

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

HAZING

(To be displayed in school buildings and in student handbooks)

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

Definitions

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

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

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

Directions

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing.

In accord with statute, violations of this policy do not include either of the following:

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

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

Reporting/Complaint Procedure

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

A person who complains or reports regarding hazing may complain or report directly to the school administrator or to a professional staff member. The professional staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purpose. At a minimum the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. When a professional staff member receives the information, the staff member will transmit a report to the school administrator or supervising administrator not later than the next school day following the day the staff member receives the report/complaint.

The report/complaint will be investigated by the school administrator or a supervising administrator. The procedures to be followed are:

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the time line may only be by necessity as determined by the Superintendent.
- The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.

All violations of this policy shall be treated in accord with the appropriate procedures and penalties provided for in School policies related to the conduct and discipline of students, staff, and others.

EXHIBIT

EXHIBIT

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

(To be displayed in school buildings and in student handbooks)

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

- Violation of the student's constitutional rights.
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Concern for the student's personal safety.

Complaints and grievances related to allegations of student violence, harassment, intimidation or bullying are to be filed in accordance with Board Policy JICK.

Provided that:

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

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or a school staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. Forms are available in the school office.
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Any question concerning whether the complaint or grievance falls within this policy shall be determined by the Superintendent.

A student or student's parent or guardian may initiate the complaint process by completing Exhibit JII-EA.

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

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

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

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

TESTING

Your school will notify you concerning important testing dates. The table below shows the required testing by grade level that your student will participate in this school year. Please make sure your student is present for state testing (dates to be determined).

Test	Grade Level	Purpose
AZELLA (English Language Learner Students ONLY)	K-8	AZELLA is taken by students whose families indicate that a language other than English is spoken in the household or by the child. AZELLA is used for two purposes – Placement and Proficiency. <ul style="list-style-type: none"> The AZELLA Placement test determines whether a child should receive services as a result of their current level of language acquisition. The AZELLA Proficiency test is used to determine if students have advanced to a level where they will no longer need English Language Development to support their learning.
iSteep	K-4	iSteep is administered 3 times a year (Fall, Winter and Spring) in reading and math to determine intervention needs for students who may be struggling. Information from iSteep allows teachers to provide additional support throughout the school day in reading and/or math.
AzMERIT	3-8	AzMERIT (Arizona’s Measurement of Educational Readiness to Inform Teaching) is Arizona’s new statewide achievement test. Arizona is partnering with the American Institutes for Research (AIR) to develop tests which are unique to Arizona. In 2010, the Arizona State Board of Education adopted new standards in English language arts and mathematics for all students in Arizona. These academic standards outline what students should know and be able to do at each grade level. With the adoption and implementation of new standards, a new test was necessary.
AIMS Science	4 and 8	AIMS Science is a Standards Based Assessment that measures student proficiency of the Arizona Academic Content Standard in Science. It meets federal requirements for student assessments. It is administered in the Spring to students in grades 4, 8 and high school.
CSD Math/ELA Benchmarks	1-8	Benchmarks are given at the beginning of the school year, throughout the school year, and at the end of the school year. These tests assist teachers in determining how your child is progressing toward mastery of the Arizona College and Career Readiness Standards. Information from the benchmarks helps teachers develop plans for intervention or enrichment.
CSD Curriculum Based Assessments	K-8	Students participate in District Common Assessments (DCA) throughout the school year. <ul style="list-style-type: none"> DCA is used during units of instruction to help teachers evaluate student progress toward mastering the standards taught in that unit. DCA will also help teachers determine who needs additional help or who would benefit from enrichment activities around those standards.

ENGLISH LANGUAGE LEARNER PROGRAMS

In the Creighton District, there are programs for English Language Learners:

Structured English Immersion	All instruction is in English	No parent waiver required
Mainstream Classroom with Individual Language Learning Plan* (ILLP)	All instruction is in English	No parent waiver required
Foreign Language Immersion (Biltmore Preparatory Academy campus only)	50% of instruction is in English 50% of instruction is in Spanish	Parent waiver** needed

* When a grade level has less than twenty English Language Learners (ELL), the state allows ELL students to participate in a mainstream classroom as long as the teacher completes and monitors the students’ Individual Language Learner Plan (ILLP).

** The law requires that children under ten have “working knowledge of English” (with a signed Waiver #1 on file) before entering Dual Language programs; if the children are over ten, they may apply for Waiver #2; or they must petition for a special waiver (Waiver #3). If you have questions, contact your school principal or the Language Acquisition Department at (602) 381-6136.

STUDENT SERVICES

CHILD FIND

State and Federal laws require that public schools make every effort to locate and identify students who may have a disability in the following areas: physical, cognitive, communication, emotional, visual, and/or hearing. In order to ensure child identification for children suspected of having a disability, these procedures are in effect for Creighton School District.

1. All kindergartners and new students are screened within 45 days of entering Creighton schools. Follow-up occurs if concerns are noted.
2. Preschool age children between the ages of 3 to 5 years old who are referred to the district by parents or other agencies will be screened within 45 days of the referral. Parents will be informed within 10 days if concerns are noted.
3. Infants and toddlers between the ages of birth to 3 years old will be referred to the Arizona Early Intervention Project (AzEIP) by Creighton schools if parents residing in Creighton District note a concern to the District staff. Creighton school staff will follow up with the family on referrals to AzEIP.

If you have any questions or concerns regarding your child, speak with your child's teacher, the school psychologist, or call the Special Services Department at (602) 381-6034. If you wish to refer your child for preschool screening, call the District Preschool Psychologist at (602) 381-4600. For more information regarding infant/toddler services through AzEIP, either contact the District Preschool Psychologist at (602) 381-4600 or AzEIP directly at (602) 532-9960.

FREE APPROPRIATE PUBLIC EDUCATION (FAPE)

Federal and state law requires school districts, charter schools and other public education agencies to provide a free, appropriate public education to eligible children with disabilities. This free, appropriate public education refers to special education and related services described in an Individualized Education Program and provided to the child in the least restricted environment. Children with disabilities, and their parents, are guaranteed certain educational rights, known as procedural safeguards, from birth to age 22. The law and its implementing regulations also provide methods to help assure that your input is considered. For a copy of the procedural safeguards call the district's Special Education Department at (602) 381-6034. If you have reason to believe your child (including preschooler) has a physical, mental or emotional disability, please confer with your child's teacher or the school principal to discuss your concerns. Each school has a special services team to address student needs, develop interventions and engage in pre-referral, evaluation and case management activities. Special education programs available include self-contained classrooms, cross-categorical resources and supportive services in the regular classroom. As much as possible, special needs students are educated at their neighborhood schools within regular classrooms. Severely disabled students are served in a specially equipped District program. The District also offers services to students attending private or parochial schools within the District. For information, please call (602) 381-6034.

INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA),

is a federal law that protects the rights of students with disabilities. In addition to the standard school records, for children with disabilities education records could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions and medication agreements. Such information is gathered from a number of sources, including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected to assure the child is identified, evaluated and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements and will occur five years after the child has been dismissed from special education or withdrawn from the district.

For additional information or to file a complaint, you may call the federal government at (202) 260-3887 (voice) or 1-800-877-8339 (TDD) OR the Arizona Department of Education (ADE/ESS) at (602) 542-4013. Or you may contact:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

Arizona Department of Education
Exceptional Student Services
1535 W. Jefferson, BIN 24
Phoenix, AZ 85007

This notice is available in English and Spanish on the ADE website at www.ade.az.gov/ess/resources under forms. For assistance in obtaining this notice in other languages, contact the ADE/ESS at the above phone/address.

504 – REHABILITATION ACT

Section 504 of the Rehabilitation Act of 1973 is the civil rights law that prohibits discrimination on the basis of disability; and guarantees individuals with a disability equal access to an education. This legislation defines a person with a disability as anyone who has a mental or physical impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such impairment. The school district has specific responsibilities under this legislation that includes identifying, evaluating, and if the child is determined to be eligible under Section 504, afforded access to a free appropriate public education. For further information, please contact the Special Services Department at (602) 381-6034.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records:

- The right to inspect and review the student's education records within 45 days after the day the (Name of School) receives a request for access. Parents or eligible students should submit to school principal, or appropriate school official, a written request that identifies the records they wish to inspect. The school or district official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- Parents have the right to request in writing that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
 - School officials with legitimate educational interest
 - A legitimate educational interest means the review of records is necessary to fulfill a professional responsibility for the school;
 - A school official is a person employed or contracted by the school to serve as an administrator, supervisor, teacher or support staff member (including health staff, law enforcement personnel, attorney, auditor or other similar roles); a person serving on the school board; or a parent or student serving on an official committee or assisting another school official in performing his or her tasks;

- Other schools to which a student is seeking to enroll;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, sports participation (including height and weight of athletes) and dates of attendance unless notified by the parents that the school is not to disclose the information without consent.

Please note: Federal privacy laws prohibit the District from naming students involved in disciplinary actions and from revealing the consequences of those actions to the parents of other students.

ANNUAL PARENT NOTIFICATION OF MEDICAID REIMBURSEMENT

Creighton School District receives funding from the Medicaid Direct Service claiming (DSC) program for IEP covered services to eligible children through the Arizona Health Care Cost Containment System (AHCCCS), Arizona’s Medicaid agency. Examples of covered services include speech therapy, assistance with daily living skills, special education transportation, and nursing services.

Parents are not required to sign up for or enroll in AHCCCS to receive IEP services or a free appropriate public education (FAPE), nor are they responsible for any out of pocket expenses for these IEP services. The district’s use of this reimbursement program does NOT in any way affect or impact other AHCCCS benefits to which the child is entitled, including any otherwise eligible services outside of school. Parents’ refusal to allow access to their AHCCCS benefits does not relieve the district of its responsibility to ensure that all required service are provided to the child at no cost to the parents. Granting of consent is voluntary on the part of the parents and may be revoked at any time. If consent is removed, that revocation is not retroactive i.e., it does not negate an action that has occurred after the consent was given and before the consent was revoked. {300.154}

Please contact the Special Services Department at (602) 381-6034 with any questions.

NON-DISCRIMINATION NOTICE

The Creighton School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. For any inquiries regarding nondiscrimination policies contact the Superintendent’s Department, 2702 East Flower Street, Phoenix, AZ 85016.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age of Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints or requests for additional information regarding these laws may be forwarded to the principal of the school and/or the Special Services Department at (602) 381-6034.

PUBLIC RECORDS REQUEST

In accordance with the requirements of Title II of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, Creighton Elementary School District shall not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. The District is required to appoint an official Compliance Officer responsible to coordinate compliance with and investigate any complaints under the laws specified. The District appoints the Special Education Director as the compliance officer; contact information is as follows:

Special Education Director
 Title II/Section 504 Compliance Officer 2702
 East Flower Street, Phoenix, AZ 85016 (602) 381-6034
specialservicesdept@creightonschools.org

NOTICE TO LIMITED ENGLISH PROFICIENT PERSONS

If you have difficulty understanding English, you may request language assistance services for District-information that is available to the public, including Governing Board Policies and the parent portal. These language assistance services are available free of charge. If you need more information about interpretation or translation services please contact the following individual:

Special Education Director
Title II/Section 504 Compliance Officer
2702 East Flower Street, Phoenix, AZ 85016
(602) 381-6034 specialservicesdept@creightonschools.org

Dear Creighton Families,

The Creighton Elementary School District prides itself on being an inclusive and supportive organization for all of our families and employees. With that in mind, we want to share with you the following statements of nondiscrimination and language supports for families. Each of these statements can be found on the district's website at www.creightonschools.org. The statements will translate into multiple languages using the language selection drop down at the top of the webpages.

Notice of Nondiscrimination:

In accordance with the requirements of Title II of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, Creighton Elementary School District shall not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. The District is required to appoint an official Compliance Officer responsible to coordinate compliance with and investigate any complaints under the laws specified. The District appoints the Special Education Director as the compliance officer; contact information is as follows:

Special Education Director
Title II/Section 504 Compliance Officer 2702
East Flower Street, Phoenix, AZ 85016 (602) 381-6034 specialservicesdept@creightonschools.org

Notices to Limited English Proficient Persons:

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Special Education Director
Title II/Section 504 Compliance Officer
2702 East Flower Street, Phoenix, AZ 85016
(602) 381-6034 specialservicesdept@creightonschools.org

If you have difficulty understanding English, you may request language assistance services for information related your child's educational records, including report cards, progress reports, discipline records, and parent-teacher conferences. These language assistance services are available free of charge. If you need more information about interpretation or translation services, please contact the following individual:

Special Education Director
Title II/Section 504 Compliance Officer
2702 East Flower Street, Phoenix, AZ 85016
(602) 381-6034 specialservicesdept@creightonschools.org

If you are in need of language assistance services related to this letter, please contact the Special Education Director at (602) 381-6034 or specialservicesdept@creightonschools.org.



Parent involvement

We know you are the most important teacher your child will ever have! Our district and schools recognize the importance of parent-teacher partnerships to ensure that all children achieve academic success. We are committed to providing learning opportunities for parents to be involved in planning, implementation, and evaluation of Title I and other educational programs we provide. In keeping with the federal No Child Left Behind Act and Governing Board policy, district and school Parental Involvement Compacts have been developed and will provide you with information about our commitment and ways you can be involved. The compacts are distributed to the parents of all students each year. As a parent, you have the right under NCLB to request the qualifications of your child's teacher. Contact your school office.

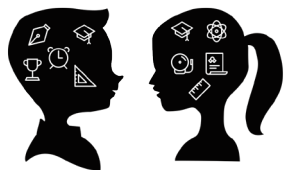
There are many opportunities for the involvement of parents at both the school and district levels. Community Council, school-based management teams, Academic Parent-Teacher Teams, Title I School Improvement Teams, PTAs, PTOs, adult education and parent connections are some of the ways you can be involved in the decision-making process. Our Community Education Department offers classes and workshops for adults, and each school provides training opportunities to meet the needs of parents.

We strongly encourage you to contact your school's Parent Liaison to find out how to get more involved with your child's school. Contact your local school office to make arrangements to meet with teachers about your child's progress.



Volunteers

Creighton District encourages parents and community members to volunteer in our schools. When students see their parents on campus, they know everyone values them and their education. Please come and be part of the Creighton educational team. Please call our Community Education Department at (602) 381-6132 for more information.



Gifted and Talented Program

Creighton School District's Gifted and Talented program is provided at all nine schools within the district and has a multi-tiered approach to meeting the needs of the qualifying students. Creighton School District provides gifted services through the gifted-cluster classroom model, weekly enrichment classes with certified gifted teachers and additional accelerated opportunities.

Students may be referred for gifted identification at any school by parents, teachers, and peers and by the students themselves. Testing for gifted identification requires parent permission and is offered three times a year at each school. Contact your home school for testing dates and more information.



CREIGHTON SCHOOL DISTRICT

Academic School Calendar 2023-24

Biltmore Preparatory Academy	381-6160
The Creighton Academy	381-6060
Excelencia School	381-4670
Gateway School	381-4665
L.C. Kennedy School	381-6180
Loma Linda School	381-6080
Wm. T. Machan School	381-6120
Monte Vista School	381-6140
Papago School	381-6100
Creighton Virtual Academy	381-6023

1st quarter (44 days)
2nd quarter (45 days)
3rd quarter (43 days)
4th quarter (48 days)

40th Day in Session October 2, 2023
100th Day in Session January 23, 2024

- ☒ No School
- ☐ Early Release
- ☒ Dist. Professional Development - Wednesday Schedule
- ☒ Teacher Professional Development Day - no students
- ☐ Regular Schedule Day (No Early Release)

All Wednesdays are Early Release days with exception of 12/20

July 2023							August 2023							September 2023						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
						1							5							
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30
30	31																			

October 2023							November 2023							December 2023						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
1	2	3	4	5	6	7							4							
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30

January 2024							February 2024							March 2024						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
						6	4	5	6	7	8	9	10							
7	8	9	10	11	12	13	11	12	13	14	15	16	17	10	11	12	13	14	15	16
14	15	16	17	18	19	20	18	19	20	21	22	23	24	17	18	19	20	21	22	23
21	22	23	24	25	26	27	25	26	27	28	29			24	25	26	27	28	29	30
28	29	30	31											31						

April 2024							May 2024							June 2024						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
	1	2	3	4	5	6	5	6	7	8	9	10	11	2	3	4	5	6	7	8
7	8	9	10	11	12	13	12	13	14	15	16	17	18	9	10	11	12	13	14	15
14	15	16	17	18	19	20	19	20	21	22	23	24	25	16	17	18	19	20	21	22
21	22	23	24	25	26	27	26	27	28	29	30	31		23	24	25	26	27	28	29
28	29	30												30						

Independence Day Holiday	Tuesday, July 4, 2023
District New Teacher Orientation	July 26-31, 2023
Site New Teacher Orientation/All Teacher Preparation	Tuesday, August 1, 2023
Teacher Professional Development	Wednesday, August 2, 2023
Teacher Preparation	Thursday-Friday, August 3-4, 2023
First Student Day	Monday, August 7, 2023
District Professional Development (Wednesday Schedule)	Wednesday, August 23, 2023
Labor Day - No School	Monday, September 4, 2023
Parent Conferences	October 4-5, 2023
Wednesday Schedules	October 5-6, 2023
Fall Break (Students and Teachers)/Indigenous People's Day	October 9-13, 2023
Teacher Professional Development	Monday, October 16, 2023
District Professional Development (Wednesday Schedule)	Wednesday, October 25, 2023
Veterans Day Observed - no school	Friday, November 10, 2023
Thanksgiving Recess - No School	November 23-24, 2023
Winter Break (District)	December 22, 2022 - January 5, 2024
Martin Luther King Day - No School	Monday, January 15, 2024
District Professional Development (Wednesday Schedule)	Wednesday, February 7, 2024
Presidents' Day - No School	Monday, February 19, 2024
Parent Conferences	March 6-7, 2024
Wednesday Schedules	March 7-8, 2024
Spring Break (District)	March 11-15, 2024
Board Declared Holiday - no school	Friday, March 29, 2024
Last Student Day	Thursday, May 23, 2024*
Last Teacher Day	Friday, May 24, 2024 or may be extended up to June 30, 2024*
Memorial Day Observed	Monday, May 27, 2024

*Emergency school closures and any necessary make-up days/hours will follow State Statutory requirements