

2024-2025 ELEMENTARY FAMILY HANDBOOK

**J.O. COMBS UNIFIED SCHOOL DISTRICT
43371 N. KENWORTHY RD.
SAN TAN VALLEY, AZ 85140
(480) 987-5310 | WWW.JOCOMBS.ORG**

Combs
J.O. Combs Unified School District
Learning Today, Leading Tomorrow



MISSION AND VISION

EMPOWERED LEARNERS DRIVING INNOVATION AND EXCELLENCE.

We are dedicated to developing learners who leverage the skills, knowledge, and characteristics to flourish in, and contribute to, an ever changing global community.



OUR CORE VALUES



INTEGRITY

Modeling and demonstrating trust, honesty, follow-through and commitment by staff, parents, community, and students.



INNOVATION

Changing with the evolving world to meet educational needs through shared ownership and independent thinking to solve complex problems.



LEARNING

Actively collaborating to gather information in an ever evolving environment.



RESPECTFUL

Honoring each person's individuality while celebrating and supporting the community's diversity.



NURTURING

Providing timely support that fosters growth in all.



OUR INSTRUCTIONAL MODEL

NURTURING CULTURE

INNOVATION



ASSESSMENT

PURPOSEFUL LEARNING

NURTURING CULTURE

Our culture promotes positive relationships and supports taking risks in order to achieve higher levels of learning.

INNOVATION

We encourage new approaches to learning in order for students to produce authentic work.

ASSESSMENT

We assess student progress by collecting a variety of actionable data responding to the ever changing needs of students, teachers and parents.

PURPOSEFUL LEARNING

We provide relevant, authentic, engaging learning experiences leading to transferable skills applicable to the world in which students live.

PORTRAIT OF A GRADUATE

Through a collaborative process with internal and external stakeholders, the J.O. Combs Unified School District has identified the desired skills, knowledge, and characteristics that we believe students must possess in order to be successful in today's ever-changing global community.





Dear Combs Families,

Welcome to the J.O. Combs Unified School District! As we embark on this new academic year, we are excited to partner with you in nurturing the educational journey of your children across our five elementary schools. Our commitment to a strong home and school community partnership remains unwavering, as we believe it is key to ensuring the best outcomes for our students.

Our Combs Mission guides everything we do: We are dedicated to developing learners who leverage the skills, knowledge, and characteristics to flourish in, and contribute to an ever-changing global community. This mission is a shared commitment between our schools and families, and together, we can create an environment where every child thrives.

In our elementary schools, we are fortunate to have a team of dedicated educators and staff who are passionate about helping each child every day. We provide a nurturing, supportive, and challenging learning environment that encourages curiosity, creativity, and a love for learning. We understand and value the uniqueness of each student, and we are committed to meeting their individual needs and helping them reach their full potential.

We encourage you to be an active participant in our school community. Whether through volunteering, attending school events, or engaging with your child's learning at home, your involvement is crucial and highly valued. Families play a pivotal role in fostering a positive attitude towards what education can provide. Regular school attendance not only enhances academic achievement, but also promotes social skills and prepares children for a fulfilling life ahead. Please help us by supporting your child to attend school regularly for their development and future success. Together, we can ensure that our students not only achieve in academics but also develop the social and emotional skills needed to thrive in our global society.

Thank you for entrusting us with the education and care of your children. We look forward to a fantastic year filled with growth, learning, and meaningful partnerships across our district.

Sincerely,

Santa Dunker, Principal, Ellsworth Elementary School
Melissa Lopez, Principal, Simonton Elementary School
Sheryl Pierce, Principal, Harmon Elementary School
Shanna Shoffner, Principal, Combs Traditional Academy
Peter Quinn, Principal, Ranch Elementary School

J.O. COMBS UNIFIED SCHOOL DISTRICT

2024-2025 SCHOOL CALENDAR

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

AUGUST 2024						
S	M	T	W	Th	F	S
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4	5	6	7	8	9	10
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SEPTEMBER 2024						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					19

OCTOBER 2024						
S	M	T	W	Th	F	S
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6	7	8	9	10	11	12
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27	28	29	30	31		18

NOVEMBER 2024						
S	M	T	W	Th	F	S
					1	2
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DECEMBER 2024						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				15

P/T Conference & End of Semester Dismissal			
	*Aug & Feb	**Dec & May	
CTA, EES, SES	11:00 AM	11:45 AM	
HES, RES	11:30 AM	12:15 PM	
CMS	1:00 PM	1:00 PM	
CHS	NA	11:20 AM	

JULY 2024	
4	Independence Day (Holiday)
9-10	New Teachers Report
11-15	Professional Development
16	All Teachers Report
17	Open House (K-6)
18	Open House (7-8)
22	First Day of School PK-12

AUGUST 2024	
1	Back to School Night (9-12)
29-30	K-8 P/T Conference - 1/2 day*
SEPTEMBER 2024	
2	Labor day (Holiday)
30	Fall Break - No School

OCTOBER 2024	
1-4	Fall Break - No School
7	Professional Development
8	School Resumes

NOVEMBER 2024	
11	Veterans Day (Holiday)
25-29	Thanksgiving - No School

DECEMBER 2024	
19	7-12 End of Semester/Early Release**
20	K-12 End of Semester/Early Release**
23-31	Winter Break - No School

JANUARY 2025	
1-3	Winter Break - No School
6	Professional Development
7	School Resumes
20	Martin Luther King Day (Holiday)

FEBRUARY 2025	
13-14	K-8 P/T Conference - 1/2 Day*
17	Presidents' Day (Holiday)

MARCH 2025	
3-14	Spring Break - No School
17	Professional Development
18	School Resumes

APRIL 2025	
18	Spring Holiday

MAY 2025	
16	Last Day of Preschool
20	End of Semester/Early Release 7-12**
21	End of Semester/Early Release K-12**
21	Graduation
22	Last Day for Teachers
26	Memorial Day (Holiday)

JANUARY 2025						
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FEBRUARY 2025						
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MARCH 2025						
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30	31					10

APRIL 2025						
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27	28	29	30			21

MAY 2025						
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JUNE 2025						
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Early Release - Every Wednesday	
Combs High School - 12:00 pm	
Combs Middle School - 2:00 pm	
CTA, Ellsworth & Simonton - 12:45 pm	
Harmon & Ranch - 1:15 pm	

www.JOCombs.org

Elementary School Locations and Contact Information

<p>Combs Traditional Academy 37327 N. Gantzel Rd San Tan Valley AZ 85140 Principal: Shanna Shoffner 480-987-5320 – Main Office 480-987-5320 – Attendance 480-987-5009 – Fax Office Hours: 7:15 am – 3:45 pm School Hours: 8:00 am – 2:50 pm Wed. Early Release: 8:00 am – 12:45 pm</p>	<p>Ellsworth Elementary School 38454 N. Carolina Ave. San Tan Valley AZ 85140 Principal: Santa Dunker 480-882-3520 – Main Office 480-882-3520, Press 1 – Attendance 480-987-8250 – Fax Office Hours: 7:15 am – 3:45 pm School Hours: 8:00 am – 2:50 pm Wed. Early Release: 8:00 am – 12:45 pm</p>
<p>Jack W. Harmon Elementary School 39315 N. Cortona Dr. San Tan Valley AZ 85140 Principal: Sheryl Pierce 480-882-3500 – Main Office 480-882-3501 – Attendance 480-888-9143 – Fax Office Hours: 7:30 am – 4:00 pm School Hours: 8:30 am – 3:20 pm Wed. Early Release: 8:30 am – 1:15 pm</p>	<p>Kathryn Sue Simonton Elementary School 40300 N. Simonton Blvd San Tan Valley AZ 85140 Principal: Melissa Lopez 480-987-5330 – Main Office 480-987-5331 – Attendance 480-987-5281 – Fax Office Hours: 7:15 am – 3:45 pm School Hours: 8:00 am – 2:50 pm Wed. Early Release: 8:00 am – 12:45 pm</p>
<p>Ranch Elementary School 43521 N. Kenworthy Ave. San Tan Valley AZ 85140 Principal: Peter Quinn 480-882-3530 – Main Office 480-882-3530, Press 1 – Attendance 480-655-6412 – Fax Office Hours: 7:30 am – 4:00 pm School Hours: 8:30 am – 3:20 pm Wed. Early Release: 8:30 am – 1:15 pm</p>	

Governing Board

Regular School Board meetings are scheduled the second Wednesday of each month at 6:00 pm. Parents, friends, and community members are invited and encouraged to attend these meetings. Meeting dates and times are subject to change so please check with the school or district secretary for current information. Meeting agendas are posted outside the District and [online](#). Meetings can also be viewed [online](#).

A special thanks to our current Governing Board Members for their dedication to our students and the J.O. Combs Unified School community.

President	Mr. Steven Ray	Member	Mr. Jason Beach
Clerk	Mr. Bob D'Elena	Member	Ms. Shelly Hargis
		Member	Ms. Jennifer Tucker

All district policies can be found online at www.jocombs.org. This handbook provides general information for day-to-day school operations.

Getting To and From School

- Students should arrive at school no earlier than twenty minutes before school starts. There is no supervision on school grounds until that time.
- Walk on the sidewalk at all times. If there is not a sidewalk, use the left side, facing oncoming traffic.
- Students should always use the designated crosswalks. Never cross between parked cars.
- Students should leave the school grounds immediately after dismissal unless they are taking part in an organized after-school activity.
- Parents should inform the office and teacher as soon as possible if the student will be changing his/her regular means of coming to or from school.

Bicycles/Scooters/Rollerblades To and From School

With parental permission, students in second grade or above may ride their bicycles/scooters/rollerblades to school. Parents who want their K-1 students to ride a bicycle to school must meet with the principal and then sign a responsibility form, which outlines the conditions allowing this to occur. The rules listed below should be followed for riding to school:

- Helmets are strongly encouraged.
- Start early enough so that he/she can arrive on time.
- Use only designated crosswalks to cross the street and walk your bicycle across the street.
- Rollerblades must be stored in a student's backpack.
- Upon reaching the school grounds, walk your bike or scooter to the designated storage area.
- Lock your bicycle or scooter. The school is not responsible for the protection of students' bicycles/scooters.
- Skateboards, motorized scooters, hoverboards and shoes with wheels are not allowed on campus at any time.
- Notwithstanding the above, a principal may alter the above guidelines because of a localized safety situation.

Student Drop Off and Pick up

Parents should drop off and pick up their children in the designated area on the campus. Do not block driveways, student crosswalks, or parking places. Do pull up as far as possible, to assist all parents. On rainy days, please arrange in advance for a specific area to meet your child. Parents should be orderly and mannerly when picking up their children.

Transportation Changes

Parents should contact the front office 1 hour prior to dismissal if a change to their child's afternoon transportation is necessary. This will allow us to ensure that your child is safely in the correct location at the end of the day.

Bus Transportation

The District provides bus transportation for all students who live one mile or more from school. For safety reasons, the District encourages parents to supervise their children at the bus stop.

Transportation provided by the District is a privilege. Inappropriate conduct at bus stops, on district vehicles, or in the process of boarding or exiting from a vehicle may result in student disciplinary action including, but not limited to loss of transportation privileges. [Bus stop information](#) can be found on the district website.

Attendance Information

Refer to Policy [JE](#) and [JE-R](#) or contact your school for more information.

Regular attendance and punctual arrival at school are two habits that dramatically impact student achievement. Absences and tardiness are disruptive for all students.

Absences

Students who are not in school 90% (18 absences) of the school days may be retained. Documentation and successful completion of the grade level is required before a student will be considered for promotion. Students who are not in school 90% of the school days in which they have been enrolled may be reported to the county as truant.

All students should be in class every day unless they are ill. It is very important that the school be notified as soon as possible if a student will be absent. If the school is not called, school personnel will attempt to contact the parent/legal guardian as to why the child is not in school. An early call to the school attendance line will save staff time and help ensure the child's safety.

If notification is not received, the student will be given an unexcused absence. The student then must present a note, signed by the parent, to the school attendance clerk stating the date and reason for absence.

Parents are urged to schedule doctor, dentist, and other appointments for students at times outside the school day. This will reinforce the importance of school and will prevent the student from getting behind in classwork.

Families should inform the school and teachers about upcoming absences as early as possible. This allows teachers time to prepare and organize the necessary materials. For unexpected absences, please allow at least 24 hours notice so that teachers can gather and prepare assignments and materials and/or post to Google Classroom. This can be done by communicating directly with the classroom teacher(s) or by notifying the school office.

Truancy

The J.O. Combs School District is partnering with the Pinal County Juvenile Probation Office to address any violation of Arizona Revised Statute §15-802, subsection B, paragraph 1.

The goal of this partnership is to ensure that every child is attending school every day to support their learning. Arizona Revised Statute §15-802, subsection B, paragraph 1 states that students must be in attendance for at least 90% of the school year. In the event that a student is frequently absent, the following steps will be taken:

1. A 5 day absence letter will be mailed by the J.O. Combs School District to the home of the student as notice of his/her total absences.
2. A 10 day absence letter will be mailed home by the J.O. Combs School District. The parent will be asked to contact the school to schedule a meeting with the principal.
3. A 15 day absence letter will be mailed home by the J.O. Combs School District has noticed that a referral can be made to the Pinal County Juvenile Probation Office. The parent/guardian is responsible for the costs associated with the referral.
4. A grade K-6 student will not be considered absent if the student is present at least three-quarters of the school day. However, if the student is absent up to one-quarter of the school day, the student will be considered tardy or an early departure. A student is tardy if s/he is not in class when the tardy bell rings.

Tardy/Early Departures

A grade K-6 student will not be considered absent if the student is present at least three-quarters of the school day. However, if the student is absent up to one-quarter of the school day, the student will be considered tardy or an early departure. A student is tardy if s/he is not in class when the tardy bell rings.

Signing Students Out

For the safety and protection of the child, a student will only be released from the classroom before the regular dismissal time when the parent comes to the office and signs the child out. ***Students will not be released on the basis of a telephone call.*** Students will only be released to persons authorized by the parent and those individuals specifically listed on the Synergy ParentVue online enrollment form. Picture identification may be required to sign any child out. For a student to be released to anyone other than those listed in the Synergy ParentVue online registration portal, the school will require specific written authorization from the parent.

Custody Orders and Parenting Plans

In most cases, both parents shall be given reasonable access to their children at school and to their children's official school records. Exceptions to this will be made in cases where there are court orders restricting the rights of one parent to access a child and or child's official school record.

It shall be the responsibility of the parent who has a court order restricting the rights of the other parent to notify school officials of the conditions and to provide school officials with a current copy of the court order.

In cases in which a person other than the parent has been granted guardianship, the legal guardian shall be responsible for notifying school officials of the conditions of the guardianship and for providing school officials with all pertinent written documentation of changes.

Transfers and Withdrawals

If you plan to move, let the school know at least three days in advance. The school will prepare transfer materials to help the student get started at the new school.

School Procedures

Dress Code

The responsibility for student dress and grooming is that of the student and their parents. The following guidelines are recommended: (*Policy [JICA](#), [JICA-R](#)*)

Students shall not wear clothing, jewelry, or hairstyles that can be hazardous to them in school activities. Grooming and dress that are likely to create a disruption or disturbance of classroom order are discouraged.

- Hats, hoodies, and bandanas may not be worn in the school building; however hats may be worn outside.
- There shall be adequate coverage of the body. Bathing suits, halter tops, midriff tops, tube tops, spaghetti straps, undershirts, mesh or sheer garments, etc., are not considered adequate coverage.
- Pictures and/or words on any garment and jewelry must be in good taste with nothing that is obscene, vulgar or promotes anything that is illegal or considered drug or gang related.
- Shorts must be long enough to meet the tip of your thumb when hands are by your side.
- Appropriate tank tops must be no less than 3 inches wide.
- Leggings may not be worn alone. They can be worn under shorts, shirts, and long t-shirt dresses. (See JICA-R, letter A)
- Clothes will fit ... "sagging" clothes and clothes with excessive holes/tears are not acceptable.
- Handwriting/drawing on bodies, clothing, and backpacks is not permitted.
- Students may be sent home if dress or grooming is inappropriate or disruptive.

Note: CTA students will follow the CTA [uniform code](#).

Permission to Photograph/Videotape

The District reserves the right to have students interviewed, photographed or have their picture displayed in the news media, District publications or on the Internet, unless the parents refuse the participation of these activities in the Synergy ParentVue enrollment system. In addition, creative and authored works of your child may be displayed or shared with the public unless the parent refuses participation via Synergy ParentVue.

Emergency Procedures

The District has procedures in place to handle emergency and crisis situations. All schools have regular drills for students to practice lockdown and evacuation procedures, as well as bus evacuation drills. In the event of a civil emergency, the District will work closely with the local emergency response team. The District sends alerts out via Blackboard Messenger, as well as an emergency alert on the website to assist staff, students and parents in preparing for, responding to, or recovering from a crisis. During a crisis situation the District will provide updated information on the [District's website](#) home page. Parents are required to complete an emergency information section in Synergy ParentVue for each child enrolled. This information must be updated annually and kept current throughout the year. You must include information about how to contact you or another responsible adult if your child becomes ill or is injured at school. List all health problems, allergies to foods, medicine, insect stings, etc. It is important to notify the office of your address, home phone, business phone, cellular phone, email address, or emergency number where you can be reached. As your situation changes during the year, please make sure to update your child's emergency information online.

Pets and Animals

Pets are only allowed on campus for educational purposes with permission from the principal. Animals will not be transported on school buses. Service animals are allowed as per [Policy IMG](#) and [IMG-R](#). A service animal means any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of any individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability.

School Visitations

The District welcomes adult visitors. Parents who wish to schedule classroom observations should make an appointment at least twenty-four hours in advance. The principal or assigned employee may accompany the classroom observer.

All visitors to the school campus are required to first sign in at the office and provide picture identification to receive a visitor's badge.

Volunteers are welcomed and encouraged – for more information, please contact the Administrative Assistant for additional information on being a volunteer. Volunteers must sign the volunteer log at the front desk. Volunteers in the classroom or in the school are not allowed to have young children accompany them. This policy ensures safety, minimizes classroom interruptions and promotes full concentration of both students and volunteers/visitors on the learning activity.

Children from other schools are not allowed to visit or attend school with Combs students during school hours.

Conduct While on School Property

School property includes all school campuses and properties, bus stops, all vehicles under the control of the district, and the premises of all school-sponsored curricular or extracurricular activities. Parents are encouraged to be active participants in their child's education. A partnership between parents and the school requires meaningful and appropriate communication. As such, we must be civil in our discourse. This requires that:

1. No one disrupt or attempt to interfere with the operation of a classroom or any other area of a school.
2. School rules for access and visitation are strictly obeyed.
3. Legitimate obligations and time constraints are respected.
4. Information that might help reach our common goal is shared. This includes information about safety issues, academic progress, changes that might impact a student's work or events in the community that might impact the school.

Return Check Policy

When a check is written payable to J.O. Combs Unified School District, the check writer is giving authorization to electronically debit the check writer's account. In the event the check is unpaid and returned, the amount debited shall be the amount of the returned check plus a \$32.50 fee, as allowed by law.

Cell Phones

Cell phones must be turned off and put away upon arrival on campus. Cell phones can be turned on and used once on the bus or picked up by a parent/guardian.

Health Services

There is a health aide at each school. They are able to administer first aid, medications, and will periodically check vision, hearing, conduct lice screens and administer scoliosis screening tests. They may serve as a resource person for the classroom teacher by helping teach cleanliness, dental care, basic safety, and good health practices. Health services are provided in order to identify students whose health problems may now, or in the future, affect their education. School personnel make every effort to comply with physician's recommendations. Physical exams must be obtained from a physician.

Child Illness

Any student with a temperature of 100.0 degrees or more will not be allowed to attend school. When a student is sent home from school with a fever, the student may not return to school until fever-free without fever medication for a minimum of twenty-four hours.

Parents are requested to keep students home if the following symptoms are present: nausea and vomiting, diarrhea, elevated temperature, red or inflamed eyes, coughing, sore throat, yellow or green nasal discharge, skin rash unless it has been diagnosed by a physician as noninfectious, headache or other pain. If any of these symptoms occur while at school, the parent will be contacted and the student will be sent home.

State law requires that students be excluded from school if they are suspected of having a communicable disease.

Crutches/Wheelchairs

Crutches and wheelchairs used by students for an injury require a doctor's note specifying injury and length of suspected need for crutches/wheelchair. Crutches will not be dispensed from the Health Office at the student or parent request. Wheelchairs will not be provided to a student for a day, they must be supplied by the parent/legal guardian. The school will assess for appropriate technique in using crutches, condition of the crutches, and supply with passes or teacher notes as needed. An emergency plan will be prepared temporarily to assist these students in the event of fire or a need to evacuate a school quickly. A log documenting students with crutches or wheelchairs will be kept in the Health Office for the Fire Department or police if needed.

Student Injuries

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child be injured at school. Students who have an accident or injury at school need to report it to the health office immediately.

The school district does not provide medical/accident insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal guardians. The district carries only legal liability insurance. The district does make student medical insurance available to families for their individual purchase. Brochures outlining the coverage and premiums are handed out at the beginning of the school year and are available at the school office. Parents, please be prepared to pay for your child's possible medical expenses.

Students who obtain any injury to the head during the school day will be evaluated by the Health Office staff and the parent will be called. School policy requires that this child not be allowed to walk home or ride the bus home on the day of the injury unless special arrangements and permission is arranged through the Health Office. Arrangements will need to be made to have the child picked up from school.

If for any reason you feel your child should have restricted Physical Education activities, please provide the school Health Aide with a doctor's statement, giving the reason and the length of the restriction. This information will be forwarded to both the classroom and P.E. teacher

Immunizations

Per Policy [JLCB](#), [JLCB-R](#), No student will be allowed to enroll in school without being fully immunized as mandated by the Arizona Department of Public Health and an original/verified copy of your child's immunizations from the doctor has been submitted. Please check with health office staff regarding your child's immunization status. The required immunizations include:

- 4 DPT – 5 doses needed if 4th dose was given prior to 4th birthday
- 3 OPV – 4 doses needed if 3rd dose was given prior to 4th birthday
- 2 MMR
- Hepatitis B Series
 - 1st dose required to enter school
 - 2nd dose due 30 days after 1st dose
 - 3rd dose due 5 months after 2nd dose
- Requirements for 6th Grade Students 11 years and older:
 - To prepare for this requirement, all continuing 5th grade students will be notified of the 6th grade requirements prior to the summer before 6th grade so that immunizations can be received over the summer. New 6th grade students will be advised at enrollment or as soon as possible after enrollment so that they can receive the additional immunizations prior to their starting school.
 - All 6th grade students 11 years of age and older are required to have one dose of Tdap vaccine if 5 years have passed since their last dose of tetanus/diphtheria containing vaccine
 - All 6th grade students 11 years and older are also required to have one dose of Meningococcal vaccine (MCV).

Children may be exempted:

- if a physician certifies that one or more of the immunizations would endanger the child's life.
- if the parents submit a signed statement that immunizations are contrary to their religious or personal beliefs.

A verified immunization record which includes the month, day and year the child was immunized against these diseases must be presented at the time of enrollment. Although the law allows exemptions, the County Health Department may request we exclude your child from school should there be an outbreak of any of these diseases.

Medication

Medications will be administered in the Health Office only if it must be administered during school hours. Medications to be given two to three times per day are to be given at home, unless specifically ordered by the doctor to be given during school hours. Medications must be delivered to the Health Office by the parent. The medication must be in the original container from the pharmacy (pharmacies will provide a duplicate container for school use upon request). The appropriate consent form for giving medication at school must be completed and signed by the parent and the physician.

- Medication will not be given the first and last hour of the school day to avoid any possibility of overdose.
- If for any reason you feel your child should have restricted Physical Education activities, please provide the school Health Aide with a doctor's statement, giving the reason and the length of the restriction. This information will be forwarded to both the classroom and P.E. teacher.

Emergency Pick up

Parents must make arrangements to pick up a child who is ill. For your child's protection, please update your child's emergency contacts (in [Synergy ParentVue](#)) as soon as changes occur. In this way, we are assured that your child is safely released to the person you designate.

Child Nutrition Program

J.O. Combs School District participates in the National School Lunch/Breakfast program. Nutritious meals are served each day. All meals served must meet guidelines established by the U.S. Department of Agriculture. Menus, meal prices and student account links are located at the [district website](#).

Free/Reduced Applications

One application per household is required each year. You will be notified in writing of your status. Please allow 10 days for response. Qualifying students receive one breakfast meal and one lunch meal daily. Applications are accepted anytime during the year. [Online application information](#) is available at the district website (www.jocombs.org).

Management of Lunch Accounts

Charges up to \$0.40 are allowed. Students will be notified of low balances when they receive a meal and a notice will be sent home with the student. Blackboard Messenger will notify households of children with low balances or for those who received a courtesy meal. ([Policy EFDA](#)).

Food Allergies

Students with food allergies that affect a vital life function are permitted to request meal modifications when a medical authority completes a USDA required form. Forms are available [online](#) or from the school cafeteria manager, health assistant, or district office. They must be completed and signed by a physician. A new form is required each year. Parents and nutrition service staff are encouraged to make the school office aware of all students' allergies.

Classroom Celebrations/Food

The District recognizes that occasional celebrations are a tradition at school. Staff and parents alike are encouraged to support a healthy environment throughout the District. Anyone wishing to supply food or beverages for a celebration should:

- Support a healthy environment by purchasing from a commercial source. Due to concerns regarding food allergies, no home-baked/prepared products are allowed.
- Buy individually wrapped items to avoid bare-hand contact with the food. If the items are not individually wrapped, an adult wearing disposable gloves must serve the food.
- Contact your child's teacher to make arrangements prior to the event.

Curriculum, Instructional Time, Homework and Assessments

J.O. Combs Unified School District has designed a curriculum based upon the Arizona State Standards, which identifies specific objectives in the following subject areas: reading, written communication, social studies, mathematics, science, health, music, and physical education.

Instructional Time

Each grade level has designated uninterrupted instructional time. The school protects instructional time by ensuring classes are not interrupted with announcements or messages from home. When you have messages, materials, lunch money, etc., please bring them to the school office and the school will relay these to the classroom. Please try to schedule appointments outside of the instructional day. Deliveries (such as Doordash, balloons and flowers) will not be accepted.

Homework

The purpose of homework is to provide additional practice on previously introduced skills or to enrich classroom experiences. Homework includes such activities as brief drills, reading, collecting information, sharing ideas with parents and guardians and providing projects/assignments in which students must utilize their time in creative thought. Your child's teacher will provide guidelines for homework. Should you have concerns about the amount or type of homework being provided to your child, please contact their teacher.

Report Cards

A quarterly report card's primary function is to communicate information to parents about their child's current achievement status in regard to learning objectives in each curriculum area. A progress report will be available through Synergy ParentVUE midway through each quarter. The report card will be available on [Synergy ParentVUE](#) at the end of each quarter. Grades are available for viewing through Synergy ParentVue at any time.

Parent Conferences

Formal conferences are scheduled during the fall and spring. Parent/teacher conferences are a time to talk about areas that are strengths for the student as well as the areas in which improvement is needed. The conference time allows parents and educators an opportunity to plan and work together so that the child can benefit the most from his or her educational experience. Conference dates can be found on the [school calendar](#) and website. Parents with other concerns should contact the classroom teacher for an appointment.

Promotion and Retention

According to Arizona Revised Statute Policy I-7350, although the teacher will consult with the parents and principal of the school, the teacher shall have the authority to determine the promotion or retention of his/her students. If a parent chooses not to accept a decision of the teacher as provided in State Statute, the parent may request in writing that the Governing Board review the teacher's decision. The Governing Board may review the teacher's decision and may decide to overrule that decision.

Field Trips

Field trips are encouraged as an extension of concepts taught in the classroom. Parents and community members will be asked to serve as chaperones and to assist with supervision. No siblings will be allowed on field trips. Only students exhibiting responsible behavior may go on a field trip.

- It is the philosophy of the District that all field trips meet the educational objectives of the District. The trips are carefully planned and coordinated and do not seriously disrupt the educational program.
- Prior to each trip, the teacher shall provide parents with information concerning the purpose and destination of the trip, date, and time of departure and estimated time of return.
- Parental permission slips must be signed by a parent and turned in to the teacher in charge before the trip takes place.

Student Code of Conduct/Discipline

A Code of Student Conduct is used in our elementary schools and as a guideline for student discipline. It was developed to help your child receive quality instruction in an orderly educational environment. In addition to appropriate behavior at school, students must exhibit proper behavior on their way to school, on their way home, on the bus, and when participating in school activities. Students who do not adhere to appropriate behavior are subject to both District and school discipline policies. The school needs your cooperation in this effort. Therefore, please (1) review and discuss the Code of Student Conduct with your child and (2) sign the [Synergy ParentVue](#) Code of Conduct section.

Note: Failure to return this acknowledgement and pledge will not relieve a student or the parent/guardian from being responsible for knowing or complying with Code of Student Conduct rules.

Please refer to Governing Board policies at www.jcombs.org or contact your school for more information:

- Student Conduct – [JIC](#)
- Dress Code – [JICA](#), [JICA-R](#)
- Drug and Alcohol Use by Students – [JICH](#), [JICH-R](#)
- Secret Societies/Gang Activity – [JICE](#), [JICE-R](#)
- Tobacco Use by Students – [JICG](#)
- Weapons in School – [JICI](#)
- Student Violence/Harassment/Intimidation/Bullying – [JICK](#), [JICK-EB](#)
- Hazing - Please read the following two links for clarification and full definition/understanding of hazing, the reporting procedure, and disciplinary consequences. [JICFA](#), [JICFA-EB](#)

A search of a student may occur when the 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, school personnel, or property. The search shall be confined to outer clothing, purses, book bags, cell phones and the information contained therein, etc. Any other body search is inappropriate in the school setting.

Character Counts! Character education is the deliberate effort to help people understand, care about, and act upon core ethical values. An intentional and comprehensive character education initiative provides a lens through which every aspect of school becomes an opportunity for character development.

Benefits:

- It promotes character development through the exploration of ethical issues across the curriculum.
- It develops a positive and moral climate by engaging the participation of students, teachers and staff, parents and communities.
- It teaches students how to solve conflicts fairly, creating safer schools that are free of intimidation, fear, and violence, and are more conducive to learning.

The following character traits are essential for students to compete locally, nationally, and internationally. These traits should be modeled and maintained by adults and students.

- **Respect**– Showing high regard for self, others, and property.
- **Responsibility**– Being accountable for individual behavior.
- **Trustworthiness**– Being truthful in words and actions.
- **Caring**– Showing concern for the well-being of others.
- **Fairness**– Demonstrating impartial, unbiased, and equitable treatment for all.
- **Citizenship**– Being an informed, responsible, and caring participant in the community.

Disciplinary Consequences: (Please see [Policy JK-R](#) for a list of all consequences. Below are definitions of commonly used consequences.)

- Conference
 - Student will have a conference with a staff member to address an inappropriate student decision that has occurred.
- Lunch Detention (LD) ([Policy JKB](#))
 - LD is utilized as a lower level disciplinary consequence. When assigned LD, the student reports to a designated area during his/her lunch where he/she will have the opportunity to eat lunch and will use the remaining time to reflect on being a student of character.
- In-School Suspension (ISS)
 - ISS may be utilized as an alternative to OSS. The administrator may elect to assign this as a means of providing a consequence for specific discipline categories.
- Out of School Suspension (OSS) - Short Term ([Policy JKD](#))
 - OSS is used to address inappropriate behavior and decision making and may be assigned for 1-10 days. When suspended, students cannot participate in any school-related activity or be on any campus in the district. Any work missed may be made up; the suspension does not count against the allowed absences within the attendance policy.
- Out of School Suspension (OSS) - Long Term ([Policy JKD](#))
 - OSS is used to address inappropriate behavior and decision making and may be assigned for 11+ days. When suspended, students cannot participate in any school-related activity or be on any campus in the district.

- Expulsion ([Policy JKE](#))
 - Expulsion is a permanent exclusion of a student from school and school activities.

Disciplinary Responses:

The following chart shows the minimum and maximum range of disciplinary action that will be taken for each problem area. These statements are guidelines only and do not limit the judgment of the administrator who must assess the situation based on the previously outlined factors. "These policies and procedures will apply to all students traveling to, attending, and returning from school, and while visiting another school or at a school-sanctioned activity and may be imposed if the student's behavior affects the school order." ([Policy JK](#)) * Items will be reported to the Arizona Department of Education as part of required Arizona Safe Schools reporting and ** items are also required to be reported to local law enforcement.

VIOLATION	DEFINITION	SCOPE/CONSEQUENCE	CHARACTER COUNTS
ABSENCE WITHOUT PERMISSION	Any absence which has not been both excused by a parent or legal guardian and approved by the appropriate school official.	Conference-Suspension	Citizenship/ Responsibility
ACADEMIC INTEGRITY (Cheating, fabrication, plagiarism)	Copying work of others and submitting it as your own or securing teacher materials or work in a dishonest way.	Teacher Resolution-Suspension	Trustworthiness
ALCOHOL (Use, possession, distribution, purchase, sale)	The use, possession, or sale of alcoholic substances or other harmful substances represented as such, and related paraphernalia.	Suspension-Expulsion	Responsibility/ Citizenship
ARSON**	Intentional damaging of a school or personal property by knowingly causing a fire or explosion	Restitution-Expulsion	Responsibility/ Citizenship
ASSAULT**	A physical attack that includes actual and intentional touching/striking of another person against his/her will or intentionally causing physical injury to an individual.	Suspension-Expulsion	Caring/Fairness
BULLYING*	Repeated acts over time that involves a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Can be physical, verbal, or psychological.	Conference-Expulsion	Respect/Caring
BUS MISUSE	Failure to adhere to bus rules.	Conference-Bus/School Suspension	Respect/ Responsibility

DANGEROUS ITEMS*	Any instrument or object possessed or used that may cause harm or intimidate any person. This may include but is not limited to Combustibles, Air Soft Guns, Knives with blades less than 2.5 inches, Laser Pointers, Razor Blades. A dangerous item used to cause bodily injury to, or threaten, or intimidate another person may be classified as a weapon and must be reported to law enforcement.	Suspension-Expulsion	Responsibility/ Caring
DEFIANCE/ INSUBORDINATION	A student will obey the lawful direction of any authorized staff member while in school, participating in a school activity or on school property. All students are expected to behave in a respectful manner. This includes, but is not limited to, complying with the direction or instruction of a staff member, not walking away from a staff member while being spoken to, speaking to staff in an appropriate manner and completing all assigned work.	Conference-Expulsion	Respect/ Responsibility
DISRUPTIVE BEHAVIOR	Engaging in behavior that causes an interruption in a class or activity, including loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; or sustained out-of-seat behavior.	Conference-Suspension	Responsibility/ Respect
DRESS CODE VIOLATION	A student will maintain personal attire and grooming standards that promote safety, health, and acceptable standards of social conduct, and does not disrupt the educational environment. This includes student clothing that materially and substantially disrupts classes or other school activities, including but not limited to gang articles of clothing. Please refer to the dress code on page 8. (Policy JICA)	Conference Requesting Change of Clothes-Suspension	Respect/ Responsibility
DRUGS (Use, possession, distribution, purchase, sale)	The use (including inhalation), possession, or sale of marijuana, drugs (including over-the-counter & prescription), narcotics, or other harmful substances represented as such, and related paraphernalia.	Suspension-Expulsion	Responsibility/ Citizenship

ELECTRONIC DEVICES	Misuse or abuse of electronic devices to photograph, film, videotape, digitally record or by any other device produce images of students and staff and/or distribute or publish any of the above without the consent of the person depicted and/or without the person's knowledge. While it is becoming increasingly popular for students to post material on web sites such as Facebook, please be aware that if material posted, either at home or at school, is viewed as harassment or disruptive to the educational environment, students will be subject to disciplinary action.	Conference-Expulsion	Respect
ENDANGERMENT*	Recklessly endangering another person with a substantial risk of imminent death or physical injury.	Conference-Expulsion	Trustworthiness/ Respect/ Caring
FIGHTING*	Mutual participation in an incident involving physical violence, where there is no major injury. Verbal confrontation alone does not constitute fighting.	Conference-Expulsion	Citizenship/ Caring
FIRE ALARM MISUSE**	Intentionally ringing a fire alarm when there is no fire.	Conference-Suspension	Responsibility
FIREARMS**	Possession, use, or distribution of any weapon designed to, or which may be readily converted to expel a projectile by act of explosive. This includes the frame or receiver of any such weapon and destructive devices and also includes, but is not limited to handguns, rifles or shotguns.	Suspension-Expulsion	Responsibility/ Caring
FORGERY	Falsely or fraudulently making or altering a document.	Conference-Suspension	Citizenship
GANGS/NEGATIVE GROUP AFFILIATION	An organized association of persons (3 or more) that has a common name, signs, symbols, and colors, whose members engage in disruptive or other negative behavior. Activities, acts, behaviors that display or imply gang affiliation or participation are strictly prohibited.	Conference-Expulsion	Responsibility/Caring/ Fairness
GAMBLING	Participating in games of chance for the purpose of exchanging money or goods.	Conference-Expulsion	Responsibility
HARASSMENT, NONSEXUAL*	Verbal, physical or psychological acts of aggression relating to a person's race, ethnicity, religion, gender, disability or sexual orientation.	Conference-Suspension	Conference-Suspension

HAZING*	Any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student committed in connection with an educational organization that contributes to a substantial risk of or causes potential physical injury, mental harm or degradation.	Conference-Expulsion	Respect/Caring
INDECENT EXPOSURE OR PUBLIC SEXUAL INDECENCY*	Inappropriate exposure of oneself to another or engaging in sexual activity	Conference-Expulsion	Respect/Caring
INTIMIDATION/THREAT	When a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property.	Conference-Expulsion	Responsibility
PORNOGRAPHIC, PROFANE AND/OR VIOLENT MATERIAL	A student will not possess or distribute any pornographic or profane material, including but not limited to pictures, magazines, CDs, DVDs, and sexually explicit or graphically violent materials.	Conference-Expulsion	Respect/ Citizenship
PROFANITY	Verbal messages that include swearing, name calling, or use of words in an inappropriate way.	Conference-Suspension	Conference-Suspension
PUBLIC DISPLAY OF AFFECTION	Any intimate physical contact, including but not limited to kissing and prolonged hugging.	Informal Talk-Suspension	Respect
ROBBERY**	Using force or threatening to use force to commit a theft.	Conference-Expulsion	Responsibility
SCHOOL THREATS**	Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff.	Conference-Expulsion	Responsibility
SEXUAL ABUSE**	Intentionally or knowingly engaging in sexual contact with a minor.	Expulsion	Respect/Caring
SEXUAL ASSAULT**	Intentionally or knowingly engaging in sexual contact without consent.	Expulsion	Respect/Caring
SEXUAL HARASSMENT (WITH OR WITHOUT CONTACT)*	The unwelcome sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature made by a student to another student or by a student to a staff member.	Conference-Expulsion	Respect/Caring

SIMULATED WEAPON	Any simulated firearm made of plastic, wood, metal or any other material which is a replica, facsimile, or toy version of a firearm or any object such as a stick or finger concealed under clothing and being portrayed as a firearm.	Conference-Expulsion	Responsibility/Caring
TARDY	Failing to be at a designated location at a specified time. Repeated acts of tardiness may be considered Defiance/Insubordination.	Conference-Suspension	Responsibility
TECHNOLOGY MISUSE	A student will refrain from inappropriate use of school system computers or from utilizing the J.O. Combs Internet Site without proper authority. This includes unauthorized use of sign-on codes, the school telephone system, communication of threats or implied threats, and unauthorized attempts to contact any J.O. Combs computer site from any computer station. This also encompasses any activity or distribution of information from home or school computers that would constitute a violation of the Code of Student Conduct or a violation of law, such as, but not limited to bullying or harassment. Publication on the Internet is considered distribution regardless of the location of the computer where the offending content was published. See the Electronic Information Services User Agreement.	Conference-Suspension	Trustworthiness
TELECOMMUNICATION DEVICE	Improper use of personal cell phones or electronic devices. Electronic devices could include, but are not limited to, i-Pads, Switches, Gameboys, or Digital Cameras. Note: JOCUSD does not assume responsibility for theft or damage of personal electronic devices. Students bring prohibited devices at their own risk.	Conference-Suspension	Respect
THEFT/ EXTORTION	Taking or attempting to take money or property belonging to another person or the school with the intent to permanently deprive the victim of his or her possessions.	Conference-Expulsion	Respect/ Responsibility/ Citizenship/ Trustworthiness
TOBACCO (Use, possession, distribution, purchase, sale)	The use, possession, or sale of smoking tobacco, smokeless tobacco, or electronic cigarettes or similar devices and related paraphernalia.	Suspension-Expulsion	Responsibility

TRESPASSING	Entering or remaining on school grounds or facilities without authorization or invitation and with no lawful purpose for entry. This includes students under suspension or expulsion and unauthorized persons who enter or remain on campus or school board facilities after being directed to leave by the chief administrator or designee of the facility, campus, or function.	Conference-Expulsion	Citizenship
VANDALISM*	Willful destruction or defacement of school or personal property.	Conference-Expulsion	Responsibility/ Respect/ Citizenship
WEAPONS**	Any instrument or object possessed or used to inflict harm on another person or to intimidate any person. This may include but is not limited to: nunchakus, brass knuckles, Chinese stars, billy clubs, electrical weapons or devices, knives with blades at least 2.5 inches long. Weapons are strictly prohibited.	Conference-Expulsion	Responsibility/ Caring

* Items will be reported to the Arizona Department of Education as part of required Arizona Safe Schools reporting.

** Items are also required to be reported to local law enforcement.

Public Notice of Nondiscrimination

J.O. Combs Unified School District #44 does not discriminate on the basis of race, color, religion, national origin, sex, disability, age or sexual orientation in admission and access to its programs, services, activities, or in any aspect of their operations and provides equal access to the Boy Scouts and other designated youth groups. J.O. Combs Unified School District #44 also does not discriminate in its hiring or employment practices.

El Distrito Escolar Unificado de J.O. Combs no discrimina basada por la raza, el color, el origen nacional, el sexo, la discapacidad o la edad de una persona en sus programas o actividades y proporciona igual acceso a los Boy Scouts y otros grupos juveniles designados. Las consultas pueden dirigirse al coordinador del Título IX o al coordinador del Título II de la Sección 504 / ADA en 43371 N. Kenworthy Rd., San Tan Valley, AZ 85140 o (480) 987-5300.

The following employees have been designated to handle inquiries regarding the nondiscrimination policies.

Title IX Compliance Officer	Section 504/ADA Compliance Officer
Dr. Josh Middleton 43371 N. Kenworthy Rd San Tan Valley, Arizona 85140 480-987-5300 jmiddleton@jocombs.org	Ms. Jennifer Corry 43371 N. Kenworthy Rd San Tan Valley, Arizona 85140 480-987-5300 jcorry@jocombs.org

McKinney-Vento Homeless Assistance Act:

Every homeless student shall have access to the same educational opportunities as students who are not homeless. The Superintendent has designated a liaison for the homeless students who will carry out duties per the McKinney-Vento Homeless Act. A student identified as homeless, by the liaison, will have the right to: immediate enrollment, school selection, remain enrolled in their school of origin, participate in programs for which they are eligible, transportation assistance and dispute resolution. For homeless status qualification or more information, refer to: <http://www.azed.gov/homeless/>, [Policy JFABD](#), or contact the J.O. Combs Unified School District homeless student liaison or a school counselor.

J.O. Combs Homeless Student Liaison – Community Engagement Liaison 480-987-5300

Students with Disabilities

Child Find

The intent of Child Find is that all children from birth through age 21 with delays or disabilities are located in order to receive the support and services they need. J.O. Combs Unified School District and the Arizona Early Intervention Program are responsible for identifying eligible children and providing services needed for them to reach developmental milestones and educational standards.

Identification/screening procedures shall be completed within 45 calendar days after enrollment for each kindergarten student and for new students enrolling without appropriate screening records. The screening helps identify any areas of concern that need to be evaluated. In order to receive early intervention or special education services, a child must be evaluated to determine that there is a delay or disability that meets eligibility requirements under state definitions.

If needed, the child is evaluated using state criteria for specific delays or disabilities. If eligible, the Arizona Early Intervention Program or J.O. Combs Unified School District will offer early intervention or special education services according to the child's needs.

- Early intervention support and services assist families of children who are eligible by helping children ages birth to three years develop to their full potential. In Arizona, early intervention services are provided through the Arizona Early Intervention Program (AzEIP).

Contact AzEIP at (888) 592-0140 or complete the online referral (<https://des.az.gov/azeip>) if you have a child 0-3 years of age that you suspect may have a disability.

- Preschool special education services for children ages 3-5 provide special strategies to help children reach their developmental milestones. Contact the Special Education Department at 480-987-5321 (or email preschoolchildfind@jocombs.org) if you have a child 3-5 years of age that you would like screened for possible delays. Preschool special education services information is also available on our [website](#).
- Special education services for school-age children in kindergarten through the age of 21 provide specialized instruction and services to assist children in the education environment. Contact your child's school if you have a school-age student that you suspect may have a disability.

Students with Disabilities Covered by Section 504

Section 504 of the Rehabilitation Act is a civil rights statute that prohibits discrimination against disabled persons in any of the District's programs or activities. A student is protected by Section 504 if he/she has or has had a physical or mental impairment, which substantially limits a major life activity or is regarded as disabled by others.

J.O. Combs Unified School District will determine eligibility and provide appropriate accommodations and services to students who are covered by Section 504. The District will also ensure that no student with a disability is excluded from participation in, or be denied the benefits of services, programs, or activities of the school due to the disability that qualified the student for protection under Section 504. Further information may be obtained from the District's Student Services office, 480-987-5321.

Individuals with Disabilities Education Act (IDEA):

The Individuals with Disabilities Education Act (IDEA) is a federal law that protects the rights of students with disabilities. In addition to standard school records for children with disabilities, education records could include evaluation and testing materials, medical and health information, Individualized Education Programs (IEP) and related notices and consents, progress reports, materials related to disciplinary actions, and mediation 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.

Important Notice Concerning Student Confinement

In some situations, teachers may temporarily remove a student from a class. A teacher may temporarily remove a student to the principal, or to a person designated by the school administrator, in accordance with rules established for the referral of students and under the conditions of A.R.S. 15-841, when applicable. Under A.R.S. 15-843, disciplinary policies involving the confinement of students will require prior written parental notification. If applicable the prior written notice will occur either in the I.E.P. process or in a written student behavior contract. The School is exempt from prior written parental consent if a school principal or teacher determines that the student poses imminent physical harm to self or others. The school principal or teacher shall make reasonable attempts to notify the pupil's parent or guardian by the end of the same day that confinement was used ([Policy JK](#), Student Discipline).

Prohibited Sexual Harassment:

J.O. Combs Unified School District takes very seriously any violations of its Governing Board [Policy ACA, Sexual Harassment](#). Sexual harassment is a form of discrimination in educational opportunities on the basis of sex. It is prohibited by Title VII of the federal Civil Rights Act of 1964, by Title IX of the Educational Amendments of 1972, by the Arizona Civil Rights Act, and by District policy. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. This includes employee to student actions, student to employee actions, and student-to-student actions. If you feel you have been sexually harassed or you know

someone who has been sexually harassed, you should immediately report it to your teacher, Dean of Students, school principal, Title IX Coordinator or the District Assistant Superintendent. The District will take immediate steps to investigate complaints and to take appropriate remedial action. Sexual Harassment by students will not be tolerated and will result in disciplinary action.

Educational Records

Student Records

Annual Notification to Parents Regarding Confidentiality of Student Educational Records (FERPA):

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student educational records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's educational records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools will charge a copy fee of \$.10 per page.
- Parents or eligible students have the right to request that a school correct records which 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 or eligible student in order to release any information from a student's record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - o School Officials with legitimate educational interest;
 - o Other schools to which a student is transferring;
 - o Specified officials for audit or evaluation purposes;
 - o Appropriate parties in connection with financial aid to a student;
 - o Organizations conducting certain studies for or on behalf of the school;
 - o Accrediting organizations;
 - o To comply with a judicial order or lawfully issued subpoena;
 - o Appropriate officials in cases of health and safety emergencies; and state and local authorities, within a juvenile justice system, pursuant to specific state law;
 - o State and local authorities, within a juvenile justice system, pursuant to specific state law.
- Federal Law also requires that high schools release directory information of juniors and seniors to military recruiting agencies unless the school or district has been notified by the parent not to disclose the information without consent.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone numbers, date and place of birth, honors and awards, sports participation (including height and weight of athlete), and dates of attendance unless notified by the parents that the school is not to disclose the information without consent. J.O. Combs Unified School District does not release directory information of students for commercial purposes unless it has been determined by the Superintendent to be in the best interest of both the student and the District ([Policy JR](#)).

Custody Orders and Parenting Plans

In most cases, both parents shall be given reasonable access to their children at school and to their children's official school records. Exceptions to this will be made in cases where there are court orders restricting the rights of one parent to access a child and or child's official school record.

It shall be the responsibility of the parent who has a court order restricting the rights of the other parent to notify school officials of the conditions and to provide school officials with a current copy of the court order. In cases in which a person other than the parent has been granted guardianship, the legal guardian shall be responsible for notifying school officials of the conditions of the guardianship and for providing school officials with all pertinent written documentation of changes.

Electronic Information Services User Agreement

The school's information technology resources, including email and Internet access, are provided for educational purposes, communication, and employee access to resources. Online communication constitutes web browsing, email, instant messaging, blogging, any use of network resources, etc. JOCUSD electronic resources include, but are not limited to, all hardware, software, data, communication devices, printers, servers, filtered Internet access, and local and wide area networks. Online communication is critical for learners to apply 21st Century Skills and employ tools such as interactive websites, blogs, video conferencing, podcasts, etc., which offer authentic opportunities for students to express and share information. (Policy [IJNDB](#), Policy [IJNDB-R](#), Policy [IJNDB-E](#))

To keep students safe and comply with the Children's Internet Protection Act (CIPA), the Acceptable Use Agreement is put in place and updated to accommodate the many educational and global changes to date. This Acceptable Use Agreement is written for all those who use school-provided network connections. These connections may be used for classroom blogs, student emails, podcast projects, interactive websites, social media, and any other occasion students, teachers, or community members use school network resources. Adherence to the following policy is necessary for continued access to the school's technological resources. Parent/Legal Guardian electronic signature will be required in the Synergy ParentVue.

Personal GPS Tracking Devices

The District is committed to working with parents who have purchased personal GPS tracking devices (such as AngelSense or other personal GPS devices) for their child to wear. It is the responsibility of the parent to inform the school if their child is wearing the device to school.

Many of these personal GPS tracking devices have a "Listen-In" and/or recording feature which allows parents to listen-in, in real time, to their child and their child's surroundings. Due to the need to maintain confidentiality and protect the privacy of all of the students, any type of listen-in or recording feature must be disabled during the school day, when the student is being transported to and from school and when the student is at any school sponsored event. Only an administrator may give permission for the listen-in or recording feature to be activated.

If a child is discovered to have device without the school being informed or a device is found to have its "listen-in" and/or recording feature activated during any time defined above, the device shall be turned off and/or confiscated by school administration until such time as the child's parent is able to pick up the device from campus. If a device is found to be in violation of this policy on more than one occasion, the child will no longer be permitted to bring the device to school.