



**GLENDALE  
ELEMENTARY  
SCHOOL DISTRICT**

# Parent and Student Handbook

2025-2026

# Glendale Elementary School District

## 2025-2026 SCHOOL YEAR AT-A-GLANCE



**GLENDALE**  
ELEMENTARY  
SCHOOL DISTRICT

### JULY 2025

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### AUGUST 2025

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### SEPTEMBER 2025

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### JANUARY 2026

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### FEBRUARY 2026

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### JUNE 2026

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27	28	29	30			

- First Day of School
- Professional Growth Day - No School for Students
- Holiday/Breaks - No School
- Early Release Day
- Staff Preparation Days
- Last Day of School
- Parent Teacher Conferences

#### Instructional Grading Periods

Quarter 1: Aug. 4 - Oct. 3  
Quarter 2: Oct. 13 - Dec. 19  
Quarter 3: Jan. 6 - March 13  
Quarter 4: March 23 - May 21

#### Instructional Days

Quarter 1: 43 days  
Quarter 2: 46 days  
Quarter 3: 47 days  
Quarter 4: 44 days  
TOTAL: 180 days

#### July

July 4: Independence Day  
July 21-25: New Teachers Report  
July 28-31: Staff Preparation Days  
July 31: Meet the Teacher Night

#### August

Aug. 1: Staff Preparation Day  
Aug. 4: First Day of School  
Aug. 29: Professional Growth Day - No School For Students

#### September

Sept. 1: Labor Day

#### October

Oct. 1-3: Parent/Teacher Conferences + Early Release Days  
Oct. 6-10: Fall Break

#### November

Nov. 11: Veterans Day  
Nov. 26-28: Thanksgiving Break

#### December

Dec. 19: Early Release  
Dec. 22-Jan. 2: Winter Break

#### January

Jan. 5: Professional Growth Day  
Jan. 6: Students Return to School  
Jan. 19: Martin Luther King, Jr. Day

#### February

February 16: Presidents' Day/Holiday

#### March

March 11-13: Parent/Teacher Conferences + Early Release Days  
March 16-20: Spring Break

#### April

April 17: Testing Break/Early Release

#### May

May 21: Last Day of School/Early Release  
May 22: Teacher's Last Day  
May 25: Memorial Day

#### June

June 30: Fiscal Year Ends

Adopted by the GESD Governing Board on September 26, 2024

Dear GESD Families,

As we prepare to begin another exciting school year, it is with great joy and anticipation that I welcome you and your family to Glendale Elementary School District. Thank you for entrusting us with your child's education and growth—we are honored to be part of their journey.

In GESD, our schools are vibrant communities where learning is celebrated, diversity is embraced, and every student is encouraged to thrive. Our commitment to academic excellence remains strong, and we continue to provide dynamic, engaging, and inclusive learning experiences that inspire students to reach their highest potential.

This year, we renew our focus on empowering students as thinkers, leaders, and compassionate individuals. Our incredible staff is dedicated to nurturing a safe and supportive environment where all students feel seen, valued, and capable of success.

We also recognize that student success is a shared responsibility. Your involvement—whether through volunteering, attending school events, or simply staying connected—makes a powerful difference. We value our partnership with families and know that together, we can help our students achieve great things.

As we look ahead, we celebrate the progress we've made and the promise of all that lies ahead. From the smallest wins to the biggest milestones, every moment of growth matters—and we are proud to walk alongside you and your child every step of the way.

Welcome to a new school year filled with opportunity, connection, and inspiration. Let's make it our best one yet.

Respectfully,

Cindy Segotta-Jones

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# GESD PARENT/STUDENT HANDBOOK

The purpose of the Glendale Elementary School District's Parent and Student Handbook is to provide parents, students, and staff a clear outline of district procedures, policies, and programs.

## ATHLETICS

### **Athletics Introduction**

The Glendale Elementary School District believes that athletics are an essential component to the school's academic program. The athletic program offers unique opportunities outside of the classroom to promote self-discipline, teamwork, and encourage a healthy sense of competition.

### **Participation Requirements**

Before athletes may participate in any aspect of school sports they must be academically eligible, view a concussion video with their coach, and have both a permission slip and the District Athletic Guidelines signed by their parent or guardian. Students are encouraged to get an annual physical and have medical insurance. Please visit our website at [www.gesd40.org](http://www.gesd40.org).

## ATTENDANCE PROCEDURES

### **Attendance Introduction**

The Glendale Elementary School District believes that students should remain out of school only when absolutely necessary. We implement the following procedures in an effort to emphasize the importance of regular school attendance, minimize the amount of interruptions to the instructional day, and decrease the absentee/tardy rate of students.

### **Absences**

In the event of a necessary absence, please notify the school no later than 90 minutes after the start of school. Each school has a dedicated attendance line for reporting absences. Messages can be left on attendance lines 24/7. Should a parent/guardian not call in an absence, it will be unexcused until the school hears from the parent/guardian via phone call or in writing. The school will call within 2 hours of the start of the school day if the parent/guardian does not call or provide prior written notice of a student absence. Absences can also be reported on the ParentVUE mobile application; parents can also upload any documentation, such as doctor's notes

### **Arizona Truancy Statute**

School attendance is not only a good habit; it is required by Arizona statute. A child between the ages of six and sixteen failing to attend school during the hours school is in session is truant unless excused pursuant to A.R.S. 15-802, 15-803, or 15-901. Excessive absenteeism or missing greater than 10% of total number of required school days whether excused or unexcused is also truancy. The parent or guardian with custody of the student is responsible for ensuring that the student attends school and consequences of a class 3 misdemeanor apply if the parent or person of custody does not send the child to school.

Truancy is any absence from one or more class periods without the prior knowledge and consent of the parent or guardian and is in violation of state law and district procedure. Unexcused absences for at least five school days within a school year constitute habitual truancy. Habitual truancy, excused or unexcused, may lead to discipline of the child and/or referral of the parent/guardian to a truancy court.

### **Court Unified Truancy Suppression (C.U.T.S.)**

C.U.T.S. is a Maricopa County truancy diversion program, which uses specifically designed consequences for students and for parents whose children do not attend school. Students who are absent five days or more

or have excessive (19+) excused and/or unexcused absences may be cited by school administration. As part of this citation process, both the parent(s) and the student will be required to attend a hearing with a probation officer from Juvenile Court Center. As a result of the hearing, the following could occur:

- Assessment of a \$50.00 diversion fee
- Mandatory education class for the student and/or parent
- Work hours or counseling may be assigned to the student

### **Early Departure from School**

Early departure from school should only happen on rare occasions. Calling students from classrooms disrupts the learning activities that teachers have planned. If a parent signs a student out to leave school early, it may be considered a half-day absence. Check with the school office to determine how the absence will be marked.

Parents must check out students through the front office during school hours. Any person picking up the student must be listed on the registration and/or emergency contact and show a valid picture I.D.

### **Extracurricular Participation**

Students must be in attendance during the school day in order to attend after-school activities and evening events, including games, practices, dances, performances, etc.

### **Make Up Work**

It is expected that students will be responsible to complete all missed work upon return from any absence. Teachers will make the assignments available to the student.

## **CAMPUS AND STUDENT SAFETY**

### **Campus and Student Safety Introduction**

The Glendale Elementary School District believes that students have the right to a safe learning environment. The following procedures are implemented to ensure campus and student safety.

### **Crisis/Emergency Plan/ Comprehensive School Threat Assessment Process**

While we never hope to experience an act of violence in the district, we realize the need to ensure we have a plan in place. Each school has an emergency/crisis plan to respond to unforeseen events. The plans include responses to a variety of scenarios along with lockdown and evacuation procedures. In addition, plans are updated by the school safety team and followed up with training for staff members. During school or community emergencies, schools may go into a “lockdown”.

Fire drills and lockdowns are regularly practiced. During a lockdown, instruction ceases and all doors are locked. During a “campus alert” children are kept inside and access is limited. An automated calling system may also be utilized for communication with parents in emergencies.

In addition, the district has a comprehensive school threat assessment process to identify and resolve any real or perceived threats of violence in order to build and maintain an environment of safe learning.

### **Public Conduct on School Property**

No person shall engage in conduct that may cause interference with or disruption of an educational institution (A.R.S 13-2911). At any time this occurs, administration may order a person to leave the premises, and local law enforcement may be called if deemed necessary. Disruptive, vulgar, or threatening language toward staff or students will not be tolerated and members of our school community displaying these behaviors may have their access to campus denied.

**Recording on a School Bus**

Recordings requested by an authorized district official (the Superintendent, the Superintendent's designee, principal, or the district's transportation supervisor) will be provided to and be retained by the District only pursuant to federal and state law.

**Reporting Child Abuse or Neglect**

Arizona Revised Statute 13-3620 requires any school employee who reasonably believes a minor is or has been the victim of physical injury, abuse, child abuse, a reportable offense, or neglect that appears to have been inflicted on the minor by other than accidental means shall report the information to the Department of Child Safety (DCS) and/or local law enforcement agencies. Individuals required to report suspected abuse are protected by state law from civil or criminal liability.

**Search and Seizure**

Order, safety, and security are essential to a productive learning environment. School officials have the right to search and seize property, including school property temporarily assigned to students, when there is a reason to believe that some material or matter detrimental to health, safety, and welfare of the student(s) exists. Items provided by the District for storage (e.g., lockers, desks) or personal items provided as a convenience to the student remain the property of the school and are subject to its control and supervision. Students have no reasonable expectancy of privacy, and lockers, desks, storage areas, etc., may be inspected at any time with or without reason, or with or without notice, by school personnel. (Governing Board Policy JIH)

**Student Interviews by Department of Child Safety Specialists**

Interviews by Department of Child Safety (DCS) specialists who are investigating abuse/neglect may be conducted at district schools. School personnel will make a reasonable effort to notify parents or legal guardians of the student, prior to the interview, except when there is an allegation of abandonment or child abuse related to the parent or sibling of the student. School officials may be present at the interview only if it is necessary to the investigation. (Governing Board Policy JIH, A.R.S. 8-821 and 8-823, Governing Board Exhibit JIH-EC Form for Signature of Interviewing Officer)

**Student Interviews by Peace Officers**

It is the policy of the Board to cooperate with law enforcement agencies. In cases where students are interviewed for criminal investigations by peace officers, the building administrator shall make reasonable efforts to notify the student's parent of the interview, unless the peace officer deems that notification would interfere with a criminal investigation. If the peace officer refuses to allow notification prior to the student interview a school official will be present during the interview. If a school representative is not allowed to be present during the interview, then the officer will be required to take custody of the student. If a student is arrested or taken into temporary custody on district property during the school day, the school no longer has jurisdiction over the student. Governing Board Exhibit JIH-EB Form for Signature of Arresting Officer will be completed prior to removing the student from the school. The building administrator or peace officer will make reasonable efforts to notify the parent when a student is arrested or when a student is taken into temporary custody and identify the law enforcement agency involved.

Under any other circumstance, a parent or legal guardian will be notified of a request for a student interview by law enforcement. The parent may consent and be present during the interview.

**Student Interviews by School Administration**

School officials may question students regarding matters related to school without limitation when there is a reason to suspect that a law or school rule has been violated or that the health, safety, or welfare of students or staff may be at risk. The parent will be contacted if a student interviewed is then subject to discipline. A student may decline to be interviewed by the School Liaison Officer (SLO) or another peace officer in accordance with Governing Board Policy JIH.



# CURRICULUM

## **Educational Philosophy and Curriculum Introduction**

The Glendale Elementary School District (GESD) is devoted to providing your child(ren) with the knowledge and skills necessary to meet the challenges needed in the 21st century. Our comprehensive curriculum was developed with input from both parents and educators. GESD offers reading, writing, science, mathematics, social studies, music, art, physical education and media literacy. All curricular areas are aligned with Arizona Standards.

## **Homework**

The goal of homework is to enrich or practice previously taught skills. Total homework assigned for all subjects at a grade level should not exceed 10 minutes per night for each grade attained. For example, kindergarten or 1<sup>st</sup> grade homework should not exceed 10 minutes and 8<sup>th</sup> grade should not exceed 80 minutes. Your support and communication regarding homework is very important for your child's academic development.

## **Honor Roll**

Many of our schools have established an Honor Roll program to recognize outstanding academic achievement. Please check with your school's administration regarding this recognition.

## **Mission Statement**

The mission of GESD is: To foster an environment of academic excellence through innovative learning and build tomorrow's socially responsible leaders.

## **Promotion Standards**

The District is dedicated to the continuous growth and development of each student. Therefore, all students are expected to meet certain requirements before promotion to the next grade. Attendance at school, achievement on class work, teacher recommendation, as well as performance on the District achievement and state-mandated tests are considered in decisions regarding promotion. If a student is having difficulty with any of the promotional requirements, a school team will work with the parents/guardians to develop strategies for helping the student meet the requirements. The teacher is responsible for the final decision to promote or retain a student. Parents may appeal the decision to the Governing Board. More detailed information on student promotion is contained in Governing Board Policy IKE.

A.R.S. 15-701 requires that students enrolled in third grade must demonstrate a minimum competency in reading as determined by state testing to promote. Students who score "Minimally Proficient" in reading on state testing will not be promoted. Specifically, a student whose state test reading scores indicates their reading is far below the third grade level will not be promoted unless the student meets one of the "good cause" exemptions, as approved by the State Board of Education:

1. English Language Learners or Limited English Proficient that have received less than two years of English instruction.
  2. Students with disabilities, provided that the pupil's individualized education program (IEP) team, which includes the pupil's parent or guardian, agrees that the student is in need of services which may impact the ability of the student to demonstrate mastery in the area of reading. Such services include, but are not limited to, reading, written expression, oral language, listening comprehension, or severe social/emotional supports.
  3. A student in the process of a special education referral or evaluation for placement in special education and/or a student who has been diagnosed as having a significant reading impairment including dyslexia.
- District schools will provide a separate written notification to parents of students with substantial reading deficiencies identified prior to the end of the third grade, which will include the following:



1. Description of currently provided reading services;
2. Description of available supplemental instructional services and supporting programs designed to remediate reading deficiencies;
3. Parental strategies to assist in student becoming proficient;
4. Statement that the student will not be promoted if the student receives a state testing reading score indicating their reading is far below the third grade level unless the student is exempt from the retention policy or qualifies for a “good cause” exemption.

### **Report Cards**

Report cards are sent home four times a year, shortly after the end of each grading period. However, your child’s educational progress is evaluated continually, so we encourage you to contact the teacher any time you have questions or concerns. The following scale is used to indicate student progress on meeting the Arizona grade level standards. A grade of “4” is the highest. Grades are reported to the 10<sup>th</sup> place to communicate how near the child’s student achievement is to the next level of proficiency.

4 = Highly Proficient:	The student is working independently on and consistently understands grade-level standards in a more advanced, complex and rigorous manner.
3 = Proficient:	The student is demonstrating a fundamental understanding, mastery and independent application of grade-level skills & concepts.
2 = Partially Proficient:	The student has not yet mastered the standards but is approaching mastery and application of grade-level skills and concepts.
1 = Minimally Proficient:	The student has not yet demonstrated an understanding of the skills and concepts expected at the grade level.

## **Food & Nutrition**

### **Food & Nutrition Introduction**

The Food and Nutrition Department of Glendale Elementary School District works to provide healthy and delicious meals that all students can enjoy.

### **Food and Nutrition**

All of our meals feature whole grains, lean proteins, and fresh fruits and vegetables to keep our students nourished and ready to learn. Students receive meals at no charge. The district participates in Community Eligibility Provision (CEP) which is part of the National School Lunch and Breakfast programs. Breakfast and lunch are available to all students, and some schools also provide snacks at participating after-school activities.

### **Meal Plans and Menus**

In an effort to provide the best food possible to our students, we strive to offer many different options at each meal. According to USDA regulation, students are required to take certain food groups with breakfast and lunch, so we provide variety whenever possible to ensure they have options from which to choose. For breakfast, students are offered a serving of whole grains, fruit, milk, and an option of vegetables, 100% juice, or another fruit. For lunch, students are offered servings of plain or flavored low fat milk, whole grains, lean meats or meat alternatives, and a variety of fruits and vegetables. We offer between 1 and 3 entrée options at lunch because we want our students to be able to choose the healthy foods they will love. Menus can be found on our website for your convenience.

## **Nutrition and Student Wellness**

It is our primary goal to make every meal both tasty and nutritious for our students. All of our meals meet the USDA requirements for saturated fat, sodium, and trans fat, as well as providing whole grains, low-fat dairy, lean meats, and a variety of fruits and vegetables. To ensure quality is maintained, each food item and complete meal is sampled and analyzed to ensure nutritional value before being placed on the menu. We have also initiated a student wellness program called Smart Snack in School Standards which ensures that all foods served at fundraisers or special events are nutritious and healthy. This covers any foods served at school events up to one half hour after the final bell rings, and requires that all foods and beverages meet the following guidelines:

- Less than 35% of total calories from fat
- Less than 10% of total calories from saturated fat
- 0 grams of trans fat
- No more than 35% total sugar by weight
- Maximum 200 calories per serving as packaged serving
- Maximum 230mg of sodium as packaged or served
- All beverages are 100% juice, low-fat milk, or water. Sports drinks such as Gatorade are not allowed

The Food and Nutrition Department is proud to offer breakfast and lunch to all students at no charge. In an effort to provide more nutritious foods, salad bar options are also offered at no cost to students. If parents wish to eat with their children they can purchase breakfast for \$2.00 or lunch for \$3.00, but must first check in with the front office as a visitor.

## **Special Diets**

For any children in need of special diets, food items can be replaced and eliminated to accommodate for their needs, as outlined in USDA's nondiscrimination regulation (7 CFR 15b). These changes can be made for children with food anaphylaxis, celiac disease, PKU, diabetes, food allergies, or other medical conditions. Parents will be asked to fill out a Food Allergy Action Plan and Special Diet Request Form and provide documentation from a licensed physician. [Food Allergy Action Plan link](#)

## **Summer Nutrition Lunch Program**

Free breakfast and lunch are provided at select locations during summer break to ensure access to nutritious meals for students when school is out for the season. This will be available for free to any child 1-18 years of age and for a small price for any accompanying adults. For locations, times, dates, and adult pricing please visit: <http://portals.gesd40.org/Page/633> .

# **GENERAL GUIDELINES**

## **General Guidelines Introduction**

The Glendale Elementary School District has established procedures to ensure the effectiveness and efficiency of daily operations at all GESD schools. This section consists of helpful information.

## **Custody**

In cases where custody/visitation affects the school, the school shall use the most recent court document on file with the school. It is the responsibility of the custodial parent or parents that have joint or sole custody to provide the school with the most recent court document. Restraining orders can only be rescinded by the court. If there is a question regarding custodial rights, the District reserves the right to not release the student or student records until the matter can be cleared.

**Early Release Days**

Early release days provide staff the opportunity for professional development. GESD believes that a key strategy toward achieving higher academic performance for our students is a professional development plan for teachers. Early release days occur almost every Wednesday of the school year. Please check your child's school for the early release day schedule.

**Extracurricular Activities**

Schools provide extracurricular activities which are designed to meet the diverse interests of elementary children. Activities vary at each school, but may include things such as drama, chess, journalism, clubs, student government, and athletics. Students whose behavior presents a problem during the day or activity may be ineligible for participation in extracurricular activities until such time as their behavior warrants reinstatement. Sixth, seventh, and eighth grade students must maintain passing grades to participate per Governing Board Policy JJJ.

**Medical Insurance**

Parents are strongly encouraged to purchase student accident insurance. The District assumes no responsibility for the medical costs of an accident occurring to your student while they are at school. An accident insurance program is offered through the District for your convenience. Your school will send a letter with more information or go to [www.gesd40.org/link-one/resources-and-handbooks/](http://www.gesd40.org/link-one/resources-and-handbooks/) to learn about the Student Accident Coverage. *(Ask your school's front office staff for the letter if needed.)*

**Non – Discrimination**

No person connected with the Glendale Elementary School District, whether a student, employee, or volunteer shall, on the basis of gender, creed, color, religious orientation, sexual orientation or disabling condition, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity.

**School and Student Property**

Desks, school textbooks, library books, and technology are the property of the school district and remain, at all times, under the control of the District. However, students are expected to assume full responsibility for the security and safekeeping of their desks, books, physical environment, and equipment. Parents will be financially responsible for lost or damaged school property. The District does not assume liability for damage or loss of student property brought to school. Glendale Elementary School District does not have the authority to require reimbursement.

**Student Records Request**

To request a student record, you must complete a Record Request Form. Forms are available at [www.gesd40.org/link-two/student-records-request](http://www.gesd40.org/link-two/student-records-request) English and Spanish or at the District Office. For local requests, visit our District Office at 7301 N 58th Ave with an ID or passport. For out of state requests, fax a notarized ID with the form along with your phone number and mailing address. Call 623-237-7276 with questions.

**Tobacco-Free Policy**

For the protection of public health, and to set a good example for children, the use of tobacco on school grounds and other District property is prohibited. Parents and other visitors are prohibited from smoking, chewing tobacco, or using any electronic tobacco devices while on school property or at school-sponsored events such as field trips.

**Visitors to Schools**

All visitors to any school during the day must report to the office, sign in on the visitor's log, and obtain a visitor's pass. Visitors must provide identification upon request in order to obtain a visitor's pass. It is very important for schools to know who is on campus to maintain student safety and security, and to prevent the school routine from being interrupted (Governing Board Policy KI and KI-RA). Any visit to a classroom or other school activity must have the approval of the principal.

When visiting a classroom, parents must realize the teacher's first responsibility is to the class as a whole, and the teacher will be unable to converse at any length with the visitor. If a conference is desired, arrangements will be made by the teacher for an appointment with the parent either before or after school hours. If an outside agency needs to conduct an observation, the parent/guardian must make this arrangement in advance with the teacher and principal. All visitors must maintain appropriate conduct and attire while on school property or at school events.

## OTHER DISTRICT PROGRAMS AND SERVICES

### Other District Programs and Services Introduction

The Glendale Elementary School District is committed to providing additional programs and services to our students and families in order to support their needs. This section includes information regarding those programs and services.

### Behavioral Health Referrals to Other Agencies

Annually, at student enrollment, parents will have the opportunity to opt- into school based behavioral health referrals. Additionally, parents can opt into school based behavioral health referrals at any time during the school year should the services become necessary. Any student who receives behavioral health services from the Glendale Elementary School District or a community partner must have a signed informed consent from the parent. If a student is enrolled in community based behavioral health services, staff shall also seek parental permission, in the form of a release of information to community with outside mental health care providers regarding student's care. Parents can revoke their consent at any time.

### English Language Development (ELD) Program K-8<sup>th</sup>

The English Language Development (ELD) program is designed to promote English proficiency through the use of the Arizona English Language Proficiency Standards (ELPs) and Arizona State Standards. The goal of the program is for our students to acquire English as rapidly as possible in order to participate in the general education classroom. The Glendale Elementary School District provides two models to support the acquisition of English:

- The SEI Mixed Pull-out/Push-in Model is implemented in a classroom where General Education and EL students are grouped together while the teacher uses ELP standards and EL strategies to support the EL students through 60 minutes of Integrated instruction. ELs are also provided 60 minutes of Targeted ELD Instruction while grouped with other ELs.
- The DLI 50-50 Model at Horizon and William C. Jack with the Dual Language Spanish Immersion signature program. The model provides 90 minutes of Integrated instruction and 30 minutes of Targeted instruction.

The English Language Development model is implemented in a classroom where students are instructed in English using the ELP Standards throughout the day. The instruction of both models is delivered by teachers who hold a Structured English Immersion Endorsement, Bilingual Education Endorsement, or English as a Second Language Endorsement.

### Entrance and Exit Program Criteria

If information obtained during the enrollment process indicates that a language other than English is spoken in the home, the student is evaluated to determine his/her level of English language proficiency. The state adopted assessment Arizona English Language Learner Assessment (AZELLA) is used to determine whether a student needs to be placed in the ELD Program. Students scoring below "Proficient" will be placed in the ELD Program.

All students identified as English Language Learners, whether they are in the ELD program or withdrawn by parent's request are **re-evaluated** annually to determine their progress in learning English. Students who score an overall "Proficient" on the assessment are exited from the ELD program. For more information, call the Language Acquisition Department at (623) 237-7171.

### **Extended Day (After School)**

As a service to our community, several GESD schools are able to offer Extended Day Child Care programs that are licensed by the Department of Health Services. Extended Day is offered after school and provides supervised care for GESD students in grades kindergarten through sixth grade. Children participate in a variety of educational, recreational, and social activities. Costs are reasonable and low-income families may qualify for financial assistance through DES. Call the Extended Day Office at (623) 237-7144 for information.

### **GESD System of Care Center (SoCC)**

The GESD System of Care Center (SoCC) is located at 7677 W Bethany Home Rd. The SoCC is a school-based system of care center facilitated by GESD in collaboration with community partners. The center will provide a spectrum of community-based services for students, staff, families, and community members with or at risk for mental health or other challenges. It is a hub for human services where community members are welcomed to a facility that provides a sense of safety and belonging. It serves as an anchor in the community, offering services primarily to residents of the 85301, 85302, and 85303 zip codes. Families may call (623) 237-4015 or visit the facility Monday-Friday, 8am-5pm, for resources or additional information, and a calendar of events go to the website <https://systemofcarecenter.gesd40.org>.

### **Homeless Services**

Preschool and school-aged children living temporarily in any of the following situations due to the loss of housing or economic hardship, or natural disaster, have rights and protections under the McKinney-Vento Homeless Education Assistance Act:

- In a shelter, motel, vehicle or campground
- On the street
- In an abandoned building, trailer or other inadequate accommodation
- Doubled-up with friends or relatives because unable to find or afford housing

Some of these rights are:

- Receive a free, appropriate public education
- Enroll in school immediately, even if lacking documents normally required
- Enroll in school and attend classes while the school gathers needed documents
- Enroll in local school, or continue attending school of origin (the school attended when permanently housed or the school in which last enrolled), if that is your preference and is feasible. (If the school district believes that the school you select is not in the best interest of your children, then the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.)
- Receive transportation to and from the school of origin, if you request this
- Receive educational services comparable to those provided to other students, according to your children's needs

The local liaison for homeless education can assist families and students with further information and assistance. Please call (623) 237-7144 if you need more help.

### **Refugee Program**

The program's goal is to empower the refugee child and family with the skills necessary to become fully integrated into the U.S. educational system. The program offers several services such as after school tutoring, summer school, family literacy programs, language interpretation and translation services, clothing assistance, and referrals to community agencies. For information, call (623) 237-7162.

### **Title I Services**

Title I federal funds are allocated to schools having high concentrations of low-income students. These funds supplement District efforts by providing additional instructional services to students in order to help them acquire the knowledge and skills contained in the Arizona Standards. For further information on Title I programs, talk with your school principal or visit the District website. [www.gesd40.org](http://www.gesd40.org).

# PARENT/GUARDIAN INVOLVEMENT

## Parent/Guardian Involvement Introduction

The Glendale Elementary School District believes that families are meaningful partners in their child's educational success. The following section provides various ways that parents/guardians can be involved in their child's education.

### BRAVO Volunteer Process

In order to volunteer for Glendale Elementary School District, parents and relatives must complete a BRAVO Volunteer application that can be obtained from a school office or the District Office. Parent volunteer applicants will have a background check and the approval process can take up to ten business days. GESD recommends that parents complete a BRAVO Volunteer application several weeks in advance of their child's field trip to allow for plenty of time to be cleared. Non-parent volunteer applicants (relatives) must be fingerprinted, in addition to a background check, and the approval process for fingerprinting plus the background check can take up to eight to ten weeks. Volunteer fingerprint days are held at the District Office the first Wednesday of each month from 8:30am-2:30pm, or by appointment. Please see our website at [www.gesd40.org](http://www.gesd40.org) and select "Community" and "Volunteers" in order to view scheduled fingerprint days, or check with the school office. Applicants interested in being a chaperone, or in charge of a group of students, as well as riding the bus on their child's field trip should mark Tier II on the application. Marking a tier (desired volunteer preference) on the BRAVO application is very important in determining the clearance level of each applicant. Incomplete applications can delay the approval process by several days, so please be sure your application is complete when turning it in to either a school office or the District Office. Five to ten business days after completing and submitting the BRAVO Volunteer application, parents can check with the school site to see if they are on the cleared volunteer list. Relatives can check with the school site to see if they are cleared eight to ten weeks after the date they were fingerprinted. All interested volunteers must be on the cleared volunteer list to volunteer for GESD. Cleared volunteers are cleared for three years, after which they must reapply.

### Communication

Effective communication among families, students, community members, and school personnel is essential to student success. GESD is dedicated to maintaining consistent and timely communication with families and the broader community.

We offer many modes of communication including:

- Informational phone calls, emails, and/or SMS texts using Finasite Mass Notifications, an automated notification system
- School-to-parent communication apps that may be utilized include: Class Dojo, Bloomz, and SchoolStatus Connect
- District Website: [www.gesd40.org](http://www.gesd40.org)
- School Websites: <https://schoolname.gesd40.org>
- Social Media: @GESD40 on Facebook, Instagram, and LinkedIn
- Peachjar: Digital flyer distribution service
- Smore: electronic newsletters
- School marquees
- Staff email and telephone extensions (teachers may not answer during instructional time)
- Parent-teacher conferences

For further information regarding communication, contact the Communications Department at 623-237-7180.

### Family Resource Centers

The Family Resource Center is located at the System of Care Center, located at 7677 W Bethany Home Rd. The center is open to any families in the Glendale school district community. A variety of parent workshops and resources are available. The resource center is funded through First Things First which focuses on families with children 0-5. However, our doors are open to all and our Family Service Advocates are available to provide assistance. Parents may also call (623) 237-7164 or (623) 237-7364 for additional resources. A calendar of events and hours will be posted on the district website.



### **Governing Board Meetings**

The Glendale Elementary School District is governed by a five-member Governing Board elected by the community. The Governing Board usually meets on the second Thursday of each month at 5:30 p.m., and occasionally at other times for special purposes (time and dates are subject to change). All meetings are posted on the Administrative Center announcement board at least 24 hours prior to a meeting and on the District's website. The public has an opportunity to address the Board at all open meetings to express opinions, raise questions, or make comments regarding District services or procedures. Spanish interpretation is available on request. We invite you to attend Board meetings to provide input and to learn more about District operations.

### **Language Assistance Services**

Families who require support in understanding English may request language assistance services, including translation and interpretation of publicly available information. These services are intended to help families participate meaningfully in meetings and conferences and to make well-informed decisions about their child's education. Language assistance services are provided at no cost. To request these services, please contact your child's school office in advance.

### **Parent/Guardian Concerns**

The parent/guardian concern process is intended to resolve issues at the level closest to the concern, allowing for dialogue between the involved parties and providing the employee the opportunity to respond. The following provides an overview of the steps to be taken:

1. If the concern involves your child, contact the teacher to discuss the problem. These conferences should include avenues for resolution of the concern. Most concerns can be quickly and easily resolved using this procedure.
2. If the problem persists, contact the school administration.
3. If the principal is unable to resolve the situation, the Parent Concern Form (Governing Board Exhibit Form KE-E) may be filled out. The form can be found at the school site or the Student and Family Services Department at (623) 237-7133.
4. Submit the written complaint to the GESD Student and Family Services Department. The immediate supervisor/administrator or Student and Family Services Department will determine if the complaint is legitimate and if so, begin a thorough investigation. The purpose at this level is to develop a reasonable resolution to the concern.
5. Either the principal or Student and Family Services will respond to the parent to let them know the concern was investigated along with the proposed resolution.
6. If the concern remains unresolved, the Student and Family Services Department will refer the issue to the Assistant Superintendent of Behavioral Health and School Safety and then to the Superintendent. If necessary, the issue may be referred to the Governing Board.

Any concerns presented directly to the Superintendent or Governing Board as the first step in resolving the matter will be referred back to the teacher or the principal. By following these procedures and keeping the lines of communication open, we can all work together to make school a positive, rewarding, and learning experience for your child.

### **Parent Right to Know**

The Glendale Elementary School District provides quality instructional staff to work with your child(ren). Our teachers are recruited from teacher-preparation programs in Arizona and across the nation. All GESD teachers participate in ongoing professional development workshops and training sessions in order to maintain their content knowledge as well as their ability to plan and deliver high-quality, effective instruction. GESD is proud of the growth in student achievement, which is a direct result of the efforts of our highly trained professional staff. As a parent/guardian of a student in the GESD, you have a right to know the professional qualifications of the teachers who instruct your child. Federal law allows you to ask for certain information about your child's teachers and requires us to provide this information in a timely manner, should you request it. Specifically, you have the right to ask for the following information regarding the professional qualifications about each of your child's teachers:



Whether your student's teacher—

- has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and is teaching in the field of discipline of the certification of the teacher.

Whether the child is provided services by para-professionals and, if so, their qualifications. GESD is proud of the efforts of our administrators, teachers, and support staff in the work done to consistently provide an excellent education to all our students. If you would like to receive any of the information described above, please call the Human Resources Department at 623-237-7100.

### **Parent-Teacher Conferences**

Parent-teacher conferences are very important to your child's education. They allow you and the teacher to discuss your child's progress, any difficulties or special situations, and ways to enhance your child's learning at school and at home. Conferences help you and your child's teacher to make sure your child is getting the most from his/her education. Parents and teachers are expected to have at least two conferences during the school year. Formal conferences are scheduled each semester, but you are encouraged to meet with the teacher any time you would like to discuss your child's progress. Just call the school office to schedule a mutually convenient time, or if you prefer, you may ask that the teacher to call you for a telephone conference. Regardless of the method, please keep the teacher informed of any family circumstances, problems, or concerns that could affect your child's performance or behavior.

### **Parent-Teacher Groups**

Most schools have a parent-teacher group (PTA, PTO, PTSA, booster clubs, etc.), that offers a forum for discussing educational goals, concerns and programs. Many of these groups also coordinate volunteer activities, fundraising, and special events. We strongly encourage you to join your school's parent-teacher group because they help keep you informed about your school and lead to better adult-child relationships.

### **Parent VUE**

Parents/guardians can monitor assignments, grades, and attendance, as well as contact information, through the online Parent VUE portal via a web browser and mobile app. This resource helps you stay informed and connected by providing day-to-day insight into your child's academic experience. Once activation information has been received, you can create an account and gain access from any internet connection. We encourage you to engage on ParentVUE. Please contact your child's school if you need help accessing your ParentVUE account.

### **Title I Parent/Guardian Involvement Policy**

Glendale Elementary School District seeks and values the involvement of parents and guardians in their child's education. Quality education is achieved through the joint efforts and cooperation of the GESD community, including students, parents, teachers and administrators. Each school will develop a Parent Involvement Plan and School Compact through the cooperation and input of the parents, teachers, students and administrators. The plan and compact will outline how parents will be offered timely information about Title 1 programs, school performance profiles, individual student assessment results, a description and explanation of the curriculum, opportunities for regular meetings, and timely response to suggestions.

## **SPECIAL EDUCATION**

### **Special Education Introduction**

The Glendale Elementary School District is committed to providing an education that appropriately meets the needs of each student. For some students, supportive educational assistance is needed through special education programs and services. This section includes information regarding the special education programs we offer and various special education procedures.

## **ADA Section 504**

Section 504 is civil rights legislation that prohibits discrimination against persons with a disability in any program receiving federal financial assistance. 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 such as caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communication, and working. 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, afford access to a free appropriate public education. A Parents Right flyer is available through the school district's Student and Family Services Department. For further information, please contact the department at (623) 237-7133.

## **Annual Parent Notification of Medicaid Reimbursement**

Glendale Elementary 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). 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 services 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} Contact the Special Education Department at (623) 237-7148 with any questions.

## **Child Find**

GESD provides identification services for children who may have a disability in the following areas: physical, cognitive, communication, emotional, and/or self-help. If you suspect that your child might have a disability, please talk with your child's teacher or neighborhood GESD school.

For children birth to kindergarten age, the school will complete and send a referral tracking form to the Preschool Office. For children birth to two years and nine months, a referral will be made to AzEIP. For children ages two years and nine months to kindergarten age, preschool staff will screen and/or evaluate the child. Students who meet eligibility criteria will be offered appropriate services.

For school-aged children, the teacher completes a screening form within 45 days after enrollment. If concerns are recognized, the School Site Administration will follow up with appropriate intervention. The child's parent or teacher may request a Multi-tiered System of Support team (MTSS) to address areas of concern. When appropriate, parent(s) will be contacted for written consent for their child to be evaluated. A school team, which includes the parent, will review the evaluation information to determine if their child is eligible and in need of services. Students who meet eligibility criteria will be offered appropriate services.

## **Free Appropriate Public Education (FAPE)**

GESD has a responsibility under the Individuals with Disabilities Act, Arizona Revised Statutes, Title 15, Section 761-771 and under Section 504 of the Rehabilitation Act of 1973 to identify, evaluate, and provide Free Appropriate Public Education (FAPE) for qualified children with disabilities. Free Appropriate Public Education refers to special education and related services described in an Individualized Education Program (IEP) and provided to the child in the least restrictive environment (LRE). 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 their input is considered. For a copy of the procedural safeguards, call the Special Education Department, (623) 237-7148. If you have reason to believe your child (including preschooler) has a physical, mental or emotional disability, please confer with your child's teacher, the school principal, or call the preschool campus to discuss your concerns. Each school has a special education 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. To the maximum extent possible, students with special needs are educated at their neighborhood schools in the general education setting. Students with needs that are greater than the available resources at the neighborhood school may receive services in specially equipped District programs located at several school sites. Additionally, the District offers services to eligible students who are homeschooled or attending private or parochial schools within the District. For information, please call the Special Education Department secretary at (623) 237-7148.

### **Gifted Student Services**

GESD is committed to providing a learning environment that promotes individual strengths and maximizes potential. Gifted students are clustered into gifted strand classrooms at each school and the curriculum is differentiated to challenge the students. This differentiation, in line with Arizona State Standards, affects the student experience in terms of process, content and product. Questions can be directed to the Educational Services Department at (623) 237-7224 or to your school's administration or gifted lead teacher.

### **Inclusion of Students in Field Trips**

Section 504 of the Rehabilitation Act and its regulations prohibits discrimination against students with disabilities. This means that public schools must provide services to meet the individual needs of students with disabilities as adequately as the schools meet the needs of students without disabilities. Section 504 focuses on ensuring equal access for students with disabilities to the program offered by the public school. Under 34 CFR 104.34 of the Section 504 regulations, equal access includes serving students with disabilities in settings (academic and nonacademic) with students without disabilities. Equal access to the school program includes equal access to field trips. The District is prohibited in providing any aid, benefit, or service directly or through contractual, licensing, or other arrangements, from denying a student with a disability the opportunity to participate in or benefit from the aid, benefit, or service on the basis of the student's disability. The District has an obligation to provide non-academic and extracurricular services and activities, including field trips, in such manner as is necessary to afford students with disabilities an equal opportunity for participation in such services and activities.

The District has an obligation to conduct an individualized inquiry to determine whether reasonable modifications or necessary aids and services would provide a student with a disability with an equal opportunity to participate in non-academic and extracurricular activities, including field trips.

The District has an obligation to include students with disabilities in self-contained settings in all grade level field trips and to provide those students with the necessary accommodations so as to permit participation. If there are any questions concerning this protocol, please contact the Director of Student and Family Services at 623-237-7133.

### **Preschool Programs**

Preschool programs are offered for children, ages three through five at Desert Garden School. Desert Garden school has both community education and developmental (special education) programs. The programs center on child development, recognizing that preschool children have unique educational needs. Warm and caring personnel, with specialized training in working with young children, staff the District Preschool. For information call the following:

Desert Garden School  
For Migrant Families  
Head Start

(623) 237-5404  
(623) 237-7162  
(623) 486-9868

# STUDENT BEHAVIOR

## Student Behavior Introduction

The Glendale Elementary School District places high priority on providing each student with the opportunity to learn within a safe and stimulating environment. For this reason, the Governing Board accepts the responsibility for identifying those behaviors, which, if allowed to exist without restrictions and appropriate disciplinary action, would interfere with student learning and the orderly conduct of our schools. Furthermore, the Governing Board charges the staff with the responsibility of enforcing the rules of conduct, establishing consistency in their enforcement, and maintaining an appropriate learning and behavioral environment.

According to Arizona statute, the Governing Board has the authority to provide the ability for school administrators to discipline a student, when the student is on school grounds or at a school-sponsored event; is traveling to and from school or a school sponsored event; is under expulsion from another school district or has engaged in misconduct while attending another school district event; has engaged in misconduct in another manner that is school related or affects the order or operation of any District school; or has engaged in vandalism of District property after school or during summer vacation. Students will not engage in any conduct intended to obstruct, disrupt or interfere with teaching, the functions of the school and District, or any District-sponsored activity. Any behavior that endangers the health or safety of others is prohibited as detailed in Governing Board Policy JIC.

## Alternate Educational Settings

If it is determined that the local school is not the most appropriate educational setting for a student with serious misconduct or chronic behavior problems, the administrators may refer the student to an alternative placement per Arizona law (A.R.S. 15-841). This could include, but is not limited to, on campus reassignment or outside placement.

## Bullying/Harassment/Intimidation of a Student

Bullying is defined as systematic, repeated, or recurrent conduct that involves a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Schools have a procedure for students, parents, and teachers to confidentially report and document bullying behavior to a school official to trigger investigation, consequence, and prevention of further bullying behavior. (A.R.S. 15-341). If the bullying acts threaten or actually cause injury to a person or property, then more severe penalties are called for and carried out under Arizona's criminal laws. (A.R.S. 15-341).

The Governing Board of the Glendale Elementary School District (Governing Board Policy JICK-EB) 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, harassment, or intimidation 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:

- A. 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,
- B. 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,
- C. occurs when there is a real or perceived imbalance of power or strength, or
- D. 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:

- A. 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,
- B. exposure to social exclusion or ostracism,
- C. physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- D. 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.

**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, harassment, or intimidation 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, harassment, or intimidation 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, harassed, or intimidated or suspect another student is bullied, harassed, or intimidated 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, harassment, or intimidation 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, harassing, or intimidating others will be disciplined up to and including suspension or expulsion from school.

Knowingly submitting a false report (under Governing Board Policy JICK) shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of Governing Board Policy JICK, 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, harassment, or intimidation is a violation of the law.

## **Due Process**

Students involved in the disciplinary process can expect the following basic rights:

- Notice of the accusations, nature of the evidence supporting the accusations, and the consequences if the accusations are proven true
- A fair and impartial examination of all pertinent facts, including the student's right to respond to the accusations
- A fair and impartial decision

***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.***

## **Electronic Devices**

*Currently updating our electronic device policy in response to recent legislative changes. Once the revisions are complete, your school will send out the updated policy and it will be posted on the GESD website.*

## **Student Concerns, Complaints, and Grievances**

Students may present a complaint or grievance (Governing Board Policy JII-EB) regarding one 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 Governing Board Policy JICK. (Provided that the topic is not the subject of disciplinary or other proceedings under other policies and regulations of GESD, 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 (JII-EA complaint 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
- Regardless of the outcome of the investigation, the principal or the principal's designee will meet with the student who reported or was reported as being bullied, harassed, or intimidated to review the findings of the investigation. Additionally, the parent(s) or guardian(s) of the involved students will be informed of the findings of the investigation. (Regulation JICK-R)

Any question concerning whether the complaint or grievance falls within this policy shall be determined by the Superintendent. A student or student's parent/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.

### **Student Consequences for Behavior**

The range of consequences that may be imposed for violations of student conduct rules includes, but is not limited to, the following:

- Informal talk by a school official (teacher, SELS, or administrator) with the student as to acceptable behavior
- Formal conference with a school official and the student
- Parental involvement by telephone, email, letter, or personal conference
- Temporary removal from class
- Out of class detention (student is detained before school, during the lunch period or after school) for a specific purpose
- Appropriate individualized assignment and/or loss of privilege (this means the school official devises an assignment to fit the offense and/or the school official removes from the student one or more privileges usually associated with the offense)
- Suspension from transportation (see Student Transportation on page 28)
- In-school suspension is an alternative placement and the student, following due process, is removed from class but is kept on campus under the supervision of a staff member (the student is given appropriate assignments during this time period)
- Short term out-of-school suspension (1-10 days) means the student, following due process, is suspended from school and placed under the supervision/responsibility of the parent/guardian
  - the principal or designee has the authority to impose a short-term (10 days or less) suspension, following appropriate due process; there are no procedures provided by Governing Board Policy JKD to appeal short term suspensions (they are not appealable)
  - a student on out-of-school suspension is not allowed on any Glendale Elementary School District campus or at any school district sponsored activity (sporting events, special evening activities, etc.) and failure to comply with this regulation could result in the filing of criminal trespass charges
- Long-term, out-of-school suspension (more than 10 days) means that the school principal may recommend to the Superintendent an extension of a suspension beyond the maximum 10 days
  - the Superintendent or designee, after careful consideration of the facts of the case, may extend the suspension until a Governing Board appointed hearing officer conducts a hearing (as with any suspension, due process must be followed)
  - students are not allowed on any GESD campus or at any school district sponsored activity (sporting events, special evening activities, etc.) for the duration of the suspension and failure to comply with this regulation could result in the filing of criminal trespass charges
- Expulsion is the permanent removal from all Glendale Elementary School District schools



## Students in Kindergarten through Fourth Grade Out of School Suspension or Expulsion

Out of school suspension or expulsion of kindergarten through fourth grade students shall meet the criteria stated in A.R.S. 15-843, subsection K.

## Suspension and Expulsion of Students with Disability

Students with a 504 plan or receiving special education services will be expected to abide by the rules of conduct established for all students. When misconduct occurs, procedures for such suspensions and expulsions shall meet the requirements and regulations of IDEA and state statutes.

## Title IX

Title IX of the Federal Education Amendments Act ("Title IX") protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. The Title IX Policy and Grievance Procedure for GESD may be found on the District's website. Any formal complaints should be directed to the District's Title IX Coordinator either via phone (623) 237-7133 or email [TitleIX@gesd40.org](mailto:TitleIX@gesd40.org).

# STUDENT BEHAVIOR – INFRACTIONS DEFINED

Infractions and definitions adapted from "Arizona Department of Education (ADE) Definitions for Violations".	
INFRACTION	DEFINITION
Aggravated Assault	Assault causing serious physical injury or by use of a weapon or dangerous instrument. (Ref. A.R.S. 13-1204)
Alcohol Violation	The manufacture, sale, purchase, transportation, possession or use of intoxicating alcoholic beverages or substances represented as alcohol; this includes being intoxicated at school, school-sponsored events and on school-sponsored transportation. (Ref. Policy JIC)
Armed Robbery	A person commits armed robbery if in the course of committing robbery, such person or accomplice: 1. is armed with a deadly weapon or a simulated deadly weapon; 2. uses or threatens to use deadly weapon or dangerous instrument or a simulated deadly weapon. (Ref. A.R.S. 13-1904)
Arson of a structure or property	Knowingly and unlawfully damaging a structure or property by knowingly causing a fire or explosion. (Ref. A.R.S. 13-1703)
Arson of an occupied structure	Knowingly and unlawfully damaging an occupied structure by knowingly causing a fire or explosion. (Ref. A.R.S. 13-1704 & A.R.S. 13-1701)
Assault	Intentionally, knowingly or recklessly causing any physical injury to another person; or intentionally placing another person in reasonable apprehension of imminent physical injury; or knowingly touching another person with the intent to injure, insult or provoke such person. (Ref. A.R.S. 13-1203)
Bomb Threat	Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device. (Ref. Exhibit JK-ED)
Bullying	Bullying is 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. Bullying can be physical in form (e.g., pushing, hitting, kicking, spitting, stealing); verbal (e.g., making threats, taunting, teasing, name-calling); or psychological (e.g., social exclusion, spreading rumors, manipulating social relationships). (Ref. Policy JICK)
Burglary or Breaking and Entering	Entering or remaining unlawfully in or on school property. (Ref. A.R.S. 13-1506, A.R.S. 13-1507, & A.R.S. 13-1508)
Bus Misconduct	Not following District bus rules and regulations. (Ref. Policy EEAE and Exhibit EEAE-EA & EB)
Burglary or Breaking and Entering	Entering or remaining unlawfully in or on school property. (Ref. A.R.S. 13-1506, A.R.S. 13-1507, & A.R.S. 13-1508)

Bus Misconduct	Not following District bus rules and regulations. <i>(Ref. Policy EEAE and Exhibit EEAE-EA &amp; EB)</i>
Cheating	Including but not limited to copying, using unauthorized help sheets and the like, illegally obtaining tests in advance, substituting for a test-taker, and other forms of unauthorized collusion. <i>(Ref. Regulation JK-R)</i>
Chemical or Biological Threat	Threatening to cause harm using dangerous chemicals or biological agents. <i>(Ref. A.R.S. 13-2911 Subsection J.3)</i>
Combustible	Student is in possession of substance or object that is readily capable of causing bodily harm or property damage, i.e., matches, lighters, firecrackers, gasoline, and lighter fluid. <i>(Ref. ADE)</i>
Contraband	Items that are prohibited because they may disrupt the learning environment. <i>(Ref. Policy JIC and Regulation JK-R)</i>
Dangerous items	Anything that under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury. (e.g., air soft gun, B.B. gun, knife with blade length less than 2.5 inches, laser pointer, letter opener, mace, paintball gun, pellet gun, razor blade or box cutter simulated knife, Taser or stun gun, tear gas, or other dangerous item) <i>(Ref. A.R.S. 13-105.12)</i>
Defiance, Disrespect Towards Authority, and Non-Compliance	Student engages in refusal to follow directions, talks back, or delivers socially rude interactions. <i>(Ref. ADE and Regulation. JK-R)</i>
Disorderly Conduct	Any activity that disturbs the school community. <i>(Ref. A.R.S. 13-2904)</i>
Disruption	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; or sustained out-of-seat behavior. <i>(Ref. ADE)</i>
Dress Code Violation	Student wears clothing that does not fit within dress code guidelines. <i>(Ref. ADE)</i>
Drug Violation	The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation or importation of any controlled drug or narcotic substance or equipment and devices used for preparing or taking drugs or narcotics. Includes being under the influence of drugs at school, school-sponsored events and on school-sponsored transportation. Category includes over-the-counter medications if abused by the student. This category does not include tobacco or alcohol. "Drug" means any narcotic drug, dangerous drug, marijuana or peyote. <i>(Ref. A.R.S.13-3415)</i> "Drug paraphernalia" means all equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a drug in violation of this chapter <i>(Ref. A.R.S. 13-3415 F. 1.)</i>
Endangerment	Any act that recklessly endangers another person with substantial risk of imminent injury or death. <i>(Ref. A.R.S.13-1201)</i>
Extortion	Knowingly obtaining or seeking to obtain property or services by means of a threat. <i>(Ref. A.R.S. 13-1804)</i>
Fighting	Mutual participation in an incident involving physical violence, where there is no major injury; verbal confrontation alone does not constitute fighting. <i>(Ref. ADE and Regulation JK-R)</i>
Fire Alarm Misuse	Intentionally ringing fire alarm when there is no fire. <i>(Ref. ADE and Regulation EB-R)</i>
Firearm	Any loaded or unloaded handgun, pistol, revolver, rifle, shotgun or other weapon that will expel, is designed to expel or may readily be converted to expel a projectile by the action of an explosive. Firearm does not include a firearm in permanently inoperable condition. <i>(Ref. A.R.S. 13-3101). A.R.S. 13-3111)</i>
Forgery	Falsely and fraudulently making or altering a document. <i>(Ref. ADE)</i>
Gambling	To play games of chance for money or bet a sum of money. <i>(Ref. ADE &amp; Regulation JK-R)</i>

Graffiti or Tagging	Writing on walls, drawings or words that are scratched, painted, or sprayed on walls or other surfaces in public places. (Ref. ADE)
Harassment (nonsexual)	<ul style="list-style-type: none"> <li>• Anonymously or otherwise communicates or causes a communication with another person by verbal, electronic, mechanical, telegraphic, telephonic or written means in a manner that harasses.</li> <li>• Repeatedly commits an act or acts that harass another person.</li> <li>• Continue to follow another person in or about a public place for no legitimate purpose after being asked to desist. (Ref. A.R.S. 13-2921)</li> </ul>
Hazing	<p>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:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation. (Ref. A.R.S. 15-2301 and Policy JICFA)</li> </ul>
Homicide	Includes first degree murder, second degree murder, manslaughter or negligent homicide. Intentionally or recklessly causing the death of another person. (Ref. A.R.S. 13-1101)
Inappropriate Language	Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way. (Ref. ADE Language, Inappropriate)
Indecent Exposure or Public Sexual Indecency	Commits indecent exposure as defined by A.R.S. 13-1402 and A.R.S. 13-1403.
Kidnapping	A person commits kidnapping by knowingly restraining another person with the intent to: 1. hold the victim for ransom, as a shield or hostage; or 2. hold the victim for involuntary servitude; or 3. inflict death, physical injury or a sexual offense on the victim; or 4. place the victim or a third person in reasonable apprehension of imminent physical injury to the victim or such third person. (Ref. A.R.S. 13-1304)
Leaving School Grounds without permission	Leaving school grounds during regular school hours without permission of the principal or principal designee. (Ref. ADE and Regulation JK-R)
Lying	To make an untrue statement with intent to deceive or to create a false or misleading impression. (Ref. ADE)
Minor Aggressive Act	Student engages in non-serious but inappropriate physical contact or low-level hostile behaviors. (Ref. Regulation JK-R)
Negative Group Affiliation	Affiliation with a group of three (3) or more people who: interact together to the exclusion of others; claim a territory or area; have a name; have rivals/enemies; and exhibit antisocial behavior. Affiliation includes the use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner symbol, or any other attribute that indicates or implies membership. (Ref. Policy JICF and Regulation JICF-R)
Other School Threat	The incident cannot be coded in one of the above categories but did involve a school threat. (Ref. ADE)
Other Weapons	A dangerous item used to cause bodily injury to, threaten, or intimidate another person including brass knuckles, billy club, knife with blade length at least 2.5 inches, nunchakus, and other weapon. (Ref. Policy JICI)
Plagiarism	To steal and pass off the ideas or words of another as one's own. (Ref. ADE & Regulation JK-R)
Pornography	Possession, accessing, or creating sexually explicit depiction of persons, in words or images. (Ref. ADE and Policy IJNDB)
Public Display of Affection	Holding hands, kissing, sexual touching, or other displays of affection. (Ref. ADE)
Recklessness	Unintentional or careless behavior that may pose a safety or health risk for others. (Ref. ADE)
Robbery	Using force or threatening to use force to commit a theft or while attempting to commit a crime. (Ref. A.R.S. 13-1902)
School Threat (Threat of Destruction or Harm) or Interference with or Disruption of an Educational Institution	<p>Any threat (verbal, written, or electronic) by a person to use substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff. (Ref. A.R.S. 13-1202)</p> <p>Interference with or disruption of an educational institution is intentionally, knowingly, or recklessly interfering with or disrupting the normal operations of an educational institution. (Ref. A.R.S. 13-2911)</p>

Sexual abuse/sexual conduct with a minor/child molestation	A person commits sexual abuse by intentionally or knowingly engaging in sexual contact with any person fifteen or more years of age without consent of that person with any person who is under fifteen years of age if the sexual contact involves only female breast. A person commits sexual conduct with a minor by intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person who is under eighteen years of age. A person commits molestation of a child by intentionally or knowingly engaging in or causing a person to engage in sexual contact, except sexual contact with the female breast with a child under fifteen years of age. (Ref. A.R.S. 13-1404, 13-1405 & 13-1410)
Sexual Assault (Rape)	A person commits sexual assault by intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person without consent of such person (Ref. A.R.S. 13-1406)
Sexual Harassment	Unwelcome conduct of a sexual nature. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. (Ref. Title IX of the Education Amendments of 1972)
Simulated Firearm	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 is being portrayed as a firearm. (Ref. Policy JICI)
Tardy	Arriving at school or class after the scheduled start time. (Ref. Policy JHB and Exhibit JK-ED)
Technology	Inappropriate use of electronic devices as defined in the District's Electronic Information Services User Agreement. (Ref. Regulation IJNDB-R)
Theft	Taking or attempting to take money or property belonging to another person or the school (Ref. Exhibit JK-ED)
Threat or Intimidation	When a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property. (Ref. A.R. S. 13-1202)
Tobacco Violation	The possession, use, distribution or sale of tobacco products, or simulated tobacco products, on school grounds, at school-sponsored events, and on school-sponsored transportation. (Paraphrased from: A.R.S. 36-798.03 & A.R.S. 13-3622)
Trespassing	To enter or remain on a public school campus or school board facility 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 a campus or school board facility after being directed to leave. (Ref. A.R.S. 13-1503)
Truancy (out of school) Truancy (in school)	Being absent from school or individual classes without the knowledge of the parents or without permission from the school (Ref. A.R.S. 15-802 & A.R.S. 15-803)
Unexcused Absence	When a student is not in attendance for an entire day and does not have an acceptable excuse. (Ref. Policy JHB)
Vandalism of Personal Property	Willful destruction or defacement of personal property. (Ref. Exhibit JK-ED)
Vandalism of School Property	Willful destruction or defacement of school property. (Ref. Policy ECAC)
Verbal Provocation	Use of language or gestures that may incite another person or other people to fight. (Ref. Regulation JK-R)

## STUDENT DRESS CODE

### Student Dress Code Introduction

Glendale Elementary School District believes appropriate dress leads to a positive community, supports an environment conducive to learning, and helps students achieve success in adult life.

### Accessories

Jewelry is allowed to be worn to school within the following limitations:

Visible piercings are only allowed in the ears. Tongue piercings are not allowed. Earrings must be studs or hoops no larger than 1/2 inch. All others must be removed during the school day and during school activities. Gauged earrings need to be black, brown, or flesh colored and not spiked.

- Bracelets may be worn as long as they are not spiked or studded
- Hats and sunglasses may be worn on campus when outside
- Bandanas, bonnets and hairnets are not an acceptable part of student dress

- Belts need to be run through the belt loops and not spiked or studded
- Religious exceptions to dress code may be allowed

### **Bottoms**

Students may wear jeans or slacks. Shorts, skirts or skorts are expected to reach no more than four inches above the knee. Decorative holes on jeans/pants are expected to be no more than four inches above the knee. Pants and shorts are to be worn at the waist and belts need to be worn if necessary to hold clothing in its proper position. Undergarments need to be covered including leggings and jeggings. Sweatpants may be worn, however, pajama bottoms are not acceptable.

### **Tops**

Students may wear T-shirts, button down or polo style shirts. Tube tops, strapless, fish net spaghetti straps, midriff, see through material, and razorback style shirts are not appropriate for school dress. Shirts may not contain the following:

- Obscene/profane statements or pictures
- Drug/alcohol/tobacco related statements or pictures
- Hate messages or slogans
- Messages about death, gangs, or violence
- Undergarments need to be covered

### **Shoes**

Students are required to wear closed toed shoes that are secured to the foot. The shoe can be secured by Velcro or laces. Students are not to wear sandals, flip flops, slippers or shoes with high heels.

No sagging of clothing is allowed. Clothing must be appropriately sized (not more than one size too small or too large). Bottoms must fit and be worn at the waist and not drag on the ground. Students not dressed in accordance with the dress code may be subject to disciplinary actions as described on page 18.

## **STUDENT ENROLLMENT**

### **Student Enrollment Introduction**

We are excited to welcome families in the Glendale Elementary School District. We are dedicated to providing our students with a quality education that is both challenging and exciting. In this section you will find general information about our enrollment requirements.

### **Admission Procedures**

To enroll your child in a Glendale Elementary School, contact the office of the school your child will attend. If you are not sure which school to contact, call the District Office at (623) 237-7100. When you register your child, you will need to bring the following:

- Birth certificate or other reliable proof of the child's identity and age, including baptismal certificate, a refugee card, passport, and an affidavit explaining the inability to provide a copy of the birth certificate
- Current immunization record
- Withdraw form and/or address of previous school (if applicable)
- Proof of residency within the District based on ADE Arizona Residency Documentation Form (form can be found on our website)
- Any court documents (if applicable)

For admission to kindergarten, **children must be five years of age prior to September 1** of the current school year. Children who have reached age six prior to September 1 or have successfully completed an accredited kindergarten program, may be admitted to first grade. (A.R.S. 15-821) In accordance with Governing Board Policy JEB, the Board may admit children who have not reached the required age as prescribed above if it is determined to be in the best interest of the children, and such children must reach the required age of five for kindergarten and six for first grade by January 1 of the current school year.

### **Contact Information**

Please notify the school immediately when there is a change of address or phone number. The school **MUST** have this information to contact you in case of an emergency.

### **Custody**

It is the responsibility of adults having custody of a student to submit to the school a current certified copy of the effective court order or decree. In sole custody situations, the custodial parent has the right to participate in the decision making at the school regarding the student's education unless the custody decree provides otherwise. When parents share joint legal custody, neither parent's rights are superior with regard to determining the child's education unless specified otherwise by legal court documents or with regard to determining emergency contacts. The educational records are available to either parent regardless of custody unless the District has been provided a court order that specifically terminates a parent's right to educational records. If there are any special considerations that need to be clarified, please contact Student and Family Services at (623) 237-7133. **If there is a question regarding custodial rights, the District reserves the right to not release the student or student records until the matter can be cleared.**

### **Immunization Requirements**

- Per A.R.S. 15-872, a child shall not be allowed to attend school without submitting documentary proof to the school administrator unless the child is exempted from immunization pursuant to A.R.S. 15-873.
- Proof of immunizations is required during a student's initial enrollment. It is the parents' responsibility to keep their child's immunizations current. Per A.R.S. 15-871 and 15-874, students may be excluded from school if the parent has failed to obtain immunizations for their child.

### **Open Enrollment**

The Glendale Elementary School District has an open enrollment policy consistent with Arizona law. Parents outside of the Glendale Elementary School District (GESD) boundaries, or those already enrolled and choosing another GESD school, may enroll their child in a GESD school based on the school's grade and program capacity. Parents can acquire open enrollment applications at any school site, the District Office, or from the GESD external website. Parents can submit open enrollment applications using the ParentVUE mobile application, or the GESD external website. Applications received by April 30th of the preceding school year will be the first applications considered for open enrollment.

### **Student Withdrawals**

If you must withdraw your child from school, please visit the school office at least 24 hours ahead of time to fill out a withdrawal form. All school materials, such as library books, textbooks, or electronic devices, must be returned before withdrawal is complete.

## **STUDENT HEALTH**

### **Student Health Introduction**

The Glendale Elementary School District is committed to providing a learning environment that promotes and protects children's health and well-being. Included in this section is student health procedures and information.

### **Administrative Procedures**

Any student excluded from school under health regulation must receive clearance from the school health office staff before being readmitted to class.

All diagnoses and suspected communicable diseases considered to be reportable under appropriate Arizona Department of Health Services rules and regulations and A.R.S. 36-621 are to be reported to the Maricopa County Health Department.

Any student exhibiting symptoms of illness such as skin rashes, inflamed eyes, fever, and the like, will be referred to the health office. The school health staff will contact the parents/guardians, depending on the condition of the student.

The health office staff may request physician clearance before the student is allowed to return to school.

The Superintendent shall establish procedures for the student health services program in the District. Such procedures shall include:

- administration of patient proprietary medications (over the counter medications) in compliance with Arizona Revised Statutes and Board policies
- providing preventative health information
- treatment of school related injuries/illnesses and recommendations for follow up care
- screening for detected physical impairment

### **Chronic Illness**

Students with existing chronic illness conditions should obtain a chronic illness form from the health office. When a new chronic condition is medically diagnosed, please notify the health office to obtain the chronic illness request form. The Medical Certification Report form must be completed by a licensed MD, DO or pediatrician and returned to the health office. If your student is absent from school due to chronic illness, it is expected that they would not be able to attend or participate in extracurricular activities and/or athletics on the date of the absence. (A.R.S. 15-346 provides for adjunct accommodations for students with chronic health problems.)

### **Communicable Diseases**

Any student with, or recovering from, a communicable disease will not be permitted in school until the period of contagion is passed or until a physician recommends a return, in accordance with applicable law; appropriate regulations of the State Department of Health Services; and policies of the county health department (Governing Board Policy JLCC).

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

### **Illness**

To protect everyone's health, and for your own child's comfort and recovery, please keep your student home when he/she is ill. Children are not permitted to attend school when they have a contagious or infectious disease, as specified by the Arizona Department of Health. Children who have had such a disease may return to school only after a doctor or the health office staff gives clearance to do so. Students with a fever, vomiting, or diarrhea may return to school once they are free of symptoms without the use of medications for 24 hours.

### **Immunizations**

A child shall not be allowed to attend school without submitting documentary proof to the school administrator unless the child is exempted from immunization pursuant to A.R.S. 15-873. Upon enrollment, schools shall forbid attendance or (suspend) a student not meeting the requirements for immunization or exemption from immunization. Homeless students shall be referred to the McKinney- Vento Liaison and next steps will be determined

Proof of immunizations is required during a student's initial enrollment. It is the parents' responsibility to keep their child's immunizations current. Per Arizona law, students may be excluded from school if the parent has failed to obtain immunizations for their child. As new immunizations are due, your school health office staff will send a reminder letter home with a deadline date. Whenever your child gets a new immunization, please bring a copy into the health office.

Under state law (A.R.S. 15-872), schools must have written proof of immunization before admitting a child to school. Generally, most types of records supplied by the health care provider are acceptable, as are records supplied by a previous school or child care center if signed by that facility. For more information, contact your school's health office staff, doctor, or Maricopa County Health Services. For students entering all grades:

- **Four- DTP/DTaP/Td** with one given after age 4, otherwise five doses needed. If the student was over seven years of age when the third shot was given, he is current. Tdap Booster needed if student is 11 years and older and 5 years have passed since last vaccine.



- **Three- OPV/IPV** 1st dose after one year of age, with one given after the age of 4 (four total any age = complete)
- **Two- MMR's** with the first one given after the first birthday (only one required in preschool)
- **Three- Hepatitis B** with the third one given after six months of age (1-2 months between 1st and 2nd dose. 3rd dose 4 months after 1st dose). 3rd dose must be given after 24 weeks of age.
- **One – Varicella** or history of chickenpox lesions
- **Hib (at least 3)** Preschool only
- **Hep A** (two- 6 months apart) for preschool only
- **One – Meningococcal** required for all students 11 years old
- **One TDAP** required for all students 11 years old

If your child should not be immunized because of a medical condition, personal belief, or natural immunity (i.e., he/she has already had the vaccine-preventable disease), you must file a Request for Exemption with the school. Free or low-cost immunizations are available through clinics sponsored by the Maricopa County Health Department and Community Health Nursing Services. Your school's health office staff has more details on these clinics.

### **Medications**

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

- There must be a written order from the physician stating the name of the medicine, the dosage, and the time it is to be given.
- There must be written permission from the parent to allow the school or the student to administer the medicine. Appropriate forms are available from the school office.
- The medicine must come to the school office in the prescription container with instructions in English (to eliminate miscommunication of prescription) or, if it is over-the-counter medication, in the original container with all warnings and directions intact and written physician's order.

All medications must be given to the school health office staff or designee for administering.

Per state law, students may NOT transport medications to and from school as this poses a hazard to other students. A parent or guardian needs to transport the medication to school and complete a permission form for their child to receive medication at school. The medication can only be given per the instructions on the prescription label. If the parent wants it to be given on a different schedule, then the MD must fax additional orders to the school health office staff. Each medication permission form is good for the current school year only. Parents are responsible for picking up their child's medication on the last day of school. Remaining medications will be disposed of on the last day of the school year.

### **EXCEPTIONS:**

Students who have been diagnosed with anaphylaxis by a health care provider may carry and self-administer emergency medications including auto-injectable epinephrine. The student shall notify the school health office staff as soon as practical following the use of this medication. For breathing disorders, handheld inhaler devices may be carried for self-administration. In both instances, the student's name must be on the prescription label, the medication container or device, and annual written documentation from the student's parent or guardian is provided authorizing possession and self-administration. See the school health office staff for the Right to Carry Form and state laws.

### **Pediculosis (Lice Infestation)**

Students with pediculosis shall be excluded from school until treatment specific for pediculosis has been initiated and the student is symptom free. (Governing Board Policy JLCC) Students with live lice will not be able to return to their classroom. The school nurse will contact parents to pick up their child as soon as possible so that treatment can begin. Any siblings of the student will also be checked for lice. Students will be excluded the following school day(s) until no live lice or nits are found. The student must be cleared by the nurse prior to returning to school. The parent/guardian will be provided written information about pediculosis, treatment procedures, and readmission requirements.

### **Health Office Staff**

Each school in the District maintains a health office. The health office staff is responsible for administering

emergency treatment, giving medications, monitoring immunization records, and protecting the general health of students. If your child has a health problem that may require special attention or treatment during school hours, please be sure to discuss the situation with the school health office staff and the classroom teachers each school year so that provisions for their treatment can be arranged. Students who become ill during the day must report to the health office. Students are not allowed to walk home if they become ill at school. The health office staff will notify parents if their child becomes ill at school so the students can be picked up promptly. It is the parent's responsibility to make arrangements to pick up an ill or injured child as promptly as possible. It is recommended you have someone listed on your emergency card in case you are not available or cannot leave work.

### **Students Receiving Non-Prescription (Over the Counter Medications) At School**

Each year the parent will be provided with a health office permission form, to give permission for the nurse to give specifically listed over the counter medication at school. This form must be signed, for a student to receive over the counter medications at school. Any other over the counter medications not listed cannot be given at school without a physician's written prescription.

## **STUDENT TRANSPORTATION**

### **Student Transportation Introduction**

Our dedicated and creative team takes pride in providing safe, adequate, and timely transportation for all GESD students. We use comprehensive transportation technology such as Global Positioning Systems, RFID Electronic Bus Passes, and Audio/Video systems. The most recent efficiency that we have successfully implemented is the use of propane school buses helping our environment and saving money for our school district. We embrace our passengers by being resourceful while providing the highest standards of safety with technology, using an exceptional fleet, and providing safe and accurate service for our passengers.

## **GESD Transportation Bus Expectations**

### **Be Responsible, Use Respect, Stay Safe**

**Be Responsible** means:

- Be on time to assigned bus stop before and after school (5 minutes prior to pick up)
- Drink only water on the bus
- Keep all food items away in backpack
- Have bus pass ready to scan before and after school
- Keep all electronic devices turned off and away in pockets or backpack

**Use Respect** means:

- Listen to drivers/monitors instructions
- Keep bus clean and graffiti free
- Care for bus and bus stop property
- Be courteous, use inside voices and appropriate language
- Keep hands and feet and personal belongings to self

**Stay Safe** means:

- Follow driver directions and only cross in front of the bus
- Stay seated at all times
- Keep windows closed (unless instructed to open)
- Only board or exit bus from assigned location
- Only use safety equipment during emergencies
- Keep athletic equipment or musical instruments secured



### **Bus Features**

Buses are equipped with GPS and digital cameras with audio.

### **Bus Passes**

In the afternoon, there is a “no pass, no ride” rule. Passengers without a bus pass will be permitted into the school office to purchase a new bus pass or call parents/guardians for a ride home. We do understand there can be unforeseen circumstances and work with the schools in case of emergencies. Riding the school bus on general education buses is a privilege, not a right.

### **Bus Infraction Levels and Consequences**

Students are required to conduct themselves safely and appropriately at the bus stop, while on the bus, and after exiting the bus. This conduct should be consistent with the established standards for classroom behavior. When a student fails to practice appropriate behavior, the bus driver will issue a warning and if inappropriate behavior continues, the bus driver will submit a referral to the school administrator (Governing Board Policy *EEAEC* student conduct on the school bus). Submitted bus referrals are categorized as either minors or majors like how classroom behaviors are reported. All bus behavior infractions follow the GESD Bus Incidents Behavior Matrix which is posted on the GESD Transportation webpage.

#### **MINORS**


<b>Behavior Infraction</b>	<b>Possible Consequences based on the Infraction</b>
<ul style="list-style-type: none"> <li>• Failure to remain seated</li> <li>• Loud disruptive talking or yelling</li> <li>• Soda, food, candy or gum on bus (except water)</li> <li>• Not following driver/monitor directions</li> <li>• Profanity, obscene language or gestures</li> <li>• Using cell phone/electronic devices</li> <li>• Violation of ELD policy</li> <li>• Lowering school bus window</li> <li>• Other</li> </ul>	<ul style="list-style-type: none"> <li>• School administrator conferences with the student and notifies the parent(s) of the student</li> <li>• School administrator conferences with the student and the parent in-person</li> <li>• Student serves a lunch or after-school detention</li> <li>• Student is suspended from the bus 1-3 days or 3-5 days based on the time between offenses, severity of the behavior infraction, use of vulgarity, repeat offenses, and consideration of other infractions</li> </ul>

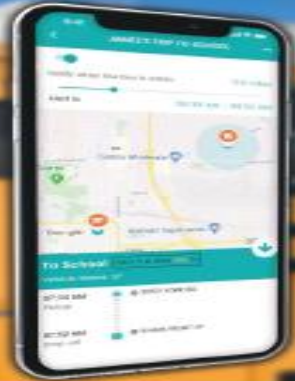

## MAJORS

Behavior Infraction	Possible Consequences based on the Infraction
<ul style="list-style-type: none"> <li>• Chronic Minor Violations</li> <li>• Activating or tampering with emergency equipment</li> <li>• Crossing behind the school bus</li> <li>• Extending body part(s) out of the bus</li> <li>• Fighting or Physical Aggression</li> <li>• Harassment or Hazing</li> <li>• Opening bus window</li> <li>• Spitting</li> <li>• Throwing Objects</li> <li>• Stink bombs, cologne/body spray</li> <li>• Weapons, simulated weapons, firearms, destructive device</li> <li>• Vandalizing, destruction of district property (restitution may be required)</li> <li>• Vapes, cigarettes, drugs or alcohol</li> </ul>	<p>School administrator conferences with the student and notifies the parent(s) of the student; the student receives a 1-3 day bus suspension. <b>OR</b></p> <p>School administrator conferences with the student and the parents in-person; the student receives a bus suspension for up to 5 days. <b>OR</b></p> <p>School administrator conferences with the student and the parents in-person; the student receives a bus suspension for up to 7 days. <b>OR</b></p> <p>School administrator conferences with the student and the parents in-person; the student receives a bus suspension for up to 10 days. <b>OR</b></p> <p>School administrator conferences with the student and the parents in-person; the student receives a bus suspension for 30 days. <b>OR</b></p> <p>School administrator conferences with the student and the parents in-person; the student receives a bus suspension for up to 4 months or the remainder of the school year.</p>

## Edulog Parent Portal

UP-TO-THE-MINUTE BUS ROUTE INFO

  
DOWNLOAD


### PARENTS EMPOWERED!

Parent Bus Tracking Application

- ▶ Where's My Bus?
- ▶ Bus Arrival Notifications
- ▶ Planned Stop Information
- ▶ Access to All Children in the Family

- ▶ Incoming Transportation Messages
- ▶ Apple (iOS) and Android
- ▶ Secure Access

Real Time Bus Location Information



Edulog Parent Portal lets parents see the time and location planned for school bus arrival at their child's bus stop. The app also lets them view the location of the school bus to gauge arrival times each day and sends a push notification to their smartphone when the bus enters a user-defined geographic area around the stop. Parents only receive access by registering with data unique to their child. It's all information to help parents feel secure about their child's trip on the school bus!

# TECHNOLOGY

## Technology Introduction

Students in Glendale Elementary Schools will utilize technology as a tool to achieve educational outcomes as specified by the state technology education standards. The use of electronic resources is provided with limited privileges. Parents and students are asked to read and sign the **Electronic Information Services User Agreement** as indication that they understand the purpose, code of conduct, conditions, and uses of technology resources including the Internet. A copy of the agreement is located next in the handbook and page 35 is the signature page. Student computer use will be routinely monitored. If parents do not wish their child to have access to the internet and email, parents must inform the child's school in writing.

## GLENDALE ELEMENTARY SCHOOL DISTRICT ELECTRONIC INFORMATION SERVICES USER AGREEMENT

**Acceptable Use** - I understand and agree as follows:

1. The Electronic Information Services (EIS) System has been established for a limited educational purpose and may only be used for educational purposes. The term "educational purposes" includes classroom activities, career or professional development, high-quality personal research and other school related purposes. I may not use the system for entertainment purposes (unless specific permission is given for this purpose), commercial purposes or political lobbying. I am expected to follow the rules set forth in the District's disciplinary code and the law. In addition to this Agreement, use of the EIS System is governed by Governing Board Policy IJNDB and Administrative Regulation IJNDB-R, copies of which are available at each school office.
2. The EIS System has not been established as a public access service or a public forum. Therefore, the District has the right to place reasonable restrictions on the material accessed or posted through the system. I am expected to follow the rules set forth in the District's Policies and Administrative Regulations and the law. I realize that all internet access, email, phone messages/calls, and other forms of electronic communication, accessed through district devices, can be recorded and stored along with the source and destination of the communication, and that messages are not necessarily deleted when I delete them.
3. EIS provides for personal devices to be connected to Guest wireless accounts. This is the only acceptable method of connecting a personally owned device (such as a laptop, smartphone, iPad, or tablet) to the District network. No other method of connecting to the District network, through local area connections or other wireless networks, is permitted. As these devices are not managed by the District, heavier restrictions may apply which cannot be altered or removed. Guest networks are provided for educational or business purposes only. Bandwidth resources are limited. Connecting a personal device is a privilege and may be revoked or limited at any time for any reason, especially for safety and security concerns.
4. Students may use certain personally owned technology devices for educational activities at school, but the District must protect its own hardware, software, and other resources from abuse or damage. The District does not assume liability for damage or loss of personal equipment or data found thereon. Personally owned computer devices such as a tablet, laptop, smartphone, or equivalent (e.g. Tablet, smartphones and computers) may be used in the classroom if the device is approved by the Information Technology Department and if there is explicit permission from the school principal and (for students) individual teachers and a legal guardian. On a case-by-case basis, this privilege may be taken away for individuals at any time and for any reason. Because of safety concerns and power constraints, personal devices must be battery operated and must never be plugged into a power outlet at the District, with the exception of teacher printers and scanners.

The District, through designated personnel, retains the right to inspect personal devices, data storage devices, computer equipment and any data or software within at any time to ensure compliance with the Children's Internet Protection Act and district rules and policies. Some inspections may be done automatically, remotely, silently, and without regard to personal files. If viruses, spyware, hacking tools, or inappropriate material is found, your personal files may be permanently deleted, altered or copied. If illegal or objectionable material is found that violates this agreement or any local, state or

federal law, the device may be confiscated.

If you bring an approved personal device to the District, you agree to the following:

- a. I am using my personal device with the permission of the District, District representatives, and (for students) a legal guardian.
  - b. I will use this equipment for educational or approved District business purposes only.
  - c. I will follow all district rules regarding the use of technology.
  - d. I will not connect this equipment directly to the district network, which includes all network cables, jacks, and switches. Instead, I will connect to the Guest wireless network if I want Internet access.
  - e. I will not supplement my personal devices with District resources such as paper and toner.
  - f. I understand that the school and District are not responsible if my equipment is lost, stolen, or damaged.
  - g. I understand that the district Information Technology Department, a principal, or a teacher (for students) may inspect my equipment (including software and files) in order to verify that I am following the rules.
  - h. I will only bring the following personal devices to the District: tablets, laptops, smartphones or equivalent, printers/scanners/cameras (employees only) so long as they connect directly to a computer/laptop and not to the network.
  - i. I will use online help documents or instruction manuals for my device instead of asking District employees to support my personal equipment.
5. Services through available the EIS System may be used from personal devices and/or networks outside of the EIS System including the District website and online resources. Upon withdrawing from the district or at the discretion of the District, your access to online district resources will be terminated

#### **Unacceptable Uses**

To prevent against unacceptable use of the EIS System, I understand and agree as follows:

1. **Personal safety or the safety of others.** (Applicable only to students.)
  - a. I will not post personal contact information about myself or others (i.e. names, addresses, telephone numbers, school address, etc.) unless I have prior permission from my teacher and parent to do so.
  - b. I will not meet with someone I meet online without my parent's approval and involvement.
  - c. I will promptly tell my teacher or school principal if I receive any message that is inappropriate or makes me feel uncomfortable.
2. **Illegal Activities.**
  - a. I will not attempt to gain unauthorized access to the EIS System or any other computer system through the EIS System or go beyond my authorized access. I will not attempt to log in through another person's account or access another person's files without their express permission. I will not share my password to any system or allow others to access any system while logged on under my name.
  - b. I will not attempt to disrupt the EIS System or destroy data by spreading viruses or by any other means.
  - c. I will not use the EIS System to engage in any other illegal or inappropriate acts (drug or alcohol purchase, distribution or sale, criminal gang activity, threatening conduct, crypto currency mining etc.).
  - d. I will not connect to unauthorized networks or use software to attempt to bypass any security system or internet filtering. Examples include (VPN, proxy sites or personal hotspots)
3. **Plagiarism and Copyright Infringement.**
  - a. I will not plagiarize works I find on the internet or elsewhere. Plagiarism is taking the ideas or writing of others and presenting them as if they were mine.
  - b. I will respect the rights of copyright owners. Copyright infringement would occur if I inappropriately reproduce a work or software program that is protected by a copyright. If a work or software program contains language that specifies appropriate uses of that work or program, I will follow those requirements. If I am unsure of whether I may use a work or program, I will request permission from the copyright owner. I will ask a teacher or EIS System administrator if I have questions.
4. **System Security.**
  - a. I am responsible for my individual account. I will not provide my password to another person



- or use another person's password.
- b. I will not permit another person to use my account or use another person's account. Principals, Teachers and EIS administrators should never ask for my password.
  - c. I will immediately notify my teacher or the EIS System administrator if I have identified a possible security problem, including, but not limited to, the unauthorized use or alteration of a password, file, or attempt to access information beyond those for which a user has been granted access.
  - d. I will not personally download or attempt to install software. I will seek permission from a teacher or EIS administrator for software to be installed
  - e. I will not act to or attempt to harm, destroy data or otherwise deny or interfere with service to other users of the EIS System.
  - f. I will not act to or attempt to repair, modify or destroy District owned computer or communications equipment without prior approval. All requests for repair or service will be channeled through the school principal or teacher.
  - g. I will not move or remove any District-owned or administered computer equipment from the District's premises without prior approval.
  - h. Except for certain devices that are allowed to connect to the Guest wireless network, as stated in the Acceptable Use section above, I will not physically or electronically attach any other device (e.g. personal routers/switches, network-attached storage, video game systems, network printers, personal computers, etc.) to the District's network without prior written approval by the Information Technology director. I understand I will be responsible for reimbursing the District for any expense incurred by the District for remedying problems I create by violating this provision. The District is not responsible for any loss or damage to personal equipment or data that has been connected to the EIS System.
  - i. I understand that the District may remove any unauthorized or unlicensed software from any District computer upon detection.
  - j. I recognize that the District cannot guarantee the privacy of electronic information relative to other users or third parties and that the level of privacy and integrity of the system depends largely on the security measures each user takes.
5. Language.
- a. I will not use obscene, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.
  - b. I will not post information that could cause damage or danger of disruption to the educational environment or operations of the District.
  - c. I will not engage in personal attacks, including prejudicial or discriminatory attacks on individuals or groups. I will not harass others. If I am told by someone to stop sending them messages, I will immediately stop.
  - d. I will not knowingly or recklessly post false or defamatory information about a person or organization.
  - e. I will not post chain letters or engage in "spamming" (sending unnecessary messages to a large number of people).
6. Inappropriate Transmission Of and Access to Material.
- a. I will not transmit or access material that is profane or obscene (i.e. pornography), that advocates illegal acts, or that advocates violence or discrimination towards others (i.e. hate literature). If I mistakenly access inappropriate information, I will immediately tell a teacher (for a student) or my supervisor (for an employee) so they know I did not intentionally access the information.
  - b. I will transmit communications using only District provided accounts. I will not log into personally created accounts
  - c. The development and posting of all web pages must be pre-approved in a manner specified by the school. Material placed on web pages must relate to school and career preparation activities.

### **Digital Citizenship.**

The International Society for Technology in Education (ISTE) provides the following guidelines for Digital Citizenship in education. I understand as a responsible digital citizen to adhere to the following guidelines:



## **Respect**

1. Digital access: Advocating for equal digital rights and access is where digital citizenship starts.
2. Digital etiquette: Rules and policies aren't enough — we need to teach everyone about appropriate conduct online.
3. Digital law: It's critical that users understand it's a crime to steal or damage another's digital work, identity or property.

## **Educate**

1. Digital communication: With so many communication options available, users need to learn how to make appropriate decisions.
2. Digital literacy: We need to teach students how to learn in a digital society.
3. Digital commerce: As users make more purchases online, they must understand how to be effective consumers in a digital economy.

## **Protect**

1. Digital rights and responsibilities: We must inform people of their basic digital rights to privacy, freedom of speech, etc.
2. Digital safety and security: Digital citizens need to know how to protect their information from outside forces that might cause harm.
3. Digital health and wellness: From physical issues, such as repetitive stress syndrome, to psychological issues, such as internet addiction, users should understand the health risks of technology.

## **Internet Safety in Policy IJN**

I have read the District Internet Safety Policy and agree to follow its guidelines and the guidelines of the Children's Internet Protection Act (CIPA), which lists the appropriate use of the network and Internet at the District, including but not limited to the following:

1. Network and Internet Guidelines.
  - a. Filtering of inappropriate material.
  - b. The District's responsibility to supervise, monitor and educate the usage of the online computer network and access to the internet.
  - c. Safety and security of minors when using e-mail, chat rooms, and other direct electronic communications.
  - d. Unauthorized access, including "hacking" and other unlawful activities.
  - e. Unauthorized disclosure, use, and dissemination of personal information.
  - f. Cyber bullying and inappropriate online behavior.

## **My Rights**

1. I understand that the District may restrict my speech for valid educational or business reasons. The District will not restrict speech on the basis of a disagreement with my opinions. I understand and agree that:  
I have no right of privacy with respect to the EIS System, including but not limited to phone messages, software, E-mail, social networking, texting, instant messaging and Internet access. My parents can request to see the contents of my E-mail files at any time (applies to students *under 18 years*).
2. Routine maintenance and monitoring of the EIS System may lead to discovery that I have violated District Policies, Administrative Regulations, this Agreement or the law.
3. An individual search will be conducted if there is a reasonable suspicion I have violated this Agreement, District Policy, Administrative Regulation or the law. The investigation will be reasonable and related to the suspected violation.
4. The District will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted the EIS System.
5. If I am alleged to have violated this Agreement, District Policy IJNDB or Administrative Regulation IJNDB-R or the law in my use of the EIS System, I will be provided with notice of the suspected violation and an opportunity to present an explanation of what occurred. If the alleged violation also involves a violation of other provisions of the District's disciplinary code, it will be handled in a manner described in the disciplinary code.

6. The District reserves the right to restrict or revoke my use of the EIS System at any time, if deemed within the District's best interest.

### **Replacement of Broken or Stolen Equipment**

I understand that the District may assign laptops and/or other mobile devices and that I am responsible for the total replacement cost of any such devices and/or accessories that are lost, stolen, or damaged while not on District property or a District-approved offsite location such as a conference or similar event. If the device is stolen from my vehicle, even while parked on District property, I will use every means possible to reimburse the District, including filing a claim with my personal insurance company.

### **Disclaimer of Liability**

1. The District makes no warranties of any kind, expressed or implied, for the services provided. The District shall not be liable for damages I suffer caused by my inappropriate use of the EIS system, copyright violations, mistakes or negligence.
2. The District shall not be responsible for any costs I incur without the District's prior written permission.
3. The District shall be not responsible for ensuring the accuracy or usability of any information found on the Internet.
4. The District shall not be responsible for any damages I suffer while using its EIS system, such as loss of data, malfunctions, delays, non-deliveries, miss deliveries or service interruptions caused by the service or by my errors or omissions.
5. Use of any information obtained via the information service is at my own risk.
6. Parents, adult students and employees can be held financially responsible for any harm to the system as a result of intentional misuse.
7. The District reserves the sole discretion to decide what information is a public record. The District may disclose any public record without permission or knowledge of an EIS System user.
8. Sending an E-mail from a school or other District facility is analogous to using school letterhead.
9. All users must take special care to protect against inappropriate or negligent disclosure of confidential information concerning students.
10. All communications (including E-mail message) are property of the District and may be viewed by the Superintendent and/or the EIS System administrator when it is in the District's best interest to do so.
11. Personal use of the EIS System is restricted. The following rules apply to personal use of the EIS System:
  - a. The use must be at virtually no cost to the District.
  - b. The degree or extent of personal use must always be petty or insignificant compared to us for assigned work.
  - c. No publishing of information to the Internet is allowed unless the purpose is educational or professional. Personal information should never be published without the express permission of involved individuals.
  - d. No personal device maybe physically connected to District network without the prior, written permission of the EIS System administrator. Only devices owned and maintained by the District may be physically connected to the network.
  - e. Personal E-mail should be read and deleted. Personal e-mail should not be stored on the system.
  - f. Internet games and personal games may not be used.
12. Students may be held responsible for what they do when using the computer system. Students should log out when leaving the computer unattended.
13. Do not use the EIS System in any way for the purpose of practical jokes.
14. Do not subscribe to mailing lists/List services.
15. Do not send E-mail messages to all EIS System E-Mail users.
16. The EIS system may not be used to lobby, solicit, recruit, sell or persuade for or against religious or political causes, outside organizations, etc.

The Electronic Information Services User Agreement was last reviewed on May 1, 2019. Note that the District may update this agreement at any time, with or without notice.

# Parent-Student Handbook Acknowledgement Receipt

Student Name (Please Print) \_\_\_\_\_ Grade Level \_\_\_\_\_

Teacher Name (Please Print) \_\_\_\_\_

The signatures below indicate the following:

I have received a copy of the Glendale Elementary School District's Parent and Student Handbook for the current year and have taken time to review and discuss with my child(ren) the policies and procedures in the handbook.

I will support and follow the behavioral expectations outlined in the Parent and Student Handbook.

I have read the Electronic Information Services User Agreement and I understand that internet access is provided to support educational goals and will use these resources appropriately.

I understand the Governing Board may amend any provision of this handbook as needed during the school year.

\_\_\_\_\_ Parent/Guardian Name (Please Print)

\_\_\_\_\_ Parent/Guardian Signature

\_\_\_\_\_ Student Signature

\_\_\_\_\_ Date

If there is more than one student per family, please have each student print and sign below. Copy and place in each student's cumulative file.

_____	_____
_____	_____
_____	_____

## STUDENT RECORDS

### REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

Under the Family Educational Rights and Privacy Act (FERPA), the following information is considered “directory information” and may be released to anyone, including the media, colleges and universities, and the military without your prior written consent.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent.

#### Directory information includes:

- The student’s name
- The student’s address
- The student’s telephone
- The student’s photograph
- The student’s date and place of birth
- The student’s electronic mail address
- The student’s enrollment status
- The student’s dates of attendance
- The student’s grade level
- The student’s most recent educational agency or institution attended, Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user’s identity, such as a PIN, password, or other factor known or possessed only by the authorized user.
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user’s identity, such as a PIN, password, or other factor know or possessed only by the authorized user.

If you do not want any or all of the designated “directory information” about your son/daughter to be released to any person or organization without your prior signed and dated written consent, you must notify the District in writing.

The request to prevent disclosure of directory information will be honored for the current school year unless specifically revoked in writing. Continuing students must complete a new non-disclosure form each school year. Submission of this form will not affect directory information already published or released. If the school district does not receive this form from you, it will be assumed that your permission is given to release your son’s/daughter’s designated directory information.

By signing this form, I am informing the Glendale Elementary School District #40 that **I DO NOT CONSENT** to the release of the above directory information about the student named below, to any person or organization without my prior written consent or as authorized by law, this **INCLUDES not publishing Yearbook photos and names.**

**If you do not submit this form within two weeks of your student’s enrollment date, you understand and agree that the District may release your student’s directory information. Please return this form to your student’s teacher or school office.**

#### Please Print:

Student’s Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Parent/Guardian’s Name: \_\_\_\_\_

Home address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cellular Phone: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_