PINE STRAWBERRY
BUFFALOES

Pine Strawberry Elementary School District
Middle School Handbook
2026-2027

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Letter from Superintendent

Dear Pine Strawberry Families,

A new school year always brings a sense of excitement, possibility, and fresh beginnings, and I am thrilled to welcome you to the 2026–2027 school year at Pine Strawberry School.

Our school has always been something special. In a small community like ours, students are more than just names on a class list. They are known, cared for, encouraged, and supported by a staff that truly believes in them. That sense of connection is one of the greatest strengths of Pine Strawberry School, and it is something we are proud to protect and grow each year.

As we begin this school year, our focus remains clear: providing students with a safe, supportive, and engaging place to learn while helping them grow not only academically, but also as kind, responsible, and confident young people. We want every child who walks through our doors to feel that they belong here and that they are capable of success.

This year also brings exciting opportunities as we begin a new chapter with our 4-day school week schedule. While some things may look a little different, what will never change is our commitment to high expectations, strong student support, and meaningful learning experiences for every child.

Families play an essential role in that success. Education works best when schools and families work together, and we value the trust, partnership, and support you provide throughout the year. We encourage you to stay connected, communicate with us, and be involved in your child's educational journey.

Thank you for choosing Pine Strawberry School and for being an important part of our school community. We are honored to serve your family and look forward to a school year filled with learning, growth, laughter, and success.

Let's make it a great year together.

Your Proud Principal,

Mrs. Ast

District Contacts

Katie Ast Superintendent/Principal (928) 476-3283 kast@pineesd.org	Megan Ward Executive Secretary (928) 476-3283 mward@pineesd.org
Keith Howell Transportation/Maintenance (928) 476-3283 khowell@pineesd.org	Kirsten Ratliff Exceptional Student Services (928) 476-3283 kratliff@pineesd.org
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Pine Strawberry Elementary School District Governing Board

The Pine Strawberry Elementary School District Board is composed of five elected members. Current Board members include:

President: Dawn Pawlowski
Clerk: Kelsey Randall
Member: Margaret Parker
Member: Thom Cazel
Member: Brandon Wells

The Pine Strawberry School District Board meetings will be held on the 2nd Monday of each month unless this date falls on a holiday, fall, winter, spring break or the board quorum is not met. The School Board will then reschedule the meeting, based on the Governing Board Members availability. All meetings begin promptly at 5:30pm and will be located at the Pine Strawberry School at 3868 N Pine Creek Drive, Pine, AZ 85544. Meeting notices are posted in the Pine post office on the bulletin board; at Pine Strawberry School, under the glass on the bulletin board located on the left wall of the main entrance to the building just before you enter the building; on the website. Members of the public can address the board during the Call to the Public. If you have a special concern you would like to have placed on the agenda, contact the Superintendent or a Board Member. You will be asked to help prepare the background information on your item. Your item will be placed on the agenda.

Mission, Vision, Core Beliefs

Mission: Provide a safe, wholesome foundation of education and individual excellence.
Vision: Facilitate learning today for a productive tomorrow.
Beliefs: Schools are for children. Schools belong to the community. Schools are people developers. Self-effort educates.

Application of the Handbook

Policies listed in this handbook apply to all times school is in session and at all school related activities. Students present on any property operated by the PSESD are subject to the policies found in this handbook.

Additionally, school rules may be enforced for conduct occurring off campus and away from school sponsored events without regard to the time of day where the motivation for the misconduct arose out of the school environment, or the misconduct affects the educational and orderly mission and function of the district, or endangers the members of the school community.

Throughout this handbook, the term "parent" will be used. Parent is defined as the legal parent or guardian of a pupil enrolled at Pine Strawberry School.

Enrollment Eligibility

Enrollment in the PSESD is available to any student who resides within the boundaries of the school district. Students seeking to enroll at PSESD will be asked to provide verification of residence through the submission of a current utility invoice. If a student is found to be living outside the district boundaries and does not have board approval for attendance, the parent will be notified and the PSESD student will be withdrawn.

School Hours

Instructional Hours:
Monday-Thursday: 8:00-3:15

Office Hours:
Monday-Thursday: 7:00-4:00

First Bell: 7:55am
Second Bell: 8:00am (students are tardy after the second bell)

Pine Strawberry students are to arrive no earlier than 7:15am. There is NO adult supervision on the playground until 7:30; students who arrive at 7:15 must go to the cafeteria.

The school day ends at 3:15pm (K-8). All students are to be out of the building and off campus unless under the direct supervision of a staff member. We cannot be responsible for students who remain at school after the end of the instructional day or at any other time school is not in session (i.e., weekends/holidays) unless they are part of a supervised activity.

Attendance

Students who attend regularly experience success and achieve more. Punctuality is important as classes begin on time. The school day and instruction begins the moment children walk into the classroom. Additionally, our state funds are dependent on our average daily attendance, so it is important to our total school program that children miss school only when it is absolutely necessary.

When a student is absent:

1) Parents should call the school office (928-476-3283). Messages can be left on the answering machine out of office hours. If we do not receive a call from you, we will call you.
2) If no call is made for some reason, a written note signed by the parent and noting the dates and reason for absence should be brought to the school when the student returns.
3) It is the responsibility of the student to make up any missed work due to the absence. Success and achievement depend on credit for work missed due to the absence. Teachers need a minimum of one day notice to prepare work missed due to absence.
4) NO STUDENT is allowed to leave the school campus at any time without being signed out and picked up by their parent or an authorized adult (Listed on the student's information sheet). Parents MUST come to the school office to pick up the child and sign them out. The child is NOT to be taken from the classroom. Teachers will not release children from the classroom without office notification.

Students in Middle School may receive a participation grade in each class. If a student is absent, they do not receive points for that day. Absences can affect a student's grades. Each class is important and students receive a grade in each class period. Please do not check students out unless it is necessary, as some points and assignments cannot be made up.

Student Absences and Excuses

The regular school attendance of a child of school age is required by state law. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons include illness, bereavement, or other family emergencies, and observance of major religious holidays of the family's faith.

Student Checkout Procedures

Anyone coming to pick up a student during school hours must go to the office, not to the classroom. Students who must leave campus for any reason during the school day must be signed out and picked up by their PARENT / GUARDIAN or those individuals designated on the student's enrollment form in the School Office. If you need to make a change to how your child will be going home at the end of the day, please contact the front office no later than 1:00 p.m. to ensure we have time to communicate the change to staff.

Immunizations

Immunization is a required condition of acceptance of ALL public school students PreK - 12th. There must be an immunization record on file for every student. The only exceptions to this law are if the child's physical condition is such that immunization would seriously endanger the child's health or if the child is being reared as an adherent to a religion, the teachings of which are opposed to immunizations. These forms may be picked up in the office.

Lost or Stolen Items

In order that the lost may be found, please identify articles of clothing with labels or indelible ink. Parents and students are encouraged to inquire at school for lost and found items. Lost, stolen, and/or damaged personal property cannot be replaced at school expense. Anything not claimed within a reasonable period of time will be given to the Senior Center Thrift Store.

Deliveries to School

Deliveries of flowers, balloons and other items to the school are highly discouraged. Once again, we are concerned with providing a learning environment that supports education rather than being disruptive. Deliveries that do arrive will be held until the end of the school day in the office and will not be sent to the classrooms. Students will be paged at the end of the school day. If the student does not pick up their item, another page will be made at the end of the next school day. The school does not guarantee that students will pick up an item delivered to the office.

School Campus

The campus at PSESD is considered closed. Upon arriving at the school grounds, a student may not leave without clearance from the office.

Due to safety concerns, students walking or being dropped off should arrive on campus between 7:15 a.m. and 8:00 a.m. Students should leave campus immediately following the final bell unless they are involved in a sponsored activity. Loitering on campus is not allowed.

Parents who wish to pick up students after school should wait outside the building at the east entrance. This procedure ensures the safety of all children during dismissal.

The campus of PSESD is defined as the actual property of the school site, and the streets and sidewalks surrounding the school property, excluding private residence. School rules will be enforced within this area during the school day, and when school activities are taking place on campus.

Loitering: Students being in proximity to campus during the school day, 7:15 a.m. to 3:15 p.m. and failing to come on campus and attend school. Students hanging out on campus from 3:15 p.m. to 4:00 p.m., unless involved in a school activity. (Only exception: When the school is hosting a sporting event and the student is at the event as a spectator.)

Visitors and Volunteers

Parents and guardians are invited to visit the school. Children who are not enrolled as students may not visit or attend classes. We do ask that classroom visits be scheduled with the principal and teacher before entering the classroom. It is for the safety of all our students that parents and visitors are required to sign in at the school office every time they enter the school and receive a visitor's pass. Parents and guardians are invited to eat lunch in the school cafeteria. Please notify the cafeteria the morning of the day you wish to eat.

Students may not have friends or other school-age family members visit during the school day. Parents and guardians should park in designated visitor parking in the main parking lot. Please do not leave unattended cars in the drop-off area and pull forward to expedite the pick-up/drop-off process.

Parents and community members are invited and encouraged to participate in the school program as volunteers. Volunteer applications and guidelines are available in the office.

Health Director

PSESD does not have a school nurse. However, we do have a health aide with emergency training. The Pine Strawberry Fire Department and the parents are called immediately if an emergency exists. Student registration requires parents to complete an Emergency Medical Treatment form and Medical permission form listing all medications used in treatment of minor injuries. Returning students must have an updated completed form returned and on file in the office within the first week of school.

Medication

On occasion, students must take medications during school hours. Board policy requires that the medications be administered in the health office or as directed by the family physician. Forms for student medication may be picked up in the office and must be signed by the parent and physician. Written instructions signed by the parent will be required for over-the-counter medication. All medications must be brought to the school office by the parent in original, properly labeled containers, and will be kept in the locked cabinet. These medications must also be picked up by the parent. Any change in medications should be promptly reported to the health aide.

Physical Education

Students are required to wear comfortable fitting clothes and tennis shoes on P.E. days.

For a student to be exempt from participating in P.E., the following requirements must be met.

- A note from parents will excuse a student from participation for one day.
- Long-term exemptions will only be granted with a valid note from a student's attending physician. A return to P.E. will require a doctor's release.

- Any student excused for either reason listed above will be asked to complete an alternative assignment during the student's time of release from P.E. activities.

Lunch Program

Breakfast and lunch are served every school day in the cafeteria. Beginning in July 2025, Pine Strawberry School will participate in the Community Eligibility Provision (CEP), a program through the National School Breakfast and Lunch Program that allows all students to receive breakfast and lunch at no cost. This program helps ensure all students have access to healthy meals each day.

Students may also bring a lunch from home and purchase milk in the cafeteria. Parents and guardians are welcome to purchase lunch in the school cafeteria; please notify the cafeteria the morning of the day you wish to eat and follow visitor procedures.

Adults:
Breakfast $1.50 / Lunch $3.50

Library

Passes must be obtained from a teacher and checked by the librarian. Items removed from the library must be checked out at the desk (even those things used in the classroom and returned immediately). You are allowed to check out two books and/or items at one time.

Report a lost or stolen book immediately. If no price is listed on the computer record, a book will cost $5.00 to replace. Students who do not return a book or books, may not receive their promotion certificate until the books have been returned or paid for.

Exceptional Student Services

Pine Strawberry School supports Gifted Services for those students who score at the 97% or above on the Cognitive Abilities Test administered by qualified personnel. Educational staff or parents may recommend children for screening. Services are incorporated in the regular classroom setting by the student's teacher as well as provided during the gifted education program.

Pine Strawberry School supports inclusion, which is provided in the student's least restrictive environment. Pullout and further programming assistance for students is provided on an individual basis by the special services staff. Services for all disability categories are available.

If a student is having difficulty either in social/behavioral or academic areas, the student can be referred to a Child Success Team. Team members work with parents and the student for the best solutions to achieve success. Parents can refer their child to a team by sharing their concerns with the classroom teacher.

Transportation/School Bus

The school bus driver is responsible for the orderly conduct and safety of the pupils transported. The right for students to have bus transportation is contingent on their good behavior. Continued disorderly conduct or refusal to respect the authority of the school bus driver shall be sufficient reason for the pupil to be denied transportation in accordance with regulations of the Governing Board of the school. Ref. A.R.S. 28-900 Article VI.

SCHOOL BUS SAFETY PROGRAM

Conduct on the Bus:

- All passengers must remain seated throughout the trip. Passengers may leave their seat only when the bus has reached the destination, comes to a complete stop and the door opens.
- Standing or walking while the bus is in motion is dangerous and prohibited.
- Passengers must keep personal items on their lap. The aisle must be kept clear.
- Passengers must avoid doing anything that might disturb the driver or interfere with his/her work. Do not occupy the driver area.
- Promptly obey the directions and instructions of the bus driver at all times.
- Refrain from loud and boisterous talking, yelling, or noise making.
- Never stick your hands, arms, head or feet out of the windows of the bus.
- Never throw anything in the bus or out of a window.
- Never touch the emergency door, exit controls or any of the bus safety equipment unless required in an emergency.
- Do not leave trash on the bus. No eating or drinking on the bus.
- No climbing over or under bus seats.
- Fighting, profane language/gesture, vandalism or theft will not be tolerated.

Prohibited Items:

- Drugs, alcohol, tobacco, matches, lighters, dangerous materials or weapons are not allowed.
- Insects, reptiles, or other animals shall not be transported.

Exit From the Bus:

- Remain seated until the bus has reached the destination, comes to a complete stop and the door is open.
- Do not push or crowd when leaving.

NOTE:

The following conduct will result in suspension. Consequences from this behavior may result in the loss of bus riding privileges for 10 school days or suspension of privileges for the remainder of the school year.

- Fighting
- Possession of weapons
- Vandalism, theft
- Endangering other students and/or bus driver and/or other drivers/pedestrians
- Possession of alcohol, drugs, tobacco, matches and lighters
- Incidents of disrespect or willful disobedience towards the driver
- Inappropriate language or gestures

- Throwing objects out window which create a safety hazard
- Threatening other students and/or bus driver

If students wish to ride another bus or get off at a different stop, their parent/guardian must provide a written note or telephone call to the attendance office.

If a student has not arrived home in a timely manner, or for other transportation concerns, call (928) 476-3283.

Travel Policy: Students participating in school-sponsored activities away from school must travel to and from the activity in school provided transportation. Only extenuating circumstances to this policy may be considered under the following circumstances.

- Sponsors, coaches, and administration must be contacted IN ADVANCE by the student's parent in person or phone giving special permission for that student to travel by private vehicle to the activity. NOTES ARE REQUIRED FOR VERIFICATION.
- To take your own child after a game or activity, a parent or guardian may sign their child out through the sponsor/coach.
- Students may not travel with any individual who is not their parent or guardian unless prior approval is obtained and documented on transportation form.
- If students lose their bus riding privileges, they will not be able to travel or participate in school-sponsored activities.

School Newsletter/Menu

Pine Strawberry School District believes communication is vital to the success of the school community. School newsletters/menus are sent home at the beginning of each month. A digital newsletter is sent home weekly. Additionally, we use text messages, phone calls, and emails for two-way communication. Please use our website and follow us on our Facebook page for up-to-date information and announcements.

School Cancellation

It may be necessary to cancel school or to begin school at a later time due to weather or unexpected events. PSESD has implemented a parent/guardian notification system. You will be notified of important news items or any emergency situation via a computerized program called Blackboard Connect-Ed. You will receive a recorded telephone message and/or a text message alert from the school. Additionally, we use our Facebook page to notify families and community members about school cancellations. In the event of a lasting power outage during school hours, parents are asked to pick up students. Our telephones may not work, so notification of such an outage may be limited to word of mouth. Regular sign out procedure will be followed.

When inclement weather is predicted, students will be sent home with school-provided Chromebooks for a Distance Learning Day.

Distance Learning Days

When it is necessary to cancel school, students will receive instruction virtually. Teachers may use IXL, Prodigy, Google Classroom, or paper assignments to provide instruction. The expectation is different at each grade level. It is important for parents/students to reach out to their classroom teacher if they need support on distance learning days.

School Safety

The safety of our students, staff, and visitors is of utmost importance. The district's Emergency Operations Plan directs the actions taken by the school district in an emergency situation. Each year, the school will complete the following drills required by the Arizona Department of Education:

- Monthly fire drills
- Two bus evacuation drills
- Three lockdown drills
- One shelter-in-place drill

Safety plans will not be shared with the public as this could become a security issue. School staff and local agencies involved in the plan will be informed and trained on the procedures.

Students and parents who become aware of information regarding weapons on the school campus, the potential of bombs, or bomb threats, or anticipated harmful or violent activities are urged to contact school district officials and/or police to report the information.

Contact Numbers:
Pine Strawberry School (928)476-3283
WeTip Number 1-800-78- CRIME

Grades and Progress Reports

The school year is divided into four quarters. The grade received for each quarter's work is recorded on the permanent record card and represents a cumulative score of the student's work over the quarter. The quarter-long classes will record grades at the end of each quarter.

A progress report form will be sent home with each student at the midpoint of every quarter. Parents should review the progress report and direct questions to the specific teacher. Please refer to the school calendar for the actual dates of the reports.

Student grades are reported in percentage form. The percentage grades equate to letter grades as follows:
A = 100% -90% B = 89%-80% C = 79%-70% D = 69%-60% F = 59%-0%

To aid in student learning, students may be pulled for tutoring or to make up missing tests and quizzes during recess at a teacher's discretion.

Homework

PSESD recognizes that the development of study skills and self-discipline is a prerequisite to achievement equal with potential. Hence, homework is viewed as an integral and indispensable element of a quality educational process. Homework may be assigned to each student on a routine and systematic basis consistent with the maturity, special needs, potential, and achievement level of the individual student. Homework will be expected to be turned in on-time.

Objectives of homework assignments:

- Reinforce and extend learning initiated in class.
- Promote good work and study habits.
- Encourage use of community resources.
- Create an opportunity for individual responsibility.

Students are expected to:

- Clearly understand assignments before leaving class.
- Hand in assignments by the due date.
- Acquire homework missed due to absence.
- Realize that homework is part of their grade.
- Assume responsibility for obtaining the proper resources and materials.

Parents are encouraged to support student success by:

- Being familiar with and supporting the philosophy and guidelines of the school concerning homework.
- Providing the child with a time and place to carry out the homework assignments.
- Contacting the teacher in the event of questions or concerns during school working hours.
- Taking an active part in the supervision of homework activities.

Make-Up Work

Upon returning to school after an absence, STUDENTS MUST ASK each teacher for work missed. Two calendar (2) days' time for each day missed will be allowed to complete make-up work. Individual teacher policy may extend this time.

Requests for homework will be sent out only if the student misses more than two days of school and a parent or student makes a request.

Assignments that are given out prior to a student's absence are not considered make-up work, and will be due on the designated date or the first day they return.

Late Work

Work that is not turned in on the due date will receive a zero until it is turned in. Late work will be reduced by 10% for each day it is late. All late work must be submitted at least one week prior to a progress report or report card to receive credit.

Agendas

Students will be given an agenda to keep track of assignments. Parents are advised to check the agenda daily for assignments to ensure student success. The agenda is to be maintained throughout the year (**DO NOT tear pages out**) as it is a record of student assignments, passes, and notes to parents. This is a record of their whereabouts for their safety and security of the school building, and the agenda can be requested by staff members at any time.

Last Week of Each Quarter

The last week of each quarter in Middle School will be used to assess the student's quarterly and yearly progress, including the last week of school. Please ensure your student is in school for the exams. Report Cards will be passed out to Middle School Students the following week, except for Parent Teacher Conference dates. This allows teachers to grade assessments and compile the report card.

Parent Conferences

Scheduled parent/teacher conferences will be conducted at least twice a year. In addition to scheduled opportunities, parents shall have opportunities to arrange conferences with teachers at other times during the year. Parents who wish to schedule a conference with a teacher should contact the office at (928) 476-3283.

Textbooks/Equipment

Students will be issued textbooks at no cost to the student. Should a student lose, deface or damage a textbook, the student/parent/guardian will be liable for replacement or cost of the textbook.

Students may also be issued musical instruments and technology equipment. Should the equipment be lost or damaged, the student/parent/guardian will be liable for replacement/repair cost.

Promotion Requirements

PSESD is dedicated to the continuous development of each student. Promotion from year to year will be based upon standards for each subject area as identified in the course of study. In addition to these standards, test scores, grades, teacher-Superintendent recommendations, and other pertinent data will be used to determine promotion.

Retention

A process is followed when the professional staff, in consultation with the parent, determines retention to be in the best interests of the student. When circumstances indicate that retention is in the best interest of the student, the student will have individual consideration, and decisions will be made only after a careful study of facts relating to all phases of the student's growth and development. The student's academic achievement level and mental ability are important, but physical and social characteristics are also important factors. A decision should be based on sufficient data, collected over a period of time and motivated by a desire to place students in school programs where they will be the most successful. In addition, such decisions when applied to students enrolled in special education shall be on a case-by-case basis, consistent with the individualized education plan and in accordance with A.A. C. R7-2-301 and R7-2-401.

Pursuant to Arizona Revised Statutes, a parent may appeal to the Board for reconsideration on any placement decision. The parent or student of majority has the burden of proof to overturn the decision of a teacher to promote, retain, pass or fail the pupil. It must be demonstrated to the Board that the student has or has not mastered the State Board adopted standards required for the placement recommended by the teacher. If the Governing Board overturns the decision of the teacher, a written finding of mastery or non-mastery of the State Board adopted standards must be adopted by the Governing Board. Board Policy IKE.

8th Grade Promotion

In order to be eligible to participate in the eighth grade promotion ceremony, eighth graders being promoted are required to be a student in good standing, be prepared, and participate in practices. Students will write and deliver a speech accompanied by a slide show. Students must have the speech and slide show approved ahead of time.

Eighth grade students who are being promoted will not receive their promotion certificate until all debts to the school are paid. A student will still be allowed to participate in the promotion ceremony, but will receive a blank piece of paper until all debts are satisfied.

Awards

Pine Strawberry Middle School offers the following academic honors:

- Principal's List: Awarded each semester to students who maintain an A (GPA=4.0) in every class. These students will receive a certificate.
- Honor Roll: Awarded each semester to students who maintain a B average or higher in every class. These students will receive a certificate.
- Student of the Month: An awards program sponsored by the Pine-Strawberry Student Council. One student is selected from each grade level by the faculty.
    - Selection Criteria:
        - Improvement in grades or progress towards a goal.

- Has good attendance or shows improvement in attendance.
- Not be on the ineligible list.
- Demonstrates good citizenship.
- Shows respect to peers and teachers.
- Not have any disciplinary issues during the month for which the student is being recognized.
- Not have any disciplinary issues during the year that resulted in an out-of-school suspension.

Dances

Dances are an important part of Pine Strawberry School's activities. Several dances are sponsored during the school year. School dances are restricted to students of good standing enrolled in PSESD.

Dance Policies:

- Minimum lighting must be maintained so that chaperons can identify people on the dance floor.
- Obscene and/or unsafe dancing will not be allowed.
- Only songs that have been provided with prior approval may be used.
- Students from other public schools, charter schools, private schools, or other guests may not attend Middle School dances. Any student in violation of the rules for one dance will lose the privilege of attending the next dance.
- Students who leave the dance early will not be readmitted. Students are to leave the school grounds immediately. Students are not to loiter.
- Although close dancing is allowed during slow songs, hands must be above the waist level.
- No food or drinks are allowed except for dances when a refreshment table is available.
- No loitering in the restrooms, at the door, or on the grounds outside of the gym.
- Student behavior must comply with school policies and will be enforced.
- The school dress code will be enforced at PSESD dances.

Food and Drink

- Students are not to take food or drink, except a water bottle, into the classrooms, library, office, or auditorium.
- Students are not allowed to bring to or possess any open container on campus before or during school hours. This rule includes Starbucks, fast food, and convenience store beverage cups. No glass bottles are allowed.
- Students may not consume energy drinks at school.
- Staff may use discretion on allowing food within their own classroom.

Dress Code

Student appearance and clothing need to be appropriate for the classroom and an educational environment.

- Clothes need to meet at the waist. Shirts with buttons must be buttoned.
- Shorts, skirts, and dresses should be no shorter than the ends of the student's extended fingertips when standing up straight (includes slits and ripped jeans).
- Hats are not to be worn in the building. They may be worn before and after school.
- Gloves are not to be worn in the building.
- Pants and shorts must fit appropriately and securely. Pant legs will not drag on the floor. Gang-related styles are prohibited. Pants or shorts must pass the "Baggy Pants Home and School Dress Test" — Without touching pants and with arms extended away from the body, the student must walk very fast and jump several times. The pants must stay on, fit securely, and not expose any midriff skin area or underclothing.
- May not be worn at school:
    - Halter, spaghetti straps, tops exposing midriff (even when arms are above the head), tube tops, crop tops, see-through or backless or revealing clothing, plunging necklines, or anything that reveals an under garment (including bra straps).
    - Pajama bottoms (unless it is part of a school activity/ex: spirit week).
    - Crude or vulgar lettering/images, weapons, drugs, alcohol, tobacco, inappropriate language, or sexually explicit material may not be worn.
    - Gang related dress or apparel, including, but not limited to chains, color display, or bandanas
    - Oversized, heavy, or chain-style jewelry designed as a fashion accessory that is excessively bulky, made of large visible links (approximately ½ inch or greater in width), extends below the chest, is attached to clothing or wallets, or may pose a safety risk, create a disruption, or be used in an unsafe manner is not permitted. Standard necklaces, chains, and jewelry worn in a typical manner are permitted.

Students who are dressed inappropriately will be sent to the office for a change of clothes. Parents may be contacted to bring a change of clothes.

Internet Safety

Pine Strawberry Elementary School is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

In order for the School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the District's teachers and other Staff will make reasonable efforts to

supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Internet Safety Policy of the School District and the Data Acquisition Site that provides Internet access to the School District. Upon reviewing, signing, and returning this Policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at School and is agreeing to follow the Policy. Any student under 18 years of age must have his or her parents or guardians read and sign the Policy. The School District cannot provide access to any student who fails to sign and submit the Policy to the School as required or does not return the Policy as directed with the signatures of the student and her/his parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, please call the principal. If any user violates this Policy, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

PERSONAL RESPONSIBILITY

By signing this Policy, you are agreeing not only to follow the rules in this Policy, but are agreeing to report any misuse of the network to the principal or any teacher. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

TERM OF THE PERMITTED USE

A student who submits to the School, as directed, a properly signed Policy and follows the Policy to which he or she has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new Policy each year during which they are students in the School District before they are given an access account.

To help support student safety and appropriate use of school-issued technology, the School District utilizes monitoring and filtering software, including GoGuardian, to supervise student activity on school devices and school-managed accounts. This system helps staff monitor online activity, promote responsible digital citizenship, and identify potential safety concerns or misuse of technology in accordance with district policy and applicable laws.

ACCEPTABLE USES

- Educational Purposes Only
    - The School District is providing access to its computer networks and the Internet for educational purposes only. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the School to help you decide if a use is appropriate.
- Unacceptable Uses of Network
    - Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:

        - Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages, offer for sale or use any substance the possession or use of which is prohibited by the School District's Student Discipline Policy, view, transmit or download pornographic materials or materials that encourage others to violate the law, intrude into the networks or computers of others, and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them
        - Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies), employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using her/his access to the network or the Internet, upload a worm, virus, "Trojan horse," "time bomb" or other harmful form of programming or vandalism, participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
        - Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others, don't impersonate another user.
        - Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.
- Netiquette. All users must abide by rules of network etiquette, which include the following:
    - Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
    - Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
    - Don't assume that a sender of email is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her email address to third parties. This should only be done with permission or when you know that the individual would have no objection.
    - Be considerate when sending attachments with email (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

<u>INTERNET SAFETY</u>

- General Warning; Individual Responsibility of Parents and Users
    - All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide to materials

to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the School.

- Personal Safety
    - Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.
- "Hacking" and Other Illegal Activities
    - It is a violation of this Policy to use the School's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
- Confidentiality of Student Information
    - Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of director)' information, as defined by Arizona law, for internal administrative purposes or approved educational projects and activities.
- Active Restriction Measures
    - The School, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material, which is inappropriate for minors.
- Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.
- The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that:
    - taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
    - depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
    - taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors

PRIVACY

- Network and Internet access is provided as a tool for your education. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

FAILURE TO FOLLOW POLICY

- The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student's enrollment in the School District. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The School District may also take other disciplinary action in such circumstances. If the School District intends to impose any discipline other than revoking privileges for the remainder of the school year, the user will be afforded appropriate due process.

WARRANTIES/INDEMNIFICATION

- The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the School District and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside the School District's network.

UPDATES

- Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or her/his parents or guardian) or such new Policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the

information changes, you must notify the person designated by the school to receive such information.

Bicycles, Roller Blades, Roller Skates, Skateboards

Cycles, skateboards, roller blades and roller skates are not to be ridden on campus during school hours. Students may ride them after 4:00 pm, Monday - Friday. If such items are used during school hours, as a part of supervised activity, protective gear must be worn. During school hours students are to walk bikes on the school grounds. Bicycles are to be parked in the bicycle parking area and to remain in the rack until the student leaves school at the end of the school day. Bicycle riders must obey traffic regulations. These items may not be used on sidewalks or the track area. The school accepts no liability for public use of the school grounds. This includes children who are on the campus after the regular school day or on weekends.

Cell Phone and Smartwatch Policy

We are an AWAY FOR THE DAY school.

That means when students arrive at school in the morning, their cell phone/smartwatch is turned off and stays in their backpack. Once the dismissal bell rings, students may access their device.

We recognize that parents provide their children with cell phones and smartwatches for safety reasons. Therefore, we understand that students will bring them to school. These devices must be turned off and kept in the student's backpack during the school day (7:15-3:15).

If a cell phone or smartwatch is out of a student's backpack during the day it may be confiscated, and only be released to the parent or guardian.

Students may not photograph or take videos of staff members or other students inside and outside the building.

If students need to reach a member of their family, they can use one of the phones in the main office. If parents need to speak with their child, they can call the school at (928) 476-3283. You can help us enforce this policy by not texting your children and calling or answering their calls during the day.

Pine Strawberry School is not responsible for lost, stolen, or damaged electronic devices/cell phones of any kind. We recommend these devices stay home, if you choose to bring these items; you do so at your own risk.

There will be an initial verbal warning for cell phone use. Additional cell phone use during prohibited times will result in a category 1 infraction followed by a category 3 referral for the second and subsequent incidents that a cell phone is confiscated as outlined in the *Plan for a Safe and Orderly Environment.*

Electronic Devices

All electronic device including cell phone, ipods, recording devices, etc:
During school hours:

1. Must be stowed in a purse or backpack and turned off at all times unless prior permission to use the device has been obtained from your teacher.
2. In specific situations, such as a bomb threat or during a lockdown, use of a cell phone may endanger students, staff and emergency personnel and will not be allowed.
3. Devices may be used outside the school building after normal school hours.
4. No recordings are allowed during school hours, on any form of recording device. Recordings violate student privacy laws.

Consequences: Use of an electronic device in violation of the above policy may result in temporary seizure of the device. A staff member may seize the device and turn it into the office. A parent or guardian may be required to pick up the device, it will not be returned to the student.

The decision to bring a Digital Technology Devices (cell phones, audio/video Recording devices, iPods, MP3s, or any other technology device) to the school lies strictly with the parent/guardian and/or student. The District and school is not responsible for any device that is lost, stolen, or damaged.

Eligibility

SPORTS
A student must be eligible to participate in sports.

- Students must have a "C" or better in every subject for which a letter grade is given. In the case of Pass or Fail classes, a Pass is required to remain eligible.
- Eligibility goes from Friday to Friday. Students may not participate in practices or games if ineligible. This time should be dedicated to bringing up their grades.
- To participate in games (home and away) students must be in attendance **the entire day of** the game. Additionally, students must attend school **the entire day following** any away games or the student will not be allowed to compete in the next game (home or away). The only exception would be a personal illness documented by a doctor's note.
- Students may not participate in practices or athletic events until they become eligible.

SPORTS PHYSICAL
Students in grades 5th – 8th, that plan to participate in the sports program, will need to acquire a sports physical through their family physician.

CLUBS
A student must be eligible to participate in extracurricular clubs.

- Students must have a "C" or better in every subject for which a letter grade is given. In the case of Pass or Fail classes, a Pass is required to remain eligible.
- Eligibility goes from Friday to Friday. Students may not participate in meetings or events if ineligible. This time should be dedicated to bringing up their grades.
- To participate in club activities, students must be in attendance **the entire day of** the activity.

- Additionally, students must attend school **the entire day following** travel events or the student will not be allowed to participate in the next travel event. The only exception would be a personal illness documented by a doctor's note.
- Students may not participate in meetings or events until they become eligible.

FIELD TRIPS
If a student cannot listen and behave with their regular teachers/staff in a controlled environment, we do not want to endanger the student or others by taking them on a field trip. If a student has lost the privilege to attend a field trip, they will be provided with work to complete at school.

- Eligibility for field trips works as follows:
  Students are allowed 25 points for the 1st Quarter and 50 points for the year. This means if a student exceeds those point values in the specified time period, then that student will not be allowed to attend and participate in the field trip based on potential safety issues as described above.

Harassment, Bullying, and Touching

All students enrolled at PSESD are expected to conduct themselves at all times so as to provide an atmosphere free from harassment. This expectation includes all extracurricular activities, competitions, and social events sanctioned by the school. Harassment, Bullying, and Sexual Harassment may include, but is not limited to:

- Unwelcome flirting or suggestive comments
- Threats, verbal abuse, negative comments, name-calling, or degrading descriptions.
- Specific verbal comments about an individual's body.
- Jokes, stories, drawings, pictures, or gestures of a sexual nature.
- Spreading rumors.
- Remarks relate to gender.
- Unnecessary patting, pinching, or touching an individual's body or clothes.
- Cornering or blocking of normal movements.
- Actual physical force used or threatened to pressure someone.
- Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a harassment complaint.

Students who become involved in any form of harassment, bullying, or inappropriate touching will be disciplined according to the process available through the *Plan for a Safe and Orderly Environment.* In addition, police may be called to report inappropriate behavior.

Individuals who believe that they have been subject to violations of this policy are to direct their concerns to the school principal/superintendent (476-3283).

Hazing/Bullying

There shall be no hazing/bullying, solicitation to engage in hazing/hazing, or aiding and abetting another who is engaged in hazing/bullying of any person enrolled, accepted for or promoted to enrollment, or

intending to enroll or be promoted to District schools within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdrawal from the District school.

Definitions

- "Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student and in which both of the following apply:
    - The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.
    - The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.
- “Bullying” means any intentional knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student and in which both of the following apply:
    - The act was committed to treat abusively by means of force or coercion.
    - The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.
- "Organization" means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing or bullying. In accord with statute, violations of this policy do not include either of the following:

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

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

Reporting/Complaint Procedure:

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

- A person who complains or reports regarding hazing or bullying may complain or report directly to the school administrator or to a professional staff member. The professional staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purpose. At a minimum the report/complaint shall be put in writing containing the identifying information on the complaint and such specificity of names, places and times as to permit an investigation to be carried out. When a professional staff member receives the information, the staff member will transmit a report to the school administrator or supervising administrator no later than the next school day following the day the staff member receives the report/complaint.

Public Displays of Affection (PDA)

Students are to refrain from embracing, kissing, and other overt displays of affection which may be interpreted by others as undue familiarity and improper decorum in a school setting including school sponsored activities such as sporting events or field trips. These may include:

- Hand holding
- Long embraces

Consequences may vary depending on the frequency and intensity of the infraction.
Friendly affection may be displayed by hugs from the side or front (no long embraces).

Prohibited Items

Any item(s) brought to school that might be used as a weapon or is "Potentially dangerous and/or disruptive to the educational process"; are all SUBJECT TO CONFISCATION AND THE STUDENT SUBJECT TO DISCIPLINARY ACTION. Items that are expensive or potentially dangerous will only be released to a parent.

Items that are prohibited include (but are not limited to):

- Guns -Any Knife -Fire Extinguishers- ¬Explosives of any type including firecrackers ¬Water balloons -Snow balls – Noise producing devices – Electric/battery shock devices – BB's - Water guns -Laser pointers -Bicycles in any building -Trading cards –Electronic Games (Game boy, PSP, etc.) – Stink Bombs.
- Sharpies, permanent markers, and white out. (There are instances where these items will be provided by teachers for use in the classroom)
- The school administration reserves the right to add items to this list as conditions warrant. Any item that disrupts the learning environment is prohibited.

Alternative Learning Classroom (ALC)

ALC is a temporary assignment to an alternative learning classroom. The goals of ALC are to discourage repeat offenses, solve behavioral issues, encourage positive behavior, and to keep students safe. Only school administration can assign ALC. **Parents will always be notified when a student is assigned**

ALC. ALC is a consequence that keeps students in school and doing work, but isolates them from the rest of the student body.

ALC may be imposed for part of a day or one or more days. The student is removed from the regular classroom setting and is assigned to a location isolated from classmates. Classroom teachers will provide work for students to complete while in ALC. ALC may be assigned to a student for the following infractions: defiance, disorderly conduct, bullying, cheating, repeat offenses, aggressive behavior, and damaging school property.

Search and Seizure

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment of the Constitution. However, this individual right is balanced by the school's responsibility to protect the health, safety, and welfare of all of its students.

Students have no reasonable expectation of privacy in desks, storage areas, etc., and school personnel may inspect them at any time with or without reason, or with or without notice and without the permission of the student or his parent or guardian.

School administrators may conduct searches when they have a reasonable suspicion that the health, safety or welfare of students may be in danger. Any administrator making a search or a seizure will follow these guidelines:

- General searches of school property (including personal items found in school property) may be conducted at any time when, in the administrator's judgment, there is a reasonable suspicion to believe that something that violates a law or school rule is on school property. This search of school property may be made without the student being present.
- Illegal items (firearms, explosive devices, weapons, drugs) or other possessions reasonably determined to be a threat to the safety, security of others, or might possibly interfere with school purposes may be seized by school employees.
- Items that are used to disrupt or interfere with the educational process may be temporarily removed from a student's person.
- A student's person and possessions may be searched by the administrator or his/her designee when there is a reasonable suspicion to believe that the student has on his/her person illegal items or other items that may interfere with school purposes. This search shall take place in the presence of a witness. An administrator or designee of the same gender as the student being searched will carry out a student search.

Additional Information

Parent's Right to Know

In accordance with ESSA, school districts who receive Title I funds to support students' academic success are required to notify families they have the right to request, and receive, information regarding the professional qualifications of the student's classroom teachers and paraprofessionals. The Pine Strawberry instructional staff meets all state and federal certification requirements. The district, upon written request by parents, will provide information regarding the professional qualifications of a classroom teacher. This

information includes certification(s) and college degree(s). Requests should be made in writing and directed to the school principal/superintendent. If at any time your child has been taught for 4 or more consecutive weeks by a teacher not highly qualified, the school will notify you. Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

Parent Involvement *(Pine Strawberry School District Policy KB)*

The Governing Board adopts this policy to promote the involvement of parents and guardians of children enrolled in the School District. This policy is adopted in consultation with parents, teachers and administrators. The Governing Board recognizes parents' rights as codified in the Parents' Bill of Rights, 1-601, 1-602, and in Arizona's other codifications of parents' rights as stated in Title 15 of the Arizona Revised Statutes. Outline of Policy KB, Regulations and Exhibits:

A. Policy KB contains the Governing Board's policy as developed and adopted as required by law.

B. Regulation KB-R incorporates the Superintendent's detailed guidance in administering this policy.

C. Exhibit KB-EA provides Superintendents with a mechanism to collect and maintain instructional staff background information.

D. Exhibit KB-EB contains the parents' bill of rights as codified for ease of reference.

For the purpose of this policy "parent" means the natural or adoptive parent or legal guardian of a minor child. Parental Involvement Procedures:

The Superintendent, in consultation with parents, teachers, and administrators, shall develop procedures for parental involvement in the school(s). These shall include:

A. A plan for parent participation in the school designed to improve parent and teacher cooperation in such areas as homework, attendance, and discipline. The plan shall provide for the administration of a parent-teacher satisfaction survey.

B. A method by which parents may learn about the course of study for their children and review learning materials, including the source of any supplemental educational materials.

C. Procedures by which parents have access to the school's library collection of available books and materials.

D. Procedures by which parents may receive a list of books and materials borrowed from the library by their children.

The following are exempt from paragraph C and D:

1. Schools without a full-time library media specialist or an equivalent position.
2. School district libraries that have agreements with county free library districts, municipal libraries or other entities pursuant to section 15-362, subsection D.

E. A procedure by which parents who object to any learning material or activity on the basis that it is harmful may withdraw their children from the activity or from the class or program in which the material is used and request an alternative assignment. Objection to a learning material or activity on the basis that it is harmful includes objection to a material or activity because it questions beliefs or practices in sex, morality, or religion or, because of sexual content, violent content, or profane or vulgar language.

F. A procedure by which parents or guardians of students enrolled in the District shall have access in advance to the instructional materials, learning materials and activities currently used by, or being considered for use by, the District.

G. A procedure by which the District shall obtain signed, written consent from a student's parent or guardian before using video, audio or electronic materials that may be inappropriate for the age of the student.

H. Procedures to prohibit the School District from providing sex education instruction to a student unless the student's parent provides written permission for the student to participate in the sex education curricula if the School District offers any sex education curricula pursuant to A.R.S. 15-711 on the requirement to include instruction to students in grades seven (7) through twelve (12) on laws relating to sexual conduct with a minor or 15-716 concerning instruction on immune deficiency syndrome, or pursuant to any rules adopted by the State Board of Education.

I. A procedure by which the District shall obtain signed, written consent from a student's parent or guardian before providing sex education to the student. At the same time the public educational institution seeks consent, it shall inform the student's parent or guardian of the parent's or guardian's right to review the instructional materials and activities.

J. Procedures by which parents will be notified in advance of and given the opportunity to withdraw their children from any instruction or presentations regarding sexuality in courses other than formal sex education curricula.

K. Procedures by which parents may learn about the nature and purpose of clubs and activities that are part of the school curriculum, extracurricular clubs, and activities that have been approved by the school.

L. Procedures by which parents will be notified in advance of and given the opportunity to opt their children into any instruction, learning materials or presentations regarding sexuality, in courses other than formal sex education curricula.

M. Procedures by which parents may learn about parental rights and responsibilities under the laws of this state, including the following:

1. The right to opt in to a sex education curriculum if one is provided by the District.
2. Open enrollment rights pursuant to A.R.S. 15-816.01, relating to the District policies on open enrollment.
3. The right to opt out of assignments pursuant to A.R.S. 1-601, Parents Bill of Rights. [See Exhibit KB-EB]
4. The right to opt a child out of immunizations as authorized by A.R.S. 15-873, relating to an outbreak of a communicable disease.
5. The promotion requirements prescribed in A.R.S. 15-701 for students in grades one (1) through eight (8).
6. The minimum course of study and competency requirements for graduation from high school prescribed in A.R.S. 15-701.01.
7. The right to opt out of instruction on the acquired immune deficiency syndrome as provided by A.R.S. 15-716.
8. The right to review their child's standardized norm-referenced test results pursuant to A.R.S. 15-743.
9. The right to participate in gifted programs pursuant as prescribed by A.R.S. 15-779.01.
10. The right to access instructional materials as directed by A.R.S. 15-730.
11. The right to receive the school's annual report card pursuant to A.R.S. 15-746.
12. The school attendance and age requirements for children prescribed in A.R.S. 15-802, 15-803 and 15-821.

13. The right to public review of courses of study textbooks and library books and materials in the common schools (preschool programs through grade eight [8]), as prescribed in A.R.S. 15-721, and in high schools, prescribed in A.R.S. 15-722.
14. The right to be excused from school attendance for religious purposes as described by A.R.S. 15-806.
15. Policies related to parental involvement pursuant to A.R.S. 15-102 and set out herein.
16. The right to seek membership on school councils pursuant to A.R.S. 15-351, describing the purpose, duties, and membership of a school council. [Subject to the exemption of certain school districts exempted as described in A.R.S. 15-352.]
17. Information about the student accountability information system (SAIS) as prescribed in section 15-1042.
18. The right to access the failing schools tutoring fund pursuant to A.R.S. 15-241.
19. The right to access all written and electronic records of a school district or school district employee concerning the parent's child pursuant to section 15-143, listed in Regulation KB-R.
20. Access to the Arizona Department of Education (DOE) statutory handbook of parental rights, which is posted on the DOE website and is prominently posted on a publicly accessible portion of the District website with a link to the statutory handbook of parental rights.

The District plan under this policy may also include:

A. Making parents aware of this District parental involvement policy, including:
1. Rights under the Family Educational Rights and Privacy Act (FERPA) of 1974, as revised (20 U.S.C. 1232g) relating to access to children's official records.
2. The parent's right to inspect the District policies and curriculum.

B. Efforts to encourage the development of parenting skills.

C. The communication to parents of techniques designed to assist the student's learning experience in the home.

D. Efforts to encourage access to community and support services for children and families.

E. The promotion of communication between the school and parents concerning school programs and the academic progress of the parents' children.

F. Identifying opportunities for parents to participate in and support classroom instruction at the school.

G. Efforts to support, with appropriate training, parents as shared decision makers and to encourage membership on school councils.

H. The recognition of the diversity of parents and the development of guidelines that promote widespread parental participation and involvement in the school at various levels.

I. The development of preparation programs and specialized courses for certificated employees and administrators that promote parental involvement.

J. The development of strategies and programmatic structures at schools to encourage and enable parents to participate actively in their children's education.

K. Provide to parents the information in this policy in an electronic form.

Resumés of all current and former instructional personnel shall be maintained and available for inspection by parents and guardians of pupils enrolled. The resumé shall include individual educational and teaching background and experience in a particular academic content subject area.

For the purposes of this policy parent means the natural or adoptive parent or legal guardian of a minor child. When a parent submits a written request for information to the Superintendent or a school principal during regular business hours:

A. The Superintendent or principal shall:

1. Deliver the requested information to the parent within ten (10) calendar days, or
2. Provide to the parent a written explanation for denial of the requested information.

B. If the requested information is denied or is not received by the parent within fifteen (15) calendar days:

1. The parent may submit in writing to the Governing Board a request for the requested information, and
2. The Governing Board shall consider the request at the next scheduled meeting of the Board on which the request can be properly noticed. If the request cannot be properly noticed on the next scheduled meeting agenda, the Governing Board shall formally consider the request at the next subsequent public meeting of the Governing Board.

Rights of Parents of Homeless Students *(Pine Strawberry School District Policy JFABD-EB)*

Your preschool-aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act, if your family lives in any of the following situations:

- In a shelter, motel, vehicle, or campground
- On the street
- In an abandoned building, trailer, or other inadequate accommodations, or
- Doubled up with friends or relatives because you cannot find or afford housing

Your children have the right to:

- Go to school, no matter where you live or how long you have lived there. They must be given access to the same public education, including preschool education, provided to other children.
- Continue in the school they attended before you became homeless or the school they last attended, if that is your choice and is feasible. If a school sends your child to a school other than the one you request, the school must provide you with a written explanation and offer you the right to appeal the decision.
- Receive transportation to the school they attended before your family became homeless or the school they last attended, if you or a guardian request such transportation.
- Attend a school and participate in school programs with children who are not homeless. Children cannot be separated from the regular school program because they are homeless.
- Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrolment.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrolment.
- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrolling your children.
- Receive the same special programs and services, if needed, as provided to all other children served in these programs.
- Receive transportation to school and to school programs.

Public Notice

Family Educational Rights and Privacy Act *(Pine Strawberry School District Policy JR-R)*

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. The Governing Board has established written policies regarding the collection, storage, retrieval, release, use, and transfer

of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents' and students' rights to privacy. These policies and procedures are in compliance with:

- The Family Education Rights and Privacy Act; Title 20, United States Code, Sections 1232g and 1232h; and the Federal Regulations (34 C.F.R., Part 99) issued pursuant to such act;
- Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT ACT);
- Every Student Succeeds Act of 2015 (ESSA);
- The Individuals with Disabilities in Education Act; 20 U.S.C. Chapter 33; and the Federal Regulations (34 C.F.R. Part 300); and
- Arizona Revised Statutes, Title 15, sections 141 and 142.

Student education records are collected and maintained to help in the instruction, guidance, and educational progress of the student, to provide information to parents and staff members, to provide a basis for the evaluation and improvement of school programs, and for legitimate educational research. The students' records maintained by the District may include - but are not necessarily limited to, identifying data, report cards and transcripts of academic work completed, standardized achievement test scores, attendance data, reports of psychological testing, health data, teacher or counselor observations, and verified reports of serious or recurrent behavior patterns. These records are maintained in the office of the District under the supervision of the school administrator and are available only to the teachers and staff members working with the student. Upon request, the District discloses education records, including disciplinary records, without consent to officials of another school district in which a student seeks or intends to enroll. Otherwise, records are not released to most agencies, persons or organizations without prior signed and dated written consent of the parent [34 C.F.R. 99.7]. The signed and dated written consent may be in electronic form under certain conditions [34 C.F.R. 99.30].

You shall be informed when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to your child. The information must be maintained for two (2) years after the date your child was last enrolled in this school district.

You have the right to inspect and review any and all records related to your child within forty-five (45) days of the day of receiving a request for access, including a listing of persons or organizations who have reviewed or have received copies of the information [34 C.F.R. 99.7]. Parents who wish to review their children's records should contact the Superintendent for an appointment or submit to the Superintendent a written request that identifies the record(s) you wish to inspect. District personnel will make arrangements for access and notify you of the time and place where the records may be inspected. District personnel will be available to explain the contents of the records to you. Copies of student education records will be made available to parents when it is not practicable for you to inspect and review the records at the school. Charges for the copies of records will be costs of copying unless the fee prevents the parent from exercising rights to inspect and review those records. You have the right to request that an amendment be made to the student's education records and to add comments of your own if you believe information in the record file is inaccurate or misleading [34 C.F.R. 99.7(a)(1)]. You should write to the Superintendent, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by you, the District will notify you of the decision and advise you of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of the right to a hearing. You have the right to consent to disclosures of personally identifiable

information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Copies of the District student education records confidentiality policies and procedures may be reviewed in the assigned office in each school [34 C.F.R. 99.7]. You have the right to file a complaint with the Family Educational Rights and Privacy Act Office in Washington, D.C., concerning alleged failures by the District to comply with the requirements of FERPA [34 C.F.R. 99.7]. The name and address of the Office that administers FERPA are:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

FERPA / Policy JR-R:

According to state and federal law if the Governing Board permits the release of directory information relating to students to persons or organizations who inform students of educational or occupational opportunities, then the Governing Board shall provide access to directory information on the same basis to military official recruiting representatives for the purpose of informing students of educational and occupational opportunities available to them. Directory information shall be released on or before October 31 of each year unless the parent or eligible student requests in writing to the District (a letter to the Superintendent's office within two [2] weeks after notification) not to release directory information to any person or organization without prior signed and dated written consent. The District shall distribute a form, separate from any other form, designed and provided to districts by the Arizona Department of Education allowing pupils to request that directory information not be released. If the District distributes materials to pupils through electronic communication or on an internet website, the form may be distributed in the same manner. A person who is wrongfully denied access to directory information or access to school buildings, school grounds or other property may notify the Department of Education, which shall report the alleged violation to the United States Department of Education. If the parent or eligible student refuses to allow the release of directory information without prior signed and dated written consent, then the District will not provide military recruiters, upon request, directory information containing the student's name, addresses and telephone listings.

At the end of the two (2)-week period, if the parent or eligible student has not returned the form indicating refusal to allow the release of directory information, the District will assume it has their permission to release the above-mentioned information. This designation will remain in effect until it is modified by the prior signed and dated written direction of the parent or eligible student. The student's records will be appropriately marked by the records custodian to ensure compliance with the parents' or eligible student's request.

Parent's Bill of Rights *(Pine Strawberry School District Policy KB-EB)*

1. The right to direct the education of the minor child.
2. The right to access and review all records relating to the minor child.
3. The right to direct the upbringing of the minor child.
4. The right to direct the moral or religious training of the minor child.
5. The right to make all health care decisions for the minor child.
6. The right to request access and review all written and electronic medical records of the minor child unless otherwise prohibited by law or unless the parent is the subject of an investigation of a crime committed against the minor child and a law enforcement official requests that the information not be released.
7. The right to consent in writing before a biometric scan of the minor child is made.
8. The right to consent in writing before any record of the minor child's blood or deoxyribonucleic acid is created, stored or shared, or before any genetic testing is conducted on the minor child.
9. The right to consent in writing before a video or voice recording of the minor child is made, unless the video or voice recording is made during or as a part of a court proceeding, by law enforcement officers during or as part of a law enforcement investigation, during or as part of an interview in a criminal or child safety services investigation or to be used solely for any of the following:

(a) Safety demonstrations, including the maintenance of order and discipline in the common areas of a school or on pupil transportation vehicles.
(b) A purpose related to a legitimate academic or extracurricular activity.
(c) A purpose related to regular classroom instruction.
(d) Security or surveillance of buildings or grounds.
(e) A photo identification card.

10. The right to be notified promptly if an employee of this state, any political subdivision of this state, any other governmental entity or any other institution suspects that a criminal offense has been committed against the minor child by someone other than a parent, unless the incident has first been reported to law enforcement and notification of notifying the parent would impede a law enforcement or child safety services investigation.
11. The right to obtain information about a child safety services investigation involving the parent.

Non-Discrimination

The PSESD is committed to a policy of non-discrimination in relation to race, color, religion, sex, age, national origin, and disability. This policy will prevail in all matters concerning staff members, students, the public, educational programs and services, and individuals with whom the Board does business. Individuals who believe that they have been subject to violations of this policy are to direct their concerns to the school principal/superintendent at
476-3283.

Non-Commercial Flyers

From time to time, community organizations and students want to share flyers. The School has been in the habit of permitting such sharing of non¬commercial materials, although by doing so, our district and our educators are not specifically endorsing them. If you have any questions about any of the materials that your child may bring home, please feel free to contact the school principal or the district office.