

Elementary Student Handbook 2026-2027



Blue Ridge Unified School District #32 Vision Statement

Blue Ridge is the heart of our community; a family of diverse members committed to ensuring a purposeful, creative learning environment within a caring, collaborative culture for all. We are rich in tradition, achievement, and innovation.

We are BR!



Dear Parents and Students,

Welcome back to a brand new school year at Blue Ridge Elementary!

We are thrilled to have you join us as we begin another exciting chapter filled with learning, growth, and shared success. Whether you're returning or just beginning your journey with us, we are honored to have your family as part of our school community.

As we set the tone for a positive and productive year, I want to encourage every student and family to carefully review our Student Handbook. This guide outlines important policies, procedures, behavioral expectations, and resources designed to support a safe, respectful, and engaging learning environment for all.

Reading the handbook together is a great way to start conversations about what it means to be a responsible, respectful member of our school community. It also ensures that students and families are informed about their rights, responsibilities, and the many opportunities available this school year.

Thank you for partnering with us in your child's education. We are looking forward to a wonderful school year ahead—full of connection, curiosity, and achievement.



Sincerely,

Keilah Butler, Principal

Contact information

Superintendent: Jonathan Rohloff
(928)368-6126

Elementary Front Office
(928) 368-6126

Registrar
Julia Morquecho ext. 3205

Attendance
Kathy Palensar ext. 3209

Front Desk/Secretary
Charlotte Jones & Kendra Palmer ext. 3204

Principal
Keilah Butler ext. 3207



Vice Principal
Daniel Robinson ext. 3208

Counselor
Jonathan Rau ext. 3237

ELD Coordinator
Terry Hurst ext. 3243

Code of Conduct at Blue Ridge Elementary

Trustworthiness

Be honest; do not deceive, cheat or steal; be reliable- do what you say you'll do; Have the courage to do the right thing; Build a good reputation; be loyal- stand by your family, friends, and country.

Respect

Treat others with respect; follow the Golden Rule; be tolerant of differences; Use good manners, not bad language; be considerate of the feelings of others; do not threaten, hit, or hurt anyone; Deal peacefully with anger, insults, and disagreements.

Responsibility

Do what you are supposed to do; Persevere: keep on trying; Always do your best; Use self-control; Be self-disciplined; Think before you act and consider the consequences; Be accountable for your choices.

Fairness

Play by the rules; Take turns and share; be open-minded; listen to others; do not take advantage of others; don't blame others carelessly.

Caring

Be kind; be compassionate and show you care; Express gratitude; forgive others; Help people in need.

Citizenship

Do your share to make your school and community better; Cooperate; Stay informed; vote; be a good neighbor; Obey laws and rules; Respect authority; Protect the environment.



Student Excellence

Blue Ridge Elementary School strives to increase positive student behavior choices and to reduce negative behavior. This is done in order to provide a positive academic environment that is safe, orderly and conducive to learning objectives.

The following are guidelines that will help to ensure that our school is an exciting and safe place to be and that an optimal learning environment will occur on a daily basis:

- 
- 1. Always try your best.**
 - 2. Treat others and yourself like you would want to be treated.**
 - 3. Respect yourself and others.**
 - 4. Keep your hands, feet and objects to yourself.**
 - 5. Use appropriate language and keep hurtful comments to yourself.**
 - 6. Do not keep yourself or others from learning.**
 - 7. Follow the stated rules whether in the classroom or on the playgrounds or in the gym.**

Attendance Services and Enrollment

District Attendance Policy

The Blue Ridge Unified School District is committed to the enforcement of state mandatory attendance laws (A.R.S. 15-802(A) and A.R.S. 15-803(E)). Governing board policies require every person who has custody of a student between the ages of six and sixteen years shall make sure the student attends for the full time school is in session. The state of Arizona counts all absences the same whether a parent verified the absence or did not make contact. More than 10% absenteeism is considered excessive (17 days per year) and has detrimental consequences to both student and parent.

AFTER EACH 9-WEEK QUARTER, THERE WILL BE A 1-1.5 WEEK BREAK. PLEASE CHECK THE SCHOOL CALENDAR AND PLAN APPOINTMENTS, VACATIONS, AND OUT OF STATE TRAVEL ACCORDINGLY.

Excusing an absence

Parents must call the BRES office at (928) 368-6182 ext. 3209 or email kpalsar@brusd.org prior to or by the end of day of the day of the absence to notify the school that their student will be absent for the day. If you know in advance that your student will not be attending school for a period of time, please send a note, email, or call the office. Any medical notes are appreciated but not required by the state or by our office.

State Mandated Truancy Policy

5 absences: Parent Contact Made

10 absences: Parent Contact Made & Synergy Letter

15 absences: Parent Contact Made, Synergy Letter, and Letter from PLPD

17+ absences: Referral to Truancy Officer

Student Arrival

PLEASE REFRAIN FROM BRINGING STUDENTS TO SCHOOL BEFORE 7:15 A.M., AS THERE WILL NOT BE ANY ADULT SUPERVISION UNTIL THEN. PLEASE NOTE THAT BLUE RIDGE ELEMENTARY SCHOOL CANNOT ASSUME RESPONSIBILITY FOR STUDENTS WHO ARRIVE TO SCHOOL EARLY AND ARE UNSUPERVISED BEFORE 7:15 A.M. SUPERVISION OF STUDENTS BEGINS AT 7:15 A.M.

Drop Off Procedures

Our gates will open for drop off at 7:15 a.m. Traffic is usually light from 7:15 a.m. to 7:20 a.m.

For the safety of all students and adult staff, we need all cars to follow the traffic pattern around the parking lot and let your child(ren) off in the south side purple painted unloading zone manned by school personnel.

Please have your child ready to exit on the passenger side of the car. If your child cannot unbuckle themselves or exit on the passenger-side please park in the first row of the parking lot and allow your child to walk across the crosswalk. Please do not let your child walk through the parking lot without supervision.

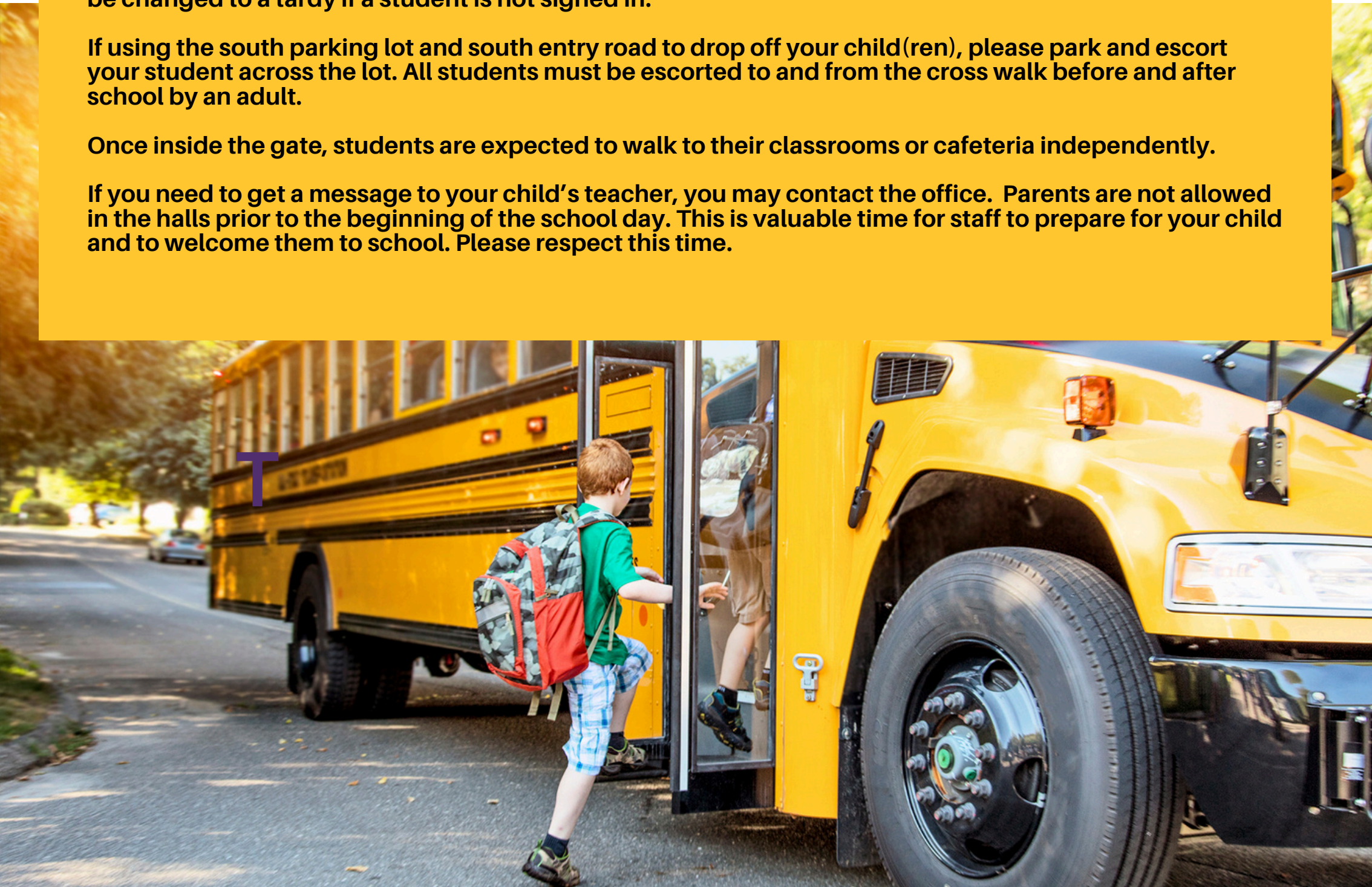
Drop off will go more efficiently if your student is ready (with their backpack, lunches, and projects) to exit your vehicle.

Traffic gets heavier after 7:20 a.m. The first bell will ring at 7:30 a.m. At 7:35 a.m. the tardy bell will ring. Students arriving at this time will receive a pink slip and will proceed to class. At 7:40 students, students will have to be signed in by a parent and marked tardy. The front office cannot guarantee an absence will be changed to a tardy if a student is not signed in.

If using the south parking lot and south entry road to drop off your child(ren), please park and escort your student across the lot. All students must be escorted to and from the cross walk before and after school by an adult.

Once inside the gate, students are expected to walk to their classrooms or cafeteria independently.

If you need to get a message to your child's teacher, you may contact the office. Parents are not allowed in the halls prior to the beginning of the school day. This is valuable time for staff to prepare for your child and to welcome them to school. Please respect this time.



Student Pick-Up

If you choose to regularly pick up your student after school please obtain a “pick-up number” from the front office. Your pick-up number will help staff have your student ready for efficient pick-up at the South side curb.

- If you choose to park in the South lot and walk over to pick up your child, please follow these rules:
- You and your child must use the crosswalk. Please do not walk in between cars that are in line for curbside pickup.
- Exit the parking lot with the flow of traffic.
- Older students may walk the path to meet with parents at the end of our South crosswalk (near the church), with parent permission on file with the front office.
- The Annual-Student-Walking-Home-Authorization Form can be obtained in the front office.

There is a significant amount of traffic at the school building during our dismissal time. It is extremely important that we take extra care to monitor the comings and goings of students and visitors. Therefore, parents picking up their child from school will be asked to park and remain outside the school building until 2:10 P.M. Parents will not be allowed anywhere else in the building during dismissal time. Due to the large amount of people trying to enter and exit the same doors, parents are asked to wait for their child outside in the South Parking Lot area.

Please help us in our efforts to maintain a secured campus.



School Hours

K – 6th grade: Monday-Thursday: 7:35 a.m.– 2:00 p.m. / Friday: 7:35 a.m. - 12:00 p.m.

Two hour delay hours M-Th 9:35 a.m. – 2:00 p.m.

If part-time Kindergarten is needed, the times will be Monday-Thursday 7:35 a.m. - 11:15 a.m. and Friday 7:35 a.m. -12 p.m.

Emergency School Day Adjustments & Notification Procedures

Inclement weather and natural disasters may create hazardous situations, compromising the safety of our students and staff. Therefore, prevailing and forecast road and weather conditions are evaluated daily for visibility, wildfires, high winds, or significant accumulation of ice or snow. Blue Ridge strives to provide notification of school-day adjustments by 5:30 a.m. to enable everyone to plan accordingly. To ensure you receive District notifications, please ensure all contact information, including your cell phone number, is current.

Please note that school transportation and facilities must be safe to serve students and staff appropriately. Thus, occasionally, it's necessary to delay school, release students early, or implement an instructional time model (ITM) school day.

Additionally, unanticipated facility issues and other urgent conditions may disrupt the school day. For example, students may be released early or school canceled abruptly in response to a local or an area emergency, such as a wildfire or other critical events. In such instances, the District notifies parents/guardians and staff via automated calls, text messages, social media posts, email, television, and local radio station alerts.

Finally, to receive notification of school-related emergencies and schedule changes, ensure all student and family contact information is updated and correct.



Policy and Regulations con't.

Transportation

Sign up for Transportation on the school web page or during the registration process. If help is needed to set up transportation, you may call the transportation department at ext. 7806/7807. Your student may have no more than two consistent routes approved by transportation. Bus changes are discouraged for the safety of your student. If you have an emergency route change, you may contact the front office prior to 1:00 p.m. Monday-Thursday and 11:00 on Friday.



Bus Tickets

Ticket 1 and 2

Warning Tickets: Parents will receive a ticket copy and may receive a phone call as well.

Ticket 3

Three-day Suspension

Ticket 4

Five-day Suspension

Ticket 5

Ten-day Suspension

Ticket 6

Remainder of the year Suspension

Tardiness

Students are expected to arrive at school on time. Parents who drop off students in the morning please be aware that the gate opens at 7:15 a.m. and traffic doesn't lighten up until after 7:35 a.m. A warning bell rings at 7:30 a.m. At that time all students should be in the building and welcomed into classrooms by teachers. The start of day bell rings at 7:35 a.m. Any student arriving after 7:40 a.m. or later must be signed in at the front office.

CAMPUS POLICY AND REGULATIONS

PERFECT ATTENDANCE

Research shows that regular attendance at school is a huge positive factor towards individual academic achievement. At the end of each quarter students with perfect attendance will receive breakfast, ice cream, or other reward celebrations.

ANIMALS AT SCHOOL

Parents are to contact their child's teacher prior to bringing any animal to school. After teacher contact has been made, administrative approval must be obtained.

CAMPUS POLICY AND REGULATIONS

KINDERGARTEN REGISTRATION

According to school district policy, students must be five years of age by September 1st of current school year to register and attend Kindergarten.

STUDENT FEES

By state statute, we are required to charge a fee to students since we sometimes use tax credit monies to help fund costs for our field trips. It is designated as a field trip fee at Blue Ridge Elementary. The school must pay for transportation costs (gas, use of busses, driver, time, etc.) for all our field trips.

PERSONAL PROPERTY

The school district continually strives to make our schools a safe place, both for students and their personal belongings. Unfortunately, incidents sometimes occur which can result in damage or loss of personal property owned by or in the possession of students. Parents are reminded that BRUSD cannot be responsible for loss or damage to personal property brought to school. Skateboards, rollerblades, and shoes with wheelies are not to be used on the school campus. Please keep toys at home as well.

POLICIES AND REGULATIONS

Check in with the office

- We understand that strong relationships between home and school are important. Families are welcome at BRES. Please respect our students' instructional time by scheduling an appointment if you need to speak with a teacher. All visitors to the school must first come to the office to sign-in and obtain a visitor's badge.
- No student will be released to a person other than the parent unless the person's name appears on the student's emergency card, and guardian has given same-day approval. Students remain in their classrooms until their parent/designee checks them out in the office. Adults visiting our campus must be dressed appropriately. Office staff may choose to conduct business outside the school building should clothing be deemed inappropriate.
- If a student is being picked up from school before the end of the school day, please sign the student out in the front office prior to 1:30 p.m M-Th and 11:30 F. Many classes head out to the buses or pick-up area earlier than you may expect. For the safety of our students, we will not pull a student off the bus once they board.

Volunteers

- The staff welcomes and encourages parent/volunteer involvement in the classroom or at special events. Our district requires any person volunteering time in a school classroom or field trip to complete a form. These forms are available in the Blue Ridge District Office or online. Unsupervised volunteers require a fingerprint clearance card. This can take 6 weeks or more to process. Please see Mary Ford at the district office for details.

Messages and Change of Plans for Students

- If a parent/guardian needs to get a message to a student at school, this can be done through the school secretary. We strongly discourage late-day messages. Many classes take an outside break toward the end of the day. We cannot guarantee that a student will receive a message called in after 1:00 P.M.

CAMPUS POLICY AND REGULATIONS

HEALTH TECH/MEDICATION

Elementary school students have available the services of a health tech. Any student who becomes ill should get a pass to the health tech's office. If it is necessary for that student to go home, the health tech will contact parents/guardians. Students are sent home if they vomit or have a fever. Students must be symptom-free for 24 hours before returning to school.

If any medication, including over-the-counter medication, should need to be administered to a student during school hours, please contact the health office at 928-368-6126 ext 3219.

Arizona State Law requires that a student be immunized against diphtheria, pertussis, tetanus, polio, measles, hepatitis B, and rubella before entering school. Immunizations are available from the Navajo County Health Department. Health screenings are conducted yearly including a vision and hearing screening. The health tech will notify parents concerning immunization needs and inform them of concerns detected with the vision and hearing screening.

SCHOOL SUPPLIES

Any requests for special school supplies needed by students will be requested by individual classroom teachers or grade levels. A wish list of supplies will be available in the individual classroom. Budget cuts have put constraints on schools providing classroom supplies for students and teachers.

EXPECTATIONS FOR PHYSICAL EDUCATION CLASSES

Students attending P.E. classes are expected to participate in all activities unless there is a physical disability accompanied by a doctors note preventing their participation. The classroom teacher will provide parents with the day and time of their scheduled P.E. class at the beginning of the school year. Parents are expected to provide written notification of student disabilities to the classroom teacher which will be shared with the P.E. teacher if such disabilities require a student to be excused from participation in P.E. classes.

Students attending P.E. classes need to have appropriate attire to participate. Comfortable clothing that allows a full range of movement with safe and appropriate shoes for vigorous activity either in the gym or outside is recommended.

Policy and Regulations con't.

Achievement Testing

Annual achievement testing, AASA for 3rd – 6th graders will be done in the spring. All students will also participate in District Benchmark assessments and progress monitor testing throughout the school year. Scores will be used to plan academically for students and will be made available to parents.

Promotion and Retention Requirements

ARS 15-521.10 states that every teacher shall make the decision for promotion or retention of students. Parents do not have authority to overturn the decision of the teacher. If a parent or legal guardian chooses not to accept the decision of the teacher, the parent or legal guardian may request in writing that the Governing Board review the teacher's decision. It is our intent to work cooperatively with parents to reach a shared decision that is in the best interest of the student. Primary language, special education status, and previous retention will be considered for exceptions to these criteria. The MOWR (Move on When Reading) law refers to Revised Statute which states that if data on the third grade reading assessment is available and demonstrates that a student scored "falls far below" (FFB) the student shall not be promoted from the third grade.

Extra Curricular Opportunities

- | | |
|-----------------------|-----------------|
| Talent Show | Lego League |
| Yearly music programs | Trackets |
| Junior Choir | Band/Orchestra |
| Student Council | Jogging Jackets |





BRES Personal Electronics Policy

The following restrictions have been implemented in accordance with Arizona state law A.R.S. 15-843:

1. Wireless communication devices must be turned off or set to silent mode and put away (backpack) during the entire day. This begins when the student enters the campus and will be in effect until they have exited campus. Any exceptions must be authorized by a staff member in conjunction with administration.
2. The District shall not be responsible for loss, theft or destruction of devices brought onto school property.
3. Any infraction of this policy can result in the removal of the communication device. Parents will be notified and required to come in and pick up the device.

District Provided Technology

Appropriate Use

Electronic devices are a privilege and must be used responsibly, appropriately, and in accordance with school and district expectations. Additionally, stickers placed on devices will be charged a fee from the Tech Department for vandalism.

BLUE RIDGE ELEMENTARY SCHOOL

SCHOOL COUNSELING SERVICES

Supporting Students. Strengthening Success. 

FROM YOUR
SCHOOL
COUNSELOR,

Mr. Rau

At Blue Ridge Elementary, our school counseling program is designed to support the academic, social, emotional, and behavioral success of all students. Our services align with the **Arizona School Safety Grant** requirements and the **National Association of School Social Workers (NASW) Standards for School Social Work Services**.



ARIZONA SCHOOL SAFETY GRANT COMPLIANCE

Services provided with support from the Arizona School Safety Grant focus on creating a safe, supportive, and positive school environment. These services include:



SOCIAL-EMOTIONAL LEARNING (SEL)

Lessons and activities that build self-awareness, self-management, responsible decision-making, and positive relationships.



MENTAL HEALTH SUPPORT

Individual and small group counseling to help students manage emotions, stress, and life challenges.



SHORT-TERM COUNSELING

Brief, solution-focused counseling to help students work through specific concerns and develop coping strategies.



BULLYING PREVENTION

Programs and lessons that promote kindness, respect, and safe behaviors.



ATTENDANCE SUPPORT

Working with students and families to remove barriers and promote consistent attendance.



CRISIS PREVENTION & RESPONSE

Providing interventions, resources, and support to students in need.



NATIONAL SCHOOL SOCIAL WORKER DUTIES

In alignment with the National Association of School Social Workers (NASW), school social workers:



SUPPORT STUDENT SUCCESS

Help all students achieve academic success and develop social and emotional skills.



PROMOTE EQUITY & ACCESS

Advocate for all students and remove barriers to learning and opportunity.



COLLABORATE

Work with students, families, teachers, and community partners to support student well-being.



ADVOCATE

Ensure students' voices are heard and their needs are met.



ASSESS & INTERVENE

Identify student needs, provide evidence-based interventions, and monitor progress.

SERVICES OFFERED



CLASSROOM
LESSONS



SMALL GROUP
COUNSELING



INDIVIDUAL
COUNSELING



PARENT & FAMILY
SUPPORT



REFERRALS &
RESOURCES



Together, we are building a safe, supportive, and successful school community where every student can learn, grow, and thrive!

Jacket Pride!



HERE TO HELP.
HERE FOR EVERY STUDENT.



jrau@brusd.org



Extension #3237



The Basics of the **Arizona Healthy Schools Act**

Effective at the start of the 2026-2027 school year, the Arizona Healthy Schools Act A.R.S. 15-242.01, prohibits public schools participating in federally funded or assisted meal programs from serving, selling, or allowing a third party to sell ultra-processed food on the school campus during the regular school day. This resource outlines what school administrators need to know about this new ordinance.

The Arizona Healthy Schools Act **prohibits** schools from **serving, selling, or allowing a third party to sell ultra-processed food** on the school campus during the **regular school day**.

1

Defining Ultra-Processed Foods

The Arizona Healthy Schools Act defines ultra-processed foods as those with the following eleven ingredients:

- potassium bromate;
- propylparaben;
- titanium dioxide;
- brominated vegetable oil;
- yellow dye 5 or 6;
- blue dye 1 or 2;
- green dye 3; or
- red dye 3 or 40.

2

Defining the School Day

A school day, for the applicability of this law, is defined as **midnight before to 30 minutes after** the end of the instructional day.



Schools must adhere to serving foods that do not contain the 11 specified food additives in lunches, vending machines, snack bars, and school stores **during the regular school day**.

- Please note, this ruling **does not** apply to food brought from home by students.

3

Compliance

[Arizona Healthy Schools Act A.R.S. 15-242.01 Certification of Compliance](#)

To demonstrate and certify compliance, Local Educational Agencies must:

- Submit the [Arizona Healthy Schools Act A.R.S. 15-242.01 Certification of Compliance](#). ADE is required to collect and publish a list of public schools that have certified compliance with the requirements of A.R.S. §15-242.01. The list will be published on July 1, 2026, on the HNS website.
- Continue to meet existing federal guidelines under the National School Lunch Program (NSLP) and School Breakfast Program (SBP).

RECOMMENDED NEXT STEPS:

- **Conduct a Compliance Audit:** Inventory all food/beverage sources on campus; compare ingredients to the banned-ingredient list.
- **Train Staff & Vendors:** Educate cafeteria, vending, store, and event personnel to identify disallowed ultra-processed foods.
- **Submit Certification:** Complete the attestation to confirm compliance status.
- **Update Community Communication:** Provide clear guidance to the public and external vendors on prohibited items.
- **Monitor Ongoing Compliance:** Review new products, fundraising plans, and third-party sales ahead of events.



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The Arizona Healthy Schools Act **Frequently Asked Questions**

Q: Is the attestation available?

A: Yes. Arizona Healthy Schools Act A.R.S. 15-242.01 Certification of Compliance is available on the HNS website <https://www.azed.gov/hns>.

Q: Is there a date Local Educational Agencies (LEAs) need to complete the attestation by?

A: Yes. School administrators should submit the certification of compliance by the start of the 2026-2027 school year, July 1, 2026.

Q: Who in a LEA will be responsible for submitting the attestation of compliance with A.R.S 15-242.01?

A: The individual responsible for submitting the attestation is a business decision for the LEA. ADE does not have specific parameters regarding who needs to submit the attestation. LEAs should keep in mind that this is a campus-wide requirement and consider who is responsible for campus-wide compliance with laws and policies.

Q: If a parent brings in food for the class (i.e. class party) do these rules apply? Or can a parent only bring in foods for their child? What about food rewards for perfect attendance, test scores, behavior?

A: A.R.S. 15-242.01 prohibits the service or sale of ultra-processed foods at any point of the school day. This includes student celebrations, birthday parties, prizes/incentives, and classroom snacks. A.R.S. 15-242.01 does not prevent a student's parent or guardian from providing ultra-processed food to the student during the regular school day.

Building conduct

General Area

- Students must walk in the halls and follow teacher instructions.
- Use quiet voices in the building at all times.
- All students are expected to keep restrooms, hallways, and classrooms clean.



Restroom Conduct

- Get permission from the teacher or a playground aide before going to the restroom.
- Restrooms are not a place for play.
- Flush the toilet and clean up after yourself.
- Wash your hands before leaving.
- Report any problems to a teacher right away.

Playground Conduct

Playground Structure:

- 1. NO! Climbing up slide or on top of slide with a covering
- 2. Slides must be ridden by 1 student at a time in the correct way. (from top to bottom, Feet forward, No laying down)
- 3. Use the correct entrances to the structure, do not climb up places not designated to use (Free Climbing)
- 4. Do not jump off side of structure; use the proper entrances and exits.
- 5. No standing or balancing on bars or climbing on them.
- 6. Use appropriate space when playing on structure to not run into anyone or hurt someone.
- 7. No throwing woodchips

PLAYGROUND CONDUCT (CONTINUED)

Swings:

- 1. One person on swings always.
- 2. 20 swing count per person; next person in line counts and when the limit is met they switch.
- 3. No jumping off the swings or sitting on your knees or stomach.
- 4. Students' bottom must be on swing seat with legs in front of them.
- 5. No excessive pushing or spinning on swing
- 6. Twirly must be 1 student at a time and 20 spins.

Monkey Bars:

- 1. Use monkey bars the right way with hands on the bars and legs beneath dangling toward the ground.
- 2. No climbing on top of Monkey Bars!
- 3. One person at a time and no "Chicken Fighting" on or on top of the monkey bars.

Tetherball Court:

- 1. Game is played with 2 players no more than that.
- 2. Rock, Paper, Scissors to decide who serves first and receives.
- 3. Must use fist with thumb on outside to hit the ball, cannot touch ball again until opposing player hits it back.

COMMITMENT TO SAFETY

We commit to creating a school where every child feels safe to learn, safe to make mistakes, safe to ask for help, and safe to be themselves.

WEAPONS

Any weapons brought on campus, including pocket knives, WILL result in an off-campus suspension.

PHOTO RELEASE

If you would like to see what your child is doing in class or to see them posted to our social media platforms please make sure that you have a photo release signed. Log into ParentVue and click on "Yes" if you would like your child posted.

Weather Watch

The safety of all the students are the first concern when deciding if schools must be closed, openings delayed, or student dismissed early because of weather conditions. Here are some important things for you to remember. After the decision is made to close or delay schools, you should receive a phone call from the school system's automated phone calling system. If no announcement is made, schools will operate on a normal schedule. Please dress your student for the weather. We have outside recess if it is not raining or snowing and has a "feels like" temp of 25 degrees or greater. If snow is on the ground, we ask that students wear snow boots in order to go off the cemented areas. Please dress your student in a warm coat on cold days, We do appreciate donations of clothing items you are no longer in need of. Thank you.

Dress Code

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire and appearance are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. It is recognized that students have a right to express themselves through dress and personal appearance; however, students shall not do so in a manner that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school. Elementary school regulations prohibit student dress or grooming practices that present a hazard to the health or safety of the student or to others in the school. As to the aforementioned, the school staff reserves the right to make judgments on any articles of clothing, mode of dress, or personal appearance. The following are prohibited

- Dangling or large hoop earrings, facial piercing, jewelry or accessories that may be used as a weapon,
 - High heels, or shoes without back support.
 - Skirts or shorts that are shorter than mid-thigh in length
- Yoga pants/tights may be worn under skirts, shorts, or long tops
 - Blouses or shirts that do not reach the waistband when arms are raised (midriff/torso must be covered at all times).
- Clothing that is offensive or inappropriately revealing
 - Transparent clothing, spaghetti straps, low cut blouses/shirt and pajamas (unless directed by the teacher)
 - Exposed underwear such as bra straps and boxer shorts.
 - Pants that are not worn or secured at the waistline.
 - Pants that have excessive rips or holes.
- Head clothing worn in the building such as caps, hoods, beanies, etc. and hair colors or styles that are deemed by the principal or designee to be potentially disruptive to the school environment.
 - Excessively teased/spiked or extreme Mohawk hairstyles.
- Visible body piercing (with the exception of earrings).
 - Visible (temporary or permanent) tattoos.
 - Make-up (including lipstick, eye shadow/liner, mascara, etc.) are prohibited.
- Shoes with "heelies" (wheels), unsafe heels, cleats, or studs.
 - Clothing or accessories that are gang-style or represents membership in a gang.
 - Clothing or accessories that have statements, pictures, or symbols that represent prejudice, obscenity, vulgarity, sex, drugs, alcohol or tobacco, and/or violence



School Cafeteria

Students are expected to either bring a lunch or to purchase a lunch at the school cafeteria. The school district provides a cafeteria from which breakfast and hot lunches can be obtained.

The cafeteria service will provide a monthly menu to include breakfast and hot lunch. This allows students to plan their lunches and breakfasts for the week. The menu is subject to change as needed.

Applications for free and reduced lunches should have been completed during the enrollment/reenrollment process. All applicants must meet the criteria prescribed by the school district before free or reduced lunches can be approved.

Students can pay daily in the cafeteria at time of purchase or place money on account to be used for future lunches. The prepay account deposits will be handled through the cafeteria.

Cafeteria Conduct

- Students will go to the lunchroom in line with their class.
- Students will get their lunch and go to their classroom's designated area. Once students are seated, they remain seated until dismissed.
- Students may talk quietly in the lunchroom
- When excused, students should make sure their areas are clean and dispose of garbage in the trashcans provided.
- Eating lunch with your child: Parents are welcome to check in at the office and to share lunch with your child at a separate table. Additional friends are not permitted.

STUDENT BULLYING / HARASSMENT / INTIMIDATION

POLICY © 5-409 PROHIBITION ON HARASSMENT, INTIMIDATION, AND BULLYING

HARASSMENT, INTIMIDATION, AND BULLYING ARE PROHIBITED ON SCHOOL GROUNDS AND PROPERTY, ON SCHOOL BUSES, AT SCHOOL BUS STOPS, AT SCHOOL-SPONSORED EVENTS AND ACTIVITIES, AND THROUGH THE USE OF ELECTRONIC TECHNOLOGY AND ELECTRONIC COMMUNICATION ON SCHOOL COMPUTERS, NETWORKS, FORUMS, AND MAILING LISTS.

HARASSMENT MEANS ANY UNWELCOME CONDUCT BY ONE STUDENT TOWARD ANOTHER STUDENT ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, RELIGION, SEX (INCLUDING SEXUAL ORIENTATION AND GENDER IDENTITY), OR DISABILITY AND THAT IS SUFFICIENTLY SEVERE, PERVASIVE, AND OBJECTIVELY OFFENSIVE SO AS TO EFFECTIVELY DENY A PERSON EQUAL ACCESS TO THE DISTRICT'S EDUCATION PROGRAM OR ACTIVITY.

INTIMIDATION MEANS ANY BEHAVIOR BY ONE STUDENT TOWARD ANOTHER STUDENT INTENDED TO INDUCE FEAR OF PHYSICAL OR EMOTIONAL HARM.

BULLYING MEANS ANY AGGRESSIVE BEHAVIOR BY ONE STUDENT TOWARD ANOTHER STUDENT THAT INVOLVES AN OBSERVED OR PERCEIVED POWER IMBALANCE AND IS REPEATED MULTIPLE TIMES. BULLYING MAY INFLICT PHYSICAL, PSYCHOLOGICAL, SOCIAL, OR EDUCATIONAL HARM OR DISTRESS ON A TARGETED STUDENT. IT IS NOT BULLYING WHEN: STUDENTS OF SIMILAR AGE, STRENGTH, AND SIZE QUARREL OR FIGHT WITH EACH OTHER. A STUDENT PROVOKES ANOTHER INTO A VERBAL OR PHYSICAL CONFRONTATION.

A STUDENT ACTS AGGRESSIVELY TOWARD ANOTHER STUDENT IN THE ABSENCE OF AN IMBALANCE OF POWER. AT THE BEGINNING OF EACH SCHOOL YEAR, SCHOOL OFFICIALS ARE TO PROVIDE ALL STUDENTS WITH A WRITTEN COPY OF THE RIGHTS, PROTECTIONS, AND SUPPORT SERVICES AVAILABLE TO VICTIMS OF HARASSMENT, INTIMIDATION, OR BULLYING.

ALL SCHOOLS SHALL MAKE A WRITTEN FORM AVAILABLE FOR THE REPORTING OF INCIDENTS OF HARASSMENT, INTIMIDATION, OR BULLYING. STUDENTS AND PARENTS/LEGAL GUARDIANS MAY MAKE A CONFIDENTIAL REPORT TO THE APPROPRIATE SCHOOL OFFICIAL. DISTRICT EMPLOYEES ARE TO REPORT SUSPECTED INCIDENTS OF HARASSMENT, INTIMIDATION, OR BULLYING TO THE APPROPRIATE SCHOOL OFFICIAL IN WRITING. DISTRICT EMPLOYEES WHO FAIL TO DO SO ARE SUBJECT TO DISCIPLINARY ACTION, INCLUDING SUSPENSION WITHOUT PAY AND TERMINATION OF EMPLOYMENT.

ALL REPORTED INCIDENTS OF HARASSMENT, INTIMIDATION, OR BULLYING ARE TO BE DOCUMENTED AND THE DOCUMENTATION MAINTAINED FOR AT LEAST SIX YEARS. THE DOCUMENTATION SHALL NOT BE USED TO IMPOSE DISCIPLINARY ACTION UNLESS AN APPROPRIATE SCHOOL OFFICIAL DETERMINES THAT THE ALLEGED HARASSMENT, INTIMIDATION, OR BULLYING OCCURRED. THE DOCUMENTATION SHALL BE MAINTAINED CONFIDENTIAL TO THE EXTENT POSSIBLE, AND IF PROVIDED TO PERSONS OTHER THAN SCHOOL OFFICIALS OR LAW ENFORCEMENT, ALL INDIVIDUALLY IDENTIFIABLE INFORMATION SHALL BE REDACTED.

IF AN INCIDENT OF HARASSMENT, INTIMIDATION, OR BULLYING IS REPORTED, SCHOOL OFFICIALS WILL PROVIDE AN ALLEGED VICTIM WITH A WRITTEN COPY OF THE RIGHTS, PROTECTIONS, AND SUPPORT SERVICES AVAILABLE. AN APPROPRIATE SCHOOL OFFICIAL SHALL INVESTIGATE REPORTED AND SUSPECTED INCIDENTS OF HARASSMENT, INTIMIDATION, OR BULLYING AND SHALL NOTIFY THE ALLEGED VICTIM AND ALLEGED VICTIM'S PARENTS/GUARDIANS OF THE INVESTIGATION.

STUDENTS WHO HAVE ADMITTED TO OR BEEN FOUND TO HAVE ENGAGED IN HARASSMENT, INTIMIDATION, OR BULLYING ARE SUBJECT TO DISCIPLINARY ACTION, INCLUDING SUSPENSION AND EXPULSION. ANY STUDENT DETERMINED TO HAVE SUBMITTED A FALSE REPORT OF HARASSMENT, INTIMIDATION, OR BULLYING IS ALSO SUBJECT TO DISCIPLINARY ACTION, INCLUDING SUSPENSION AND EXPULSION.

ANY STUDENT PHYSICALLY HARMED AS THE RESULT OF HARASSMENT, INTIMIDATION, OR BULLYING MAY BE REFERRED FOR EMERGENCY MEDICAL SERVICES, IF APPROPRIATE. VIOLATIONS OF THIS POLICY SHALL BE REPORTED TO THE APPROPRIATE LAW ENFORCEMENT AGENCY WHENEVER A CRIME IS REASONABLY SUSPECTED TO HAVE OCCURRED.

ADOPTED: SEPTEMBER 10, 2024
LEGAL AUTHORITY:
A.R.S. § 15-341

STUDENT BULLYING / HARASSMENT / INTIMIDATION VICTIM RIGHTS

Reports of harassment, intimidation, bullying, and hazing are taken seriously and full inquiries will be conducted with all parties involved, including observers when possible. Appropriate school consequences and legal action may be taken, as determined by what the facts and evidence support. Outcomes will include strategies for students to change behaviors and improve interpersonal relationships.

A person who reports a complaint regarding hazing should report the incident directly to a 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 not later than the next day following the day the staff member receives the report/complaint. The report/complaint will be investigated by the school administrator or a supervising administrator.

The following procedures to be followed are:

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

Where discipline action is necessary, district policies shall be followed. Reportable incidents will also involve the authorities.

STUDENT BULLYING / HARASSMENT / INTIMIDATION

Student Incident Reporting Form

Date of Incident: _____

Location of Incident: _____

Name of student or students reporting the incident

Include your teacher's name

NAME

TEACHER

Name of students involved

Include the teacher's name if possible

NAME

TEACHER

SUMMARY ON BACK

STUDENT BULLYING / HARASSMENT / INTIMIDATION

SUMMARY

[illegible]

TEACHER SIGNATURE: _____

Discipline Consequence Chart

This chart is a basic overview of common disciplinary actions. The infractions listed have been taken from our campus wide matrix program. Each behavior listed is assigned to a consequence level ranging from 1 to 4 depending on the severity of the behavior.

Minor (1): Handled in class; verbal warning. Parent contact not required

Significant (2): Handled in class. Consequences attached. Infraction is recorded on Matrix. Parent contact required.

Major (3): Handled by administration. Parent contact required. Consequences can include In School Suspension (ISS) or Off campus suspension. Authorities may be contacted.

Major Repeated (4): 6-Alternatives to regular school attendance considered & Police may be notified.

Incident	Minor	Significant	Major	Major Repeated
Aggressive Behavior	1	2	3	4
Vandalism	1	2	3	4
Classroom Distraction	1	2	3	4
Bullying/Harassment/Intimidation	1	2	3	4
Technology Violation	1	2	3	4
Drugs/Alcohol/Illegal Substance			3	4
Weapons			3	4
Defiance of Authority	1	2	3	4
Ditching	1	2	3	4
Other	1	2	3	4

Vaping and Smoking

- It is against School Policy to vape or smoke on school grounds and buses.
- Possession of Vaping and smoking materials are against the Law.
- Students in possession of vaping and smoking materials WILL be suspended and the Police will be called.

Possession, Use, Sale/Distribution

- The possession, use, sale, distribution, or transfer of alcohol, drugs, tobacco, e-cigarettes, vaping devices, unauthorized medications, or other illegal or prohibited items is strictly prohibited. Violations of this policy will result in appropriate disciplinary action, consistent with school policy and applicable law, including the following:

First offense: Up to 5 days OSS and Police will be notified.

Second offense: Up to 10 days OSS with Police Notification and subject to Long Term Suspension Hearing or Expulsion.

Parent/Student Acknowledgment of Code of Conduct and Handbook

Students, parents/guardians, counselors, administrators, and office staff all have important roles to play in our school. With so many people working together, problems may occur from time to time. Rules have been made to address these problems. Like laws, rules apply to everyone, and they work only when everyone knows those rules.

Parents/Guardians need to become involved in the education of their student(s) and have the responsibility to provide the school with current emergency persons and /or telephone numbers. They also have the responsibility to notify the school of anything (such as medical information), which may affect their student's ability to learn, to attend school regularly, or to take part in school activities. Parents should take special notice of the attendance and tardy information in this Handbook.

The school system must have proof that every student and every parent/guardian has had a chance either to read this Code of Student Conduct and Handbook.

Your signature indicates you have read the Code of Conduct and Handbook. Please sign and return this page with your student.

Please Click here to E-sign

Student Code of Conduct 2026-
2027

