



2017/2018
Gila Bend Elementary Handbook
For Parents and Students

Vision Statement

We maximize the educational and social potential of every student.

Mission Statement

To educate, empower, and ensure EVERY student excels for an ever-changing society.

GOVERNING BOARD

Jesus Rubalcava- Board President

Liz Smith - Board Clerk

Erika Amezcua - Board Member

Herman "Sonny" Hoffman - Board Member

Patricia Riggs - Board Member

**Gila Bend Unified School District #24
308 N. Martin Avenue
P.O. Box V
Gila Bend, AZ 85337**

**THIS HANDBOOK WILL BE REVIEWED ON A REGULAR BASIS
AND MAY BE MODIFIED OR CHANGED AT ANY TIME**

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ADMISSIONS AND WITHDRAWALS

Registration

Registration is held at the schools during the school year and summer break. To register in school for the first time, a birth certificate or baptism certificate is required by state law. Official immunization records must be submitted and reviewed before a student can be fully enrolled.

Parents/guardians will be asked to fill out required registration forms.

When students are injured and/or sick, it is imperative that we contact parents/guardians quickly. Please inform the school office of any changes in phone numbers and/or contacts on a regular basis.

Admission to Kindergarten

The district believes that a solid kindergarten program creates the foundation of learning as students begin their academic career. For this reason, we offer a full day of Kindergarten.

Enrollment Data

Every year parents/guardians will be asked to complete an enrollment form. Please provide the information requested. **THERE MUST BE SOMEONE LISTED ON THE FORM WHO CAN BE CONTACTED BY TELEPHONE DURING THE SCHOOL DAY.** This form is used by the nurse and the office to contact parents in case of absences, illness, or accidents. It is very important that phone numbers, places of employment, etc., are kept current for the child's protection. It is necessary to notify the office of any changes during the school year.

Immunizations

State law requires immunizations against rubella (measles), poliomyelitis, and diphtheria. State law also requires that parents provide an immunization history and official immunization records for each child at the time of registration. Students will not be admitted without immunizations being current. Parents are asked to inform the school nurse of any immunizations received during the year so that school records can be kept up-to-date. Children can be exempted from immunizations in the following circumstances:

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

Although the law allows exemptions, the County Health Department may tell the school to exclude a child from school if there is an outbreak of any of the diseases listed.

Transfers and Withdrawals

If you plan to move, please let the school know at least three days in advance. It is expected that outstanding fees will be paid and all textbooks, library books, and band instruments will be returned in good condition or paid for before the withdrawal process is completed.

Signing Students In and Out of School

For the safety and protection of the student, he/she cannot be taken from school before regular dismissal time without a parent/guardian coming to the school office and signing out the child. Photo identification will be required of persons other than a parent/guardian. A student will not be excused to leave school on the basis of a note or telephone call. He/she must be signed out in the front office and the person signing out the student must be at least 18 years of age. A student

may be allowed to leave with someone other than the parent only if the parent has notified the school of such an arrangement in writing or if the person is listed on the emergency card.

AGENDAS

All K-5th grade students will be provided with a school agenda. This AGENDA is a valuable communication tool between the home and the school and must always be in the student's possession while in class. Parents are expected to check the agenda on a daily basis for important information. A fee of \$5.00 will be charged to replace a lost Agenda.

ATTENDANCE

School Philosophy on Attendance

In order to promote a school culture of academic achievement, we advocate regular attendance. Children between the ages of six (6) and sixteen (16) are required by State Statutes (A.R.S. 15-802 and A.R.S. 15-803) to attend school on a regular basis.

Parent and Student Responsibilities

Parents and students should be aware of the attendance policy. The parent or guardian is charged by law with responsibility for the student's consistent school attendance. The superintendent/principal designee will enforce the laws regarding attendance, with consideration of the variables that affect children and families. The superintendent/principal designee will place emphasis on the prevention and correction of the causes of absenteeism. In the event a student must be absent, it must be verified by using the following procedure:

- Call the school office prior to 7:30 a.m.
- Only the parent or legal guardian can make the call
- Provide the following information
 - Parent's Name
 - Student's Name
 - Teacher's name
 - Reason for Absence
 - Contact Phone Number
- Absences must be verified within 24 hours
- Parents are responsible for keeping contact information current
- It is suggested that doctor and dentist appointments be made after school, to ensure that the student receives a full day of instruction
- Excused absences will be accepted under the following circumstances:
 - Verified Legal Appointment, such as court
 - Religious Holiday
 - Funeral/Death in the family
 - Verified illness or hospitalization
 - Communicable Disease (Flu, measles, etc.)
 - Pre-approved Request/Special Circumstance (i.e. family vacations)

PLEASE NOTE: Per ARS 15-802, a student absence can only be excused by the school principal. A note or phone call from a parent/guardian does not automatically excuse the student.

School Responsibility

- The school shall make a reasonable effort to promptly telephone and notify parents or guardians of an absent student within two hours after the start of school
- Absences will only be excused if the office receives written verification within 24 hours of the student returning to school
- Any absence unverified by the end of the next school day is considered unexcused
- Students who go on field trips or engage in other school related/sponsored activities are counted present in school

Consequences for Absences

There is a direct connection between student academic success and consistent school attendance. We want to work with the student and the parent to ensure that every child experiences success. The Gila Bend Elementary School District works in partnership with the Maricopa County Unified Truancy Suppression program to combat truancy. The consequences for absenteeism will be as follows:

- | | | |
|----|--------------------------|---|
| 1. | 3 rd absence | Attendance Notification Letter |
| 2. | 5 th Absence | Attendance Notification Letter |
| 3. | 7 th Absence | Attendance Contract with student and parent |
| 4. | 8 th Absence | Truancy Citation is issued |
| 5. | 10 th Absence | 2 nd Truancy Citation is issued; Student Study Team Referral |

NOTE: In addition, after 10 days of consecutive absences, the state requires schools to automatically withdraw the student.

Special Circumstances

In certain circumstances when it is necessary for a student to be absent for an extended amount of time, notification should be made to the school at least ten (10) days prior to the absence. Filing a request does not guarantee approval. The following criteria will be considered.

- Grades – must have a passing grade in each subject
- Attendance – amount of prior absences/tardies
- Behavior – prior referrals, disciplinary actions, etc
- Students must arrange all class work prior to the absence and complete all work by a determined date

Make-Up Policy

When a student is absent, they will be allowed to make up assignments as follows:

- The student is responsible for getting all missed work from the teacher(s)
- The student will be granted time to complete missed work equal to the time missed (i.e. one make-up day for one day absent)
- If the student has an unexcused absence, they will be allowed to make up the assignment and the additional time will be at the discretion of the teacher

TRUANCY IS A VIOLATION OF A.R.S. 15-802

ARS 15-802, states that 'a parent of a child between six and sixteen years of age or a person who has custody of a child, who fails to enroll or fails to ensure that the child attends school pursuant to this section, is guilty of a class 3 misdemeanor.

Kindergarten Contracts

Parent/Guardian of kindergarten students under the age of six (6) must sign an attendance contract. By signing the contract, the parent/guardian is stating compliance to the attendance policy. If a kindergarten student under the age of six is absent five (5) days within the first 100 days of school, the student will be withdrawn from school. Developing good attendance habits early is imperative to the student's success.

Sign-In / Sign-Out Sheets

There are sign-in/sign-out sheets located at the front office, health office, counselor office and the principal's office. Every time a student visits one of these locations, they must sign-in and sign-out.

Student Tardies

Gila Bend Elementary School recognizes the importance of students assuming the responsibility of being on time to class. A student will be considered tardy if he/she is not inside the classroom when the tardy bell rings. If a student abuses this tardy policy, appropriate disciplinary action may be applied:

- Warning
- Parent Phone Call
- Student Conference
- Parent Conference
- Community Service to GBES
- Loss of Privileges
- Office Referral

SCHOOL RECORDS

Parental Custody

In most cases natural parents shall be given reasonable access to their children at school and to their children's official records. Exceptions to this will be made in cases in which one natural parent has been awarded sole or partial custody of the child and there are certified court orders restricting the access rights of the other parent. The legal guardian must be responsible for notifying school officials of the conditions of the guardianship by providing the legal paperwork. In the absence of any court order both parents have equal access to student information and the children.

Student Records

Parents/guardians have access to their child's school records. School employees respect the privacy of student records and recognize that only important, factual information should be in permanent records. In addition, Board policies and State Law limit information that can be given to people outside the District without permission of parents. Maricopa policies on access to student records and other information and parent and student rights comply with the Family Educational Rights and Privacy Act of 1974.

PARENT'S GUIDE TO CHILD ABUSE REPORTING REQUIREMENTS FOR SCHOOL PERSONNEL

The law covering the mandatory reporting of child abuse has recently changed and the obligation for school employees is greater than ever before. The duty to protect children from child abuse, sexual abuse, and neglect is one that is incumbent on every school district employee. It is important that parents and families understand these obligations and the ramifications on school personnel. The following guidelines are designed to clarify what these new obligations are.

What triggers an obligation to report?

A.R.S. §13-3620 provides that anyone who “reasonably believes” that a minor is or has been the victim of physical injury, abuse, and child abuse, reportable offense or neglect that have been inflicted on the minor by other than accidental means or that is not explained by the available medical history as being accidental in nature shall immediately report or cause reports to be made of this information to a peace officer or to child protective services in the Department of Economic Security. This means that if a school employee hears a rumor, overhears a conversation or by any other means, becomes aware that a child may be the subject of physical injury, sexual abuse, or neglect that employee has an obligation to report. It is not necessary to have visual or actual evidence of abuse to trigger the reporting requirement.

INSTRUCTIONAL PROGRAM

Grading

The subject area grades are obtained from a percentage standard.

Assessment = 40% of the students overall grade

Participation = 30% of the students overall grade

Homework = 30% of the students overall grade

The percentage will be based on the following scale:

A	90-100%	Exceeding the standard
B	80-89%	Meeting the standard
C	70-79%	Barely meeting the standard
D	60-69%	Approaching the standard
F	59% & below	Falls Far Below standard

The following are used to evaluate a student's progress:

- Teacher observation
- Classroom performance
- Criterion referenced tests developed by GBUSD
- Beyond Text books
- Galileo
- AzMERIT

**All students will have a Reading Assignment and a Math Assignment
as homework on a daily basis.**

Homework and Study Habits

The purpose of homework is to provide additional practice on previously introduced skills or to enrich classroom experience. Homework includes such activities as brief drills, reading, collecting information, sharing ideas with parents/guardians and providing project/assignments in which students, must utilize their time in creative thought. Homework will be assigned consistent with the developmental level, special needs, potential, and achievement level of the individual student.

Honor Roll

GBUSD elementary schools have established an honor roll system to recognize outstanding academic achievement every grading quarter. Grades for reading, writing, math, science and social studies will be considered for the honor roll. All students who make it on one of these honor rolls will receive a certificate from the school.

Make-Up Work

Students will be allowed the same number of days to make up daily assignments as the number of days missed. If work is not turned in within the designated time period, and no contact is made explaining the circumstances that necessitate an extension, a failing grade will be given. If possible, parents should request make-up work at least 24 hours before they intend to pick it up.

NOTE: Students are still responsible for class work missed during an absence

Progress Reports

The purpose of a student progress report is to communicate information to parents/guardians about their child's current achievement status in regard to specific learning objectives in each curriculum area. Student progress reports will be sent home at midterm of each grading period and when significant changes are observed by a teacher. Report cards are sent home with the student at the end of every 9-week grading period. Parents are invited and encouraged to observe and participate in your child's progress by visiting the classroom.

Parent/Teacher Conferences

Parent/teacher conferences are a good time for parents/guardians to discuss their child's progress and special needs with her/his teacher. Parents/guardians and teachers are partners in the education of the whole child.

Parents/guardians are encouraged to work with the teacher in finding the best way to meet their child's individual learning needs. It will help the teacher if parents/guardians come to the conference prepared with a list of questions/comments/concerns regarding their child's progress. By doing this, parents can expect the teacher to address these areas of interest.

If parents/guardians would like to talk with their child's teacher when conferences are not scheduled, they should call the school and/or teacher and make an appointment.

Promotion and Retention

Yearly promotion for students is based on evidence of individual student progress in achieving mastery of learning objectives. The teacher shall make the decision based upon academic performance for promotion or retention of students in the common schools. Parents will be notified and a conference set up to discuss possible retention. Retention may be considered if the

student is failing or falling far below in at least two subjects, one or more of which should include reading, math, and language arts.

A.R.S. 15-701, the newly revised statute states that a third grade student who obtains a score on the 3rd grade AzMERIT reading test that demonstrates he or she is **reading far below third grade**, will NOT be promoted to fourth grade. This legislation was implemented in the beginning of the 2013-14 school year.

A school district or governing board MAY choose to promote a pupil who earns an AzMERIT score that falls far below the third grade level for the following reasons:

1. The student has an identified disability and did not participate in the writing portion of the AzMERIT test
2. The student has an identified disability and has previously been retained
3. The student is an English Language Learner and has had less than 2 years of English instruction
4. The student has a reading deficiency and has previously been retained twice
5. The school district or charter governing board accepts a parent's written request for an exemption that includes the required documentation provided by the parent

This newly revised statute, **A.R.S. 15-701** can be accessed at the following website:
<http://www.azleg.state.az.us/ArizonaRevisedStatutes.asp?Title=15>

INTERNET AND TECHNOLOGY GUIDELINES

Internet User Agreement

Technology is becoming an essential part of a child's academic experience. The Internet can be an excellent tool for extending learning opportunities through research, real time data, and viewing primary sources. Students learn valuable techniques for utilizing the World Wide Web for research and non-fiction writing assignments. Each student must have a signed EIS (Electronic Information Services) permission form on file in the office in order to participate in classroom activities utilizing the Internet.

Without a signed permission form, the student will NOT be allowed to participate in any aspect of learning opportunities that involve technology.

Inappropriate Internet Use

The following actions are not acceptable student behavior when using the Internet at school:

- Retrieving or displaying any material that is defamatory, abusive, obscene, profane, gang-related, sexually threatening or explicit, racially offensive or illegal
- Using personal instant messaging services
- Downloading games, music, files, software, or documents without permission from the teacher
- Revealing full name, address, phone number, personal email address, or other personal information over the Internet

Inappropriate Workstation Use

The following actions are not acceptable student behavior when using the computer work stations at school:

- Sharing username and password with others
- Using another person's account and password
- Gaining unauthorized access to or vandalizing the data or files of others
- Modifying workstation settings
- Stealing data, equipment, or intellectual property
- Using the network for illegal, inappropriate, or obscene purposes, or in support of such activities

Consequences of Violations

The Gila Bend Unified School District has a right to restrict or terminate information network access to students who violate the rules. GBUSD also has the right to monitor network activity to ensure that the acceptable use policy is followed. Consequences of violations include but are not limited to:

- Parent notification
- Restitution to repair or replace intentionally damaged equipment
- Suspension of Internet, computer, or network access
- Revocation of Internet, computer, or network access
- School suspension

STUDENT SERVICES

Child Find

GBUSD is asking for parent cooperation and assistance in identifying children with handicapping conditions. If you know of any child needing special programming, please contact the Office of Exceptional Student Services.

ELL Program

Our ELL program provides services to students who need assistance in learning English. Arizona law requires that children with a home language other than English be assessed for proficiency in oral language, reading comprehension and written communication. Following parent/guardian notification, students who are identified as limited English proficient may receive various forms of instructional support focused on English acquisition.

Exceptional Students Program

Students being considered for special education placement are screened, evaluated, and placed by a team. Special education programming at the school is implemented by a resource teacher who works directly in the resource room with exceptional students and in consultation with regular classroom teachers to help them better meet student needs. Parents of special education students share in making the decisions concerning their children's evaluation, placement, and program development. Parent information meetings are held as needed.

Food Service

GBUSD participates in the National School Lunch/Breakfast Program that offers free and reduced prices to students who qualify. Information and applications are available in the office – these applications must be renewed each school year. Parents are always welcome to come and enjoy a meal with their child – visitors must purchase a separate lunch and are not allowed to take food from student trays.

Health Services

The nurse's office is open from **7:30A.M. - 4:00P.M.** and can be contacted by calling the school. During class time, a student must have a pass signed by a teacher to see the nurse (except in an emergency).

PLEASE REMEMBER THAT THE NURSE IS NOT A SUBSTITUTE FOR PROPER MEDICAL CARE AND CANNOT DIAGNOSE OR PRESCRIBE FOR YOUR CHILD. SICK CHILDREN SHOULD STAY HOME OR BE TAKEN TO THE DOCTOR. THE SCHOOL DOES NOT PROVIDE TRANSPORTATION FOR ROUTINE MEDICAL CARE.

The school nurse is prohibited by law from dispensing medication of any kind, including Tylenol, at school without a written order from a physician or parent. All medicine is to be kept in the nurse's office in the **original prescription container** with the student's name on it. Students cannot carry around medication of any kind at school. Please come to the office to complete a Medication Release Form if your child needs to take any medication during the school day.

Illness

If a student becomes ill at school, parents/guardians will be notified. The best place for a child who is ill is at home in the care of an adult. The school nurse is not allowed to diagnose an illness. If a student is ill or injured, the parent/guardian should check with a doctor before sending a child to school. Upon becoming ill at school, the student must obtain a pass from the teacher and go to the nurse. If necessary, the nurse will contact the parent to take the student home. In any emergency, the school nurse or an administrator will notify the parent/guardian. If deemed necessary, paramedics may be called.

Any student with, or recovering from, a communicable disease will not be permitted in school until the period of contagion is passed or until a doctor recommends a return.

IMPORTANT: We must have the names and numbers of persons to contact in case of an emergency if we are not able to reach a parent.

Medication Procedures

Students are not to have in their possession prescription drugs or over-the-counter medication, including cough drops. All medication is to be taken directly to the school nurse by parents/guardians.

For occasions when it is necessary for a student to receive a prescription drug during the school day, the following procedure has been established to ensure the protection of the school and the student and to assure compliance with existing rules and regulations:

Administration by School Personnel

- The medication must be prescribed by a physician
- The parent/guardian must provide written permission to administer the medicine to the student
- Appropriate forms are available from the school office
- The medication must come to the school office in the prescription container provided by the pharmacist
- Written directions from the physician or pharmacist must state the name of the patient, the name of the medicine, the dosage, and the time it is to be given
- An administrator may designate a school employee to administer the medication

- Each administration of prescription drugs must be documented
- Drugs must be kept in their original container in a locked cabinet

Self-Administration of Prescription Drugs

- When the physician feels it is necessary for the student to carry and self-administer the medication, the physician shall provide written recommendations to be attached to the signed parent permission form
- The parent/guardian must provide written permission for the student to self-administer and carry the medication
- Appropriate forms are available from the school office
- The medication must come in the prescription container provided by the pharmacist

Over-The-Counter Medication

When it is necessary for a student to receive a medicine that does not require a prescription order but is sold, offered, promoted, and advertised to the general public, the following procedure has been established to ensure the protection of the school and the student:

- Written permission must be provided by the parent/guardian for the administration of specific over-the-counter drugs
- Any over-the-counter drug or medicine sent by the parent to be administered to a student must come to the school nurse in the original manufacturer's packaging with all directions, dosages, compound contents, and proportions clearly marked
- Student's name is to be clearly written on the container
- An administrator may designate a school employee to administer a specific over-the-counter drug
- Each instance of administration of an over-the-counter drug must be documented in a daily log
- Over-the-counter drugs must be kept in their original containers in a locked cabinet

Control of Student Medication

Use or administration of medication on school premises may be disallowed or strictly limited if it is determined by the principal, in consultation with medical personnel, that a threat of abuse or misuse of the medicine may pose a risk of harm to a member of the student population. The student shall take extraordinary precautions to keep secure any medication or drug, and under no circumstances shall make available, provide, or give the item to another person. The student shall immediately report the loss or theft of any medication brought onto school campus. Violation of this regulation may subject the student to disciplinary action.

Library

Students are encouraged to use the library in their school and draw from its wealth of materials as much as possible. Some general guidelines for behavior in the library are as follows:

1. Students need to use quiet voices and be respectful of others when using the library
2. Students must have permission from their classroom teacher when using the library
3. Students should return materials to the library as soon as they are finished reading them to allow others to check them out

4. Students who do not return books on time will not be allowed to check out additional books
5. Students will be expected to pay for any library books or bar-codes they damage or lose
6. Students are expected to read and share their readings with their families

Preschool Program

The Preschool Program is held on the Elementary campus and each session may accommodate the number of students allowed on our license. Priority placement is given for those students who qualify as requiring special needs according to state guidelines. Students who do not meet the guidelines may be admitted as space is available in the program through a mandatory screening program.

The Preschool Educational Program consists of educationally appropriate practices. Children are encouraged to make choices, develop vocabulary, increase listening skills, cooperate in play activities, and build mathematical concepts.

TRANSPORTATION

Bus Riding Guidelines

Riding a school bus is a privilege and should be treated as such. Students riding district buses are expected to follow the guidelines for bus riders:

- Be at the bus stop on time
- Promptly follow bus driver's directions
- Stay seated for the entire bus ride
- Avoid distracting behaviors; such as horseplay or fighting
- Keep the aisles clear
- Keep all body parts or objects inside the bus
- Keep body parts to yourself at all times
- Refrain from throwing anything in the bus or out of the windows
- Wait until the bus stops and the doors open to exit
- Eating, drinking or chewing gum is not allowed on the bus
- Emergency doors and equipment are to be used only for emergencies

Violations of the bus guideline will result in a loss of riding privileges for a period of time or for the entire school year.

In addition, drivers are not permitted to let students off the bus at stops other than the student's assigned bus stop without prior written approval of the principal. The parent must request this approval in written form. Once a child boards the bus, he/she becomes the responsibility of the school district. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day. An adult must meet kindergarten students at the bus stop.

School Bus Safety

Arriving at Pick-Up Point

- Be on time. Leave home in time so that you will arrive at the pick-up point before the school bus

- If you have to walk along the road to reach the bus stop, walk on the left side facing oncoming traffic
- Walk on the shoulder of the road where possible, and not on the traveled portion
- If other students are waiting at the bus stop, get in line without pushing or crowding and stay off the roadway

Boarding the School Bus

- Line up in single file, with younger students in front, so they can board first
- Wait until the bus comes to a complete stop before attempting to get on board
- Board the bus quickly but without crowding or pushing
- Never run on the bus, as the steps or floor may be slippery, especially in wintertime
- Place your foot squarely on the step, not on the edge and use the handrail
- Be particularly careful if you are carrying books or parcels, as it is difficult to see the steps and to hold the handrail
- Go directly to your seat and sit straight, well to the back of the seat and face the front of the bus

Conduct On the School Bus

- The bus will not move until all passengers are seated
- Remain seated throughout the trip, and leave your seat only when the bus has reached its destination and comes to a complete stop
- Keep your books and parcels on your lap or put them under the seat or on the luggage rack
- Keep the aisle clear
- Do not talk to the driver except in case of emergency
- Avoid doing anything that might disturb or interfere with the driver
- Refrain from loud or boisterous talking or yelling
- Never stick hands, arms, head, or feet out of the windows of the bus
- Do not open windows without the driver's permission
- Do not throw anything in the bus or out of a window; you might injure a pedestrian or force a motorist to make a dangerous maneuver
- Do not touch the emergency door or exit controls or any of the bus's safety equipment
- Do not leave litter in the bus
- Do not eat on the bus
- Obey promptly the directions and instructions of the school bus driver

Prohibited Items

- Tobacco products are not allowed in a school bus
- Alcoholic beverages shall not be carried in a school bus
- Insects, reptiles, or other animals shall not be transported in a school bus. [A.A.C. R17-4-606(G)97]
- No weapon, explosive device, harmful drugs, or chemicals shall be transported in a school bus
- Glass containers are not allowed on the bus

Exiting From the School Bus

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

Crossing the Highway

- If you must cross the road, walk to a point about ten feet in front of the bus, but do not cross until you can see that the driver has indicated that it is safe to do so
- As you cross the road, look continuously to the right and left
- At an intersection, look in all directions
- Cross at right angles.
- Never cross the highway diagonally
- Walk briskly across the road, but do not run
- Never cross the road behind the bus

Accident or Other Emergency

- In case of an accident or emergency, older students should help the driver to maintain order and assist younger students
- Stay in the bus unless otherwise directed by the driver
- If you have to leave the bus, stay in a group and obey the driver's instructions
- Do not expose yourself or others to needless hazard
- Do not leave an accident scene unless authorized and released by medical personnel or district supervisor

Bus Routes and Schedules

The bus routes, stops, and time schedules are set up by the transportation department after looking at all routes and number of students riding busses. This is subject to change as the population changes. Once bus routes and times are established at the beginning of each school year, students are required to be picked up and dropped off at their official stop. **If your child has your permission to go home with another student, you must write and sign a note to that effect. Your child then brings it to the office for approval, and then presents it to the bus driver when boarding the bus. Students will not be allowed to ride another bus without written permission.** Bus routes cannot be altered to accommodate individual conveniences, etc. The responsibility for getting the child to and from the designated stop rests with the parents.

SAFETY

Fire Drills

Fire drills will be held on a regular basis in conjunction with the Gila Bend Fire Department. Teachers will instruct the students on the exit route from their classroom. Students should leave the room quickly and in an orderly manner, in a single line and remain that way at their designated location until the return signal is given. It is very important that all students remain quiet in order to hear important directions.

Lockdown Drills

Lockdowns are essential in case there is some kind of danger that would require students to be in their classroom and protected from any problems. A lockdown drill means that all students remain in the classroom with their teacher with the classroom door locked. No person (adult or child) will be able to walk the campus unless escorted by a designated school employee. It is very important that all students remain quiet in order to hear important directions.

GENERAL SCHOOL POLICIES

Care of Campus

A student body is often judged by the appearance of the school property. Care of the grounds, buildings, and equipment is the responsibility of all students and staff. Each classroom will be asked to help keep the campus clean and free of litter. Have RESPECT for your school and be proud to show it to your family and friends.

Celebrations and Birthday Parties

The school and teacher have a variety of ways for recognizing students' birthdays that do not interfere with instruction and that do not create inequities for children. State law requires that no home-cooked food be distributed to students during school hours. This practice is intended to protect students from the spread of communicable diseases.

Student Dress Code

The school district has the responsibility to promote the basic rules of sanitation, safety, neatness, and modesty while on campus. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others. Students will not dress in a manner that disrupts the learning process. Each student must keep in mind that he/she is a representative of the Gila Bend Unified School District and the Gila Bend community.

We hope to instill the understanding of, and adherence to, appropriate dress for a work environment as we prepare students for their future career. It is also the responsibility of the school administrators to take reasonable steps to ensure a learning environment free from sexual harassment. Students wearing clothing that is disruptive to the learning environment or hampers the safety of themselves or others as determined by the school, will be asked to change clothing and may be subject to school discipline should they refuse to do so. These guidelines are not intended to be all-inclusive. The principal has the authority to determine if clothing is disruptive to learning or impacts student safety. In order to maintain adherence to this dress code policy, students may not wear the following:

- Clothing that disrupts the educational process
- Shorts and skirts shorter than mid-thigh in length
- Clothing that reveals the back or midriff or when arms are raised becomes visible
- These include but are not limited to:
 - Boxers
 - Sheer or Mesh tops
 - Overly large openings at the neck or arms
 - Off the shoulder tops
 - Spaghetti straps
 - Halter-tops
 - Tube tops
 - Clothing that exposes the midriff
- Clothing or accessories with offensive pictures, symbols or sayings
- These include but are not limited to:
 - Demeaning statements
 - Violent statements
 - Sexual statements

- Racial statements
- Clothing that advertises or promotes tobacco, alcohol or other drugs
- Jewelry or accessories that could be used to cause harm or injury
- Any clothing with the intent to represent gang affiliation.
- Baggy or oversized clothing. Clothing may not be more than one size too large, to allow for one year's growth

Additional dress regulation information:

- Belts and pants must be worn at the waist
- For safety reasons, all shoes must be securely fastened in the back. No flip-flops
- Hats or hoods are not allowed inside the school building at any time

A good general policy regarding the dress code is: If there is **ANY QUESTION about an item being inappropriate, DO NOT WEAR IT.**

Administrator Discretion:

The school administration reserves the final discretion in determining whether a garment is in compliance with our dress code policy. Some exceptions may be made but not limited to special needs, picture days, and spirit weeks.

Field Trips

Field trips are to supplement the regular classroom work and relate to curriculum being taught in the classroom. They are a privilege and students earn them based on their behavior and grades. Students are expected to follow the same guidelines and rules on a field trip as they do at school.

Fundraising

Classrooms may sponsor fundraising for various activities. The principal must approve all fundraising prior to the activity. The student council must also approve certain fundraising activities.

Guidelines for School Volunteers

The staff invites and encourages parental involvement. Parents are invited to volunteer their time in the classroom or school. We want parents to come to school to see how hard our students are working. Please follow the guidelines below:

- Parent Volunteers must be registered with the district office through the volunteer coordinator
- Volunteers sign in at the office upon entering the campus
- Obtain and wear a volunteer badge
- Work under the direct supervision of the professional staff member who has requested help
- Follow the lead of the teacher or supervisor
- Be familiar with school rules and policies
- Honor commitments. Be dependable
- Notify teacher or supervisor if unable to keep appointment
- Keep confidential matters confidential
- Leave younger children at home

Please remember that all adults are role models for our students

Leaving Campus

Students may not leave the school grounds after they arrive in the morning for any reason unless they have a dated, signed note from a parent, which is approved by the principal. FOR THE SAFETY OF YOUR CHILD, ALL STUDENTS MUST BE SIGNED OUT THROUGH THE OFFICE BEFORE THEY CAN GO HOME. PROPER IDENTIFICATION MAY BE REQUESTED OF A PARENT OR THE DESIGNATED ADULT. Parents are to go to the office to pick up the student.

Lost and Found

If a student loses any personal item such as a wallet, purse, jacket, or textbook, he/she should check with the lost and found that is located in the school office. Please put names on clothing and personal items brought to school. All unclaimed items will be sent to charitable organizations at the end of the school year.

Media Release

We value and applaud our student successes. Opportunities may arise when a student is to be recognized for their outstanding achievement. Student's first name and photograph may be released to the media only if written parental permission has been submitted for media release.

NOTE: *If permission is not granted, your child will not be able to be included in any newspaper articles outlining accomplishments.*

Money

Students should not bring large amounts of cash to school. The school will not be held liable for missing or stolen money that a student brings to school.

Pets and Other Animals

For the safety of all students, please do not bring pets on campus. An adult may bring pets to the classroom for educational purposes only. Written permission must have been received from the teachers. Animals cannot be transported by school buses. If a pet follows a student to school, the office will contact the student's home to arrange for pet pick up. If the parents cannot be contacted, then animal control will be notified.

School Pictures

A commercial company takes individual and group photographs in the fall and spring. Packets of color photos will be offered for sale to parents. Students may wear dress up clothes for the fall formal pictures.

School Materials and Supplies

All textbooks will be furnished at no cost to the students. Students are responsible for textbooks issued to them for their use during the school year. If loss or damage (above normal wear) of the books occurs, parents and students will be expected to pay for such. BE AWARE THAT SOME TEXTBOOKS CANNOT BE REPLACED BECAUSE THEY ARE NO LONGER AVAILABLE (textbooks are constantly being upgraded). If parents/guardians wish to donate classroom supplies such as pencils, paper, or notebooks, it would be greatly appreciated.

Visitors on Campus

PARENTS OF OUR STUDENTS ARE WELCOME AT ANY TIME. Parents must stop by the school office and sign in each time they are visiting our campus. For the protection of students, Arizona law requires all visitors to "make officials aware of their presence". All GBUSD schools require visitors to check in at the office and obtain a "Visitor Pass."

A student wanting to bring a student visitor to school must get permission from the teacher whose class they will be attending and from the office before the visit. In addition, the student visitor must have a pass from the office. Student visitors must be age and grade appropriate. All student visitors must follow school rules and must be on a vacation break from another school.

HOME/SCHOOL COMMUNICATION

School Announcements

Gila Bend Elementary School will communicate school activities, notes and calendars to parents on a regular basis. Students should recognize the importance of taking all notices home to their family.

Contacting the Classroom

Although GBUSD supports and encourages open communication between home and teachers, the school requests that parents/guardians do not call the classroom during the instructional hours. Parents/guardians may call the office and leave a message for the teacher or you may email the teacher directly.

Email

All GBUSD teachers have an email address. Please feel free to communicate to your child's teacher via email for classroom activity, or curricular information.

GETTING TO AND FROM SCHOOL

Riding Bicycles To and From School

For the safety of your child, please emphasize the listed rules:

- Use only designated crosswalks to cross the street
- Always look both ways for oncoming traffic
- Walk the bike across the street
- Never ride between parked cars
- Lock the bike. The school is not responsible for the protection of students' bikes
- After school, walk the bike off of school grounds

The school will not be responsible for stolen or damaged bicycles, skateboards or skates.

Skateboards and Inline Skates

Skateboards, non-motorized scooters, roller skates, and in-line skates may not be ridden on school campuses at any time. A contract explaining regulations and safety may be required to be signed by the students and parent. The school is not responsible for the loss, damage or theft of these items.

Students who do not ride the bus should arrive at school no sooner than thirty minutes before school starts and should leave the school grounds immediately after dismissal unless they're taking part in an organized after-school activity and have parental permission.

BEHAVIOR EXPECTATIONS

Student Conduct

Students have the right to learn in a school that is safe and orderly. Proper student behavior is a requirement at Gila Bend Elementary School. All rules for student conduct will be associated with the Character Counts program and the Six Pillars of Character: Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship. Students need to understand that Arizona law allows the school district to hold them accountable for their behavior on the way to and from school, and during any school-sponsored activity.

Character Counts

All expectations for behavior will be associated with the Six Pillars of Character. Students are expected to conduct themselves in accordance with these pillars at all times.

- **Trustworthiness**
Being reliable, keeping promises, and following through on my word
- **Respect**
Treating others the way I want to be treated; Being considerate and honoring the feelings, opinions and property of others
- **Responsibility**
Being accountable for my own actions and choices (and their consequences) without blaming others
- **Fairness**
Treating others equally and being open to all points of view
- **Caring**
Being kind, caring and forgiving, even when others might not be
- **Citizenship**
Getting involved in and contributing to my school and community; helping others

Inappropriate Items

Inappropriate items will be confiscated and must be picked up by the parent or guardian. The school cannot guarantee security for these items. These items include:

- Radios
- Electronic devices
- Toys

Possession of Harmful or Disruptive Articles

GBUSD prohibits the possession of items or materials that could cause bodily harm such as the following:

- Liquid paper
- Aerosol sprays
- Water guns
- Knives
- Playing cards
- Any other item that may constitute a weapon or cause harm to another
- Contraband

Cell Phones

Students may carry cell phones with them or in their backpack. Students MAY NOT use their cell phones at all during the day and the cell phone must be turned off during the school day. If an emergency arises where a student needs to use their cell phone, they must report to the office to make the call. **The school will not be held liable for the cell phone and the students/parents will be responsible in case the phone is lost, stolen or damaged.**

Guidelines for Food, Candy, and Gum

Candy and snacks should not be brought to school without the classroom teacher's permission. Any food item a student earns as a reward or is given by the teacher must be eaten in that classroom and not taken from room to room. Unauthorized candy or snacks will be confiscated.

Cafeteria Behavior

- Treat cafeteria workers with respect
- Students are to remove trays, papers, food, etc. from their table area before leaving the cafeteria
- School rules will be followed in the cafeteria
- Parents having lunch with their child should sign in at the office first to obtain a pass. An adult lunch is \$3.50

Restrooms

Students will adhere to the following guidelines:

- Use only the restroom assigned to the respective area
- One student at a time may leave their classroom to go to the restroom
- Wash your hands before you leave the restroom
- Use appropriate voice level in the restroom area
- Students must return quickly to class
- Help keep the restroom clean

Assembly Behavior

Assemblies are important and fun school activities. When attending an assembly, please obey the following rules:

- Walk quietly to and from assemblies
- Remain courteous while being seated and when leaving
- Be respectful of presenter at assemblies
- Maintain audience appropriate behavior such as good listening skills, quiet voices, with hands on your lap

Playground Behavior

Playground rules provide safety and security for all students. Teachers will instruct their students on how to use the playground. It is important that students get involved in an activity, game, or sport while on the playground.

General Rules:

- Use common sense and show respect for others
- Do not throw inappropriate items such as sand, mud, rocks, weeds, bugs, etc
- Stay outside until the bell rings
- Do not stand on the monkey bars
- One basketball per basket

- No tag games; do not pull or drag on others
- Do not walk around in large groups
- No flips on bars or hanging upside down

Profane and Vulgar Language

PROFANE OR OBSCENE LANGUAGE AND GESTURES ARE UNACCEPTABLE and will not be permitted at school, on the playground, coming to or going from school.

Smoking, Alcohol, and Drugs

The possession and/or use of tobacco, alcohol, drugs or any substance which may be used for the purpose of intoxication is prohibited. VIOLATIONS OF THIS RULE WILL RESULT IN SUSPENSION. Paraphernalia related to the above items will not be permitted at school (i.e. matches, lighters, etc.) GBUSD has a ZERO TOLERANCE for these prohibited items.

DISCIPLINE

Restitution

Under Arizona law, parents/guardians are liable for damage done by their children. In any situation in which damages to school property occur, the students or parents/guardians are required to pay for damages. If restitution is not made in the designated time frame, additional consequence will result.

Restriction of Privileges

The school administrator may notify parents/guardians of privilege restrictions. Such privileges include cafeteria, library, classroom, bus use, school passes, field trips, social times and bicycle use. A report of the restriction will be recorded in the student's contact file.

Community Service

The school administrator may assign students to school community service on the school campus after school or during the school day. Parents will be notified.

Searches

The Administration has the right to search and seize property, including school property temporarily assigned to students, when there is a reason to believe that some material or matter detrimental to health, safety, and welfare of the student(s) exists.

Items provided by the District for storage of personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have no reasonable expectation of privacy, and desks and storage areas may be inspected by school personnel at any time with or without reason, or with or without notice, and without permission of the student or the student's parent/guardian.

Parental Involvement

Parental involvement in behavior and discipline issues is important to all parties. Parents will be notified of actions taken by the school for anything other than minor offenses, and will be involved in developing plans to correct significant or chronic problems.

DUE PROCESS RIGHTS

Informal Due Process

In disciplinary cases, students are entitled to due process. Students will:

- Be informed of accusations against them
- Have the opportunity to accept or deny the accusations
- Have explained to them the factual basis for the accusations
- Have a chance to present an alternative factual position if the accusations are denied

Hopefully, students never will be in a situation where they need the protection of due process. If however, a student does become involved in a situation in which a suspension or expulsion might result, both the student and his/her parents/guardians will be given a more detailed description of the due process procedures.

In-School Suspension

In-school suspension means that a student is detained at school, but is suspended from a class and isolated from other students for a specific time. Student is given classroom work to be completed for credit.

Short-Term Suspension

Short-term suspension means the temporary withdrawal of the privilege of attending school in the district for a period of nine consecutive days or less.

The school principal has the authority to impose short-term suspensions. The student shall receive verbal notice of the alleged misconduct and the evidence that exists to support the allegation. The student will have an opportunity to explain his/her version of the facts. The school official may then suspend the student for nine days or less, choose another disciplinary alternative, or exonerate the students. A written record of the decision will be kept in the student's contact file. There is not a right to appeal a short-term suspension. In addition to imposing a short-term suspension, the school administrator may recommend to the superintendent that a long-term suspension or expulsion be imposed.

Long-Term Suspension

Long-term suspension means the withdrawal of the privilege of attending school in the district for a set period of time of eleven or more consecutive school days. After following informal Due Process, the administrator may choose to recommend long-term suspension, choose another disciplinary alternative, or exonerate the students. If long-term suspension is recommended, a written Notice of Intent to Impose a Long-Term Suspension shall be mailed or hand delivered to the parent. This letter will explain the offense, the recommendations, and the rights of the parent to request a formal hearing.

Expulsion

Expulsion means the permanent withdrawal of the privilege of attending school in the Gila Bend Unified School District unless the Governing Board reinstates that privilege. The student and parents/guardians will be informed when a student is subject to expulsion from school.

Expulsion requires official action of the Governing Board or a Board appointed hearing officer. Formal notification will include instructions regarding the District's due process procedure. All documentation will be recorded in the student's conduct file.

DISCIPLINE PLAN

Violations

The violations listed below will be handled by the classroom teacher who will use a progressive method for applying consequences. It may become necessary for the teacher to send a discipline referral to the principal **if repeated interventions prove to be unsuccessful.**

- Gum Chewing
- Public Displays of Affection
- Dress Code Violation
- Littering
- Unsafe Play
- Classroom Disruption
- Inappropriate Language
- Electronic devices
- Being outside of assigned areas
- Pass violation
- Incitement of a fight
- Profanity/Vulgarity/Lewd Material
- Excessive Roughhousing
- Defiance
- Disrespect
- Bullying / Intimidation
- Missed detention

Consequences

Students who violate behavior expectations may be assigned any of the following consequences:

- Phone call to the parent
- Loss of privilege
- Detention
- Community Service
- Referral to the counselor

Once the teacher has attempted to intervene when behavior expectations have not been met, further incidents may result in the teacher sending a Discipline Referral to the principal.

Serious Violations

GBUSD has adopted a ZERO TOLERANCE for serious violations. The following violations will result in immediate referral to administration.

- Drugs, Alcohol, Drug look-alikes
- Drug related paraphernalia
- Defamation
- Cyberbullying
- Theft/Possession of Stolen Property
- Flammable Materials
- Forgery
- Cheating
- Tobacco/ E-Cigarettes'
- Fighting
- Harassment/ Sexual Harassment
- Hazing
- Gang Associated Display
- False Reporting
- False Fire Alarm
- Unauthorized Entry/Exit
- Vandalism/Destruction/Defacing Property
- Arson
- Gambling
- Assault
- Racial Remarks
- Verbal Abuse of Staff

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

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

How a Student Should Handle Bullying and/or Harassment

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

USING DRUGS DURING EXTRACURRICULAR ACTIVITIES IS A VIOLATION OF A.R.S. 15-341

ARS 15-341, states that 'Students participating in any extracurricular activity will be subject to random drug testing at the beginning and during the respective activity season. Before random drug testing begins, an orientation session will be held by appropriate school personnel to inform students of the testing procedures, privacy arrangements, and other pertinent information to assist students in understanding the process.'

Consequence for Serious Violations

The consequences for serious violations may include, but are not limited to the following:

- Law Enforcement
- Short Term Suspension
- Long Term Suspension
- Parent Conference
- Expulsion

Gila Bend Unified School District Handbook Verification Sheet

I have received this Gila Bend Unified School District Student/Parent Handbook. I am aware that my son/daughter and I are expected to read, understand, and abide by the student conduct and disciplinary rules and regulations contained in this book.

Signature of Parent/Guardian

Date

Signature of Student

Date

Teacher's Name: _____

Grade: _____

MEDIA RELEASE

Yes, I authorize GBUSD to release my child's first name and photograph to the media for positive recognition.

No, I do not authorize GBUSD to release my child's first name and photograph to the media for positive recognition. (Note: Your child will not be able to be included in any newspaper articles outlining accomplishments such as Honor Roll and Terrific Kid.)

Signature of Parent/Guardian

Date

**Please sign and return this entire page to your child's teacher or the school office.

Keep and review your handbook throughout the school year.