

Double Adobe School



Student Handbook

2018-19

Welcome to Double Adobe School! We look forward to an exciting and successful school year. The contents of this handbook should provide information regarding policies, practices and procedures of our school. Topics in the handbook are listed in alphabetical order. After carefully reading the handbook, please **complete and return the signature page to your child's teacher.**

The faculty/staff at Double Adobe School extends an invitation for you to visit your child's classroom, eat lunch with your child, and become an active volunteer at your child's school. Should you have any questions concerning the contents of this handbook, you are encouraged to contact your child's teacher or the school administrator.

DOUBLE ADOBE TEACHERS AND STAFF

Tammi Wilson	Administrator	twilson@doubleadobeschool.org
Ruth Hoffman	Office Manager	rhoffman@doubleadobeschool.org
Cynthia Fleetham	Kinder/SPED/Title I Teacher	cfleetham@doubleadobeschool.org
Laura Randolph	1 st /2 nd Grade Teacher	lrandolph@doubleadobeschool.org
Tammi Wilson	3 rd /4 th Grade Teacher	twilson@doubleadobeschool.org
Sasha Taylor	5 th /6 th Grade Teacher	staylor@doubleadobeschool.org
Jen Arellano	Paraprofessional	jarellano@doubleadobeschool.org
Reyna Raber	Paraprofessional	rraber@doubleadobeschool.org
Mike Ratkovich	Maintenance/Custodian	
Greg Villegas	Bus Driver	

ATTENDANCE PROCEDURES

Arizona Revised Statutes (A.R.S.) 15-807 requires parents/guardians to notify the school prior to or at the time of the child's absence.

Parents/guardians are asked to call the school at (520) 364-3041 to report an absence. If your child is absent and you do not call, we will call you. Parents/guardians calling the school will save us time as well as giving each of us assurance that the student is accounted for and safe. If you get the answering machine, please leave a message stating the student's name, reason for absence, and the date.

The school day begins at 8:30 am. Children should not arrive at school prior to 8:20 am unless special arrangements are made. Children arriving late to school will not be admitted to class until a parent/guardian has checked them in at the office. Once students arrive, they may not leave school without being checked out through the office by a parent/guardian.

CAFETERIA RULES

- Follow directions the first time they are given
- Remain seated until a teacher dismisses you
- Keep hands, feet, and objects to yourself
- Speak in a quiet voice
- Leave your eating area clean

CHILD FIND

Double Adobe School District provides a free screening for any child from three to five years of age who may have physical, emotional, cognitive, speech/language, and/or social delays. If you have a concern about your child or any other child who resides in district boundaries, please contact the school office. The district may provide free screening to determine if your child qualifies for preschool services.

If you have any concerns about children from birth to three years of age that may have special needs, please contact the school office for information and assistance in obtaining services through the appropriate agency. This CHILD FIND process is applicable to any student between the ages of birth and twenty-one that may have disabilities and require services.

CUSTODY

In most cases, when parents are divorced, both mom and dad continue to have equal rights where their children are concerned.

If you have a court order that limits the rights of one parent in matters such as custody or visitation, a copy of that order must be on file in the school office. Unless your court order is on file with us, we must provide equal rights to both parents.

DRESS CODE

Parents have the primary responsibility to see that students are properly attired for school. School district personnel have the responsibility of maintaining proper and appropriate conditions conducive to learning. Therefore, we are asking for your cooperation regarding conformity to the following guidelines. Students are NOT permitted to wear:

- Shorts or skirts that do not extend past the fingertips when arms are extended straight down along the side of the body
- Clothing with obscene language, graphics, alcohol, drugs, etc.
- Spaghetti straps or tank tops (unless covered by clothing with sleeves)
- Clothing that reveals the chest, midriff, or any other personal parts
- Clothing that is oversized or sags
- Hats, caps, or head coverings of any kind inside buildings
- Gang attire
- Preferably, children should wear closed toed shoes or shoes with a strap to secure the footwear to the foot

Repeated violation of student dress code will result in parent conference and/or suspension. The school district reserves the right to modify the dress code as needed and when necessary.

GRADING

Students in grades K-2nd Grade receive a Standards Based Report Card.

Students in grades 3rd-6th receive a traditional report card with the following values assigned:

- A=94-100 (4 pts)
- B=84-93 (3 pts)
- C= 74-83 (2 pts)
- D=64-73 (1 pts)
- F=63-0

Progress Reports will be given out 4 weeks into each school quarter. Report cards will be given out quarterly. Dates for both Progress Reports and Report Cards can be found on the school calendar.

HEALTH

If your child becomes ill, we will notify you immediately. Any child with a fever of 99 degrees or above will be sent home. You should be sure to list an emergency number in case we cannot reach you at your home phone.

IMMUNIZATIONS

Arizona law A.R.S. 15-873 requires that a child will not be allowed to attend school until either proof of immunization or a completed exemption form is submitted to the school. A form, giving the month and year the child was immunized or an exemption form, must be completed and in school files before they may be enrolled. For more detailed information please refer to Cochise County Health Department or Arizona Department of Health Services (<http://azdhs.gov/phs/immunization/>).

INCLEMENT WEATHER

In the event that a regular school day is delayed, bus and school starting times will be two hours later than usual. Parents should be cognoscente of the possibility of delayed or cancelled school days due to inclement weather by turning into local TV stations and KDAP radio at 96.5 FM. Our Facebook page and school website will also have the most current information. Remember that we are independent of Douglas, Bisbee, and Elfrida School Districts.

LICE

While head lice problems occur year round, it is during the school year that head lice cases seem to be the most common. If a head louse infestation is discovered by school personnel, the child will be sent home. It is the parent's responsibility to control head lice in their own children. Double Adobe School enforces a "no nit" policy.

MEDICATION

Please refer to Policy J-5350 JLCD at the back of this handbook. If a child needs to take medicine at school, the Consent for Medication form must be filled out.

For prescribed medication please note that there must be a **written order from the physician stating the name of the medicine, the dosage, and the time it is to be given.**

Medicine cannot be dispensed unless it's in the original, labeled container. Over-the-counter drugs, such as aspirin and cough syrup, are dispensed under the same guidelines. The Consent for Medication form is included in the registration packet.

PARENTS RIGHT TO KNOW

Double Adobe receives Title I funding for our school-wide assistance program. You may request the following information on the professional qualifications of your student's teacher:

- If teacher meets State qualifications/licensure requirements
- If teacher is teaching under an Emergency Teaching Certificate
- If teacher has a baccalaureate degree,
- If applicable, the qualifications of the paraprofessional that provides service to your child.

PLAYGROUND RULES

- Follow directions the first time they are given
- Keep hands, feet, and objects to yourself
- Use all equipment properly
- Stay “in limits” an on school property unless given permission by teacher
- Swearing, teasing, fighting, and obscene gestures are not allowed
- Don’t bring food outside

PROHIBITED ITEMS

- Drugs, alcoholic beverages, narcotics, chewing tobacco, cigarettes, cigarette lighters, and match
- Explosive devices, including fireworks
- Weapons of any kind or toys that resemble a weapon
- Gang identification paraphernalia
- Water guns, water balloons, shaving cream, or any other similar item

REGISTRATION

Every year a new registration packet must be completed to ensure all information is up-to-date. The packet includes: registration, Arizona Residency Documentation, Emergency contact, Health Information, and Home Language Survey.

Parents/guardians are required to present two proofs of residency, valid picture ID, current immunization and birth certificate. The school will make copies of each document.

RELEASE OF STUDENTS

If it is necessary to pick up your child during school hours, please send a note to inform the teacher of your intentions or call the office at (520)364-3041. When you arrive to pick up your child, you must come to the school office to sign him/her out and we will call your child to the office.

For your child’s protection:

1. Your child will not be released to anyone except his/her parents or the responsible party you have indicated on the registration form.
2. Identification may be requested.
3. If your child is to get off at another bus stop, or go with another person other than yourself, please send a note or call the office.

In case of an emergency, please call the office with information as to where your child should go. Also, if your child is to wait for you instead of riding the bus, please either call

or send a note to notify us of the change. Unless we are notified your child will be put on the bus. **All transportation changes must be made before 2:30 p.m. No changes after 2:30 p.m.**

RIGHTS OF HOMELESS STUDENTS

Please refer to the policy toward the back of this handbook. Double Adobe School acts in direct compliance with Arizona State Laws and Arizona Administrative Code and the McKinney-Vento Homeless Education Assistance Improvements Act of 2001 and should be read as consistent with those documents.

SPECIAL SERVICES

Pursuant to board policy and Federal Law, identifying and placing exceptional students is considered a duty of the schools. It is the responsibility of the District to identify and evaluate students who need special services or programs in order that such students may receive the required free, appropriate education.

Double Adobe School provides Title I, Special Education, and ELL services.

STUDENT MISBEHAVIOR

All classroom teachers will be responsible for creating classroom rules, procedures, and consequences. However, all staff members will be responsible for enforcing the consequences for misbehavior. Extreme actions will be enforced by the administrator.

Disciplinary actions may include the following:

Warning: A conference will be held between the administrator and student to discuss the rule infraction and the child's behavior.

Reprimand: A conference will be held between the administrator and student to discuss the rule infraction and the child's behavior. Witnesses may be called to verify the infraction. Parents will be contacted by phone or in writing regarding the misconduct. A consequence will be enforced. Infraction will be documented on the student's database.

- Restriction: Infractions may result in certain restrictions. The students may not be permitted playground privileges, their preferred seating at lunch, or the loss of an extracurricular activity.
- In-House Suspension: At times it may be determined necessary to remove the child from the academic setting. The principal will determine this after considering the misconduct. Parents will be notified if the offense is serious and if the time out of class is lengthy. Parents may be asked to take the child home for the remainder of the day, if the misbehavior interferes with the learning of

others. Parents may also be asked to accompany their child to class for a portion of the day for students who continue to misbehave.

- Out of School Suspension: When student misbehavior warrants suspension from school, procedures outlined in School Board Policy will be followed.
- Expulsion: Will be considered in extreme cases.

TRANSPORTATION

Riding the bus is a privilege. The bus is equipped with a video camera that records the daily routes. Children creating a dangerous situation on the bus shall have their parents/guardians notified. Repeated offenses can result in loss of ridership. Bus privileges will be suspended up to 10 days for improper bus behavior.

To prevent wait times of other children, the bus driver will not wait more than five minutes at any designated stop.

Bus Safety:

- Passengers are to be properly seated before the bus moves
- Passengers are to be seated while the bus is in motion and may move when the bus has come to a complete stop at their destination.
- Keep all items on your lap.
- Keep the aisle clear of all objects.
- The bus driver should be able to see you at all times.
- Avoid anything that could distract, disturb, or interfere with the bus driver's work.
- Keep your arms, hands, feet, and head inside of the bus, which includes windows.
- Throwing objects inside or out of the bus is dangerous and could possibly injure a pedestrian or force a motorist to make a dangerous maneuver.
- Bus safety equipment, the emergency door, and exit controls are to be used only by the bus driver.
- Leave the bus clean of any garbage.
- No eating on the bus.
- Always obey any directions or instruction given by the bus driver.

TRUANCY

Parents who make regular school attendance a priority also are helping their children learn to accept responsibility, and that's an important lesson for a successful life. Attendance patterns are formed early in life. Children who develop good attendance habits in the early grades will be more likely to continue them throughout their school career, as well as into their chosen career. Regular attendance is critically important, because students who miss school miss out on carefully planned sequences of instruction. They miss out on active learning experiences and class participation. They miss out on the opportunity to ask questions. As a result, they are more likely to fall behind, and they are more likely to drop out.

- ***Absenteeism hurts the student.*** Students who are frequently absent fall behind in academics and miss important socialization concepts that enhance their ability to understand and follow directions or, ultimately, plan for the future.
- ***Absenteeism hurts other students.*** Students who are frequently absent require more individual attention from the teacher.

Habitual violations may lead to discipline of the child, and/or referral of the parent to the local law enforcement authorities, per Arizona Revised Statutes 15-802 and 15-803.

ARS 15-802:

“Unless otherwise exempted in this section or section 15-803, a parent of a child between six and sixteen years of age or a person who has custody of a child, who does not provide instruction in a homeschool and who fails to enroll **or fails to ensure that the child attends** a public, private or charter school pursuant to this section or fails to sign a contract to participate in an empowerment scholarship account pursuant to section 15-2402 **is guilty of a class 3 misdemeanor.** A parent who fails to comply with the duty to file an affidavit of intent to provide instruction in a homeschool is guilty of a petty offense.

ARS 15-803: School Attendance; exemptions; definitions

A. It is unlawful for any child who is between six and sixteen years of age to fail to attend school during the hours school is in session, unless either:

1. The child is excused pursuant to section 15-802, subsection D or section 15-901, subsection A, paragraph 5, subdivision (c).
2. The child is accompanied by a parent or a person authorized by a parent.
3. The child is provided with instruction in a homeschool.

B. A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child as defined in section 8-201. Absences may be considered excessive when the number of absent days exceeds ten per cent of the number of required attendance days prescribed in section 15-802, subsection B, paragraph 1.

C. For the purposes of this section:

1. "Habitually truant" means a truant child who is truant for *at least five school days within a school year.*
2. "Truant" means an unexcused absence for at least one class period during the day.

VISITORS

We welcome adult visitors at any time. We encourage parents to visit frequently and take an active part in the education of their children. Parents may arrange to visit during class time by contacting either the teacher or the office.

To ensure the security of our students and staff, all visitors must register in the office on arrival. Students from other schools are not permitted to visit campus during school hours because of liability and supervision considerations.

WITHDRAWAL

Parents are requested to notify the school office in writing or by telephone prior to the last day the student is in attendance. The parent must sign an official withdrawal form when a student is withdrawn from school.

Students are responsible for returning all school materials, textbooks, library books, etc. upon withdrawal from school. A charge will be assessed for lost or damaged books.

I-6400 © IJNDB USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

Appropriate use of Electronic Information Services

The District may provide electronic information services (EIS) to qualified students, teachers, and other personnel who attend or who are employed by the District. Electronic information services include networks (e.g., LAN, WAN, Internet), databases, and any computer-accessible source of information, whether from hard drives, tapes, compact disks (CDs), floppy disks, or other electronic sources. The use of the services shall be in support of education, research, and the educational goals of the District. To assure that the EIS is used in an appropriate manner and for the educational purposes intended, the District will require anyone who uses the EIS to follow its guidelines and procedures for appropriate use. Anyone who misuses, abuses, or chooses not to follow the EIS guidelines and procedures will be denied access to the District's EIS and may be subject to disciplinary and/or legal action.

The District Administrator shall determine steps, including the use of an Internet filtering mechanism that must be taken to promote the safety and security of the use of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Technology protection measures shall protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography or, with respect to use of computers by minors, harmful to minors. Safety and security mechanisms shall include online monitoring activities.

As required by the Children's Internet Protection Act, the prevention of inappropriate network usage includes unauthorized access, including "hacking," and other unlawful activities; unauthorized disclosure, use and dissemination of personal identification information regarding minors.

It is the policy of the Board to:

- prevent user access over the District's computer network, or transmissions of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- prevent unauthorized access and other unlawful online activity;
- prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- comply with the Children's Internet Protection Act [P.L. No. 106-554 and 47 U.S.C. 254(h)].

Each user will be required to sign an EIS user's agreement. The District may log the use of all systems and monitor all system utilization. Accounts may be closed and files may be deleted at any time. The District is not responsible for any service interruptions, changes, or consequences. The District reserves the right to establish rules and regulations as necessary for the efficient operation of the electronic information services.

The District does not assume liability for information retrieved via EIS, nor does it assume any liability for any information lost, damaged, or unavailable due to technical or other difficulties.

Filtering and Internet Safety

As required by the Children's Internet Protection Act, the District shall provide for technology protection measures that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to use of the computers by students, harmful to students. The protective measures shall also include monitoring the online activities of students.

Limits, controls, and prohibitions shall be placed on student:

- Access to inappropriate matter.
- Safety and security in direct electronic communications.
- Unauthorized online access or activities.
- Unauthorized disclosure, use and dissemination of personal information.

Education, Supervision and Monitoring

It shall be the responsibility of all District employees to be knowledgeable of the Board's policies and administrative guidelines and procedures. Further, it shall be the responsibility of all employees, to the extent prudent to an individual's assignment to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

The District Administrator shall provide for appropriate training for District employees and for students who use the District's computer network and have access to the Internet. Training provided shall be designed to promote the District's commitment to:

- the standards and acceptable use of the District's network and Internet services as set forth in District policy;
- student safety in regards to use of the Internet, appropriate behavior while using, but not limited to, such things as social networking Web sites, online opportunities and chat rooms; and cyberbullying awareness and response; and compliance with E-rate requirements of the Children's Internet Protection Act.

While training will be subsequently provided to employees under this policy, the requirements of the policy are effective immediately. Employees will be held to strict compliance with the requirements of the policy and the accompanying regulation, regardless of whether training has been given.

The District Administrator is responsible for the implementation of this policy and for establishing and enforcing the District's electronic information services guidelines and procedures for appropriate technology protection measures (filters), monitoring, and use.

Adopted: August 14, 2012

LEGAL REF.: A.R.S. [13-2316](#)

[13-3506.01](#)

[13-3509](#)

[15-341](#)

[34-501](#)

[34-502](#)

[20 U.S.C. 9134](#), The Children's Internet Protection Act

[47 U.S.C. 254](#), Communications Act of 1934

**STUDENT VIOLENCE / HARASSMENT /
INTIMIDATION / BULLYING**

**(To be displayed in school buildings
and in student handbooks)**

The Governing Board of the Double Adobe School District believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated.

Bullying: Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

- has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- occurs when there is a real or perceived imbalance of power or strength, or
- may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to

- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another

person or group or through cyberbullying,

- exposure to social exclusion or ostracism,
- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- damage to or theft of personal property.

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

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

Intimidation: Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such acts result in a substantial physical, mental, or emotional negative effect on the victim, while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Students who believe they are experiencing being bullied 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.

Reprisal by any student directed toward a student or employee related to the

reporting of a case or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

Students found to be bullying others will be disciplined up to and including suspension or expulsion from school.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying is a violation of the law.

PARENTAL INVOLVEMENT IN EDUCATION

Parent and Teacher Cooperation in Homework, Attendance, and Discipline

When homework, attendance, and discipline rules are being considered, a procedure similar to, but not limited to, the following shall be used:

- An ad hoc committee shall be appointed by the appropriate administrative officer under the provisions of Board policy. The committee will study the issue and make recommendations to the appointing administrator. The committee will be dissolved when the final report is submitted.
- School staff members, including teachers, will be appointed to study the issues and report to the appointing administrator. The administrator will schedule hearings on the staff report, give parents sufficient notice, and conduct hearings to permit parent reaction to the staff report, copies of which shall be readily available for parent review. Following the hearings, the administrator will prepare recommendations that give careful consideration to the views of teachers and parents. Such recommendations will be submitted to the District Administrator unless the recommendations are prepared by the District Administrator, in which case the recommendations will be submitted to the Board.

Parents' Access to Courses of Study and Learning Materials

Parents who wish to learn about the course of study for their children or to review learning materials shall do so under provisions of Board Policy IJ and supporting regulations.

Parental Objections to Learning Activities or Materials

Parents who wish to object to any learning activities or learning materials may do so under provisions of Board Policies IJ, KB and supporting regulations.

Availability of Instructional Employee Resumés

The administration shall inform parents of the availability of each teaching employee's resumé and make that document available for inspection upon request of parents or guardians of pupils enrolled at a school. Such information shall not include teacher address, salary, social security number, and telephone or other personally identifiable information as determined by the District.

J-6250 © JLF
REPORTING CHILD ABUSE / CHILD PROTECTION

Any school personnel or any other person who reasonably believes that a minor is or has been the victim of physical injury, child abuse, or neglect that appears to have been inflicted upon the minor by other than accidental means or that is not explained by the available medical history as being accidental in nature or who reasonably believes there has been a denial or deprivation of necessary medical treatment or surgical care or nourishment with the intent to cause or allow the death of an infant who is protected under A.R.S. [36-2281](#) shall immediately report or cause reports to be made of such information to a peace officer or to the Child Protective Services (CPS) of the Department of Economic Security, except if the report concerns a person who does not have care, custody, or control of the minor, the report shall be made to a peace officer only. Such reports shall be made immediately by telephone or in person and shall be followed by a written report within seventy-two (72) hours. Pursuant to A.R.S. [13-3620](#), such reports shall contain:

- The names and addresses of the minor, the parents, or the person or persons having custody of such minor, if known.
- The minor's age and the nature and extent of the minor's abuse, child abuse, or physical injuries or neglect, including any evidence of previous abuse, child abuse, physical injury or neglect.
- Any other information that such person believes might be helpful in establishing the cause of the abuse, child abuse, physical injury or neglect.

A person who furnishes a report, information, or records required or authorized under Arizona Revised Statutes or a person who participates in a judicial or administrative proceeding or investigation resulting from a report, information or records required or authorized under Arizona Revised Statutes is immune from any civil or criminal liability by reason of that action unless such person has acted with malice or unless such person has been charged with or is suspected of abusing or neglecting the child or children in question.

A report is not required under A.R.S. [13-3620](#) for conduct prescribed by A.R.S. [13-1404](#) and [13-1405](#) if the conduct involves only minors who are fourteen (14), fifteen (15), sixteen (16) or seventeen (17) years of age and there is nothing to indicate that

the conduct is other than consensual.

A person who fails to report abuse as provided in A.R.S. [13-3620](#) is guilty of a class 1 misdemeanor, except if the failure to report involves a reportable offense, the person is guilty of a class 6 felony.

Any certificated person or Governing Board member who reasonably suspects or receives a reasonable allegation that a person certificated by the Department of Education has engaged in conduct involving minors that would be subject to the reporting requirements of A.R.S. [13-3620](#) shall report or cause reports to be made to the Department of Education in writing as soon as is reasonably practicable but not later than three (3) business days after the person first suspects or receives an allegation of the conduct.

Any school employee who has orally reported to CPS or a peace officer a reasonable belief of an offense to a minor must provide written notification to the District Administrator of the oral report not later than the next workday following the making of the report.

Adopted: date of manual adoption

LEGAL REF.: A.R.S. [8-201](#)

[13-1404](#) *et seq.*

[13-1410](#)

[13-3019](#)

[13-3212](#)

[13-3506](#)

[13-3506.01](#)

[13-3552](#)

[13-3553](#)

[13-3608](#)

[13-3619](#)

[13-3620](#)

[13-3623](#)

[15-514](#)

[46-451](#)

[46-454](#)

CROSS REF.: [GBEB](#) - Staff Conduct

[GBEBB](#) - Staff Conduct With Students

[JKA](#) - Corporal Punishment

J-5350 © JLCD
MEDICINES / ADMINISTERING MEDICINES TO STUDENTS

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

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

Exceptions:

- Students who have been diagnosed with anaphylaxis may carry and self-administer emergency medications including auto-injectable epinephrine provided the pupil's name is on the prescription label on the medication container or device and annual written documentation from the pupil's parent or guardian is provided that authorizes possession and self-administration. The student shall notify the school office secretary as soon as practicable following the use of the medication;
- For breathing disorders, handheld inhaler devices may be carried for self-administration provided the pupil's name is on the prescription label on the medication container or on the handheld inhaler device and annual written documentation from the pupil's parent or guardian is provided that authorizes possession and self-administration.
- Students with diabetes who have a diabetes medical management plan provided by the student's parent or guardian, signed by a licensed health professional or nurse practitioner as specified by A.R.S. [15-344.01](#), may carry appropriate medications and monitoring equipment and self-administer the

medication.

District employees may volunteer to be a student's diabetes care assistant, subject to approval by the student's parent or guardian, in an emergency situation as described in [15-344.01](#). The District Administrator may develop regulations for implementing this provision.

The District reserves the right, in accordance with procedures established by the District Administrator, to circumscribe or disallow the use or administration of any medication on school premises if the threat of abuse or misuse of the medicine may pose a risk of harm to a member or members of the student population.

This policy and any related policies or amendments to such policies shall be forwarded to the District liability insurance carrier for review.

Adopted: January 12, 2010

LEGAL REF.: A.R.S. [15-341](#)
[15-344](#)
[32-1601](#)
[32-1901](#)

CROSS REF.: [EBC-RC](#) - Emergencies (First Aid)

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ADMISSION OF HOMELESS STUDENTS

This policy is intended to direct compliance with Arizona State Laws and Arizona Administrative Code and the McKinney-Vento Homeless Education Assistance Improvements Act of 2001 and should be read as consistent with those documents.

The implementation of this policy shall assure that:

- homeless students are not stigmatized or segregated on the basis of their status as homeless;
- homeless students are immediately enrolled in school;
- transportation is provided to and from the school of origin for the homeless student as applicable and found in the law and Policy JFAA.

Definitions

The term "homeless students" means individuals who lack a fixed, regular, and adequate nighttime residence and includes:

- students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- migratory students who qualify as homeless because the children are living in circumstances described above.

The term 'school of origin' means the school that the student attended when

permanently housed or the school in which the student was last enrolled.

The term 'unaccompanied youth' includes a youth not in the physical custody of a parent or guardian.

Liaison for Homeless Students

The District Administrator will designate an appropriate staff person as liaison for homeless students who will carry out duties as assigned. Among those duties will be the responsibility to coordinate activities and programs in the best interest of homeless students that will include, but not be limited to, establishment of procedures to:

- continue the student's education in the school of origin for the duration of homelessness:
 - in any case in which a family becomes homeless between academic years or during an academic year; or
 - for the remainder of the academic year, if the student becomes permanently housed during an academic year; or
- Enroll the student in any public school that nonhomeless students who live in the attendance area in which the student is actually living are eligible to attend.

Best Interest of the Homeless Student

In determining the best interest of the homeless student, the school shall:

- To the extent feasible, keep a homeless student in the school of origin, except when doing so is contrary to the wishes of the student's parent or guardian;
- Provide a written explanation, including a statement regarding the right to appeal, to the homeless student's parent or guardian, if the homeless student is sent to a school other than the school of origin or a school requested by the parent or guardian; and
- In the case of an unaccompanied youth, the liaison for homeless students shall assist in placement or enrollment decisions, considering the views of such unaccompanied youth, and providing notice to such student of the right to appeal.

Other Relevant Policies and Procedures

Implementation of the McKinney-Vento Act requires the coordination with a number of policies and procedures. These policies and procedures are listed below as cross referenced and are incorporated in this policy and these procedures by such

reference.

Adopted: date of manual adoption

LEGAL REF.: A.R.S. [15-816](#) through [15-816.07](#)
[15-821](#)
[15-823](#) through [15-825](#)
[42 U.S.C. 11301](#), McKinney-Vento Homeless Assistance
Act of 2001

CROSS REF.: [EEAA](#) - Walkers and Riders
[IKEB](#) - Acceleration
[JF](#) - Student Admissions
[JFAA](#) - Admission of Resident Students
[JFAB](#) - Admission of Nonresident Students
[JFB](#) - Open Enrollment
[JG](#) - Assignment of Students to Classes and Grade Levels
[JLCB](#) - Immunizations of Students
[JLH](#) - Missing Students
[JR](#) - Student Records
[JRCA](#) - Request for Transfer of Records

Annual Notification to Parents Regarding Confidentiality of Student Education Records

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school within 45 days of a request made to the school administrator. Schools are not required to provide copies of records unless it is impossible for parents or eligible students to review the records without copies. Schools may charge a fee for copies.
- Parents or eligible students have the right to request in writing that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
 - o School officials with legitimate educational interest
 - _ A school official is a person employed or contracted by the school to serve as an administrator, supervisor, teacher, or support staff member (including health staff, law enforcement personnel, attorney, auditor, or other similar roles); a person serving on the school board; or a parent or student serving on an official committee or assisting another school official in performing his or her tasks;
 - _ A legitimate educational interest means the review of records is necessary to fulfill a professional responsibility for the school;
 - o Other schools to which a student is seeking to enroll;
 - o Specified officials for audit or evaluation purposes;
 - o Appropriate parties in connection with financial aid to a student;
 - o Organizations conducting certain studies for or on behalf of the school;
 - o Accrediting organizations;
 - o To comply with a judicial order or lawfully issued subpoena;
 - o Appropriate officials in cases of health and safety emergencies; and
 - o State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, sports participation (including height and weight of athletes) and dates of attendance unless notified by the parents or eligible student that the school is not to disclose the information without consent.

The Individuals with Disabilities Education Act (IDEA) is a federal law that protects the rights of students with disabilities. In addition to standard school records, for children with disabilities education records could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

For additional information or to file a complaint, you may contact either of the following agencies:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5901 (202)260-3887 (voice) 1-800-877-8339 (TDD)	Arizona Department of Education Exceptional Student Services 1535 W. Jefferson, BIN 24 Phoenix, AZ 85007 (602)542-4013
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This notice is available in English and Spanish on the ADE website at www.ade.az.gov/ess/resources under forms. For assistance in obtaining this notice in other languages, contact the ADE/ESS at the above phone/address.

IF YOU WOULD LIKE TO VIEW ANY DOUBLE ADOBE SCHOOL DISTRICT POLICY, PLEASE CONTACT THE SCHOOL OFFICE OR YOU CAN FIND DOUBLE ADOBE'S POLICY MANUAL ONLINE.

ARIZONA SCHOOL BOARDS ASSOCIATION WEBSITE: www.azsba.org