

# 2018-2019 HANDBOOK RECEIPT ACKNOWLEDGMENT



I have received my copy of the Wrightson Ridge Student Handbook. It is my responsibility to read and understand the matters set forth in this manual.

I understand and acknowledge that Wrightson Ridge School has the right to modify, amend or terminate policies, practices, and other programs. If such modifications, amendments, and terminations occur, I understand I will be notified of such changes.

Student Full Name: \_\_\_\_\_  
(Please Print)

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

Date: \_\_\_\_\_ Grade: \_\_\_\_\_

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

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

Date: \_\_\_\_\_

\*This form will be kept in your student's records for the school year. Please return this form to your teacher. *This form must be turned in by Friday, January 18th, 2019.*

# Wrightson Ridge K-8th School

## A-Z Student Handbook

2018-2019



Physical Address: 16325 S. Rancho Sahuarita Blvd.  
Sahuarita, Az. 85629

Phone Numbers and Office Hours

WR Fax Number: TBD

District Office: 520-625-3502 ext. 1000 (7:30-4:00)

Principal-Shelly Lizardi	625-3502 ext. 2002
Assistant Principal-Wil Arias	625-3502 ect. 2003
Front Office/Information	625-3502 ext. 2001
Counselor-Nerissa patrone	625-3502 ext. 2007
Attendance	<a href="mailto:wrs.attendance@sahuarita.net">wrs.attendance@sahuarita.net</a> 625-3502 ext.2000
Health Aide	625-3502 ext. 2005
Cafeteria	625-3502 ext. 2035
Transportation	625-3502 ext. 1127

Office Hours: 7:00-3:15 pm.

Student Hours:7:00-2:10p.m. Regular Day/ 1:10pm. Early Release/11:50a.m. Half Day

Website:<https://susd30.us/schools/wrightson-ridge-school/>

\*The student handbook contains rules and expectations for all students. All SUSD #30 school rules and Governing Board policies will be followed and adhered to at Wrighton Ridge School.

Revised 11/28/2018

**Our school expectations are for the students to put their best efforts forward and follow our Positive Intervention Support (PBIS) program:**

Our Roadrunner Rules:

**Beep Beep!**

**Be Respectful**

**Be Responsible**

**Be Safe**

**Please be Kind**

At the Ridge we:

**Respect each other,**

Show **Integrity,**

**Demonstrate positive attitudes**

with **Gratitude and kindness**

and lead with **Excellence in all that we do**

School Motto: TBD

School Mission: TBD

School Mascot: The Roadrunner

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_

# The ABC's of Wrightson Ridge K-8 School

## 2018-2019

# A

### ACADEMIC PARENT PORTALS:

- **POWERSCHOOL:** parents and students are encouraged to register for a free PowerSchool account so that they can view student grades and teacher comments online throughout the year. Information for signing up for the Parent Portal will be sent home in the mail or with your students at the start of the year. Please look for this information. Further instructions on how to set up an account are online at <https://susd30.us/parents/powerschool/>.
- **BEYOND TEXTBOOK PARENT PORTAL:** Beyond Textbooks (BT) is the instructional framework that all SUSD schools follow. Parents are encouraged to access the new, free Beyond Textbooks Parent Portal webpage at the following link: [https://www.beyondtestbooks.org/Parent\\_Portal](https://www.beyondtestbooks.org/Parent_Portal). The portal contains video, information, and links to the following areas of interest to parents:
  - What is Beyond Textbooks?
  - What is My Child Learning, and How Can I Help?
  - Benchmark Test Review Handbooks
  - Dinnertime Conversations
  - What is Reteach and Enrich?
- **READY MATH/ I-READY:**  
*i-Ready math* is an online component of the district adopted math program called Ready Math. *i-Ready* will help us determine your child's needs, personalize his or her learning, and monitor progress throughout the school year. It allows us to meet your child exactly where he or she is and provides data for us to increase your child's learning gains. This part of the Ready Math program is for students to practice skills independently. It is built off of their individual needs and it is set-up to allow students to do the lessons without adult help.  
Each school year, Information coming home about i-Ready math will include:
  1. i-Ready Parent Guide (hard copy and via email)
  2. i-Ready instructions for signing onto an ipad (hard copy and via email)
  3. Your child's login and password information (hard copy)

Please visit the iready website to start the interactive lessons at home with your child:

[i-ReadyCentral.com/FamilyCenter](http://i-ReadyCentral.com/FamilyCenter)

### ABSENCES:

Step 1: (3 – 4 Days Absent\*)

- Initial Absence Notification Letter Sent to Parent/Guardian
- Teacher and Student Conference

Step 2: (5-6 Days Absent\*)

- 2<sup>nd</sup> Letter Regarding Absences Sent to Parent/Guardian

Step 3: (7-8 Days Absent\*)

- Parent/Guardian, Student and Wrightson Staff Meeting

Step 4: (9-12 Days Absent\*)

- 3<sup>rd</sup> Letter Regarding Absences Sent to Parent/Guardian (US Certified Mail)
- Required Parent/Guardian, Student, Wrightson Staff, and SRO Law Enforcement Officer Meeting

Step 5: (13+ Days Absent\*)

- Police Report for Truancy to SRO Law Enforcement Officer

\*= Total Days Absent (excused & unexcused)

A successful school experience is the responsibility of the child, the parent, and the school. A child's progress, both academically and socially, is influenced by daily participation. The State of Arizona considers 5 days of unexcused absences truancy. Regular attendance without tardiness is the key to academic excellence.

**ATTENDANCE PROCEDURES:**

- When a student is absent, a parent/guardian must notify the school attendance office no later than 8:30am by email, [wrs.attendance@sahuarita.net](mailto:wrs.attendance@sahuarita.net), or phone and leave a message at 520-625-3502 x2000.
- To excuse absence, parent/guardian must provide written documentation explaining the student's absence within 5 days after the student returns to school.
- Due to state policy, any student missing more than 10 consecutive unexcused days of school will be withdrawn. Parents must re-enroll the student if/when returning.

**A student's absence from school is ONLY excused for the following reasons:**

- Participating in a school related activity
- In school or out of school suspension
- If the school health assistant sends a student home, the student is excused for the day of and the day after. **(All students must be seen by the school health assistant if going home early due to illness, if not, the absence will be unexcused.)**
- Observance of major religious holidays of the family's faith
- Illness
- Bereavement or other family emergencies

**A parent/guardian note must be sent in within 5 days of student returning to school explaining the absence.**

Please continue to bring in a doctor's note if you have it.

After 10 absences, written medical documentation from a healthcare professional may be required.

**REMINDERS:**

- Absences are counted by semester and checked quarterly.
- Students can begin arriving at 7:00 AM. All campus gates are locked & there is no supervision before 7:00 AM.
- Any student not in their seat at 7:20 AM will be marked tardy.

- All security gates will be locked from 7:20 AM until dismissal time.
- During school hours all Wrightson Ridge visitors must bring a valid photo ID to be allowed on campus. They are required to sign in and leave their photo ID at the Front Desk. They will be given a visitor's badge to wear while on campus. Badge must be in clear view at all times.

### ADMINISTRATION:

Our two administrators are here to help. They believe in an "open door" environment and encourage parents and students to contact them with questions, concerns or ideas. Everyone is welcome at Wrightson Ridge.

- Mrs. Shelly Lizardi, Principal, 625-3502 ext 2002
- Mr. Wil Arias, Assistant Principal, 625-3502 ext. 2003

### AFTER-SCHOOL ACTIVITIES:

Wrightson Ridge will offer a wide variety of after school activities during the year. Studies have shown that students who actively participate in extracurricular activities are more likely to succeed and excel in school. Only students participating in an after school activity, program or sport are allowed to remain on campus.

### ARRIVAL AND DISMISSAL:

**\*\* SAFETY ABOVE CONVENIENCE\*\* ALL drop off and pick up of students must be on left lane. Before 7:00 a.m. all campus gates are locked and there is no student supervision. Students can begin arriving at 7:00 a.m.** There is one designated drop off location on campus. Students K-8<sup>th</sup> grade can be dropped in the loop on the west side of the school. Students that arrive on campus prior to 7:15 a.m. must go to their grade level waiting area or to breakfast in the cafeteria. Any student not in their seat at 7:20 will be marked Tardy.

Morning waiting areas: (7:00 a.m. - 7:15 a.m.)

- K-2<sup>nd</sup> Grades – K-2 Playground
- 3<sup>rd</sup>-5<sup>th</sup> Grades – 3-5 Playground
- 6<sup>th</sup>-8<sup>th</sup> Grades - Middle School Courtyard (East of the Cafeteria)

All security gates will be locked from 7:20a.m. until dismissal time.

- Students arriving to school after 7:20a.m. should proceed immediately to the office with a parent and obtain a tardy pass, before heading to the classroom.

### DISMISSAL SCHEDULE:

<u>Grade Level</u>	<u>Regular</u>	<u>Early</u>	<u>Half Day</u>
Kindergarten	2:00	1:00	11:50
1 <sup>st</sup> Grade	2:00	1:00	11:50
2 <sup>nd</sup> Grade	2:05	1:05	11:55
3 <sup>rd</sup> Grade	2:05	1:05	11:55
4 <sup>th</sup> & 5 <sup>th</sup> Grade	2:10	1:10	12:00

6 <sup>th</sup> , 7 <sup>th</sup> & 8 <sup>th</sup> Grade	2:10	1:10	12:00
Buses Depart	2:15	1:15	12:05

### Dismissal Changes

- All dismissal changes must be submitted in writing or called into the front office (520-625-3502 x2000 or x2004) **before 1:00 PM**. *No dismissal changes should be left on a teacher's voice mail. If left on any Front Office voicemail, there is no guarantee the change will be made, please attempt to call again.*

### Kindergarten – 5th Grade Parent Pick-up

- Kindergarten through fifth grade students will be picked up at the parent pick up/drop off loop by the library. Parents may choose to drive through the loop or pick students up at the loop by parking and walking. Students will be dismissed through the library door and escorted out to the loop once parents have shown their picture i.d. to the appropriate school personnel.
- Wrightson Ridge Aides will be present to assist with this dismissal process until 2:20pm.
- Wrightson Ridge's first and foremost concern is the safety, security, and welfare of our students. Everyone picking up a student, by foot or in a vehicle, for grades K-2, must present photo ID and must be authorized by the parent or guardian. If changes need to be made to the Emergency Contact List, please contact the Wrightson Ridge front office for a Student Information Update form.

### Bus/After School Care Vans (Location: South of School)

- All Kindergarten through 5<sup>th</sup> grade students will be escorted to the bus loading area.
- Wrightson Ridge Aides will always be present to assist with this dismissal process until 2:20 pm.
- 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> grade students will not be escorted to the bus loading area.
- Questions about bus routing, stops, pick-up times, etc., please contact Transportation 520-625-3502 x1127 or x1128.

### Early Sign Out For All Students

- Parent/Guardian must sign out students in the front office and must show picture ID.

### ATHLETICS: 6-8 GRADES:

As a new school, our goal is to be competitive in sports. Below is a list of anticipated programs for the 2019-2020 school year.

1<sup>st</sup> Quarter- Boys' Flag Football, Girls' Volleyball, Boys' and Girls' Cross Country, and Cheerleading.

2<sup>nd</sup> Quarter- Girls' Soccer, Boys' Basketball, and Cheerleading.

3<sup>rd</sup> Quarter- Boys' Wrestling, Girls' Basketball, Boys' Soccer, and Cheerleading.

4<sup>th</sup> Quarter- Girls' Softball, Boys' Baseball, and Boy's and Girls' Track & Field.

- There is a \$25 Pay to Play participation fee for all sports each quarter. Scholarships are available if you cannot afford the fee. Please submit a letter requesting a scholarship to an administrator.

- A physical examination is required in order to participate in after school athletics. A new physical exam is required each year and needs to be submitted prior to the first day of tryouts, no exceptions (Arizona Interscholastic Association Regulation). Physical exams for the following school year shall be given on or after March 1<sup>st</sup>.
- Students are issued a uniform free of charge and are expected to return the uniform in good condition. If the uniform is damaged or lost, the student will be charged for the replacement of the uniform. Students will also lose the privilege of fun activities or field trips until the uniform is turned in or paid for.
- All student/athletes are expected to adhere to all student conduct policies, including bus rules, while participating in athletics. Academic Eligibility is checked every two weeks. Students with D's or F's are ineligible and will not participate.
- A copy of the Student Athletic Code of Conduct is located on the WR website.

# B

## BACKPACKS:

To help your child carry school materials, you are asked to provide a backpack. Notebooks and folders are encouraged to support organizational skills and school/home communication. Please check it every day. The school and/or your child's teacher will provide school related info throughout the school year.

## BE KIND:

Wrightson Ridge is a Kind Campus. We constantly look for ways to help promote acts of kindness.

## BIRTHDAYS/SPECIAL OCCASIONS:

Individual birthday parties for students interrupt daily instruction and will not be allowed until the last 15 minutes of the day, or at lunch time, per the teacher's discretion. Please check with your child's teacher for their individualized class procedure for birthdays and special occasions. Please adhere to our district wide Wellness Policy. Store bought nutritional snacks and/or non-edible treats are preferred. Student flower and balloon deliveries are not allowed on the bus or in the classrooms. For safety reasons, they will be held in the front office until the end of the day.

## BREAKFAST:

Breakfast is served every morning from 7:00 a.m. - 7:15 a.m. Breakfast is \$1.05 for K-5 grade students and \$1.35 for 6-8 grade students. (Reduced price for breakfast is \$0.30 for K-8)

## BULLYING:

Will NOT be tolerated. Bullying is defined as the activity of repeated, aggressive behavior intended to hurt another person, physically, verbally or emotionally and where there is an imbalance of power. Students found to be bullying other students, will be disciplined by an administrator. As a school, we document any aggressive activity through Incident Reports. If



you feel your child has been a victim, please contact their teacher or counselor, and your student must fill out an Incident Report. We cannot fix it unless we know about it.

## BUS:

Riding the bus is a privilege. Students will be suspended from the bus if they do not follow the rules. It is important to keep all students safe. All students and parents/guardians will be required to sign a detailed rules and consequences contract.

- All bus route information must be obtained through our transportation department at 625-3502 ext.1127. It is the parent's responsibility to contact the transportation department in order to get correct bus route information so you may provide this to your child's classroom teacher. Teachers or the front office DO NOT have this information.
- <http://www.infofinderi.com/tfi/address.aspx?cid+2snsfvt1nd>
- In the interest of student safety, consistency, and effective operations, our policy at the district is that we will drop off students at the designated stop as identified by the child's parent/guardian.
- It is asked that you please designate one bus stop where you would like for our professional bus drivers to deliver your child each afternoon after school.
- Any changes to the designated schedule must be in writing and given to the teacher at the beginning of the day.(i.e. doctor's appointments, etc.) This information is then given to the front office to ensure accuracy. **NO PHONE CALLS WILL BE ACCEPTED** to change departure information. Only emergencies will be approved through the school principal. Please call the front office at ext. 2000 in the event of an emergency.

# C

## CAFETERIA:

Children may bring a packed lunch from home or eat a school lunch. Food is not allowed on the field or gym. A menu will go home each month and posted online. *Lunch prices are subject to change.* The school lunch is \$2.20 for K-5th grade and \$2.50 for 6th-8th grade. Reduced lunch price for K-8th grade is \$.40. Sodas are discouraged and energy drinks are not allowed at school during school hours.

- The ability to check the balance of your child's lunch money account and make online payments is now available. All you need is your student's ID number. Go to the district website at [www.susd30.us](http://www.susd30.us), click "Parents" tab, select "Online Payments", select "Food Service Payments", then enter the information required and follow the steps provided. (There is a \$2.00 convenience fee for online payments.)
- Students who qualify, may receive meals for free or at a reduced rate. Applications for free or reduced lunches are online at the district website. (<https://www.nlappscloud.com/Welcome.aspx?sid=1293#loaded>) If the family's financial situation changes during the year, the application can be filled out at any time.
- Payment for lunches should be given to the teacher at the beginning of the day and can be in cash or check made out to SUSD #30. Paying in advance (i.e. one week or one

month at a time) is strongly encouraged. Children without lunch money will be given an alternative meal consisting of a sandwich and milk.

- If you have any questions, please call the cafeteria at 625-3502 ext. 1023

### **CAFETERIA RULES:**

In our cafeteria, students focus on appropriate manners. In order for students to receive proper nutrition, students must have an opportunity to eat all their lunch without disruption and to sit in an area free of litter. Most importantly, the cafeteria must be safe for students while they are walking to and from their tables, as well as while they are seated. The guidelines are as follows:

- Indoor/whisper voices. (K-5th Grade)
- Students are expected to use appropriate table manners.
- Excessive misbehavior or disrespect will be reported to the classroom teacher. Depending on the severity of the offenses, an administrator will be informed.
- Throwing food will not be tolerated.
- Students are not allowed to handle other students' food.
- Any inappropriate behavior not covered will be subject to disciplinary action.
- We ask that all parents wishing to eat with their child during lunch eat on the outside patio due to limited space in the cafeteria.
- Please remember that any family member or friend wishing to attend our campus for lunch or a special event must be accompanied by a parent/guardian or be a board approved district volunteer.

### **CALENDAR:**

The school year calendar is filled with important events for the year. A monthly newsletter will be posted on the Wrightson Ridge web page, as well as sent home electronically. For those who do not have technology access, contact the teacher to request a hard copy. The school/district calendar is posted on the SUSD website: [www.susd30.us](http://www.susd30.us).

### **CAMPUS:**

School pride is of the utmost importance and keeping the campus clean is a priority. Everyone needs to do their part and keep the campus clean by throwing away trash or other materials. **Take pride in our school!**

### **CHECKS:**

When writing checks out for payments, please make sure the check is made out to **SUSD#30**.

### **CLASSROOM CONCERNS:**

Your child's teacher is the best source of information about individual classroom procedures and your child's progress. If you have a question or concern, please contact the teacher directly prior to contacting the principal.

### **CLASSROOM PLACEMENTS:**

Teaching teams carefully construct homeroom classes to be balanced learning communities. Every effort is made to balance classrooms for gender, emotional, physical, behavioral, and academic needs. We welcome the sharing of your perspective regarding your child's learning needs; however, requests for specific teachers will not be accepted.

## COMMUNICATION:

You are always encouraged to contact your child's teacher by phone or email. You can contact the main office at 625-3502 ext. 2000 or leave a message. The front office can also transfer you to the teacher's voice mail where you can leave a message. Please be patient with the principal and teachers on returning your calls. They are very busy during the day with their students and may not have time to get to their messages until the end of the day. All phone calls will be returned within 24 hours (business days).

## CONFERENCES:

We recognize that open communication between home and school are critical for a child's success. School-wide parent conferences are scheduled twice a year. On these days, school will be dismissed per the half day schedule to accommodate conferences with parents. If you feel it necessary to have additional conferences with your child's teacher, please send a note or email at least one day in advance. The teacher will communicate to arrange a suitable time for a conference to be held. Since teachers have classroom obligations, no conferences will be scheduled when children are in class. Please see the calendar for dates. Your K-5 child's teacher will have a sign up-sheet. 6-8th grade teachers have open conferences in the fall and pre-scheduled conferences in the Spring, if needed.

# D

## DISCIPLINE:

We will be following our PBIS Program expectations in order to help students learn and be responsible for their behavior. At Wrightson Ridge, four general school-wide expectations guide our behavior: **Be Safe, Be Responsible, Be Respectful, and Be Kind**. When school rules are broken, a Coyote Caution or a Discipline Report will be filled out. All discipline reports will be processed by assigned by administration. All consequences may include, but are not limited to:

- Phone call home and/or loss of privileges
- Lunch detention: Written notification to parent/guardian
- After-school detention: Verbal and written notification to parent/guardian
- In-school Suspension: Verbal and written notification to parent/guardian
- Out-of-school suspension: Verbal and written notification to parent/guardian

## DRESS CODE:

At Wrightson Ridge, we are committed to preparing our students for the future. This preparation includes academics, social, and job skills. The classroom is the student's "workplace"; we expect them to dress accordingly. The following dress code is a district-wide requirement for all K-8 students:

### Shirts:

- Must be **solid** white, gray, tan, blue, or red. (No Black Shirts)
- Must have a collar or be a SUSD sponsored spirit shirt, both must have sleeves.
- Must not be longer than the middle finger with arms resting at the student's shoulders, or tucked in.

- Plain without logos or insignias.
- Must be shorter than shorts and skirts.
- Sweaters, sweatshirts, or jackets may be in any color.
- Dress code shirt must be worn under sweaters/jackets.

#### Pants, Jeans, Capri's, Shorts & Skirts:

- Must be solid black, tan, navy blue, white, or gray.
- Skirts and dresses must be longer than the student's fingertips with arms resting at the student's side.
- Shorts must be longer than the student's thumb tips with arms resting at the student's side.
- Must be fitted, not baggy.
- Must be hemmed with no frayed edges, rips or tears
- Leggings can only be worn under skirts or shorts not as pants.

#### Shoes:

- Must have a back strap for safety reasons, no slippers.

#### Hats:

- No hats allowed in buildings.
- Hair Clips, headbands and barrettes, are permitted, but no bandanas or sweatbands.

#### Piercings:

- Any piercings that disrupt the learning process or may pose a potential safety concern will not be permitted.

#### Out Of Dress Code Days:

For Fundraising or as an earned reward students are allowed to have designated Out of Dress Code Days.

- No mid section showing
- No backless; No halter tops
- No mini skirts
- No spaghetti straps on tanks; no strapless shirts/dresses
- No ripped, torn, and frayed clothing

#### DRESS CODE VIOLATION POLICY:

##### Middle School Students:

Dress code checks will occur during 1<sup>st</sup> period and throughout the day. A log of each incident is kept for each quarter

- **1<sup>st</sup> Warning:** Sent to the office with a pass. A sticker pass will be provided and your name will be logged in a binder.
- **2<sup>nd</sup> Warning:** Sent to the office again with a pass. You will receive a second sticker. Name is logged again.
- **3<sup>rd</sup> Warning:** Sent to the office again with a pass. You will receive a discipline referral from the school administration and will receive After School Detention. If there is a "No Show" on your designated day, Out of School suspension will be assigned.
- After the 3<sup>rd</sup> occurrence, in a quarter, progressive discipline will be implemented.

## Elementary Students:

will be asked to change clothes in the health office. If we do not have any clothing to fit, students will call home to have a parent/guardian bring appropriate clothing in and will follow the same dress violation as middle school.

## DRUG/ALCOHOL/WEAPON FREE SCHOOL ZONE:

Sahuarita Unified School District is a zero tolerance school district. Any student in possession of or under the influence of any of these may receive a **1-year suspension**. If a student gives or sells drugs on campus, he/she may be expelled from SUSD. This also extends to any gang influences in school. Law enforcement will also be contacted

# E

## EARLY RELEASE WEDNESDAYS:

The Sahuarita School District has early-release on most Wednesdays to allow for staff development. Dismissal time is 1:00. Please consult your district calendar for further information.

## ELECTRONIC DEVICES:

- Cell phones-Are not to be seen or used on campus by students between the hours of 7:00 A.M. – 2:10 P.M.(unless directed by Teacher for educational purposes only; it may not be used for reward purposes). Students caught with phone in hand will have their phone confiscated. A parent or legal guardian must pick up the phone. If there is an emergency, there is a phone available for student use in the front office.
- **Other Portable Devices not allowed on campus:** These include iPods, MP3s, video game players, laser pens, cameras and any other devices (exception: Kindles or Nooks for reading purposes only). If found, the device will be confiscated and can only be picked up by a parent/guardian in the front office.
  - *The second time an item is confiscated, disciplinary action will be implemented. If the items are stolen, we will not investigate as those devices should not have been brought to school. The District and Wrightson Ridge assume no responsibility for personal items lost or stolen.*

## EMAIL:

You may email your child's teacher with any important information or questions. Teacher emails differ, it is best to check the school's website:

<https://susd30.us/schools/anza-trail-school/staff/>

All SUSD staff email ends with @sahuarita.net. Professional response time-line for emails includes a 24 hour return email during business days to exclude weekends.

## EMERGENCY AND SAFETY PROCEDURES:

The school had developed policies and procedures in the event of an emergency at school. These policies are taught in the classroom. We will practice and become familiar with procedures before our first scheduled drill. These include fire, lockdown and evacuation drills.

## EXPECTATIONS OF STUDENTS:

At Wrightson Ridge,, school-wide expectations guide our behavior:

*Be Responsible, Be Respectful, and Be Safe*

Each student is expected to:

- Exhibit regular attendance, punctuality, and active participation in the learning process.
- Contribute to a positive climate on campus by treating school property, other students, and all adults with respect.
- Demonstrate positive citizenship and kindness.

# F

**FEES:** *(subject to change)*

- P.E Uniform (6-8 only):TBD
- NJHS: \$15 per year
- Pay to Play: \$25 per sport (Middle School)
- Replacement ID: \$5
- Replacement Planner: \$5

## FIELD TRIPS:

Field trips are both fun and educational for students. We need parent volunteers on the trips (the number of spaces may be limited). A notice will go home before each trip. Our field trips are funded basically through parent donations and tax credit donations, which are collected to enable every student to participate. While no child is denied these experiences, failure to receive sufficient funding may result in cancellation of the trip. If you have questions concerning this matter, please contact your child's teacher or the principal. *All volunteers MUST be Board Approved and complete a Field Trip Volunteer Expectation Slip. The teacher will provide you with this form or you can find it on the last page of this section.*

## FIGHTING:

Is unacceptable student behavior and will not be tolerated. Consequences may include but are not limited to police involvement, in-school or out-of-school suspension, parent notification, mediation, after-school detention, and/or loss of privileges. Students are encouraged to see a counselor, administrator, or staff member if they are having issues with another student and fill out an Incident Report.

## FUNDRAISING SALES:

The school does not permit individual students to sell items at school, regardless of whether it is for personal profit or to be donated to a non-profit organization. **ALL** school fundraising events must be Board approved.

# G

## **GUIDANCE COUNSELOR, 625-3502 EXT. 2007:**

The elementary guidance program focuses primarily on classroom guidance, small group sessions, and, on a limited basis, individual sessions. The middle school counselor focuses primarily on individual sessions, scheduling and other areas of concern that may arise. Our counselors will help in any area where help is needed such as test taking skills, making new friends, coping with peer pressure, study skills and more. Any student should feel free to talk to the counselor whenever they feel the need. Parents are also encouraged to communicate with our counselors and may call to schedule an appointment.

## **GUM:**

Chewing gum is prohibited on campus and on the bus at all times. Let's help keep our school clean.

# H

## **HEALTH OFFICE, 625-3502 EXT. 2005**

### **Bathroom Accidents**

Students will be sent to the health office. A phone call will be made to parents to determine if your child will be changed into a clean set of clothes if we have appropriate clothing available, or if parents would rather bring additional clothing. Soiled clothing will be bagged and kept in the health office for parent pickup.

### **Chronic Illnesses**

Please contact the health office if you have a student with a chronic illness (asthma, seasonal allergies, food allergies, diabetes, etc) so we may know how to best meet your child's needs during the school day.

### **Illness at School**

- The health assistant will tend to minor scratches and scrapes, as well as sudden illnesses. For more serious injuries, she/he will contact you.
- If a child has a temperature over 100 degrees, vomiting, diarrhea, widespread rash, open or draining sores, eye irritation, or drainage from eye, the student should be excluded from school and not return until they are symptom-free for 24 hours.
- The child must be fever free without medication for 24 hours before coming back to school.
- If you need to speak with the nurse, please call 625-3502 ext. 2005.

## Immunizations

On January 1, 1992, the new Arizona State law of School Immunizations went into effect (ARS § 15-871). The law states that the school administrator shall suspend a pupil if the administrator does not have documentary proof of immunizations or the student fails to receive immunizations as scheduled.

## Lice

If your child is suspected of having lice or nits are present, you will be notified and requested to pick up your child for immediate treatment. As a precaution, students with long hair should wear it up, and all students should avoid sharing combs or hats.

## Lost and Found

- It is suggested that you write or sew your child's first and last name in the clothing he/she wears to school so staff members can find the owners of lost clothing.
- The school will hold lost clothing until the last Friday of every month, after that it will be donated to a charitable organization. Please come to the office and feel free to look through the lost and found at any time.

## Medication

Wrightson Ridge is a DRUG FREE ZONE. All medication must be taken in the Health Office. This includes non-prescription medications. Students may not have prescription or over the counter medications in their possession on school campus. When the licensed health care provider feels it is necessary for students to carry and self-medicate, the licensed health care provider shall provide written recommendations, to be attached to the signed "Request for Giving Medication at School," form.

## HOMEWORK:

Homework is valuable and aids with helping students make the most of their experience at school. It reinforces what has been taught in class, extends and generalizes concepts, teaches responsibility, and helps students develop essential study habits that will be needed through all of their schooling. A general rule of thumb is 10 minutes X the grade level your child is in and setting time aside for reinforcing reading skills with a parent, or sharing with a sibling. If your child is spending more than an hour of homework time a day, please contact your child's teacher. **\*For an excused absence, it is the responsibility of the student to obtain make-up work. The student will have as many days as they were out to make up the work plus one extra day. If the absence is unexcused or late, credit may be awarded at the discretion of the teacher.**

## HONORS AND RECOGNITIONS:

Wrightson Ridge acknowledges outstanding student achievement by awarding students with various awards throughout the year. 3<sup>rd</sup> – 8<sup>th</sup> grade Awards assemblies will be held 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> quarters to celebrate these successes in our cafeteria. 4<sup>th</sup> Quarter awards are distributed in class by the teacher (not a formal assembly). (See the school calendar for dates and times.) All visitors must have a guest pass to enter the campus.



# I

## **IDs:**

All 6th – 8th grade students are required to have their SUSD ID in their possession while on campus and on the bus. The ID cannot be damaged. If lost or damaged, the student will have to replace the ID for a fee of \$5.00. If a student does not have their I.D, their name will be logged and given a NO ID PASS for the day. On the 3rd occurrence in a quarter, they will receive after school detention. After the 3rd occurrence, in a quarter, progressive discipline will be implemented. An ID is needed to purchase lunch and to check out library books at school.

## **ILLNESS:**

When your student is home due to fever, vomiting or diarrhea, they cannot return until they are 24 hours symptom free and medication free. If your student is sent home from the health office and directed to stay home for 24 hours, please keep your student home. If they return to school before the 24 hours, they will be sent home and the 24 hours will start over, unless the health assistant states otherwise. For more information as to when a student should stay home from school, please visit the district website: <https://susd30.us/district-services/health/>

## **INAPPROPRIATE LANGUAGE:**

Foul language will not be tolerated at Wrightson Ridge. There is NEVER a reason to use inappropriate language. The rule is: Don't say anything to anyone that you would not say to your mother or father.

## **INDEPENDENT READING:**

Children learn to read and improve their reading skills by reading daily. By giving the children time to read both at school and at home, we can work together to provide a literature rich environment and a life-long love of reading.

# J

## **JOURNALS:**

One strategy that we use to help convey the print concept is the use of journal writing. In these journals, Kindergartners combine their emerging writing skills with their drawing skills. As children are exposed to a variety of phonics and reading experiences, journal entries will move from drawings and "inventive" spellings towards more conventional writing. This is extended through 8th grade and progresses through the Writing State Standards.

# K

## **KINDNESS:**

Students at Wrightson Ridge are encouraged and expected to treat all members of the school, as well as others, with kindness and respect, regardless of any personal characteristic they have or group they identify with. Bothering others, bullying, and interrupting learning will not be permitted. Wrightson Ridge is committed to providing a work environment where students, staff, and parents can work together comfortably and productively, free from harassment, intimidation, and bullying. Harassment and bullying is illegal under both state and federal law and will not be tolerated. This includes but is not limited to: verbal abuse that insults or humiliates others. Also, included are name-calling, sexual-innuendos, and using any personal characteristic or identity in a derogatory way or as an insult.

# L

## **LIBRARY:**

All K-5 students go to the library one day a week. Middle School students will go to the library based on the schedule of their language arts class. Please take care of the books that are checked out and have a special place for them at home as your child will be held responsible for lost or damaged books. We are always looking for volunteers for the library. Please call the school if you are interested in helping.

## **L.I.N.K. (AFTER SCHOOL PROGRAM):**

The Wrightson Ridge L.I.N.K. program provides after school care for K-5th grade students and is held in the Wrightson Ridge cafeteria. The program begins at school dismissal and closes at 5:30p.m. There is a fee for this program. This program runs independently from Wrightson Ridge. To obtain more information please call 625-3502 ext. 1212.

## **LOST AND FOUND:**

Items that are found will be turned in at the Health office. Items will be there for at least a month before being turned over to a charitable organization. The district or school assumes no responsibility for lost or stolen items.

## **LUNCH DETENTION:**

If a student has been assigned lunch detention, he/she will serve it in the ACE room. Students will eat their lunch there and will remain until their lunch break is over. Failure to go to lunch detention on the day it was assigned will result in further disciplinary action.

# M

## MISSION STATEMENT:

To be determined.

## MONEY:

All money sent to school should be sent in a sealed envelope with the following information on the outside:

- Child's name
- Name of child's teacher
- Purpose for money
- Checks written out to SUSD #30

## MUSIC:

Students K-4<sup>th</sup> grade will be taught the basics of music education and will be sharing many wonderful songs. They will have music one day a week. 5<sup>th</sup> Grade students will be offered choir, orchestra, or band. In grades 6-8<sup>th</sup>, band, orchestra, and choir are available as electives. Studies have shown that students that play a musical instrument do better in school.

# N

## NEWS:

Wrightson Ridge School posts a newsletter online. Some teachers send home weekly or monthly newsletters as well. Look for school letters, email, brochures, flyers, updates, and the school website for additional information.

# O

## ORGANIZATIONAL SKILLS:

Students are responsible for being organized for learning. This includes maintaining a folder or notebook for homework and having classroom supplies (appropriate books, pencils, pens, and paper). This also includes keeping a neat desk for younger students. Students need to come organized and ready to learn.

# P

## **PAPERLESS SCHOOL:**

It is Wrightson Ridge School's goal to cut down on our paper usage to save costs and the environment. Please check your emails daily for important school information. District and SPS information will also be available on the district website:

<https://susd30.us/schools/wrightson-ridge-school/>

## **PARENT INVOLVEMENT:**

Your support of school activities makes your child feel important and sends the message that you value school! We are always happy to have your help for special activities in the classroom. Each teacher will set up parent volunteers for the classroom. If you would like to volunteer in other areas like the library, pick-up/drop-off, or the front office, please see Visitors and Volunteers section for more information. Also, you can join our school PTO or contact the school principal's secretary at (520) 625-3502 x 2004 for details. Volunteers planning to come more than 5 times in a school year must be Board approved.

## **PDA:**

Public Display of Affection is not allowed on campus. If caught, parents will be notified. Further infractions will result in disciplinary action.

## **P.E., MIDDLE SCHOOL :**

All students are required to change into exercise clothing that allow for freedom of movement and safe participation during physical education classes. The required P.E. clothing is **plain blue or black shorts and a plain gray or white t-shirt**. Students can purchase this clothing at any store or purchase the WR P.E. uniform from the front office or the P.E. Teacher. Students who, for any reason, are unable to participate in P.E. must bring a note from parents or a doctor. Any request for exemption for more than three days will require a doctor's note stating the duration of time the student is to be excused. Students who have been excused from P.E. must report to class and complete an alternative assignment.

## **PETS:**

Animals may be brought into the classroom for educational purposes. However, they must be appropriately and humanely cared for, and properly handled. Any person who wishes to bring an animal into the classroom must receive prior permission from the principal in order to ensure there are no allergy concerns. It is also important to note that animals cannot be transported on the bus. If a pet is brought in for show and tell, only the teacher and owner of the pet may handle the animal.

## **PHONE CALLS:**

The office will accept incoming phone calls for students in emergency cases only. If you call to get a message to your child after 1:00 PM (12:00 on Wednesdays), we cannot guarantee that your child will receive your message. Cell phones may not be used, seen, or heard on campus during the hours of 7:00 A.M. – 2:10 P.M.(Unless directed by Teacher for educational purposes only.) Please **DO NOT** text, message, or call your child during school hours as this is disruptive

to the school day and will result in disciplinary action. There is a student phone available in the office for students to use if they need to.

## **PICK UP PROCEDURES:**

### **During School**

Due to the number of students, and with safety in mind:

- ALL INDIVIDUALS, including parents/guardians are required to show a picture ID when checking out students.
- Adults other than parents must be listed by name on the child's registration form and be written a note of permission by parent/guardian sent in that morning.
- No person will be allowed to pick up a student without the written authorization of a parent.

### **After School (Library)**

Students (K-5th grade) who are not riding the bus home will be supervised in our library until a parent arrives. Due to the number of students, and with safety in mind:

- ALL INDIVIDUALS are required to show a picture ID when checking out students. All students must be picked up between 2:00 and 2:15. Our staff have other duties after 2:15.
- L.I.N.K. students will be walked to the cafeteria by the classroom teacher

### **After School (Drive through service)**

- If you choose to pick up your child via the "drive through service", you will not get out of your car to pick up your child. The drive through pick up (and drop off lane) is located on the west side of the school. Students will be housed in the library until parents drive into the designated pick up area to pick up their child. Support staff will check drivers' ids and will then radio into the library to signal the student to come out to the pick up area. Students will be escorted out to the cars by support staff. Once students are safely in the car, parents are asked to pull forward to allow for the next cars to come forward in the line for pick up.

Parents are not allowed to get their child directly from the classroom except for special occasions in which the Office has given the classroom teacher a special sign-out form.

## **PLANNERS:**

Students at Wrightson Ridgel will be issued a planner free of charge at the beginning of the 2019-20 school year. Students are expected to use their planner to keep track of his/her assignments. If a student loses their planner, replacement planners will cost \$5.

## **PLEDGE OF ALLEGIANCE:**

Each school day students will be afforded the opportunity to recite the pledge of allegiance to the flag of the United States of America. Students participating in the recitation of the Pledge will be expected to stand, face the flag, and recite the pledge in unison. Students not participating in the Pledge may (a) stand and refrain from reciting the Pledge or (b) remain seated. Non-participating students shall in no way conduct themselves in a manner which disrupts the observance of the Pledge of Allegiance.

# Q

## QUALITY:

Quality education is achieved through teamwork between home and school! "We are only as strong as the community that surrounds us."

# R

## REPORT CARDS:

Sahuarita Unified School District provides a Standards Based Report Card for elementary students(K-5). A standards-based report card lists the most important skills a student should learn in each subject at a particular grade level. Instead of letter grades, students receive marks that show how well they have mastered the skills.

6th-8th grade students will have a traditional percentage and grade based report card. The grading scale is as follows:

A=90-100%

B=80-89%

C=70-79%

D=60-69%

F=59-0%

## RECORDS:

Please keep the school informed of any changes in health needs, home and work phone numbers, guardianship and address. If you move to a new address, please provide the office with a new proof of residence.

# S

## SCHEDULES :

Once a student schedule is set we highly discourage making changes. To consider a schedule change, the process below must include:

- Parent/Teacher/Student meeting to discuss current placement.
- Plan of action must first be in place.
- Implementation of action plan.
- Reconvene to discuss results after 30 school days, if necessary.
- Continue with initial schedule or set up meeting with administration to discuss potential change of schedule.

## **SCHOOL AUTHORITY:**

Off school grounds: School's do have the Broad Authority to control and discipline students acts that are detrimental to the good order and best interests of the school, regardless if the acts are committed during school hours, non-school hours, or off campus grounds. When the safety of students is compromised, school-based discipline clearly extends to activities beyond the school grounds, and school authorities may discipline pupils for out of school misconduct having a direct effect on school, students, and/or staff.

## **SCHOOL PICTURES:**

School pictures will be in the fall and the spring. There will be several packages that you may choose from. Our school will receive a portion of the sales price, thus school pictures benefit both the family our school.

## **SECURITY CAMERAS:**

Cameras have been installed around campus and are checked regularly for student safety.

## **SKATEBOARDS, SKATES, HEELIES, AND BIKES:**

For safety reasons, they are not allowed on the campus.

## **SNACKS:**

Children generally get hungry mid-morning. Each teacher will send home a note explaining how snacks are done in their classroom. This should be a healthy snack that is quickly eaten, such as crackers, fruit roll-ups, raisins, or fresh fruit. [The district has a wellness guideline policy.](#)

## **SPIRIT DAY EVENTS:**

Several social events are planned throughout the school year and will be announced in advance. Students may be out of dress code on designated planned days such as school fundraisers, student council events, or other activities. A notice will be sent home and students are expected to follow the guidelines during these events.

## **STUDENT CHECK IN/CHECK OUT:**

If a student is late, he/she must be signed in to the office by a parent or legal guardian. If a student needs to leave early, a note needs to be sent in the morning with the student. We try to discourage students from leaving early, as we strive to maximize learning time and it disrupts the classroom. Additionally, if a student is to be signed out by a parent or guardian, **photo identification** is required. Thanks for helping us to keep our children safe.

## **STUDENT HOURS:**

Regular days: 7:00a.m.-2:10p.m., Early Release Wednesdays: 7:00a.m.-1:10p.m., Half Days 7:00a.m.-12:00p.m.

## **SUPPLIES:**

We will have a list of school supplies that we ask your child to bring to school for use in the classroom. You can obtain a copy of the supply lists from the office at the time of enrollment, on the SUSD district website, or you can find them posted at Wal-Mart. Students are *not*

required to bring in these requested items. Most classrooms share these items as general classroom supplies. If you do not wish for your child to share these items, please leave them at home, and supplies will be available for your child.

# T

## **TAX CREDIT DONATION:**

We have an opportunity to provide extracurricular programs for our students through tax donations. To claim your Arizona State Tax Credit, just make a donation in an amount you feel comfortable contributing. Whatever amount you give will be offset by a dollar-for-dollar tax credit for the applicable tax year--up to \$400 per tax return for joint filing (\$200 for single filing)! The schools and programs you support are entirely your choice. A tax donation for Wrightson Ridge School may be completed online or stop by the District Administration or our office to make a donation to our school.

## **TECHNOLOGY:**

The computer lab offers an opportunity for students to learn skills and knowledge in computer applications such as creating projects, keyboarding, graphics, writing documents, research, spreadsheets, computer terminology, and school systems. Parents must sign and review the Authorized User Policy (AUP) with their child in order to use the school computers. Using the school hardware and software is a privilege and unauthorized use may result in disciplinary action.

## **TARDINESS:**

Being tardy is a distraction to students and teachers and may affect their academics overtime, so it is essential that students are on time. Tardiness counts towards truancy and will impact a student's recognition for perfect attendance. Parents or guardians must sign their students in after 7:20 AM. The following consequences will be enforced, per quarter, with or without parent/guardian signature:

- 4th tardy: lunch detention
- 8th tardy: after school detention and phone call to parent/guardian
- 12th and over tardy: out of school suspension and parent/guardian conference

## **TOYS:**

Bringing toys to school is discouraged. They distract children from learning. Some teachers allow them for "Show and Tell" but they will need to be kept in your child's backpack. The district and the school are not responsible for lost or stolen items.

## **TRUANCY:**

It is very important that your child comes to school every day. We are learning new concepts everyday and children who miss a lot of school fall behind. Coming to school regularly will set the precedence for your child's future educational success. Please see additional Truancy information under the "A" - Absences section.



# V

## VISITORS AND VOLUNTEERS:

We value and enjoy having parents and community members visit our school. All visitors and volunteers must pre-arrange visits or have a set volunteer schedule. Parents volunteering more than 5 times and/or going on field trips must be Board approved. They **must sign in at the school office upon arrival, leave their photo ID, and wear a visitor's badge.** The Visitor's badge must be in clear view while on campus. It is the goal and responsibility of the school to create a safe learning environment; safety above convenience. Classroom visits need to be pre-arranged with the teacher or an administrator. Any student visiting is not permitted at any time during the school day.

\* K-5 parents/guardians, please hold off on Board Approved volunteers until September. We love your help, but we need to get routines set and get to know our students first.

# W

## WEBSITE:

Visit the Wrightson Ridge School's website at <https://susd30.us/schools/wrightson-ridge-school/> School information and upcoming events will be available on this website. You may also visit the SUSD website at <http://www.susd30.us> for district-wide information.

## WITHDRAWING FROM SCHOOL:

As per Arizona regulations, parents/guardians are required to officially withdraw a student if that student is leaving the district. You must come to the office to fill out a withdrawal form. Student records will not be released until the student is officially withdrawn.

## WRITING ON SELF, OTHERS, CLOTHING OR ID:

This is not allowed. If a student has writing on his/her person, they will be asked to wash it off in the health office. If the student has writing on their clothing, they will be asked to change clothing in the health office, and if the student ID has writing obscuring the picture and/or barcode of their school issued I.D., they will be required to purchase a new ID.

# X

## EXCELLENCE:

At Wrightson Ridge we "Lead with Excellence!" in all that we do!

# Y

## YOUNGER SIBLINGS:

Parents with younger children, please check with your child's teacher about bringing children with you when volunteering in the classroom.

# Z

## ZZZZS:

It is important for your child to get plenty of rest. No matter what grade your child is in, setting and keeping a bedtime is a wonderful gift you can give to your child. It will help them to be alert and ready to learn each day!



## **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 Superintendent 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:

- A. 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;
- B. prevent unauthorized access and other unlawful online activity;
- C. prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- D. 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:

- A. Access to inappropriate matter.
- B. Safety and security in direct electronic communications.
- C. Unauthorized online access or activities.
- D. 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 Superintendent 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:

- A. the standards and acceptable use of the District's network and Internet services as set forth in District policy;
- B. 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 Superintendent 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.

### **Parent Notification**

Parents will be notified of the policies regarding the use of technology and the Internet while at school. Parents will also be notified of their ability to prohibit the student from the use of technology and the Internet while at school in which covered information may be shared with an operator pursuant to A.R.S. [15-1046](#). This does not apply to software or technology that is used for the daily operations or administration of a local education agency or Arizona Online instruction programs authorized pursuant to A.R.S. [15-808](#).

Adopted: October 11, 2017

LEGAL REF.:

A.R.S.

[13-2316](#)

[13-3506.01](#)

[13-3509](#)

[15-341](#)

[15-808](#)

[15-1046](#)

[34-501](#)

[34-502](#)

20 U.S.C. 9134, The Children's Internet Protection Act

47 U.S.C. 254, Communications Act of 1934 (The Children's  
Internet Protection Act)

**JICK ©**

## **STUDENT VIOLENCE / HARASSMENT /**

## **INTIMIDATION / BULLYING**

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

The District, in partnership with parents, guardians, and students, shall establish and maintain a school environment based on these beliefs. The District shall identify and implement age-appropriate programs designed to instill in students the values of positive interpersonal relationships, mutual respect, and appropriate conflict resolution. To assist in achieving a school environment based on the beliefs of the Governing Board, bullying, harassment or intimidation as defined by this policy will not be tolerated.

### **Definitions**

*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 orientation, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

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

## **Prohibitions and Discipline**

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 bullying results 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.

## **Reporting Incidents**

### **of Bullying**

A student who is experiencing bullying, or believes another student is experiencing bullying, is to report the situation to the principal or another school employee. A school employee who becomes aware of or suspects a student is

being bullied shall immediately notify the school administrator. School personnel shall maintain confidentiality of the reported information.

The initial notification of an alleged incident may be provided verbally. A detailed written description of the incident and any other relevant information must be provided on form(s) made available by the school and submitted to the principal within one (1) school day of the verbal report. Should the principal be the employee who observes, is informed of, or suspects a student is experiencing bullying the principal shall document the incident or concern in writing. Failure by an employee to report a suspected case of bullying may result in disciplinary action up to suspension without pay or dismissal pursuant to Board Policies GCQF and GDQD.

Reprisal by any student or staff member directed toward a student or employee related to the reporting of a case of bullying 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.

At the time a student reports alleged bullying the principal shall provide to the student who has allegedly been bullied a written copy of student rights, protections and support services available to the student and shall notify the student's parent(s) of the report.

The principal shall investigate *all* reports of bullying. If the principal determines that bullying has occurred, discipline will be administered pursuant to Board Policies JK, JKD, and JKE. Regardless of the outcome of the investigation the principal will meet with the involved students to review the findings of the investigation. Subject to the restrictions of the Family Educational Rights and Privacy Act (FERPA) set out in Policy JR, the parent(s) or guardian(s) of the involved students shall also be informed of the findings of the investigation.

Documentation related to reported bullying and subsequent investigation shall be maintained by the District for not less than six (6) years. In the event the District reports incidents to persons other than school officials or law enforcement all individually identifiable information shall be redacted. Restrictions established by FERPA on disclosure of personally identifiable student information must be observed at all times.

The Superintendent shall establish procedures for the dissemination of information to students, parents and guardians. The information will include, but not be limited to, Governing Board policies, incident reporting, support services (proactive and reactive) and student's rights. The dissemination of this information shall

- occur during the first (1st) week of each school year,
- be provided to each incoming student during the school year at the time of the student's registration,
- be posted in each classroom and in common areas of the school, and
- be summarized in the student handbook and on the District website, and

the Superintendent shall establish procedures for the dissemination of information to District employees including, but not limited to

- Governing Board policy,
- preventive measures,
- incident reporting procedures,
- available support services for students (both proactive and reactive), and
- student rights.

Information will be provided to staff members at the beginning of each instructional year and on the first day of employment for new employees.

The Superintendent shall establish procedures designed to protect the health and safety of students who are physically harmed as the result of bullying. These will include, when appropriate, procedures for contacting emergency medical services, law enforcement agencies, or both.

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.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

[13-1202](#)

[13-1203](#)

[13-1204](#)

[13-2321](#)

[13-2916](#)

[13-2921](#)

[13-3506.01](#)

[15-341](#)

A.A.C.

R7-2-1308

CROSS REF.:

[IJNDB](#) - Use of Technology Resources in Instruction

[JI](#) - Student Rights and Responsibilities

[JIC](#) - Student Conduct

[JII](#) - Student Concerns, Complaints and Grievances

[JK](#) - Student Discipline

[JKD](#) - Student Suspension

[JKDA](#) - Removal of Students from School-Sponsored Activities

[JKE](#) - Expulsion of Students

[JR](#) - Student Record

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