

Salome Elementary School
Student/Parent Handbook
2024-2025

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Vision Statement

BOBCAT PRIDE

- P – Positive Attitude
- R – Respect
- I – Integrity
- D – Discipline
- E – Expectations

Mission Statement

The mission of the district is to provide comprehensive, success-oriented learning activities for young people in our school. These opportunities must be designed to develop the person's potential in the areas of academic ability and vocational awareness, cultural appreciation, physical well-being, social development and community contribution.

Salome Consolidated Elementary School District #30
Governing Board

Salome Consolidated Elementary School District No. 30 Governing Board is made up of 5 community residents that are elected by the voters. These are not paid positions. The function of the Governing Board is to develop policies for the district which are then implemented by the superintendent and staff.

Governing Board meetings are held on the third Monday of each month at 6:00 pm in room 109 at Salome Elementary School. Official notification of all meetings is posted at least 24 hours prior at the school and the Salome Post Office on the school website so that citizens may take note of the actions of the board. Additional information concerning any agenda item is available by contacting the superintendent.

Parents, friends, and community members are encouraged to attend these meetings in order to keep informed of the activities of the district.

Our Governing Board Members: Vicki Oaks, President
Jennifer Eeds, Vice-President
Kelly James, Member

Approved by SCESD #30 Governing Board on 6/17/2024.

Ramona Heschke, Member
Ryan Guerrero, Member

Salome Elementary School Policy Manual is now available online at www.azsba.org

Academics

Grading Criteria

- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 60-69%
- F = 59% and below

Student Learning

At Salome Elementary, we strive to meet each student's full potential. As students enter campus each day, the following are suggestions that will ensure their success:

- Get a good night's rest
- Eat a healthy breakfast
- Be on time and prepared to learn
- Come to school with a positive attitude
- Strive for attendance
- Have a designated place to complete school tasks after school
- Share your learning with a family member
- Read at least 20 minutes outside of the regular school day
- Make a positive contribution to your school
- Develop good relationships with teachers, peers, and others at school

Honor Roll

Every quarter, Salome Consolidated Elementary School publishes its quarterly honor roll. To qualify for the Principal's Honor Roll, students must have a minimum of 90% average for each subject. To qualify for the Teacher's Honor Roll, students must have a minimum of 80% average for each subject. Subjects included are: PE/Health, Math, Language Arts, Social Studies, Art, Music, and Science.

Parent/Teacher Conferences

All parents/guardians will be asked to attend a parent/teacher conference at the end of the first quarter in October and the end of the third quarter in March. Other parent/teacher conferences can be scheduled as needed. At any given time, parents/guardians may contact the school to set up a conference with any or all of their child's teachers to receive a current update on grades/assignments.

Eligibility for Sports/Extracurricular

The Salome Consolidated Elementary District No. 30 Pupil Participation in Extracurricular Activities Policy reads that "Students must pass all subjects identified in the Minimum Proficiency Level Guidelines at minimum proficiency level each week to be eligible the following week." The minimum proficiency level is 70% cumulative weekly grade per subject. Subjects include Health, Math, Language Arts, Social Studies, Art, Music, and Science. If a student receives a discipline referral on a game day

he/she will be ineligible to participate in that game. If a student is suspended at any time during the season that student will be ineligible to participate for the remainder of that particular season. Ineligibility includes all school activities, Student Council and sports.

Promotion/Retention Standards

In order to comply with state law, Salome Elementary School has established the following criteria for determining promotion or retention of students. In grades K-8, the student shall be recommended for promotion based on the following criteria:

Academics

1. Students who are passing all academic classes (60% or better) in which they are enrolled will be promoted and allowed to participate in the promotion ceremony (8th graders).
2. Students who fail one academic class may be promoted to the next grade, however, tutoring or summer school may be suggested.
3. Students in middle school who fail two or more academic classes/subjects may be required to attend summer school and pass the summer school classes to be considered for promotion to the next grade. Failure of multiple academic classes/subjects may result in retention.

Attendance

The MINIMUM attendance standard for Salome Elementary School is 130 of 145 days (90% of the school year days). Extenuating circumstances will be considered on an individual basis.

According to state law, each teacher shall make the decision in regards to promotion or retention of students. The teacher will document all recommendations for promotion/retention.

If a parent/legal guardian chooses not to accept a promotion/retention decision of the teacher as provided in A.R.S. 15-341, the parent or legal guardian may request in writing within five days that the Governing Board review the teacher's decision with recommendation from the superintendent.

Attendance

Part of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure.

Pursuant to A.R.S. 15-901(A)(1), **excused absences** are identified by the Department of Education. The Department of Education defines an excused absence as an absence due to illness, doctor appointment, bereavement, family emergencies, and out-of-school suspensions. In order for absences relating to illness, doctor appointment, bereavement, family emergencies, or district approved family vacation to be counted as excused absence, the school must be notified in advance or at the time of any absence by the parent or any other person who has custody of the student per A.R.S. 15-807(B).

If a student is ill or must be absent from school, the parents are to call the school before 9:00 a.m. at 859-3339. A student is considered tardy if he/she is not in his/her seat when the bell rings. Tardies will be “excused” only when accompanied by written/verbal notification from the parent/guardian or doctor. All other tardies will be considered “unexcused” tardies. Chronic tardiness is very disruptive. This impacts not only the learning of the tardy child, but also causes disruption to the teacher’s lesson and the learning of fellow classmates.

Tuancy

School attendance is not only a good personal habit to prepare students for future employment, it is also state law. Arizona State Law (15-802.E, 15-803) requires every person who has custody of a child between the ages of 6 and 16 to make sure that the child attends school for the full time that school is in session unless the child is unable to attend due to illness or another legitimate reason. Since students cannot learn if they are not in school on a daily basis, Salome Elementary cooperates with the La Paz County Superintendent’s Office to ensure students are attending school regularly. In the event a student is *habitually truant* (if they have missed at least 5 school days within the school year), the student may be subject to a series of Saturday classes where their academic work will be made up and they will complete a training module regarding the consequences of truancy.

*** Even when absences are excused, if a student is not taking responsibility for their missed work during that time, they may also be subject to Saturday classes.

Make-Up Work

When students are absent, the student will work with their teachers to obtain missed assignments upon their return. Students should get missed assignments completed and turned into the teacher immediately. Homework requests require a 24-hour notice in order to properly prepare all necessary materials and documents.

Code of Conduct

Salome Elementary School believes that all students can learn at high levels. In order to support students in accomplishing this, staff and students must work hard to create an environment that promotes safety, inclusion, compassion, and a sense of belonging. Because of this, all students are expected to follow all school rules which include, but are not limited to:

- Be courteous and respectful to others
- Conduct themselves in a safe, reasonable and cooperative manner
- Recognize the authority of the teacher, the principal, and other school staff members
- Use proper language
- Exhibit self-control in settling differences of opinion
- Attend school regularly and on time
- Complete schoolwork on time and to the best of their ability

Discipline

School is a place that allows students to learn and teachers to teach in a safe, supportive, secure environment. Our school will not allow any student's behavior to interfere with the learning process. Penalties ranging from informal conferences to long term suspension/expulsion from school will be used as needed to provide a positive learning atmosphere.

Salome Elementary School has a set of disciplinary guidelines. These guidelines have been updated and printed included in this handbook. Please review these disciplinary guidelines carefully and discuss them with your child.

Progressive Discipline Steps

Students involved in inappropriate behavior will be subject to certain disciplinary actions. A reasonable attempt will be made to contact parents when a referral results in disciplinary action. Depending upon the behavior of the student, one or more of the following actions may be taken by school officials.

Informal Talk

A school official will talk to the student and try to reconnect with the student regarding how they should behave.

Behavioral Skills

Learning opportunities will be provided to students to teach missing behavioral skills

Conference

A formal conference is held between the student and one or more school officials.

Parent Involvement

The parent/guardian will be notified by telephone, personal contact, or letter. A conference may be conducted between the student, parent/legal guardian, appropriate school personnel, and any other individuals concerned.

Alternative Learning Location

Students interfering with the learning process will be assigned an alternate learning environment. They will complete assigned work here.

Detention

Lunch Detention- students will be escorted to get their lunch, and eat in a designated area at the discretion of the administrator. Lunch detention includes lunch recess time as well.

Before/After School Detention- assigned by teachers, staff, and administration. Parents will be notified in advance of the detention assignment. Students assigned detentions must bring work and complete all detentions assigned to them. If detentions are not successfully completed, additional consequences may occur.

Suspension

In-School Suspension

Approved by SCESD #30 Governing Board on 6/17/2024.

ISS is designed to provide structured supervision to students who have violated a school or District expectation/rule. During the period of the ISS assignment, academic work will be provided. There are two objectives for ISS:

1. To serve as a consequence for a behavior infraction.
2. To help the student regulate behavior, make responsible decisions, and effectively solve problems.

Students will lose school privileges on the day(s) of assignment i.e. extra-curricular activities. Students in ISS must report immediately to the office upon arrival and leave campus at the time of dismissal.

Out-of-School Suspension

The student is informed that he/she is subject to a short-term suspension (ten days or less). The student may not be on campus for any reason during his/her suspension. The student's parent/legal guardian will be notified by telephone or letter that the student is subject to suspension. There is no appeal for short-term suspensions.

Long-term Suspension/Expulsion

The student is informed that he/she is subject to long-term or permanent removal from the school. The student's parent/legal guardian is notified by telephone and letter that the student is granted a hearing to determine future attendance at Salome Elementary School. The student may not be on campus for any reason during this suspension.

Care of School Property

Students are given responsibility for taking good care of the school's books, equipment, and facilities. If a student loses or damages these items beyond normal wear, the parent/guardian may be held liable for the repair or replacement. If a student's misbehavior results in damage to school property, disciplinary action may also be taken along with reimbursement for cost or repair of items

Hazing

Students may not participate in any activities that are considered "hazing". Hazing consists of reckless or intentional act that:

- 1) is considered part of an initiation or orientation
- 2) contributes to a substantial risk of potential or actual physical injury, mental harm, or degradation

All incidents that may be considered hazing should be reported immediately to the superintendent, a teacher, or the school office.

Bullying

Students may not participate in any activities that are considered "bullying". Bullying consists of:

1. Physical Aggression-pushing shoving, spitting, kicking, or any threatening behavior
2. Verbal Aggression – mocking, name-calling, giving dirty looks, teasing, verbal threats of violence or bodily harm, racist, sexist or homophobic taunting, coercion.
3. Social Alienation-gossiping, intimidation, embarrassment, setting up a student to look foolish, spreading malicious rumors, excluding from a group, public humiliation, inciting hatred

All incidents that may be considered bullying should be reported immediately to the superintendent, a teacher, or the school office. Students and parents wanting to report bullying can do so anonymously and it will be documented appropriately.

Salome Elementary School will work with local Sheriff's Officers and the LaPaz County Attorney to file charges if any type of bullying occurs.

Student Dress Code

The Salome Elementary School District encourages students to take pride in their attire as it relates to the school setting. All clothing worn to school is to be appropriate in nature as to provide for a conducive learning environment. A student's dress and appearance shall not present a health or safety problem or be of a disruptive nature.

Examples of unacceptable clothing and appearance include, but are not limited to the following:

1. Items of attire with obscene words, slogans, or graphics.
2. Items that promote alcohol, drugs, or tobacco are not to be worn or displayed.
3. Gang related personalization on any clothing or accessories. ie Bandanas, nets etc.
4. Bare midriffs (with arms raised above the head)
5. See through or sheer blouses
6. Clothing of any kind that leaves undergarments visible.
7. Undershirts with nothing worn over them.
8. Shorts, dresses, or skirts are to be below the student's fingertips.
9. Pants that are worn below the student's hips.
10. Tops and dresses with less than 2 inches of shoulder strap at its narrowest point.
11. Low cut shirts or blouses.
12. Clothing with holes in inappropriate places.
13. Jewelry shall not be worn if it presents a safety hazard to self and/or others.
14. No hats to be worn indoors.
15. Bare feet are never acceptable. In the interests of student safety, shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, etc.
16. No Pajamas, house shoes or sleepwear will be allowed.
17. Hoodies will not be allowed to be pulled over your head while at school or school activities.

For sports, field trips and school related activities the same dress code rules apply at school, on school trips, or at any school activity. Keep in mind that coaches or sponsors may have more stringent dress codes for their teams.

Food and Beverages at School

There is pride at Salome Elementary School. Everyone must work together to keep our school attractive. No food or drink is allowed in the classroom unless authorized by the Superintendent.

Students are allowed and encouraged to have water bottles for proper hydration as long as they are showing responsible use with it.

Electronic Items

In order to provide an environment conducive to learning and to help prevent the theft of personal property and to prevent disruption or disturbances at school students are prohibited from possessing any type of electronic items.

Cell Phones are not allowed at school

We ask that all parents support our efforts to prevent disruptions and distractions within the classroom by not allowing your child(ren) to bring cell phones to school. If a student is caught with one it will be confiscated and the parent will be contacted. Students are allowed to bring phones on game or field trip days and they must be turned into the office as soon as they arrive.

Students will not bring other electronic devices like toys, games, smart watches, or any other items that cause disruption or disturbances.

Any item that is determined to be disruptive in the classroom and disturbs the environment conducive to learning will be confiscated by faculty or staff and brought to the office. Students who willingly disregard this may be subject to disciplinary charges under the guidelines as stated in the Disciplinary Plan. Questions concerning any item as to the appropriateness of possessing that item should be referred to the office.

Use of Tobacco Products

No one is permitted to use any tobacco products at any time in the school buildings, on the buses, on school grounds, or at any school sponsored activities.

Drugs and Alcohol

Alcohol and drugs are not allowed at school. Anyone possessing these items will immediately be sent to the office where parents and local law enforcement will be notified by the Superintendent.

Salome Elementary School Due Process Procedures This handbook serves as the due process notice for behavioral standards in the Salome Consolidated Elementary School District. The infractions and violations listed are aligned with Arizona Safe Schools and the Arizona State Reporting System. Reasonable attempts are made to notify parents of all disciplinary referrals at school or on the bus.				
ISS= In-School Suspension OSS= Out-of-School Suspension				
Aggression				

Violation	Definition of Infraction	1st Referral	2nd Referral	3rd Referral
Aggravated Assault (Must be reported to law enforcement)	A.R.S. 13-1204 A person commits aggravated assault if the person commits assault as defined under any of the following circumstances: 1. If the person causes serious			

	<p>physical injury to another. 2. If the person uses a deadly weapon or dangerous instrument. 3. If the person commits the assault knowing or having reason to know</p> <p>that the victim is a peace officer, or a person summoned and directed by the officer while engaged in the</p> <p>execution of any official duties. 4. If the person commits the assault knowing or having reason to know the victim is a teacher or other person employed by any school and the teacher or other employee is upon the grounds of a school or grounds adjacent to the school or is in any part of a building or vehicle used for school purposes, or any teacher or school nurse visiting a private home in the course of the teacher's or nurse's professional duties, or any teacher engaged in any authorized and organized classroom activity held on other than school grounds.</p>	<p>5-10 days</p> <p>OSS</p>	<p>10 days</p> <p>OSS</p>	<p>Long Term</p> <p>Suspension</p>
Assault	<p>A.R.S. 13-1203 Assault</p> <p>1. Intentionally, knowingly or recklessly causing any physical injury to another person. 2. Intentionally placing another person in reasonable apprehension of imminent physical injury. 3. Knowingly touching another person with the intent to injure, insult, or provoke such a person.</p>	<p>5-10 days OSS Possible Hearing</p>	<p>5-10 days OSS Pending Hearing</p>	<p>Long Term Suspension</p>
Disorderly Conduct	<p>A.R.S. 13-2904 A person commits disorderly conduct if, with the intent to disturb the peace or quiet of a neighborhood, family or person, or with knowledge of doing so, such person:</p> <p>1. Engages in fighting, violent or serious disruptive behavior. 2. Makes unreasonable noise. 3. Uses abusive or offensive language or gestures to any person present in a manner likely to provoke immediate physical retaliation by such person. 4. Makes any protracted commotion, utterance or display with the intent to prevent the transaction of the business of a lawful meeting, gathering, or procession.</p>	<p>Detention 1-3 days ISS/OSS</p>	<p>3-5 days ISS/OSS</p>	<p>5-10 days ISS/OSS</p>

	5. Refuses to obey a lawful order to disperse issued to maintain public safety in dangerous proximity to a fire, hazard, or any other emergency.			
Endangerment	A.R.S. 13-1201 Endangerment A person who commits endangerment by recklessly endangering another person with a substantial risk of imminent death or physical injury.	1-3 days ISS/OSS	3-5 days ISS/OSS	5-10 days ISS/OSS
Fighting	Mutual participation in an incident involving physical violence, where there is no major injury. Verbal confrontation alone does not constitute fighting.	1-3 days ISS/OSS	3-5 days ISS/OSS	5-10 days ISS/OSS
Minor Aggressive Act	Student engages in non-serious but inappropriate physical contact, i.e. hitting, poking, pulling or pushing. Other behaviors that may be considered under this violation are running in the building, corridors, or other parts of campus, pulling a chair out from underneath another person, or other behaviors that demonstrate low-level hostile behaviors.	Conference Detention 1-3 days ISS/OSS	3 days ISS/OSS	5 days ISS/OSS
Recklessness	Unintentional, careless behavior that may pose a safety or health risk for others.	Conference Detention 1-3 days ISS/OSS	3 days ISS/OSS	5 days ISS/OSS
Verbal Provocation	Use of language or gestures that may incite another person or people to fight.	Conference Detention 1-3 days ISS/OSS	3 days ISS/OSS	5 days ISS/OSS

Alcohol, Tobacco, Vape, and Other Drugs

Violation	Definition of Infraction	1st Referral	2nd Referral	3rd Referral
Alcohol Possession, Sale, or Distribution, Share, or Use (Report to Law Enforcement)	The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes being intoxicated at school, school-sponsored events and on school-sponsored transportation.	5-10 days OSS Pending Hearing	10 days OSS Pending Hearing	Long Term Suspension

Drugs Possession, Sale or Distribution, Share or Use Paraphernalia (Report to Law Enforcement) Illicit Drug (Must be Reported to Law Enforcement) Inhalants Over the Counter (OTC) Drugs (Inappropriate Use of) Prescription Drugs (Inappropriate Use of) Substance Represented as Illicit Drug Unknown Drug (Must be Reported to Law Enforcement)	The unlawful use, distribution, sale, purchase, possession, or transportation of any controlled drug or narcotic substance or equipment and devices used for preparing or taking drugs or narcotics. Includes being under the influence of drugs at school, school-sponsored events and on school sponsored transportation. Category includes over-the-counter medications if abused by the student. This category does not include tobacco or alcohol. "Drug" means any narcotic drug, dangerous drug, marijuana, or peyote. (A.R.S. 13-3415) "Drug paraphernalia" means all equipment, products, and materials of any kind which are used, intended for use, or designed for use to introduce into the human body any drug in violation of this chapter. (A.R.S. 13-3415 F.1) (continued from above)	5-10 days OSS Pending Hearing	10 days OSS Pending Hearing	Long Term Suspension
Tobacco/Vape Possession/Use (Report to Law Enforcement)	The possession or use of tobacco products or vapor products on school grounds, at school-sponsored events and on school-sponsored transportation.	1-3 days ISS/OSS	3-5 days ISS/OSS	5-10 days ISS/OSS
Tobacco/Vape Sale, Distribution, and/or Share (Report to Law Enforcement)	A.R.S. 13-3622 A person who knowingly sells, gives or furnishes a tobacco product, a vapor product, or any instrument that is solely designed for the smoking or ingestion of tobacco or shisha, including hookah or waterpipe, to a minor is guilty of a petty offense.	3-10 days OSS Pending Hearing	10 days OSS Pending Hearing	Long Term Suspension

Arson

Violation	Definition of Infraction	1st Referral	2nd Referral	3rd Referral
Arson of an	A.R.S. 13-1704			

Occupied Structure (Must be Reported to Law Enforcement)	<p>A person commits arson of an occupied structure by knowingly and unlawfully damaging an occupied structure by knowingly causing a fire or explosion.</p> <p>A.R.S. 13-1701 Occupied structure means any structure in which one or more human beings either is or is likely to be present or so near as to be in equivalent danger at the time the fire or explosion occurs. The term includes any dwelling house, whether occupied, unoccupied, or vacant.</p>	7-10 days OSS Restitution	Long term Suspension Restitution	
Arson of Structure or Property	<p>A.R.S. 13-1703 A person commits arson of a structure or property by knowingly and unlawfully damaging a structure or property by knowingly causing a fire or explosion.</p> <p>A.R.S. 13-1701 Occupied structure means any structure in which one or more human beings either is or is likely to be present or so near as to be in equivalent danger at the time the fire or explosion occurs. The term includes any dwelling house, whether occupied, unoccupied, or vacant.</p>	7-10 days OSS Restitution	Long Term Suspension Restitution	

Attendance Policy Violation

Violation	Definition of Infraction	1st Referral	2nd Referral	3rd Referral
Leaving School Grounds without Permission	Leaving school grounds or being in an "out of bounds" area during regular school hours without permission of the principal or designee. Students who leave without permission create a serious legal liability problem for the District.	1-3 days ISS	3-5 days ISS	5-10 ISS
Other Attendance Violations	Being in an unauthorized area without permission from school personnel.	Conference Detention 1 day ISS	Detention(s) 1-3 days ISS/OSS	5 days ISS/OSS
Tardy	Failure to be at a designated location at a specified time or			

	<p>arriving at school or class after the start time.</p> <p>Unexcused tardies. Excessive excused tardies may also be subject to disciplinary action.</p>	Conference Detention	Detention(s) 1 das ISS	1-3 days ISS
Truancy	<p>A.R.S. 15-803 It is unlawful for any child between six and sixteen years of age to fail to attend school during the house school is in session.</p>	Court Unified Truancy		
Truancy (cont)	<p>1. "Habitually truant" means a truant child who is truant for at least five school days within a school year.</p> <p>2. "Truant" means an unexcused absence for at least one class period during the day.</p> <p>3. "Truant child" means a child who is between six and sixteen</p> <p>years of age and who is not in attendance at a public or private school during the hours that school is in session, unless excused as provided by this section.</p>	<p>Suppression</p> <p>Possible citation</p>		

Harassment, Threat, Intimidation

Violation	Definition of Infraction	1st Referral	2nd Referral	3rd Referral
Bullying	<p>Bullying is sufficiently severe, persistent or pervasive acts over time that involve a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical in form (pushing, hitting, kicking, spitting, stealing); verbal (making threats, taunting, teasing, name-calling); or psychological (social exclusion, spreading rumors, manipulating social relationships).</p>	<p>Mediation 1-3 days ISS/OSS</p>	<p>3-5 days ISS/OSS</p>	<p>5-10 days ISS/OSS</p>
Harassment, Nonsexual	<p>A.R.S 13-2921 A person commits harassment if, with intent to harass or with knowledge that the person is harassing another person, the person:</p>			

	<p>1. Anonymously or otherwise communicates or causes a communication with another person by verbal, electronic, mechanical, telegraphic, telephonic, or written means in a manner that harasses.</p> <p>2. Continues to follow another person in or about a public place for no legitimate purpose after being asked to desist.</p> <p>3. Repeatedly commits an act or acts that harass another person.</p> <p>4. Surveils or causes another person to surveil a person for no legitimate purpose.</p>	Mediation 1-3 days ISS/OSS	3-5 days ISS/OSS	5-10 days ISS/OSS
Hate Speech	Hate speech is any written, oral, or electronic communication that manifests malice towards others based on their race, gender, or ethnicity. This includes, but is not limited to racial slurs, oral or written speech that could be deemed offensive by any individual or audience.	Mediation 1-3 days ISS/OSS	3-5 days ISS/OSS	5-10 days ISS/OSS
Hazing	<p>A.R.S 15-2301</p> <p>Any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:</p> <p>1. The act was committed in connection with an initiation into, and affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.</p> <p>2. The act contributes to a substantial risk of potential physical injury, mental harm, or degradation or causes physical injury, mental harm, or personal degradation.</p>	Mediation 1-3 days ISS/OSS	3-5 days ISS/OSS	5-10 days ISS/OSS
Threat or Intimidation	<p>A.R.S. 13-1202</p> <p>A person indicates by word or conduct, the intent to cause physical injury or serious damage to a person or their property.</p> <p>1. To cause physical injury to another person or serious damage to the property of</p>	Mediation 1-3 days ISS/OSS	3-5 days ISS/OSS	5-10 days ISS/OSS

	another. 2. To cause physical injury to another person or damage to the property of another in order to promote, further or assist in the interest of or to cause, induce or solicit another person to participate in criminal activities.			
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Lying, Cheating, Forgery, or Plagiarism

Violation	Definition of Infraction	1st Referral	2nd Referral	3rd Referral
Cheating	To influence or lead by deceit or trickery.	Conference and redo for no credit	Detention and redo for no credit	1-3 days ISS and redo for no credit
Forgery	Falsely and fraudulently making or altering a document.	Conference Detention Loss of Privilege	1-3 days ISS/OSS	3-5 days ISS/OSS
Lying	1. To make an untrue statement with intent to deceive. 2. To create a false or misleading impression.	Conference Detention 1-3 days ISS/OSS	3-5 days ISS/OSS	5-10 days ISS/OSS
Plagiarism	To steal and pass off the ideas or words of another as one's own.	Conference and redo for no credit	Detention and redo for no credit	1-3 days ISS/OSS and redo for no credit

Other Violations of School Policies

Violation	Definition of Infraction	1st Referral	2nd Referral	3rd Referral
Bus Misconduct	In addition to suspension of bus riding privileges, depending on the infraction, normal school consequences also apply.	Conference Detention 1-3 days ISS/OSS	3-5 days ISS/OSS	5-10 days ISS/OSS
Combustible	Student is in possession of a substance or object that is readily capable of causing bodily harm or property damage, i.e. matches, lighters, firecrackers, gasoline, and lighter fluid.	Conference Detention 1-3 days ISS/OSS	3-5 days ISS/OSS	5-10 days ISS/OSS
Defiance or Disrespect towards	Student engages in refusal to follow directions, talks back, or delivers socially rude interactions.	Conference Detention 1-3 days	3-5 days ISS/OSS	5-10 days ISS/OSS

authority		ISS/OSS		
Disruption	Student engages in behavior causing an interruption on campus or at a school sponsored event. Disruption may include, but is not limited to. Sustained loud talking, yelling or screaming, noise with materials, horseplay or roughhousing, profiteering, or sustained out-of-seat behavior.	Conference Detention 1-3 days ISS/OSS	3-5 days ISS/OSS	5-10 days ISS/OSS
Disruption (cont.)	Disruption also includes inappropriate drawings, representations, or social media posts made during school hours, as cell phones are prohibited. "Profiteering" is the unauthorized sale of any good or service on school property.			
Dress Code Violation	Please refer to page 7 of student handbook for an explanation of the dress code, including items not allowed.	Warning Change clothes clothes	Change clothes Detention	Change clothes 1-2 days ISS/OSS
Failure to Report	Student fails to report critical information that could impact the safety of the students, staff, and school.	Conference Detention 1 day ISS	1-3 days ISS	3-5 days ISS
Gambling	To play games of chance for money or to bet a sum of money.	Conference Detention	3 days ISS/OSS	5 days ISS/OSS
Language,	Student delivers verbal/written	Conference	3-5 days	5-10 days
Inappropriate	messages that include swearing, name calling or use of words in an inappropriate way.	Detention 1-3 days ISS/OSS	ISS/OSS	ISS/OSS
Negative Group Affiliation	Specific attitudes and actions of a student affiliated with a negative group may include the following: 1. May or may not have a recognized leader. 2. Involve themselves in each other's problems; therefore perpetuate each other's problems. 3. Claim loyalty and righteousness if reprimanded. All the interference they cause is in the name of friendship. 4. Conduct himself/herself as though no other individuals exist in the school, including other	Detention 1-3 days ISS/OSS	3-5 days ISS/OSS	5-10 days ISS/OSS

	students. 5. Any group of students that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment, or are harmful to the education process.			
Public Display of Affection	Holding hands, kissing, or other displays of affection is a violation of school policy.	Warning Conference Detention	Parent Conference 1 day ISS	1-3 days ISS

School Threats

Violation	Definition of Infraction	1st Referral	2nd Referral	3rd Referral
Bomb Threat (Must be reported to Law Enforcement)	A.R.S 13-2911 Interference with or disruption of an educational institution. Any threat (verbal, written, electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or property, or to har, students or staff. Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device.	10 days OSS Pending Hearing	Long Term Suspension	
Chemical or Biological Threat (Must be reported to Law Enforcement)	A.R.S. 13-2911 Interference with or disruption of an educational institution. Any threat (verbal, written, electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or property, or to har, students or staff. Threatening to cause harm, using dangerous chemicals or biological agents.	10 days OSS Pending Hearing	Long Term Suspension	
Fire Alarm Misuse (Must be reported to Law Enforcement)	A.R.S 13-2911 Interference with or disruption of an educational institution. Any threat (verbal, written, electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning,	10 days OSS Pending Hearing	Long Term Suspension	

	<p>causing damage to a school building or property, or to har, students or staff.</p> <p>Intentionally ringing fire alarm when there is no fire.</p>			
Other School Threat	<p>A.R.S. 13-2911 Interference with or disruption of an educational institution. Any threat (verbal, written, electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning,</p> <p>causing damage to a school building or property, or to har, students or staff.</p> <p>The incident cannot be coded in one of the above categories but did involve a school threat.</p>	10 days OSS Pending Hearing	Long Term Suspension	

Sexual Offenses

**** See azleg.gov for definition of infraction and punishment**

Violation	Definition of Infraction	1st Referral	2nd Referral	3rd Referral
Harassment, Sexual with or without contact	<p>Unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or to receive benefits, services, and opportunities in the school's program. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual</p> <p>nature. Examples include, but are not limited to, departing, unwanted touching, contact, behavior that offends a third-party, etc.</p>	Conference 1-3 days ISS/OSS	3-5 days ISS/OSS	7-10 days ISS/OSS
Indecent Exposure	A.R.S. 13-1402 Indecent Exposure**	1-3 days ISS/OSS	3-5 days ISS/OSS	7-10 days ISS/OSS
Public Sexual Indecency	A.R.S. 13-1403 Sexual Indecency**	3-5 days ISS/OSS	5-10 days ISS/OSS	Long Term Suspension
Pornography	Pornography is the use or possession of pictures, devices,	Detention 1-3 days ISS	3-5 days ISS/OSS	7-10 days ISS/OSS

	or electronic images that offends or disturbs the educational process or environment.			
Sexual Assault (Must be Reported to Law Enforcement)	A.R.S. 13-1406 Sexual Assault**	10 days OSS Pending Hearing	Long Term Suspension	

Technology, Improper Use of

Violation	Definition of Infraction	1st Referral	2nd Referral	3rd Referral
Computer or Network Infraction	Improper use of technology is the failure to use hardware, software, electronic devices, web pages, and network for the intended educational use. This includes misuse or damage to school issued devices.	Conference Loss of Privileges 1-3 days ISS/OSS Restitution	3-5 days ISS/OSS Restitution	7-10 days ISS/OSS Restitution
Other Technology and Tele-communication Device	Possession or use of items stated in school policy as prohibited because they may disrupt the learning environment. Personal electronic equipment, cell phones, smart watches, iPods, audio devices, electronic games, or any other electronic devices prohibited by school policy.	Warning Confiscation Detention Parents required to pick up the item	Confiscation 1 day ISS Parents required to pick up the item	Confiscation 1-3 days ISS Parents required to pick up the item

Theft

Violation	Definition of Infraction	1st Referral	2nd Referral	3rd Referral
Petty Theft	A.R.S 13-1802 Taking or attempting to take money or property belonging to another person or the school with the intent to permanently deprive the victim of his or her possessions. Petty theft is generally considered to be theft of less than \$100.00 in value.	Detention 1-3 days ISS/OSS Restitution	3-5 days ISS/OSS Restitution	10 days ISS/OSS Restitution
Theft	A.R.S 13-1802 Taking or attempting to take money or property belonging to			

Theft (cont.)	<p>another person or the school with the intent to permanently deprive the victim of his or her possessions.</p> <p>1. Controls property of another with the intent to deprive the other person of such property. 2. Comes into control of lost, misplaced or misdelivered property of another under circumstances providing means of inquiry as to the true owner and appropriates such property to the person's own or another's use without reasonable efforts to notify the true owner. 3. Controls property of another knowing or having reason to know that the property was stolen.</p>	<p>Detention 1-3 days ISS/OSS Restitution</p>	<p>3-5 days ISS/OSS Restitution</p>	<p>10 days ISS/OSS Restitution</p>
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Trespassing

Violation	Definition of Infraction	1st Referral	2nd Referral	3rd Referral
Trespassing	To enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry. This includes students under suspension or expulsion and unauthorized persons who enter or remain on a campus or school board facility after being directed to leave by the chief administrator or designee of the facility, campus or function.	<p>Warning Conference Detention 1-3 days ISS</p>	<p>3-5 days ISS/OSS</p>	<p>7-10 days ISS/OSS</p>

Vandalism

Violation	Definition of Infraction	1st Referral	2nd Referral	3rd Referral
Graffiti or Tagging	<p>Willful destruction or defacement of school or personal property.</p> <p>Writing on walls, drawings or words that are scratched, painted, or sprayed on walls or other surfaces in public places.</p>	<p>Conference Detention 1-3 days ISS/OSS Restitution</p>	<p>5 days ISS/OSS Restitution</p>	<p>10 days ISS/OSS Restitution</p>

Vandalism of School or Personal Property	Willful destruction or defacement of school or personal property. Willful destruction or defacement of school or personal property.	Conference Detention 1-3 days ISS/OSS Restitution	5 days ISS/OSS Restitution	10 days ISS/OSS Restitution
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Weapons and Other Dangerous Items

Violation	Definition of Infraction	1st Referral	2nd Referral	3rd Referral
Dangerous Items Airsoft Gun BB Gun Knife with blade length less than 2.5 inches Laser Pointer Letter Opener Mace/Pepper Spray Pellet Gun Paintball Gun Razor Blade/Box Cutter Simulated Knife Taser or Stun Gun Tear Gas	Dangerous Weapon – A weapon, device, instrument, material, or substance, animate or inanimate that is used for, or is readily capable of causing death or serious bodily injury.	1-10 days ISS/OSS	1-10 days ISS/OSS	Long Term Suspension
Firearms (Must be Reported to Law Enforcement) Destructive Devices ex. Bomb or Grenade Handgun Shotgun or Rifle Starter Gun or Pistol	Any loaded or unloaded handgun, pistol, revolver, rifle, shotgun, or other weapon that will expel or may readily be converted to expel a projectile by the action of an explosive.	10 days OSS Pending Hearing	Long Term Suspension	
Other Weapons (Must be Reported to Law Enforcement) Billy Club Brass Knuckles Knife with blade length at least 2.5 inches Nunchakus		1-10 days ISS/OSS	1-10 days ISS/OSS	Long Term Suspension
Simulated Firearm	Any simulated firearm made of plastic, wood, metal, or any			

	other material that is a replica, facsimile, or toy version of a	Conference Detention	Detention 1-5 days	10 days ISS/OSS
	firearm or any object such as a stick or finger concealed under clothing and is being portrayed as a firearm.	1-3 days ISS/OSS	ISS/OSS	

Depending on the severity of the incident, the administrator may assign the most stringent consequences regardless of past discipline history.

Administrative Discretion

Administration will exercise discretion when determining consequences and may assign a more or less severe consequence than outlined in the guidelines above. An administrator may choose any or all of the consequences at any infraction level.

Potential Aggravating Factors:

1. The severity of the actual result of conduct
2. The potential and actual jeopardy to the members of the educational community and their property resulting from the misconduct
3. The extent of the disruption or potential disruption to the educational environment
4. The attitude of the student and parent concerning the misconduct and potential disciplinary consequences
5. The repetition of incidents of misconduct either with or without disciplinary intervention between the separate incidents

Potential Mitigating Factors:

1. The age of the student
2. The ability of the student to understand that the conduct was prohibited
3. The ability of the student to understand the potential risk of the misconduct to the health and safety of others and their property
4. The ability of the student to understand the potential of the disruption to the institution
5. The ability of the student to understand the potential for disciplinary consequences
6. Reasonableness of use of physical force in self-defense, defense of others, and defense of property.

Technology

Salome Elementary School recognizes that technology helps students learn and engage in 21st Century skills. Technology encompasses the tools and strategies for solving problems, using information, increasing productivity, and enhancing personal growth.

To ensure online safety, students will:

- Use technology at school only for academic purposes
- Only log into accounts authorized by SES when using school devices
- Protect personal information while visiting websites or engaging in online communication

- Immediately report any suspected incidents of malicious online behaviors such as cyberbullying or online predators to SES staff
- Consult a staff member to decide whether or not a particular website is acceptable
- Sign the agreement provided in this handbook outlining Governing Board Policy IJNDB-E.

Salome Elementary School encourages students to use technology in order to:

- Communicate and collaborate with peers and teachers in a respectful manner
- Enhance academic content by researching reliable, safe websites
- Publish works designed and guided by the teacher

Transportation

Salome Elementary School provides bus transportation to and from school. Bus transportation is a privilege not a right. The State of Arizona does not require school districts to provide transportation. All students must follow rules and regulations to ride our buses. Discipline and order must be maintained at all times to provide a safe environment for all of our student passengers. The safety of our student passengers is our priority. The riding privilege of a student may be revoked for violation of the rules or for conduct which is detrimental to the safe operation of the school bus.

While riding the bus:

1. Obey the driver and follow directions.
2. Except for ordinary conversation, students shall observe quiet conduct on the bus.
3. Be on time for the bus.
4. Students shall stay in their seat while the bus is in motion, with no changing of seats.
5. Do not throw any object in the bus or out the window. Do not damage, throw litter on or vandalize the bus.
6. Students shall not have food, candy, or drinks on the bus.
7. Keep the bus clean and the aisles clear.
8. No Part of the body shall be extended through the bus window.
9. Students must be quiet while the bus is stopped for railway crossings
10. Students shall not leave the bus from the emergency door unless an emergency exists.
11. While waiting for the bus, students are to follow normal school rules of hands and feet to themselves. No throwing of objects, name calling etc.

****Riding the bus is a privilege. The District has the right to suspend that privilege if your behavior on the bus or while waiting for the bus is not appropriate.***

Parent Involvement

Statement to Parents

We believe that parents are an important part of every child's success at school. In this partnership, communication is key, both with your child and the teachers. We strongly encourage parents to work closely with their children, provide guidance and encouragement on a daily basis, and initiate conversations with the teachers if there are concerns or questions. Every child deserves a partnership of adults working together, and it is everyone's responsibility to make sure that happens.

You can help tremendously by providing your child a quiet, comfortable, well-lit place to do homework. Setting a regular homework time, assisting your children with assignments when needed, giving your child primary responsibility for completing homework, encouraging reading for both pleasure and information, communicating with the teacher if you observe problem areas, and most of all, praising your child for his/her efforts.

Parent Involvement Policy

- Communication between home and school is regular, two-way, and meaningful.
- Responsible parenting is promoted and supported.
- Parents play an integral role in assisting student learning.
- Parents are welcome in the school, and their support and assistance are sought.
- Parents are full partners in the decisions that affect children and families.
- Community resources are made available to strengthen school programs, family practice, and student learning.

Parents and the community are encouraged to participate in all activities at Salome Elementary School and further will be encouraged to share their culture and to share ideas with other parents. Parents will receive frequent communication with information and encouragement to participate in school activities/meetings. Regular updates and information will be shared on our School Information System. Increased emphasis on parents volunteering at the school will be encouraged through newsletters and at Parent Nights. Other specific activities include:

- Holding an “Open House” to encourage parent participation and inform them of rules and expectations.
- Scheduling parent teacher conferences with follow up as needed.
- Meeting with parents as problems arise with a minimum of two meetings a year with parents of low performing students.
- Providing parents with examples of students work on a regular basis.
- Encouraging parents to participate in the day-to-day functions of the school.
- Providing opportunities for parents to become involved through parenting classes, English as a Second Language class, parent volunteers and after school activities.
- Providing clear information regarding course expectations and offerings, student placement, school activities, student services, and optional programs in the language of the home.
- Including parents in the school improvement decision-making process.
- Providing accessible parent/family information and resources to support parents and families with training, resources, and other services.

General Information

Fire Drills /Bus Evacuation Drills / Emergency Lockdown Drills

Fire Drills will be conducted monthly throughout the school year. Everyone will move in an orderly and silent manner to points directed by their teacher where roll will be taken.

Bus Evacuation Drills will be held every semester. Students will follow all instructions given by our bus drivers during the drills.

Emergency Lockdown Drills will be conducted monthly with the cooperation of the County Sheriff's department.

Parent/Teacher Communication & Conferences

Parents and teachers are encouraged to keep strong lines of communication throughout the school year through Infinite Campus Messaging and PBIS Rewards Portal, written correspondence by email or text, phone calls, or in person.

*Individual and mass notifications will go out on Infinite Campus Messenger so please make sure to give our office an updated phone number so an invite can be sent to you to take part in this communication platform. Important school notifications will also be posted on our School Website: salomek8.org

Office Phone Use

Students in Elementary School are beginning to take on more responsibility. As a student at SES, it is your responsibility to bring necessary items for your learning as well as uniforms if you are playing sports. Using the office phones will only be allowed in an emergency situation at the discretion of the superintendent and secretaries.

Valuables at School

Students, not the school, are responsible for their personal property. Valuables and personal property should not be brought to school. School related items should only be brought to school when used in the classroom. Be smart and take care of any valuable items by leaving them at home.

Administering Medicines to Students

Medications are rarely necessary for pupils during the school day. They are justified only in chronic health conditions or short-term acute health conditions. The following regulations must be followed for school personnel to administer medications at school:

1. Written orders from the student's physician must be on file at the school stating:
 - a. Student's name
 - b. Physician's Name
 - c. Name of medication and reason for administration
 - d. Dosage, schedule (dates/times to be given) and route
 - e. Date and expiration of prescription
2. The medication must be brought to school in a container appropriately labeled by the pharmacy or physician.
3. An individual record will be kept of such prescription medicines administered by school personnel.

Forms are available in the school office. Unless these requirements can be met, medications will not be administered at school.

Surveillance

Salome Elementary authorizes the use of surveillance cameras in school buses and on District property to ensure the health, welfare and safety of all students, employees and visitors, and to safeguard District facilities, vehicles and equipment. Video recordings may be used as evidence in any disciplinary action.

When to Stay Home

Good attendance is vital, but not when it may jeopardize your child or the health of others. If your child becomes ill at school, we'll notify you as soon as possible. Parents are expected to arrange for their child to be picked up from school and taken home in a timely manner.

Our staff cannot diagnose illnesses or injuries. If you think your child may be ill or injured please check with your doctor before sending your child to school. If your child has any of these listed symptoms please keep them at home. By sending them to school you may unknowingly cause the spread of any illness to others.

Some signs or symptoms of illness are-

- Restlessness at night
- Fever, runny nose
- Nausea or vomiting
- Red, watery eyes with discharge
- Flushed face, facial swelling
- Sneezing and coughing
- Sore throat, rash
- Headache
- Signs or symptoms of COVID 19

Child Find

Arizona law mandates that we inform each of you about District activities. Salome Elementary School is dedicated to locating, identifying, and evaluating children and youth with disabilities living in our attendance area from birth through 21 years of age. Should you have any concerns regarding a child in our attendance area who has trouble walking, hearing, seeing, or learning, he/she may be eligible to receive special education services. Please contact the district office for further information.

McKinney-Vento Notice

McKinneyVento eligible students have the right to:

1. Receive free, appropriate public education.
2. Enroll in school immediately, even if lacking documents normally required to enroll.
3. Enroll in school and attend classes while the school gathers documents.
4. Enroll in the local school; or continue attending their school of origin, if that is their preference.

* * If the school district believes that the school selected is not in the best interest of the student, then the district must provide the student with a written explanation of its position and inform the student of his/her right to appeal its decision.

5. Receive transportation to and from the school or origin, if requested.
6. Receive educational services comparable to those provided to other students, according to the student's needs.

Child Abuse

Child abuse is serious and will be handled according to the law.

Please be aware that **all** school employees are required by law to report actual or **suspected** cases of abuse including non-accidental injury, sexual molestation, and

neglect. We are required to report such incidents to Child Protective Services who will then conduct an investigation within 24 hours. If school officials fail to report suspected child abuse, under state law, criminal charges can be filed against them.

Problems - Questions - Concerns - Rumors

Questions, misunderstandings, and rumors will never be completely avoided. However, when a question or a problem or a rumor concerns you, please call the school office. We want to solve problems as quickly as possible. If the concern only involves your child, contact the teacher to discuss the problem. Most concerns can be easily and quickly resolved by this process.

A concern which involves several children should first be referred to the superintendent. Any concerns presented directly to governing board members will be referred back to the superintendent. We want you to know that our offices are always open to you. We will always make time to answer your questions and to help you solve problems. By keeping the lines of communication open we can work together to make school a positive, rewarding experience for your child.

Complaints and Concerns

If a student or parent has a concern about school policy or an employee, the following procedure should be followed in order to resolve the problem as quickly as possible:

1. Contact the classroom teacher.
2. If the problem still exists, contact the Superintendent.
3. Finally, if unresolved, make a request to the Superintendent to place the complaint on the following month's Board of Education agenda for further discussion.

