

Salome Elementary School Student/Parent Handbook 2021-2022

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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 second Tuesday 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 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:

- Blain Harold, President
- Felipe Cruz, Vice-President
- Vicki Oaks, Member
- Ramona Heschki, Member
- Cheryl Montijo, Member

Salome Elementary School Policy Manuel is now available on line at www.azsba.org

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. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence. According to state law, it is the obligation of every parent to insure that every child under his care and supervision receives adequate education and training and, if of compulsory attendance age, attends school. 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. Tardiness is not accepted. A student is considered tardy if he/she is not in his/her seat when the bell rings.

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. If a driver must direct his/her attention away from the road because of a student problem then danger exists. Students will follow and obey the bus driver's directions and commands at all times. 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 self. 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.

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.

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.

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, Science, and Computers. If a student receives demerit points 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.

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: Health, Math, Language Arts, Social Studies, Art, Music and Science, and Computers.

Fire Drills/Bus Evacuation 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. If a student pulls the fire alarm, law enforcement will be notified. Bus Evacuation Drills will be held quarterly. Students will follow all instructions given by our bus drivers during the drills.

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.

Parent/Teacher Conferences

Parent/Teacher conferences are scheduled 4 times a year. Please make every effort to attend. If you wish to meet with teachers at other times during the year, please call the office to set up a meeting

Phone

Students in Elementary School are beginning to take on more responsibility. One of these responsibilities is to remember to bring all necessary items to school. Phone calls will be allowed in an emergency only 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.

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 item.

Students will not bring toys, games, or any 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.

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 face discipline demerit points by not following this policy.

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.

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.

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.

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 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 are printed included in this handbook. Please review these disciplinary guidelines carefully and discuss them with your child.

Home and school cooperation in discipline produces positive behaviors in young people.

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, embarrassing, 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.

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.

Emergency Information

Please be certain that changes in address or telephone are noted in the office. We also encourage parents to have a list in the office of family or friends who can attend to your child when we cannot reach you.

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. We have many students and limited office space. We cannot appropriately isolate children who are ill for long periods of time.

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

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.

TELEPHONE CALLS TO TEACHERS

If you would like to talk with your child's teacher please call either before classes begin or after the children are dismissed. If you call during class hours and leave a message with the school secretary, the teacher will return your call as soon as possible. Your child's teacher may have additional ways to communicate through email, text, Class Dojo or written correspondence as well. We want to keep the lines of communication open to our parents and encourage you to be involved in your child's education.

STUDENT RIGHTS AND RESPONSIBILITIES

General Conduct:

-Good behavior makes school a pleasant place for everyone and a place to learn in class, on the playground, in the cafeteria, or on the way to and from school.

ALL STUDENTS ARE EXPECTED TO:

- Be courteous and respectful to others
- Conduct themselves in a 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
- Be punctual
- Attend school regularly
- Complete schoolwork on time and to the best of their ability
- Follow all school rules

Personal Behavior:

Any behavior that endangers the health or safety of others is prohibited.

Examples include:
running on sidewalks or in buildings,
pushing, fighting, and throwing objects.
Good sense and consideration go a long way in preventing problems before they happen.

Care of School Property:

Students are given responsibility for taking good care of 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.

PARENT RESPONSIBILITIES:

You can help tremendously by providing your child a quiet, comfortable, well-lighted 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, Family and Community Involvement Policy

We, the administrator and staff of Salome Consolidated Elementary School believe that a child's education is a responsibility shared by the school and family during the entire period the child spends in school. To support the goal of the school district to educate all students effectively, the schools, and parents must work as knowledgeable partners. Our parent involvement program follows the researched based Six National Standards for Parent/Family Involvement Programs by the National Parent Teacher Association. These are based on a comprehensive survey of the research by Anne Henderson and Nancy Berla: *The Evidence Grows* (1981); *The Evidence Continues to Grow* (1987); and *A New Generation of Evidence: The Family Is Critical to Student Achievement* (1995). Citing more than 85 studies, these publications document the profound and comprehensive benefits for students, families and schools, when parents and family members become participants in their children's education and their lives. This means involving parents in a variety of roles including, but not be limited to, the following components of successful parent involvement programs:

- 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 idea 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 at Parent Meetings and Academies. Increased emphasis on parents volunteering at the school will be encouraged through newsletters and at Parent Academies. 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.

Annual Notification to Parents Regarding Confidentiality of Student Education Records

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

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

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

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

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

For additional information or to file a complaint, you may call the federal government at (202) 260-3887 (voice) or 1-800-877-8339 (TDD) OR the Arizona Department of Education (ADE/ESS) at (602) 542-4013. Or you may contact:

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

Notificación Anual a los Padres con Respecto a la Confidencialidad de los Expedientes Académicos de los Estudiantes

La Ley de los Derechos y Privacidad Educativos de la Familia (Family Educational Rights and Privacy Act o FERPA) es la ley Federal que protege la privacidad de los expedientes académicos de los estudiantes. FERPA les da a los padres ciertos derechos con respecto a los expedientes académicos de sus hijos. Estos derechos pasan al estudiante cuando éste alcanza la edad de 18 años o asiste a una escuela superior al nivel preparatoria. Estudiantes a quienes los derechos han sido transferidos son "estudiantes elegibles."

- Los padres o el estudiante elegible tienen derecho a inspeccionar y revisar el expediente académico del estudiante que es mantenido por la escuela dentro de un período de 45 días a partir de la solicitud hecha al administrador de la escuela. No es obligación de las escuelas proporcionar copias a no ser que sea imposible para los padres o el estudiante elegible revisar el expediente académico sin copias. Las escuelas pueden cobrar una cuota por proporcionar copias.
- Los padres o el estudiante elegible tienen el derecho a solicitar por escrito que la escuela corrija el expediente académico que ellos creen sea inexacto o engañoso. Si la escuela decide no corregir el expediente académico, el padre o estudiante elegible tiene derecho a una audiencia formal. Después de la audiencia, si la escuela todavía decide no corregir el expediente, el padre o estudiante elegible tiene derecho de poner una declaración en el expediente que presenta su punto de vista sobre los datos protestados.
- Por lo general, las escuelas deben tener permiso de los padres o del estudiante elegible por escrito para poder revelar cualquier dato del expediente académico del estudiante.

- 1 Autoridades escolares con interés educacional legítimo
 - Autoridad escolar es una persona empleada o contratada por la escuela para servir como administrador, supervisor, maestro o personal de apoyo (incluyendo personal de salud, personal policial, abogado, auditor u otros con funciones similares); una persona que sirve en la mesa directiva de la escuela; o padre o estudiante que sirve como miembro de un comité autorizado o que asiste a otra autoridad escolar en sus funciones;
 - Un interés educacional legítimo significa que la revisión del expediente es necesaria para cumplir con una responsabilidad profesional para la escuela;
- 1 Otras escuelas en las que el estudiante está solicitando inscripción;
- 1 Autoridades especificadas para propósitos de auditoria o evaluación;
- 1 Partes competentes en relación a asistencia de financiamiento para un estudiante;
- 1 Organizaciones conduciendo ciertos estudios por o en nombre de la escuela;
- 1 Organizaciones de acreditación;
- 1 Para cumplir con una orden judicial o citación emitida de acuerdo con la ley
- 1 Oficiales competentes en casos de emergencias de salud y seguridad; y
- 1 Autoridades estatales y locales, dentro del sistema de justicia para menores, de conformidad con la ley estatal específica.

Las escuelas pueden divulgar, sin consentimiento, datos de "directorio" tales como nombre del estudiante, dirección, número de teléfono, fecha y lugar de nacimiento, honores y premios, participación en deportes (incluyendo estatura y peso de los atletas) y fechas de asistencia si no son notificados por los padres o estudiante elegible que la escuela no debe divulgar la información sin consentimiento.

La Ley de la Educación de Personas con Discapacidades (Individuals with Disabilities Education Act or IDEA) es una ley federal que protege los derechos de estudiantes con discapacidades. Además de los expedientes académicos normales, los expedientes académicos para estudiantes con discapacidades pueden incluir materiales sobre evaluación y exámenes, datos médicos y de salud, Programas Educativos Individualizados y notificaciones y autorizaciones relacionadas, reportes de progreso, materiales relacionadas con acciones disciplinarias y acuerdos de mediación. Tal información es reunida de un número de fuentes, incluyendo los padres del estudiante y personal de la escuela donde asiste el estudiante. También, con permiso de los padres, se pueden reunir datos de fuentes pertinentes adicionales, tales como doctores y otros proveedores de servicios de la salud. Estos datos son recogidos para asegurar que el menor es identificado, evaluado y provisto de una Educación Pública Adecuada Gratuita de acuerdo con las leyes estatales y federales sobre educación especial.

Cada una de las agencias participantes bajo la Parte B de IDEA debe asegurarse que, en todas las etapas de la recolección, archivo, retención y divulgación de los expedientes académicos a terceras partes, cumpla con las leyes federales de confidencialidad. Además, la destrucción de cualquier expediente académico de un menor con una discapacidad debe ser de acuerdo con los requisitos reglamentarios de IDEA.

Para información adicional o para presentar una queja, puede llamar al gobierno federal al (202) 260-3887 (voz) o al 1-800-877-8339 (TDD) o al Departamento de Educación de Arizona (ADE/ESS) al (602) 542-4013. O puede usted contactar:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D. C. 20202-5901	Arizona Department of Education Exceptional Student Services 1535 W. Jefferson, BIN 24 Phoenix, AZ 85007
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Este aviso está disponible en inglés y en español en la website del ADE en www.ade.az.gov/ess/resources bajo formas. Para asistencia para obtener este aviso en otros idiomas, contacte al ADE/ESS en el número de teléfono/dirección que se da arriba.

**SALOME ELEMENTARY SCHOOL STUDENT DISCIPLINE PLAN
2021-2022**

Governing Board Approved 8/11/2020

Discipline Plan

The following is a guideline for maintaining an orderly learning environment at Salome Elementary School. Students who choose not to follow the rules below will be dealt with according to the guidelines listed. The teacher or Superintendent may consider extenuating circumstances when carrying out the following regulations.

Demerit Points

Demerit points are cumulative per all classes, recesses, cafeteria and include inappropriate behavior/violations during any and all school activities but not limited to sports, field trips, special programs and assemblies. The Demerit Point System includes School Bus Transportation. Inappropriate behavior that occurs on the bus will be included in the point system. All buses have digital video and will be used with inappropriate behavior. Students can and will be removed from bus transportation if behavior is deemed inappropriate or for safety concerns. Bus transportation is a privilege and is not required by the State of Arizona. Parents will be able to view any video pertaining to their child.

In the case of a 3 day out of school suspension there must be a parent conference prior to the student returning to school. The conference will include the student, parents, teacher and administration. The conference will be held after school hours at a time arranged by the administrator with the parents. The Superintendent has the ability to assign Long Term Suspension that can range from 11 days to the remainder of the school year. Expulsion requires action by the School Board.

<u>DEMERIT POINTS</u>	<u>PROCEDURE</u>
5-25	Warning/Parent notification
30-45	1 day out of school suspension
50-65	3 days of Out of school suspension (Conference with parents prior to returning)
70-85	5 day Out of School Suspension (Conference with parents, student, teachers and superintendent prior to returning)
90-100	Long term suspension (Up to 30 days)
100+ (over 100)	Expulsion

Points are cumulative for entire year. Three (3) suspensions within a single year will require the student to appear before the Governing Board to discuss his/her possible expulsion due to multiple violations and suspensions. Expulsions will be in accordance to policy.

Demerit Point System

The demerit point system is one which makes it possible for the Superintendent to keep an objective record of all offenses committed by each student, providing for equal and fair treatment of all students. It also provides a very clear way of furnishing the student body with information regarding what will happen to them for any variety of infractions. Those infractions include but are not limited to:

Excessive Tardiness (2 tardies within the quarter)	5
Dress Code (Each violation)	5
Out of Classroom with a Pass	10
Forgery	10
Display of Affection/Inappropriate contact	10
Cell Phone Possession/Unauthorized Use	10
Disorderly Conduct/Disruptive Behavior/Classroom Disturbance	10
Profanity/Vulgarity	10
Disobedience of Authority/Disrespect of Staff/Refusal to follow instructions/directions	25
Written/Verbal Attacks Toward Students	30
Ethnic/Racial Slurs towards Students or Staff	30
Threat to Cause Physical Injury/Harm	30
Use of Profanity/Vulgarity or Gestures to Solicit a Fight or Retaliation	30
Extortion	30
Theft	30
Computer Violations (Failure to comply with computer use rules and laws)	35
Sexual Harassment	35
Bullying	35
False Fire Alarm/Dialing 911/	50
Leaving School Grounds without Permission	50
Graffiti	75
Written/Verbal Abuse towards School Personnel	75
Fighting	75
Destruction/Vandalism of School Property	75
Bomb Threats	100 (Automatic Expulsion)
Arson	100 (Automatic Expulsion)
Weapons Possession, Threat or Use	100 (Automatic Expulsion)
Explosives possession, threat or use	100 (Automatic Expulsion)
Tobacco Possession, Use, selling or Intent to distribute	100 (Automatic Expulsion)
Alcohol Possession, Use, selling or intent to distribute	100 (Automatic Expulsion)
Drug Possession, Use, selling or intent to distribute	100 (Automatic Expulsion)
Physical Assault on Student	100 (Automatic Expulsion)
Physical Assault on School Personnel	100 (Automatic Expulsion)

Salome Elementary School continues to have a strong working relationship with the LaPaz County Sheriff's Office and Arizona Department of Public Safety as well as LaPaz County Juvenile Probation Office. Behaviors that are destructive, threaten or endanger lives or violate Arizona Revised Statutes and state or local laws will be prosecuted to the fullest in order to maintain a safe environment that is conducive to educational learning.

Salome Elementary School Student Council Mission/Student Qualifications/Community Service Requirements

The mission of the Salome Elementary Student Council is to build responsible leaders within our school community and promote the values that represent good character in all students. We will accomplish our mission through:

- Leading by example in our classrooms and community by being respectful, responsible, and safe.
- Helping others in our community by raising money and supplies for the less fortunate.
- Engaging our friends and classmates in their education by helping fund exciting classroom lessons.
- Serving as a source of communication between the students and faculty of the school.

The Student Council plays a very important role at Salome Elementary School. Student Council is designed to make individuals become responsible active members of their community. They help raise funds for school wide projects and activities by providing ideas, interests and concerns with the teachers and principals. They assist with community service projects. Student Council is a proud organization willing to provide assistance and enrichment both to their fellow students and community.

Student Eligibility requirements for participation are:

- Maintain a "C" average
- Must not have more than 10 demerit points

Officers and Homeroom Representatives:

- Facilitate meetings (President/Vice President)
- Attend meetings and report to their homeroom classmates and teachers of upcoming events and activities
- Work at special events
- Involve students to participate with community service projects
- Serve as a positive role model to other students

Students in the 7th and 8th grade are eligible to run for the Student Council Officers. A Student Council representative is selected by each homeroom teacher in the 6th, 7th & 8th grade.

Community Service Requirements:

- Will have two (2) Community Wide Service Projects during the year
- Will have four (4) School Wide Service Projects during the year (including Red Ribbon Week)
- Will accumulate 20 hours of volunteer work during the year as an organization

Salome Consolidated Elementary School

38128 Saguaro Street

Buses will drop/pick-up students at West Gate

Updated 7/26/21

Harold Jorschumb
Maintenance Shop
Room 132

North Gate—
Main Entrance

Check In at Office

Visitor
Parking

Computer Lab #1 Room 117	Mrs. Leach Library Room 116	Boys Room Room 115	Girls Room Room 114	Utility Room Room 118	Debra Weisner Administrative Assistant Room 102	Alvina Drotman Business Manager Room 104	Shari Rodig Superintendent Room 107
				Maint. Room Room 113	Deb Danks Café Manager Room 110	Server Room Room 105	Rest Room Room 106
							Conference Room Room 108

Athletic
Field

Ms. Gomez 1st Grade Room 119	Employee Lounge Room 120
Ms. Bolhost Exceptional Student Services Room 121	
5th Grade Room 122	
Mrs. Penrod 2nd Grade Room 123	

Room 109 Governing Board/ Conference Room/ Computer Lab #2
Mr. Dechosa Room 110
Ms. Dela Cruz 6th-8th Room 111
Mr. Howland Mr. Hillis 6th-8th Room 112

Ms. Calvez Kindergarten Room 127
Mrs. James Preschool Room 128

Melinda Brown
Lisa Wilkinson

Cafeteria/Kitchen/
Gymnasium

Ms. Raval 3rd Grade Room 124	Records Room Room 133	Ms. Asco 4th Grade Room 125	Ms. Pantoja ELL Room 126
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MAIN STREET

SAGUARO STREET

**Salome Elementary – Title 1 Parent – School Compact
2021-2022**

As part of the Salome Elementary Title 1 School Improvement Project, we are asking that you and your child join us in signing a voluntary written agreement (or compact) that expresses support of your child's education and commits everyone involved in your child's education to helping him or her reach their potential as learners. We fully support this compact because it forms a partnership which we feel will lead to a successful educational experience for each student who attends Salome Elementary School.

Staff Pledge

I agree to carry out the following responsibilities to the best of my ability:

- Teach classes through interesting and challenging lessons that promote student achievement.
- Endeavor to motivate my students to learn.
- Have high expectations and help every child to develop a love of learning.
- Communicate regularly with families about student progress.
- Provide a warm, safe, and caring learning environment.
- Provide meaningful homework assignments to reinforce and extend learning:
 - Suggested 20 minutes of reading daily + occasional homework of approximately 30 minutes for grades K-5.
 - Suggested 30 minutes of reading daily + occasional homework of approximately 60 minutes for grades 6-8.
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Actively participate in collaborative decision making and consistently work with families and my school colleagues to make schools accessible and welcoming places for families which help students achieve the school's high academic standards.
- Respect the school, students, staff and families.

Student Pledge

I agree to carry out the following responsibilities to the best of my ability:

- Come to school ready to learn and work hard.
- Bring necessary materials, completed assignments and homework.
- Know and follow school and class rules.
- Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school.
- Limit my TV watching and instead study or read every day after school.
- Respect the school, classmates, staff and families.

Family/Parent Pledge

I agree to carry out the following responsibilities to the best of my ability:

- Provide a quiet time and place for homework and monitor TV viewing.
- Read to my child or encourage my child to read every day:
 - 20 minutes suggested for K-5 grade.
 - 30 minutes suggested for grades 6-8.
- Ensure that my child attends school every day, gets adequate sleep, regular medical attention and proper nutrition.
- Regularly monitor my child's progress in school.
- Participate at school activities such as school decision making, volunteering and /or attending parent-teacher conferences as well as other school functions.
- Communicate the importance of education and learning to my child.
- Respect the school, staff, students and families.

Student

Teacher

Parent/Guardian

(Please return this signed form to the school office)

Acuerdo Elemental De la Escuela De Salome – Padre Del Titulo I
Años escolares 2021-2022

Como parte del proyecto elemental de la mejora de la escuela del titulo I de Salome, estamos preguntando que usted y su niño nos ensamban en la firma de un acuerdo escrito voluntario (o del acuerdo) que expresa la ayuda de la educacion de su niño y confia cada uno implicado en la educacion de su niño a ayudar le o a su alcance su potencial como principiantes. Apoyamos completamnete este acuerdo porque forma una sociedad que nos sintamos conduzcamos a una experiencia educative aacertada para cada estudiante que atienda a Salome elemental.

Promesa del Personal Escolar

Pormento llevar acabo las siguientes responsabilidades lo mayor que pueda:

- Ensensar mi clase de manera interesante y etimulante para que promueva el exito en los estudiantes.
- Esforzarme en motivar a mis esudiantas a aprender.
- Tener altas expectativas para el niño(a) y ayudarle a desarrollar amor por el aprendizaje.
- Comunicarle regularmente a la famiia los progresos del estudiante.
- Proveer un ambiente educativo que sea atento, amable y seguro.
- Proporciona asignaciones significativas de la preparacion para reforzar y extender
 - Que aprendia sugirió 20 minutos de leer el diario + preparación ocasional de aproximadamente 30 minutos para los grados K -5.
 - Que aprendia sugirió 30 minutos de leer el diario + preparación ocasional de aproximadamente 60 minutos para los grados 6 – 8.
- Participar de oportunidades de desarrollo profesional para mejorar a la ensenanza y apoyar la formacion de asociaciones de familia y comunidad.
- Colaborar activamente en la toma de decisiones y consistentemente trabajar con las familias y mis compañeros de trabajo para hacer de la escuela un lugar accessible para aquella familias que ayudan acada estudiante alcanzar las mas altas metas academicas.

Promesa del Estudiante

Prometo llevar acabo las siguientes responsabilidades lo mayor que pueda:

- Ir a la escuela lista para aprender y poner mucho esfuerzo.
- Traer los materiales necesarios y last areas y asignaciones terminadas.
- Conocer y seguir las reglas de las escuela y del salon.
- Hablar regularmente con mis padres y maestros acerca de mis experiencias en la escuela par que puedan ayudarme a ser exitoso en la escuela.
- Limitar el tiempo que veo television y estudiar o leer todos los dias despues de la escuela.
- Respetar la escuela, mis compañeros, el personal de la escuela y las familias.

Promesa de los padres/familia

Prometo llevar acabo las siguientes responsabilidades lo mayor que pueda:

- Proveer un lugar y tiempo de quietud para hacer las tareas y limitar la television.
- Leerle a mi niño o estimular a mi niño a leer todos los dias
 - 20 minutos segeridos para los grados K – 5
 - 30 minutos sugeridos para los grados 6 – 8
- Asegurarme de que mi niño vaya a la escuela todos los días, duerma lo suficiente, tenga atencion medica y nutricion adecuada.
- Verificar regularmente el progreso de mi niño en la escuela.
- Participar en la escuela en tomar decisiones, trabajar voluntario y/o junta de padres del trabajo como las otras escuelas funcionan.
- Comunicarle la importancia de la educacion y el aprendizaje a mi niño.
- Respetar la escuela, el personal de ella, los estudiantes y las familias.

Estudiante

Maestro

Padre/Encargado

2021-22

Student/Parent Handbook Acknowledgement

Please initial the following statement and sign below:

_____ I received a copy of the Salome Elementary School 2021-22 Student and Parent Handbook, which includes the school rules, guidelines, and discipline consequences.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

Please return this form to your child's teacher or the school office.