



Flagstaff Unified School District Elementary Handbook

Cromer Elementary – Wildcats
DeMiguel Elementary – Lobos
Killip Elementary – Cougars
Kinsey Elementary – Cougars
Knoles Elementary – Knights
Leupp Elementary - Tigers
Marshall Elementary – Mustangs
Puente de Hozho Elementary – Eagles
Sechrist Elementary – Trojans
Thomas Elementary - Tigers

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Parents As Partners

Welcome to the Flagstaff Unified School District where students are encouraged to “Discover Their Path” to success. As this partnership begins in the elementary years, we encourage parents to recognize the importance of teaming together to support students as they journey through academic and social experiences. We are committed to providing the Flagstaff community with the most comprehensive and enriching experience through our professional staff, rigorous programs, community partnerships and child-centered schools. Parents are a critical component and we encourage you to involve yourself with PTOs, school volunteers, or by providing feedback to your school. Thank you for sharing this educational experience with us!

Your Child’s Rights While at School

A right is something which belongs to you and cannot be taken away by anyone. Your child’s classmates and his/her teachers have the same rights: A right is something which belongs to each individual and cannot be taken away by anyone.

Within FUSD, every individual possesses the following rights:

- You have a right to a safe school. This means that your school should provide safe classrooms, equipment and rules to insure your safety at school.
- You have a right to be respected and treated with kindness at school. This means that others should not laugh at you, make fun of you, or hurt your feelings. No one is to embarrass you in front of the class.
- You have a right to be an individual at school. This means you should be treated fairly whether you are tall or short, boy or girl, dress or talk differently or it takes you a little longer to get the right answer.
- You have the right to work without being bothered. This means that others should not bother you as you responsibly make good use of your time.
- You have a right to express yourself. This means that you may talk freely about your ideas and feelings when appropriate.
- You have a right to tell your side of the story. This means that you may tell your side of the story when accused of breaking a rule.

Your Child’s Responsibilities While at School

There are some things you should do without being told.

Some of these things you do for others and some of these you do for yourself:

- You have a responsibility to come to school. This means that you come to school every day, on time, unless you are sick or excused.
- You have a responsibility to practice good personal cleanliness. This means that you come to school clean.
- You have a responsibility to take care of property. This means that you take care of school property and respect the property of others.
- You have a responsibility to obey school rules. This means observing all safety, playground, and classroom rules.
- You have a responsibility to complete your classroom assignments. This means to do your best with your class assignments and homework, and hand them in on time.
- You have a responsibility to take messages home. This means that it is important for you to take all school messages to your parents/guardians.
- You have a responsibility to help make school a good place to be. This means being thoughtful, respectful, and courteous to others.

FUSD Student Policies and Procedures Handbook may be found on the FUSD Website www.fusd1.org.



Standards Based Education: FUSD’s implementation of Standards Based Education focuses on four main categories: instruction, learning, evaluation and reporting. In order to provide every student with an optimal educational experience, teachers align *instruction* to the essential standards defined by the state of Arizona, define for students the expectations for *learning* outcomes, *assess* students on those learning targets and lastly *reports* to parents the progress towards meeting the goal.

Balanced and Beneficial Classes: Flagstaff Unified School District strives to provide the ideal opportunity for your child to learn for the best of his/her ability. The following priorities are used by school staff for establishing equitable and well-balanced classes each school year: student achievement; overall class size; ratio of boys and girls; ethnic distribution; first-language proficiency; parent/guardian input. The goal of this procedure is to build classes that will ensure the best learning environment possible for your child.

Appropriately Certified Staff: Parents of students enrolled in the Flagstaff Unified School District have the right to request the following information on the qualifications of those staff members, teachers, and paraprofessionals, who provide instructional services and support to their own child/children. The only information that can be requested by parents is:

1. Educational level: degree obtained and areas of specialty (majors and minors)
2. Certification/Licensure: state certification/licensure obtained with subject areas/grade levels specified
3. State Qualifications: provisional or emergency certification or waiver of licensure criteria

To obtain this information, please contact the Principal’s office at the school for the form to request this information.

Student-centered Services



Food & Nutrition Services

All FUSD schools offer both breakfast and lunch. Families interested in applying for free and reduced cost meals can fill out an application throughout the year. Applications open 30 days prior to the first day of school. Please contact the cafeteria manager or Food Service office if you do not receive an application after school begins. If denied, you will need to pay full price for the meals. Parents are responsible for all charges incurred prior to approval of their application. Children who are receiving benefits at the end of the previous year will continue to receive benefits for the first 30 service days of the following year. However, a new application must be completed each year.

All children have an account maintained in the cafeteria computer. To make payments to your child’s account, please enclose in an envelope and indicate the child’s name, ID number, and the amount submitted. Please make sure Driver License number, address and phone number are on each check submitted. Payments received in the early morning will be posted before end of day. End of the year balance will carry over to the next year. You can also make online payments by registering with www.myschoolbucks.com. To register, go to www.fusd1.org, Departments, Food Services: under Quick Links select “Meals/mySchoolBucks”, first time users need to register. We encourage online payments, it is easy, secure and email reminders are sent when your child’s account is low.

Snacks and Treats at School: All food items, including treats provided by parents to students for birthday celebrations and other special occasions, if served during the school day must meet ADE Smart Snack Nutrition Standards. We encourage store bought/package treats to meet county health regulations. More information about Smart Snacks can be found online at <http://www.azed.gov/health-nutrition/the-arizona-nutrition-standards-and-competitive-foods/>

Free and Reduced-price Meal Assistance: You may apply for free or reduced-price meal assistance TODAY at www.heartlandapps.com



Enrollment & Attendance Services

Punctual and regular attendance is very important to your child's success in school. Regular attendance is one way to make success for each child a reality. All FUSD schools are required by law to keep an exact record of reasons for absences. If your child must be absent, please call the Absence Reporting Line before 9:00 a.m. Please give the following information: Your name/relationship to child; Your child's first and last name; Your child's teacher and grade-level; The reason for the absence.

School attendance is mandatory by law. Students may be excused for the following reasons: Medical provider excuse, death in the family, family emergency, religious commitment, diagnostic testing, school-sponsored activities, and extenuating circumstances or parental petitioned vacations agreed to by the school administration. Extended absences due to medical conditions must be reported to the school nurse at the student's home school.

Unexcused absences must be reported as required by state law.

In the interest of your child's health and safety, it is important that we have up to date information about:

- Parent/guardian's name, home address and a working telephone/cell number.
- The school office must have at least one working phone number on-file at all times along with the name and phone of at least one additional adult person who we can contact in case of emergency.

If you move or change phone numbers, please inform the office immediately.

All School Visitors Need to Sign-in in the Front Office. All people visiting our school must sign in at the office and get a visitor tag to wear while at the school. Students not enrolled in the school are not allowed to attend any part of the school day.

Students must stay at school throughout the day unless they have a written request from parents. Requests must be approved by the principal. The principal has discretion in granting permission to leave campus for lunch. Even with principal permission granted, students must check out and in through the office if they leave campus during the school day.

Adults bringing student(s) to school late need to sign student(s) in at the office. Adults taking student(s) from school before the end of the day must sign them out in the office. Only people on emergency form with proper ID will be permitted to sign out students.



Custody and Guardianship: In most cases, parents shall be given reasonable access to their children at school and to their children's official school records. It shall be the responsibility of a custodial parent who has a court order restricting the rights of the other parent to access a child or the child's official school records to provide the school with a current copy of the court order.

In most cases, it is the responsibility of the legal guardian to notify school officials of the conditions of guardianship and to provide school officials with all pertinent written documentation or changes.

Extended Absences: If you know your child will be absent for an extended period of time, (instead of calling in every day) you may send a note to the office with dates your child will be out, teacher/grade and reason for the absence.

Tardiness: Students have the responsibility of being at school on time. Late students must stop at the office for an admit slip before going to class. Excessive absences/tardies will result in appropriate consequences.

Withdrawing Students: Parents/Guardians are required to sign a withdrawal form when students are going to change schools. At the time of withdrawal all school materials must be returned (e.g. textbooks, library books) and outstanding bills paid. Student records will be forwarded to the new school.

Change in Going-Home Routine: If a change in bus transportation is requested, the student must bring a note from a parent, to be signed by the principal. If there is any change in the going-home routine (e.g. someone different picking up a child) parents need to notify the teacher(s) and office in writing. Students must make social arrangement from home in advance, use of classroom/office telephones is limited to school business.



Snow-Day & Snow-Delay Schedules: Flagstaff Unified School has a “Delayed-Start Schedule” to help cope with inclement weather and avoid unnecessary cancellation of school. The Delayed-Start Schedule allows students walking and riding buses to avoid hazardous traffic conditions in the early morning, and the additional time allows more time for plowing and cinder streets.

On the Delayed-Start Schedule, all schools start 2 hours later than normal. School buses run 2 hours later than normal. Preschool classes will be cancelled when delayed start is in effect. Afternoon dismissal times and school bus return schedules do not change. Delayed start schedules on Early Release days will cancel early dismissal.

Delayed-start or cancellation of school can be found several ways: It will be announced on a local radio station, FUSD website (click on Snow Schedule) at www.fusd1.org, call the FUSD recording at 527-6012 or check Facebook.com/FUSD. A ConnectEd, automated phone call will be sent out to all parents at approximately 6:00 am each day a delayed start or cancellation of school is implemented. FUSD District Office may cancel school the evening prior to next school day if Flagstaff is experiencing blizzard conditions for all students safety.



Transportation Services

For everyone's safety, students are expected to follow the school bus safety rules. Choosing to engage in unacceptable behavior will result in the denial of transportation privileges. Each student who rides the school bus is entitled to a safe, comfortable trip to and from school. Students must be respectful to the driver and all other riders. Misbehavior on a school bus is distracting to the driver and endangers all the passengers inside the bus and the traffic outside the bus. Parents will be contacted regarding unacceptable behavior. A Code of Conduct form may be found at on the FUSD website under transportation department.

Any change in bus transportation (route or stop) requires a note from parent and signed by the principal. Notes should be taken to the school office early in the day and not at dismissal time. The bus will not be delayed in order to have the note signed.

Kindergarten Students: This notice is to remind you the F.U.S.D. Transportation Department has implemented a departmental policy that states: There must be a parent or responsible party designated in writing by the parent or guardian at the bus stop to meet the bus for all kindergarten students. Siblings or friends 1st grade and above are acceptable escorts if the parent or guardian has made that designation in writing and provides the letter to the driver. If a responsible party is not at the bus stop, the student will be returned to the school. We apologize in advance for any inconvenience that this may cause. In cases where there are numerous incidents of having to return the student to the school, it may result in denial of student's bus riding privilege for 5 days.

On-vehicle Video Recording: Video and audio from all buses are routinely reviewed for training, safety, and or other inquiries. During these reviews incidents may be discovered of which the driver was unaware. All incidents will be fully investigated in the same manner as reports generated by a driver.

Questions regarding student behavior/discipline should be directed to the transportation department at 928-527-2313. Questions regarding driver behavior should be directed to the transportation department at 928-527-2301.

Student Safety and Support Services

Law Enforcement and Legal Procedures: During any law enforcement investigation, attempts will be made to notify the student's parents, and a school official shall be present during any in-school interrogation. If a student is arrested, the arresting officer will be urged to notify the student's parents. While school officials will make reasonable efforts to notify parents when an arrest is made, the school no longer has jurisdiction over the student.

Any school personnel or any other person who reasonably believes that a minor is or has been the victim of physical injury, child abuse, or neglect that appears to have been inflicted upon the minor by other than accidental means or that is not explained by the available medical history as being accidental in nature or care or nourishment with the intent to cause or allow the death of an infant who is protected under **A.R.S. 36-2281 is mandated to** report or cause reports to be made of such information to a police office or to the Department of Child Safety (DCS) of the Department of Economic Security, except if the report concerns a person who does not have care, custody, or the control of the minor, the report shall be made to a police officer only. Such reports shall be made immediately by telephone or in person and shall be followed by a written report within 72 hours. Child abuse includes any non-accidental injury to a minor, regardless of the age or limited mental capacity of the person who causes the injury. If two children are involved in a fight that leads to visible injury to one or both, the incident is reportable as child abuse. A person who fails to report child abuse as provided in A.R.S. 13-3620 is guilty of a Class 1 Misdemeanor, except if the failure to report involves a reportable offense, the person is guilty of a Class 6 Felony.

Questioning of students at school concerning suspected child abuse/neglect by DCS (Department of Child Safety) social workers and law enforcement authorities does not require parent and guardian notification prior to the interview. A school official may be present only if such presence is necessary to the investigation. DCS social workers and law enforcement authorities may notify parents and guardians if they think it is necessary.

School Evacuation Procedures: In the event that it is necessary to evacuate students at a school as a result of an emergency, it is natural and expected that parents and guardians will be very concerned for their child's safety and well-being.

If public safety officials order an evacuation, the following rule should be followed: Parents and guardians should NOT go to the school to pick up their child(ren) unless they are specifically directed to do so. It is likely fire and law enforcement officials will have cordoned off the school's property and will not permit entry. Trying to enter the area may put you, your child(ren) and public safety officials at risk.

Each school has emergency procedures in place, has had evacuation drills and has well-trained staff working hard to assure the student's safety and prompt return to their parents/guardians.

Information as to where your child(ren) can be obtained by (1) tuning into local radio and television stations, (2) accessing the district's website at www.fusd1.org and or calling the district office at 527-6000 (please do not call the school involved in the evacuation), or (3) [Facebook.com/FUSD](https://www.facebook.com/FUSD).

In the event of an emergency situation at your child(ren) school, the principal may initiate a ConnectEd automated phone call to all parents relaying important information.

Your patience and cooperation in the event of an emergency school evacuation is deeply appreciated!

Safety To and From School: Please stress to you children the importance of all phases of safety. Some suggestions:

- School rules apply on the way to and from school.

- Report home (or another designated location) at a time set by parents.

- Cross at crosswalks only.

- Stay away from any stranger offering a ride or treats.

- If parent does not arrive to pick up student, have them go back to the school office to call.

Anti-Violence & -Harassment Policies: The Governing Board prohibits sexual harassment of or by any of its employees, students or visitors. It is the district's policy that all individuals associated with the district including but not limited to the Governing Board, employees, students and visitors have a right to work, learn and visit all district sites in an environment free of discrimination based on race, color, religion, sex, age, national origin, disability and sexual orientation. Let it be known that all employees, students and visitors at all sites must avoid offensive or inappropriate sexual and/or sexually harassing behavior. Governing Board members, employees, students and visitors have a right and responsibility to report harassment experiences. It will be ensured that there will be prompt and equitable resolution of sexual harassment complaints by providing access to any needed information and materials concerning harassment, how to file a complaint and a step by step process which will guide those involved, whether it be the accused or the victim.

What is Sexual Harassment?: Sexual harassment means any unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct of a sexual nature by an employee, by a student, or by a third party. Governing Board policy related to sexual harassment is available in the office of any FUSD site.

Generally, sexual harassment occurs when:

- The behavior is unwelcome and sexual in nature.
- The behavior is ongoing creating a hostile environment.
- The behavior leaves the victim feeling uncomfortable.
- Submission to or rejection of behavior affects employment or academic status or benefit.

Examples of sexual harassment may include:

- Unwelcome sexual advances.
- Unwanted hugs or touches.
- Suggestive or lewd remarks.
- Requests for sexual favors.
- Derogatory or pornographic posters, pictures, cartoons or drawings.

Reporting Procedure: If you experience or witness sexual harassment, report it immediately! Students should report sexual harassment to a teacher, nurse, counselor, social worker, principal, or your parent and /or the Associate Superintendent or the Office of Civil Rights. Do not report sexual harassment to the alleged harasser!

Title IX Coordinator/Compliance Officer: 3285 E. Sparrow Ave, Flagstaff, AZ 86004 928-527-6140

Hazing - Policy JICFA: There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to schools within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdrawal from the school.

Hazing is 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:

- The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an education institution.
- The act contributes to a substantial risk of potential injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

"Organization" means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

Reporting/Complaint Procedure: Students and others may report hazing to any professional staff member. Professional staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. A failure by a staff member to their observation of an incident of hazing may subject the staff member to disciplinary action in accord with school policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident to the appropriate school administrator or supervisor or as otherwise required by law. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff members shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

A person who complains or reports regarding hazing may complain or report directly to the school administrator or to a professional staff member. The professional staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purposes. At a minimum the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. When a professional staff member receives the information, the staff member will transmit a report to the school administrator or supervisor not later than the next school day.

The report/complaint will be investigated by the school administrator or a supervising administrator. The procedures to be followed are:

- An investigation of the of the reported incident or activity shall be made within 10 school days when school is in session *or* within 15 days during which the school offices are open for business when school is not in session. Extension of the time line may only be by necessity as determined by the Superintendent.

- The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.

All violations of this policy shall be treated in accord with the appropriate procedures and penalties provided for in School policies related to the conduct and discipline of students, staff and others.

Annual notification to parents regarding confidentiality of student education records: The Governing Board has established written policies regarding the collection, storage, retrieval, use and transfer of student education records collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents' and students' rights to privacy. These policies and procedures are in compliance with:

The Family Education Rights and Privacy Act: Title 20, United States Code, Sections 1232g and 1232h; and the Federal Regulations (34 CFR, Part 99) issued pursuant to such act;
The Individuals with Disability in Education Act; 20 U.S.C. Chapter 33;
Arizona Revised Statutes, Title 15, Section 141.

Student education records are collected and maintained to help in the instruction, guidance, and educational progress of the student, to provide information to parents and staff members, to provide a basis for the evaluation and improvement of school programs, and for legitimate educational research. The student's records maintained by the district may include, but are not necessarily limited to: identifying data, report cards, transcripts, test scores, attendance data, reports of psychological testing, health data, teacher or counselor observations, and verified reports of serious or recurrent behavior patterns.

These records are collected and maintained in the District Office under the supervision of the building administrator and are available for review by the teachers and staff working with the student. If your son/daughter should transfer to another school, these records will be sent to the new school upon their request. Otherwise, records are not released to most agencies or persons without prior written consent of the parent.

You have the right to inspect and review any and all records related to your child, including the listing of persons who have reviewed or have received copies of the information. Parents who wish to review their children's records should contact the principal for an appointment. School personnel will be available to explain the contents of the records to you. Copies of student education records will be made available when it is not practical for you to inspect and review the records at school. Charges for the copies of records will be actual cost of copying.

If you believe the information in the record file is inaccurate or misleading, you have the right to request that a correction be made and to add comments of your own. If at any time an agreement between the parent and the principal cannot be reached you may contact the Superintendent and request a hearing.

You shall be informed when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to your child. The information must be maintained for two years after the date your child was last enrolled in this school district.

Copy of the District Student Education Record Confidentiality Policies and Procedures may be reviewed in the assigned office in each school. Federal law also permits a parent to file a complaint with the Family Educational Rights and Privacy Act Office in Washington, D.C., if you feel the school is violating public school records policies and statutes.

Flagstaff Unified School District follows state and federal law concerning Directory Information. This is considered non-confidential information and may be publically released without permission of parents. Directory Information includes data such as: Student's name, date and place of birth; address; telephone number; grade; school of attendance; most recent school attended; diplomas, awards and honors received; participation in officially recognized activities (sports and school events); weight, height, and team number.



Positive Behavior Supports, Discipline, and Prohibited Practices

PBIS statement: Positive Behavior Intervention and Supports, or PBIS, represents preventative behavioral instruction delivered to the whole school population in an effort to foster a positive school climate. PBIS espouses a multi-tier, data-based approach to service delivery. The first tier includes teaching a set of appropriate behaviors within the whole school; the second tier activates behavioral interventions for students who do not respond to primary or secondary prevention support (McIntosh et al, 2010). The goals of PBIS is to design effective environments in which teaching and learning can occur, build systems that provide consistency for students and staff and finally to sustain school environments that make problem behavior less effect and desired behavior more functional.

Dress Code: Children are responsible for wearing appropriate clothing for current weather conditions. Keep in mind that Flagstaff weather conditions can change rapidly. Jackets and snow boots are recommended for cold, snowy weather.

Shorts are permitted during warm weather as long as they are at least halfway to the knee. Please be aware of the following limitations:

- No clothing promoting alcohol, tobacco or other drugs
- No hats worn in the building
- No flip flops
- No tank tops, bare bellies, spaghetti straps or see-through shirts

Shoes must be worn at all times. Hair styles or clothing that creates a distraction to the learning environment or may present a hazardous situation will be addressed. The Principal makes final decisions regarding attire. Principal may call parent/guardian to bring appropriate change of clothing, or pick child up.



Homework – Policy IKB: Appropriate and reasonable homework such as enrichment, reinforcement, and completion of work will be assigned. Assignments will be given clearly and concisely. It is recognized that some subjects will require more practice in developing skills and comprehension and will necessitate more study at home. The type, frequency, and quantity will be determined by the needs of the individual student and teacher judgment. Homework is a shared responsibility among students, parents and teachers.

Assessment: Standards Reports are given out every nine weeks. Parents are requested to review the Standards Report with their child, sign the Standards Report and return it to the child’s teacher. Parent-Teacher Conferences are scheduled both in the fall and spring. The fall conference is designed to provide both you and your child’s teacher an opportunity to discuss your child’s education experiences after the first grading period. The spring conference is held for parents to review the portfolio with your child and your child’s teacher.

Under Arizona State law, Move on When Reading states that a student shall not be promoted from the third grade if the student obtains a score on the state reading test (AZM2) that demonstrates he or she is reading far below the third grade level. Parent information will be sent home containing specific guidelines and expectations beginning in the kindergarten year.

ParentVUE: Synergy ParentVUE gives parents web and mobile access to student grades, assignments, attendance and more. For information about creating your ParentVUE account, please contact your school office.

Library-Media Center: The use of our Library-Media Center is a privilege all our students enjoy. Like other privileges, there is also responsibility. Please help your children keep borrowed books clean and safe. Remind them to wash their hands before reading, do not fold or mark the pages, and decide on a safe place to keep books so pets and young children cannot damage them. If a book is damaged or lost, the librarian will notify you so you can arrange for its replacement.



Student Technology Responsible Use Agreement Use of Educational Technology Resources—Policy IJNDB-E

About this Document

Please review this document carefully regarding responsible use of Flagstaff Unified School District (FUSD) technology resources before signing the Technology Responsible Use Agreement section of the Student or Parent Handbook signature page. When signed it becomes a binding agreement. **Failure to provide a signed agreement will impact instructional opportunities for students such as classroom activities and the ability to participate in online assessments, therefore, please return the Handbook signature page within two weeks.**

FUSD supports the use of personal devices for instruction. The device may belong to the user but the network belongs to FUSD. Therefore, all FUSD responsible use guidance applies. If personal devices disrupt network operations, FUSD has the right to discontinue future use and the user may be liable for restitution for damages and/or disciplinary action.

Responsible use of district technology requires that the use of the resources be in support of the educational goals of the district and in accordance with the following guidelines.

Introduction

Flagstaff Unified School District believes access to technology resources provides students with the opportunity to learn, innovate, create, communicate, collaborate and much more. Along with the advantages that come when using technology in instruction, the regular use of technology provides an opportunity for students to become responsible digital citizens. The following information is provided to guide and support students in that process.

Digital Citizenship Expectations

Being a good digital citizen is more than knowing how to get around online. It's about thinking critically, behaving safely, and participating responsibly in our digital world.

- Responsible digital citizens:
 - Agree to not submit, publish, display or knowingly retrieve any material that is not school-appropriate. Material that is generally available in print and other media in the library or classroom sets the standard for acceptability.
 - Abide by all copyright and trademark laws and regulations.
 - Protect their own privacy and that of others by not revealing the home address or personal phone numbers of themselves or others unless authorized to do so by designated school authorities.
 - Agree to not engage in cyberbullying. Examples of cyberbullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

Resources on cyberbullying can be found at: <https://www.stopbullying.gov/cyberbullying/>

Responsible Use Expectations

- Responsible digital citizens:
 - Use their own student account and not share their account information (username and password) with others.
 - Understand that communications, documents and online activities are not private and may be read and monitored by district staff.
- Use FUSD Technology resources for educational purposes only.

- Use the network in any way that will not disrupt the use of the network by others. For example, downloading of large files while connected to district wireless network may disrupt services for district staff and students.
- Do not compromise the web filter to access blocked pages.
 - Immediately inform a teacher if restricted information/pages are mistakenly accessed.

Technology Care Expectations

- Users responsibly care for technology when they:
 - Do not attempt to harm, modify, or destroy district hardware or software, or interfere with system security and district servers.
 - Do not modify computer settings. For example, add or delete icons, change wallpaper, etc.



Digital Resources

FUSD provides our students and teachers with numerous digital tools and systems to facilitate teaching and learning. These digital tools and systems include G Suite for Education, a free web-based program for word processing, spreadsheets and presentation tools, non-core Google Additional Services (such as YouTube), Nearpod, Vimeo, Canvas, a learning management system, and video conferencing tools such as (but not limited to) Google Meet and Zoom. For these digital resources, the district makes every effort to ensure that these tools and systems -- and any other digital tools and systems adopted at the district level -- are compliant with all applicable laws and regulations.

Additional Information

FUSD may log the use of all systems and monitor all system utilization. It should be understood that any and all information on the FUSD network, with the exception of student records, is not deemed private. Accounts may be closed and inappropriate files may be deleted. FUSD is not responsible for any service interruptions, changes, or consequences. FUSD reserves the right to establish rules and regulations as necessary for the efficient operation of technology resources. FUSD does not assume liability for information retrieved via, nor does it assume any liability for any information lost, damaged, or unavailable due to technical or other difficulties. All FUSD devices with internet access will comply with A.R.S. 34-502, which requires public schools to limit access to materials that are harmful to minors.



Mobile Electronic Devices: Students may possess and use portable electronic devices (such as cell phones) subject to limitations of this and other policies of the District under the following conditions and guidelines:

- Mobile devices may be used for instructional purposes with the permission of school personnel. The site administrator may establish and school personnel may enforce additional guidelines for appropriate use of mobile devices subject to campus needs.
- Violation of privacy of others with the use of a mobile device (i.e. audio recordings, photographing, or video) is prohibited.
- Students violating these guidelines may be subject to disciplinary action up to and including suspension from school.

Restrictions on Software, Video, etc.: Video, computer software and other media used in classrooms must comply with federal regulations. Any media brought to school by students must comply with copyright laws, licensing agreements and off-air broadcast/taping agreements. No Audio/Visual material rated “R” or higher will be presented at the elementary level. This includes classrooms, district facilities, or lodging facilities where students are present during school-sponsored activities. In the event any audio/visual materials with a rating of “PG” or “PG-13” are shown, individual permission slips will be sent home by the classroom teacher at least 3 days prior to showing the material.

Personal Items: Parents are asked to sew or print clearly the child's name on jackets, coats, sweaters, caps, gloves, winter boots, tennis shoes and lunch boxes. If your child has lost an item at school, please check the lost-and-found box or the office. The school will call a charitable group when lost and found items become numerous. All leftovers items are sent to these organizations again at the end of the school year. Please visit the school if something is lost. Many items, especially clothing, go unclaimed all year.



Prohibited Practices:

- Rollerblades, Shoes with wheels
- Laser lights
- Hard baseballs, baseball bats
- Squirt guns/water balloons
- Large amounts of money
- Any other items determined to be disruptive to the learning process

The School cannot be responsible for damaged or lost articles. Students bringing valuable items (e.g. collections) to school do so at their own risk.

Smoking: Policy-KFAA. FUSD Governing Board policy prohibits smoking in district buildings, vehicles or on district premises.

Selling/Trading: Students are not allowed to sell candy, gum or other items at school, other than for a school-sponsored project.

Restitution: State law stipulates that parents are held responsible for damage to public or private property by their children. Students/parents are required to pay for damaged or lost textbooks, library books, technology (computers, iPads, etc.) and other school property. Teachers will refer students to the office to determine the cost of damaged property.

District Weapons Policy-JICI: No student shall go onto the school premises with a firearm, explosive weapon, knife, or any other dangerous or illegal instruments or a simulated instrument (for example, a toy gun) displayed or represented by the student as a dangerous instrument. No student shall interfere with normal activities, occupancy, or use of any building or portion of the campus by exhibiting, using, or threatening to exhibit or use a firearm, explosive weapon, knife, or other dangerous or illegal instrument, or any instrument or simulated instrument represented as a dangerous instrument.

District Substance Abuse Policy-JICH:

Substance abuse infractions are rare at the elementary level in the Flagstaff Unified School District. However, it is important for parents and students to know that mandatory policies and procedures exist for handling them if they should occur. Students must understand that school is a safe, drug-free environment and that use or possession of alcohol or other drugs is unacceptable.

Elementary Discipline Matrix is included at the end of this handbook.



Student Health Services

A school nurse is available at every FUSD elementary school. It is very important for children's academic success that they attend school regularly. Prompt assessment at home and treatment for illness can help limit extended absence.

We cannot keep an ill child in school. Since our main interest is to keep a student healthy and in school, please do not send your child to school when ill. If your child is injured at school, we will notify you so that you or a person designated by you can care for your child. It is very important that we have your current telephone number at home and at work as well as the number of a friend or relative for emergency contact. Please complete our emergency form promptly and contact the nurse about any changes in health status.

If, in an emergency situation, we are unable to reach you or your designee and paramedic/ambulance services may be needed, families will be responsible for the cost of paramedic/ambulance services.

Please notify the school nurse of any chronic illness or special health needs such as asthma or food allergies so that appropriate accommodations can be made.

Medication: If your child needs to take medication during school hours, please contact the school nurse. The required medication permit form can be signed by the parent when the medication is brought in to the nurse's office. All prescription medication needs to have a proper pharmacy label including expiration date and clear directions. Please communicate with the school nurse for individual health needs.

Immunization: State law requires that all children be completely immunized before attending school. Arrangements for immunization can be made with your family health care provider or the county health department. State immunization law requires that we suspend from school any child whose immunization record is not-up-to date (Arizona Revised Statutes 15-873). You will be notified by our school nurse if your child's medical records are not in compliance with the law.

Head Lice/Pediculosis: Head lice are not considered an infectious disease but rather a nuisance. Lice are not a sign of poor hygiene and they do not spread disease. They are commonly found in children due to their close contact with each other. Parents should discourage their children from sharing personal items such as hats, scarves, head bands, helmets, brushes, combs, or pillow to decrease the likelihood of spread from one person to another. Head lice are confirmed by the identification of a live louse on the head. Parents are encouraged to check their child's hair weekly and may consult with the school nurse as a resource. Students identified with live lice will be sent home from school and may return after treatment with a pediculocide.

Health Screening: Health screenings for vision, hearing, and height/weight are conducted throughout the school year. Please contact your school nurse if you have questions about the screening performed at your student's grade level. Parents/guardians will receive a referral only if there are concerns about their child's screening results. Parents/guardians who do not want their child to participate in health screenings at school must contact the school nurse and complete a signed waiver of participation form.



Exceptional Student Services

Child Find: Child Find is a component of the Individuals with Disabilities Act (IDEA '04) that requires a school district to locate, identify, and evaluate all children with disabilities, ages 3 through 21, which reside within their geographical boundaries who are in need of early intervention or special education services. Please call your child's school or the Exceptional Student Services office at 928-527-6160, if you have concerns about your child or for more information on children with special needs.

FUSD District Preschool Program for Children with Special Needs: The districts Preschool Program offers a developmental curriculum aligned to the Arizona Early Learning Standards and the Teaching Strategies Gold assessment for children between the ages of 3 and 5 years. The program is designed for preschoolers identified as having disabilities, and up to 4 typically developing, tuition-paying preschoolers to serve as peer models for the classroom. For further information, please call the Preschool Evaluation Office at 928-773-4148, or your child's home school for more information about the peer model program, which is available at select elementary schools.

Special Education: Special education services are available to students with a disability as indicated under the Individuals with Disability Education Act (IDEA) and who require specially designed instruction. The Individualized Education Program (IEP) is a written program that outlines the special education services that the student will receive. A continuum of services is available based on the individual needs of the student. Pursuant to A.R.S. 41-1351, special education records are held for five years after a student exits or is dismissed from special education in Flagstaff Unified School District.

Gifted Education: Gifted students are defined as those who score at or above the 97th percentile on national norms in one or more of three areas- verbal (language), quantitative (math), and nonverbal (spatial) reasoning: Tests for gifted identification must be approved by the Arizona State Board of Education. Testing occurs at various times throughout the school year. At the middle and high schools, specialized magnet programs and advanced placements classes are offered.

If you have a child whom you feel might qualify in one or more of the assessed areas, contact the program specialist at your child's school.



Family and Community Services: The Family Resource Center serves all families of Northern Arizona. All services are free and include the following: Tutoring K-12; Computer and Internet Access; School Information; Community Resources and Referrals; Family Workshops; School Interpreters; Family Activities. For more information call 773-1103 or 527-6103.

Written materials prepared by or on behalf of the Flagstaff Unified School District that are directly related to the programs, curriculum, and activities of the District may be distributed at any time by teachers and other district employees or volunteers. All other distribution requests shall be submitted on the FUSD Application for Distribution of Information Form for review and approval by the district office. Questions related to this policy should be addressed to the district office.



ELEMENTARY DISCIPLINE MATRIX

Tier 1 Interventions and Supports

The purpose of this matrix is to ensure that our school has a safe and orderly environment in which learning is not jeopardized by disruptions. Each teacher provides students with a clear set of classroom rules and expectations and will administer consequences for minor offenses within the classroom. A discipline referral will result if students do not correct classroom misbehavior. The following matrix contains consequences that may be administered if classroom behavior is not corrected or more serious violations occur. The type of discipline will depend upon the student's disciplinary background and the seriousness of the student's action. The disciplinary action outlined below serves as a suggested disciplinary action to be taken by administration. The principal may modify disciplinary action at his/her discretion. Other infractions not listed will be reviewed on a case-by-case bases. Multiple or repetitive violations of behavior rules may result in long-term suspension, expulsion, or placement in a long-term alternative program.

Suspension may be on or off campus

Tier 1 Infractions	FUSD Policy	Mistake	Harm	Repeated Harm	Recidivism/ Pattern of Harm
Prohibited Items (Cell Phone)	JIC, Student Conduct	Constructive Conversation	Confiscate Family Involvement	Confiscate and Return to Parents	NA
Dishonesty Disruptive Behavior Inappropriate Language Profanity	JIC, Student Conduct	Constructive Conversation	Constructive Conversation Family Involvement	Family Conference Short Term Suspension	Family Conference to Short Term Suspension
Defiance and Disrespect	JIC, Student Conduct	Constructive Conversation with Student and/or Parent Contact	Constructive Conversation Family Involvement	Targeted Skill Development Family Conference to Short Term Suspension	Family Conference to Short Term Suspension
Tier 2 Infractions	FUSD Policy	Mistake	Harm	Repeated Harm	Recidivism/ Pattern of Harm
Petty Theft (under \$50)	JIC, Student Conduct	Constructive Conversation Family Involvement	Family Conference to Short Term Suspension Restitution	Short term suspension Targeted Skill Development Restitution	Short term suspension Restitution
Theft (\$50+)	JIC, Student Conduct	Family Conference to Short Term Suspension Restitution	Short term suspension Targeted Skill Development Restitution	Short term suspension (up to 5 days) Possible Police Referral Restitution	Short term suspension (up to 10 days) Police Referral

<p>Vandalism Graffiti or Tagging: writing on walls, drawings or words that are scratched, painted or sprayed on walls or other surfaces in school buildings or school district facilities.</p>	JICB, Care of School JIC, Student Conduct	Constructive Conversation Family Involvement Restitution Possible Police Referral	Family Conference Restitution Short term suspension Possible Police Referral	Short term suspension (1-2 days) Restitution Possible Police Referral	Short term suspension (3-5 days) to Long term Suspension Restitution Possible Police Referral
<p>Recklessness Unintentional, careless behavior that may pose a safety or health risk to others.</p>	JIC, Student Conduct	Constructive Conversation With student and/or parent contact	Constructive Conversation Family Involvement	Targeted Skill Development Family Conference to Short Term Suspension (1-3 days)	Family Conference to Short Term Suspension (1-3 days)
<p>Aggression (Verbal and Physical)</p>	JIC, Student Conduct	Constructive Conversation With student and/or parent contact	Constructive Conversation Family Involvement Restitution	Short term suspension (1-3 days) Possible Police Involvement	Short term suspension (3-5 days) Police Referral
Tier 3 Infractions	FUSD Policy	Mistake	Harm	Repeated Harm	Recidivism/ Pattern of Harm
<p>Harassment, Threat or Intimidation or Bullying* <i>Bullying</i> is repeated acts over time that involve a real or perceived imbalance of power. This can be physical, verbal, or psychological. <i>Harassment</i> means harassing conduct based on and/or motivated by race, color, religion, or national origin or disability. <i>Intimidating</i> is when a person indicates by word or conduct the intent to cause physical or serious damage to a person or property.</p>	JICK, Student Violence	Constructive Conversation With student and/or parent contact	Parent Notified Family Conference Short-term suspension (1-3 days) Restitution and continued conversation with student	Parent Notified Family Conference Short-term suspension (3-5 days) Restitution and continued conversation with student	Short-term to long term suspension Restitution and continued conversation with student

<p>Sexual Harassment * Unwelcome conduct of a sexual nature. The behavior can include unwelcome sexual advances, requests for sexual favors, and other verbal and nonverbal conduct of a sexual nature.</p>	<p>ACA, Sexual Harassment JIC, Student Conduct</p>	<p>Constructive Conversation With student Parent contact Short-term suspension (1-3 days)</p>	<p>Constructive Conversation With student Parent contact Short-term suspension (up to 5 days)</p>	<p>Constructive Conversation With student Parent contact Short-term suspension (5-10 days)</p>	<p>Recommended Long-Term Suspension to recommend Expulsion Police Referral</p>
<p>Fighting</p>	<p>JIC, Student Conduct</p>				
<p>Assault * Intentional or reckless causing of physical injury to another or touching another person intending to injure, insult or provoke. Including taking or attempting to take anything by force or threat of force.</p>	<p>JIC, Student Conduct</p>	<p>N/A</p>	<p>Family Conference Short Term suspension (up to 3 days) Possible Police Referral</p>	<p>Short term suspension (up to 10 days) Possible Police Referral</p>	<p>Recommended Long-Term Suspension to recommend expulsion police Referral</p>
<p>Damage to Personal or School Property ** Willful destruction, defacement or damage of personal or school property.</p>	<p>JICB, Care of School JIC, Student Conduct</p>				
<p>Use or Possession of Drugs or Alcohol ** This includes being intoxicated at school, school-sponsored events and on school-sponsored transportation.</p>	<p>JICH, Drug & Alcohol Use JIC, Student Conduct</p>	<p>Constructive Conversation Family Involvement Possible short term Suspension 1-3 days Possible Police Involvement</p>	<p>Family Conference Short Term Suspension (up to 3 days) Possible Police Referral</p>	<p>Short term suspension (up to 10 days) Possible Police Referral</p>	

<p>Distribution or Sharing of Drugs or Alcohol ** This includes drug paraphernalia and imitations of illegal drugs, including medications for which a student does not have a prescription.</p>	<p>JICH, Drug & Alcohol Use JIC, Student Conduct</p>	<p>N/A</p>	<p>Family Conference Short Term Suspension (up to 3 days) Possible Police Referral</p>	<p>Short term suspension (up to 10 days) Possible Police Referral</p>	<p>Recommended Long-Term Suspension or Expulsion Police Referral</p>
<p>Distribution, Share or Use of Tobacco/Nicotine (e-cigarettes/vapes) * The act of possessing or giving tobacco/nicotine substances, products, or substances represented as tobacco/nicotine.</p>	<p>JICG JIC, Student Conduct</p>	<p>Constructive Conversation Family Involvement</p>	<p>Constructive Conversation Family Involvement Short-term suspension (1-3 days)</p>	<p>Constructive Conversation Family Conference Short Term Suspension (3-5 days) Possible Police Referral</p>	<p>Constructive Conversation Family Conference Short Term Suspension (5-10 days) Possible Police Referral</p>
<p>Weapons and Dangerous Items* This includes, but is not limited to, laser pointers, letter openers, mace/pepper spray, paintball guns, razor blades/box cutters, fireworks, simulated knives, taser or stun guns, tear gas, or a knife with any length of blade.</p>	<p>JICI, Weapons in School JIC, Student Conduct</p>	<p>Parental Contact 5 day suspension Police Referral Possible Recommendation for Long Term Suspension-Expulsion</p>	<p>Short-term suspension (up to 10 days) to Long-term Suspension</p>	<p>Long-Term Suspension to Recommended Expulsion Police Referral</p>	<p>Recommended Expulsion Police Referral</p>
<p>Firearms</p>	<p>JICI, Weapons in School JIC, Student Conduct</p>	<p>Police Referral. Recommended Expulsion. <i>Alternative education program for a period of not less than one (1) year suspended for a period of not less than one (1) year, or expelled and not be readmitted within a one (1)-year period. The Governing Board, in its sole discretion, may modify the one (1)-year duration of such disciplinary action on a case-by-case basis.</i></p>			

* This violation must be reported to the Arizona Department of Education for students with disabilities.

** This violation must be reported to local law enforcement as well as the Arizona Department of Education