

Tierra del Sol Elementary School

Parent/Student Handbook
2020/2021

"Children First... Every Day, Every Way!"



Principal: Gema Felix
Assistant Principal: Jennifer Sullivan
Somerton School District #11
Somerton, Arizona



Tierra del Sol Elementary

1002 S. Somerton Avenue
P.O. Box 3200
Somerton, AZ 85350-3200
(928) 341-6400 Fax: 341-6490

Gema Felix, Principal
Jennifer Sullivan, Assistant Principal



August 3, 2020

Dearest Sun Dragon Parents & Students,

We are very elated to welcome each of you back for the 2020/ 2021 school year! Our teachers, staff, and administration have been working very hard to prepare for your return. We have experienced a longer than typical break and are eager to have each of you back with us. Our previous school year ended unexpectedly; however, we are so proud of the work our TDS students and families achieved in ensuring the learning did not stop. We want to continue and build on this achievement and ensure that we are able to pick-up where we stopped and continue building a program of educational excellence that encompasses the whole child. Tierra del Sol has a motto “Fire it Up”, we want to ensure that the “fire of learning” within our students is ignited and tended so that all the world may come to see the quality of student Somerton is proudly producing!

We know that the education and well-being of a child cannot be done alone. It requires everyone to do their part! We warmly welcome parents into our school and invite them to be a part of the educational process. We strongly encourage families to visit their child’s classroom, get to know their teacher, and attend meetings and events as often as possible. Your presence, involvement, and support are models for our children regarding the importance of their own personal learning and participation in school life. The changes in our world that we are currently experiencing may require that the participation come in alternate forms and processes. Whether we are in the classroom or sitting at a dining room table and meeting through online platforms, your encouragement, consistency, and love will ensure your child receives the positive support they continue to depend on.

This year we will continue to demonstrate our pride in becoming Sun Dragons that follow the 3R’s: Respectful, Responsible, and Reliable in and out of the classroom, home, and community. It is our pledge that TDS consistently supports optimal students’ achievement (academic & behavior) by utilizing a proactive and preventative system approach for creating and maintaining a safe, positive, and effective learning environment. We are continuously in the process of training staff on several collaborative methodologies of support. We follow the Positive Behavior Intervention System (PBIS), which establishes a process for supporting all students by recognizing the majority of students who consistently follow procedures and expectations and offering a positive system of support for those few who may need the additional support. To achieve the best success, we are also following the philosophy of Capturing Kids’ Hearts, which supports strategies for building a positive nurturing classroom environment and student relationships. Through best practices of Love and Logic we reflect, consider, and determine positive and negative consequences that are appropriate to student action and motivation. The use of Kagan engagement strategies helps to develop a school climate in which all students feel safe, welcome, and part of a larger learning community.

Please carefully review the information in this parent/ student handbook and keep handy during the year. It will serve you well this year as you have questions about school procedures or policies. By working together, students, parents/ guardians, and staff will continue to make TDS a place of educational excellence that serves the whole child.

Gema Felix
Principal

Jennifer Sullivan
Assistant Principal



Tierra del Sol Elementary School

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Box 3200 Somerton, AZ 85350
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2020/2021

Please initial next to each line item stating that you have received, read and understand each of the items listed below. **Please return this page to Tierra del Sol Elementary School to your child's teacher.**

Tierra del Sol Elementary School Handbook Parent _____

Family - School Compact Parent _____ Student _____

Student Survey Annual Notification Yes _____ No _____

Parent Involvement Policy Parent _____

Internet Permission & Use Policy Parent _____ Student _____

Attendance Agreement Parent _____

Special Education and 504 Services Parent _____

Homeless Services Parent _____

Cell Phone Waiver (my son/daughter will
will be bringing a cell phone to school) Yes _____ No _____
If yes, student cell phone number _____

Student Violence/Harassment/Intimidation/Bullying Parent _____
(Somerton School District Board Policy JICK-EB)

Student's Name _____ Teacher _____

Parent's Signature _____ Date _____

CONSENT FOR USE OF PICTURES

Tierra del Elementary School has my authorization to use the name and or picture/video of my child, _____, for the following purpose (s).

- _____ Yes _____ No Publicity for school activities/School Website
- _____ Yes _____ No School Yearbook
- _____ Yes _____ No School Newsletter

Parent's Signature _____ Date _____

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Tierra del Sol Elementary School

FAMILY-SCHOOL COMPACT

2020-2021 School Year

It is important that families and schools work together to help students achieve high academic standards, through a process that includes teachers, families, students and community representatives. The following are agreed upon roles and responsibilities that we as partners will carry out to support student success in school and in life.

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

- Plan, prepare, and teach classes through interesting and challenging lessons that promote student achievement.
- 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, daily homework assignments to reinforce and extend learning (PreK/K up to 15 minutes, 1st grade up to 25 minutes, 2nd grade up to 30 minutes, 3rd grade up to 35 minutes, 4th grade up to 40 minutes, 5th grade up to 45 minutes and 6th grade up to 50 minutes).
- Participate in professional development opportunities that improve teaching and learning.
- 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 our school accessible and a welcoming place for families.
- Help each student achieve the school's high academic standards.
- Respect the school, students, staff and families.
- Provide necessary assistance to parents so they can help their child learn.

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

- Come to school promptly every day ready to learn and work hard.
- Bring necessary materials, completed assignments and homework.
- Know and follow the 3 Rs (Respect, Responsibility and Reliability) in and outside of the classroom.
- Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school.
- Respect the school, classmates, staff and families.
- Complete my studies and homework every day.
- Limit my TV watching/electronic use for leisure.
- Follow my bedtime so I can get good hours of sleep.
- Say no to bullying.

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 (school may assist if needed).
- Monitor TV viewing/electronic use for leisure.
- Read to my child or encourage my child to read every day (20 minutes PK-3 and 30 minutes for grades 4-6).
- Ensure that my child promptly (is not tardy) attends school every day, gets adequate sleep, regular medical attention and proper nutrition.
- Regularly monitor my child's progress (Academic/Behavior) in school.
- Participate at school in activities such as school decision-making, volunteering and/or attending parent-teacher conferences.
- Communicate the importance of education and learning to my child.
- Respect the school, staff, students and families.
- Communicate with teacher or administration when problems arise or when concerned about a situation.



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Student Survey Annual Notification 2020/2021

The Somerton school district to comply with the provisions of the family educational rights and privacy act (FERPA) and the individuals with disabilities education act (IDEA) pertaining to student surveys will do as follows:

During the school year, our school will be asking students to complete surveys. These surveys are designed to protect your child's privacy. For this reason, student names will not be used on surveys. Student names will never be mentioned in a results report. Your child may not immediately benefit from taking part in the surveys. However, surveys will be utilized to help guide in the development and improvement of various programs or procedures. Although surveys are voluntary, student input is of great value. No action will be taken against the student if they do not take the survey or skip questions they do not wish to answer. In addition, students may stop participating in any survey process at any time throughout the school year. Upon request, a copy of the surveys will be available for your review at the school.

If you have any questions about your child's rights as a participant in the survey process or if you feel your child will be harmed in any way by taking part in a survey, please contact the school.

Please read the section above and select one of the two options, and initial your choice on the parent signature page noting your child's participating in student surveys.

Tierra del Sol Elementary School

Parent Involvement Policy

2020/2021

Tierra del Sol Elementary School, a Title 1 School will:

1. Involve parents in an organized, ongoing and timely way, in the planning, review and improvement of programs, including the school Parental Involvement Policy and the joint development of the school wide plan. Upon parents' request, opportunities will be provided for regular meetings to formulate suggestions and to participate in decisions relating to the education of their children. Parents may submit dissenting views to the School Principal and if the school wide plan is still not acceptable to them, they may address their point of view to the District Office.
2. Convene an annual meeting, to which all parents of participating children are invited to inform parents of the Title 1 program, its requirements, and their right to be involved.
3. Conduct an annual evaluation of the content and effectiveness of this policy in order to improve the school's academic quality.
4. Offer a flexible number of meetings throughout the year utilizing Title 1 funds for transportation, childcare or home visits as related to parental involvement, to coordinate and integrate parent involvement strategies among all programs. This will build the school and parents' involvement capacity.
5. Provide timely information about programs, a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress and the proficiency levels students are expected to meet.
6. Provide individual student academic assessment results to parents, including an interpretation of those results, ensure that information related to student progress, school and parent programs, meetings, and other activities is sent to parents in a format and in a language the parents can understand.
7. Jointly develop with parents an in- school parent compact that outlines how parents, school staff and students will share the responsibility for improved student achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.
8. Provide full opportunities for participation of parents with limited English proficiency, parents with disabilities and parents of migratory children.
9. Provide such other reasonable support for parental involvement activities as parents may request.

I assure that the above items will be in place during this school year:

Principal's signature: 

Date: 08/03/2020

Tierra del Sol Elementary School

Internet Permission Form 2020/2021

We are pleased to offer students of our school, access to the district's computer network and through it to the Internet. To gain access to the Internet, all students must obtain parental permission and must sign and return this form to the school.

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people.

While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well.

District Internet Rules

- Personal responsibility: The student will use the Internet as a school resource to gain knowledge and to solve problems collaboratively within the educational objective of the school's academic curriculum. In accordance with United States statutes (18USACA Sec.875 ©), the student will not send any copyrighted, threatening or obscene material on the Internet or E-Mail.
 - The student accepts the responsibility of using the information obtained via the Internet. The Somerton School District #11 specifically denies responsibility for the accuracy of information obtained.
 - The student will use hardware and software in the manner taught by the supervising teacher. The school will provide all software; students are prohibited from using other software on the school equipment.
 - Network etiquette: The student will abide by the generally accepted rules of network etiquette as posted.
 - Note: When you are using the school's equipment, you are an ambassador for the school district and your school.
 - Privileges: The use of the Internet is a privilege, not a right. Inappropriate use will result in cancellation of the privilege and consequences deemed appropriate by TDS Discipline Matrix.
 - Student may not use their own E-Mail accounts on school computers and may not use Chat Rooms.
-

Internet Agreement

To be read by the Student:

As a user of the Somerton School District #11 computer network, I agree to comply with the Internet and E-Mail rules printed on this page, communicating over the network in the responsible manner while honoring all relevant laws and restrictions.

As a student, please make sure you have initialed the parent signature page stating you understand these rules.

To be read by the Parent/Guardian:

As the parent or legal guardian of the student signing above, I grant permission for my son/daughter to access networked computer services such as the Internet. I understand that individuals and families may be held liable for violations of rules printed on this sheet. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use setting standards for my son/daughter to follow when selecting, sharing or exploring information and media.

As a parent/guardian, please make sure you have initialed the parent signature page stating you understand these rules.



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Cell Phone Waiver 2020-2021

In the event that a parent needs to reach their child by phone **FOR EMERGENCY PURPOSES**, the office staff will assist you by going to the child's classroom to deliver a message or to have the student come to the office to return the phone call. However, if a parent wishes their child to carry a cell phone while they are attending school, they will need to initial and sign the parent signature page in the front of this handbook.

If you as the parent/guardian verify that your child needs to have a cell phone at school so that he/she can contact you after the office has closed, please make sure you have selected "Yes" in the parent signature page.

I understand that this may cause a disruption to the teacher/learning process. I also understand that my child assumes full responsibility for the cell phone and that it is for his/her use only. **The cell phone is intended to facilitate student/parent/guardian communication before and after school and is not to be used for any other purpose during the regular school day (while on campus - before school, lunchtime, passing periods and after school).**

I hereby release and discharge the Somerton School District and its officers, employees, and volunteers from any claims, loss, theft, damage, demand, action, or cause of action, which may arise from personal property and electronic devices including but not limited to: radios, walkmans, tape/CD players, cellular telephones, iPods, MP3 players and Zunes.

If the cell phone is determined to be a disruption, I understand that it will be held in the office until the end of the school day and that I can pick it up from the office. My child will then not be allowed to bring the cell phone on campus again.

STUDENT VIOLENCE / HARASSMENT / INTIMIDATION / BULLYING

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

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

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

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

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

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

- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,
- exposure to social exclusion or ostracism,
- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- damage to or theft of personal property.

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

EXHIBIT**EXHIBIT**

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

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

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

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

Students who believe they are experiencing being bullied or expect another student is bullied should report their concern to any staff member of the School District. School personnel are to maintain appropriate confidentiality of the reported information.

Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

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

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

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

SOMERTON ELEMENTARY SCHOOL DISTRICT #11

MISSION STATEMENT

Somerton School District Community values each child, pledges a commitment to ensure a safe, nurturing environment and prepares life-long learners as contributing members of a global society.

BELIEF STATEMENT

We Believe:

- Children come first
- All children can and have the right to learn
- Children have unlimited potential to contribute now
- A safe, mutually kind, nurturing environment is important for success
- In high expectations, striving for excellence and personal best
- In fairness and equity
- Parent and community involvement is vital to student learning
- In the importance of learning, accepting and respecting our diversities
- In responsibility and accountability
- Learning is an interactive, life-long process
- Effective instruction and learning are interesting, challenging, and fun
- We need each other

United In These Beliefs, Our Mission Is Assured!

SCHOOL CALENDAR

July 20, 2020	New Teacher's Orientation
July 28, 2020	All Teachers Report
August 3, 2020	First Student Day
September 7, 2020	Labor Day/NO SCHOOL
September 8, 2020	Student Minimum Day
September 9 -10, 2020	Parent Conferences
September 11, 2020	Prof. Dev. (Non-Student Day)
September 14, 2020	Picture Day - Fall Pictures
September 29, 2020	40th Day of School
October 6, 2020	End 1st Quarter (45 days)
October 12 -16, 2020	Fall Break/NO SCHOOL
November 11, 2020	Veterans' Day/NO SCHOOL
November 12, 2020	Picture Retake Day
November 9-10 & 12 -13, 2020	Parent Conferences
November 25 -27, 2020	Thanksgiving/NO SCHOOL
December 18, 2020	End 2nd Quarter (44 days)
December 21, 2020 - January 8, 2021	Winter Break/NO SCHOOL
January 11, 2021	Students Return to School
January 18, 2021	M. L. King Jr./NO SCHOOL
January 26, 2021	100th Day of School
February 9, 2021	Picture Day, Group Pictures
February 15, 2021	Presidents' Day/NO SCHOOL
February 17 -18, 2021	Parent Conferences
February 19, 2021	Prof. Dev. (Non-Student Day)
March 9, 2021	Picture Day, Spring Pictures
March 17, 2021	End of 3rd Quarter (46 days)
March 29 - April 2, 2021	Spring Break/NO SCHOOL
April 5, 2021	Students Return to School
April 13, 2021	Picture Day-6th Grade Grad.
April 13, 2021	Picture Day-Kinder Grad.
April 2021 (Testing Schedule Pending)	State AzMERIT Testing
May 27, 2021	End of 4th Quarter (45 days)
May 27, 2021	Last Student Day (Half Day)
May 27, 2021	Last Teacher Day (Half Day)
May 31, 2021	Memorial Day/NO SCHOOL

GENERAL INFORMATION

SCHOOL DAY

Tierra del Sol Staff on duty - 7:30 am - 3:10 pm

First Bell - 7:55 am

Class Begins - 8:00 am

Class Ends - 2:45 pm

EARLY DISMISSAL HOURS

Every Wednesday during the school year, is early dismissal day for all Somerton School District Students. Early dismissal times on Wednesdays for Kindergarten - 6th grade students is as follows:

Beginning time	8:00 am
Dismissal time	12:00 pm

BREAKFAST SCHEDULE

Breakfast is available between 7:15 - 7:50 am and consists of milk and a varied menu. The Cafeteria opens at 7:15 am regardless of parent supervision.

Students **should not arrive** at Tierra del Sol Elementary School before 7:30 am unless they are having breakfast in the cafeteria. There is no adult supervision on the campus before 7:30 am.

LUNCH SCHEDULE

	<u>Lunch</u>	<u>Wednesday Schedule</u>
Kinder	10:50 am - 11:30 am	11:05 am - 11:40 am
1st Grade	10:30 am - 11:10 am	10:10 am - 10:45 am
2nd Grade	11:10 am - 11:50 am	10:00 am - 10:35 am
3rd Grade	11:20 am - 12:00 pm	10:20 am - 10:55 am
4th Grade	10:40 am - 11:20 am	10:30 am - 11:05 am
5th Grade	11:00 am - 11:40 am	10:40 am - 11:15 am
6th Grade	11:40 am - 12:20 pm	10:45 am - 11:15 am
Self- Contained	11:30 am - 12:10 pm	10:25 am - 10:55 am

Each month the cafeteria lunch menu is posted on the Somerton School District website (www.ssd11.org). The menu is also available in the office upon request. All students receive free breakfast and lunch on school days.

Parents are welcome to eat breakfast and/or lunch in the cafeteria. Parents **must purchase their own meals**: breakfast costs \$2.00 and lunch costs \$4.25 with salad and \$3.50 without salad. Parents may not take food out of the cafeteria. Parents should always allow the students to go through the lunch line first due to the lunch schedule.

CAFETERIA BEHAVIOR EXPECTATIONS

Respectful

- Follow the directions of the cafeteria staff at all times.
- Keep hands, feet, and objects to yourself.
- Keep food on tray.
- Keep cafeteria clean.
- Ask for permission to leave seat.

Responsible

- Clean you own area when you are done eating.
- Remain in your seat until you are excused.
- All food is to be eaten in the cafeteria.
- Walk quietly at all times.
- Use inside voice al all times.

Reliable

- Place trash in trash cans.
- Be courteous and considerate.
- Say please and thank you.
- Inform staff of any spill or food on the floor.

REGISTRATION / RESIDENCY REQUIREMENTS

All students and their parents/guardians must be residents of the District. Proof of residency must be furnished at the time of registration. Acceptable proof includes the following:

1. Proof of Residency
 - * APS bill, rent contract, water bill
 - * If living with someone, we will need a notarized, form provided by the office, and proof of their residency.
2. Original Birth Certificate (Copies are not accepted)
3. Immunization Records
4. AT LEAST two emergency phone contacts, parents' workplace and phone number.
5. Proof of legal guardianship, if child is not living with one of his/her natural parents

ATTENDANCE PROCEDURES

Students are expected to be in school every day and on time to class. The Somerton School District, along with Yuma County, have established guidelines for student's attendance. Student attendance is the responsibility of both the parents and students.

Regular, prompt attendance is essential for school achievement. Students are expected to be on campus ready to enter their rooms promptly at 7:55 am. Class begins at 8:00 am. Any students arriving in school after 8:00 am will be counted tardy and is required to go to the office for a tardy slip.

Procedures to Report Absences:

Parents are asked to call the attendance line by 10:00 am on the first day of the absence and all proceeding absences until the student returns to school. Messages can be left over night. When leaving a message to excuse your child's absence, please include the following information:

- *First and last name
- *Grade level
- *Teacher's name
- *Specific reason for absences
- *Contact number that you can be reached at

The attendance number: (928) 341-6477

Below you will find the TDS policy agreement. Please review and return the form in the front of the handbook signed to the school office.

TRUANCY

The court defines habitually truant as a student who has 5 or more unexcused absences or a student who has absences, excused or unexcused, that equal 10% of the school year, in our case that would be 18 total absences.

Truancy Process (*Student accumulates*)

- Step 1: 3 unexcused absences; initial call from the Truancy Secretary
- Step 2: 5 unexcused absences; letter from the school truancy secretary will be sent home (You will receive this letter weekly)
- Step 3: 7 unexcused absences; meeting with an administrator/ truancy secretary will be scheduled and mediation form will be filled out
- Step 4: 10 unexcused absences; students will be sent to the Yuma County Truancy Program.

** Please note excessive excused absences will also be sent to the Truancy Program**

EXCUSED ABSENCES

We understand that due to illness or unexpected events students may not be able to attend school. Below is the agreement for excused absences.

1. When a student is absent parents are responsible to contact the school before 10:00 am (please call and leave a message at (928) 341-6477 with the student name, teacher and reason for absences)
2. After 2 consecutive days for illness students are required to bring in a doctor's note to be able to excuse more absences.
3. For out of town family emergency students are excused 3 days only (unless a different circumstance occurs)
4. If a student had a doctor's appointment, they will be excused for the portion of the day their appointment fell in (either AM or PM).

Note: Excusable absences include: illness; family emergency; death in the family; out of town trips (3 days with previous arrangement made) we will NOT excuse family vacation (without previous arrangement and depending on record of absences,)

TARDIES

Tierra Del Sol will be enforcing the policy in reference to punctuality. It is the policy of Somerton School District No.11 and Tierra Del Sol Elementary School that all absences and tardiness be reported to the office. Tardy students are a disruption to the classroom environment.

Breakfast is served from 7:15 - 7:50 am. Our first warning bell rings at 7:55 am and instruction promptly begins at 8:00 am.

All students are expected to be in their class by this time. ***Students who have excessive tardiness will risk being reported to the Truancy Program.***

Student who accumulate 10 absences in a school year (unexcused absences or tardies) will be referred to the truancy program. **Three unexcused tardies will be counted as one absence.**

Since school attendance and punctuality is mandatory, it is imperative that we work together to ensure your child's successes in school. With your cooperation and support we will continue to improve your child's educational opportunities. If you have any questions regarding our attendance and tardies policy, please don't hesitate to call the school office.

LEAVING SCHOOL EARLY

The mission at TDS is to provide the best educational opportunity for our students. When students are picked up early it interrupts classroom instruction, as the teacher must stop teaching to get your child ready to leave.

We want to let you know that starting this school year students may not be picked up after 2:00 pm on regular a day and 11:30 am on Wednesday unless there is an appointment card. Also, for the safety of our students, ID's will be required when picking up a student.

For the security of our students and to avoid class disruptions we asked that if you are changing the way your child would be going home during dismissal to please call the office by 12:00 pm on regular days and 10:00 am on early release days.

MAKE-UP WORK

When students are absent, it is their responsibility to talk with their teacher to obtain missed assignments. Students should get missed assignments completed and turned in to the teacher. Students are allowed time equal to their period of absence to submit make-up assignments.

When a student is absent, arrangements may be made to pick up the day's classroom assignment by calling Tierra del Sol at 341-6400. Homework may be picked up after 2:45 p.m. from the front office. Please make an appointment to talk with the classroom teacher if you have any questions regarding homework.

STUDENT RECORDS

Somerton School District # 11 requires written parental permission before forwarding confidential students records to another school. Parents will be asked to sign a release form when enrolling their children in school, allowing the child's previous school to forward necessary educational records.

Parents and guardians are allowed to examine their child's school records when they so desire. This will be done by appointment and a member of the school staff will be present to answer questions or explain materials.

WITHDRAWAL FROM SCHOOL

Parents should notify the school office, in writing or by phone, 341-6400, at least two days prior to the student's last attendance day. All school materials loaned to the student must be returned. Items that are lost or damaged should be paid for before the student's last day of attendance. Records may be held until dues or fines are paid.

Arizona Revised Statutes (School State Laws). Title 15-802

Compulsory school attendance; exceptions; violations; classification; definitions:

- a. Every person who has custody of a child between the ages of eight and sixteen years, shall send the child to a school for the full-time school is in session within the school district in which the child resides. The student shall be provided instruction in at least the subjects of reading, math, social studies and science.

- b. A person is excused from the duty prescribed if it is shown to the satisfaction of the County School Superintendent that:
 - 1. The child is instructed at home.
 - 2. The child is attending a regular organized private school.
 - 3. The child is over fourteen years of age and is, with the consent of the person who has custody of him, employed.
- c. A person violating any provisions of this section is guilty of a Class 3 Misdemeanor.

**Arizona Revised Statutes (School State Laws). Title 15-803
Compulsory school attendance; exemptions; definitions.**

- a. It is unlawful for any child between six and sixteen years of age to fail to attend school during the hour school is in session, unless excused pursuant to 15-802, Subsection D, or 15-901, Subsection A, Paragraph 6, Subdivision (c) or the child is accompanied by a parent or a person authorized by a parent or the child is provided with instruction in a home school.
- b. A child who is habitually truant as defined in this section may be adjudicated an incorrigible child as defined in 8-201.

**ATTENDANCE OFFICER: Powers and Duties - Arizona Revised Statutes (School Laws),
Title 15-804 & 805**

- A. The attendance officer shall enforce the law relating to:
 - 1. School attendance of children between the ages of six and sixteen during school hours.
 - 2. Employment of children between the ages of six and sixteen during school hours.
- B. The attendance officer may:
 - 1. Make arrests for the violation of laws specified in subsection A.
 - 2. Without warrant, bring before the authorities competent to hear and dispose of such cases children who are absent from school without legal excuse.
 - 3. Report a violation of the law relating to school attendance to the local law enforcement agency and request that it investigate the violation.
 - 4. Enter all places where children may be employed to investigate and enforce the law.

TITLE IX COMPLIANCE STATEMENT

It is the policy of the Somerton School District #11 not to discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Educational Amendments. Inquiries regarding compliance with Title IX may be directed to District Administration, Somerton School District #11, P.O. Box 3200, Somerton, Arizona, 85350 (telephone number 341-6000) or to the Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

HEALTH CENTER ISSUES

Health Services are provided to students in our District by a Registered Nurse, four Certified Nursing Assistants, and one health assistant who are assigned to the each of the schools in our District. Supervision and oversight are provided by the R.N. to the non-licensed staff in order to provide safe care to all of the students in the District. The R.N. together with the help of the Nursing Assistants will work with parents to ensure that students who have chronic health

problems, and acute health problems receive the basic nursing care they need, to promote optimal health during the school day. Parents will be notified when their child has a medical condition that needs to have further evaluation and treatment by their physician. If your child needs skilled nursing care that is normally provided by a licensed nurse, you may be asked to sign a release stating that you are aware that the school health provider is not a licensed nurse, but has received adequate training and direction to perform the skilled service safely, and has your permission to perform the service. If you have any questions or concerns about your child's health needs being met at school, please ask the Nursing Assistant at your child's school to contact the R.N. Coordinator to set up a meeting, so that the parent and the staff can develop a plan for your child's school health care provider to follow.

The School Health Center has two main functions. The first is to care for the general health of the child while he/she is at school; and the second is to conduct health screenings of children in required grade levels, special programs, and for other students as time permits. Hearing & vision screening are required to be done on all Kindergarten, 1st, 2nd, and 6th graders, all Special Education students, any new students to our district, and any students who failed screening any either of these areas in the previous year. If a student does not pass a health screening for vision or hearing, notification is sent to parents. Any parent that doesn't want their child screened needs to submit a written letter to the nurse to be kept in the child's record.

A student needs to be at his/her optimum health level to gain the most benefit from the learning process. It is strongly suggested that he/she have a complete health appraisal before school starts, with immunizations and boosters brought up-to-date.

In order to be at his/her learning best, a child needs adequate sleep, plenty of rest, and a good breakfast. If your child has a specific health problem or needs regular medication, please discuss it with the school health care provider, so that regular provisions for his/her care can be made. School and district policies are as follows:

HEALTH RELATED DISMISSALS FROM SCHOOL

When a student becomes ill or injured a staff member will give the student a pass to report to the nurse's office. Students must not leave the school for any reason without the permission of the nurse or principal, and only after the parent or responsible person on file has signed the student out. **Students are not allowed to use classroom phones or cell phones to call their parents to inform them that they are sick and/or need to be picked up.** The student must go through the nurse's office and it will be at the Nurse's discretion to contact a parent for the student's release. The nurse will notify the staff when the student needs to go home.

COMMUNICABLE/INFECTIOUS DISEASES

Any student with, or recovering from, a communicable disease will not be permitted to school until the period of contagion is passed or until a physician recommends a return, in accordance with A.R.S. 36-621 et seq, appropriate regulations of the State Department of Health Services, and policies of the County Health Department.

Parents will be requested to provide a history of the communicable disease for each student, and such records will be kept and maintained by the District.

A student suffering from a communicable disease shall be excluded from school to protect the student's own welfare and also to protect other students from illness. Early recognition of a communicable disease is of prime importance. The administrator or county health director shall make the decision for exclusion and readmission.

PEDICULOSIS (LICE INFESTATION)

Students with pediculosis shall be excluded from school until treatment specific for pediculosis has been initiated and the student is symptom free.

LEGAL Ref.: A.R.S. 15-871, 15-872, 36-621

A.A.C. R9-6-202 et seq., R9-6-301, R9-6-342, R9-6-355

The District will enforce a **No Live Lice** policy.

If a student is found to have live lice, the student will be sent home. The student will not be allowed to return to school until all live lice are removed. The student will be allowed one (1) excused absence for head lice.

Only the person authorized to assess a student for pediculosis (head lice) is the Health Office staff. At no time will a classroom teacher do head checks.

Procedures to be followed:

Referral to Health Office staff for head check will come from:

1. Classroom teacher
2. Parent request

Health Office staff will assess student for lice.

If positive for lice, the student will be sent home.

1. The Health Office staff will contact the parent via telephone to pick up student from school.
2. The parent will be allowed one (1) school day to treat the student. The parent will be informed of absentee policy when the student is picked up.
3. The student must be assessed by the Health Office staff prior to readmission to class.
4. If a student is out for more than two (2) days for head lice, a telephone call will be made to the parent regarding attendance. The school office will make this contact.
5. A classroom check will be done on the students by the Health Office staff as soon as possible.

ADMINISTERING MEDICINE TO STUDENTS

If a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, only the school nurse or the principal's designee will administer the medication in compliance with the regulations that follow:

1. Written instructions, signed by the parent, will be required and will include:
 - a. Child's name
 - b. Name of medication
 - c. Purpose of medication
 - d. Time to be administered
 - e. Dosage
2. All medication must be provided in the current prescription container with the doctor's instructions for dosage on the label.
3. The parent of the child must assume responsibility for informing the school nurse of any change in the child's health or change in medication.
4. The School District retains the discretion to reject requests for administration of medicine.

5. According to ARS. 32-1901, the State of Arizona does not allow medication from Mexico to be given by nurse or school personnel, unless it was prescribed by a doctor in the United States, and only filled in Mexico. However, medicine from Mexico may be given by the parent if they come to the school to administer it.
6. Tylenol may be given by the nurse when deemed appropriate for pain or fever if there is a written permission by the parent or guardian on file. Tylenol dosage based on manufacturer's recommendations per child's age.
7. Pepto Bismol will only be provided to students who are 12 years old or older per manufacturer's recommendations, with a signed parent permission slip on file.
8. All students who need to carry their inhalers during school hours will be required to have a note from their doctor or a signed consent from their doctor.

IMMUNIZATIONS

An immunization history is required by Arizona Law of every child at the time of enrollment. Each child must be current on his immunization schedule. **Please keep the school nurse informed of any new immunizations your child has received at a clinic or private doctor's office so that the health records can be kept up-to-date.**

The following is the immunization record required for school enrollment

1. Arizona State Law requires that a child, upon first entering school, must have a record of immunization against preventable childhood diseases--diphtheria, whooping cough, tetanus, polio, measles and rubella, hepatitis B, Varicella, and Hib up to age 5 years old, and one (optional) TB Skin test.
2. A permission slip will need to be signed by parents in case of a waiver in part or in full for medical or religious cases, or for personal beliefs.
3. In all cases, parent must file either a record of immunization or request a waiver of immunization.
4. All students at the age of 11 yrs. or older are required to have the Tdap, and Meningitis vaccines, also known as MCV4.

HEALTH EXCLUSION FROM SCHOOL

1. It is recommended that you keep your child home from school when he/she has any of the following conditions:

Fever > 100.6	Head Lice
Vomiting	Pink Eye (Conjunctivitis)
Diarrhea	Any Rash/ or contagious condition
Hacking cough	Serious Cold/Severe Sore throat
Earache	Severe Toothache, not relieved by Tylenol
2. If a child is found to have any of the above conditions while in school, parents will be notified, and the child will be sent home for treatment.

PHYSICAL EDUCATION EXCLUSIONS

Requests in writing for student to stay indoors during scheduled Physical Education and/or free periods should be either approved by the school nurse or principal. We assume that the child who is well enough to be in school is well enough to play or sit outdoors.

EMERGENCY CARDS

Pupil data cards which include medical conditions and emergency information are to be completed for each student. **Please see that the information is complete and kept up-to-date as to address, phone number, emergency number, etc.** These cards are used by the nurse to reach the parent in case of an emergency. They also include Tylenol consent and emergency care consent.

SCHOOL ATTENDANCE AND HEALTH-RELATED ABSENCES

Please keep your child home if he/she is ill. This helps prevent the spread of diseases. Students may return to school when their temperature has been normal for twenty-four hours. If they had been treated for head lice or pink eye, students need to be seen by the nurse before returning.

PHYSICAL EXAMS

Physical exams are required for any student who will participate in any sports activity, including Spirit line. Proof of the exam is required and is to be submitted to the nurse. Physical exam is only valid for 2 years. (This doesn't apply to the elementary grade levels at this time, only the Middle School)

INSURANCE

Insurance papers will be sent home the first week of school. You can also obtain this insurance information by visiting the website www.studentinsurance-kk.com. This optional insurance covers students in case of an accident while in school.

COMMUNICATIONS

Calendars and school newsletter will be sent monthly.

CONFERENCES

Conferencing is a positive way to develop a two-way communication between home and school on how students are performing in academic and social development skills. Formal parent/teacher mid-term conferences will be held September 9 and 10, 2020, November 9-10, 12-13, 2020, and February 17 and 18, 2021.

Parents should feel free to conference with teachers as necessary. Please allow at least a day of advance notice when requesting to see a teacher in regards to a conference to set up an appointment. Please call your classroom teacher from 7:30 - 7:45 am or 2:45 - 3:10 pm. Avoid calling during instructional hours. Each teacher has a voicemail system and will respond to your concern. Individual teacher numbers can be found at the end of this handbook. This is important as teachers are involved each day in team and individual planning, in addition to staff meetings.

REPORT CARDS/PROGRESS REPORTS

QUARTERS:

1st Quarter	August 3	October 6	(45 days)
2nd Quarter	October 7	December 18	(44 days)
3rd Quarter	January 11	March 17	(46 days)
4th Quarter	March 18	May 27	(45 days)

REPORT CARDS:

Report cards will be sent home after each quarter ends. Report card dates are as follows:

Friday	October	23, 2020
Friday	January	15, 2021
Friday	April	9, 2021
Friday	May	27, 2021

EXPLANATION OF GRADES

Academic Performance

Highly Proficient (HP)=5

Proficient (P)=4-3

Partially Proficient (PP)=2

Minimally Proficient (MP)=1-0

Productivity

Excellent (E) =90-100%

Satisfactory (S)=80-89%

Improving (I)=70-79%

Needs Improvement (N)=60-69%

Unsatisfactory (U)=0-59%

Letter Grade

A = 90%-100%

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59%-Below

VISITORS

We encourage parents to visit the classrooms. However, we request you contact the classroom teacher at least one day before your planned visit. Classroom teachers may suggest another time for your visit, as classrooms are sometimes engaged in activities that would provide the observer with little information. **As required by State Law, all visitors must first report to the school office and sign the register to include eating lunch with students.** Children who visit school must be accompanied by an adult during their entire visitation. Visitors must sign in when arriving and sign out when leaving school grounds. Badges are issued to identify visitors. This requirement allows us to identify visitors and ensure your child's safety.

VOLUNTEERS

Tierra del Sol encourages parent and community volunteers. Volunteers must sign in when arriving and sign out when leaving the school grounds. This not only helps us credit the volunteers for their service but also allows us to locate them in the event of an emergency. If interested in volunteering, please call the school office at 341-6400.

CHILD FIND

It is the Somerton School District's responsibility to inform the general public and all parents within our boundaries of our responsibility to make available special education services for students with disabilities aged 3 through 21 years and how to access those services. In addition, we have a responsibility to provide information regarding early intervention services for children birth through 2 years.

We are responsible for identifying, locating, and evaluating all children with disabilities including children aged 3 through 21 and for referring children from birth through 2 years of age to Arizona Early Intervention Program (AZEIP) for evaluation and appropriate services. We are also responsible for providing a free and appropriate public education (FAPE), which includes special education and related services to children with disabilities at public expense, under public supervision and direction and without charge to the parents.

For all new students to the district, the classroom teacher will complete screening activities within 45 days of enrollment. The teacher will look at the child's ability in the areas of academics, vision, hearing, adaptive, communication, and social/emotional and motor skills. If any concerns are

noted the child may be referred for additional help. Children birth through 2 years of age who are receiving early intervention services and will be participating in preschool programs for children with disabilities will be assured of a smooth transition into that program.

SPECIAL EDUCATION AND 504 SERVICES

Tierra del Sol provides many services for students who may need special programs. Tierra del Sol complies with state and federal regulations under the Individuals with Disabilities Education Act. Parents as well as staff can refer a student for review. A student may need adaptations in the educational program or may be eligible for special education services.

At parent or staff request, the Principal convenes a team to review the student's progress and areas of concern. A child suspected of having exceptional needs and educational requirements can be referred for a comprehensive evaluation through the District's Special Programs Office. Screenings and evaluations to determine special education needs are free and all information is kept confidential. Parents can also contact the Special Programs Office directly at 341-6041. The District provides special education programs with trained staff, speech, occupational, and physical therapies, specialized transportation, and other specific individualized services. Some students who are not eligible for special education services may be eligible for protections under a federal law: Section 504 of the Rehabilitation Act of 1973. A professional team makes the determinations and develops, with the parent, a written plan for the student. Additional information is available upon request. Special Education services are provided in the District for preschool through middle school age children who have been identified as having a disability.

Screening for possible disabilities will be completed within 45 calendar days after notification to the public agency by the parents/guardians of the child, or after any student enrolls in our school without appropriate records of screening, evaluation, and progress in school. The staff will look at the child's ability in the area of academics, vision, hearing, adaptive living, communication, social/emotional, and motor skills.

If the screening process indicates a possible disability, the name of the student will be submitted to the administrator for possible referral for a full and comprehensive individual evaluation or other service. A parent may request an evaluation of the student. All information is strictly confidential.

If, after consultation with the parent, the responsible public agency determines that a full and individual evaluation is not warranted, the public agency will provide required notices to the parent/guardian within 60 calendar days.

An initial, comprehensive evaluation of a child being considered for special education will be completed, at no cost to the parent/guardian, as soon as possible, but may not exceed 60 calendar days from receipt of informed written parent/guardian consent.

In the case of a student who is identified with a special education need, a reevaluation of that need is conducted every 3 years, or more frequently if requested by the student's parent/guardian or teacher.

Some Students who are not eligible for special education services may be eligible for support under a federal law: Section 504 of the Rehabilitation Act of 1973. A professional team makes the determinations and develops with the parent a written plan for the student.

Additional information can be obtained by contacting the Special Programs office at 341-6041 or 341-6044 for information regarding preschool services.

HOMELESS SERVICES

Somerton School District shall provide an educational environment that treats all students with dignity and respect. Every student experiencing homelessness or transition shall have access to the same free and appropriate educational opportunities as students who are not homeless. This may include tutoring, free lunch, transportation or other services the School feels are appropriate. If you have any questions, please contact your school or the District Homeless Liaison, Patty Peterson, at 341-6031.

SAFETY

Parents and the City of Somerton have joined Somerton Elementary School District # 11 to promote the highest safety standards for youngsters who walk or ride bikes to and from school. Please teach your children to become responsible for their own safety by observing these rules. Caution is the key.

FIRE AND EMERGENCY DRILLS

Fire and emergency drills are held at irregular intervals throughout the school year. An alarm will be sounded over the public address system. We have drills often to teach students the safest, quickest route for departure from school buildings.

EMERGENCY DISASTER PLAN

1. Children will be removed to neighboring school or other site if school is an endangered area.
2. Principal and staff will be responsible until parents arrive.
3. Information can be obtained from:
 - a. La Campesina 104.5 FM (Yuma)
 - b. KTTI 95.1 FM (Yuma)
 - c. KJOK 93.1 FM (Yuma)
4. Please do not call the school. A mass notification system will contact you either by cell phone, home phone, work phone, text or email that you provided us. Please make sure your information is correct. Please call the office if any information changes.

WHAT TO DO DURING AN EARTHQUAKE

Stay as safe as possible during an earthquake. Be aware that some earthquakes are actually foreshocks and a larger earthquake might occur. Minimize your movements to a few steps to a nearby safe place and stay indoors until the shaking has stopped and you are sure exiting is safe.

If indoors

- DROP to the ground; take **COVER** by getting under a sturdy table or other piece of furniture; and **HOLD ON** until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Stay in bed if you are there when the earthquake strikes. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.
- Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, loadbearing doorway.

- Stay inside until shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
- DO NOT use the elevators.

If outdoors

- Stay there.
- Move away from buildings, streetlights, and utility wires.
- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits, and alongside exterior walls. Many of the 120 fatalities from the 1933 Long Beach earthquake occurred when people ran outside of buildings only to be killed by falling debris from collapsing walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

If in a moving vehicle

- Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
- Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

If trapped under debris

- Do not light a match.
- Do not move about or kick up dust.
- Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

LOCKDOWN PROCEDURES (for Classroom)

1. Visually scan/sweep the surrounding area.
2. Get any students/adults into your classroom.
3. Look your doors as soon as you hear the command, "We are in a lockdown."
4. Cover windows (door window too).
5. COUNT the number of students in your room.
6. Put out the GREEN card if all students are accounted for in room. Put out the RED card if you have unaccounted for/missing from your room OR if you have an emergency in your room.
7. Get students away from door and remain QUIET!
8. Do not open door for anyone until you hear the command, "Building has been cleared, teachers may return to their classroom."
9. Above everything, please remain calm.

WALKERS

Students will follow "safe walking" procedures. Sidewalks have not been put in place at this time. Parents are encouraged to walk with students until the children understand the procedures. Students walking westbound along the canal should use the fenced path designed by the city. Student and parent must follow safety procedures. Please avoid having extra traffic near and around Tierra del Sol. Students MAY NOT bring scooters or skateboards to school.

TIPS FOR WALKING SAFELY TO SCHOOL

Walking is fun, but you need to be safe while doing it. Follow these tips to make sure you get to and from school without any problems.

Walk together

Younger children should always walk with an adult. Tell your parents that walking is great exercise and a nice way to spend time together.

If your parents say that you can walk to school on your own, remember these tips:

- Walk with a friend when possible.
- Ask your parents to help you pick a safe route to school; one that avoids dangers.
- Stick to the route you picked with your parents. Don't let friends talk you into shortcuts that are more dangerous.
- When you are near the street, don't push, shove, or chase each other.
- Never hitchhike or take rides from people not arranged by your parents.
- Talk to your parents and teacher about any bullying that may happen during your walk.

Be seen

Remember, drivers may not be able to see you well. Always wear bright-colored clothes and if it is dark or hard to see, carry flashlights or wear reflective gear.

Look for traffic

Watch out for cars and trucks at every driveway and intersection on your walk to school. Look for drivers in parked cars. They may be getting ready to move.

Cross the street safely

1. Stop at the curb or edge of the street.
2. Look left, right, left and behind you and in front of you for traffic.
3. Wait until no traffic is coming and begin crossing.
4. Keep looking for traffic until you have finished crossing.
5. Walk, don't run across the street.

Obey traffic signs, signals and adult school crossing guards

(from the National Center for Safe Routes to School)

BICYCLES

Second through 6th grade students may ride their bicycles to and from school provided they follow basic safety rules. **On entering the school grounds, however, students must walk their bicycles.**

Students must park their bicycles immediately upon arrival at school. It is strongly recommended that each student riding a bicycle bring a lock for the bicycle and use it daily. The school does not assume responsibility for stolen or damaged bicycles. Failure to follow school and safety rules will result in loss of bike riding privilege.

RULES OF THE ROAD FOR BICYCLES

1. Obey all traffic signals and signs.
2. Signal to turn or stop.
3. Yield right of way to pedestrians and automobiles.
4. Ride single file.
5. Ride in a straight line and avoid weaving.
6. Walk your bike across busy streets and intersections.
7. Ride only in safe areas - never on the parking lot.
8. Students must walk bicycles on campus during school time.
9. Students are strongly encouraged to register their bicycles with the police department in case of theft.
10. The school and/or District cannot assume responsibility for lost or damaged bicycles.

SOMERTON SCHOOL DISTRICT TRANSPORTATION RULES

Respectful

- Be respectful to everyone at all times in all places.
- Interact socially with others in a manner appropriate for school.
- Keep hands/feet/objects to yourself.
- Use your words and appropriate language.
- Use inside voice.
- Talk quietly with seatmate.
- Share your seat with others.

Responsible

- Keep your belongings close to you.
- Use bus equipment appropriately.
- Follow all bus rules.
- Follow all safety procedures.
- All adults must follow and enforce bus rules at all times.
- Keep the bus clean.

Safety Procedures

- Arrive at your bus stop no more than 10 minutes earlier.
- Line up to wait for the bus.
- Stay in your seat when the bus is in motion.
- When bus is stopped, ask driver for permission before switching seats.
- Remain seated facing forward.
- Keep hands/feet/objects inside bus.
- Keep all food/candy/toys/electronic items/living things including pets/objects (i.e. balloons, oversize school projects) off the bus.
- Get off the bus slowly.
- When getting off the bus, walk in front of the bus.
- Written permission is required to get off at a different bus stop.
- Only "Bus Students" may ride the bus.

Negative Consequences

1. Speak to the student.
2. Move student to a different seat.
3. Report the incident to the Transportation Supervisor.
4. A written report sent home with the student. Attempt parent contact by phone.
5. Assign seat.
6. At the 3rd offense, the student will be suspended from the bus, for Five (5) school days. However, students may be suspended from the bus on the first offense if their behavior so warrants.

Positive Consequences

1. Verbal Praise
2. Positive Behavior Referral/Stickers
3. Privileges/Responsibilities
4. Quarterly Recognition

TIERRA DEL SOL SCHOOL BEHAVIOR EXPECTATIONS **CLASSROOM BEHAVIOR EXPECTATIONS**

Respectful

- Treat every person with respect.
- Listen attentively when others are speaking.
- Raise your hand and wait to speak.
- Wait your turn.
- Keep hands, feet and objects to yourself.
- Respect personal property and school property.

Responsible

- Come to school every day.
- Be on time.
- Follow all school rules, behavior expectations and teacher directives.
- Begin and finish class work on time.
- Accept responsibility for your actions.
- Wear school uniform appropriately everyday
- Use textbooks appropriately.

Reliable

- Have all necessary materials in class.
- Remain seated unless given permission to be out of seat.
- Stay on task.
- Use inside voices.
- Be helpful to everyone.

HALLWAY BEHAVIOR EXPECTATIONS

Respectful

- Keep hands, feet, and objects to yourself at all times.
- Respect walls and bulletin boards.
- Use designated hallways to get to and from destinations.

Responsible

- Walk quietly at all times.
- Accept responsibility for your actions.
- Wait for others to pass and respect right of way.

Reliable

- Have a hall pass at all times.
- Go to and from your destinations promptly.
- Use inside voice.
- Stay in line

PLAYGROUND BEHAVIOR EXPECTATIONS

Respectful

- Treat everyone with respect.
- Allow everyone to play and take turns.
- Use appropriate and kind language.

Responsible

- Follow directions.
- Follow all game rules and play fairly and gently.
- Play and use equipment safely.
- Take care of all playground equipment.
- Accept responsibility for your actions.
- Line up when the whistle is blown.
- Be aware of other people around you.

Reliable

- Be friendly.
- Share the equipment.
- Keep playground clean.
- Be courteous and considerate.

CAFETERIA BEHAVIOR EXPECTATIONS

Respectful

- Follow the directions of the cafeteria staff at all times.
- Keep hands, feet, and objects to yourself.
- Keep food on tray.
- Keep cafeteria clean.
- Ask for permission to leave seat.

Responsible

- Clean you own area when you are done eating.
- Remain in your seat until you are excused.
- All food is to be eaten in the cafeteria.
- Walk quietly at all times.
- Use inside voice at all times.

Reliable

- Place trash in trash cans.
- Be courteous and considerate.
- Say please and thank you.
- Inform staff of any spill or food on the floor.

RESTROOM BEHAVIOR EXPECTATIONS & ROUTINES

Respectful

- Respect people's privacy.
- Wait your turn.
- Flush the toilets.
- Respect school property
(i.e. lights, doors, walls).

Responsible

- Keep restrooms/floors clean.
- Go to and from restroom promptly.
- Use inside voices.

Reliable

- Must have restroom pass.
- Wash and dry your hands.
- Put toilet paper in toilet.
- Only use the necessary toilet paper/soap.
- Follow all posted signs on bathroom stalls.

OFFICE BEHAVIOR EXPECTATIONS

Respectful

- Treat every person with respect.
- Work in silence.
- Respect others' privacy.
- Ask for Permission to.
- Respect personal and school property.

Responsible

- Follow all school rules, behavior expectations and staff directives.
- Sit in designated space.
- Complete 3R Form.
- Correctly complete all work independently.

Reliable

- Bring all necessary materials.
- Be honest.
- Walk directly to/from the office with a pass.

CAUGHT BEING GOOD AT TDS

Who? Any TDS student who

- Is seen routinely and consistently following TDS Behavior Expectations, the 3 R's.
- Is seen following the 3R's when others around them are not.
- Is seen following the 3R's after having difficulty following them

What?

- Students following the 3R's will receive a Sun Dragon Sticker from a staff member.
- Principal will publicly acknowledge student.
- Assistant Principal will contact parents.

UNIFORM POLICY

The Somerton School District Board has determined that the educational mission of Tierra del Sol Elementary School will be enhanced if students dress and groom themselves appropriately to maintain an environment conducive to learning. **Uniform dress shall be required as of the 2002-2003 school year.** Students will be expected to be dressed and groomed in a neat, attractive fashion, reflecting pride in themselves and their school. The administration and faculty support standardized dress and will enforce the policy to the best of their ability. However, parents are responsible for monitoring what their students wear and complying with the uniform policy.

Uniform Description

- Girls: Navy blue cotton pants, shorts, skorts, skirts, jumpers, or blue jeans (BE NO SHORTER THAN FINGERTIPS WHEN ARMS ARE DOWN AT THE SIDE) worn with a white or red collared polo shirt (not to have any logo or writing on them) tucked in at all times or TDS Spirit shirt. Tennis shoes or casual shoes. Sandals must have a back strap, absolutely no flip flops or roller shoes allowed. ALL CLOTHING MUST BE SIZE APPROPRIATE.
- Boys: Navy blue cotton pants, shorts, or jeans worn with a white or red collared polo shirt (not to have any logo or writing on them) tucked in at all times or TDS Spirit shirt. Tennis shoes or casual shoes. Sandals must have a back strap, absolutely no flip flops or roller shoes allowed. ALL CLOTHING MUST BE SIZE APPROPRIATE.

Fridays will be TDS Spirit Day. TDS Dragon T-Shirt and uniform bottoms or jean may only worn on Fridays.

Exemptions

- Students new to the district after Labor Day will be allowed a grace period of **five school days** to comply with the School Uniform Policy.
- Parents of Legal Guardians who object to the policy based on 1) religious grounds; 2) prohibitive medical or physical conditions; 3) extreme change in financial situation and the school is unable to assist in the procurement of standardized dress, must present to the building principal a signed letter detailing the reason for the objection. Uniform will be sent exempt upon approval from administration. A letter will be sent home with the final decision from administration.

Unacceptable Attire

- Clothing or jewelry shall not display lewd, vulgar, obscene, or plainly offensive language or symbols, as determined by the school administrator.
- Jewelry shall not be worn if it presents a safety hazard to self and or others. No spike jewelry or belts are allowed. Facial and body-piercing jewelry is not allowed.
- Clothing shall not expose the chest, abdomen, or buttocks and shall be sufficient to conceal undergarments at all times.
- Clothing shall not be tight-fitting or excessively short shorts or short skirts are not permitted.
- Oversized clothing, extremely baggy clothing, or improperly fitted clothing is not allowed. Pants and shorts must be worn on the waist. “Sagging” clothing is not permitted.
- Thongs, flip flops, shower shoes, roller shoes and bare feet are not allowed.
- Hats, caps, bandannas, and sunglasses are not to be worn inside the building.

LEGAL REF: A.R.S. 15-341.

CROSS REF: JICF - Secret Societies/Gang Activity

DRESS CODE ON NON-UNIFORM DAYS AND FOR EXEMPTED STUDENTS

Students are expected to keep themselves well-groomed and neatly dressed at all times. Any form of dress, hair style and/or hair color which is considered by the school administration contrary to good hygiene or which is distracting or distracting in appearance and detrimental to the purpose or conduct of the school will not be permitted.

GUIDELINES

1. Jeans, slacks, jeans, pant suits and hemmed shorts are acceptable. Pants must be above the hips at waist level and not drag on the floor.
2. Dresses/shirts that are strapless, spaghetti straps and/or backless may not be worn.
3. Any garment not long enough to cover undergarments and/or buttocks is not acceptable.

- Undergarments must be worn. Shorts/skirts/dresses must reach mid-thigh in length, falling below fingertips.
4. Shirts or blouses that expose the midriff may not be worn.
 5. Shirts having indecent words, slogans or suggestion, and shirts with advertisements promoting tobacco products, alcohol, or narcotic drugs may not be worn.
 6. T-shirts and shirts cannot extend beyond the fingertips. If so, they must be tucked in.
 7. Shoes must be worn and laced or fastened at all times. Thongs, shower shoes and bare feet are not allowed.
 8. Sheer blouses are to be worn only under vests or jumpers. Sheer or mesh shirts or blouses without shirts under them may not be worn.
 9. Make-up will not be permitted.
 10. Items resembling any form of weapon or items that presents a safety hazard for self and/or others are not allowed.
 11. Writing or drawing on clothing is not allowed.
 12. Hats/caps are not to be worn inside school building (staff or students).
Hats/caps may be worn any other time during the school day.
 13. Hair color must be of a natural color.

CONSEQUENCES PROCEDURES

1. Students will be asked to call a parent for a change of clothing.
2. The teacher will make every effort to contact the parent or guardian concerning the student's appearance before any disciplinary actions are taken.
3. Repeated offenses will receive disciplinary action by the teacher or principal

CONDUCT

The following guidelines are designed to define conduct that may result in discipline action to a student.

A student who engages in conduct prohibited by these guidelines or who violates other school standards regulating student conduct may be disciplined. Discipline may include, but is not limited to, any one or any combination of the following: informal talk; parent conferences; detention; loss of privileges (e.g., trips or other extracurricular activities); long- or short-term suspension or expulsion and/or law enforcement involvement. Field trip privileges may be canceled for any student at any time because of inappropriate behavior, including being removed during the trip.

This policy is intended only to regulate conduct of the student while the student is either:

- on-school grounds.
- traveling to or from school.
- at, or traveling to/from, a school sponsored off-campus event.
- when the student's conduct is in any other manner school-related

School-wide Discipline Plan

In order to provide a safe learning environment to our students and staff, Tierra del Sol has school wide student behavior rules listed below. The following table addresses the consequences for not following these rules. **We ask that parents and students be familiar with these rules and their consequences.** Students are expected to comply with these rules starting the first day of school. However, at the discretion of the teacher, he/she may take the time to get to know your child and try some classroom interventions, before administering consequences listed on the First Time column.

Teachers will follow PBIS/ Capturing Kids Heart process when administering consequences below:

1. Referring to Social Contract
2. Proximity
3. 4 Questions

	School Wide Rules	Initial Occurrence	Continuum of Interventions
1.	Participation in Group Activities	Teacher may <ul style="list-style-type: none"> • Conference with student • Parent Contact • Held accountable for missed work • Loss of activity 	<ul style="list-style-type: none"> • Referral to Admin • Log Entry in Swis updated by Admin • Principal/ Teacher/ Student/ Parent Conference • Admin refers to Dist. Discipline Matrix • Intervention Plan
2.	Courteous & Considerate	Teacher may <ul style="list-style-type: none"> • Conference with student • Parent Contact • Mediation with peers/ teacher • Loss of activity 	<ul style="list-style-type: none"> • Referral to Admin • Log Entry in Swis updated by Admin • Principal/ Teacher/ Student/ Parent Conference • Admin refers to Dist. Discipline Matrix • Intervention Plan
3.	Observes School Rules.	Teacher may <ul style="list-style-type: none"> • Conference with student • Parent Contact • Mediation with peers/ teacher • Provide natural consequence • Loss of activity 	<ul style="list-style-type: none"> • Referral to Admin • Log Entry in Swis updated by Admin • Principal/ Teacher/ Student/ Parent Conference • Admin refers to Dist. Discipline Matrix • Intervention Plan
4.	Respects property of others.	Teacher may <ul style="list-style-type: none"> • Conference with student • Mediation with peers/ teacher • Parent Contact • Provide natural consequence • Loss of activity 	<ul style="list-style-type: none"> • Referral to Admin • Log Entry in Swis updated by Admin • Principal/ Teacher/ Student/ Parent Conference • Admin refers to Dist. Discipline Matrix • Possible Police Report • Restitution • Intervention Plan
5.	Respects rights of others.	Teacher may <ul style="list-style-type: none"> • Conference with student • Mediation with peers/ teacher • Parent Contact • Natural consequence • Loss of activity 	<ul style="list-style-type: none"> • Referral to Admin • Log Entry in Swis updated by Admin • Principal/ Teacher/ Student/ Parent Conference • Admin refers to Dist. Discipline Matrix • Possible Police Report • Intervention Plan
6.	Shows Respect for Authority.	Teacher may <ul style="list-style-type: none"> • Conference with student • Parent Contact 	<ul style="list-style-type: none"> • Referral to Admin • Log Entry in Swis updated by Admin

		<ul style="list-style-type: none"> Natural consequence Loss of activity 	<ul style="list-style-type: none"> Principal/ Teacher/ Student/ Parent Conference Admin refers to Dist. Discipline Matrix Intervention Plan
7.	Exercises Self-Control	<p>Teacher may</p> <ul style="list-style-type: none"> Conference with student Mediation with peers/ teacher Parent Contact Natural consequence Loss of activity 	<ul style="list-style-type: none"> Referral to Admin Log Entry in Swis updated by Admin Principal/ Teacher/ Student/ Parent Conference Intervention Plan Possible Police Report Admin refers to Dist. Discipline Matrix
8.	Accepts Responsibility	<p>Teacher may</p> <ul style="list-style-type: none"> Conference with student Mediation with peers/ teacher Parent Contact Natural consequence Loss of activity 	<ul style="list-style-type: none"> Referral to Admin Log Entry in Swis updated by Admin Principal/ Teacher/ Student/ Parent Conference Intervention Plan Admin refers to Dist. Discipline Matrix
9.	Wears Uniform Consistently	<p>Teacher may</p> <ul style="list-style-type: none"> Conference with student Send to Nurse to change clothing Parent Contact 	<ul style="list-style-type: none"> Referral to Admin Contact Outside Resources Parent Conference Log Entry in Swis updated by Admin Admin refers to Dist. Discipline Matrix
10.	Stays on Task	<p>Teacher may</p> <ul style="list-style-type: none"> Conference with student Parent Contact Held accountable for missed work Provide Alternative Workspace in Classroom Assign Study Buddy for Support Loss of activity 	<ul style="list-style-type: none"> Referral to Admin Log Entry in Swis updated by Admin Principal/ Teacher/ Student/ Parent Conference Intervention Plan Admin refers to Dist. Discipline Matrix
11.	Listens and Follows Class Instruction.	<p>Teacher may</p> <ul style="list-style-type: none"> Conference with student Parent Contact Held accountable for missed work Provide Alternative Workspace in Classroom Loss of activity 	<ul style="list-style-type: none"> Referral to Admin Log Entry in Swis updated by Admin Complete Reflection Provide Alternative Workspace Outside of Classroom (Office/ Workroom) Principal/ Teacher/ Student/ Parent Conference Admin refers to Dist. Discipline Matrix Intervention Plan
12.	Works independently.	<p>Teacher may</p> <ul style="list-style-type: none"> Conference with student Preferential Seating Parent Contact Natural consequence Loss of activity 	<ul style="list-style-type: none"> Referral to Admin Log Entry in Swis updated by Admin Principal/ Teacher/ Student/ Parent Conference Admin refers to Dist. Discipline Matrix Intervention Plan/ Possible Referral to SST
13.	Shows pride in work.	<p>Teacher may</p> <ul style="list-style-type: none"> Conference with student Parent Contact Held Accountable for Quality of Work Loss of activity 	<ul style="list-style-type: none"> Referral to Admin Log Entry in Swis updated by Admin Principal/ Teacher/ Student/ Parent Conference Intervention Plan/ Possible Referral to SST

			<ul style="list-style-type: none"> Admin refers to Dist. Discipline Matrix
14	<p>Completes Class Work on Time.</p>	<p>Teacher may</p> <ul style="list-style-type: none"> Conference with student (Consider student level/ needs/ reason) Parent Contact Natural consequence Loss of activity 	<ul style="list-style-type: none"> Referral to Admin Log Entry in Swis updated by Admin Principal/ Teacher/ Student/ Parent Conference Hold Student Afterschool to Complete Work (Prior Parent Contact) Intervention Plan/ Possible Referral to SST Admin refers to Dist. Discipline Matrix
15	<p>Completes Homework on Time.</p> <p>Teachers should consider student level and needs</p>	<p>Teacher may</p> <ul style="list-style-type: none"> Conference with student Parent Contact Held accountable for missed work Loss of activity <p>Homework Minutes by Grade Level</p> <ul style="list-style-type: none"> ➤ Pre-K- No homework, may send family activities ➤ Kinder- 15 Minutes ➤ 1st- 25 Minutes ➤ 2nd- 30 Minutes ➤ 3rd- 35 Minutes ➤ 4th- 40 Minutes ➤ 5th- 45 Minutes ➤ 6th- 50 minutes 	<ul style="list-style-type: none"> Referral to Admin Log Entry in Swis updated by Admin Principal/ Teacher/ Student/ Parent Conference Hold Student Afterschool to Complete Work (Prior Parent Contact) Intervention Plan/ Possible Referral to SST Admin refers to Dist. Discipline Matrix
Duty Teacher/ Playground Behavior			
	<p>Misuse of Playground Equipment</p> <p>Depending on Severity of Offense. . .</p> <p>Duty Teacher will Document Fully and Provide to Appropriate Stakeholder</p>	<p>Duty Person may</p> <ul style="list-style-type: none"> Speak with student Remove from Area Loss of activity 	<ul style="list-style-type: none"> Referral to Admin Log Entry in Swis updated by Admin Parent Contact Principal/ Teacher/ Student/ Parent Conference Intervention Plan Admin refers to Dist. Discipline Matrix
	<p>Rough Play/Fighting/ Violence</p> <p>Depending on Severity of Offense. . .</p> <p>Duty Teacher will Document Fully and Provide to Appropriate Stakeholder</p>	<p>Duty Person may</p> <ul style="list-style-type: none"> Speak with students Fill Out Discipline Referral Immediate contact of office and inform of incident Student is escorted by adult to office 	<ul style="list-style-type: none"> Referral to Admin Log Entry in Swis updated by Admin Parent Contact Principal/ Teacher/ Student/ Parent Conference Admin refers to Dist. Discipline Matrix Intervention Plan
	<p>Graffiti</p> <p>Depending on Severity of Offense. . .</p>	<p>Duty Person may</p> <ul style="list-style-type: none"> Speak with students 	<ul style="list-style-type: none"> Referral to Admin Log Entry in Swiss updated by Admin Parent Contact Principal/ Teacher/ Student/ Parent Conference

	<p>Duty Teacher will Document Fully and Provide to Appropriate Stakeholder</p>	<ul style="list-style-type: none"> • Clean- Up (may be alternate area) • Fill Out Discipline Referral 	<ul style="list-style-type: none"> • Admin refers to Dist. Discipline Matrix • Restitution • Police Report • Intervention Plan
	<p>In/out of class- Name-calling</p> <p>Depending on Severity of Offense. . .</p> <p>Duty Teacher will Document Fully and Provide to Appropriate Stakeholder</p>	<p>Duty Person may</p> <ul style="list-style-type: none"> • Speak with students • Fill Out Discipline Referral • Immediate contact of office and inform if incident is sexual or racial in nature 	<ul style="list-style-type: none"> • Referral to Admin • Log Entry in Swiss updated by Admin • Student Mediation • Parent Contact • Principal/ Teacher/ Student/ Parent Conference • Admin refers to Dist. Discipline Matrix • Police Report • Intervention Plan
	<p>Misuse of Technology</p> <p>Example: Cell phone Watches Computers Ear buds/ pods Tablets</p>	<p>Duty Person may</p> <ul style="list-style-type: none"> • Speak with student • Remove Item from Student • Complete discipline referral • Provide referral to teacher with item • Teacher will ensure that parent picks up item, informed of policy 	<ul style="list-style-type: none"> • Referral to Admin • Log Entry in Swiss updated by Admin • Student Conference • Parent Contact • Principal/ Teacher/ Student/ Parent Conference • Admin refers to Dist. Discipline Matrix • Intervention Plan

**Somerton School District #11 Discipline Matrix
Relationship Between Problem Areas and Disciplinary Action**

At their discretion, building administrators will determine if an incident will be considered a First, Repeated vs. Severe Occurrence and whether to apply the Minimum or Maximum consequence.

Abbreviations:ALC-ISS - Alternative Learning Center; In School Suspension; TA - Threat Assessment; BP - Behavior Plan; CPS Ref. - Child Protective Services Referral

PROBLEM AREA	RANGE	ACTION TO BE TAKEN	ACTION TO BE TAKEN	ACTION TO BE TAKEN	ACTION TO BE TAKEN
ATTENDANCE		FIRST OCCURRENCE	REPEATED OCCURRENCE	SEVERE OCCURRENCE	
1 Absenteeism (Truancy)	Minimum Maximum	Parent Contact Parent Conference / BP	Parent Conference / BP Report to Truancy Officer	Report to Truancy Officer Grades Withheld	
2 Tardiness	Minimum Maximum	Parent Contact Parent Conference / ALC-ISS	Parent Conference / ALC-ISS Parent Conference / BP	Parent Conference / BP Parent Conference/Loss of Privileges	
3 Unauthorized Departure from class, campus, event	Minimum Maximum	Parent Contact / Loss of Activity Parent Conference / ALC-ISS	Parent Conference / ALC-ISS Parent Conference / Short Suspension	Parent Conference / Short Suspension Parent Conference / Long Suspension	
4 *Unexcused Absence (5 or more consecutive days)		Report to Truancy Officer			
5 Other Attendance Violation	Minimum Maximum	Parent Contact Parent Conference / ALC-ISS	Parent Conference / ALC-ISS Parent Conference / BP	Parent Conference / BP Parent Conference/Loss of Privileges	
ACADEMIC MISBEHAVIOR	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE	SEVERE OCCURRENCE	
6 Cheating	Minimum Maximum	Parent Contact / Loss of Activity Parent Conference / ALC-ISS	Parent Conference / Short Suspension Parent Conference / Long Suspension	Parent Conference / Class Credit Withheld Parent Conference / Long Suspension	
7 Forgery	Minimum Maximum	Parent Contact / Loss of Activity Parent Conf/Loss of Activity	Parent Conf. / Loss of Activity for Sem. Parent Conference / ALC-ISS	Parent Conference / Short Suspension Parent Conference / Long Suspension	
8 Dishonesty	Minimum Maximum	Parent Contact Parent Conference / ALC-ISS	Parent Conference / ALC-ISS Parent Conference / Short Suspension	Parent Conference / Short Suspension Parent Conference / Long Suspension	
9 Plagiarism	Minimum Maximum	Parent Contact / Essay Parent Conference / Essay / ALC-ISS	Parent Conference / Essay / ALC-ISS Parent Conference / Essay / Short Susp.	Parent Conference / Essay / Short Susp. Parent Conference / Essay / Long Susp.	
DISRESPECT	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE	SEVERE OCCURRENCE	
10 Defiance, Disrespect towards Authority	Minimum Maximum	Parent Contact / ALC-ISS/Police Report Parent Conference / BP/Police Report	Parent Conference / BP/Police Report Parent Conference / Short Suspension/Pol	Parent Conference / Short Suspension Parent Conf. / Long Suspension/Police Rep.	
11 Non-compliance	Minimum Maximum	Student Conference Parent Conference / ALC-ISS	Parent Contact / ALC-ISS (1/2 Day) Parent Conference / ALC-ISS (1 day)	Parent Conference / Short Suspension Parent Conference / Long Suspension	
12 Insubordination	Minimum Maximum	Parent Conference Parent Conference / Essay / ALC-ISS	Parent Conference / Essay / ALC-ISS Parent Conference / Essay / Short Susp.	Parent Conf./Essay/Long Susp./Police Rep. Long Suspension / Expulsion	
13 Insult/Verbal Abuse to Staff Member	Minimum Maximum	Parent Conference / ALC-ISS Short Suspension	Parent Conference / Short Suspension Parent Conference / Long Suspension	Parent Conference / Long Suspension Long Suspension / Expulsion	
14 Resisting Authority	Minimum Maximum	Parent Contact / ALC-ISS Parent Conference / Short Suspension	Parent Conference / Short Suspension Parent Conference / Long Suspension	Parent Conference / Long Suspension Long Suspension / Expulsion	
15 Disruptive Conduct	Minimum Maximum	Parent Contact / ALC-ISS Parent Conference / Short suspension	Parent Conference / Short Suspension Parent Conference / Long Suspension	Parent Conf./Long Susp./Police Report Long Suspension / Expulsion/Police Report	
DISRESPECT	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE	SEVERE OCCURRENCE	
16 Ethnic Slurs	Minimum Maximum	Parent Contact / Essay Parent Conference / Essay / ALC-ISS	Parent Conference / Essay / ALC-ISS Parent Conference / Essay/ Short Susp.	Parent Conf. / Essay/ Short Suspension Parent Conf. / Essay/ Long Suspension	
17 Vulgar/Obscene Language Gestures, Symbols	Minimum Maximum	Parent Contact / Essay Parent Conference / Essay / ALC-ISS	Parent Conference / Essay / ALC-ISS Parent Conference / Essay / Short Susp.	Parent Conf. / Essay / Short Suspension Parent Conf. / Essay / Long suspension	

Somerton School District #11 Discipline Matrix
Relationship Between Problem Areas and Disciplinary Action

VIOLENCE	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE	SEVERE OCCURRENCE
18	Verbal Provocation	Parent Contact / Essay	Parent Conference / Essay / ALC-ISS	Parent Conf. / Essay/ Short Suspension
		Minimum	Parent Conference / Essay / ALC-ISS	Parent Conf. / Essay/ Long Suspension
		Maximum	Parent Conference / Essay / ALC-ISS	Parent Conf. / Essay/ Short Suspension
19	Minor Aggressive Act	Parent Contact / Essay	Parent Conference / Essay / ALC-ISS	Parent Conf. / Essay/ Short Suspension
		Minimum	Parent Conference / Essay / ALC-ISS	Parent Conf. / Essay/ Long Suspension
		Maximum	Parent Conference / Short Suspension	Parent Conf./Long Susp./Police Report
20	Disturbing School Meeting or Activity	Parent Contact / ALC-ISS	Parent Conference / Long Suspension	Long Suspension / Expulsion
		Minimum	Parent Conference / ALC-ISS	Parent Conference / Long Suspension
		Maximum	Parent Conference / Short Suspension	Long Suspension / Expulsion
21	Malicious Mischief	Parent Contact	Parent Conference / ALC-ISS	Parent Conference / Short Suspension
		Minimum	Parent Conference / ALC-ISS	Parent Conference / Short Suspension
		Maximum	Parent Conference / Loss of Activity	Parent Conference / Long Suspension
22	Endangerment	Parent Contact / ALC-ISS	Parent Conference / Short Suspension	Parent Conference / Long Suspension
		Minimum	Parent Conference / ALC-ISS	Parent Conference / Long Suspension
		Maximum	Parent Conference / Short Suspension	Parent Conference / Long Suspension
23	Fighting	Parent Contact / ALC-ISS	Parent Conference / Short Suspension	Parent Conference / Long Suspension
		Minimum	Parent Conference/Short suspension	Long Suspension / Expulsion
		Maximum	Parent Conference/Police Report	Parent Conference/Long Susp./Police Rep.
24	Physical Assault - Staff/Students	Short suspension/Police Report	Parent Conf. /Long Susp./Police Rep.	Alt. Placement/Expulsion/Police Rep.
25	***Aggravated Assault	Parent Conf. / Short Susp / Pol. Report	Parent Conf. /Long Susp./Police Rep.	Parent Conference /Long Susp./Police Rep.
		Minimum	Parent Conf. /Long Susp./Police Rep.	Alt. Placement/Expulsion/Police Rep.
		Maximum	Parent Conference / Short Suspension	Parent Conference / Long Suspension
26	Other Aggression	Parent Contact / ALC-ISS	Parent Conference / Short Suspension	Parent Conference / Long Suspension
		Minimum	Parent Conference / Short suspension	Parent Conference / Long Susp. / Police Rep.
		Maximum	FIRST OCCURRENCE	REPEATED OCCURRENCE
27	Alcohol			
	Possession	Parent Conference / Long Susp.		Long Suspension / CPS Ref. / Police Report
	Share	Parent Conference / Long Susp.		Long Suspension / CPS Ref. / Police Report
	Under the Influence/Use	Parent Conference / Long Susp.		Long Suspension / CPS Ref. / Police Report
	Sale, Distribution or Intent to	Parent Conference / Long Susp.		Long Suspension / CPS Ref. / Police Report
28	Prescription Drugs			
	Possession	Parent Conference/ Short Susp.		Long Suspension / CPS Ref. / Police Report
	Share	Parent Conference /Long Susp./Pol. Rep.		Long Suspension / CPS Ref. / Police Report
	Under the Influence/Use	Long Susp. /Police Report		Long Suspension / Expulsion
	Sale, Distribution or Intent to	Long Susp. /Police Report		Long Suspension / Expulsion
29	Tobacco Product, Use			
	Possession	Parent Contact / Essay		Parent Conf. / Essay / Long Suspension
	Share	Parent Conference / Essay / Short Susp.		Parent Conf. / Essay / Long Suspension
	Use	Parent Conference / Essay / Short Susp.		Parent Conf. / Essay / Long Suspension
	Sale, Distribution or Intent to	Parent Conference / Essay / Short Susp.		Parent Conference / Long susp. / Pol. Rep.
30	*Inhalants			
	Possession	Parent Conference / Short susp.		Long Suspension / Pol. Rep. / Expulsion
	Share	Parent Conf / Long Susp. / Pol. Rep.		Long Suspension / Pol. Rep. / Expulsion
	Under the Influence/Use	Long Suspension / Police Report		Long Suspension / Pol. Rep. / Expulsion
	Sale, Distribution or Intent to	Long Suspension / Police Report		Long Suspension / Pol. Rep. / Expulsion

**Somerton School District #11 Discipline Matrix
Relationship Between Problem Areas and Disciplinary Action**

31	*Over the Counter Drugs						Parent Conference / Short susp.						Long Suspension / Police Report
	Possession Share						Parent Conf./Long Susp. / Pol. Rep.						Long Suspension / Police Report
	Under the Influence/Use Sale, Distribution or Intent to						Long Suspension / Police Report						Long Suspension / Expulsion
	***Illicit Drugs(Ecstasy, Cocaine, Crack, Marijuana)						Long Suspension / Police Report						Long Suspension / Expulsion
32	Possession Share						Parent Conference /Short Susp./Pol. Rep.						Long Suspension / Police Report
	Under the Influence/Use Sale, Distribution or Intent to						Parent Conf./Long Susp./Pol. Rep.						Long Suspension / Police Report
	Drug Paraphernalia						Long Suspension/Police Report						Long Suspension / Expulsion
	Possession Share						Long Suspension/Police Report						Long Suspension / Expulsion
33	Possession Share						Parent Conference / Short susp.						Long Suspension / Police Report
	Use						Parent Conference /Short Susp./Pol. Rep.						Long Suspension / Police Report
	Sale, Distribution or Intent to						Long Suspension / Police Report						Long Suspension / Police Report
	Substance Represented as Illicit Drugs						Long Suspension / Police Report						Long Suspension / Police Report
34	Possession Share						Parent Conference / Short susp.						Long Suspension / Pol. Rep. / Expulsion
	Use						Parent Conf. / Long Susp. / Pol. Rep.						Long Suspension / Pol. Rep. / Expulsion
	Sale, Distribution or Intent to						Long Suspension / Police Report						Long Suspension / Pol. Rep. / Expulsion
	HARASSMENT						Long Suspension / Police Report						Long Suspension / Pol. Rep. / Expulsion
35	Harrasment (non-sexual)						RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE	SEVERE OCCURRENCE			SEVERE OCCURRENCE
							Minimum	Parent Contact / ALC-ISS	Parent Contact / Short Suspension	Parent Contact / Short Suspension			Parent Conference / Short Suspension
							Maximum	Parent Contact / Short suspension	Parent Conference / Short Suspension	Parent Conf. /Long Susp./Police Report			Parent Conf. /Long Susp./Police Report
							Minimum	Parent Conference / Threat Assess.	Parent Conf. /Threat Assess./Police Report	Short Suspension / Police Report			Short Suspension / Police Report
36	Bullying						Maximum	Parent Conf. / Threat Assess./Pol. Rep.	Parent Conference / Short Suspension	Parent Conference / Short Suspension			Long Suspension / Police Report
							Minimum	Parent Contact / Threat Assess.	Parent Conf. / Threat Assess./Pol. Rep.	Parent Conf. /Threat Assess./Pol. Rep.			Par. Conf. /Threat Assess./Short Susp./Pol. Rep.
							Maximum	Parent Contact / Threat Assess.	Parent Conf. /Threat Assess./Pol. Rep.	Parent Conf. /Threat Assess./Pol. Rep.			Par. Conf. /Threat Assess./Short Susp./Pol. Rep.
							Minimum	Parent Conf. /Threat Assess.	Parent Conf. /Threat Assess./Pol. Rep.	Parent Conf. /Threat Assess./Pol. Rep.			Par. Conf. /Threat Assess./Short Susp./Pol. Rep.
37	Intimidation/Threats						Maximum	Parent Conf. /Threat Assess.	Parent Conf. /Threat Assess./Pol. Rep.	Parent Conf. /Threat Assess./Pol. Rep.			Par. Conf. /Threat Assess./Short Susp./Pol. Rep.
							Minimum	Parent Conf. /Threat Assess.	Parent Conf. /Threat Assess./Pol. Rep.	Parent Conf. /Threat Assess./Pol. Rep.			Par. Conf. /Threat Assess./Short Susp./Pol. Rep.
							Maximum	Parent Conf. /Threat Assess.	Parent Conf. /Threat Assess./Pol. Rep.	Parent Conf. /Threat Assess./Pol. Rep.			Par. Conf. /Threat Assess./Short Susp./Pol. Rep.
							Minimum	Parent Conf. /Threat Assess.	Parent Conf. /Threat Assess./Pol. Rep.	Parent Conf. /Threat Assess./Pol. Rep.			Par. Conf. /Threat Assess./Short Susp./Pol. Rep.
38	HARASSMENT						RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE	SEVERE OCCURRENCE			SEVERE OCCURRENCE
	Hazing						Minimum	Parent Conference	Parent Conference / BP / ALC-ISS	Parent Conference / BP / ALC-ISS			Parent Conference / BP / Short Susp.
							Maximum	Parent Conference / ALC-ISS	Parent Conference / BP / Short Susp.	Parent Conference / BP / Short Susp.			Parent Conference / BP / Long Susp.
							Minimum	Parent Conference / Essay	Parent Conference / Essay / ALC-ISS	Parent Conference / Essay / ALC-ISS			Parent Conference / Essay / Short Susp.
39	INAPPROPRIATE CONDUCT						RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE	SEVERE OCCURRENCE			SEVERE OCCURRENCE
	Pornography						Minimum	Parent Conference / Essay	Parent Conference / Essay / ALC-ISS	Parent Conference / Essay / ALC-ISS			Parent Conference / Essay / Short Susp.
							Maximum	Parent Conference / Essay / ISS	Parent Conference / Essay / Short Susp.	Parent Conference / Essay / Short Susp.			Parent Conference / Essay / Long Susp.
							Minimum	Parent Contact / ALC-ISS	Parent Conference / Short Suspension	Parent Conference / Police Report			Parent Conference / Police Report
40	Lewd/Lascivious Behavior						Maximum	Short suspension	Parent Conference / Long Suspension	Parent Conference / Expulsion			Long Suspension / Expulsion
	Indecent Exposure/Public Sexual Indecent						Minimum	Parent Conference / ALC-ISS	Parent Conference / Short Suspension	Parent Conference / Long Suspension			Parent Conference / Long Suspension
	Improper Sexual Advances						Maximum	Short Suspension	Parent Conference / Long Suspension	Parent Conference / Expulsion			Long Suspension / Expulsion
	Sexual Harassment						Minimum	Parent Conf. /Threat Assess./ALC-ISS	Parent Conference / Short Suspension	Parent Conference / Long Susp./Police Rep.			Parent Conference / Long Susp./Police Rep.
41	Techonology, Improper Use of Computer						Maximum	Parent Conference / Essay	Parent Conference / Essay / ALC-ISS	Parent Conference / Essay / ALC-ISS			Parent Conf. / Essay / Short Suspension
							Minimum	Parent Conference / Essay / ALC-ISS	Parent Conference / Essay / Short Susp.	Parent Conference / Essay / Short Susp.			Parent Conf. / Essay / Short Suspension
							Maximum	Parent Conference / Essay / ALC-ISS	Parent Conference / Essay / Short Susp.	Parent Conference / Essay / Short Susp.			Parent Conference / Essay / Short Suspension
							Minimum	Parent Conference / Essay / ALC-ISS	Parent Conference / Essay / Short Susp.	Parent Conference / Essay / Short Susp.			Parent Conference / Essay / Short Suspension

**Somerton School District #11 Discipline Matrix
Relationship Between Problem Areas and Disciplinary Action**

44	Technology, Improper Use of Network Infraction	Minimum	Parent Conference / Essay	Parent Conference / Essay / ALC-ISS	Parent Conf. / Essay / Short Suspension
		Maximum	Parent Conference / Essay / ALC-ISS	Parent Conference / Essay / Short Susp.	Parent Conference / Long Suspension
45	Technology, Improper Use of Telecommunication Device	Minimum	Parent Conference / Essay	Parent Conference / Essay / ALC-ISS	Parent Conf. / Essay / Short Suspension
		Maximum	Parent Conference / Essay / ALC-ISS	Parent Conference / Essay / Short Susp.	Parent Conference / Long Suspension
46	Technology, Improper Use of other Technology	Minimum	Parent Conference / Essay	Parent Conference / Essay / ALC-ISS	Parent Conf. / Essay / Short Suspension
		Maximum	Parent Conference / Essay / ALC-ISS	Parent Conference / Essay / Short Susp.	Parent Conference / Long Suspension
	FIRE / SAFETY THREATS	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE	SEVERE OCCURRENCE
47	Combustible Items	Minimum	Parent Contact / Essay	Parent Conference / Essay / ALC-ISS	Parent Conf. / Essay / Short Suspension
		Maximum	Parent Conference / Essay / ALC-ISS	Parent Conference / Essay / Short Susp.	Parent Conference / Long Suspension
48	False Alarm (Emergency/Fire)	Minimum	Parent Contact / Essay	Parent Conference / Essay / ALC-ISS	Parent Conf. / Fire Pres. / Short Suspension
		Maximum	Parent Conference / Essay / ALC-ISS	Parent Conference / Essay / Short Susp.	Parent Conference / Long Suspension
49	Arson of a structure or property	Minimum	Parent Contact / Short Susp./Police Rep.		Parent Conference / Long Susp./Police Rep.
		Maximum	Parent Conf. / Long Susp./Police Report		Parent Conference / Expulsion/Police Rep.
50	Arson of an occupied structure	Minimum	Parent Conf. / Police Report/Short Susp.		Parent Conference / Long Susp./Police Rep.
		Maximum	Parent Conf. / Long Susp./Police Report		Parent Conference / Expulsion/Police Rep.
51	Bomb Threat	Minimum	Short Suspension/Police Report		Long Suspension / Police Report
		Maximum	Long Suspension/Police Report		Long Suspension / Expulsion/Police Rep.
52	Chemical/Biological Threat	Minimum	Short Suspension/Police Report		Long Suspension / Police Report
		Maximum	Long Suspension/Police Report		Long Suspension / Expulsion/Police Rep.
53	Other School Threat	Minimum	Short Suspension/Police Report		Long Suspension/Police Report
		Maximum	Long Suspension/Police Report		Long Suspension or Expulsion
	THEFT	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE	SEVERE OCCURRENCE
54	Petty Theft/Value of less than \$100.00	Minimum	P. Conference / Essay /Reparation		P. Conf./Essay/Rep./ALC-ISS/Pol. Rep.
		Maximum	P. Conf./Essay/Reparation/ALC-ISS		P. Conf./Essay/Rep./Short Susp./Pol. Rep.
55	Theft/Value of more than \$100.00	Minimum	P. Conf./Reparation/Police Rep.		P. Conf./Reparation/Short susp/Pol. Rep.
		Maximum	P. Conf./Reparation/Short Susp/Pol. Rep.		P. Conf./Reparation/Long. susp/Pol. Rep.
56	Burglary or Breaking & Entering (2nd, 3rd Degree)	Minimum			Police Report / Long Suspension
		Maximum			Police Report / Expulsion
57	Burglary (1st Degree)	Minimum			Police Report / Long Suspension
		Maximum			Police Report / Expulsion
58	Robbery	Minimum			Police Report / Long Suspension
		Maximum			Police Report / Expulsion
59	**Armed Robbery	Minimum			Police Report / Long Suspension
		Maximum			Police Report / Expulsion
60	Unauthorized Entry/ Trespass/Loitering	Minimum	Parent Contact		Parent Conference / ALC-ISS / Short Susp.
		Maximum	Parent Conference/Police Report		Parent Conf. /Short Susp./Police Report
61	Vandalism of School Property	Minimum	Parent Conference /Reparation	Parent Conference/Reparation/ALC-ISS	Parent Conference /Reparation/Short Susp.
		Maximum	Parent Conference /Reparation/ALC-ISS	Parent Conf. / Reparation/ Short Susp.	Parent Conference /Reparation/Long Susp.
62	Vandalism of personal Property	Minimum	Parent Conference /Reparation	Parent Conference/Reparation/ALC-ISS	Parent Conference /Reparation/Short Susp.
		Maximum	Parent Conference /Reparation/ALC-ISS	Parent Conf. /Reparation/Short Susp.	Parent Conference /Reparation/Long Susp.
63	Graffiti or Tagging	Minimum	Parent Contact/Clean-up	Parent Conference / Short Suspension	Parent Conference / Short Suspension
		Maximum	Parent Conference /Clean-up/Reparation	Parent Conf./Clean-up/Reparation/Short S	Parent Conf./Long Susp./Police Report

**Somerton School District #11 Discipline Matrix
Relationship Between Problem Areas and Disciplinary Action**

WEAPONS	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE	SEVERE OCCURRENCE
64 Simulated Firearm	Minimum	Parent Conf. /Threat Assess./Essay	Parent Conf./Threat Assess./Essay/ALC-ISS	P. Conf./Threat Assess./Essay/Short Susp.
	Maximum	Parent Conf./Threat Assess./Essay/ALC-ISS	Parent Conf./Threat Assess./Essay/Short Susp.	P. Conf./Threat Assess./Essay/Short Susp.
65 Dangerous Items (Air Soft Gun B.B. Gun, Kine -2.5, Laser Pointer, Etc.	Minimum	Parent Conf. /Threat Assess./ALC-ISS	Parent Conf. /Threat Assess./Short Susp.	P. Conf./Threat Assess./Long Susp.
	Maximum	Parent Conf. /Threat Assess./Short Susp.	Parent Conf. /Threat Assess./Long Susp.	Parent Conf. /Threat Assess./9 wk Susp.
66 **Other Weapons: Billy Club Knuckles, Knife 2.5", Nunchakus	Minimum	Parent Conferece /Short Susp./Pol.Rep.		Long Term /Pol. Rep.
	Maximum	Alt.Placement / Expulsion/Pol. Rep.		Expulsion / Pol. Rep.
67 Firearms, (Handgun, Pistol Shotgun, Starter Gun, etc)	Minimum	Parent Conferece /Short Susp./Pol.Rep.		Parent Conf. / Long Suspension/Police Rep.
	Maximum	Long Susp. / Expulsion/Police Rep.		Long Suspension / Expulsion/Police Report
GENERAL INFRACTIONS	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE	SEVERE OCCURRENCE
68 Dress or Appearance	Minimum	Parent Contact / Change Clothes	Parent Conf. /Change Clothes/ALC-ISS	Parent Conf. /Change Clothes/ Short Susp.
	Maximum	Parent Conf. /Change Clothes/ALC-ISS	Parent Conf. /Change Clothes/ Short Susp.	Parent Conf. /Change Clothes/ Long Susp.
69 Violation	Minimum	Parent Contact	Parent Conferece / ALC-ISS	Parent Conferece / Short Suspension
	Maximum	Parent Contact	Parent Conferece / Short Suspension	Parent Conferece / Long Suspension
70 Extortion	Minimum	Parent Conferece / Long Suspension	Parent Conferece / Long Suspension	Parent Conferece / Long Suspension
	Maximum	Parent Conferece / Long Suspension	Long Suspension / Expulsion	Long Suspension / Expulsion
71 Negative Group Affiliation	Minimum	Parent Contact / Risk Assess.	Parent Conferece /Risk Assess./Essay	Parent Conferece / Essay / ALC-ISS
	Maximum	Parent Contact / Risk Assess./Essay	Parent Conferece / Essay / ALC-ISS	Parent Conferece / BP/ ALC-ISS
GENERAL INFRACTIONS	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE	SEVERE OCCURRENCE
72 Public Display of Affection	Minimum	Parent Contact	Parent Conferece / ALC-ISS	Parent Conferece / Short Suspension
	Maximum	Parent Contact	Parent Conferece / Short Suspension	Parent Conferece / Long Suspension
73 Parking Lot Violation (Vehicle/Pedestrian)	Minimum	Parent Contact	Parent Conferece / ALC-ISS	Parent Conferece / Short Suspension
	Maximum	Parent Contact	Parent Conferece / Short Suspension	Parent Conferece / Long Suspension
74 Info. or Identification, giving of	Minimum	Parent Contact / Essay	Parent Conferece / Essay	Parent Conferece / ALC-ISS
	Maximum	Parent Contact / Essay	Parent Conferece / ALC-ISS	Parent Conferece / Short Suspension
75 Littering	Minimum	Parent Contact / Clean-up	Parent Conferece / Clean-up / ALC-ISS	Parent Conferece / Clean-up/Short Susp.
	Maximum	Parent Contact / Clean-up	Parent Conferece / Clean-up/Short Susp.	Parent Conferece /Clean-up/Long Susp.
76 Bus/Transportation	Minimum	Parent Notification/Short Susp. Bus		Short suspension from Bus Services
	Maximum	Expulsion from Bus Services		Expulsion from Bus Services
77 Causing Hazardous or Physical Condition	Minimum	Parent Contact / ALC-ISS	Parent Conferece / Short Suspension	Parent Conferece / Long Suspension
	Maximum	Parent Contact / ALC-ISS	Parent Conferece / Long Suspension	Long Suspension / Expulsion
LAW VIOLATIONS / OTHER	RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCE	SEVERE OCCURRENCE
78 Slander	Minimum	Parent Contact	Parent Conferece / Essay	Parent Conferece / Short Suspension
	Maximum	Parent Contact	Parent Conferece / Essay / ALC-ISS	Parent Conferece /Long Susp./Pol. Rep.
79 Governing Board Policy/ School Rule Violation	Minimum	Parent Contact	Parent Conferece / Essay	Parent Conferece / ALC-ISS
	Maximum	Parent Contact	Parent Conferece / Essay	Parent Conferece / Short Suspension
80 Failure to comply with administrative action/ direction	Minimum	Parent Conferece / Ext. ALC-ISS		Parent Conferece / Short suspension
	Maximum	Parent Conferece / Short suspension		Parent Conferece / Long Suspension
81 Obstructing an Investigation	Minimum	Parent Contact	Parent Conferece / Essay	Parent Conferece / ALC-ISS
	Maximum	Parent Contact	Parent Conferece / Essay / ALC-ISS	Parent Conferece / Short Suspension
82 Violation of State/Federal Law	Minimum	Parent Conferece / Police Report		Parent Conf. /Police Report/ Long Susp.
	Maximum	Parent Conf. / Short Susp. / Police Report		Parent Conferece/Police Report/Expulsion
83 Sexual Abuse or conduct w/ minor/Child Molestation	Minimum			Police Report / Long Suspension
	Maximum			Police Report / Expulsion
84 Sexual Assault/Rape	Minimum			Police Report / Long Suspension
	Maximum			Police Report / Expulsion

DEFINITION OF PROBLEM

Alcohol and Non-Prescribed Drugs - Possessing, selling, offering to sell, using or being under the influence of alcohol or drugs, exception: use of medication is allowed if it is prescribed by a physician, used in accordance with the prescription and Governing Board Policy and is administered from the Health Center.

Bus - Not complying with published bus rules.

Destruction or Defacement of Property - Destroying or defacing objects or materials belonging to the school, school personnel, or other persons.

Disorderly Conduct, Including Profanity and Obscene Behavior - Conduct and/or behavior which is disruptive to the orderly educational procedure and process of the school.

Disrespect - Failure to be respectful to another person.

Dress Code - Failure to comply with the published dress code of the school.

Endangerment/Fighting - Engaging in conduct that endangers or threatens employees or students. This includes physical contact for the purpose of inflicting harm.

Forgery - Writing and using the signature or initials of another person.

Gambling - Participating in games of chance for the purpose of gaining money.

Harassment - This can be in relation to other school students or staff.

Insubordination - Failure to comply with a reasonable request.

Dishonesty - Giving false information or information calculated to mislead.

Obscenity - The use of defamatory or obscene words or phrases, or distribution of defamatory or obscene materials.

Tardiness - Arriving late to a scheduled class.

Theft - Taking or concealing property that belongs to others.

Threats - Any type of conduct, including verbal or physical threat, insult, abuse or fighting with any student, teacher, administrator, school visitor or any other person. This includes borrowing or attempting to take or borrow property from another person by an expressed or implied threat.

Tobacco - The use, sale or possession of tobacco of any kind.

Unexcused Absence and Ditching - Any absence which has not been both excused by a parent or legal guardian and approved by the appropriate school official.

Weapons - The possession or use of firearms, weapons, explosives, fireworks, knives, lasers, matches, cigarette lighters, bullets **or any other instrument reasonably capable of harming any person or property or reasonably susceptible of creating the impression of such harm.**

ITEMS NOT ALLOWED AT SCHOOL

guns (real or toy)	knives (any type)	box cutters	lasers
matches	cigarette lighters	tasos	trading cards
roller skates	walking roller shoes	skateboards	fidget spinners
hard balls	bats (any type)	electronic games	condoms
radios	walkmans/cd players/mp3's	toys	guage earrings
cellular phones	cigarettes (including electronic)		

DISCIPLINARY ACTIONS

Students involved in inappropriate behavior will be subjected to certain disciplinary actions. Depending upon the behavior problem of the student, one or more of the following actions may be taken by school officials:

Informal Talk - A school official will talk to the student and try to reach an agreement regarding how the student should behave.

Conference - A formal conference is held between the student and one or more school officials. This conference will be documented.

Detention - Students will serve lunch detention and a note will be sent home to be signed.

Parent Involvement - Parent or guardian is notified by telephone, personal contact, letter or certified letter. A conference may be conducted between the student, parent or legal guardian, appropriate school personnel, and any other concerned individuals. This conference will be documented.

In-School Detention (ISD) - To be served during recess, lunch, before or after school, at the discretion of the administration. This will be documented.

In-School Suspension (ISS) - The student is temporarily removed from one or more classes, but remains at school during these class periods. This will be documented.

Short Suspension - The student is informed that he/she is subject to a short suspension (ten days or less). The student's parent or legal guardian is notified by telephone or certified letter that the student is subject to a short suspension. This notification will be documented.

Long Suspension - The student is informed that he/she is subject to a long suspension (eleven days or more.) The student's parent or legal guardian is notified by letter and telephone contact will immediately be attempted. This action will be documented.

Summary Suspension - The student is immediately suspended pending further administrative action. Suspensions of this type are only made when it is necessary to remove the student from school in order to eliminate any present danger to all concerned. The student's parent or legal guardian is notified by telephone and/or letter regarding the action of the school district. This action will be documented.

Expulsion - The student is informed that he/she is subject to permanent removal from school. The student's parent or legal guardian is notified by telephone and letter that the student is subject to expulsion. The District Superintendent, or her/his designee, will recommend to the Governing Board that the student be expelled.

SEARCH AND SEIZURE

Equipment such as storage areas and desks belong to the school district and is permitted to be used by students as a convenience.

Student Rights

1. Student individual rights, as well as the general welfare of the school community, shall always be considered.
2. Students have the right to freedom from unlawful personal search and seizure.

Responsibilities

1. Students may be held responsible for the contents of their storage areas and any contraband found there during a reasonable search may be used as evidence for both school and legal action.
2. Students are responsible for items found on their person, in their purse or book bags during a reasonable search.

Procedures

In order for a search to be implemented:

1. There shall be a reasonable suspicion for school authorities to believe that possession of such items constitute a crime or rule violation.
2. When reasonable suspicion exists, a search may be conducted of an individual under the authorization of the principal or his/her designee.
3. Search of an area assigned to a student shall be made in the presence of a witness and, when reasonably possible, in the presence of the student.
4. Illegal items as defined by federal, state, or local law or a provision of this policy, which may be reasonably determined to be a threat to health, safety or security of others, may be seized by the school authorities and turned over to the police department.
5. Items which are used to disrupt or interfere with the educational process may be temporarily removed from a student's possession.

INTERVIEWS

If a peace officer appears on campus requesting to interview a student attending the school, the school administrator shall be notified, and the school office shall contact the student's parent(s). The parent(s) will be asked if they wish the student to be interviewed and, if so, will be requested to be present or to authorize the interview in their absence. A parent may be present during an interview except when interviews are conducted by a Child Protective Services worker pursuant to A.R.S. 8-224 and 8-546.01. If the parent(s) cannot be reached, the peace officer should be requested to contact the parent(s) and make arrangements to question the students at another time and place.

DUE PROCESS PROCEDURES

In a U.S. Supreme Court decision (*Goss vs. Lopez*) the court determined that students must receive notice of the charges against them, and hearing permitting the student to "tell his side of the story" before they may be suspended. The court's reasoning was based on its acknowledgment that students have a "property right" in public school attendance and a "liberty right" in the maintenance of a good reputation. In that the "due process of law" requirement of the Fourteenth Amendment serves to protect rights of this sort and because suspension from school is an infringement of these rights, suspensions may be ordered only if "due process of law" is satisfied.

Student Rights

1. Students shall not be deprived of their liberty, property, or right to attend school and participate in all activities of the school community without due process of law.
2. Students have the right to remain silent if they so desire.
3. Students have the right to participate in school activities regardless of race, religion, ethnic origin or economic status.
4. Students may not be denied participation in any activity for any reason other than those established by state and school eligibility requirements and those requirements legitimately related to the purpose of the activity.

Procedures

Except in the case of a student(s) posing a continuing danger to persons or property or an ongoing threat of disrupting the school or class, no short-term suspension from school shall be enforced against any student until the following has occurred:

1. The student and parent shall be advised by oral and/or written notice of the charges against him. (i.e., of the reasons for the contemplated suspension).
2. The student shall be afforded the opportunity to present his side of the story through a formal or informal hearing.
3. Statements in support of all charges must be produced by the principal or other members of the faculty; the student, his/her parents or guardians, or others in support of the student will be permitted to make statements in defense mitigation.
4. The principal may determine whether or not to permit the student counsel.
5. A written record shall be kept of the time, date and location of the hearing, who was present, a summation of what was said by each person, and the conclusion resulting from the hearing.
6. Expulsion and long-term suspension procedures are available from the school or district office.

STUDENT PROGRAMS

Included in the school discipline plan are ways to positively reinforce students who behave appropriately. In addition to using frequent praise, the students will be rewarded with special activities, treats, programs and extra recess time.

HONOR ROLL / PERFECT ATTENDANCE / EXEMPLARY CONDUCT

Criteria for Participating in Celebration Activities/Events:

Perfect Attendance:

0 Absences – Be in school and on time every day from 8:00 am - 2:45 pm, M,T,Th,F, and 8:00 am -12:00 pm on Wednesday.

Academic Excellence for ELA or Math:

Highly Proficient (HP) or Proficient (P) overall on quarterly benchmarks

Exemplary Conduct:

All Es – All subcategories under Productivity and no lost recess, no lunch detentions, no notes to parents, and no office/discipline or bus referrals. Students must also comply with uniform policy every day.

Recognition:

Certificate and Celebration for 1st through 3rd Quarter.

STUDENT COUNCIL

Tierra del Sol has a Student Council. The responsibility of the Student Council is to help make decisions on programs and improvements to the school. Student Council provides an opportunity for students to develop leadership skills, responsibility, and pride in themselves & their school.

The Council shall consist of a president, vice-president, secretary, treasurer and classroom representatives. The positions are filled through student elections.

CELEBRATIONS AND RECOGNITIONS

The Somerton Governing Board of Education has designated two parties a year will be held: Christmas and Valentine's Day. Parents may be contacted to contribute for the parties. Celebrations for individual and class recognition are to be approved by the principal. Parents may be contacted to contribute for the celebration. Arizona Revised Statute 15-242 mandates all kindergarten through eighth grade schools follow the Arizona Nutrition Standards specifically Section D. Only store-bought items will be allowed for celebrations.

Section D states: Foods of minimal nutritional value as defined by 7 Code of Federal Regulations section 210.11(2) shall not be served or sold during the normal school day on any elementary school, middle school or junior high school campus.

BIRTHDAY CELEBRATIONS

The students' teacher may recognize them on their birthday: however, in the interest of fairness and equality, and with respect to academic time on task, **NO OTHER TREATS OR BIRTHDAY RECOGNITIONS BY PARENTS ARE PERMITTED IN THE CLASSROOM.** Additionally, parents are asked not to distribute private party invitations at school unless the student's entire class is included.

Celebrations will be scheduled at the end of the month for all students with birthdays that fall within that month. Parents are permitted to bring a treat or special recognition. No homemade items are allowed. Dates for each month's birthday celebrations will be announced in the monthly newsletters and calendars.

RELIGIOUS PRACTICES AND NON-ACADEMIC SCHOOL ACTIVITIES

The Somerton School District #11 is sensitive to the fact that participation in certain non-academic activities at school is not practiced by some students due to religious preferences.

The Somerton School District honors that belief and does not require a student to participate in any activity that is contrary to that belief. Parents or guardians are requested to inform the child's teacher in writing of the decision to exercise this choice.

BOOKS

The first set of textbooks and workbooks for all grades is furnished without charge. If any textbook is lost or damaged due to negligence, the student will be required to pay for it. A book price list is available in the school office.

LIBRARY

The Tierra del Sol Library is an important educational resource and we encourage its full use. The library is open during scheduled school hours to all students for pleasure reading or reference work. Books may be checked out.

We ask your cooperation in encouraging your children to return books when due in order to keep books in circulation. Students will be responsible for lost or damaged books. Charges for lost or damaged books will reflect the condition and age of the book at the time it was checked out. Please return all library books when withdrawing from school.

LOST AND FOUND

The school is not responsible for articles lost or stolen. Students should not leave money or valuables in their desks. Valuables should not be brought to school. A box will be placed in the office. At the end of the school year we will send all remaining lost & found items to a charitable organization.

SMOKING ON SCHOOL PREMISES AT PUBLIC FUNCTIONS

The possession or use of tobacco products, tobacco substitutes, electronic cigarettes, other chemical inhalation devices, or vapor products is prohibited in the following locations:

- School grounds
- School buildings
- School parking lots
- School playing fields
- School buses and other District vehicles
- Off-campus school sponsored events

Under the provision of A.R.S. 36-798.03, a person who violates the prohibition if guilty of committing a petty offense.

The prohibitions do not apply to an adult when possession or use of tobacco products are for demonstration purposes as a necessary instructional component of a tobacco prevention or cessation program that is:

- Approved by the school.

**Tierra del Sol Elementary School
2020/2021 Staff**

Instructional Assistant	Grade Level	Teacher	Room #	Phone #
Alvarado, Susana Lopez, Teresa	Preschool	Flores, Annabel	108	341-6428
	Kindergarten	Amaya, Elsa	113	341-6433
		Camarillo, Sandra	107	341-6427
		Cano, Alday	112	341-6432
		Martinez, Evelyn Perez	114	341-6434
		Pereda, Karina	115	341-6435
	First Grade	Gonzalez, Ashley	102	341-6422
		Lugo-Encinas, Margarita	101	341-6421
		Martinez-Lopez, Gracie	103	341-6423
		Perea, Maria	105	341-6425
		Salas, Martha	104	341-6424
	Second Grade	Castillo, Rhia	117	341-6437
		Fragozo, Haydee	119	341-6439
		Jogno, Kathleen Mae	106	341-6426
		Reyna, Yubania	116	341-6436
	Third Grade	Ballesteros, Angelica	122	341-6442
		Corvera, Michelle	121	341-6441
		Macabanti, Catherine	123	341-6443
		Molina, Annabel	124	341-6444
		Rivera, Connie	136	341-6456
	Fourth Grade	Carrol, Angelina	129	341-6449
		Fernandez, Ileri	125	341-6445
		Guiverra, Jessica	126	341-6446
Rios, Anselmo		130	341-6450	
Robles, Claudia		132	341-6452	
Fifth Grade	Anaya, Vicky	134	341-6454	
	Colvin, Roxanna	133	341-6453	
	Danganan, Jennilyn	135	341-6455	
	Rodriguez, Vanessa	COMP2	341-6471	
	Villafañe, Juan	131	341-6451	
6th Grade	Alfara, Cindy	141	341-6480	
	Canales, Martiza	140	341-6481	
	Cortez, Epifanio	139	341-6479	
	Sepulveda, Jose	137	341-6478	
	Williams, Jacob	138	341-6482	
Carlos, Flor Granados, Dennise Pino, Beatriz	Special Ed/Aspire	Zaragoza, Clarisa	109/110	341-6429/30
Afable, Cindy Arvizu, Blasa Sauceda, Annalisse	Special Ed/Thrive	Tams, Kitsi	127/128	341-6447
Espinoza, Laura McGrew, Elizabeth	Special Ed	De La Herran, Crystal	111	341-6431
Robles, Veronica Morales, Pedro	Special Ed/Resource	Paramo, Patricia Acosta, Christian	WKRM 2 WKRM 3	341-6461 341-6465

**Tierra del Sol Elementary School
2020/2021 Staff**

Speech	Berlin, Tami	Bk. Strge	341-6464
Migrant Interventions	Magaña, Sandra	WKRM 1	341-6460
Counseling	Counseling	WKRM 4	341-6483
Occupational Therapy	Occupantional Therapy	100	341-6414

	Fine Arts	Teacher	Room #	Phone #
Physical Education		Alvarez, Juan Carlos	P.E.	341-6415
Music		Marchant-Lee, Amber	248	341-6416
Library		Medina, Catalina	Library	341-6475
Art		O'Connor, Julie	118	341-6438
STEM		Velazquez, Jose	Comp. Lab.#1	341-6470

Office		Phone #
Felix, Gema	Principal	341-6400
Sullivan, Jennifer	Assistant Principal	341-6400
Escalante, Jessica	Instructional Coach	341-6408
Sanchez, Rosa	Instructional Coach	341-6409
Gonzalez, Jose D.	Secretary III	341-6400
Ruiz, Rosa	Secretary II	341-6400
Garay-Vargas, Sara	Secretary II	341-6400

Technology		
Cuevas, Rafael	Technology	341-6462

Health Services		
Estrella, Violeta	Health Aide	341-6418
Manzo, Nataly	Health Aide	341-6417

Instructional Assistants		
De Los Santos, Elisa		341-6463
Gomez, Irene		341-6476
Merino, Mercedes		341-6463
Zacarias, Imelda		341-6463
Zazueta, Cathy		341-6476

Cafeteria		
Cano, Jorge	Food Service Director	341-6411
Prado, Victoria	Cafeteria Manager	341-6412
Cardenas, Adriana		341-6413
Hernandez, Francisca		341-6413
Leon, Maria		341-6413
Lopez, Paola		341-6413
Lopez, Rosa M.		341-6413
Rodriguez, Trinidad		341-6413
Uriarte, Leticia		341-6413

Maintenance		
Valdez, Jose	Lead Custodian	341-6400
Hernandez, Jose	Custodian	341-6400
Martinez, Rogelio	Custodian	341-6400
Mejia, Irvin	Custodian	341-6400
Soliz, Charles	Custodian	341-6400

TDS Parent Teacher League		
Anaya, Helen	President	
Guiza, Salud	Vice-President	
Arroyo, Patricia	Secretary	
Madrid, Katya	Treasurer	
Gonzalez, Maria	Historian	