

DESERT SONORA ELEMENTARY SCHOOL

*301 N. Carlisle Ave. Somerton, AZ Telephone 928-341-6300
Maria P. Vasquez, Principal*

“Children, Our Pride, Our Future”



2017-2018

K - 5

**STUDENT / PARENT
HandBook**

Dear Hawk Families,

Welcome new students and a warm welcome back to returning students to Desert Sonora Elementary School. The staff and I are very proud that you have entrusted your child's education to us. We will make every effort to help your child achieve academically and socially this year. Through the Positive Behavioral Interventions and Supports (PBIS) process, it is our goal to create an enriching learning environment that engages the student. With your help, our teachers, and our support staff we will ensure that your child has a successful year.

I encourage you to become active in our Parent Teacher League this year by attending our monthly meetings and volunteering at our events. These events fund our programs, as well as our new school-wide incentive program that benefits our children. Please make sure you read our school newsletter for upcoming meetings and events.

Finally, if your child needs additional support or if you have a concern please don't hesitate to contact their teacher. Our school mission states that when school, home, and community unite, we achieve our personal best, academically, and socially.

On behalf of the entire staff at Desert Sonora Elementary School, we welcome you and thank you for your support and cooperation.

Sincerely,

María P. Vasquez,
Principál

Desert Sonora School Elementary School

Parent Involvement Policy

Desert Sonora School, a Title I School Wide Plan 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 program 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 District Office if the school wide program plan is not acceptable to them.
2. Convene an annual meeting, to which all parents of participating children are invited to inform parents of the Title I 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 I funds for transportation, child care, or home visits as related to parental involvement; to coordinate and integrate parent involvement strategies among all programs. This will build the school's 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 a 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, parent 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: *Maria P. Vasquez*

Date: **April 18, 2017**

DESERT SONORA ELEMENTARY SCHOOL
FAMILY-SCHOOL COMPACT

It is important that families and schools work together to help students achieve high academic standards. Through a process that included 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:

- Teach classes through interesting and challenging lessons that promote student achievement.
- Endeavor to motivate my students to learn.
- Have high expectations and help every child to develop a love of learning.
- Communicate regularly with families about student progress.
- Provide a warm, safe, and caring learning environment.
- Provide meaningful, daily homework assignments to reinforce and extend learning (2 minutes for grades 1-3 and 60 minutes for grades 4-6).
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Actively participate in collaborative decision making and consistently work with families and my school colleagues to make our school accessible and a welcoming place for families.
- Help each student achieve the schools 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 every day ready to learn and work hard.
- Bring necessary materials, completed assignments and homework.
- Know and follow school and class rules.
- Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school.
- Limit my TV watching.
- Respect the school, classmates, staff and families.
- Complete my studies and homework every day.

FAMILY/PARENT PLEDGE - I agree to carry out the following responsibilities to the best of my ability:

- Provide a quiet time and place for homework and monitor TV viewing.
- Read to my child or encourage my child to read every day (20 minutes K-3 and 30 minutes for grades 4-6).
- Ensure that my child attends school every day, gets adequate sleep, regular medical attention and proper nutrition.
- Regularly monitor my child's progress in school.
- Participate at school 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.

DESERT SONORA ELEMENTARY SCHOOL

MISSION STATEMENT

We at Desert Sonora Elementary believe that when school, home and community unite, we achieve our personal best, academically and socially, as lifelong learners.

Belief Statement

We believe:

- High expectations from home and school will nurture learning.
- In meeting the academic, social, and emotional needs of our children.
- All students' learning styles should be met.
- That an attractive learning environment enhances well-being and pride.
- That life skills are essential in becoming respectful, responsible, lifelong learners.
- In providing the best materials possible to enrich children's learning *experiences.*
- Children strive for their potential in a caring, respectful environment.



Desert Sonora Elementary School

School Calendar 2017-2018

August 2, 2017	First Student Day
September 04, 2017.....	LABOR DAY (No School)
September 6-7, 2017	Parent Conference 1/2 days
October 4, 2017	End of First Quarter
October 9-13, 2017	Fall Break
November 10, 2017.....	VETERAN'S DAY (No School)
November 15-16, 2017	Parents' Conferences 1/2 days
November 22-24, 2017	THANKSGIVING BREAK
December 15, 2017.....	End of Second Quarter
December 18, 2017 -January 5, 2018	WINTER BREAK
January 8, 2018	Classes Resume
January 15, 2018.....	M.L.K. Day (no school)
February 7-8, 2018	Parent Conferences (1/2 days)
February 19, 2018.....	PRESIDENTS' DAY-No School)
March 14, 2018.....	End of third quarter
March 30-April 6, 2018	SPRING BREAK
May 25, 2018	End of 4 th Quarter
May 25, 2018.....	LAST DAY OF SCHOOL

SCHOOL DAY

DESERT SONORA IS IN SESSION from 8:00 a.m. to 2:45 p.m.

Staffs' working hours: 7:40 a.m. to 3:20 p.m.

First Bell rings at: 8:00 a.m.

Tardy Bell Rings at: 8:05 a.m.

Dismissal Time: 2:45 p.m. (12:00 p.m. Wednesdays)

Early dismissal every Wednesdays for Kinder- 5th grade students:

Beginning time	8:00 a.m.
Dismissal time	12:00 p.m.

BREAKFAST SCHEDULE

Breakfast is available between 7:30 – 8:00 a.m. The Cafeteria opens at 7:30 a.m. Students **should NOT arrive** to school before 7:30 a.m. unless they are having breakfast in the cafeteria or scheduled to be with a teacher before 8:00 a.m. There is no adult supervision on the campus before 7:40 a.m.

LUNCH SCHEDULE

Kinder - 2nd grade 11:00 a.m. - 11:40 a.m.

3rd – 5th grade 12:00 p.m. - 12:40 p.m.

Parents are welcome to eat breakfast and/or lunch in the cafeteria. Parents **must purchase their own meals**: breakfast cost \$1.50 and lunch \$3.00. **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. Parents please sign in on the “Parent Sign In” form on the front table.

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.
- Be courteous and considerate.

Responsible:

- Clean your own area when you’re done eating, and wait to be dismissed.
- All food is to be eaten seated in the cafeteria.
- Walk at all times.
- Use inside voice at all times.
- Place trash in trash cans

REGISTRATION / RESIDENCY REQUIREMENTS

All students and their parents/guardians must live within Desert Sonora boundaries. Proof of residency must be furnished at the time of registration. Acceptable proof includes the following:

1. Proof of Residency (Driver's License is NOT a valid proof)
 - * APS bill, Rent receipt, water bill
 - * If living with someone, we will need a notarized "Affidavit of Shared Residence" form (to be picked up from 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 (court document), if child is not living with one of his/her natural parents.

ATTENDANCE PROCEDURES

Students are expected to be in school everyday and on time to class. The Somerton School District, along with Yuma County, has established guidelines for student attendance. **Student attendance is the responsibility of both the parent and student.** Below please read the regulations for student attendance.

Excused absences are absences with a defined reason. Only confirmed cases of illness are grounds for excused absences and must be verified with the school office. Unexcused absences are absences in which there are no defined reasons for a student to miss school.

Parents are required to call the school the day of their child's absence due to illness. Students who are absent more than 2 consecutive days are required to bring a doctor's excuse upon return to school.

Arizona State Law requires schools to carefully monitor student attendance. Once a child has 5 or more unexcused absences (or a combination of 10 or more excused/unexcused absences) (or 10 or more tardies) the school may file a referral with the Juvenile Court and Yuma County Attorney's Office.

Students who have a combined total of 18 or more excused and/or unexcused absences during the school year may be retained in their current grade level for the following school year.

UNEXCUSED ABSENCES

- a. Any absence for which a note or call is not received and a reason given.
- b. Missing the bus.
- c. Family vacations for which no prior arrangements have been made.
- d. Necessary family trips for which no prior arrangements have been made.
- e. Student leaving school grounds without being signed out by a parent/guardian.
- f. Coming to school but not attending class.

LEAVING SCHOOL EARLY

All students leaving school early must be accompanied by a parent/guardian. The parent/guardian must sign the release authorization log at the school office. It is strongly encouraged that students attend classes until 2:45 p.m. Consistent early releases is discouraged as class is still in session. If you are changing the way your child will be going home, you must let the office know by 12:00 p.m. on regular days and 10 a.m. on early release days.

MAKE-UP WORK

When students are absent, it is their responsibility to talk with their teacher or a friend 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 assignments by calling Desert Sonora Office at 341-6300. 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, 341-6300, 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, language 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 years during school hours.
 - 2. Employment of children between the ages of six and sixteen years 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 627-6000) or to the Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

RIGHTS OF HOMELESS STUDENTS

Somerton School District shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and unaccompanied youth, applies to all services, programs, and activities provided or made available.

A student may be considered eligible for services as a “Homeless Child or Youth” under the McKinney-Vento Homeless Assistance Act if he or she is presently living:

- In a shelter, temporary shared housing, or transitional living program
- In a hotel/motel, campground, or similar situation due to lack of alternatives

- At a bus station, park, car, or abandoned building
- In temporary or transitional foster care placement

Please contact:

Shelly Mezei, Homeless Liaison, 341-6032, if you need further assistance.

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 a 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.

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.

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 relieve 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.

INSURANCE

Insurance papers will be sent home the first week of school. This optional insurance covers students in case of an accident while in school.

COMMUNICABLE/INFECTIOUS DISEASES

Any student with, or recovering from, a communicable disease will not be permitted in 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 diseases 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 suffering from a communicable disease shall be excluded from school until treatment specific for pediculosis has been initiated and the student is symptom free.

Adopted: date of manual adoption

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

ARIZONA LAWS PERTAINING TO PEDICULOSIS SCREENING **ARIZONA REVISED STATUTES**

A.R.S. § 15-802. Compulsory school attendance; exceptions, violation; classification

- A. *Every person who has custody of a child between the ages of six 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, except that if a school is operated on a year-round basis each child shall regularly attend during school sessions which total not less than one hundred*

seventy-five days, or the equivalent as approved by the superintendent of public instruction, during the school year.

COMMUNICATIONS

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 three times during the school year

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 special individual conference.

REPORT CARDS/PROGRESS REPORTS

1st Quarter: August 01, 2016 - September 30, 2016 (44 days)
2nd Quarter: October 3, 2016- December 16, 2016 (46 days)
3rd Quarter: January 9, 2017- March 15, 2017 (46 days)
4th Quarter: March 16, 2017 - May 24, 2017 (44 days)

REPORT CARDS:

Report cards will be sent home the Wednesday after the end of the quarter. Report card dates are as follows:

Wednesday	October 05, 2016
Thursday	January 11, 2017
Thursday	March 22, 2017
Wednesday	May 24, 2017

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 are not registered in 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

Desert Sonora 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 341-6300.

SPECIAL EDUCATION AND 504 SERVICES

Desert Sonora provides many services for students who may need special programs. Desert Sonora 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.

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 to evacuate 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. Radio Ranchito, 1450 AM (San Luis)
 - b. KTTI 95.1 FM (Yuma)
4. Please **do not call the school**. We have a plan to contact you.

WHAT TO DO DURING AN EARTHQUAKE

Stay as safe as possible during an earthquake. Be aware that some earthquakes are actually foreshock 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 exiting 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 strongly supported, load bearing 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 system or fire alarms 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 PROCEDURE (For Classroom)

1. Visually scan/sweep the surrounding area.
2. Get any student/ adults into your classroom
3. Lock 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. Get students away from your door and remain QUIET!
7. Do not open the door for anyone until you hear the command, "Building has been cleared, teachers may return to their classroom".
8. Above everything, please remain calm.

WALKERS

Students will follow “safe walking” procedures. Parents are encouraged to walk with students until the children understand the procedure. Please avoid having extra traffic near and around the school.

BICYCLES

Second through 5th 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 recommended that each student riding a bicycle have 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.

The school and/or District cannot assume responsibility for lost or damaged bicycles.

BUS REGULATIONS & SAFETY RULES

Proper conduct is required for continued use of the bus. Students will be issued Behavior Reports when they violate the safety and behavior rules. Continued disorderly conduct or refusal to respect the authority of the bus driver shall be sufficient reason for the pupil to be denied transportation.

Violations are as follows:

1. Fighting
2. Littering
3. Vulgarity, rudeness, cursing
4. Do not commit or threaten to commit harm to another student or adult
5. Eating and drinking on the bus
6. Unnecessary noise
7. Disobeying the driver
8. Defacing or damaging
9. Part of the body hanging out of the window
10. Not seating in the assigned seat

Students may be suspended from the bus on the first offense if their behavior so warrants.

Safety Rules:

1. Do not arrive at your bus stop more than ten minutes early
2. Get in line without pushing or shoving

3. Do not throw objects
4. Balloons, toys, pets and other animals are not allowed
5. Do not give "cuts"
6. Obey the directions and instructions of the driver. He is an employee of the district and has the same authority as a teacher
7. Remain seated until the bus has stopped
8. If you must cross the highway or street, cross in front of the bus, never behind the bus.
9. Written permission from parent/guardians and the school administration is necessary before a student may get off at a different bus stop
10. Only "Bus Students" may ride the school bus

STUDENTS' BILL OF RIGHTS

The students in our school deserve to learn and play in the best environment we can provide. Accordingly, all staff and students will make every effort to observe the following-

Students in our school have the right to:

- Learn in a disruption-free environment.
- Know what is expected of them at all times in every area of the school.
- Be protected from physical harm.
- Be protected from verbal abuse.
- Have their positive behavior recognized.
- Have their personal property protected.
- Have their concerns heard.
- Be treated with kindness and caring.

DESERT SONORA SCHOOL RULES & EXPECTATIONS

DESERT SONORA HAWKS SOAR

Show **O**utstanding behavior by **A**cting **R**espectful and Responsible

The purpose of these guidelines is to maximize the educational opportunities available to all students and to insure operation of an orderly, successful school. All students are required to comply with certain standards of behavior.

Classroom Behavior Expectations

Respectful:

- Listen attentively when others are speaking.
- Raise your hand and wait to speak.
- Keep hands, feet, and objects to yourself at all times.
- Use materials/text books appropriately.
- Be kind and helpful to others.

Responsible:

- Come to school every day prepared and on time!
- Stay on task.
- Follow all school/classroom behavior expectations and teacher directives.
- Be honest and accept responsibility for your actions.
- Wear school uniform appropriately everyday (tuck shirts in).

Breezeway Behavior Expectations

Respectful:

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

Responsible:

- Walk in line quietly at all times.
- Be honest and accept responsibility for your actions.
- Wait for others to pass and respect right of way.
- Have a pass at all times.
- Leave and return to your destinations promptly.

Playground Behavior Expectations

Respectful

- Allow everyone to play, take turns, and share equipment.
- Use appropriate and kind language.
- Be friendly, courteous, and considerate

Responsible

- Follow directions.
- Follow all game Behavior Expectations and play fairly/appropriately.
- Play and use equipment safely.
- Be honest and accept responsibility for your actions.
- Keep playground clean.

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.
- Be courteous and considerate.

Responsible:

- Clean your own area when you're done eating, and wait to be dismissed.
- All food is to be eaten seated in the cafeteria.
- Walk at all times.
- Use inside voice at all times.
- Place trash in trash cans.

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.

Restroom Routines

- Must sign in/out and have a restroom pass.
- Wash and dry your hands.
- Only use the necessary toilet paper and soap (1 or 2 pumps).
- Dispose toilet paper in the toilet.

CAUGHT BEING GOOD AT DSS

Who? Any DSS student that SOAR

Show Outstanding behavior by Acting Respectful and Responsible

HOW?

- DSS Hawks students that Show Outstanding behavior by Acting Respectful and Responsible will receive a Hawk “caught being ticket” from a staff member.
- Teacher will submit weekly the name of their classroom “Hawk of the week”
- Principal will publicly acknowledge students caught being good.

UNIFORM POLICY

The Somerton School District Board has determined that the educational mission of Desert Sonora Elementary School will be enhanced if students dress and groom themselves appropriately to maintain an environment conducive to learning. 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: Khaki pants, shorts, skort, skirts or jumpers (NO SHORTER THAN END OF FINGERTIPS WHEN ARMS ARE DOWN AT THE SIDE) worn with a navy, red or burgundy collared polo shirt (not to have any logo or writing on them) tucked in at all times. Tennis shoes or casual shoes. Sandals must have a back strap, absolutely no flip flops or roller shoes allowed. ALL UNIFORMS MUST BE SIZE APPROPRIATE.

Boys: Khaki pants or shorts worn with a navy, red or burgundy collared polo shirt (not to have any logo or writing on them) tucked in at all times. Tennis shoes or casual shoes. Sandals must have a back strap, absolutely no flip flops or roller shoes allowed. ALL UNIFORMS MUST BE SIZE APPROPRIATE.

Fridays is *Spirit Day*. Hawk T-Shirt and **uniform** bottoms may be worn on Thursday only. **No jeans** are allowed on this day.

Exemptions

Students new to the district will be allowed a grace period of **five school days** to comply with the School Uniform Policy.

Parents or 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. The parent or legal guardian and the building principal will meet to discuss the exemption.

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 piercing other than normal size are prohibited..
- Clothing may not have any logos other than the approved school logo patch, or the name of the school embroidered on the shirt.
- 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

Students are expected to keep themselves well groomed and neatly dressed at all times. Any form of dress or hair style 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. Levis, 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. Hair color must be a natural color. NO BLUE, RED, PINK GREEN, PURPLE, etc...will be permitted.
11. Items resembling any form of weapon or items that presents a safety hazard for self and/or others are not allowed.
12. Writing or drawing on clothing is not allowed.
13. 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.

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 is 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

BEHAVIOR/ CONSEQUENCES MATRIX

The following Behavior/ Consequences matrix addresses the consequences for not following the school rules. Please make a note that parents and students are expected to be familiar with

DESERT SONORA SCHOOL RULES & EXPECTATIONS

Students are expected to comply with these rules as of their first day of school. However, at the discretion of the teacher, he/ she may take the time to get to know your child, try some classroom interventions, before administering the consequence listed on the second, third or severe incident column.

DEFINITION OF PROBLEM

Alcohol and Non-Prescribed Drugs - Possessing, selling, offering to sell, using or being under the influence of alcohol or drugs (except that 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	Cigarettes	Tazos
Roller skates	Walking rollers	Skateboards	Cards
Hard balls	Bats (any type)	Electronic games	High heels
Radios	Walkmans	Toys	Condoms
Cell Phones	Bullets	Acrylic/long nails	

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 - 5th graders 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 and present danger to any or 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 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 constitutes 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 other, 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, and 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/CONDUCT RECOGNITION

In order to earn placement on the school honor roll, a student must maintain an 80% (B) average at grade level or better in all major subjects including Art, P.E., Music, Library and computers. Student's earning straight A's will be placed on the Principal's Honor Roll. In both cases students will be given special school recognition. Students who have perfect attendance (no absences) and or excellence (all E's) in conduct will also be given special school recognition.

STUDENT COUNCIL

Desert Sonora 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 that 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.

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 work books 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 Desert Sonora 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 items to a charitable organization.

INTERNET PERMISSION FORM

We are pleased to offer students of our schools, 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 the "internet Agreement" form to the school.

While our intent is to make internet access available to further educational goals and objectives, students may find ways to access others 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 collaborative within the educational objectives of the school's academic curriculum. In accordance with the United States (i8USACA 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 internet. The Somerton School District # 11 specifically denies responsibility for the accuracy of information obtained.
- The students will use hardware and software in the manner taught by supervising teacher. The school will provide all software; students are prohibited from using other software on the school equipment.

- Network etiquette: The students will abide by the generally accepted rule 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 internet is a privilege, not a right. Inappropriate use will result in cancellation of the privileges.
- Student may not use their own e-mail accounts on school computers, and may not use chat rooms.



Internet Agreement

To be completed 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 handbook, communicating over the network in the responsible manner while honoring all relevant laws and restrictions.

Print Student's Name_____

Student's Signature_____

Teacher's Name_____

To be completed 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 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.

Print Parent/Guardian's Name: _____

Parent/Guardian's Signature:_____



Desert Sonora Elementary School
Maria P. Vasquez, Principal
“Children, Our Pride, Our Future”

Publication of Student Work/ Photo/ Name/ Video Clip

We understand that our child's art work/ writing/ photo/ video clip and/ or first name may be considered for publication as part of school – related projects. Publications may occur on the internet as part of our school's web page during this school year. We also understand that all work will be appear with a notice prohibiting the copying of any student's work for our photo without express written permission of the school, the students and his/her parents or guardians.

No student's full name, social security number, student number, home address, telephone number, or e-mail address, or those of the student's family members, will be published without separate permission of the parents.

We grant permission for the publication of our son/daughter's art work/ writing/ photo/ video clip and/ or first names as part of school related projects for the school. Publication may include the school's web page. A copy of the web page containing our child's art work/ writing/ photo/ video clip and/ or first name may be printed out and send home at the request of the parents or guardians.

- Yes, I agree with the information above.
- No, I don't agree with the information above.

Student Name_____

Parent/Guardian's Signature_____

Teacher's Name_____

Student Survey Annual Notification

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 below and select one of the two options. Then, sign the form and return it to the school within three days.

Notificación Anual sobre las Encuestas a Estudiantes

Para cumplir con las disposiciones de la Ley de Derechos Educativos y Privacidad de la Familia (FERPA) y la ley de Educación de Individuos con Discapacidades (IDEA) referente a las encuestas estudiantiles el distrito escolar de Somerton, hará lo siguiente:

Durante el año escolar nuestra escuela pedirá a los estudiantes que completen encuestas. Estas encuestas están diseñadas para proteger la privacidad de su hijo, por esa razón los estudiantes no pondrán sus nombres en la encuesta. Nunca se mencionará el nombre del estudiante en un informe de resultados. Es posible que su hijo no se beneficie inmediatamente de participar en las encuestas. El propósito de los resultados ayudará a guiar el desarrollo y mejoramiento de varios programas ó procedimientos. Las encuestas son voluntarias, sin embargo la contribución de los estudiantes es de gran valor. No se tomarán medidas contra el estudiante si no toman la encuesta ó si omiten contestar preguntas que no desean contestar. Además, los estudiantes pueden dejar de participar en cualquier encuesta durante el año escolar. Si desea, usted puede pedir una copia de las encuestas. Las encuestas estará disponibles en la escuela, para cuando usted las pida.

Si tiene alguna pregunta acerca de los derechos de su hijo como participante en el proceso de la encuesta o si usted considera que su hijo será perjudicado de alguna manera participando en una encuesta, comuníquese con la escuela.

Lea la sección de abajo y seleccione una de las dos opciones. A continuación, firme el formulario y devuélvalo a la escuela dentro de tres días.

Child's name/*Nombre de estudiante*: _____ Grade/*Grado*: ____

My child may take part in surveys (Mi hijo/a puede participar en encuestas escolares) .

My child may **not** take part in surveys (Mi hijo/a **NO** puede participar en encuestas escolares).

Parent's signature/*Firma del padres*: _____ Date/*Fecha*: _____



Desert Sonora Elementary School
(928) 341- 6300
Maria P. Vasquez, Principa
“Children, Our Pride, Our Future”

Please *initial* each line item stating that you have received, read and understand each of the documents listed below.

- _____ Student/ Parent Handbook
- _____ Special Education and 504 Services
- _____ Rights of Homeless Students
- _____ Parent Involvement Policy
- _____ Internet Permission and Policy use
- _____ Publication/Photographing

Student’s Name: _____

Grade: _____

Teacher: _____

Parent/Guardian’s Signature _____

Return this page along with signed Internet Permission and the Publication/Picture Permission notice forms back to school.

DERECHOS DE ESTUDIANTES SIN VIVIENDA

El Distrito Escolar de Somerton, le proveerá un ambiente educativo que trata con dignidad y respeto a todos los estudiantes. Cada estudiante sin vivienda tendrá acceso gratuito a las mismas oportunidades educativas al igual de los estudiantes que no están sin vivienda. Esta promesa de los derechos educacionales para niños y jóvenes sin hogar, aplica a todos los servicios, programas y actividades proveídas ó se harán disponibles.

Un estudiante puede ser considerado elegible para servicios como “Niño ó Adolescente Sin Vivienda” bajo del Acta McKinney-Vento si el/ella actualmente vive:

- En un lugar de refugio, vivienda compartida temporal ó programa de vivienda transicional
 - En un hotel/motel, lugar para acampar ó un lugar parecido debido a falta de alternativas
 - En una estación de autobús, parque, automóvil ó edificio abandonado
 - Un hogar asignado a un menor por orden judicial temporalmente/transicional
- Por favor hable al 341-6032 con Shelly Mezei, si necesita mas asistencia.

