

**ORANGE GROVE ELEMENTARY SCHOOL
SOMERTON SCHOOL DISTRICT NUMBER #11**

3525 W. County 16 1/2 Street Somerton, Arizona.

Parent/Student Handbook

2022/2023



“OUR CHILDREN, THE KEYS TO THE FUTURE”

Principal: Tiffany Middleton

Office Specialist: Maria Casas

Office Clerk: Sonia Garcia

Nurse: Erika Guevara

Parent Liaison: Gloriellys Nieves

Somerton School District #11

School Colors: BLACK, ORANGE, AND WHITE

MASCOT= "TIGER".

Mission Statement

We believe Orange Grove School is dedicated to individual academic excellence, personal responsibility, and mutual respect in a safe nurturing environment.

Dear Parents and Students:

We welcome you to the Somerton School District. We are pleased to be part of this community.

It is our belief that home and school must work together for the success of each student. We encourage you to become actively involved in school affairs and your child's education. We welcome your attendance at school Board meetings and other school functions.

The Governing Board believes that the students of this district are our first priority. Our faculty and staff strive to provide quality education in a caring, supportive environment. Please accept our warmest welcome to each of you. We look forward to working with you for a successful school year.

*Sincerely,
Somerton School Governing Board*

Dear Parents and Students,

Welcome to our 2022-2023 school year! As Tiger's we pride ourselves in always working hard towards our school goals and mission statement. We believe in the "Whole Child" focusing on academics, social and emotional needs of our students.

Here at Orange Grove all students will receive instruction that is rigorous, engaging and focused on our state standards. Our goal is a well-rounded education to grow well -rounded students that are ready for real life experiences.

I look forward to growing relationships and connections with our OG community!

Tiger Pride!

Respectfully,

*Tiffany Middleton
Principal*

Dear Parents and Students:

Welcome to Somerton Elementary School District #11 where education is a shared responsibility between the school, parents and students. Our Mission and Belief Statement created by students, staff, parents, community business leaders and Board show what we are striving to achieve:

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 a right to learn
- * Children have unlimited potential to contribute now
- * A safe, mutually kind, nurturing environment is important for success
- * In high expectation, 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!

Adopted November 8, 1995

Come work with us to ensure a successful school year.

Sincerely,
Dr. Noel, Superintendent and
Somerton Governing Board Members
Juan Castillo, President
Lorena Zendejas, Clerk
Daniel Paz
Cristina Clark
Loui Galavez

CALENDAR OF EVENTS

July 4.....	Independence Day Holiday
August 1.....	First Day of School
August	Galileo Testing Window (1st-8th)
September 5.....	Labor Day Holiday
September 6-9.....	Parent Conference Minimum Day
September 26.....	40 th Day
September 30.....	End of 1st Quarter (44 days)
October 10-14.....	Fall Break
November 7-10.....	Parent Conference Minimum Day
November 11.....	Veterans Day –No school
November 21-25.....	Thanksgiving Holiday
December.....	Galileo Testing Window (K-8th)
December 16.....	End of 2 nd Quarter (44 days)
December 19-30.....	Winter Break
January 2-6.....	Winter Break
January 9.....	Classes Resume
January 16.....	Martin Luther King Jr. Holiday
January 23.....	100 th Day
February 20.....	President’s Day
February 21-24.....	Parent Conference Minimum Days
March 15.....	End of 3 rd Quarter (46 days)
April.....	AzMERIT Testing (Detailed testing schedule pending)
April 3-7.....	Spring Break
May.....	Galileo Testing Window (K-8th)
May 24.....	8th Grade Promotion (Student Minimum Day)
May 25.....	Last Day of School / End of 4 th Quarter(46days)
May 29.....	Memorial Day Holiday

Attendance School Times Lunch Schedule

Breakfast

7:15 – 7:35 AM.

Morning Recess

7:30-7:42am

Class Begins Everyday at:

7:45am

Dismissal

2:30 pm

Wednesday

Dismissal 12:00 PM.

**REGULAR AND EARLY DISMISSAL
LUNCH TIMES**

K –2nd	10:30 - 11:10
3rd -4th	10:50 - 11:30
5th-6th	11:20 - 12:00

There will be a dismissal time of 2:30 p.m. for grades K-6th on Mondays, Tuesdays, Thursdays and Fridays. Every Wednesday will be early release. Students will be dismissed at 12:00 p.m.

All children are expected to attend school every day the district is in session unless there is a valid reason for his or her absence.

Poor attendance usually results in poor academic progress and makes more work for both student and teacher. It also reduces the amount of state money received by the district. It is the expectation that students stay the whole day and leave only until dismissal time 2:30 pm or 12:00 on Wednesday.

Lack of attendance will affect students ability to participate in special events.

ARIZONA REVISED STATUES (SCHOOL LAWS), TITLE 15-802

- A. Every child between the ages of six and sixteen years shall attend a school and be provided instruction in at least the subjects of reading, grammar, mathematics, social studies and science. The person who has custody of the child shall choose a public, private or home school to provide instruction.
- B. The person who has custody of the child shall...
 - 1. Send the child to a public school for the full time school is in session within the school district in which the child resides...

ARIZONA REVISED STATUTES (SCHOOL STATE LAWS). TITLE 15-803

- 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.

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.
 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.

TARDIES

Tardies are a problem that can interfere with a student's educational attainment and disrupt the normal operation of the school. They disrupt the classroom that the tardy student is entering and disrupts the education of the tardy student by missing out on important events that happen in the classroom at the beginning of every school day. The school is asking that all parents pay particular attention to this potential problem and make sure each child comes to school at the appropriate time and stays in school the whole day until dismissal time. Please note that excessive tardiness will affect your child's participations in extracurricular activities. Every 3 tardies equals an absence.

Early Dismissal

Requesting early dismissal can be as much of a problem as tardies. Please pay attention to the number of times that you request your child to be released early from school. Too many early dismissals will mean missed opportunities for classroom interaction and homework that may be assigned to students at the end of the day. Orange Grove School will not allow students to leave **30 minutes** prior to the end of the day due to traffic problems, bus arrivals, and interrupting the teachers and students during instruction time. Early releases will also count toward attendance and their participation in activities planned only for those with good attendance and/or doctor's excuse.

Children arriving at school after 7:45 a.m. will be counted "tardy" and are required to come to the office for an admission slip. Those arriving or leaving after lunch are counted as half-day absence.

ABSENTEEISM -TRUANCY

Somerton School District Attendance Regulations Orange Grove Elementary

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.

Excused absences:

- a. Necessary family trips where prior arrangements have been made with the school.
- b. Parent/Guardian coming to the school office to sign the child out for the day only in case of emergencies.
- c. Emergencies due to an accident.
- d. Illness of the child.
- e. Family medical emergency.
- f. Injury to the child causing immobility.

Unexcused absences:

- a. Any absence for which a note is not received.
- b. Any absence for which a reason is not given even if a note is received.
- c. Missing the bus (if a child is late due to a missed bus, the tardy will be excused).
- d. Family vacation.
- e. Necessary family trips for which no prior arrangements have been made.
- f. Student leaving school grounds without being signed out by the parent/guardian.
- g. Coming to school but not attending class

Make up work will not be allowed for unexcused absences. Ten (10) consecutive unexcused absences will result in the child being removed (withdrawn) from the school. When a child has been absent from school, a note from a parent or guardian must be brought the day the child returns to class.

When a child is absent from class as a result of ditching or skipping class, the parent/guardian will be contacted. Equivalent hours and Mandatory Reteach-Tutorial time will be required to support the student in the material missed.

LEAVING SCHOOL GROUNDS EARLY

All children leaving school early must be picked up in the school office as parents need to sign the release authorization log. Only the nurse can excuse a student from school for medical or health reasons.

No unauthorized adult may pick up any student. Ensure that all individuals that you permit to pick up your son/daughter are approved emergency contacts and have a valid ID.

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. Utility receipts
2. We will **no** longer accept notarized letters by the family that are lived with. We will provide the state letter for notarization.
3. Proof of legal guardianship, if child is not living with one of the natural parents.

Proof of residency may require investigation if warranted.

TRANSPORTATION- PARKING LOT PROCEDURES

We have 3 drop off areas:

Buses- in front of school.

Taxi- car dropping off students on the west side of Campus, near basketball courts.

Walkers- Parents can walk their children in either crosswalk in front of the school.

After school Pick up

Buses- in front of school.

Taxi- drive around the campus between the school and Esperanza and line up into taxi lines by the basketball court. Stay in cars, students will be released from teachers.

Walkers- will be escorted to the east crosswalk at the end of the sidewalk in front of school.

Transportation:

All bus students will be transported to the address that is in their permanent record. Any changes will need to be in writing to the office and transportation department.

Drop Off/ Pick up

•Drop off by west gate.

•No parent cars should be dropping off students by the east gate or the front office during regular drop of and pick up times.

- **This is for students' safety.**

SAFETY

Bus Safety

At least twice a year all the children will participate in emergency bus safety drills.

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.

1. Follow the instructions posted in each classroom on proper evacuation procedures.
2. Follow the teacher's instructions.

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.



Somerton School Transportation Dept.

440 N. Cesar Chavez

Somerton AZ 85350

PH: (928) 341-6060 FX: (928) 341-6064

School Bus Safety

Rules and Regulations

It is VERY IMPORTANT that you remind your child that Bus Rules are made for the children's safety and must be observed.

1. Sit in assigned seat and remain seated while bus is in motion.
2. Do not commit or threaten to commit harm to another student or adult.
3. Do not damage or destroy property.
4. Follow directions given by the driver.
5. No screaming, spitting, or throwing things in or out of the bus.
6. No eating/drinking on the bus
7. No body parts hanging out to the window
8. Pen/pencils are to remain in backpacks, at all times.
9. Food/candy/toys/electronic items/living things including pets/objects (i.e. balloons, oversize school projects) off the bus.
10. Written permission from parent/guardian is required if student need to change bus stop
11. No prescription drugs allowed on the bus. " If your child is in need of medication/prescription drugs parents are responsible for delivering medication to the school for your child to take.

SAFETY PROCEDURES:

- * Arrive at your bus stop no more than 10 minutes earlier
- * Line up to wait for the bus, be respectful to everyone
- * If you have to cross the street, wait until the bus stop arm is out
- * When getting on and off the bus, walk 10 feet away in front of the bus

IF RULES ARE NOT FOLLOWED, THE DRIVER WILL:

- * Speak to the student.
- * Move student to a different seat.
- * Report the incident to the Transportation Supervisor
- * A written report will be sent home with student and parent will be contacted by phone, if possible.
- * If student refuses to obey, the driver will have the student sit in the front seat.
- * At the third offense the student will be suspended from the bus, for five school days

If the Driver has to call the Transportation Supervisor or School Administrator to a bus during a bus run, due to a child's unacceptable behavior or a fight on the bus, the student will immediately be removed from the bus and will be suspended for five (5) school days. The parents will be called to come for the child.

Transportation on a school bus is a privilege, not a right. The law states that children from ages 6-16 years shall attend school. If, for any reason, your child has been suspended from the bus be advised that the law will hold the parent(s) responsible for getting the student to school

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

UNIFORM POLICY

The Somerton School District Board has determined that the educational mission of Orange Grove Elementary School will be enhanced if students dress and groom themselves appropriately to maintain an environment conducive to learning. **Uniform dress has been required as of the 2009-2010 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:

Bottoms: Khaki pants, shorts, skort, skirts or jumpers (Length bottom of fingertips)

Shirt: Red or Navy Blue Polo Shirt: tucked in: No writing or Logo's

Boys:

Bottoms: Khaki pants or shorts

Shirt: Red or Navy Blue Polo Shirt: tucked in: No writing or Logo's

Shoes: Tennis shoes or casual shoes. Sandals must have a back strap, absolutely no cleats, flip flops, or roller shoes allowed.

ALL UNIFORMS MUST BE SIZE APPROPRIATE.

Fridays: *OGS Spirit Day.*

OGS Tiger T-Shirt and **Jeans pants or shorts** may be only worn on Fridays. Holes in jeans only at the knee or below.

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

Unacceptable Clothes

- Inappropriate size for student.
- Clothes or jewelry that depicts offensive language or symbols.
- Clothes with logos of any type, exception school logo shirts.
- Clothes that reveal parts of the body like chest, breast, abdomen, or buttocks.
- Clothes that are too tight or excessively short.
- Unsafe footwear: Sandals must have back slings, Tennis shoes only without wheels.
- Hats, caps or bandanas that display inappropriate logos or language.
- Shorts need to be mid thigh or longer.

Consequences

1. Office personnel will call parents so they can bring school appropriate clothes.
2. Repeated offenses will be addressed by teacher and/or principal.
3. Consequences following the District discipline Matrix will be followed.

School-Wide Expectations will be followed in the areas and during all room activities:

Classrooms, Playground, Library, Computers, Cafeteria, Bus, Restrooms and Hallways.

<p style="text-align: center;">Tigers show GRIT by...</p>
<p>Being Respectful</p> <ul style="list-style-type: none">• <u>Be polite</u> to myself, others, and property.
<p>Being Responsible</p> <ul style="list-style-type: none">• <u>Be ready</u> for all school activities.
<p>Being Safe</p> <ul style="list-style-type: none">• <u>Be careful</u>: keep hands, feet, and objects to yourself.

SCHOOL RULES

1. Hard balls or bats not permitted.
2. Play areas are on the designated Playground areas that are supervised by staff.
3. Electronic items are not permitted and will be confiscated. Parents will be notified to pick up the items at school.

Violations of School Safety

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. Riding the bus is a privilege. Safety of all students must be respected in order to continue receiving transportation.

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 that 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.

Personal Sales/extortion - students are not permitted to sell or request coerce another student to buy or sell personal items of any kind. No transactions like this are permitted.

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	popits
roller skates	walking roller shoes	skateboards	cards
hard balls	bats (any type)	electronic games	sharpie markers
radios	music devices	toys	pencil sharpeners
condoms	cellular phones	Items deemed gang affiliated	
slime			

Cell phones/electronic devices: Cell Phones are only permitted upon principal approval and initiated by parent request for communication with child before/after school hours. No devices are permitted without cell service. Not to be used for gaming to and from school. Cell Phones are not permitted in the classrooms as this is a distraction to the learning process. It is student's responsibility to drop off the phone/device in school office and pick up at dismissal. This will not be responsibility of office personnel. It will be the sole responsibility of student to not lose cell phone/device on way to and from school. The school is in no way responsible.

2 Infractions: privilege will be revoked.

EXPULSION PROCEDURES

The Governing Board alone shall have the power and duty to expel students or to suspend students for more than ten (10) days for good cause as prescribed in Arizona Revised Statutes. In all cases of expulsions, a hearing will be held with the Governing Board.

Behaviors that might lead to expulsion include, but are not limited to:

- a. Open defiance or abuse of authority of the teacher
- b. Habitual profanity and vulgarity.
- c. Defacing or damaging any school property.
- d. Being in possession of or being under the influence of drugs or alcohol, or other dangerous substances.
- e. Carrying, selling or threatening to use or using a dangerous weapon against any staff member or student of this school.
- f. Instigating violence against any staff member of the school or destruction of the property of a school staff member.

DRESS CODE VIOLATIONS

1. Any type of jewelry that distracts from the educational process will not be allowed in school. Boys' earrings are not permitted due to affiliation with youth gangs. Girls may not wear dangly earrings that are longer than 1/2 inch for safety reasons.
2. Caps are not to be worn inside school buildings. Hats/caps may be worn any other time during the school day.
3. Hair cuts must be appropriate. Boys/Girls need to wear hair in a neat fashion as not to impede sight or be uncomfortable. **No hair color is permitted.**
4. Elementary age girls are not permitted to wear fake or acrylic nails, nail length needs to be appropriate. This impedes the natural growth of the child's nail bed if worn on a continual basis. If any dress type clothing/item becomes educational distraction it will be prohibited. School administration will determine action.

The school reserves the right to add or delete as needed arises to do unforeseen changes in trends in gang or gang related trends.

Possession of Illegal Substances:

Possession or usage of alcoholic beverages, tobacco, drugs, paint or other dangerous substances by students is illegal at all times. Any violation will lead to parent contact, suspension, and/or expulsion from school.

Weapons:

Any weapon brought on school campus will be viewed as a potential danger to students and staff. School administration will be responsible for determining what is classified as a weapon. Without question; firearms, knives, explosives, or sharp objects that are not part of regular classroom use will be considered a weapon. Any weapon violation will be cause for immediate suspension and/or recommendation for expulsion.

Toy weapons are not allowed on campus at any time.

SEARCH AND SEIZURE

SEARCH:

1. The administration reserves the right to search and seize when there is reasonable belief that some material or matter, which is detrimental to the health, safety, and welfare of the student or students, exists.
2. Searches of school property may be conducted at any time for the health, safety and welfare of the school.

SEIZURES:

1. Illegal items or other possessions reasonably determined to be a threat to the safety or school authorities shall seize security of others.
2. Items that are used to disrupt or interfere with the educational process may be removed from the student's possession.
3. Items seized may be held by the school, returned to the parents or turned over to the appropriate enforcement agency. The method of disposition shall be the responsibility of the school administration. School records should reflect all items seized.

SUSPENSION PROCEDURES

A suspension from school is a step not lightly used by administration. When a student is suspended parents will be advised of the suspension by phone or mail.

A suspension may be as short as part of a day or as long as ten days and always means, regardless of the length of suspension, unacceptable behavior will not be tolerated.

Work, tests and assignments missed during out of school suspension will not be counted against the student. Days missed during out of school suspension will be counted against the student in tabulating total attendance absences as required by the Governing Board.

Both the school and the parents are to seek to secure the student's understanding and cooperation so that there will not be another suspension for any reason.

Office time out is an alternative, to be determined by the principal, in which the offending student is set apart from all other students or distracting influences for a specified time up to five (5) days. All class work must be completed as provided by classroom teachers.

Expulsion for the remaining time left in the school year may be recommended to the governing board for any student who gets a discipline referral after having 3 suspensions from school.

The school principal shall be authorized to suspend a student from one (1) to ten (10) days for good cause as prescribed in Arizona Revised Statutes. In all cases of suspension, the pupil, parents, and the Superintendent shall be notified immediately. The person imposing the suspension shall report the suspension in writing to the Governing Board within five (5) days.

The principal shall first determine if the potential punishment for an offense may result in suspension not to exceed ten (10) days. If the potential punishment for an offense may result in suspension over ten (10) days, the procedures shall be the same as for expulsion.

A student accused of misconduct shall be notified, orally or in writing, of the charges and evidence. The charges shall be given before the student is asked to respond.

An informal hearing will be held with the student present. It shall be held as soon after the incident as reasonable. The hearing may be expanded to include witnesses and/or parents.

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, whom was present, 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.

Cyber Bullying: Tips to ensure your child's safety

Keeping your child safe on the internet is now an important task. The following website will help you make some determinations on how to keep your child safe if you allow them to participate in one of these. How to be Safe using Social Sites on the Internet

Resources for Internet Safety

<http://www.internetsafety101.org>

Teach your child to:

- Think before they post
- Be as anonymous as possible
- Avoid in-person meetings
- Be honest about their age
- Remember social networking sites are public spaces

- Avoid posting anything that could embarrass them later or expose them to danger
- Remember that people aren't always who they say they are
- Check comments regularly
- Avoid inappropriate content and behavior, and, if encountered, report it to the social networking site
- Use privacy settings

Parents should search social networking sites their teens visit to see what information they are posting. Make sure you are added to your teen's "friend list" so you can view their information and verify that their profiles are set to private (as they should be!). If you're uncertain whether your child has a profile, do a simple online search by typing your child's name into a search engine like Google, or into the search option of the site in question.

How to Report Abuse on a Social Networking Site

- Learn what constitutes abuse according to the Social Networking Site's Terms and Conditions page. Click the 'Report Abuse' link and type a description of the abuse in the text field labeled 'Message.' Be sure to include a detailed description of the nature of the abuse you are reporting. Also, try to include the name or profile name of the person whom you are reporting, and submit it to the Social Networking Site.
- If you feel you and/or someone you know are in danger, contact law enforcement immediately.
- Do not respond to messages from the individual and be sure to keep copies of messages or correspondences from the individual.
- Block the individual from contacting you and remove the individual from your "Friend List."
- Delete any comments the individual has left on your profile page.

Internet Dangers The first step is realizing that all of the Internet's dangers are accessible in most mobile devices children use today. Enough Is EnoughSM recommends that parents apply Rules 'N Tools[®] across all Internet-enabled devices children use and talking with your mobile provider to select a set of mobile parental controls for your family.

- Set clear rules with your children regarding when they are allowed to talk, text and surf the Internet via their mobile device.
- Your child should only communicate with parent-approved contacts.
- Talk to your children about respecting others online. Your child should never text something to someone else that they would not say to them in real life. Communication should always be truthful, encouraging and helpful.
- If your child receives a threatening, mean or sexual message from someone they should come to you immediately.
- Advise your child never to share personal information through their mobile device including date of birth, address, full name, etc.
- Talk to your children about never using bad language. If anyone begins using explicit language you should block further communication.
- Talk to your children about privacy. Discuss with them how there is no such thing as privacy through their mobile device--and there are no "take-backs" with what they post, text, upload or send. Content your kids send through the Internet or their mobile

device can be distributed across the world, without their permission or knowledge.

- Decide whether your children are allowed to post content to their social networking sites and other websites through their mobile device. Content posted should be parent-approved.
- Do not reply to unknown people.
- Your child should never let someone they don't know use their phone.
- Don't text while walking or driving.

Public profiles put kids at a much greater risk to:

- Receive a message from a stranger
- Meet with a stranger
- Be harassed by peers

EXTRACURRICULAR ACTIVITIES

Field Trips

Students who participate in extracurricular activities must not be failing in their subjects.

Academic deficiency may result in the student becoming ineligible to participate. Behavior must be consistently throughout the school year and adhere to the school wide rules, RRS. The teachers' behavior records and communication with parents will determine a student's eligibility to participate in a field trip. Students participating must have insurance: personal, school or migrant insurance. School insurance is available to all students wishing to enroll and pay the one-time premium ranging from \$8 to \$58 depending on type of coverage. Students attendance will also be considered when determining students eligibility during extracurricular activities. Please note that tardies and leaving early will also affect ability to participate in these extracurricular activities too.

HONOR ROLL REQUIREMENTS

In order to earn placement on the school honor roll, a student must maintain Proficient or Highly Proficient in Galileo Testing. Student's earning straight HP will be placed on the Principal's Honor Roll. In both cases students will be given special school recognition.

STUDENT COUNCIL

Orange Grove School has a student council. The responsibility of the council is to help make decisions on programs and improvements to the school.

The council shall consist of a president, vice-president, secretary, treasurer and classroom representatives. These positions are filled through student elections in the fall.

STUDENT RECORDS

Somerton School District requires written parental permission before forwarding confidential student 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.

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 nurses 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 office and it will be at the Nurse's discretion to contact a parent for the student 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:

All students who need to carry their inhalers during school hours, will be required to have a note from their Doctor, or take one of our consent forms to their doctor to have them sign it. They can also leave it in the nurses office with parent consent.

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, the parent may give medicine from Mexico 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 be provided 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 Hip 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.

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 are available at SSD11.org. Parents may download this information. This

optional insurance covers students in case of an accident while in school.

ATTENTION: Be advised that at no time will medication you provide for your child to take in school which comes from MEXICO, will not be administered through the school nursing staff unless accompanied by a prescription from U.S. doctor, pursuant to A.R.S. 32-1901. If you need assistance please contact the school nurse by calling 341-6207.

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 with pediculosis 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 the child to school for the full time school is in session within the school district in which the child resides, except that is 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.

CELEBRATIONS AND RECOGNITIONS

The Somerton Governing Board of Education has designated two parties a year, which 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.

Note: PBIS celebrations will take place the last day of the quarter. Students who follow the PBIS expectations will be invited. Respectful, Responsible, Safe.

***Birthday Celebrations** will be celebrated the last Friday of the Month. All the students will be able to celebrate all birthdays of that month together.
All food and drink will be store-bought to follow health and safety guidelines.

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.

TEXTBOOK AND SUPPLIES

Textbooks/library books and workbooks will be furnished when appropriate. If any textbook is lost or damaged due to negligence, the student will be required to pay for it. Current price list will be provided by office.

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 LOST AND FOUND BOX will be placed in the cafeteria for large items. Small items such as jewelry, eye glasses etc., will be kept in the office.

CLOSED CAMPUS

Orange Grove School has established a closed campus. The campus gate located at the "drop off and pick up" area will be shut and locked during school hours of 7:45am-2:30pm. Parents and visitors to our campus will need to check in and pass through the front office. The gates will be open during morning arrival (7:15-7:30am). All gates will be locked before and after these noted times.

AS PER ARS 15-802

Compulsory school attendance; exception; violations; classification.

- 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 schools is in session within the school district in which the child resides.
- 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 class 3 misdemeanors.

VISITOR POLICY

We welcome adult visitors. Parents are especially encouraged to visit the school frequently and take an active role in the education of their child. Arrangements to visit a classroom may be made by contacting the teacher to set up a convenient time. **Duration of the visit will be no longer than 30 minutes unless otherwise approved by the School Administration. The purpose of the visit must be to support the academic learning and must in no way interfere with the learning of their child or other students in the class.** As required by state law, all visitors must 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.

DISTRICT HOMELESS POLICY

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 school meals, transportation or other services the School feels are appropriate. If you have any questions, please contact your school or the District Homeless Liaison, Lydia Rodriguez-Vaughn, at 341-6027.

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, 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. We will ensure that:

1. Transition conferences for children aged 2 year 6 months to 2 years 9 months will be held;
2. By the child's 3rd birthday and Individualized Education Program (IEP) or Individualized Family Service Plan (IFSP) will be developed and implemented.
3. For the child who turns 3 during the summer, the IEP team will determine the date for services to begin including eligibility for Extended School Year (ESY) services.

Special Education and 504 Services

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 re-evaluation 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.

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, 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.

We will ensure that:

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2. By the child's 3rd birthday and Individualized Education Program (IEP) or Individualized Family Service Plan (IFSP) will be developed and implemented.
3. For the child who turns 3 during the summer, the IEP team will determine the date for services to begin including eligibility for Extended School Year (ESY) services.

Homework Policy - Orange Grove Elementary School

Establish homework routines for long-term school success

Imagine your child is in high school with hours of homework every day. How would he handle it? Help him prepare now by instilling basic study skills. The habits your child develops in elementary school will last a lifetime!

You can instill good study habits if you:

- **Enforce a study time.** Choose one that works best for you child. Some kids need to blow off steam right after school, while others like to finish homework right away. Pick the time that works best for your child—and stick with it!
- **Create a study space.** Make sure your child has a quiet, comfortable place to work. It should be free of distractions, especially noise from the TV. Stay nearby to supervise, and set a good example by reading or taking care of your responsibilities.
- **Finish early.** Long-term assignments are perfect opportunities to teach the value of planning. If your child has to write a book report, for example, split the project into parts and set a deadline for each one. Ideally, it will be finished with time to spare.
- **Compliment success.** How does it feel to work hard and see results? To do well on tests? To complete projects early? (Great!) Discuss this with your child. “ I love what you did! You really took the time to be creative!” “You got an A because you studied every day. You earned it!” “Doesn’t it feel great to be done? Now you can relax. Let’s do something fun!”

Source: “Helping Your Child With Homework,” U.S. Department of Education, www2.ed.gov/parents/academic/help/homework/index.html.

- Homework is reinforcement of skills already learned in the classroom. Handwriting, Math Fluency and Reading Fluency and/or Comprehension Practice will be daily activities: either sent for homework or done in the class.
- **Homework Time** Kindergarten 15-20 minutes per day, 1st-2nd Grade: 20-40 minutes per day, 3rd Grade: 30-50 minutes per day, 4th -6th: 45- 60minutes per day.
Parents also need to read to their children in their Literate Language. All assignments are expected to be completed and turned in or checked off on time. Late assignments will only be accepted if the student has been ill or an emergency warrants an extension. * Late homework must be accompanied by a parent note, email, or phone message of explanation. * A letter will be sent home to notify parents of the missing assignments, including your child’s explanation of why the assignment was not completed. We look forward to a successful academic year for each of our students. If we can ever be of any assistance, please feel free to call, email, and/or schedule a conference