



# Student & Parent Handbook

2019-2020

| <b>Early Childhood Education Center</b>  | <b>Salt River Elementary School</b>   | <b>Salt River High School</b>   | <b>Accelerated Learning Academy &amp; GED</b>   |
|--|---|---|---|
| 4836 N. Center St.<br>Scottsdale, AZ 85256<br>Office: (480) 362-2200<br><b>Attendance: (480) 362-2239</b>  | 11526 E. Highland Ave.<br>Scottsdale, AZ 85256<br>Office (480) 362-2400<br><b>Attendance (480) 362-2467</b> | 4827 N. Country Club Dr.<br>Scottsdale, AZ 85256<br>Office: (480) 362-2000<br><b>Attendance: (480) 362-2052</b> | 1759 N. Longmore Rd.<br>Scottsdale, AZ 85256<br>Office: (480) 362-2130<br><b>Attendance: (480) 326-2130</b> |
| <b>Instructional Day Hours</b><br>7:30 a.m. – 2:00 p.m.<br><br>*Parents may drop of students starting at 7 a.m.<br><br><b>Childcare Extended Hours of Operation</b><br>2:00 p.m. – 6:00 p.m. | <b>Instructional Day Hours</b><br>7:45 a.m. - 2:45 p.m.   | <b>Instructional Day Hours</b><br>9:00 a.m. – 3:45 p.m.   | <b>Instructional Day Hours</b><br>8:30 a.m. – 2:30 p.m.   |
| <b>Early Dismissal Hours</b><br>7:30 a.m. – 1:00 p.m.<br><br><b>Early Dismissal Childcare Extended Hours of Operation</b><br>1:00 p.m. – 6:00 p.m.   | <b>Early Dismissal Hours</b><br>7:45 a.m. – 12:00 p.m.  | <b>Early Dismissal Hours</b><br>9:00 a.m. – 1:00 p.m.   | <b>Early Dismissal Hours</b><br>8:30 a.m. – 1:30 p.m.   |
| <b>Office Hours</b><br>7:00 a.m. – 6:00 p.m.   | <b>Office Hours</b><br>7:15 a.m. – 4:00 p.m.  | <b>Office Hours</b><br>8:00 a.m. – 4:15 p.m.  | <b>Office Hours</b><br>8:00 a.m. – 4:30 p.m.  |

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## Letter from the Superintendent

Dear Students, Parents/Guardians and Families,

Welcome back to another great year of excellence!

In this student handbook, you will note a few changes. These changes express our commitment to ensuring we are a unified Division, which is why all students now share the same handbook *and* expectations.

Highlights include:

- student attendance expectations;
- Native Culture and Language programming in every classroom and event;
- communication;
- health & safety, and
- extracurricular athletics and activities.

We strive daily to ensure our Division and its services are always focused on student achievement, safety and wellness for an exceptional school experience. Your support and involvement is greatly appreciated.

Mava sape (thank you) for choosing Salt River Schools!

We value all that you do by entrusting us with your student.

Let's make it a great year!

Sincerely,

Dr. Cynthia Clary  
Assistant Superintendent

*Mat'o T'vem Ab O Ju*  
*Mat asheevk uuweshuum*  
We will do this together

## Mission, Vision & Goals

### Our Mission

The purpose of Salt River Schools, in partnership with the Community, is to provide EXEMPLARY EDUCATION in a safe learning environment IMMERSSED IN THE O'ODHAM and PIIPAASH CULTURES in order for all students to secure a successful future.

### Our Vision

Community empowerment, through culture, engagement, academic achievement and excellence.

### Our Goals

#### Improve Student Achievement to Cultivate Highly Achieving Schools

- Increase the graduation rate.
- Improve attendance of students and staff.
- Enhance readiness (Early Head Start to College).
- Achieve higher test scores.
- Increase academic achievement and growth on assessments.
- Increase academic rigor in curriculum and instruction.

#### Recruit, Develop and Retain Teachers, Students and Staff

- Provide ongoing differentiated support to every school, staff member and student.
- Provide safe and secure schools (bully-free zones).
- Build a positive, flexible support with students, staff and families to find solutions to help all be successful.

#### Increase Positive and Consistent Involvement from Students, Staff, Family, Community and Stakeholders

- Create consistent, meaningful interactions, events and opportunities.
- Develop commonly scheduled times for events planned in advance that account for events at all schools.
- Communicate effectively to stakeholders/Community using the appropriate methods for the situation.
- Solicit input from stakeholders on ways to improve involvement and increase opportunities for stakeholders to participate in meaningful roles or committees.

#### Become a School of Choice for the Community

- Integrate language fluency, Piipaash, O'Odham and cultural history and create balance.
- Offer Internships, volunteer opportunities and college and career opportunities to prepare junior high and high school students for post-secondary opportunities.
- Develop and enhance partnerships with businesses, stakeholders, departments and others to provide students unique opportunities and experiences.

## Our Schools

### Early Childhood Education Center (ECEC)

ECEC provides early childhood education for students from the ages of six (6) weeks up to five (5) years old. ECEC provides transitional services to Salt River Elementary School. The Early Childhood Education Center (ECEC) recognizes the importance of high-quality early childhood education in preparing students for success, not only in kindergarten but throughout life. ECEC also offers a home-based program option for expectant parents and families with children under the age of three years old. ECEC's purpose is to prepare enrolled children for success as lifelong learners and strengthen families of enrolled students.

4836 N. Center St., Scottsdale, AZ 85256

Office: (480) 362-2200

### Salt River Elementary School (SRES)

SRES provides education for students in grades K-6. The purpose of our school is to develop and sustain a positive learning environment where the O'odham and Piipaash cultures are honored and academic goals and standards are met. We are committed to providing an intentional system of support where growth is achieved and celebrated.

11526 E. Highland Ave., Scottsdale, AZ 85256

Office (480) 362-2400

### Salt River High School (SRHS)

SRHS provides education for students in grades 7-12. SRHS strives to provide a culturally rich and challenging educational environment that empowers students with the skills for a successful journey of life-long learning. We are committed to enhancing spiritual, mental, emotional, and physical well-being while actively involving family and Community Members. SRHS fosters an atmosphere of respect, self-determination and tribal sovereignty, to ensure students' roles as responsible citizens.

4827 N. Country Club Dr., Scottsdale, AZ 85256

Office: (480) 362-2000

### SRHS JH and HS Regular & Early Release Bell Schedule

| Regular Schedule |            |          |
|------------------|------------|----------|
| Period           | Start Time | End Time |
| Warning Bell     | 8:55 AM    |          |
| 1                | 9:00 AM    | 10:05 AM |
| 2                | 10:09 AM   | 11:05 AM |
| 3                | 11:09 AM   | 12:05 PM |
| Lunch            | 12:05 PM   | 12:45 PM |
| 4                | 12:45 PM   | 1:41 PM  |
| 5                | 1:45 PM    | 2:41 PM  |
| 6                | 2:45 PM    | 3:45 PM  |

| Early Release Schedule |            |          |
|------------------------|------------|----------|
| Period                 | Start Time | End Time |
| Warning Bell           | 8:55 AM    |          |
| 1                      | 9:00 AM    | 9:45 AM  |
| 2                      | 9:49 AM    | 10:24 AM |
| 3                      | 10:28 AM   | 11:03 PM |
| Lunch                  |            |          |
| 5                      | 11:07 AM   | 11:42 AM |
| 6                      | 11:46 AM   | 12:21 PM |
| 7                      | 12:25 PM   | 1:00 PM  |

## SRHS Assembly Schedule

| Assembly Schedule |            |          |
|-------------------|------------|----------|
| Period            | Start Time | End Time |
| Warning Bell      | 8:55 AM    |          |
| 1                 | 9:00 AM    | 9:59 AM  |
| 2                 | 10:03 AM   | 10:52 AM |
| 3                 | 10:56 AM   | 11:45 AM |
| Lunch             | 11:45 AM   | 12:52 PM |
| 4                 | 12:25 PM   | 1:14 PM  |
| 5                 | 1:18 PM    | 2:07 PM  |
| 6                 | 2:11 PM    | 3:00 PM  |
| Assembly          | 3:00 PM    | 3:45 PM  |

## Accelerated Learning Academy (ALA)

ALA provides education for students from the ages of sixteen (16) years and up. In this onsite and online environment, students have the opportunity to earn a high school diploma. Our environment allows students to complete requirements at an accelerated pace for credit recovery.

1759 N. Longmore Road, Scottsdale, AZ 85256

Office: (480) 362-2130

## ALA Bell Schedule

| Period  | Start Time | End Time |
|---------|------------|----------|
| 1       | 8:30 am    | 10:00 am |
| Passing | 10:00 am   | 10:02 am |
| 2       | 10:02 am   | 11:17 am |
| Lunch   | 11:17 am   | 11:47 am |
| 3       | 11:47 am   | 1:03 pm  |
| Passing | 1:03 pm    | 1:05 pm  |
| 4       | 1:05 pm    | 2:30 pm  |

## ALA Early Release Schedule

| Period  | Start Time | End Time |
|---------|------------|----------|
| 1       | 8:30 am    | 9:36 am  |
| Passing | 9:36 am    | 9:38 am  |
| 2       | 9:38 am    | 10:40 am |
| Lunch   | 10:40 am   | 10:42 am |
| 3       | 10:42 am   | 11:12 am |
| Passing | 11:12 am   | 12:18 pm |
| 4       | 12:18 pm   | 1:30 pm  |



## About this Handbook

For purposes of an all-inclusive handbook for students at all sites, please note the following definitions:

- Site Leader – refers to the ECE Leader, principals and site administrators.
- Parent – refers to parents, guardians, and families of students.

## School Compact

Salt River Schools value the importance of working with the parents and community to help students achieve high academic and social standards. This compact is a voluntary agreement that supports the partnership in educating our students.

### Student Agreement - I will do my personal best to:

- Attend school each day and be on time.
- Set aside time to study.
- Respect others, my environment, and myself.
- Learn and apply classroom and Native lessons to daily life.
- Complete and return assignments every day.

### Parent/Guardian Agreement - I will do my personal best to:

- Support the education provided by Salt River Schools.
- Support the SRPMIC Native languages and cultural heritage in and outside of the classroom.
- See that my child attends school daily and is on time.
- Request assignments for any absences.
- Request additional assistance for my child when needed.
- Establish a time to complete and review assignments.
- Encourage my child's efforts to be the best they can be.
- Stay aware of what my child is learning.
- Read with my child on a regular basis.
- Support the guidelines of the Student/Parent Handbook.

### Teacher Agreement: I will do my personal best to:

- Prepare, deliver and differentiate academic lessons for students using the Arizona State Standards.
- Support the SRPMIC Native languages and cultural heritage in and outside of the classroom.
- Provide appropriate assignments for students.
- Encourage students to do their best every day.
- Provide necessary assistance to parents/guardians so that they can help with assignments.
- Encourage students and parents by providing on-going information about student progress.
- Nurture the students emotionally, socially and academically.

### Principal Agreement - I will do my best to:

- Support the teaching of the Arizona State Standards with effective delivery.
- Support the SRPMIC Native languages and cultural heritage.
- Provide instructional leadership.
- Ensure teachers provide assignments that will reinforce classroom instruction.
- Nurture the students emotionally, socially, and academically.
- Provide an environment that allows for positive communication between the teachers, parent and student.
- Ensure teachers and staff communicate effectively and timely with students and parents/guardians. This includes phone calls, emails and other forms of communication which meet our families where they are.
- Support Salt River Schools staff emotionally, socially, academically and professionally.
- Support parents/guardians by providing opportunities for active participation in promoting student achievement.

#### Education Board Agreement - I will do my best to:

- Appreciate and respect the students, parents, teachers, and administration of Salt River Schools.
- Encourage and integrate parent/guardian, community and staff interests to continually improve Salt River Schools both academically and culturally.
- Support students and staff by actively participating at a school at least once a month.

## Enrollment

Eligibility requirements for enrollment at Salt River Schools vary. Please be aware of eligibility requirements, and note that other factors may be considered for enrollment if a waitlist exists. The criteria below describe each school's service population.

#### ECEC

- Infant & Toddler Classrooms: Prenatal – 3 years old
- Preschool: 3-4 year olds

#### SRES

- 5 years old by September 1<sup>st</sup> to enter kindergarten.
- Must be an enrolled member of a Federally Recognized Indian Tribe or show evidence of Indian Blood quantum that is ¼ (25 percent) or more.

#### SRHS

- 7<sup>th</sup> – 12<sup>th</sup> Grade

#### ALA

- 16 -21 years old and must be one of the following:
  - at least 8 credits behind their graduation cohort, or
  - 3 credits behind in math and science combined, or
  - 5th year seniors and beyond.

## New Student Registration

Parents/guardians need to submit a completed enrollment packet to the school they are applying to. Enrollment packets are available online at [saltriverschools.org](http://saltriverschools.org) or at the individual school site. Requirements for enrollment and deadlines for

submission vary by school so be sure to check the website or call the school. Students may enroll at any time during the school year.

## **Returning Student Registration**

If your child is a current Salt River School student and will be returning the following year, a Returning Student Enrollment Packet will need to be submitted. Requirements for Returning Student Registration and deadlines for submission vary by school so be sure to check the website or call the school.

## **Transfers**

Students transferring into Salt River Schools must submit a New Student Registration Packet and also include:

1. Official Withdrawal from previous school
2. Transcript from previous school
3. Attendance Records from previous school
4. Long-term or Expulsion Records from previous school
5. AzMERIT/AIMS Test Results
6. IEP/504/MET
7. Enrollment meeting with Administrators

## **Wait Lists**

The Accelerated Learning Academy and the Early Childhood Education Center may have waiting lists and enrollment is not guaranteed. SRES and SRHS rarely have a waitlist. Call the school for more details. If there are concerns about wait lists, please contact Education Administration at (480) 362-2500.

## **Student Identification Cards (SRES, SRHS and ALA)**

All students enrolling into the SRES, SRHS or ALA will be issued a photo ID card and are required to have the card in their possession at all times, including school activities, athletic events, and student dances. If student ID cards are lost or stolen, replacement cards must be requested. There is no charge to the first and second request for lost or stolen Student ID Cards in a single academic year. Every subsequent request for a replacement will be subject to a fee.

## **Class/Schedule Changes**

Class placement is based on student age and education requirements as well as staffing. SRHS and ALA students are advised of their program of study /course selection and should be planned carefully. Parents and students should see an academic counselor if a change is needed in a student's schedule. Schedule corrections will be permitted for the following reasons:

- Class size balancing
- Clerical errors
- Graduation requirements
- Enrollment in alternative program (night school / summer school / EVIT / Concurrent College enrollment)\*
- Medical reasons\*
- Employment / Seminary or other religious classes\*
- IEP/504 Requirements

\*Documents must be provided in these cases.

Additional corrections or adjustments may be made with administrative approval. A student may AUDIT any class with administrative approval. AUDITING a class is defined as attending the class and not earning course credit. Please note that Drop/Add periods are announced at the beginning of each semester for students to adjust elective choices.

## **Withdrawals**

If parents wish to withdraw their student from Salt River Schools, parents must notify the school so the student can be officially withdrawn. All books and materials belonging to the school must be returned. See Student Fees.

If a student is transferring to another school, the parent must notify the school of the plans to transfer in advance. Staff will prepare transfer materials and require signature from the parents to complete the required withdrawal forms.

ALA may withdraw a student due to excessive absences per the SRPMIC Truancy Ordinance. Any ALA student withdrawn for excessive absences will have to wait an additional quarter to be eligible to apply for enrollment.

### **10-Day Withdrawal**

Students who are absent for ten (10) consecutive full school days for any absence will be withdrawn from school.

- ECEC: Students withdrawn for unpaid tuition fees may continue to attend the center from 7:30 a.m. to 2:00 p.m. at no charge if they are Head Start or Early Head Start students.
- SRES & SRHS: Withdrawn students may not be accepted for re-enrollment for the remainder of the current school year.
- ALA: Withdrawn students must sit out one full quarter before reapplying for enrollment. Re-enrolling students are placed behind new students on the wait list.

### **ECEC Withdraw Appeal**

Parents of students who are withdrawn from extended day service for unpaid tuition may appeal the decision to the Site Leader. Request for appeal forms are available at the front desk and must be submitted in writing within five school days of withdrawal. Note: A maximum of one appeal per family will be granted per school year. If a student has been withdrawn for unpaid tuition, the parent must pay the tuition in full and wait 30 days before reapplying for extended day service.

## **Custody**

In most cases, Parents/Legal Guardians shall be given reasonable access to their students at school and to their child's official school records. Parents and legal guardians continue to have equal rights concerning their child(ren); however, exceptions to this will be made in cases where there are court orders restricting the right of a parent/legal guardian to access a child and/or the child's official school records. In some cases the court orders may have a start and end date

### **Parent/Legal Guardian Responsibility**

It shall be the responsibility of the Parent/Legal Guardian who has a court order restricting the rights of others to have access to the child(ren) to provide school officials with a copy of the court order which states the conditions of access and/or restrictions to access.

### **Legal Guardian Responsibility**

When a person other than the parent has been granted legal guardianship, the legal guardian shall be responsible for notifying school officials of the conditions of the legal guardianship and provide school officials with all pertinent written documentation including changes to the legal guardianship during the school year.

## **Temporary Custody**

If the Parent/ Legal Guardian has given temporary custody of their child / children to a family member(s), the Parent/Legal Guardian must have a signed and notarized letter on file with the school office stating the terms and conditions of the custodianship.

## **Student Fees**

### **Unreturned Textbooks, Uniforms, Instruments & Equipment**

Depending on the student coursework, electives and extracurricular activities, items including but not limited to textbooks, instruments, library materials and uniforms may be checked out to students. If the item is lost, stolen, damaged or unreturned for any reason at the end of the course or activity, SRS may charge the student for the cost of the item. Money may be refunded when the items are returned with the receipt issued when the student and or guardian paid the original fee for the item.

### **Class/Activity Fee**

Students will be informed in advance if a fee is required for a class or extra-curricular activity. Items billed to a student account like yearbooks, t-shirts, etc. must be paid prior to the end of the class or semester.

### **Unpaid Student Fees**

Students must pay fees for lost/damaged books, materials, and/or equipment.

## **Homeless Students**

Salt River Schools promotes educational stability for homeless students by adhering to the McKinney-Vento Education of Homeless Children and Youth Assistance Act. Homeless students are identified during the application/enrollment process and will not be denied enrollment even if they lack a fixed residence or other required documents such as immunization records, birth certificate or other reliable proof of identity and age. School staff work as liaisons to ensure that homeless students are identified and served, including providing transportation. (Exception: Homeless students are prioritized for selection into the Early Childhood Education Center. Enrollment is contingent upon classroom vacancies).

## **Student Records-Confidentiality**

Parents generally have access to their student's school records unless restricted by court order or as may be required by federal or Community laws. School employees are required to safeguard student records and maintain their confidentiality. Only factual information is to be maintained in the permanent records of students.

Federal law protects the privacy of student medical and education records.

- SRS complies with the Health Insurance Portability and Accountability Act (HIPAA)
- SRS complies with the Family Education Rights and Privacy Act of 1974 (FERPA)
- All student and family personal information, records and sensitive data, regardless of storage media, are kept strictly confidential.
- Information will be released only upon in-person written and signed consent by the legal Parent/ Legal Guardian. The exception is as required by tribal, state or federal law or law enforcement authorities.

## **Adult Student Communication**

SRS strongly encourages adult students (18 years & older) to keep parents involved in school communication. If an adult student wishes to grant such access to educational records, the adult student will need to complete and submit a form to give consent for the individual to request and receive student educational records.

## Academics

At Salt River Schools, we have a “cradle to career” mindset, meaning that students have opportunities to learn from birth all the way through high school and beyond. We support learning each step of the way by providing high-quality education, opportunities for Native Studies, and nurturing, safe learning environments in state-of-the-art facilities. Salt River Schools is committed to inspire all students to strive for academic excellence and personal success.

### O’odham and Piipaash Language and Culture Curriculum

Salt River Schools is a Division of the Salt River Pima Maricopa Indian Community. Its mission is to provide quality education that integrates O’odham and Piipaash Language and Culture. Therefore, Salt River Schools Education Native Language Culture (ENLC) program has created the O’odham Piipaash Culture Language Standards.

Academic scheduling at ECEC and SRES includes O’odham Language Culture instruction. Further honoring of O’odham Language is demonstrated by requiring Junior High School students to take one semester of O’odham Language Culture. Junior High School students who choose to go above and beyond the minimum one semester requirement may select to take O’odham Language for another semester the following year. Whenever possible, core subjects are enhanced with O’odham and Piipaash Language and Culture to promote students seeing a relevant connection between their learning and the Community at all Salt River School sites.

## Early Childhood Education Center

### Classroom Assignment/Placement

Students are placed in age appropriate classrooms at the time of their enrollment and remain in their assigned classroom throughout the school year. Although parents may submit a written request for a specific teacher, there is no guarantee that students will be placed according to parent request. If you have concerns about student placement, please contact the school.

### Curriculum and Assessments

ECEC uses a developmentally appropriate, research-based curriculum which addresses the child development domains of social-emotional development, language and communication, literacy, mathematics, physical health and development, science and technology, social studies, culture and creative arts. Staff support the social-emotional health of students by teaching social skills, creating safe and welcoming environments and developing responsive and nurturing relationships. Intensive intervention within a team approach are used when needed. The O’odham and Piipaash languages are embedded into the daily curriculum for both preschoolers and infant toddlers. The Language Cultural Specialist teaches the language in the classroom and works with both staff and students to ensure that the Native languages continue to be spoken in school.

The Northwest Evaluation Association (NWEA) Children’s Progress Academic Assessment (CPAA) is used for benchmark assessment three times a year in the four-year old classrooms. Classroom environments are assessed for emotional support, classroom organization, and instructional support. Results inform individualized staff training. Additionally, assessment is used to measure the impact of the program on outcomes in the areas of literacy and language, mathematics, cognitive skills, social-emotional development, gross motor and fine motor skills.

### Student Progress & Reports

ECEC strives to keep parents updated on student growth and development in a variety of ways. Parent Teacher Conferences are conducted three times a year. Additionally, Teaching Strategies GOLD has an assessment tool which provides a family connection component to use at home. If you are interested in access, please contact your student’s teacher.

## **Kindergarten Readiness/Transition**

Preparing students for kindergarten is one of ECEC's primary goal. The School Readiness Goals align with the Head Start Early Learning Outcomes Framework, the state's Early Learning Guidelines for infants, toddlers and preschoolers, and the requirements and expectations of the Salt River Schools. Classroom transition takes place each year in August as students move up to the next age level. ECEC collaborates with SRES to support families of transitioning pre-kindergarten students to kindergarten so students are prepared.

## **Awards and Recognition**

ECEC recognizes an infant & toddler family and a preschool family each month with a Family of the Month Certificate before the Education Board and in the monthly newsletter.

## **Salt River Elementary School**

### **Classroom Assignment/Placement**

Students are placed in age appropriate classrooms at the time of their enrollment and remain in their assigned classroom throughout the school year. Any students enrolling from schools not affiliated with Salt River Schools will have their academic progress and attendance reviewed during the time of enrollment to ensure appropriate classroom placement..

### **Curriculum and Assessments**

SRES is standards-based in all content areas (English Language Arts, Mathematics, Social Studies and Science). Other academic areas of significance include O'odham Language and Culture, technology, art, music, library, and physical education. Health and wellness is also emphasized as students participate in the Ba'ag Running Club daily. Textbooks, like all other instructional materials, are selected on the basis of their alignment with the Arizona State Standards and the overall school curriculum. All supplies and materials including workbooks and other consumable items required by the school will be furnished at no cost to the students. All grade levels have designated uninterrupted instructional time.

Students are required to perform a series of assessments throughout the school year. The purpose of the assessments are to track academic progress and set goals for academic growth. SRES has adopted the Northwest Evaluation Association (NWEA) assessment which occurs three times throughout the academic school year. During the spring, third through sixth grade students will participate in the AzMERIT state assessment in the areas of reading, writing and mathematics. Additionally, students in fourth grade are required to take the Arizona Instruction to Measure Standards (AIMS) Science exam which is a standards based assessment that measures student proficiency of the Arizona Academic Content Standards in Science.

### **Homework**

Homework is an important part of a student's total education. The purpose of homework is to provide additional practice on previously introduced skills and to enrich classroom experiences. Students are expected to take responsibility for completing the following:.

- Reading 20 minutes every evening
- Understanding the assignments before leaving school
- Completing and returning all assignments on time
- Asking the teacher for assistance if unable to accurately complete homework assignments
- Getting the homework folder/student planner between home and school
- Requesting tutoring if needed to ensure homework assignments are completed

Teachers are responsible for communicating their homework policy with parents at the beginning of the school year. Parents will be notified by the teacher if there is a problem of homework not being completed in a timely manner. Parents can support their student by checking homework, providing the time necessary to complete assignments and a quiet, well-lit place to study. If you need assistance or suggestions on how to encourage timely completion of homework assignments, please contact your student's teacher.

### Progress Reports/Grading

Families will receive Standards-Based Progress Reports and Report Cards from their student's teacher. Standards-Based reports differ from traditional reports in that grades or marks are not determined by averages based on total scores of 100. Standards-based reports tell families how the student is progressing towards Mastery of the Standard or Learning Objective. Marks will either be Highly Proficient, Proficient, Partially Progressing, Minimally Progressing, or Not Progressing of the Standard. In the traditional grading system, a student may have received As and Bs for grades. However, in the new standards-based system, the student may be Minimally or Partially Progressing. We know that using this system, will provide a more clear understanding of student progress towards mastery of grade level appropriate standards. Grades will be an accurate reflection of student achievement against a clearly established set of objectives. Grades will be meaningful and honest for students and their families because they reflect specific learning goals. If you have any questions or concerns regarding the notice you receive, please do not hesitate to contact your student's teacher.

| Grade | Proficiency           | Description  |
|-------|-----------------------|--|
| HP    | Highly Proficient     | Student has surpassed the grade level standard     |
| P     | Proficient            | Student has met the grade level standard           |
| PP    | Partially Progressing | Student has partially met the grade level standard |
| MP    | Minimally Progressing | Student has minimally met the grade level standard |
| NP    | Not Progressing       | Student has not met the grade level standard       |

Parents will receive a progress report quarterly. The progress report will report on progress indicators from the first through fifth week of the quarter. Progress indicators represent the degree of progress toward learning objectives rather than comparison of achievement to other students.

Report cards are also sent home at the end of each quarter which is approximately every nine weeks. The student's grade level ability, academic achievement and effort grades will be documented on the report card. Parent/teacher conferences are held twice a year, once during the fall and once during the spring. Teachers will provide dates and times for conferences.

### Student Promotion & Retention

Promotion from K-6 is based upon the ability of a student to meet or exceed at the next grade level. SRES teachers will base their recommendations to promote or retain upon the following criteria:

- Class assessments
- Mastery of subject standards and objectives



- Attendance
- If applicable, meeting Individual Education Plan (IEP) goals

If facts indicate that retention is in the best interest of the student's academic progress, close collaboration between the Parents and all school personnel involved must take place. Each student is given individual consideration. Retention decisions will be made only after a careful study of all facts relating to all phases of the student's growth and development has been accomplished and all parties understand the necessity to retain a student.

The following timeline will take place when a Grade K-6 student is at-risk for retention:

- October – Parents are notified in writing of Unsatisfactory Progress.
- December – Parents are notified in writing of Possible Retention and Student Success Team (SST) Process Begins.
- March – Parents are notified in writing of Possible Retention and SST Process completed. May – Parents are notified in writing of Final Retention.

NOTE: Parents do not have to agree to retention. This is a professional staff decision, but parents must be a part of the decision-making process.

### **Counseling Services**

The counseling staff at SRES support student academic and behavioral needs. On-site counseling services are available in class, small group and individual settings. In order for students to participate in counseling services, a permission form will need to be signed by the parent. Counseling services are a part of our school-wide interventions and available to all students.

### **Awards and Recognition**

Throughout the school year, students will be recognized for their academic and behavioral achievements. This includes student of the month, student recognition assemblies, Fun Runs, and musical performances. In the spring, kindergarten students may participate in a kindergarten celebration and the sixth grade students may participate in the sixth grade promotion ceremony.

## **Salt River High School**

### **Classroom Assignment/Placement**

Students are advised of their program of study. Course selection should be carefully planned. Course offerings and staffing are based on graduation requirements, identified learning needs and student requests. Any students enrolling from schools not affiliated with Salt River Schools will have their academic progress reviewed during the time of enrollment to ensure appropriate grade level placement.

### **Curriculum and Assessments**

As one of the levers of a strong academic system, we annually review our course offerings to ensure alignment and fit for all students. We do this to ensure our students are confident, prepared and have the necessary skills to succeed in their college and career goals. Textbooks and related materials, are selected on the basis of their alignment with the support of the Arizona State Standards and the overall school curriculum. Eighth and tenth grade students taking a high school Life Science course (generally 10<sup>th</sup> grade students take Biology) are required to take AIMS Science. All grade levels have designated uninterrupted instructional time.

Students are required to take a series of assessments to track academic progress. SRHS has adopted the Northwest Evaluation Association (NWEA) assessment which occurs three times throughout the academic school year. The NWEA is used to track student academic progress and set goals for academic growth. Students in grade seven through eleven are also required to take the AzMERIT exam in the subjects of math and English Language Arts (ELA). These exams take place during both fall and spring semesters. Twelfth grade students taking a remedial math or English class may be required to take the AzMERIT exam.

Students are given the opportunity to participate in College and Career Programming courses through the Salt River Schools (SRS). SRS will pay the associated fees of participating students. Students are responsible for informing the instructor and/or coordinator of the College and Career Programming courses of any outstanding fees. Participating students are also required to provide any receipts associated with the fees.

## Homework

Homework is an important part of a student's total education. The purpose of homework is to provide additional practice on previously introduced skills, to enrich classroom experiences and to teach responsibility. Therefore, students and parents/guardians are responsible for:

- Reading 20 minutes every day
- Understanding the assignments before leaving every class
- Turning in all assignments by the due date
- Asking the teacher for assistance if unable to accurately complete homework assignments
- Requesting tutoring if needed to ensure homework assignments are completed

Parents can support their student by providing the time necessary to complete assignments and a quiet, well-lit place to study. If you need assistance or suggestions on how to encourage timely completion of homework assignments, please contact your student's teacher.

## Progress Reports/Grading

SRHS uses PowerSchool to manage all student information. Parents have access to attendance, grading, and contact information. Progress reports are mailed to the parents during the middle of each grading period. Progress reports are a communication tool between the school and home and indicate the status of a student's academic performance.

Report cards are mailed to the parents at the end of each grading quarter. Parents will receive semester grades which indicate earned letter grade and credit earned (grades 9-12).

The grading scale is as follows:

| Grade | Description   | Grade Points | GPA Credit Points |
|-------|---------------|--------------|-------------------|
| A     | Excellent     | 90-100       | 4.0               |
| B     | Above Average | 80-89        | 3.0               |
| C     | Average       | 70-79        | 2.0               |
| D     | Below Average | 60-69        | 1.0               |
| F     | Failing       | 59 -0        | 0                 |

## Graduation Requirements

The state of Arizona has recognized the credits required to obtain a high school diploma. College, university and vocational schools' entrance guidelines differ from graduation requirements.

Students must notify the counselor if the student plans to go directly to a college, university or vocational school as the coursework track will be different. Each class taken per semester will earn .5 credits given the student receives a passing grade. Students must also complete Education and Career Action Plan (ECAP) requirements. Required courses include:

|                          |           |                                  |           |
|--------------------------|-----------|----------------------------------|-----------|
| English                  | 4 credits | Physical Education (P.E.)        | 1 credit  |
| Mathematics <sup>1</sup> | 4 credits | CTE/Fine & Performing Arts       | 1 credit  |
| Science <sup>2</sup>     | 3 credits | Electives (various courses)      | 6 credits |
| Social Studies           | 3 credits | Arizona Civics Exam <sup>3</sup> | N/A       |

<sup>1</sup> Math courses must consist of Algebra I, Geometry, Algebra II and an additional course with substantial math content.

<sup>2</sup> One credit of science must include Lab Science.

<sup>3</sup> Students receiving special education services are exempt from obtaining a passing score unless required by an IEP.

## Student Promotion/Retention

### Junior High Promotion

Salt River High School requires that students in a regular academic program be able to demonstrate average competency in all Language Arts and Math classes in order to achieve an academic promotion. Where a student has not shown sufficient maturity, social and emotional growth, and has failed to acquire sufficient mastery of basic skills, it may be best for the student to repeat the grade. SRHS will convene a retention team when and if a student receives more than one failing grade per semester. This team will consider the following prior to making a decision:

1. Careful consideration of the student's growth in all areas of school work
2. Careful study of test results
3. Conferences with teachers and parents

A student shall not participate in the commencement ceremony until the school has verified that all graduation requirements have been met. Seniors must complete all academic course work prior to the graduation date in order to walk at the graduation ceremony. Seniors failing to meet graduation requirements by the commencement date must meet with a school official to make alternative plans for receiving the high school diploma. Students not meeting graduation requirements will not be allowed to walk in the graduation ceremony.

### High School Promotion

Once the student enters ninth (9<sup>th</sup>) grade, cohort membership is established. Cohorts are assigned by the typical four year expectation for graduation. Students maintain their cohort year, although their credits earned might not reflect cohort status.

## Counseling Services

Counselors work closely with parents and school personnel to find and remove barriers to student learning. Parents are encouraged to contact a school counselor to discuss any concerns about their student's school experience. School counselors provide services in three major areas:

- Academic Guidance (creating a four year plan or an Education and Career Action Plan (ECAP))
- Career Guidance
- Personal/social counseling (assist with making social adjustments and crisis intervention)

## Awards and Recognition

At SRHS, outstanding student achievement and improvement is encouraged and recognized in the following ways:

- Honor Roll
- Student of the month
- Athletic Banquets
- Senior Banquet
- Other student recognition

## Accelerated Learning Academy

### Classroom Assignment/Placement

Upon notification of acceptance, the student will have up to 10 working days to arrive on campus. Failure to arrive on campus within the specified window will result in the student losing enrollment opportunity and will have to wait an additional quarter to be eligible to apply for enrollment. Course offerings and staffing are based on student requests, graduation requirements and identified learning needs. Students enrolling from schools not affiliated with Salt River Schools will have their academic progress reviewed to ensure appropriate course placement. Students are assigned grade levels per their graduation cohort year.

ALA students are placed in the class with the subject matter teacher. As students finish courses, their schedules may be adjusted. New schedules are issued as courses are completed.

### Curriculum and Assessment

The ALA uses an online educational program as the main content in core classes. There may be additional coursework given to students depending on the class. There may be additional course work give to students as well as project based learning opportunities.

Students are required to take a series of assessments throughout the school year. The purpose of these assessments is to track student progress. ALA has adopted the Northwest Evaluation Association (NWEA) assessment which occurs three times throughout the academic school year. Students in grades nine through eleven are also required to take the AzMERIT exams in the subjects of math and English Language Arts. These exams take place during both fall and spring semesters.

### College and Career Programming (CCP)

ALA offers students the opportunity to participate in College and Career Programming while finishing their high school requirements. ALA will pay associated costs for the courses. The student will be responsible for informing the school of the fees and providing ALA with any associated receipts within 10 calendar days of payment. ALA will offer students the opportunity to voluntarily enroll in College and Career Programming during the 2019-2020 academic year. Students entering ALA with less than 12.0 credits will be encouraged to participate in a CCP class prior to graduation. These training courses are designed to provide high quality training from professionals in the field, while also providing community college credits and/or a certification upon completion of the designated program. The requirements for entry into and maintaining enrollment in each career training program is different, so this must be considered by the student prior to beginning the College and Career Programming. Information about each programming option will be discussed with each student upon enrollment and scheduling.

The Academic and Career Counselor will conduct career track application, enrollment and interview. It should be noted that upon successful completion of certain career tracks, students may be eligible for full-time employment within the Community. Additional career tracks may become available.

## Progress Reports/Grading

Students receive information about their progress halfway through the quarter, via written documentation and teacher conversations. Teachers who have concerns about minor student progress will contact parents via telephone or email to notify them of their student's current status. Teachers who have concerns about adult student progress will contact the adult students directly about their current status. Credits are awarded on a quarterly basis in increments of 0.5 credits. Grade reports are hand-delivered to all students. Additionally, all grade reports are mailed to the adult students and to the parents/guardians of minor students at the end of each grading quarter. Quarter grades indicate the letter grade and credit earned.

## Graduation Requirements

A minimum of twenty-two (22) credits must be successfully completed to graduate from ALA. All students are required to successfully complete the following:

|                |            |                          |           |
|----------------|------------|--------------------------|-----------|
| English        | 4 credits  | Fine Arts/Practical Arts | 1 credit  |
| Math           | 4 credits  | Physical Education       | 1 credit  |
| Science        | 3 credits  | Electives Internship     | 6 credits |
| Social Studies | 3 credits  |                          |           |
| <hr/>          |            |                          |           |
| Total Required | 22 credits |                          |           |

## Internship

ALA students can earn a maximum of 2 elective credits through the participation in an internship program or work study program. One-half (0.5) elective credit will be awarded each quarter upon completion of a minimum of 45 hours internship or 120 hours of work study/paid internship. Students shall obtain their earned work hours from their employer or internship supervisor. Students shall report their earned work hours to the appropriate ALA staff.

## Letters of Completion

Students will receive a Letter of Completion upon completing all requirements to earn their high school diploma. High school diplomas will be issued on or after the date of commencement ceremonies for all graduating students from that academic year. Commencement ceremonies and other senior/graduation activities will take place as deemed appropriate by SRS.

## Student Transfer from the Department of Corrections (DOC)

Students who meet the eligibility requirements to attend the ALA can transition from the Salt River Department of Corrections (DOC) provided they perform the following:

- Arrive at the ALA within 2 work days of their release.
- Have a parent/guardian complete the ALA application and submit all required documentation.
- Provide their last three (3) weekly DOC progress reports from the ALA school in DOC that demonstrates that the student was passing all classes.

## Counseling Services

The Academic and Career Counselor works closely with parents and school personnel to find and remove barriers to student learning. Parents are encouraged to contact a school counselor to discuss any concerns about their student's school experience. School counselors provide services in three major areas:

- Academic Guidance
- Career Guidance
- Personal/social counseling (Assist with making social adjustments and crisis intervention)

## Awards and Recognition

Every month the teachers will nominate a student of the month for academic achievement, behavior, and course completion. This student will then be presented to the Education Board. There will also be quarter awards for academic achievement, behavior, and course completion, semester awards, and student of the year awards.

## Programs

|  |   |   |  |  |
|--|---|---|--|--|
| Child Find Early Childhood Program (birth to 4 yr.)        | FACE preschool program at Salt River Elementary   | Native Language Programs in Early Childhood                           | Before and Aftercare offered for ECEC students | Security support for schools including MPS and Noah Webster          |
| Junior Ace Program   | STEM classes and activities, such as Robotics Club  | Native Language Programs in Elementary School                         | Free Afterschool Care at Elementary School     | Education - Social Services provided for wrap around and bridging    |
| Competitive Athletic Programs                              | STEM classes and activities, such as Robotics Club  | No-cost Food Services for all students                                | East Valley Institute of Technology (EVIT)     | Cradle-to-Career Academic Programming                                |
| LeaP Credit Recovery for MPS and Community Member students | Parenting Classes for all ages with any student age   | Internships for ALA and other students                                | Scottsdale Community College (SCC) partnership | Single Pk-12 Academic Benchmark Assessment (test/evaluation) Systems |
| Truancy and Attendance Support and Reporting               | Exceptional Student Services for students with special education and gifted education needs | S.T.E.P. Up Tutoring Program<br>During school & after school tutoring | Physical Education                             | Course Catalog opportunities for all                                 |

## Attendance

Regular attendance is a key component for academic success and the Salt River Schools expect an attendance rate of at least 90% for all students. It is important for parents/guardians to recognize the direct relationship between academic success and regular class attendance. Attendance is important at every grade level. Students miss out on crucial learning opportunities that cannot be made up and when students miss lectures, class discussion, group participation and one-on-one teacher/student interaction. The primary responsibility for attendance rests with the parent/guardians.

## Absences

### Definitions of Absences

Parents/guardians are expected to notify the school when their student is going to be absent. If parents/guardians fail to notify the school of their student's absence, this is considered an unexcused absence. Excused absences include the following:

- Illness or medical emergency or appointment (a doctor's note is required after 3 days of illness)
- Bereavement

- Participation in Religious/Spiritual/Cultural ceremonies
- Family emergency

### Parent Procedure for Absences

Notify the school if your student is going to be absent for one or more days. Call the Attendance Hotline prior to the start of the school day and provide the student's first and last name, classroom or teacher's name, reason for absence and the days of absence. If the parent/guardian fails to notify the school of their student's absence, school staff will attempt to make contact with the parent/guardian.

### Homework During Absences

Parents/guardians may request homework to be sent home during extended student absences. Please allow adequate time for preparation of homework material. Parents/guardians may email teachers directly. Homework may be picked up the following day after the school's normal dismissal time. Learning material may also be sent home during approved Extended Leaves.

### Extended Leave (ECEC only)

Parents may request, in writing, an Extended Leave for any absence in excess of ten days. Extended Leaves are limited to no more than three weeks with the exception of summer break, medical or crisis leave and maternity leave. Extended leaves must be approved by a supervisor.

### Truancy

In accordance with Tribal Law (Article XI.Sec.11.309) student attendance patterns are closely monitored and truancy referrals are made for excessive absences or tardies.

### Withdrawals

Students may be withdrawn if a student experiences an Average Daily Attendance rate of less than 90% or has 10 consecutive excused or unexcused absences. Families will be notified in advance if a student is in danger of being withdrawn. The school may place students/families on an intervention attendance plan and provide support services for attendance related concerns.

#### ECEC Withdrawals Due to Attendance

An ECEC student may be withdrawn for excessive absences if the student's Average Daily Attendance falls below 65%. Students withdrawn due to excessive absences may re-apply after 30 days.

### Tardy/Late Pickups

#### Tardy

Students are expected to be in class when school begins and are considered tardy if not. Late arrivals are permitted with a written medical excuse only. Please try to make appointments for your student after school hours. Per the Community Truancy Ordinance, a tardy means an unexcused or unverified failure to arrive at school or for a class period on time. The accumulation of five (5) tardies per semester for elementary students will equate to one absence. The accumulation of five (5) tardies in any period per semester for grades 7-12 will equate to one absence. The accumulation of 10 consecutive day absences may result in a withdrawal. See Absences>Withdrawals

- SRES, SRHS and ALA students will be marked absent if they arrive later than 10 minutes after the class begins.
- At SRHS there are a series of bells indicating when class ends and begins. There is no warning bell prior to the bell that starts each class. Students are considered tardy if they are not inside their assigned class when the final bell rings. Tardy sweeps may occur. Students not in class may be placed in tardy sweep, detention, or Saturday

School. Repeated infractions may result in more serious consequences including suspension and/or possible loss of credit.

### ECEC Late Arrival/Late Pick-up

ECEC students may be dropped off as early as 7:00 a.m. The instructional day starts at 7:30 a.m. ECEC students will be considered tardy if they are checked in after 9:00 am. A student may be withdrawn for low average daily attendance (ADA) late pick up and late arrivals.

ECEC students must be picked up on time – there is no grace period. Families will be billed \$1 per minute for every minute a student is picked up late. The student will be suspended for a day at the sixth (6) late pick up. The student will be withdrawn at the seventh (7) late pick up. The late pickup procedures also apply to preschool bus riders who must be received off the bus by an authorized adult., The student will be brought back to school and will be considered a late pickup if no one is available to receive the student.

## Bus Rider Attendance & Expectations

Bus transportation is a privilege and drivers must follow a strict schedule to ensure all students are transported in a timely manner. Students who utilize SRS transportation, including but not limited to buses and Community-owned vehicles, are expected to follow and abide by Article 7 –Student Transportation. Policies apply to all student transportation including but not limited to before and after school transportation and transportation for field trips, extracurricular events and athletics. **Students and parents are expected to sign and submit the Parent and Student Transportation Agreement.**

### Attendance

1. Students who are absent from riding the bus for ten (10) consecutive school days for any absence will be removed from the designated route. Contact Student Transportation to report absences longer than 10 days.

### Student Drop-off

1. ECEC Preschool Students Only - Parents/guardians are required to be at the bus stop to send and receive students according to the school site policies. Only those who are listed on the ECEC Emergency Card may remove students from the bus.
2. Kindergarten Students Only - Parents may sign a waiver form for their Kindergarten students to be released with their siblings. All other kindergarten students must have a responsible and authorized adult to receive student. The authorized adults must be on file with the school office. Please contact the school registrar for any updates.
3. If there is no one to receive the student at/after the designated drop time, the driver will communicate with the school and the school will contact the parent/guardian by phone. Once the route is completed, the driver will return the student to the school site. Parents are expected to pick up the student from the school site.
4. Parents and guardians must notify the school or Student Transportation, for all changes to designated bus stop.
5. Bus Drivers are not permitted to drop students at any stop other than the designated bus stop unless the school has received a prior request at least one (1) hour in advance from the Parent/ Legal Guardian for a temporary bus change regarding student drop-off.

## Loss of Bus-Riding Privileges for Infractions Documented in Writing

Riding the bus is a privilege, not a right. Disciplinary action may result if a student misbehaves or fails to respond appropriately to reasonable requests.

1. **First Infraction** – The student will receive a warning, which will include a telephone call to the parent/guardian by the school personnel or bus driver.



2. **Second Infraction** – The student will be suspended from bus privileges for one (1) school day.
3. **Third Infraction** – The student will be suspended from bus privileges for (5) five school days.
4. **Fourth Infraction** – The student will be suspended at least twenty (20) school days (approximately one month) or the remainder of the semester, whichever is longer.

## Serious Infraction

If the behavior is creating a great danger to the safety of the student, other students, bus monitors, or bus drivers the student will be removed. Examples include fighting and vandalism.

- Only School Security will remove the student from the bus.
- Depending on the severity of the infraction, the student may be suspended from bus privileges for up to the remainder of the school year.
- The bus driver may call the Police Dispatch if there is an immediate risk of danger to the student or to others.

## Additional Expectations

1. Parents are not allowed on the bus for any purpose. Parents and guardians should call Student Transportation with any questions or concerns.
2. Elementary Students Only - Parents can only pick up students at the designated bus stop or the school site.
3. Parents may contact the Student Transportation Department for additional assistance pertaining to student transportation behavior while on the bus.

## Personal Items

For student safety, do not allow students to bring large and/or hazardous items. Items must be able to be secured on the bus.

Students are allowed to carry personal mobile/cellular devices. Devices must be turned to silent or vibrate. Personal mobile/cellular devices must be stored in the backpack while in the bus or Community-owned vehicles. High school students may wear headphones but must be able to hear bus driver instructions.

## Student Transportation Contact Information

School Transportation (480) 362-2127 or (480) 362-2121

## Arrival/Dismissal

To ensure the safety of all students and improve traffic flow, it is important for all students and families to understand and abide by the arrival and dismissal procedures of your student's respective school. If you have any questions or need to make changes to your student's transportation needs, please contact the school office. Universal rules for all campuses include, but are not limited to the following:

- Do not text and drive.
- Speed limits are 5 M.P.H. on school property and 15 M.P.H. in school zones around all school campuses.
- Please abide by the entrance and exit signs.
- Do not park in designated fire zones.
- Remind students to stay on sidewalks and walk at all times.
- Stop for buses loading and unloading students; lights will be flashing.
- Do not block driveways or parking spaces.
- No children are to be left alone in unsupervised vehicles (running or otherwise).
  - When dropping off your student, do not leave other children in the parked car while you "run in for a second."

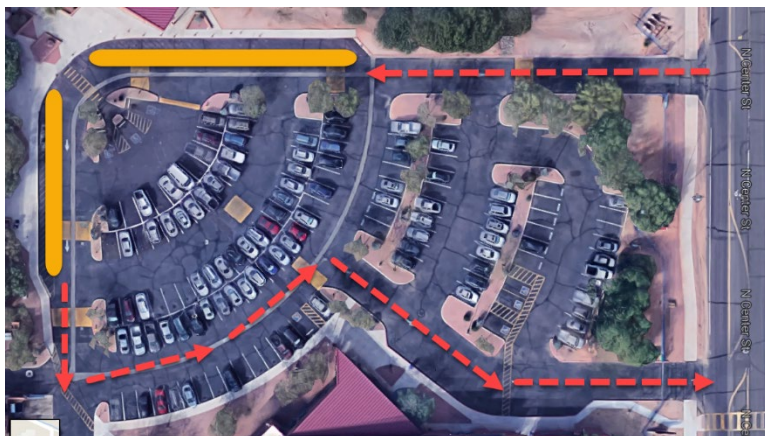
- The car interior can get up to 180 degrees or more and can be fatal.
  - Per SRPMIC Ordinance, Salt River Schools is required to report this situation to the Salt River Police Department and Child Protective Services.
- Individuals providing transportation to and from school must abide by all Salt River Schools Policies including but not limited to Article 5 (Parents, Guardians, & Community Policy) and Community Ordinances. All policies are available at [www.saltriverschols.org/about/education\\_board/policies](http://www.saltriverschols.org/about/education_board/policies).

## Arrival Procedure

### ECEC

Parents/Guardians may use the curb for drop-off between 7:00 a.m. and 9:00 a.m. Parents/Guardians may also use the curb for student pick-up. If you will be on campus for an extended amount of time beyond drop-off and pick-up, please park your vehicle in the parking lot.

All individuals regularly dropping off a student must register in the Procure system. Students must be accompanied by a parent/guardian or other adult age 18 years or older into the facility to be signed in at the front desk. Students will be signed in using a biometric keypad and a ticket with the student's name and date will be printed for the parent/guardian. The parent/guardian will give the ticket to the student's teacher. Be sure all gates are securely closed behind you.



### SRES

Parents should drop off students in the east parking lot when arriving between 7:15 a.m. and 7:45 a.m. in the designated areas. Students are to go directly to the play area. Breakfast will be served in the classroom.

Students arriving after 7:45 a.m. must be accompanied by a parent/guardian and are to report directly to the office to be signed in – a tardy slip will be issued to the student for entry into class. If the parent/guardian fails to check a student in after 7:45 a.m., it will be noted on the student's attendance record.

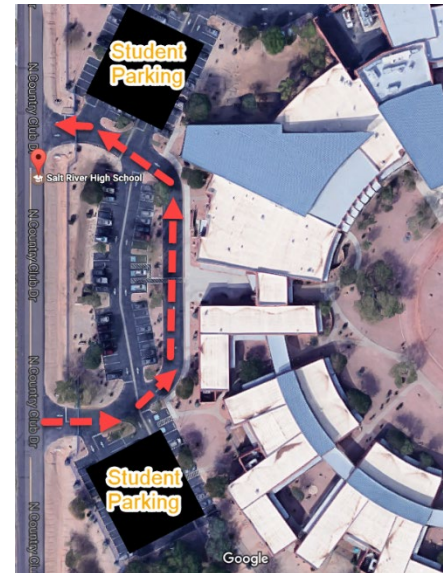


Parent/guardians may give written permission for their student to walk to and from school. Walking students are expected to exercise caution while walking, by using sidewalks, designated crosswalks and obeying Community laws.

## SRHS

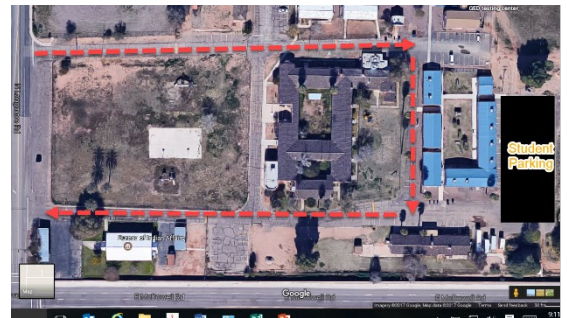
Students may arrive at school no earlier than thirty minutes before the start of classes. Students may be dropped off in the designated drop-off area. Breakfast is served in the classroom during the first 10 minutes of first hour. For student protection and safety, SRHS is a closed campus, therefore students may not leave campus during the school day.

Students are permitted to drive and park personal vehicles in the SRHS west parking lot. Please see the student parking section for rules and procedure.



## ALA

The ALA is a modified open campus. Students are permitted to drive and park personal vehicles in the designated parking area, please see the Student Driving and Parking below.



## Student Driving and Parking

Students who will drive and park on campus will be required to complete and submit a "Student Driving and Parking Permit Application." Approval must be acquired prior to parking on campus. The driver must verify requested information and agree to the rules listed in the application for approval for a parking permit.

Failure to display a parking permit or abide by the rules and procedures may result in confiscation of parking permit, vehicle tow, or vehicle search. Vehicle searches may be conducted upon reasonable belief of an illegal act or violation of school rules has been committed if parked on district property. SRS will not be responsible for costs incurred for failure to abide by Student Driving and Parking rules.

## Dismissal

### ECEC

To ensure student safety, ECEC will only release students to individuals who are listed on the Student Emergency Card. These individuals must be 18 years of age or older and approved by the parent/guardian of the student. Students are signed out using a biometric keypad and all individuals who will be picking up a student regularly must register in the Procure system. A ticket is provided with the student's name and date which is provided to the student's teacher. Bus riders must be signed off the bus by someone on the Student Emergency card.

### Emergency Pick-ups

To release a student to someone who is not on the Student Emergency Card, the parent/guardian is required to call the receptionist and provide their student's unique CODE word as well as the full legal name of the individual who will be picking up the student. The individual picking up the student is required to show identification.

### Late Pick-ups:

If students are not picked up on time, late fees apply (see Attendance). Students who need to be picked up before dismissal time (due to illness, etc.) must be picked up within one hour of contact by a staff member. If staff are unable to reach a parent or emergency contact or a student is not picked up within 30 minutes of dismissal time, the School Security will also be notified.

## SRES

Students must be picked up promptly at dismissal time. To ensure student safety, SRES will only release student to individuals who are listed in NASIS. These individuals must be 18 years of age or older and approved by the parent/guardian of the student. If a parent/guardian needs to pick a student up prior to dismissal time, they must sign the student out at the office. Students may not be checked out within thirty minutes of dismissal.

### Late Pickups

Requests for students to be held at school after dismissal must be made at least one hour before dismissal time. Students MUST be picked up no later than 30 minutes after dismissal. The school will contact the parent/guardian and any other emergency contacts on file if a student is not picked up on time.

## SRHS

SRHS is a closed campus during the school day. Students may not leave the campus during the day. In order for a student to leave during regular school hours, a parent/guardian is required to sign the student out at the front office. Adult students may not sign themselves out during the day unless an administrator has given permission. Students must remain on campus until the dismissal bell rings. Students are not required to leave campus at dismissal but must be in designated areas (e.g. tutoring, athletics, etc.).

## ALA

ALA is a modified open campus. Students over the age of 18 are permitted to sign themselves out for the day if they are leaving at a different scheduled end time. Students who are under 18 may not leave campus for the day at an alternate time unless a parent or authorized person has come and signed for their release.

## Communication

Salt River Schools strives to provide open and effective communication to our students and their families. Interaction with our families is just as important as our interaction with students. We encourage our families to stay informed, become involved and play an active role in their student's learning and success. In addition to traditional modes of communication such as newsletters and notices, Salt River Schools work diligently to consistently update our websites and social media platforms. Up-to-date academic calendars and calendar of events are posted on the school website at [saltriverschools.org](http://saltriverschools.org).

Salt River Schools also utilizes a voice, text and email messaging system. This system will be used to send out important information, such as testing date alerts or picture day reminders. In the event of an emergency, the messaging system will be the primary tool used to alert and update parents and legal guardians. To ensure messages will be received, it is imperative to have up-to-date contact information.

## Requirements for Contact Information

Salt River Schools Student's Policy minimally requires the following:

1. Primary Household Phone - Serves as the initial and primary point of contact for all school communications.
2. Primary Guardian/Adult Student Phone and Email – This contact information is used for school communications as well as for notification in the event of an emergency.
3. Secondary Guardian Phone and Email – This contact information is used for school communications as well as for notification in the event of an emergency.
4. Two (2) Emergency Contacts – Parents/Legal Guardians are asked to identify who is authorized to be contacted in the event of an emergency. Emergency contacts are authorized to pick up a student in the event a parent or legal guardian cannot be reached. This includes the individual's name, relationship, phone and email.

Parents/Legal Guardians are welcome to list authorized contacts beyond what is minimally requested. Parents/Legal Guardians are responsible for ensuring contact information is correct and current. To learn how to add or make changes to the contact information on file, please call the school office.

## Parent Teacher Conferences

Salt River Schools conducts Parent Teacher Conferences during the school year to discuss academic and personal progress. Conferences allow the student, teacher and Parent to consult, collaborate and create a plan for the student's academic expectations, academic growth and personal goals. The Parent will be contacted in advance for scheduling. Frequency of Parent Teacher Conferences vary by school.

- ECEC – Three (3) times per school year
- SRES – Two (2) times per school year
- SRHS - Two (2) times per school year
- ALA - Two (2) times per school year

## How to Share Your Comments

### Contact a Teacher, Principal or Administrator

To voice a concern, please talk to the teacher first. If your concern cannot be resolved through the teacher, then reach out to the principal or school administrator for assistance. Our teachers, principals and administrators welcome your notes, emails and phone calls. Please leave your messages at the front office and the teacher, family advocate (if applicable), principal or administrator will respond as soon as practical. Any meeting with the teacher, principal or administrator will require an appointment. Please make your request at the front office to schedule. If your concern is not resolved through the Administrator you may schedule a meeting with the Superintendent/Director by contacting the Board/Superintendent Secretary at 480-362-2500.

### ECEC Parent Concern Form

To assist us in addressing issues not quickly resolved through a teacher or staff member, please fill out a Parent Concern Form available at the front desk. Parent Concerns Forms are confidential and reviewed by the ECE Leader. The ECE Leader will work with you, your student and the teacher or staff member to address your concern. If a parent is dissatisfied with the ECE Leader's response to a raised concern, s/he has the right to file a grievance with the School Superintendent. Please ask an administrative staff member to provide you with ECEC's grievance policy.



Parents also have the right to ask in writing to view ECEC's summary record of substantiated complaints. Please see the ECE Leader if you have concerns of policy violations at the center.

## Additional Communication Forums

### ECEC Policy Council & Parent Committee

All parents/guardians of currently enrolled students are automatically members of the Parent Committee. A subset of the Parent Committee can be elected to serve a term on the Policy Council for a term of one year. The Policy Council will also include a non-voting liaison representing the Community Council. This liaison will be assigned by the Tribal Council. The Education Board member position on the Policy Council will be filled by Education Board members.

ECEC Policy Council members assist the school by participating and involving parents/Community members in the development and operation of the ECEC, assist in recruiting students and/or volunteers, represent the ECEC in the Community and serve as a representative of ECEC students and their families, participate in the ECEC program Self-Assessment and participate in trainings and workshops.

Members of the public wishing to address the Policy Council may do so under the open meeting law during the "Call to Public." Policy Council members will not discuss or take action on items that are not on the agenda. Personnel and/or specific families and/or students may not be discussed during Policy Council meetings.

Your attendance and participation with the Parent Committee and Policy Council are encouraged and welcome. Contact the ECE Leader or Family Involvement Specialist for more information. Meeting information is updated regularly on the ECEC Website.

### Salt River Schools Board Meetings

All families and members of the public are encouraged and welcome to attend any Education Board Meeting. Regular board meetings are held the first and third Monday of every month at 5:15 p.m. in the Salt River Schools Board Room. Holidays may affect board meeting dates. Please see our website for the most up-to-date information. Past and present meeting agendas can be found on our website [www.saltriverschools.org](http://www.saltriverschools.org) in the Education Board section.

## Student Dress Code

Salt River Schools strives to provide a safe and productive learning environment free from distractions. The Education Board, administration, and staff believe school pride, morale, image and safety are influenced by the general appearance of our students. Salt River Schools has adopted a dress code that requires every student to wear appropriate attire. Dress code violation consequences are listed in the Student Conduct and Discipline Handbook. Community members and visitors who attend school events are encouraged to adhere to this handbook.

**Approved** attire consists of the following:

- Student clothing must be clean and not dirty, ripped or tattered. Please contact the school counselor or Parent & Community Involvement Specialist if you need assistance with clothing.
- Tops must cover the waistband of pants or be tucked in. Tops must also cover the shoulders.
- Bottoms must fit appropriately and cannot exceed four inches above the knee.
- Closed-toe shoes are required for student safety. Athletic shoes are encouraged during physical education.

- SRES students will be required to have a clear or mesh backpack issued on the first day of school. Replacements will be the responsibility of the parent/guardian. Students who participate in SRS Athletics are permitted to bring a sports bag but it must be left at the office during the school day.
- For designated cultural events and/or occasions, traditional and/or culturally relevant dress and accessories are encouraged, but not required. Schools will announce such events/occasions. Students who choose to wear their traditional attire at school do so at their own risk and are encouraged to bring a change of clothes to school.

**Prohibited** clothing, grooming and other items include:

- Any item that may be interpreted as inappropriate in a school setting such as attire displaying inappropriate messages, drug or alcohol use.
- Clothing that shows or exposes undergarments.
- Hats and other head coverings, except for those worn for religious or spiritual significance, are not to be worn inside school buildings. This includes bandanas, hairnets, knit stocking caps and the like. Special permission to wear a hat or head covering may be permitted in select circumstances, as agreed on by parents/guardians and school leadership.
- Accessories that could be considered unsafe, including long, hanging chains or spike jewelry.
- Any item that may be interpreted as gang clothing (as defined by SRPMIC Code of Ordinances Sec. 6-7 (a) – *Gang Clothing*). Please refer to the Gang & Drug-Free Environment Section of this handbook.

## ECEC Dress Code

Please dress students in clothing that they can easily handle themselves when going to the bathroom. Closed-toe shoes must be worn every day. Label all items with a permanent marker. Send one extra set of clothes (top, bottom, underwear and socks) to keep in their cubby, should the student need a change of clothes. Soiled clothes will be sent home in a plastic bag and another set of clothes will need to be sent the following day. Please refrain from sending students with expensive clothes or jewelry. SRS is not responsible for lost or damaged items. If you are having difficulty providing clothes or shoes, please talk to your student's teacher for assistance. Prohibited items include:

- Open-toe, open heel, heavy, or pointed-toe shoes
- Long/low hanging earrings
- Necklaces (choking hazard)

## Health & Safety

### Health & Wellness

SRS participates in the School Wellness Policy which improves nutrition education and increases physical activity for all students. If students bring meals from home, Salt River Schools Wellness Policy recommends meals to include 5 healthy food components: fresh fruits and vegetables, whole-grains, meat and dairy. If home lunches do not include the 5 healthy food components, the Food Services staff may offer a school lunch free of charge. To promote healthy eating, we ask that lunches not include foods of minimal nutritional value such as candy, chips, soda, bakery items, and fast food. If you have any questions about how you can support better health for your students, please contact your teacher and/or administrator.

### USDA Nondiscrimination Policy Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992 Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: Call: (202) 690-7442; or (3) email: <mailto:program.intake@usda.gov>.

### Class party foods

Healthy selections for class parties are encouraged. Discuss your plans with the classroom teacher **in advance**. Class parties are restricted to provide more teaching time for students. To prevent foodborne illness and safeguard students with allergies, all food items intended to be shared with other students should be in a sealed, unopened package. Items should be egg, milk and tree-nut free. Per Head Start Program Standards, ECEC students are prohibited from bringing any outside food for the class.

### Health Services

Health services are available to assist students with illness and injury related problems. In addition to these primary services, we conduct health screenings, assist students and families with referrals for medical services, follow-up, and act as a health education resource person for students and staff. The goal of Health Services is to remove barriers to the health and safety of students, enabling them to achieve their academic goals at school.

Our Health Assistants are in the Health Office at designated locations during school hours under the guidance of a Division Lead Nurse who is available in emergent situations. *In the absence of the nurse and health assistant, a designee will assist ill or injured students.*

### Hearing & Vision Screening Services

The Health Staff and/or Family Advocate conducts an annual screening for vision and hearing for all students over the age of two years. Notices are sent home if a student fails the screening twice so the Parent can follow-up with the appropriate medical provider.

- Vision assistance - If you require assistance with eyeglasses for your student, you can contact the Health Office. ECEC families may contact the Health Office.
- Hearing treatments - Hearing problems / failures can be treated by your student's doctor.
- Other health screenings - Other screenings may include a dental exam, height and weight measurement, and head lice checks.

### Oral Health Program

Health & Human Services, Salt River Dental Clinic and the Health Staff will coordinate dental screening and dental fluoride varnish application for student with Parent permission. The fluoride application goal is three (3) times during the academic year.



## ECEC Students Only

### ECEC Health Checks

A health check will be conducted upon arrival. If a student presents symptoms of illness or discomfort, the student will not be admitted to school. If you think the student might be sick, please keep them home. Classroom staff will check for bruises, scratches and signs of illness. Please notify staff of any recent injuries the student may have experienced and stay until the health check is completed. The student will be sent to the health office for a thorough health check if there is a concern about your child's health.

If a student does not pass the arrival health check, sign them out at the front desk and return the attendance slip to the front desk.

### Head Lice Policy Highlights:

- If students show signs of head lice or nits (eggs), the Health Office will conduct a further assessment. The Health Assistant will show parents how to remove head lice. If many nits or live lice are found, the student may be sent home for treatment. Upon return to school, the student's hair must be checked by the health office and cleared. Once cleared, she/he may return to class or ride the bus.
- Additional resources are available from the health office staff or the Community Health programs.

### ECEC Medical Home

To promote healthy development, every student needs a source of continuous accessible medical care through a medical home. A medical home may take the form of a physician's office, school-based clinic, local health department clinic, community health center, federally qualified health center, or a mobile unit.

ECEC must ensure that a student has access to and receive medical care as required by the Head Start grant, therefore, we require parents to see to any needed medical or dental treatments for their student. Well-child health care consists of providing the student with regularly scheduled check-ups with a health care provider. The ECEC Health Staff read and review medical records and can assist you in determining best course of follow-up.

Physical exams can be scheduled through your child's primary care doctor or the Salt River Clinic. Please ask your child's pediatrician to complete the ECEC Medical Information form and provide a copy for your child's medical file at each well check visit. If your child is diagnosed with an ongoing chronic disease or has a history of medical conditions, please ask the medical provider to provide a Health Action Plan. The Health Action Plan will help teachers and health staff determine the course of action when your student is experiencing symptoms of chronic illness.

Students should see their dentist annually beginning at 12 months old or when they cut their first teeth to prevent dental problems. Special appointments are available for ECEC families at the Salt River Clinic. Please ask your child's dental provider to complete an ECEC Dental Information Form at every dental exam and provide a copy for your child's medical file.

### Diapering & Toilet Training

ECEC will supply diapers, pull-ups & wipes during school hours to all infant-toddler student. If your student needs a particular type of diaper than what is provided by ECEC, a note from your child's doctor will be required. Parents are responsible for providing diapers, Pull-ups and wipes before and after school hours. If not provided, the student will only be allowed to attend during the regular school hours. These items will need to be provided weekly. Classroom staff support toilet training to complement training habits learned at home.

## Illness

In the event a student becomes ill while at school the nurse/health assistant will evaluate the student and notify the parents/guardians if necessary. Students who need to see the nurse/health assistant must have a signed pass from the

classroom and sign in at the Health Office. A parent/guardian will be notified by the school nurse/health assistant if their student is ill/injured and needs to go home. The student may be picked up by the parent/guardian or anyone listed on the emergency contact list. All pick-up procedures will be enforced. In cases of medical emergencies, paramedics will be immediately notified.

Student will need to stay home for any of the following:

- Fever over 100 degrees within the last 24 hours
  - All students with a fever need to remain at home until they are fever free without the aid of fever reducing medication (Tylenol, Ibuprofen etc.)
- Vomiting more than twice in 24 hours
- Diarrhea
- Earache
- Red eyes with discharge
- Sores that are draining, open or appear infected
- Not feeling well enough to participate in school activities

*Students with a contagious illness will be excluded from school until the condition is treated and is no longer considered contagious.* If a student becomes ill with a contagious disease, while at school, they will be sent home.

## Communicable Disease

The control of communicable (catching) disease during the school year is a difficult problem and an important responsibility. The first responsibility must fall upon the home because parents know the normal appearance of their children and should be the first to detect signs of illness. Frequent hand washing is the best prevention!

The following rules will help control communicable diseases in the community.

1. Your student should remain at home if exhibiting any signs of illness (fever, diarrhea, severe sore throat, draining wound, and/or vomiting).
2. When questioning illness, your family physician is the appropriate person to contact to determine whether or not your student should be in school.

## Head Lice (SRES, SRHS and ALA)

The purpose of the following head lice procedure is to define the steps that will be taken by the Salt River Schools Staff and/or Health Office in the event of a suspected case of head lice.

The goal of Salt River Schools' Health Services is to keep students in the classroom as long as it is medically safe.

- Head lice are not a risk for carrying communicable disease
- Primarily head lice spreads through direct head to head contact
- Head lice only lives 18-24 hours off a host/person

The following are the steps that will be followed:

1. Students suspected of having head lice will be sent to the health office for evaluation by the nurse or designee.
2. A thorough inspection for live lice and nits will be completed.
3. If live (crawling) lice are noted, the school nurse may use manual methods of lice removal at their discretion. The parent/guardian will be notified at the end of the day by sending home the lice letter with the student.
  - a. The parent will be provided with information on the biology of head lice.
  - b. The parent will be instructed to inspect other household members for live lice.

- c. The parent will be instructed in methods for elimination of infestation focusing on inspection for live (crawling) lice and manual removal (combing).
- d. The parent will be instructed to continue daily combing until no live lice are discovered (approximately 1 ½ weeks). The focus is on the removal of live lice.
- e. The parent will be instructed to change/laundry pillow cases, pajamas and towels.
- f. The parent will be instructed in use of pediculicides (lice treatments) if they choose to use as adjunct to manual removal.
4. If upon inspection there is infestation along with sores or open wounds, the school nurse or designee will contact the parent to be picked up and treatment to begin.
  - a. The student will be placed on a health watch and re-inspected upon return to school.
  - b. If there is a continuance of non-treatment of lice then contact with child authorities and school administration will take place with a remediation method for treatment. This procedure is to ensure the health of the student and to allow the student to return to school.
5. Any student with lice will be re-inspected for live lice by the school nurse or designee until nit free.
  - a. The student will also be rechecked after 10 days.

*Students will not be excluded from school due to head lice infestations, with the exception of No. 4 above.*

## Bed Bugs

The school recognizes there is a national bed bug resurgence. It is our role to keep the school bed bug free. In the event bed bugs are discovered in your home it is important to advise the school principal.

### Incidents

In the event bed bugs have been identified in the school the following actions will be implemented:

- Avoid damaging them. Instead, catch and contain them with clear tape for expert identification.
- Get a positive ID as many insects are easily mistaken for bed bugs.
- Check the surrounding area for more bed bugs, then arrange for an inspection by a pest management professional.

### Students and Bed Bugs

- Discreetly take students to the health office for inspection of their clothing and belongings along with examination of any bites.
- If a confirmed bed bug, parent will be notified.
- ***It is NOT necessary to send the student home or keep the student from class.***
- The health office will continue to manage the incident, including re-inspecting belongings, desks and classrooms until the problem is resolved.
- Isolate student belongings in tight-sealing containers or plastic bags in the nurse's office to reduce the chance of bed bugs spreading while the problem is being resolved.

## Medication

Parents/guardians are responsible to complete the required Medication Administration Permission Form before medications can be administered at school. All medications shall be given to the nurse and may not be carried by the student. Unauthorized medication (including prescription and over-the-counter medication that has not been registered with the nurse) is not allowed on campus at any time and subject to disciplinary action.

ECEC students will not be administered any medication unless the medication is prescribed. The medication must be in the original prescription packaging with the student's name and prescribed dosage instructions.

When a student needs to be excused from physical education due to medical reasons, a doctor's note is required to be filed at the Front Office/Nurse's Office. Depending on length of medical release, an alternative assignment or schedule change will be required.

## **Immunizations**

All students entering school in Arizona must have proof of all required immunizations, or valid exemption, in order to attend school. All students must be up-to-date on immunizations to enroll and stay in school. Proof of all required immunizations will be reviewed by the SRS Health Services Staff. Exemptions from immunizations will be permitted for personal belief or medical reasons. A parent/guardian and physician must certify in writing the reason(s) for the exemption. Exempted students will not be allowed to attend school during periods of disease outbreak for which they are not immunized, as determined by the state or the Community's health department.

If your student requires additional immunizations after starting school, you will receive notice of the missing inoculations. You have 15 days to provide the school with evidence that the immunization has been given. If after 15 days, the immunization is not documented, your student will not be allowed to attend school until you provide such proof. Absences due to a failure to obtain needed immunizations are considered unexcused.

## **Child Protective Services**

Teachers, staff members and administration are required by SRPMIC law, to report suspected child abuse/neglect to SRPMIC or tribal Child Protective Services. If you have concerns, please contact the site administrator.

## **Emergency Contact Information**

Each student must have an up-to-date parent/guardian contact and emergency contact information on file. It is the responsibility of the parent/guardian to keep contact information up-to-date. Please refer to the Communication section for contact requirements.

## **Emergency Procedures**

Student and staff safety is the most important priority during emergency situations. Therefore, the schools and the surrounding education buildings will practice fire drills, lockdown drills, bus evacuations and mass evacuations. Emergency drills and evacuations are scheduled often to teach students the safest, quickest route out of the school building and the school buses. Parents/legal guardians are welcome to participate in these drills especially if planning to participate in school-sponsored field trips. Please support the school by talking with your child about the importance and seriousness of drills and evacuations and following the necessary procedures. For more information regarding drills and evacuations, please refer to Article IV – Students Policy which is located publicly at – [www.saltriverschools.org](http://www.saltriverschools.org).

## **Security & Safety**

The safety of our students is of highest importance to the staff. Your support and cooperation is needed to help ensure a safe student environment. For more information regarding student conduct & discipline, please refer to the Student Conduct & Discipline Handbook.

## **Parents, Volunteers & Visitors**

For the safety of students and staff, all visitors, including parents/guardians and volunteers must check in at the Front Office before they are permitted to enter any classroom or school grounds. A visitor is anyone who is not a student, school faculty or staff member entering the campus for school business. Children from other schools are not allowed to visit with our students during school hours.

We encourage parents, guardians, family members and any other Community Member 18 years and older to visit and volunteer at the SRS. All volunteers and visitors must sign-in and out at the front desk and wear an identifying name tag. Individuals under 18 years of age are not permitted in classrooms during class time. (Exceptions: Workforce Investment Act (WIA) trainees or any parent of an enrolled SRS student are permitted to volunteer in the classroom even though they may be under 18 years of age). Volunteers and visitors are not permitted to be left alone with any student under any circumstances. All volunteers and visitors will follow the Salt River Schools' policy on volunteers and visitors in the classroom.

Any volunteer or visitor who fails to abide by the directions of the administrator in charge and/or who becomes disruptive in any way will be asked to leave the campus. Failure to abide by this or any other lawful directive of the administrator may result in contact with local law enforcement.

## **Volunteer Background Checks**

A person who volunteers more than two times in a school year is required to complete a background check. Volunteers at ECEC are also required to obtain a Tuberculosis (TB) test. Fingerprinting and background checks will be conducted by the Education Human Resources Office (480.362.2585). Please call in advance to make your appointment.

## **Classroom Access**

### **ECEC**

Parents of enrolled student are entitled to have unlimited access to their student during ECEC's operating hours. Parents must sign in at the front desk and obtain a Visitor's Pass to enter their student's classroom and must abide by all classroom rules.

### **SRES, SRHS & ALA**

Guests may not visit classrooms, teachers or students unless the visit has been prearranged and approved through the school's front office. If a parent desires a meeting with their student's teacher or wishes to volunteer at the school, the parent must contact the school's front office.

## **Gang & Drug-Free Environment**

SRS will comply with all SRPMIC Community Code of Ordinances pertaining to alcoholic beverages, prohibited substances and gangs. Therefore, smoking (including e-cigs, vapes and other like items) or the use of chewing tobacco is strictly prohibited at SRS and at all events or activities sponsored by SRS. Possession of any form of alcohol anywhere in or on the premises is strictly prohibited. Possession and/or use of illegal drugs and paraphernalia on SRS property are strictly prohibited. If an individual appears to be intoxicated or under the influence of drugs and is attempting to pick up a student from school, staff will notify the Police Department. Gang clothing as defined by SRO § 6-7 is strictly prohibited.

Note: Tobacco in its raw natural form may be approved for use at SRS for Native American ceremonial purposes only. Please check with the school principal or administrator for consideration to receive prior written approval at least two weeks in advance of the planned program. Exceptions to the two week requirement notice may be granted only in emergency situations.

## **Student Conduct**

The Student Conduct and Discipline Handbook applies to SRS on-campus and off-campus activities such as field trips, athletic events and school sponsored events. Please see the Student Conduct and Discipline Handbook for student conduct rules and expectations.

## Exceptional Student Services

### Exceptional Education

Students are provided services according to their Individualized Education Plans (IEPs) with the goal of placing students in the least restrictive environment. Before a referral can be made for such services, the Student Assistance Team will work with the teacher to develop interventions and documentation prior to the actual referral to Exceptional Education department. Parent(s)/legal guardian(s) are involved at all levels in the process of designing intervention, reviewing data, requesting evaluation and establishing IEPs for their child(ren).

### Disability Services

ECEC collaborates with the Arizona Department of Early Intervention (AzEIP) and the Division of Developmental Disabilities (DDD) to obtain evaluations and therapy services for students (ages birth to 2.9 years) who may have a developmental delay. ECEC collaborates with Mesa Public Schools to obtain evaluations and special education services for students (ages 2.9 years to 5 years) who may have developmental delays or disabilities. Each student will receive a developmental screening within the first 45 days of enrollment. Parents/guardians will be notified regarding screening results.

Students who are not demonstrating typical skills for their age will be monitored by the Exceptional Student Services staff. Students may be rescreened to ensure they are developing age-appropriate skills and/or may be referred for an evaluation to determine eligibility for special education services. Written parent/guardian consent must be obtained before a student can be evaluated or receive special education services. Parents/guardians of a student being considered for an evaluation for possible placement in Exceptional Student Services must be informed and made fully aware of their legal rights under Public Law 94-142 Education of the Handicapped Act and The Individuals with Disabilities Education Improvement Act of 2004 (IDEA), Parts C and B (619).

If concerns by the SRES, SRHS, or ALA classroom teacher and/or parent exist, the Student Success Team (SST) will meet with the parent to target identified concerns and develop interventions to assist with the student's success in school. Interventions will be implemented consistently for a minimum of six weeks. Meetings will be held throughout the SST process to indicate if interventions are successful or adjustments need to be made. In the event that interventions are unsuccessful, the student may be referred to special education services. If a parent wants to request that their student be evaluated, this information must be put into writing, dated, and submitted to the ESS Facilitator. SRS has 10 calendar days in which to hold a meeting to review the request and look at the data and documentation to take the appropriate next steps. SRS has a 60 day timeline in which the student will be evaluated. Once the evaluation is complete, a meeting will be held to discuss the results. Parent attendance is mandatory for all meetings related to special education services.

### Gifted and Talented Education

The Gifted Program at Salt River Elementary is an enrichment instructional program that is provided through a combination of resource and in-classroom support. The program is open to students who display documented giftedness in any of the following six areas: academic aptitude, intelligence, critical thinking, leadership, creativity and visual/performing arts. Students must be referred for a specific area of giftedness by a teacher, other staff member, parent, or the student. With parent/guardian approval, the student is tested (re: areas of academic aptitude, intelligence, critical thinking) or evaluated through a checklist (re: leadership, visual and/or performing arts) depending upon the referral for a specific category. A screening process is conducted for all students in 2nd and 5th grades. Salt River High School receives gifted support services through consult. The Gifted teacher will provide support to teachers in the form of strategies at the high school to students who have been identified as gifted through our evaluation process. The SRE gifted program is one of active learning process through inquiry, discovery and problem-solving skills. The Child Study

Team and parent/guardian collaborate to determine the student's Individual Education Plan for the eligible gifted student.

## Extra-Curricular Athletics and Activities

### Introduction

Students are encouraged to participate in extra-curricular athletics and activities. In order to represent Salt River Elementary School, Accelerated Learning Academy and Salt River High School in any interscholastic competition or public performance, students must meet all eligibility requirements as established by the Salt River Schools Education Board, the respective school and/or team/activity, as appropriate. Student participation in these athletics/activities, however, is a privilege, determined and managed by the school. Students are expected to abide by all SRPMIC and applicable state laws, including rules and policies as indicated by Salt River Schools, clubs, organizations, and applicable Student Athletic rules and regulations in order to participate.

### Eligibility

To represent Salt River Schools in interscholastic competition, student organization or public performance, students must meet eligibility requirements as established by the Salt River Schools Education Board, school administration and the coach/sponsor/organization. Student participation in athletics and activities are a privilege determined and managed by the school.

### Participant Documentation

Students who participate must sign the following as a precondition of participation. The student's signature on the acknowledgement form signifies the commitment to abide by the conditions of the Salt River Schools Extracurricular Athletics/Activities Participation Rules. The parent's signature on the pledge signifies that the parent has read, understands, and will support the policy.

1. Extracurricular/Activities Acknowledgment Form
2. Sport/Activity Expectation Form

### Interscholastic Requirements

Salt River Schools and student participants will abide by eligibility requirements established by the Canyon Athletics Association (CAA). For more information regarding the specific eligibility rules and regulations, see the Principal or the CAA website for more information at [www.azcaa.org](http://www.azcaa.org).

### Team Classification

Each participant will be originally assigned to the team that corresponds to the appropriate grade level. As ability warrants, and at the discretion of the coach, the participant may be moved to a higher level of competition.

### Documentation

In addition to the forms required above, interscholastic participants must complete and submit the following documentation.

1. A **physical examination**, after March 1<sup>st</sup> of the previous school-year.
2. Concussion Form & the Health History Form

### ALA Students

All ALA students who wish to participate in interscholastic activities must first acquire the approval of the Education Board prior to participation. The student will summarize their interest and demonstrate good standing grades and



attendance. Once the Education Board approves participation, then the ALA student may participate in their requested interscholastic activities.

## **Maintaining Eligibility to Participate**

Student participants understand that academics is the first priority. Maintaining eligibility is an important commitment to the individual, the team and coaches. Participants are expected to adhere to a high standard of behavior, as athletes and participants represent their families, the school, and the Community.

### **Grades**

#### **Extracurricular Activity Grade Requirements**

1. The student must be enrolled in a minimum of four (4) courses. Seniors in their seventh and eighth semesters need to be enrolled in the minimum number of classes required for graduation in order to participate in athletics/activities.
2. The student must maintain a 2.0 Grade Point Average (GPA) or better. A student must have no Failing grades in any courses to be eligible.
3. Eligibility is determined by academic progress reports and grading periods.
4. Students determined to be academically ineligible at the end of a progress report or grading period shall remain ineligible until the grades are passing.

### **Student Conduct**

Students are expected to abide by the Student's Policy, Student/Family Handbook and school rules. Students who participate in student athletics/activities should not consume alcohol, tobacco, or illegal drugs at any time. This expectation applies during school hours, at school-sponsored events, during non-school hours and non-school events.

### **Team/Club Rules**

Coaches and sponsors will establish and submit team/club rules to the Site Administrator for approval. Team/club rules will be distributed and discussed with parents and participants during a parent meeting prior to the beginning of the sport/activity. Students are expected to comply with team/club rules and will forfeit their eligibility through noncompliance.

Students participating in interscholastic sports are also expected to abide by the sportsmanship, behavior and safety rules established by the CAA.

### **Practice & Game Attendance**

Team practice is scheduled after school every day unless otherwise noted by the coach. Participants are expected to be present at all practices to be considered for game play.

1. Practice absences are to be reported to the coach beforehand, whenever possible.
2. Coaches may have additional team rules that pertain to practice and games.

## **Participation Rules**

The following list of general rules are guidelines for Salt River Schools' athletes/activity participants and are not exhaustive.

### **Uniforms and Equipment**

See Student Fees section.



## Travel

All students and staff are expected to abide by the transportation policy (Article 7. X.) and the terms of the Transportation agreement during any travel. The coach/ sponsor will communicate and plan in advance of any activities requiring travel. The coach/ sponsor will coordinate meals with Food Services.

All trips, going to or coming from an athletic/activity event must be made on school transportation or transportation permitted by Salt River Schools. Staff's personal vehicles shall not be utilized as a means of student transportation. If a parent/guardian would like to take their student home from an extracurricular event, then parent/guardian must sign the student out from the coach/sponsor's roster.

## Injuries

1. All injuries should be reported to the coach or the trainer immediately.
2. An accident report must be completed by the trainer or coach for the student's file
3. If the athlete/activity participant seeks care under a physician, written permission must be given by the doctor to return to practice and competition.

## Violations

### Student Rights & Responsibilities

If a violation occurs on school grounds or at school-sponsored athletics/activities, school officials will enforce this procedure. School administrators are required to follow the protocol described in the handbook. Students may appeal disciplinary actions related to actions taken against the students' athletic and/or activity participation. Disciplinary actions related to conduct during the school day must follow the appeals process outlined in the Students Policy.

### Attendance Violation

Students should attend all scheduled classes in order to participate in practices, games, meetings, events or activities. Reasonable exceptions such as a doctor appointment *may* be approved by the School Administration *prior* to participation.

### Suspension from School

Students suspended from school for disciplinary reasons shall be excluded from participating in extra-curricular athletics/activities for the duration of the suspension. During a period of suspension, students are not allowed on school grounds and are not allowed to participate in any school sponsored athletics/activities.

### Court Disciplinary Action

School Administration may suspend a student from participation in student athletics/activities who has been charged with a misdemeanor or felony. The student should report the incident to the coaches/sponsors. Coaches/sponsors will present the facts as known to the school administration who will determine eligibility for participation.

### Consequences

If a violation occurs off school grounds or at a non-school event, the coach/sponsor and principal will determine possible consequences. Decisions will be based on the circumstance surrounding the violation.

## Annual Notification to Parents/Guardians regarding Confidentiality of Student Educational Records

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-8520

Arizona Department of Education  
Exceptional Student Services  
1535 West Jefferson Street  
Phoenix, Arizona 85007

Please sign the student handbook acknowledgement page that you have read and understand the above; by doing so you agree that you have received the annual notification as designated by law.



## Student/ Parent Acknowledgement

*Please complete this form and return to the front office.*

This is to certify that I, \_\_\_\_\_ (Print Parent/Guardian first & last name) can access the 2019-2020 Student/Parent Handbook. I also acknowledge that if I want a printed handbook that I will make that request by contacting the front office. I acknowledge that I will abide by the School Compact and its agreements between student, parent/guardian, teacher, principal, and the Education Board. I acknowledge that I also will abide by the Student Conduct & Discipline and Transportation Handbooks which are all available on the public website at [www.saltriverschools.org](http://www.saltriverschools.org)

I also understand that I must comply with the Education Board approved policies, including Article 4 – Students. I understand that all Education Board Policies are available on the public website [www.saltriverschools.org](http://www.saltriverschools.org)

I have read and understand the SRPMIC Tribal Attendance Policies, Salt River Community Code, Article III- Incurrigible Acts, and the Annual Notification to Parents/Guardians regarding Confidentiality of Student Educational Records.

My student and/or I understand the policies and realize they must be obeyed at all times. We also understand that certain consequences will occur when the policies are not followed.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Guardian Signature (if under 18 years old)

\_\_\_\_\_  
Date



# Technology Acceptable Use Agreement for Student(s) and Parent(s)

Rev 7.8.2014

## 1. Introduction:

Electronic information resources are available to students and parents, who are assigned a resource access account. These resources included, but are not limited to the following items, access to electronic devices, Internet access and access to various Education Division related resources. Our goal in providing resource access to students and parents is to promote educational excellence by facilitating resource use, innovation, communication and acceptable use.

## 2. Terms and Conditions of this Acceptable Use Agreement:

The student and/or parent signature at the end of this Acceptable Use Agreement is legally binding. The signature also indicates the student and/or parent has carefully read and understands the terms and conditions of appropriate use and thereby agrees to abide.

- a) **Acceptable Use:** Acceptable use means that student and/or parent uses the Education Division provided resources and connectivity to third party resources, such as the internet, in an appropriate manner, abiding by the rules and regulations as described in this agreement.
- b) **Privileges:** The use of electronic information resources is a privilege, not a right. Inappropriate use of resources provided by the Education Division may result in disciplinary action (including but not limited to suspension of account privileges or possible expulsion), and/or referral to legal authorities. Education Division Administration, Site Leaders, and/or the Education Division Information Technology Department, may limit, suspend or revoke access to electronic resource access at any time.
- c) **Resource Access Etiquette:** Each student and/or parent is expected to abide by the generally accepted rules of user etiquette. These rules include, but are not limited to the following:
  - **Be polite.** Never send or encourage others to send abusive messages. Use appropriate language. (Items that are written, sent, or received on an isolated terminal have the potential to be viewed globally.)
  - **Use electronic communications appropriately. There shall be** no sales, advertisements or solicitations, chain letters, etc. are allowed. Communication is not guaranteed to be private. Anyone making use of Education Division's technology resources has potential access to a variety of communications based systems. Activities relating to or in support of illegal or inappropriate activities are considered a violation of this agreement and therefore must be reported to the Education Division Administration, Appropriate Education Division Site Leader(s) and / or the Education Division Information Technology Department.
  - **Tolerance.** There is zero tolerance for the act(s) of bullying, sending or receiving explicit materials, sending or receiving explicit messages, copyright infringement, representing another's work as one's own work or disruption of the Education Division Technology resources.
- d) **Unacceptable Network Use:** Transmission or intentional receipt of any inappropriate material or material in violation of law, Community or Education Division policy is strictly prohibited. This includes, but is not limited to: material protected by federal law; copyrighted material; threatening or obscene material; material protected by trade secrets; commercial activities by for-profit institutions; use of product advertisement or political lobbying, including lobbying for public office; the design or detailed information pertaining to explosive devices, criminal activities or terrorist acts; sexism or sexual harassment; pornography; gambling; illegal solicitation; racism; and inappropriate language or images of any type. Illegal or inappropriate activities, including games, use of the technology resources in any way that would disrupt use by others, or activities of any kind that do not conform to the rules, regulations and policies of the SRPMIC Education Division, are forbidden. It is unacceptable to participate in any activity such as the exchange of information or graphics sent or received that include/suggest sexting, pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and/or other listings previously described in this user agreement.
- e) **Transportation of Community Information:** No student and/or parent may duplicate any portion of Community owned, stored or held electronic information for the purpose of transportation beyond SRPMIC Community property without proper permission from the Education Division Administration and permission from SRPMIC and /or Office of General Counsel via written/electronic communication or contract. Exemptions do apply to student and/or parent work that falls under activities or assignments related to completion of school work, commonly referred to as "homework assignments".
- f) **Vandalism:** Vandalism is defined as any malicious attempt to harm or destroy any electronic data, property of the Education Division or of any other Community owner assets. Vandalism also includes, but is not limited to abusive overloading of data on the server, intentional uploading, downloading or creation of computer viruses, spyware, malware or other malicious software. Any engagement in vandalism constitutes

unacceptable use and will subject the student and/or parent to appropriate disciplinary action.

- g) **Security:** Securing SRPMIC Education Resources is a high priority. You understand and agree that you shall attempt to use any other resource access account, beyond your assigned account, local or remote to access any system(s), device(s) or resource(s) while accessing the SRPMIC Education network(s). Any security concern shall be reported to Education Division Administration, Appropriate Education Division Site Leader, and / or the Education Division Information Technology Department, no later than 24 after the observed occurrence. SRPMIC Education Division makes reasonable effort to comply with CIPA and other regulations for filtering internet based content which may be available to students or parents. However, in the event students and/or parent are able to access dangerous or inappropriate material, students and/or parents must take responsibility for their own safety by exercising safe browsing and by reporting any inappropriate content he/she finds to the Education Division Administration, Appropriate Education Division Site Leader, and / or the Education Division Information Technology Department no later than 24 after the observed occurrence.
- h) **Privacy:** It is required that students and/or parents not reveal personal information which may not be limited to; however, does include the following: home address, phone numbers, password, credit card numbers or social security number, etc.; this also applies to information of organizations including but not limited to the SRPMIC Community and the SRPMIC Education Division. It is understood that all communications, internet browsing and data accessed or created are subject to review, monitoring and auditing. Also, should I choose to "publish" on the Internet, I will make certain I have obtained at a minimum proper permission from the Education Division Administration and possibly may also be required to acquire permission from the SRPMIC Community, SRPMIC Education Board and / or Office of General Counsel, where applicable.

### **3. Student and/or Parent Signature of Agreement:**

Rules of conduct are described in this "Salt River Pima-Maricopa Indian Community Schools Technology Acceptable Use Agreement for Student(s) and Parent(s)" apply when making use of SRPMIC Education Technology resources. This applies to but is not limited to usage while located at Community facilities or Education Division Community schools or while remotely accessing the Community School Resources. I understand any violations of the above provisions will result in the loss of my user resource access account and may result in further disciplinary and/or legal action, including but not limited to suspension or expulsion, or referral to legal authorities. I therefore agree to maintain acceptable standards and to report any misuse of technology resources to the appropriate persons mentioned in this document.

I have read this Acceptable Use Agreement and understand that all electronic communications, internet browsing and data accessed or created while using Education Division issued electronic devices or while using Education Division Networks are subject to review, monitoring, logging and auditing. I hereby agree to comply with the above described conditions of this entire document.

\_\_\_\_\_  
Student Name (Please Print, then Sign)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name (Please Print and Sign, if under 18 years old)

\_\_\_\_\_  
Date



## Student Release / Opt-Out Form for Social Media

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Student ID#: \_\_\_\_\_

The purpose of this form is to give the parent/guardian an opportunity to opt out of any of the items listed below.

IF SALT RIVER SCHOOLS DOES NOT RECEIVE THIS FORM WITHIN FOURTEEN (14) CALENDAR DAYS FROM YOUR START DATE, SALT RIVER SCHOOLS WILL ASSUME CONSENT TO THE RELEASE OF THE CATEGORIES OF INFORMATION CONTAINED IN THIS FORM.

### Student Information Release

This gives consent for the release of student information/imagery as it applies to school-related activities, such as: yearbook, marquee information, parent organizations/committees, athletics, student-led news media production, musical and art programs, honors and awards, drama productions, graduation/commencement, etc. *This release shall not apply to confidential student records, such as test scores, transcripts, and evaluations.* Consent will remain in effect for the current school year or until permission is revoked by parents/guardians, requesting in writing such a revocation. Information may include: student name; parent name; tribal affiliation(s); school/class/grade level/teacher's name; weight and height, if the student is a member of an athletic team; awards received; extracurricular participation; and honors and achievements.

☐ I DO NOT Give Consent \_\_\_\_\_ Initial

### Student Media (Photo/Video/Voice) Release *(All school-sponsored activities and promotions, except athletics.)*

There are times when Salt River Schools may be featured in various media. Journalists, photographers and/or film crews from TV, radio stations, internet, newspapers or magazines may wish to photograph and/or film your child in relation to a story about our schools or students. Classrooms might also participate in video-conferencing on the internet. Salt River Schools may also promote its business, activities and programs using student imagery/voice. Salt River Schools are also visited by Community and public organizations or partners who are providing services to students; these organizations or partners may wish to photograph your child and may want to use the photograph and/or your child's name and the name of the school in their publications and informational materials. Students have the right to refuse participation and Salt River Schools' staff will work to ensure media representatives respects these wishes as much as possible. If no refusal is made, your student's name, grade and other (non-confidential) information may be included in the final media product. Unless otherwise noted, all rights and copyrights to media materials (photographs, videos, etc.) and related projects are the property of the outlet that recorded the media (i.e. Salt River Schools owns the photos and videos its staff or contracted vendors record of students at school events and sites).

This gives consent for the student's photo/video/voice to be used by representatives of the media and for use in various media, such as newspapers, television, radio broadcasts, internet podcasts, press releases, school/Division newsletters, Division website and social media sites (i.e. Facebook, YouTube, Instagram and LinkedIn, etc.), school plays and contests. This does not include athletic events, which are considered public events.

☐ I DO NOT Give Consent \_\_\_\_\_ Initial

### SIGNATURE REQUIRED ONLY IF YOU DO NOT WANT YOUR CHILD TO BE PHOTOGRAPHED OR FILMED.

The information I have provided on this form is accurate and true. I hereby certify that I am the parent or legal guardian (with legal custody, if separated or divorced; copy of Court paperwork must be on file) of the above named student.

\_\_\_\_\_  
Student Name *(Please Print, then Sign)*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name *(Please Print and Sign, if under 18 years old)*

\_\_\_\_\_  
Date