



Handbook for Student Success

A Guide for Parents, Students and Staff

Quick Reference Guide

2011 – 2012

Governing Board Approved: June 9, 2011



School District Mission, Vision & Beliefs

Vision

In Phoenix Elementary School District #1 students, parents, community and staff are partners who share high expectations so each child can achieve their personal best.

Mission

Phoenix Elementary School District #1 provides each child we serve with educational experiences that ensure academic and social success.

Our mission is aligned with state academic standards that include:

- Every child performing at grade level or above in reading, writing, mathematics, science and social studies.
- Every child prepared for high school.

Beliefs

At Phoenix Elementary School District, we believe:

- All children can and will learn. NO EXCEPTIONS!
- Parents want and deserve the best education for their children.
- Education is the key to opportunity and success.
- Education has the opportunity to cultivate all aspects of a child's learning.
- Diversity enriches us all.
- The education of our children is a shared responsibility among our community.
- We are all learners.
- Factors such as race or socio-economic status do not predict student achievement.
- We live on this earth, not to see through one another, but to see one another through.

QUICK REFERENCE GUIDE TO THE HANDBOOK FOR STUDENT SUCCESS

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Access to the Handbook for Student Success

A copy of the Handbook for Student Success 2011 – 2012 is available in the school office and online at <http://phxschools.org/students/conduct/>. If you need more information about the Handbook, the principal or teacher will help answer your questions.

Absence Policies

➤ *See Part I – Attendance in the Handbook for Student Success for further information*

Attendance is Essential

Regular attendance is the key to much of the success a student may gain from his/her school program. A doctor's verification may be requested for excessive illness-related absences.

Parent Responsibilities

Any absence due to illness, death in the family, religious observance or other unusual circumstance will be excused. Parents of absent students are expected to call on the day of the absence, preferably no later than one hour after the start of school. If no contact is made to the school within 24 hours of the start of the absence, the absence may be considered unexcused.

Attendance Discipline for Excessive Unexcused/Excused Absences – CUTS

When a student has five or more unexcused absences or more than 10 percent (18 days) absences (excused or unexcused), the student can be cited to the CUTS DIRECT-CITE Program through the Juvenile Court.

Absent five (5) Unexcused days:

The office staff will send a letter to parents notifying them of the absence which reviews the attendance policy on absences.

Absent ten (10) Unexcused/Excused days:

- The office staff will confirm the ten absence days.
- Parents will be notified via letter or conference that any further absences can occur only under these conditions:
 - Illness verified by a doctor's statement.
 - Significant religious observance, with approval by the principal or designee prior to the absence.
 - Emergency: In an emergency situation, (e.g., death in the immediate family, hospitalization, etc.) the parent must notify the school office directly.

Potential actions or consequences for repeated Unexcused/Excused total absences.

1. Referral to the C.U.T.S. Program or C.U.T.S L.I.T.E. program for students who are 6 to 16 years of age may include Citations to Juvenile Court and an assessment fee of \$50:
 - after five (5) truanancies
 - after eighteen (18) Unexcused/Excused total absences
2. Other appropriate disciplinary action

Permit to Leave School During School Hours

For K-8 students -The parent(s)/guardian(s) must give written and/or verbal approval (parent must sign student in/out during lunch hours). A person picking up a student must be listed on the enrollment and/or Student Release form (See Part VIII – District Forms) and must show valid picture I.D. A parent or other authorized person is required to come into the office and sign prior to the student’s release.

Partial Day Attendance

Tardy shall be defined as being late up to ten (10) minutes after the scheduled start of class. A student who arrives (10) minutes after scheduled start of class will be counted absent and must have an admit slip to enter class.

In the event the student exceeds ten (10) tardies per trimester the student may be assigned detention as follows:

- 11th Tardy - 15 Minutes
- 12th Tardy - 30 Minutes
- 13th Tardy - 45 Minutes
- Every subsequent tardy - an additional 15 minutes

Failure to comply with detention assignment will be considered defiance of school authority and will result in additional disciplinary action. Four (4) tardies or unexcused early dismissals will equal one (1) unexcused absence.

Discipline Policies

- *See Pages 7 – 10 at the end of this Guide.*

Information concerning a student’s disciplinary record will be held in confidence. Disclosure of records will only be done with parent consent except as required by FERPA or authorized agencies. Only authorized staff will have access to student disciplinary files.

Please note that there are a variety of actions that may be taken between the minimum and maximum that are not reflected in the disciplinary action chart. Some examples of other actions include: loss of privileges, detention, suspension, community service, or parent(s)/guardian(s) contact/phone call home. The action for any violation will be determined by the administrator. Suspension can be either in school or out of school based on the nature of the violation.

Short Term Suspension Procedures

- *See Part V – PESD School Board Policies in the Handbook for Student Success for further information*

Suspension for ten (10) days or less:

Step 1: The student will receive notice; written or oral, of the reason for suspension and the evidence the school authorities have of the alleged misconduct.

- After having received notice, the student will be asked for an explanation of the situation.
- The authorized District personnel shall make reasonable efforts to verify the facts and statements prior to making a judgment.

Step 2: Provided that a written record of the action taken is kept on file, authorized District personnel may:

- Suspend the student for up to nine days.
- Choose other disciplinary alternatives.
- Exonerate the student.
- Suspend the student for nine days pending a recommendation that the student be given a long-term suspension or expulsion or both.
- When Suspension is involved:
 - A parent must be notified before the student is allowed to leave campus. If no parent contact can be made, the student may be isolated until dismissal time and then given a written message to the parents.

NOTE: A suspended student may not attend any school activities regardless of their location.

Suspension for over ten (10) days:

Step 1: If the offense is one that could result in a suspension of over ten days, in addition to Steps 1 and 2 of the short-term suspension procedures, the Superintendent/ Designee will set up and conduct a formal hearing.

Helpful Numbers for Parents

Assessment.....	(602) 257-3787
Business Services.....	(602) 257-3790
Child Nutrition	(602) 257-3741
Curriculum & Instruction	(602) 257-3781
District Office Main Number	(602) 257-3755
Head Start – Booker T. Washington	(602) 252-4743
Head Start – Phoenix Urban League	(602) 268-1279
Human Resources.....	(602) 257-3755
Plant Services	(602) 257-3794
Special Education Services.....	(602) 257-3806
Student Services	(602) 257-3805
Superintendent.....	(602) 257-2912
Transportation.....	(602) 257-3794

Disciplinary Action Chart

Definition of Disciplinary Action Chart

This chart reflects the minimum and maximum action for first offense and repeated offenses. Please note that there are a variety of actions that may be taken between the minimum and maximum that are not reflected in the chart. Some examples of other actions include; loss of privileges, detention, suspension, community service, parent(s)/guardian(s) contact/phone call home, etc.

The action for any violation will be determined by the administrator. The range of actions provides the administrators with the flexibility to administer disciplinary actions that are appropriate for the developmental level and/or age of the child and the severity of the violation.

Suspension can be either in school or out of school based on the nature of the violation.

*Reported to ADE, **Mandated to report to local law enforcement, also ADE

Minimum and Maximum Disciplinary Actions

VIOLATION	RANGE	ACTION TO BE TAKEN	
		FIRST OCCURENCE	REPEATED OCCURENCES
Aggressive Act - Minor	Minimum	Conference	Detention
	Maximum	Detention	Short Term Suspension
Alcohol Violation*	Minimum	Conference	Short Term Suspension
	Maximum	Long Term Suspension	Expulsion
Arson of a Structure or Property *	Minimum	Conference	Short Term Suspension
	Maximum	Long Term Suspension	Expulsion
Arson of an Occupied Structure **	Minimum	Short Term Suspension	Short Term Suspension
	Maximum	Expulsion	Expulsion
Assault *	Minimum	Conference	Detention
	Maximum	Short Term Suspension	Expulsion
Assault - Aggravated **	Minimum	Short Term Suspension	Long Term Suspension
	Maximum	Long Term Suspension	Expulsion
Bullying *	Minimum	Conference	Detention
	Maximum	Short Term Suspension	Expulsion
Burglary/Breaking & Entering (Second & Third Degree) *	Minimum	Short Term Suspension	Short Term Suspension
	Maximum	Long Term Suspension	Long Term Suspension
Burglary (First Degree) **	Minimum	Short Term Suspension	Short Term Suspension
	Maximum	Long Term Suspension	Expulsion
Cheating	Minimum	Conference	Detention
	Maximum	Short Term Suspension	Short Term Suspension
Combustible	Minimum	Parent Conference	Detention
	Maximum	Short Term Suspension	Long Term Suspension
Contraband	Minimum	Conference	Conference
	Maximum	Short Term Suspension	Short Term Suspension

Minimum and Maximum Disciplinary Actions

VIOLATION	RANGE	ACTION TO BE TAKEN	
		FIRST OCCURENCE	REPEATED OCCURENCES
Defiance, Disrespect Towards Authority, & Non-Compliance	Minimum	Conference	Detention
	Maximum	Short Term Suspension	Long Term Suspension
Disorderly Conduct	Minimum	Conference	Detention
	Maximum	Short Term Suspension	Expulsion
Disruption	Minimum	Conference	Detention
	Maximum	Short Term Suspension	Short Term Suspension
Dress Code Violation	Minimum	Conference	Detention
	Maximum	Short Term Suspension	Short Term Suspension
Drug Possession/Use (Indicate Prescription or Illicit)**	Minimum	Short Term Suspension	Short Term Suspension
	Maximum	Long Term Suspension	Long Term Suspension
Drug Providing/Sale (Indicate Prescription or Illicit)**	Minimum	Short Term Suspension	Long Term Suspension
	Maximum	Long Term Suspension	Expulsion
Drug Paraphernalia	Minimum	Conference	Detention
	Maximum	Short Term Suspension	Short Term Suspension
Drug - Substance Represented as Illicit	Minimum	Conference	Short Term Suspension
	Maximum	Detention	Short Term Suspension
Electronic Devices (Improper Use)	Minimum	Conference	Conference
	Maximum	Short Term Suspension	Long Term Suspension
Endangerment *	Minimum	Conference	Long Term Suspension
	Maximum	Detention	Long Term Suspension
Extortion *	Minimum	Conference	Short Term Suspension
	Maximum	Short Term Suspension	Long Term Suspension
Fighting *	Minimum	Conference	Detention
	Maximum	Short Term Suspension	Long Term Suspension
Fire Alarm Misuse **	Minimum	Parent Conference	Short Term Suspension
	Maximum	Short Term Suspension	Long Term Suspension
Forgery	Minimum	Conference	Detention
	Maximum	Short Term Suspension	Short Term Suspension
Gambling	Minimum	Conference	Detention
	Maximum	Short Term Suspension	Short Term Suspension
Gang/Negative Group Affiliation	Minimum	Conference	Detention
	Maximum	Short Term Suspension	Expulsion
Graffiti or Tagging	Minimum	Conference	Conference
	Maximum	Short Term Suspension	Long Term Suspension
Harassment, Nonsexual *	Minimum	Conference	Detention
	Maximum	Short Term Suspension	Long Term Suspension

Minimum and Maximum Disciplinary Actions

VIOLATION	RANGE	ACTION TO BE TAKEN	
		FIRST OCCURENCE	REPEATED OCCURENCES
Harassment, Sexual *	Minimum	Conference	Detention
	Maximum	Short Term Suspension	Long Term Suspension
Harassment, Sexual with Contact *	Minimum	Conference	Conference
	Maximum	Short Term Suspension	Long Term Suspension
Hate/Bias Related Incidents	Minimum	Conference	Conference
	Maximum	Long Term Suspension	Expulsion
Hazing *	Minimum	Conference	Detention
	Maximum	Short Term Suspension	Long Term Suspension
Indecent Exposure or Public Sexual Indecency *	Minimum	Parent Conference	Short Term Suspension
	Maximum	Long Term Suspension	Expulsion
Language, Inappropriate	Minimum	Conference	Detention
	Maximum	Detention	Long Term Suspension
Leaving School Grounds without Permission	Minimum	Conference	Detention
	Maximum	Short Term Suspension	Short Term Suspension
Lying	Minimum	Conference	Conference
	Maximum	Detention	Short Term Suspension
Plagiarism	Minimum	Conference	Detention
	Maximum	Detention	Short Term Suspension
Pornography	Minimum	Parent Conference	Detention
	Maximum	Short Term Suspension	Long Term Suspension
Profanity/Verbal Abuse	Minimum	Conference	Conference
	Maximum	Short Term Suspension	Long Term Suspension
Public Display of Affection	Minimum	Conference	Detention
	Maximum	Detention	Short Term Suspension
Recklessness	Minimum	Conference	Detention
	Maximum	Short Term Suspension	Short Term Suspension
Robbery *	Minimum	Conference	Short Term Suspension
	Maximum	Long Term Suspension	Expulsion
Robbery, Armed**	Minimum	Conference	Short Term Suspension
	Maximum	Expulsion	Expulsion
Rough housing/Play Fighting	Minimum	Conference	Conference
	Maximum	Short Term Suspension	Long Term Suspension
Sexual Abuse/Sexual Conduct with Minor/Child Molestation **	Minimum	Parent Conference	Short Term Suspension
	Maximum	Long Term Suspension	Expulsion
Tardy	Minimum	No Action	No Action
	Maximum	Conference	Detention

Minimum and Maximum Disciplinary Actions

VIOLATION	RANGE	ACTION TO BE TAKEN	
		FIRST OCCURENCE	REPEATED OCCURENCES
Technology - Improper use of Telecommunication Device	Minimum	Conference	Conference
	Maximum	Short Term Suspension	Long Term Suspension
Theft, Petty	Minimum	Restitution	Restitution
	Maximum	Short Term Suspension	Short Term Suspension
Threat, Bomb **	Minimum	Short Term Suspension	Short Term Suspension
	Maximum	Expulsion	Expulsion
Threat, Chemical or Biological **	Minimum	Short Term Suspension	Short Term Suspension
	Maximum	Expulsion	Expulsion
Threat or Intimidation	Minimum	Conference	Detention
	Maximum	Long Term Suspension	Long Term Suspension
Tobacco Violation *	Minimum	Conference	Short Term Suspension
	Maximum	Short Term Suspension	Long Term Suspension
Trespassing	Minimum	Conference	Detention
	Maximum	Short Term Suspension	Long Term Suspension
Truancy	Minimum	Conference	Detention
	Maximum	Short Term Suspension	Short Term Suspension
Unexcused Absence	Minimum	Parent Notification	Parent Notification
	Maximum	Parent Conference	Citation
Vandalism of Personal Property *	Minimum	Conference	Detention
	Maximum	Short Term Suspension	Long Term Suspension
Vandalism of School Property *	Minimum	Conference	Detention
	Maximum	Short Term Suspension	Long Term Suspension
Verbal Provocation	Minimum	Conference	Detention
	Maximum	Short Term Suspension	Long Term Suspension
Weapons - Dangerous Items * See Violation Definition	Minimum	Conference	Short Term Suspension
	Maximum	Short Term Suspension	Long Term Suspension
Weapons - Firearms ** See Violation Definition	Minimum	Short Term Suspension	Long Term Suspension
	Maximum	Expulsion	Expulsion
Weapons - Firearm - Simulated	Minimum	Conference	Conference
	Maximum	Short Term Suspension	Short Term Suspension
Weapons - Other **	Minimum	Detention	Short Term Suspension
	Maximum	Short Term Suspension	Expulsion