

## **WELCOME TO FLOWING WELLS SCHOOL DISTRICT!**

This booklet is to inform elementary students and their parents of their rights and responsibilities. The materials herein pertain to students in grades K-6. Additional information will be given to you pertaining to your child's individual school.

### **ACADEMICS AND GENERAL INFORMATION**

#### **INSTRUCTIONAL PROGRAM**

The primary goal of the educational program in Flowing Wells Elementary Schools is to provide an opportunity for each student to develop the skills, knowledge and abilities that will enable that student to be successful in school. The accomplishment of this task is a challenging and complex endeavor. Each child comes to the school with a unique personality, abilities and attitude. These factors must be considered as we teach. The curriculum in Flowing Wells Elementary Schools is designed to assist the teachers in meeting the needs of individual students.

The instructional program is aligned with the Arizona Academic Standards. Each grade is assessed in a variety of ways to determine the level at which the state standards are being met. The following specialized programs are a part of this effort.

#### **TITLE I READING**

All students are screened for reading development at the beginning of every year or upon enrollment after the beginning of the year. Students who are determined to be at-risk are referred to the Title I reading support program. The Title I reading program provides strategic intervention by highly qualified reading specialists to support achievement of grade level reading goals. Placement in the program is at least one semester and students may exit the program when meeting grade level reading performance benchmarks. Reading specialists also coordinate school-wide literacy activities for teachers, parents, and students to promote high levels of literacy and a life-long love of reading.

#### **SPECIAL EDUCATION**

The district provides comprehensive educational services for students with disabilities and conforms to all applicable state and federal laws and regulations.

#### **C.A.T.S. PROGRAM**

Programs are available for students with outstanding academic ability and/or talent in grades 2-6. Students are screened and placed into the Center for Academically Talented Students by a process which includes standardized ability tests and Teacher/Parent/Student referral. This program is located in one building in our district and students are transported from their home school one-day each week.

#### **MUSIC**

Music instruction is provided in grades K-6. The goal is for students to gain an appreciation and enjoyment of music. Basic aspects of music theory are taught. Opportunities are provided for performance before parent groups. Instrumental music instruction (band and strings) is provided in 5th and 6th grades. Basic skills in reading music and performing are taught.

## **PHYSICAL EDUCATION**

A sound body as well as a sound mind is important in the overall educational program. Each elementary school has a full-time physical education teacher. Students from grades kindergarten through 6 have a scheduled physical education class. Children will have the opportunity to develop skills in balance, coordination, stamina, and games. A written note is required for those students unable to participate in Physical Education on the days assigned. (Students must wear appropriate gym shoes on P.E. day.)

## **LIBRARY**

Elementary students will have access to the school library. Teachers may also schedule times for research. Each student is responsible for materials checked out in his/her name.

## **PARENT/TEACHER CONFERENCES - REPORT CARDS**

Report cards will be issued at the end of each nine-week period. The first quarter grades will be explained at parent/teacher conferences. There may be a conference after the third quarter as well. Parents are expected to attend the first parent/teacher conference in October and may be requested to attend a second conference. Communication between the school and the home is essential.

## **FIELD TRIPS**

Field trips are scheduled periodically to supplement the overall school curriculum. Each school develops procedures for participating in field trips. Parents must sign field trip permission slips.

## **HOMEWORK**

Students will be assigned homework responsibilities in accordance with district policy. Homework is considered an important learning activity and is an extension of the school curriculum. Independent practice reinforces learning and helps to develop strong work habits.

## **ACHIEVEMENT TESTING**

The State of Arizona has a comprehensive system of assessing student achievement. All schools have aligned their curriculum to teach the Arizona Academic Standards. The standards are measured through state testing.

## **PARENT CONNECTION**

As partners for learning, parents are expected to be active participants in their children's education by reinforcing the importance of school and encouraging personal responsibility for this endeavor. Flowing Wells believes we are a community of learners and that we all work together for quality education. Parents are an integral part of student success and are expected to:

- Send their children to school every day on time.
- Communicate with the school and teachers.
- Support students with schoolwork, homework and special activities.
- Serve as role models for children.
- Support student efforts in special activities.
- Get involved in their children's education through volunteering

## **SUPPORT SERVICES**

### **IMMUNIZATION**

To be able to register for school, all students must have completed the State of Arizona Immunization Record form. This form may be obtained in the school office. By law, students may not be registered for school without current certified immunization records.

### **HEALTH SERVICES**

A trained health office assistant is available to students during school hours. If a child should become sick or injured during school hours, it is important that he/she go to the health office.

### **MEDICATION POLICY**

If your child needs to take medication during school hours, the Health Assistant or other administrative designee will administer the medication to your child only when the following criteria are met: These criteria apply to all medications, prescription as well as non-prescription:

- 1) ORIGINAL LABELED CONTAINER. All medication must be brought to the health office in its original labeled, sealed (unopened) container. No pills in baggies. Do not mix pills in containers. The medication in the container must match what's printed on the label.
- 2) WRITTEN DOCTOR'S ORDERS must accompany ALL medications, OTC and Prescription. Prescription medications: The original prescription label on the container constitutes written doctor's orders. Non-prescription medications: A separate written order signed by the doctor is required. The order must match the medication that you bring to school.  
*This applies to ALL "over the counter medications" such as, but not limited to: Tylenol, Advil, cough drops, cough syrup, cold medicine, Midol, allergy medicine, throat sprays, eye drops etc.*  
You may have your doctor FAX a written order for these medications to the school.
- 3) WRITTEN PARENT PERMISSION must accompany all medications. The appropriate Parent Permission forms are available in the office. Special forms are available for students who need to carry and self-administer emergency medications such as asthma inhalers and epi-pens.

**Plan ahead** for children who frequently need medication for asthma, allergies, cramps, headaches, braces and the like.

Please do not send medication to school with your child without the required documentation. Without the required documentation the medicine will not be given and you may be required to come to school to administer it or to pick up your child.

If you have questions regarding medication at school please contact the Health Office.

### **VISION and HEARING SCREENING**

Student Vision and Hearing screenings will be conducted at school throughout the school year. If you do NOT want your child screened, please notify the Principal or Health Assistant in writing.

### **STUDENT INSURANCE**

Supplementary insurance coverage is available to all students who are interested in securing protection while at school and on school-sponsored trips. If the student DOES NOT have medical insurance, he/she and the parent assume financial responsibility for any injury to the student. Information concerning student insurance is available at the school office. The premium is to be paid at the school office.

## **SCHOOL BUS TRANSPORTATION AND RULES**

Bus transportation for students is a privilege. Students who do not obey directions of the driver or do not obey regulations shall forfeit their riding privilege. Buses are equipped with security video cameras.

For safety reasons, written bus deviation requests from parents or guardians must be received by the teacher and bus driver before a student may ride a bus other than his or her regular bus or get off at another stop.

Students being transported are under the authority of the group sponsor or the bus driver and shall observe the following rules:

1. Shall immediately sit down after boarding.
2. Shall remain seated during transit.
3. Shall keep animals or unsafe items off bus.
4. Shall be quiet and conduct themselves properly.
5. Shall obtain driver's permission to open doors or windows.
6. Shall properly care for property and understand that the school is not responsible for personal property.
7. Shall obey the bus driver.
8. Shall wait for the bus in an orderly manner.
9. Shall keep hands, feet, and objects to self.
10. Shall use appropriate language.
11. Shall face the front of the bus.
12. Shall maintain an appropriate voice level.

## **BUS CONSEQUENCES**

Violation of bus rules will result in:

- |                    |   |
|--------------------|---|
| 1. First Offense:  | Warning/Conference                              |
| 2. Second Offense: | One to ten days bus suspension                  |
| 3. Third Offense:  | Ten days to remainder of school year suspension |
| 4. Severe Offense: | Suspension without prior listed consequences    |

## **NON-DISCRIMINATION NOTICE**

FWSD is committed to a policy of nondiscrimination in relation to race, color, religion, sex, sexual orientation, gender identity, gender expression, age, national origin, and disability. This policy will prevail in all matters concerning staff members, students, the public, educational programs and services, and individuals with whom the Board does business.

The Section 504 and Title IX compliance officer is:  
Dr. Kimberley Parkinson, associate superintendent  
1556 W. Prince Road  
Tucson, AZ 85705  
520-696-8822  
[kimberley.parkinson@fwusd.org](mailto:kimberley.parkinson@fwusd.org)

## BREAKFAST/LUNCH

Breakfast and lunch are served daily in the cafeteria. An excellent variety of entrees, fruits, vegetables, and milk are offered each day. **Free and reduced priced meals are available to those who qualify. Contact the school office for an application form.** Meals may be purchased on a daily, weekly, or monthly basis. Daily meal purchases are handled at serving times. Weekly and monthly tickets must be purchased in the cafeteria before school.

<b>Prices – Elementary</b>	<u>Daily</u>	<u>5 day</u>	<u>10 day</u>	<u>20 day</u>	<b>* Prices subject to change</b>
Breakfast	\$1.00	\$5.00	\$10.00	20.00	
Breakfast - reduced	.30	1.50	3.00	6.00	
Lunch	2.75	13.75	27.50	55.00	
Lunch – reduced	.40	2.00	4.00	8.00	
Milk	.50	--	--	--	
Adult	3.50	17.50	35.00	70.00	

Parents and families are welcome to join us for breakfast and lunch in the cafeteria. Please notify the office before 9:00 a.m. to be added to the lunch count.

Children who forget their lunch or lunch money will be able to borrow for a full lunch in emergency situations. A charge slip will be sent home and prompt payment is appreciated. Students will be limited to the number of times that they may charge. After the third charge a student will be given a modified meal consisting of peanut butter or cheese, crackers, fruit, and milk. We will not refuse service to any child. By law, schools must provide healthy choices during the school day. Snacks of any kind provided by the school will meet the minimum nutritional requirements. We encourage parents, when sending any food items, to consider healthy choices.

## CHILD ACCESS

Schools are responsible for ensuring the safety of all children attending that school. For their own protection, children will only be released to their legal guardians or to another person with the guardian's written permission. Names of people permitted to pick up a child should be listed on the child's registration form.

## ATTENDANCE

Good attendance is essential for all elementary students. It is the responsibility of the parent to assure student school attendance. Parents are required to call the school to report absences before 9:00 a.m. If parents do not call to report absences, school personnel will call parents. Students must arrive to school on time.

## SCHOOL DAY

All elementary students in grades Kindergarten through 6th will begin school at 8:00 a.m. Students will be dismissed at 2:10 p.m. at the Elementary Schools. All Elementary Schools currently offer full-day Kindergarten.

The SCHOOL CANNOT ASSUME RESPONSIBILITY for students on our elementary playground before 7:30 a.m. or after 2:15 p.m. **Students should not be on campus before 7:30 a.m.** and students should go directly home after school unless participating in an organized school activity. This does not apply if the child is registered in an afterschool program such as SKILLS, sports, the Y.E.S. program, etc.

## **TRUANCY/TARDINESS**

Arizona Law requires that a parent or legal guardian must ensure that a minor child between the ages of 6 and 16 is in school for the full time school is in session. "A parent of a child, or a person who has custody of a child between 6 and 16...who does not provide instruction in a home school, and who fails to ensure that the child attends a public or private school...is guilty of a Class 3 misdemeanor." (A.R.S. 15-802, 15-803) A Class 3 misdemeanor is punishable by up to 30 days in the Pima County Jail and up to a \$500 fine.

If student absences are excessive, the principal may not only contact the parents but also may also contact the County Attorney's Office and initiate charges.

See Student Absences and Excuses Policies JH and JH-R at the back of this handbook.

## **INTRA-DISTRICT TRANSFERS**

Intra-district transfer requests will be honored on a space available basis, meeting of established eligibility requirements, and upon approval by the principal and Superintendent. First approval priority will be given to students continuing on a previous transfer approval. Transfer requests must be approved annually. Transportation of the intra-district transfer student to and from school is the responsibility of the parent/guardian.

## **NON-RESIDENT STUDENTS**

Students whose parents live outside the Flowing Wells District must file an application for admission and have permission from the Governing Board to attend Flowing Wells Schools. Final acceptance of any nonresident student will be made on a space available basis. Transportation of the nonresident student to and from school is the responsibility of the parent/guardian. Nonresident students using the Flowing Wells bus system will be charged for this service. It is the responsibility of the parent to notify the school of any change of address affecting the student's residency status.

## **STUDENT WITHDRAWAL**

Parents are asked to complete the student withdrawal form in the school office when moving out of the district or transferring to another school. Student records will be mailed to the receiving school upon written request from that school.

## **PAYMENT OF DEBTS**

All students' debts shall be paid before transferring to another school.

## **PROMOTION/RETENTION**

Each teacher shall make the decision for promotion or retention. The teacher's decision is subject to review and can be overturned by the Governing Board only when the child's parents have requested review.

## **TOBACCO FREE WORKPLACE**

The District is dedicated to providing a healthy environment for students, staff, and visitors. The District has been "smoke free" effective July 1, 1991. Smoking is strictly prohibited in all District buildings, on all District grounds, and in all District vehicles. This policy applies to all students, employees and visitors. Smoking means all use of tobacco including vapor devices.

## DISCIPLINE

Discipline is intended to foster student growth while assuring each student an acceptable environment in which to learn. All Flowing Wells Schools use a progressive program. The program essentially enforces a set of clearly written school and classroom rules with understood consequences. All rules apply when the student is traveling to and from school. This functions most effectively with the support of the school and the parent. The school principal and child's teacher will provide a detailed explanation of how the discipline plan operates.

See Student Discipline Policy JK at the back of this handbook.

## DETENTION

Teachers may require students to spend time under supervision in excess of the regular school day. Parents are to be notified prior to the detention by giving the student one day notice. This does not apply to detention within the regular school day. If the child is assigned after school detention, parents may be required to pick up the student after detention.

## SUSPENSION

Pupils will be subject to suspension when they:

- ❖ continually and willfully disobey
- ❖ openly and persistently defy reasonable school authority
- ❖ threaten the welfare, safety, morals or education of other pupils

**Suspension** - A formal hearing is not needed to bar a student from attending a specific class, or even from attending a full schedule of classes, **for ten days or less**.

**In-School Suspension** provides a supervised learning situation within some schools for students whose behavior is so disruptive to the learning process that they must be removed from the regular classroom.

**Out-of-School Suspension** is reserved for students who will not benefit from In-school suspension or who are disrupting or endangering other students.

## GUIDELINES FOR STUDENT BEHAVIOR

Guidelines for student behavior are desirable for the operation of orderly, successful schools. Most students come to school to learn and to participate in educational and extracurricular activities and do not encounter problems with school rules. Unfortunately, the behavior of some students creates problems for everyone.

The following policy describes student behavior and indicates whether the conduct is or is not permitted in Flowing Wells Schools. Parents and students should become aware of those responsibilities and be informed of what they must do to make student behavior acceptable.

These guidelines are designed to support, not stifle, students. Our schools are a source of community pride and a place where students have freedom to learn. Flowing Wells District Policies, JK, JK-R, JKD, and JKE "Student Discipline," "Student Suspension," and "Expulsion of Students" are included in this handbook.

## STUDENT RIGHTS

A “Right” is something which belongs to you and cannot be taken away by anyone. Your classmates and teachers have the same rights. **HERE ARE YOUR IMPORTANT RIGHTS:**

**1. You have a right to learn:**

This means you should be able to pay attention to what the teachers say without being bothered or distracted by others. In addition, it means you should be able to study and work without interruptions from others.

**2. You have a right to be respected and treated with kindness at school:**

This means that others should not laugh at you, make fun of you, or hurt your feelings.

**3. You have a right to a safe school:**

This means that your school should provide safe classrooms, equipment, and rules to ensure your safety at school.

**4. You have a right to be an individual at school:**

This means you should not be treated unfairly because you are tall or short, boy or girl, or because it takes you a little longer to get the right answer.

**5. You have the right to express yourself:**

This means that you may talk freely about your ideas and feelings when appropriate.

**6. You have a right to tell your side of the story:**

This means that you may tell your side of the story when accused of breaking a rule.

## STUDENT RESPONSIBILITIES

There are some things you should do without being told. Some of these things you do for others and some of these things you do for yourself. **HERE ARE YOUR IMPORTANT RESPONSIBILITIES:**

**1. You have a responsibility to allow others to work without being bothered:**

This means that you quietly make good use of your time and do not bother others.

**2. You have a responsibility to complete your classroom assignments:**

This means that you do your best with your class assignments and homework, being sure to hand them in on time.

**3. You have a responsibility to help make school a good place to be:**

This means being thoughtful, respectful and courteous to others.

**4. You have a responsibility to take care of property:**

This means that you take care of school property and respect the property of others.

**5. You have a responsibility to come to school:**

This means that you come to school every day, on time, unless you are sick or excused.

**6. You have a responsibility to obey school rules:**

This means observing all safety, school and classroom rules.



## UNACCEPTABLE STUDENT BEHAVIOR

### 1. **Disruptive behavior/insubordination:**

This refers to situations such as fighting, throwing rocks, kicking, public displays of affection, disobeying school personnel or any conduct that disrupts any school activity. (Policy JK-R)

### 2. **Verbal Abuse:**

This refers to such things as verbally threatening, ridiculing, or defaming another person, using obscene or vulgar language or gestures or materials. (Policy JK-R)

### 3. **Academic Dishonesty:**

This refers to such things as cheating on a test or copying another person's work or published work, unless the teacher approves it. (Policy JK-R)

### 4. **Stealing:**

This refers to taking another person's property or school property without that person's or the school's permission. (Policy JK-R)

### 5. **Destruction of Property:**

This refers to such things as writing on walls/books, littering, tearing pages in schoolbooks, breaking equipment or furniture, or in any other way damaging or destroying school or another individual's property. (Policy JICB)

### 6. **Dress and Appearance:**

A student's attire shall not display obscene words or graphics. Indecent attire is not acceptable. Midriffs must be covered. (Policy JICA) No hats may be worn in classrooms.

### 7. **Gross Misconduct:**

This includes arson, forgery, extortion, serious fighting, vandalism, threatening or endangering another person. It also includes the use, possession or distribution of tobacco, alcohol, drugs, drug paraphernalia, weapons or dangerous items. (Policy JK-R)

### 8. **Violations of Law:**

This refers to the breaking of any federal, state or local law as well as the violation of Governing Board policy, administrative regulation or school rule. (Policy JK-R)

### 9. **Gang-related Activity:**

This refers to any activity, which may be viewed as promoting gang or gang-related activity. It includes but is not limited to: gang writing, hand signs, posturing, wearing insignias and symbols. This also includes any threat or intimidation that may be related to gang activity. (Policy JICF, JICF-R)

### 10. **Tardiness and Truancy:**

A student shall not be tardy or truant to class or to any required school activity.

### 11. **Other:**

This refers to any other misconduct.

(References: Flowing Wells Schools Board Policy and District Procedures File #'s. JK-R, JKD, JKE, JICB, JICF, and JICF-R.)

## DISCIPLINARY PRACTICES

### **Detention (lunch or after school):**

Students are assigned to the detention room at lunchtime or after school.

### **Office Referral:**

Teachers or any staff member may send a student to the office. A conference with a principal will be held and appropriate consequences given.

### **Suspension:**

Students may be suspended for violations of school rules. In-school suspensions may be provided when appropriate. Out-of-school suspensions may be required for serious violations. An administrator may suspend a student for up to ten (10) days. This is considered a short-term suspension. For a major violation, a hearing may be held and a student may be suspended for a period of time longer than ten (10) days. This is considered a long-term suspension.

### **Expulsion:**

This is the most severe of disciplinary actions. The Governing Board may take action to permanently remove a student from Flowing Wells Schools.

### **Community Service:**

This allows students to provide a service that may improve the school or community as an alternate form of discipline.

### **Discipline Contract:**

The student, parents and teachers meet to develop a contract which outlines a plan of action to help the student behave appropriately.

Flowing Wells Governing Board policies provided in the back of this handbook:

<b>JH/JH-R</b>	<b>Student Absences and Excuses</b>
<b>JK</b>	<b>Student Discipline</b>
<b>JICK-E</b>	<b>Student Violence/Harassment/Intimidation/Bullying</b>
<b>JICFA-EB</b>	<b>Hazing</b>
<b>JII-EB</b>	<b>Student Concerns, Complaints, and Grievances</b>