**Cañon Elementary School District No. 50**

**Home of the Cougars**

paw

2018-2019

**Student/Parent Handbook**

Policies, Procedures, Rights, and Responsibilities

**Cañon Elementary School District**

**“Creating lifelong learners”**

Welcome to the 2018-2019 school year! While Canon School District is committed to creating educational experiences that will provide all children with a solid foundation for life-long learning. We provide this opportunity in a safe learning environment through our Make Your Day Citizenship Program.

Preparing young people for the future is a tremendous task, and the staff of

Canon School District accepts this challenge without hesitation.

**DISTRICT PHILOSOPHY**

**and**

**MISSION STATEMENT**

The Mission of Cañon School District is to

provide a creative, challenging, motivating

and caring environment where students can

acquire skills and knowledge for life-long

learning. Students will learn to be productive,

responsible, and culturally-enriched citizens

through the cooperative efforts of a professional,

self-renewing staff, and involved family and

supportive community.

**Cañon Elementary School**

* All-Day Kindergarten
* New technology (Chromebooks, 3D Printers, SmartBoards)
* Red Cross Emergency Station for Black Canyon City
* Highly-qualified teachers
* Competitive extracurricular volleyball and basketball program
* Loves its students and community! Thank you for many wonderful years.

The 2018-2019 school year will be a successful and exciting year

full of growth and promise for the future.

Cañon Elementary School District # 50

pawHome of the Cougars

Angela E. Jangula, Superintendent P.O. Box 89 Phone: 623-374-5588 X: 502 Black Canyon City, AZ 85324 Fax: 623-374-5046 E-mail: ajangula@canon50.com

Dear Parents and Students:

Welcome to the 2018-2019 school year! While Canon School District is committed to creating educational experiences that will provide all children with a solid foundation for life-long learning, we provide this feature in a safe learning environment through our Make Your Day Citizenship Program. The faculty consists of “highly qualified” teachers and is continuously receiving professional development in order to better prepare your children for an optimum learning experience. Our faculty and staff accept this challenge without hesitation.

Canon School District was established in 1898 making the district over 120 years old. The building housed on the old Elementary site was built in 1926 to replace the dilapidated one room schoolhouse which sat on the site where Ron’s Market presently is located. The building was moved to the Agua Fria River onto a new site in 1955. That school building now resides at Black Canyon City Heritage Park. Canon School took its mascot’s name from the cougars that roam Black Canyon City’s mountainous area.

The Parent/Student Handbook contains much information concerning how the school should run efficiently. We are constantly changing our policies to keep up with federal and state laws. The school always welcomes input from our parents and community through surveys, parent/teacher conferences, meeting the teacher night, Make Your Day Night, and the Canon Site Council. Our school is supported through the efforts of the community organizations and businesses. Our school is committed to creating education experiences that will provide all children with a solid foundation for life-long learning. Our staff and faculty believe that children can learn if given the appropriate opportunity.

The faculty, staff, and administration welcome back all the returning students and parents. We wish the warmest greeting to the new students and parents and hope your experiences at our school are pleasant and beneficial. If at any time during the school year you have questions concerning anything, please feel free to contact us.

Yours truly,

Angela E. Jangula

Superintendent

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# INFORMATION PAGE

**TO REPORT YOUR CHILD ABSENT OR SICK, PLEASE CALL: 374-5588:** **Extension 123 or option #5**. Please leave the following information on the message line:

--Your name -- Date of absence

-- Your child’s name -- Reason for absence or sickness

**Student Office Personnel:**

Principal/Teacher Trinka Hall

Secretary Paula Albin

Student Services Elizabeth Servin

**School Office Hours:** **7:30 am to 3:30 pm**

**School Hours:**

**Kindergarten 8:30 am to 2:15 pm**

**1st – 4th 8:30 am to 2:15 pm**

**5th – 6th 8:30 am to 3:05 pm**

**7th -8th 8:00 am to 3:05 pm**

**Please, no student shall arrive on campus sooner than 30 minutes before the start of his/her classes.**

**Early Release Day Hours:**

**K – 4th 8:30 am – 11:10 Am**

**5th – 6th 8:30 am – 12:15 pm**

**7th – 8th 8:00 am – 12:15 pm**

**Important Telephone Numbers**

**Student Office: 374-5588 Ext: 101**

**School Fax: 374-5045**

**District Office: 374-5588 Ext: 502**

**District Fax: 374-5046**

**Kitchen (Dana Maldonado) 374-5588**

**Web Site:** [**www.canon50.org**](http://www.Canon50.org)

**District Office Hours:**

**School Days 8:00 am – 3:30 pm (M--F)**

**Breaks/Summer 8:00 am – 1:00 pm (M--TH)**

**District Office Staff:**

Angela Jangula Superintendent Extension 501

Deanna Brown Administrative Assistant Extension 502

Christi Merrill Business Clerk Extension 110

Charles Ciarametaro Special Service Director Extension 104

Trinka Hall Technology Director Extension 106

**Teachers:**

Angela Jangula Kindergarten [ajangula@canonsd50.com](mailto:ajangula@canonsd50.com)

Trinka Hall Kindergarten thall@canonsd50.com

Christine Brown First Grade [cbrown@canonsd50.com](mailto:cbrown@canonsd50.com%20)

Patty Tiefenthaler Second Grade [ptiefenthaler@canonsd50.com](mailto:ptiefenthaler@canonsd50.com%20)

Olivia Huntimer Third Grade [ohuntimer@canonsd50.com](mailto:ohuntimer@canonsd50.com)

Ashleigh Ochsner-Nelson Fourth Grade Math [aochsner@canonsd50.com](mailto:aochsner@canonsd50.com%20)

Pam Barrier Fifth Grade Math/Science [pbarrier@canonsd50.com](mailto:pbarrier@canonsd50.com)

Jessica Smith Fifth Grade ELA/Social Studies jsmith@canonsd50.com

Janice Fortier Sixth Grade [jfortier@canonsd50.com](mailto:jfortier@canonsd50.com%20)

Bruce Falk Seventh/Eighth Grade Math [bfalk@canonsd50.com](mailto:bfalk@canonsd50.com%20)

Viviana Dunay Seventh/Eighth Grade ELA [vdunay@canonsd50.com](mailto:vdunay@canonsd50.com%20)

Charles Ciarametaro Special Education [cciarametaro@canonsd50.com](mailto:cciarametaro@canonsd50.com%20)

**BOARD INFORMATION**

**Board Members:**

Jeannie Glover (President), Carol Nash, Shawn Snelling, Vicki Elkins, and Jamie Risedorf

**Board Meeting Dates:**

Canon Elementary School District No. 50 Governing Board meetings are normally held at 5:00 pm on the **2nd Monday** of each month in the School Library. Scheduled meetings are subject to change or cancellation. Special meetings are held periodically. Notices of all meetings are posted at the Post Office and on the Canon School’s front door 24 hours in advance.

To have an item placed on the agenda, contact Deanna Brown at the District Office 374-5588 Ext: 502 at a minimum of ten (10) days in advance of the regular meeting.

# ADMISSION OF CHILDREN

A CHILD SHALL BE ELIGIBLE FOR ADMISSION TO KINDERGARTEN IF S/HE IS FIVE (5) YEARS OF AGE BEFORE September 1st of the current school year. (A.R.S. 15-821.B) The Board may admit children who have not reached the required age as prescribed above if it is determined to be in the best interest of the children, and such children must reach the required age of five by October 15 of the current school year (Canon District Policy JEB.) The parent or surrogate of each new enrollee in the District, except homeless pupils, will be asked to produce one of the following proofs:

* A certified copy of the child’s birth certificate
* Other reliable proof of the pupil’s identity and age, such as a baptismal certificate, application for Social Security Number, or original school registration records
* A letter from authorized agency having custody of the pupil certifying that the pupil has been placed in custody of the agency.

## REQUIRED ACADEMIC RECORDS

All initial grade placement for students whether new, returning, or home schooling are temporary until academic records are provided or an evaluation for proper grade placement is conducted. Any child without official academic records from the current or previous school year will complete a placement test in both Math and English Language Arts. Based on the results of the placement test, the child will be enrolled in an appropriate grade level.

**NO TRANSFER OR NEW STUDENTS ARE ACCEPTED AFTER MAY 2nd.**

## IMMUNIZATION OF STUDENTS

Immunization records are required for attendance of any child in any District school. As of January 1, 1992, schools shall forbid attendance of any student not meeting the requirements for immunization or exemption from immunization and shall suspend such student pursuant to A.R.S. 15-843 (Canon Policy JLCB and JLBC-R). Homeless students will be admitted to school, regardless of missing documentation.

* Parents will be notified of any immunizations that are needed.
* Children who have received the necessary immunizations and booster doses in the primary grades will not require booster immunizations until they reach middle school age.

## CHILD CUSTODY

If you have a court order that limits the rights of one parent in matters such as custody or visitation, please furnish a current copy to the office. Equal rights must be provided to both parents unless a court order stating otherwise is on file in the school office (Canon Policy JEDB) and filed in Yavapai County. Parents should keep the school informed concerning the status or change of custody issues.

## HOME ADDRESS/PHONE NUMBER

Please notify the school immediately when there is a change of address or telephone number or a change of employment or a change in the emergency telephone number used. A phone number is required if your child becomes injured and requires medical treatment. Even though you may have an unlisted telephone number, the school **MUST** have the phone number to call in case of emergency.

## ADMISSION OF ENGLISH LANGUAGE LEARNER CHILDREN

In September of 2006 the provisions of HB 2064 became law. This bill affected the way ELL students were to be identified, tested and instructed in the state of Arizona. A.R.S. ***15-751—757*** requires that Canon District have a Structured English Immersion (SEI) program.

A.R.S. 15-756 requires the primary or home language of all new students who enroll in a school district be identified in a manner prescribed by the Arizona State Superintendent of Public Instruction. Canon School District will use the PHOTE survey provided by the State of Arizona. We will also ask the prescribed questions as required by the State of Arizona on our school enrollment form. The primary home language of all students will be identified by the student’s parents or legal guardians on the enrollment form and/or the home language survey. These documents will inform parents that the response to this question will determine whether their student will be assessed for English Language Proficiency using the AZELLA assessment.

The parents will be notified within the first 10 days of their student enrollment that the student will be tested. The AZELLA test will be given within 30 days of the beginning of the school year or within the first two weeks of enrollment.

Parents of a limited English proficient student identified using the AZELLA assessment will be notified not later than 30 days by the district receiving the AZELLA results. If the student is enrolled after the start of the school year within the first two weeks of the school receiving the AZELLA results the parent will be notified.

Parents of a limited English proficient student will be sent letters requesting placement or refusing placement in Canon School District’s English language education program. These letters will be sent in both English and Spanish.

All students who are placed in Canon School District’s English language education program will be monitored by the AZELLA test at the end of each academic school year. Parents of those students who are reclassified as English proficient will be notified of the reclassification. The students who are reclassified will be monitored using the AZELLA assessment for each of the two years following reclassification. If an English Language Learner pupil fails to demonstrate English proficiency on the reassessment test in the two years following their exit from the English language education program or is not making satisfactory progress compensatory instruction will be given, with parental permission. Those students who are identified as needing compensatory instruction will have an ELL Compensatory Instruction for English Language Development Written Individualized Compensatory Plan (WICP) form filled out by Canon School

# ATTENDANCE POLICY

Regular school attendance is required pursuant to Arizona’s compulsory attendance laws. Each student is expected to be in attendance every day that school is in session, except for illness or other unusual circumstances. The education of each student is the joint responsibility of the home and the school. Only through cooperation can the student be assured of receiving all educational advantages available. Student participation in class activities, listening to presentation, clarification and explanation, and attendance at school programs are considered integral parts of the educational program. It is impossible to gain the full significance of any class experience through make-up work. In addition, when an absent student returns to school, teaching time is interrupted for the other students as the teacher must take time to catch up the student who has been absent. If a student is absent, make up work will be allowed the same number of days the student was absent. All absences affect state funding; therefore, affecting our budget**.**

**Students must attend school 94% of the school year, which means that they may only miss 11 days.**

**Excused absences will include:**

* Illness (after three days, a doctor’s excuse is required)
* Death
* Religious holidays/events applicable to your religion
* Court summons
* Emergency health care
* Roadway/flooding/fire hazards
* Pre-approved competitions (Independent Study Packet must be done).

State law mandates that children under sixteen (16) regularly attend school, and legally they can only be absent in very limited circumstances, such as illness, bereavement, religious observances, family emergencies, and other exceptional situations. When those exceptional circumstances occur or arise, the school must be contacted in advance to verify and excuse the absence of the student. By definition of state law, absences may be considered excessive when the number of absent days exceeds ten percent of the number of required attendance days prescribed in 15-802, subsection B, paragraph 1. Eighteen days is ten percent of the required attendance days. When your child exceeds this amount that child is considered to be “habitually truant” and may be adjudicated an

incorrigible child as defined in state statute 8-201. **Any student who misses over 18 days WILL be retained.**

Parents of students who are retained may file a written request to the Governing Board to review the decision. The request must be filed in the Superintendent’s office the Monday following the last day of school. All requests should go through the principal’s office (extension 502).

**ALL OTHER ABSENCES WILL BE CONSIDERED UNEXCUSED ABSENCES.**

Canon Elementary School is on a modified-year-round calendar that starts in late July and ends in early June. Since you have chosen to attend our school district, you must abide by these dates. Students who are withdrawn prior to the end of the school year and who are unable to meet the District’s required minimum instructional days will be retained, even if they have transferred from another District with a traditional calendar and have met the transfer District’s minimum number of instructional days.

We encourage parents to schedule appointments with doctors and dentists for non-school hours or during the two week breaks. We realize that this is not always possible. If it is necessary to take a student from school during the day, please follow the procedures for absence and release from school. Removing a child before the end of the school will count as a partial absent day. This will count against perfect attendance.

**Make-up Work on Independent Study**

If prearranged with the Principal/Head Teacher, students who will be absent for FIVE (5) days or more are eligible to complete an Independent Student Packet and receive excused absence status if the assigned work is completed, turned into the teacher upon arrival, and have passable grades on the assignments. Parents must come to the student office at a **minimum of five (5) days before the absence** to make arrangement for the Independent Study Packet. Teachers will then make provisions for the make-up work. If the parents decide not to choose the Independent Study, upon the return to school, the students will not be allowed to do make-up work.

## ABSENCES/TARDIES/TRUANCY

The following procedure is designed to keep the school and parents informed about absences:

* Notify the school before 9:30 am, if your child is to be absent or sick. Send a note with another child or phone the school office on the attendance line at extension 1.
* When a child is absent and no message has been received from the parent, someone from the school office will attempt to phone the parents.
* If your child goes home with you for lunch and will not be returning, please notify the school office.
* If the child is out of school due to serious illness or more than three days, please get a doctor’s excuse and send it to the school.

**An absence for which we receive no parent note or phone call is considered unexcused**.

Three unexcused absences by state law are considered truancy.

**Excessive absence*: Three (3) tardies are considered one (l) unexcused absence*** and according to state law “habitually truant” means that a child can be reported is s/he is absent five (5) days. Three tardies will count against perfect attendance award.

Tardies

If it is necessary for your child to be late for school, please call the school office or send him/her with a note of explanation. The child MUST CHECK INTO THE SCHOOL OFFICE for a tardy slip before going to class. It is preferred that a child come to school for part of the day rather than miss the entire day. **Every three (3) tardies equals one unexcused absence.**

Truancy

Arizona Revised Statutes §15-803 states:

1. It is unlawful for any child between 6 and 16 years of age to fail to attend school during the hours school is in session, unless excused pursuant to 15-802, subsection D or 15-901, Subsection A, Paragraph 6, Subdivision (c) or the child is accompanied by a parent or a person authorized by a parent; or the child is provided with instruction in a home school.
2. A child who is “habitually truant” as defined in this section may be adjudicated an incorrigible child as defined in 8-201.
3. As used in this section:
4. "Habitually Truant" means a child who is truant for at least five (5) school classes within a school year.
5. "Truant" means an unexcused absence for at least one class period during the day.
6. “Truant Child” means a child who is between 6 – 16 years of age who is not in attendance at public or private school during the hours that school is in session, unless excused as provided by this section.

**What is the first step?**

Upon a student's second unexcused absence from school, the parent will be contacted by the school principal and a conference will be held. Upon a student's third unexcused absence from school, the Juvenile Probation Office may be contacted by the school principal. They will send an administrative/legal sanction letter to the parents. This letter advises the parent that further action may be taken if additional unexcused absences occur.

**Who issues the referral citation?**

1. School administration may issue a truancy referral on a student with five unexcused absences from school.
2. Law enforcement officers may issue a truancy citation to a student, under age 16, who has cut class. Law enforcement will verify with the school and/or parent that the juvenile does not have an excuse to be absent from school. Law enforcement may transport the student to the school.
3. School administration may refer the matter to the Juvenile Probation Office for action against the parent for not ensuring that the juvenile is attending school.

**Where is the referral citation sent?**

The referral or citation for truancy is submitted to the sheriff department. The case is assigned to a Juvenile Probation officer.

**What occurs?**

A diversion meeting will occur at the juvenile's school. Present will be the probation officer, parent, and juvenile. School counselors, special education personnel, administration, and other pertinent school staff will be included in the process as needed.

A number of diversion options are available which include, but are not limited to:

* Individual/family counseling
* Community service work at the school
* Parent education classes
* Specialized testing and/or programs to meet the needs of a learning disabled student

**What if the juvenile doesn't complete the consequence?**

If the juvenile fails to comply with the agreed on consequences, the matter will be referred to the county attorney for the filing of a petition and formal court processing.

**What if it's the parent's fault**?

During the diversion meeting, if the underlying issue is the parent's refusal to assume parental responsibility by not ensuring that the juvenile is attending school, the probation officer may make a recommendation to the school to refer the matter to the county attorney for processing charges against the parent.

## RELEASE FROM SCHOOL

All children must be signed out from the student office. They will not be released from the classroom or to an unauthorized person (not on the pickup list). This is a safety precaution to ensure that no unauthorized person may take any child.

# BASIC CAMPUS RULES

Each student has the right to safety and respect from others regarding his/her person or property. The student must also respect the person and property of staff members, visitors, and other students. These rules apply at school, on the buses, and at all district-sponsored events whether on campus or off-campus.

• State laws prohibit student use or possession of tobacco, alcohol, and illegal substances at school.

• State laws prohibit profane or foul language or gambling at school (A.R.S. 15-345, 15-841).

• School policy prohibits having the following items on campus:

• hair spray or other aerosols, perfumes or spritzers

• electronic devices such as, but not limited to, **cellular phones**, cameras, any exceptions must be approved by district/school administrators;

• weapons of any kind including, but not limited to, simulated toy handguns, explosives, firecrackers, matches, lighters, knives;

• hats and sunglasses that are worn inside buildings (except under doctor's written orders);

• markers of any kind unless under the direct supervision of a teacher;

• gum, sunflower seeds, candy, power drinks, etc.

• items displaying gang graffiti, drugs, alcohol, or sexual connotations.

• Canon School is a closed campus.

* The sale of candy, drinks or other items is prohibited by students unless it is an approved school sponsored event.
* Water is the only approved drink to be used by students in the classroom or playground. It must be in a clear container.

• Students will be respectful at all times.

• Activities or attire that is unsafe or objectionable will not be allowed at school.

• Students who bring valuable items to school for a special class are encouraged to have them kept in the office until class time and then return them to the office immediately after use.

• Prescription and non-prescription drugs must be kept in the student office.

• Upon request, students must give their correct name to any staff member or substitute teacher.

• When sent to the office, students must report immediately.

• Bicycle riding, skateboarding, skating, and roller blading are not permitted on campus.

• Gang graffiti will not be allowed on any personal or school property. Any items displaying gang graffiti will be confiscated.

* Repeated violations of basic campus rules can result in a student contract, between student and staff members.
* All smoking devices and or paraphernalia are not to be used on Cañon campus. This includes cigarettes, e-cigarettes, vapes, pipes and any other paraphernalia deemed inappropriate by Cañon administrators

## DISORDERLY CONDUCT TO AND FROM SCHOOL

Arizona law allows school districts to hold students accountable for their behavior at school and on the way to and from school and during any school-sponsored activity.

## DISPLAY OF PUBLIC AFFECTION

While friendships are encouraged and, hopefully, fostered within the school setting, it is expected that students will conduct themselves in a responsible manner. Displays of affection such as holding hands, necking, kissing, or sitting on laps, or other physical displays of affection constitutes inappropriate behavior and is subject to disciplinary action.

# BREAKFAST/LUNCH PROGRAM

Breakfast and lunch are available in the cafeteria each day. Each menu is planned according to U.S.D.A guidelines for food groups and serving portions. **LUNCH MUST BE ORDERED BEFORE 9:30 A.M.**

## MEAL PRICES AND TICKETS (subject to change according to state and federal guidelines)

Lunches may be purchased for $2.50 for all grades. Breakfast for grades K-8 may be purchased for $.75. Reduced prices for breakfast ($.30) and lunch ($.40) will remain the same. Adult breakfast will be $1.50 and lunch will be $3.00. A computerized food tracking system is used to track the student’s breakfast and lunch. You will be notified when your child’s account is low. Your child will be allowed to charge up to $3.00. After this charge has been reached, an alternate meal of peanut butter, jelly and milk will be provided until the account is brought up to date (these meals are also charged to the child’s account).

## FREE AND REDUCED-PRICED MEALS

Meals are available free or at a reduced-price ($.30 for breakfast and $.40 for lunch) to families that qualify according to income guidelines established by the U.S.D.A. Applications are distributed to children at the beginning of each school year or at registration and are available throughout the school year**. A new application must be** **completed each school year**. Students approved for free or reduced-price meals at the end of the prior school year will continue to receive meal benefits **for the first 30 days of the current school year.**

**Milk** is included with each student meal. Extra milk may be purchased for $.35. **Second lunches** may be purchased for the regular meal price of $2.50. These prices also apply to those students approved for free or reduced-price meals. **Adults** (Parents) are welcome to join their children for breakfast or lunch any time. Please inform the school office by 9:30 A.M. if you wish to purchase a lunch. Adult meal prices are $1.50 for breakfast and $3.00 for lunch. Due to Federal Guidelines, parents may not eat from their child’s plate.

# BULLYING PREVENTION AND INTERVENTION POLICY

The bullying prevention and intervention policy provides for the prevention and active intervention in cases of student- to-student bullying. All complaints of bullying are promptly investigated and appropriate protective measures are taken to prevent further harm.

# BUS REGULATIONS/CONSEQUENCES

## BUS REGULATIONS

**Riding the school bus is a privilege granted by the school district and is not the right of the student**. It is the student's responsibility to do the following:

• be on time for the bus;

• respect private property at bus stops (no littering, trespassing or vandalism);

• enter and leave the bus in an orderly manner;

• keep the bus aisle clear at all times with no body parts in the aisles;

• follow the driver's directions the **first** time they are given;

• stay in the assigned seat at all times (no changing seats or standing);

• no loud voices, swearing, rude gestures, gang signs, cruel teasing, or abusive language allowed;

• no eating, drinking, or gum chewing allowed;

• any act (i.e., fighting, teasing, and abusive language) that may endanger students in route to or from their bus stop is not allowed;

• remain on the bus and follow instructions in the case of an emergency;

• not transport insects, reptiles, or other animals on the school bus without prior approval.

Any item that could cause a safety hazard cannot be transported on the bus.

**Permission from parents (preferably a note), approved by the school office, is needed to get off the bus at any location other than the student's regular bus stop**. The school will make every effort to deliver messages to the bus drivers in a timely fashion.

**All bus stop notices must be in the office by 1:30 pm for all grades and 10:45 am for Kindergarten**

## BUS CONDUCT CONSEQUENCES

To ensure the safe transportation of all students who are transported in a district vehicle, the Canon District utilizes the following discipline actions:

**Violations**

1 and 2 Warning by the driver, with points not earned, seat moved, if needed

1. Zero points and a Step 4 parent conference to review rules
2. Step 4 with Transportation Director and possible loss of bus rights (suspension or other)
3. Long-term loss of bus rights

**Any repeated bus infractions will result in a bus suspension for a minimum of three days** or permanent suspension at the discretion of the administrator.

**SEVERE CLAUSE: Immediate action will be taken if the incident is serious and/or jeopardizes the safety of the passengers or bus driver. Any gang activity is considered severe.**

# DATING ABUSE PREVENTION POLICY

The dating abuse prevention policy provides information to our students regarding abusive behaviors that can occur during adolescent dating. It also ensures that any criminal activity occurring during student dating will be reported to law enforcement.

# DISCIPLINARY ACTIONS AND DUE PROCESS

## MAKE YOUR DAY STEPS 4 - 5

While steps 4 and 5 are part of the Make Your Day program and, as such, are consequences of choices rather than discipline, they can lead to disciplinary action. Please refer to the Make Your Day section of this handbook.

## PROBATION

Probation implies an unsatisfactory condition exists and must be corrected. A student is placed on probation for two reasons: (1) to inform the student that a serious deficiency exists and must be corrected; and, (2) to restrict the student's activities.

A student may be placed on disciplinary probation for any of the following reasons:

• Involvement in a serious breach of school rules, state law, or board policy.

• Repeated infraction of school rules.

• Repeated step 4's and/or step 5's.

• As an alternative punishment at the administrator's discretion

* Excessive unexcused absents (under a 90% attendance rate)

Probation shall be for a period of time not to exceed 18 weeks. A student placed on probation is ineligible from participating in extracurricular activities and field trips. The student will be subject to separation from the other students. A student will be taken off probation when he/she has demonstrated correction of the original problem and compliance with school rules. At the time a student is placed on probation, the terms of the probation will be spelled out in a written document. These terms shall include the extent of the probation and the means by which the student may be removed from probation. A copy will be given to the parents, the student, and the student's teachers. A copy will be placed in the student's file.

**Administrative Judgment: The school Principal/Head Teacher may exercise discretion regarding the above disciplinary provisions as deemed warranted by individual circumstances.**

## SUSPENSION

Emergency Suspension

A student may be immediately removed from school without prior use of due process procedures if an emergency exists such that the student's presence in school poses a danger to person or property or is an on-going threat of disruption to the academic process. The due process procedures for a short-term suspension will be provided to the student as soon as practicable following the student's removal from school under emergency conditions.

Short Term Suspension

Definition: Short term suspension is for 10 school days or less.

A. Due Process for short term suspension:

1. Before a short term suspension is imposed, a school administrator authorized to suspend a student, shall inform the student of the alleged misconduct and describe generally the evidence known at that time to support the allegations of misconduct. This notice may be given orally or in writing. If the student is suspended, the student's parents shall be notified of the suspension.
2. At the request of the parents, the administrator may convene an informal hearing to review the matter. If a hearing is held, the student, parents, and referring employee shall be invited to appear. The decision of the administrator to uphold or modify the terms of the suspension shall be final, and a summary report shall be provided to the governing board.

Long Term Suspension

A. Definition: A long term suspension is one that exceeds ten school days in duration and may extend through the balance of the school year. If a long term suspension is imposed in the final semester of a school year, the long term suspension may extend through the first semester of the following school year.

B. Due Process for Long Term Suspension and Expulsion

1. When the administrator determines that a long term suspension should be imposed, they shall immediately arrange for a long term suspension hearing in accordance with governing board policy.
2. Notice will be mailed to the student and his parents at least five working days prior to the hearing. The notice shall contain the following:

* The time, place, and date of the hearing.
* The name of the hearing officer, usually the Governing Board
* Description of the alleged misconduct and the standards of student conduct allegedly violated.
* A statement that the student and his parents are entitled to certain procedural rights at and before the hearing as described in board policy.
* A statement that written notice must be given the hearing officer at least twenty-four hours before the hearing if the student or his parents will have an attorney present.
* A statement that the hearing will be closed to the public unless the parents demand that it be open pursuant to ARS 15-843.

C. A long term suspension may be appealed to the governing board in accordance with board policy.

## EXPULSION

1. Expulsion is the permanent withdrawal of attending Canon School. The authority to expel is vested in the governing board.
2. After receiving a report recommending expulsion, the board will conduct an appropriate due process hearing. In such event the board, after giving five working days' notice and observing necessary constitutional requirements of notice and opportunity to prepare and be heard, makes the final decision. The procedures for expulsion are the same as for long term suspension.

# CONDUCT ON SCHOOL PROPERTY BY THE PUBLIC

Conduct Expected of All Persons On or Using District Property: (Canon District Policy KGB)

**THIS POLICY IS STRICTLY ENFORCED.**

**All visitors to the school campus must report to the office first.**

No person on or using school property for any purpose shall engage in:

• Conduct intended to obstruct, disrupt, or interfere with teaching

• Physical abuse, verbal abuse or threat of harm to any school personnel or school property

• Forceful or unauthorized entry or occupation of school or district facilities

• Unlawful use, possession, distribution, or sale of tobacco, alcohol, drugs, or other illegal contraband

• Conduct or speech that violates commonly accepted standards of the District

• Carrying or possessing a weapon on school grounds, except peace officers

• Any conduct constituting an infraction of any federal, state, or county law or policy/regulation of the Board

• No person shall visit a classroom or other school activity without the approval of the principal

• Drinking of alcoholic beverages

• Persons who engage in disorderly conduct may be subject to removal from the facility and/or arrested

* All smoking devices and or paraphernalia are not to be used on Cañon campus. This includes cigarettes, pipes and any other paraphernalia deemed inappropriate by Cañon administrators

## ABUSE OF SCHOOL EMPLOYEES

Arizona law makes it illegal to insult, abuse, or assault a teacher or other school employees while engaged in the execution of official duties. The district will not tolerate such action and will prosecute individuals who violate this law (A.R.S. 13-2911. A-B).

# DRESS CODE

Students should be dressed in clothing appropriate for school. They may **not** wear clothing which, disrupts, or interferes with the educational process and who is on the school premises for the lawful purpose of pursuing or providing a public school education (Canon District Policy JFCA**). Immodest or indecent attire is not acceptable. The school dress code will be in effect for all school activities such as field trips, dances, etc.**

The following guidelines must be followed:

* For safety reasons, only shoes or sandals with straps only may be worn (no flip flops, clogs, etc.)
* Sunglasses are not to be worn in the classroom except by doctor's orders.
* Hats and caps are not to be worn in school rooms or buildings.
* Shirts or other clothing painted or written upon with inappropriate or objectionable or may be considered objectionable lettering or design are not permissible.
* Clothing, jewelry, and buttons promoting sex, tobacco, drugs, satanic symbols, racial slogans, spiked jewelry, spiked belts, obscene materials or alcohol are not permissible.
* Any dress, hand signs, gestures, or other adornments proclaiming gang membership or affiliation **or** that may be interpreted as such are prohibited.
* **No visible tattoos or piercing are allowed** except for earrings (no hoop earrings or body piercing for P.E class & recess breaks)

**Tops:** Halter, tank, tube, half shirts, sleeveless, holes, slits, low cut (front or back), see-through, shoulderless, spandex/bathing suits, bare mid-drifts, spaghetti straps, and/or excessively loose or baggy clothes are not permitted. Shirts may not be tied around the waist. Shirts must be buttoned properly.

**Shorts, Pants, and Skirts:** No short shorts, hip-hugger pants, mini skirts, oversize and/or excessively loose pants or shorts, bagging and sagging, overalls with straps hanging or no belt to hold up clothing, any display of undergarments, pajamas, boxer shorts as outerwear; **holes and slits in pants and shorts are not permitted**. Belts are not allowed to hang from pants; they must be secured to belt loops or secured to the waist.

**Hats:** Hats are not to be worn in buildings. No bandanas, doo-rags, belts, hair nets, sweatbands, visors, beanies, stocking caps. No names are allowed on caps and headwear other than a professional or college team or legitimate logo.

**Bag and Sag:** Loose pants or shorts must be secured to the waist with a belt. Belts are not allowed to hang; they must be secured to the waist with belt loops or otherwise. Pants and shorts that are excessively baggy or loose, or that have a low hanging crotch are not allowed, nor are excessively loose shirts. Any dress that may be considered gang attire is prohibited.

**Chains:** Chains are not allowed, including wallet chains.

If a student violates the dress code, points will not be earned. For repeated offenses, the teacher will send the student to the office to call home for a change in wearing apparel or change clothing with school apparel. **Continual infractions of the dress code, will lead student contract, possible parent-principal conferences, Step 4’s, removal from peers at lunch, and/or suspension. ON THE DAY OF INFRACTION,** **alternative clothing will be loaned to the student, if possible.** Otherwise, a change of clothing from home will be required for the student to return to class.

## P.E. CLASS DRESS

Safety factors (type of shoes, clothing, etc.) must be considered for participation in classes such as P.E. Tennis shoes and comfortable fitting clothes are required for participation in P.E. class. If a parent excuses a child from P.E. class, it must be for medical reasons provided to the administrator.

# DRUG ABUSE BY STUDENTS

The non-medical use, possession, distribution, possession of paraphernalia, or sale of drugs on school property or at school events is prohibited. Non-medical is defined as "a purpose other than the prevention, treatment, or cure of an illness or disabling condition". Students attending school in the District who are in violation of the provisions of this policy shall be subject to disciplinary actions in accordance with the provisions of school rules and/or regulations (Canon District Policy JFCI). For purposes of this policy, "drugs" shall include, but not be limited to:

• All dangerous controlled substances prohibited by law

• All alcoholic beverages

• Any prescription or patent drug, except for prescribed inhalers for asthma

• Hallucinogenic substances

## DRUG FREE SCHOOL ZONE

Canon School’s campus and the surrounding 300 feet are covered under the Drug-Free School Zone Act. This Act is part of Arizona Revised Statute 13-341. The Legislature has revised this law to ensure that criminal gang activity and drugs in our community will not be tolerated. People prosecuted for drug crimes committed around our schools will face stronger penalties.

# EMERGENCY PROCEDURES AND DRILLS

Fire drills and lockdown drills are conducted on a regular basis. In the event we need to evacuate the school, students will be transported to the medical building near the Fire Department or High Country Market (formerly The Spot), depending on the emergency. Parents must sign students out at that location.

# EXTRACURRICULAR ACTIVITIES

**NOTE:** In order to participate in any extra-curricular activity, a student must be in attendance on that day, may not be waiting for a step 4 conference and may not be on probation or suspension. Regular school rules will be in effect during all Extra Curricular activities. If the rules are violated, students may be banned from further participation in these activities. The state requires an annual fee of $1.00 for all extracurricular school activities. These activities include athletics, clubs, dances, and field trips. No student will be denied access to extracurricular activities because of a lack of payment.

## SCHOOL DANCES

Students must have WRITTEN PERMISSION from parents or guardians to attend dances. VERBAL PERMISSION WILL NOT BE ACCEPTED. Students must remain at the dance until the scheduled end or until the parent picks up the child. All dances end at 4:30 pm, at which time the students are dismissed. **PARENTS SHOULD PICK UP THEIR CHILDREN ON TIME.**  Dances are open for students in grades 5 through 8.

## FIELD TRIPS

Students must have WRITTEN PERMISSION from their parents or guardians to attend field trips. VERBAL PERMISSION WILL NOT BE ACCEPTED. All school rules apply on field trips. Students are not allowed to bring toys, electronic devices, etc. Any prohibited items a student brings is the responsibility of the student.

Field trips are specifically for Canon School students and usually for educational purposes. The policy of the school has always been that chaperones will be used at teacher’s request. The purposes of the chaperones are to help the teacher control the students. The teacher and principal have the discretion of who will attend field trips. As a parent, please do not call the school and ask the teacher if you may chaperone. The teacher will contact you.

## CLASSROOM PARTIES

Room parties may be held on special occasions. Parties for teachers or students are not allowed during the regular school day **unless approved by the administration**. All party beverages and food must abide by Canon School’s Wellness Policy according to Public Law 108-265. Anything brought to a party by parents must be bought from a commercial kitchen (Ron’s, Safeway, Frys, etc...). **Gift exchanges are not permitted.** In order to avoid embarrassment to all concerned, please do not allow your child to distribute personal party invitations at school.

## SPORTS

A variety of sports activities are scheduled throughout the year. School teams are organized in sports played by other schools of our size. All students enrolled in fifth through eighth grades may join a team provided they meet all eligibility requirements.

## STUDENT COUNCIL

These students represent the student body and are an elected position. This club is the governmental body for students.

## TAX CREDITS

If you would like to make a tax deductible donation up to $200 for single parent families or up to $400 for married families for any of these activities, any contributions will be appreciated. Make checks payable to Canon Elementary School District. Please ask for the tax deduction forms from the Business Office if you are planning to do so.

## ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

Parents or guardians of students identified as ineligible to participate in extracurricular activities shall be notified by means of the progress reports, report cards, and the students’ plan books. All students in grades 5-8 who wish to participate in any extracurricular activity must meet eligibility requirements as determined by the school board. **To be eligible, a student must be passing each class with 70% or higher**. When a child fails to meet the academic requirements s/he is placed on probation for the next period. During this period, s/he may continue to participate in extracurricular activities and attend practices/meetings; however, s/he may not play in any game or attend any club event other than regular meetings. If, at the end of the probationary period a child is still not meeting the eligibility requirements, s/he is dropped from the club or team. Eligibility periods are bi-weekly. **You may not have more than one probationary period or you are dropped from the team.**

# GRADES/PROMOTION/RETENTION

The following grades are used on report cards and progress reports:

A 90 – 100 E – Excellent

B 80 – 89 S – Satisfactory

C 70 – 79 I – Improving

D 60 – 69 N – Needs Improvement

F 0 – 59 U – Unsatisfactory

**To be promoted to the next grade or to high school, the following must be in place**:

* 94% attendance – Attendance will be monitored closely by the principal/Head Teacher and letters will be sent home to notify the parent(s) of the number of absences. If a child does not meet 94% attendance, they may appeal to the superintendent.
* If a student has more than 18 absences, he/she may **NOT** be promoted to the next grade. This may be appealed to the school board.
* The student may only fail one class with 60% or above in rest of the core subjects – math, reading, language, science, social studies.

State law ARS 15-342.11 states that the student has the burden of proof to overturn the decision of a teacher to promote, retain, pass or fail the pupil. Parents of students who are retained may file a written request to the Governing Board to review the decision. The request must be filed in the Superintendent’s office the Monday following the last day of school. All requests should go through the principal’s office (extension 502).

## PROMOTION/RETENTION

Students must meet the attendance requirements and pass all classes with greater than a sixty percent (60%), except one of the core subjects (math, reading, writing, science, social studies).

**Eighth Grade:** An eighth grade student must be passing in the attendance and academic requirements before they are eligible to participate in the Promotion Ceremony (walking on stage) from eighth grade at the end of the school year. Those students who have earned the right to participate in the Promotion Ceremony will be allowed to wear caps and gowns and have their picture taken with the eighth grade class. Final grades for 8th grade will be determined 2 weeks prior to last day of school.

**Eighth grade students must also be eligible in attendance and academic requirements and not be on disciplinary probation before they may attend Eighth Grade Fun Day. The eighth grade class must raise money for this event; otherwise, this day will not happen.**

# HONORS AND AWARDS

Awards will be presented after each grading period. The following core subjects will be considered: reading, language, math, history, science, P.E./Health, and MYD Citizenship Award.

**High Honor Roll:** 90 or above average in each core class (Science, History, Math, Reading, Language/Spelling).

**Honor Roll:** 80 or above average in each core class.

**Valedictorian**: The highest grade point average (minimum 90% average of all core classes) by an 8th grader.

**Salutatorian**: The second-highest grade point average (minimum 80% average of all core classes) by an 8th grader.

To become a valedictorian or salutatorian, the student must be in the eighth grade curriculum and present at Canon School a minimum of ninety (90) days.

# INFORMATIONAL FLIERS FROM THE COMMUNITY

Canon School would like to maintain a beneficial and supportive atmosphere with clubs and organizations of this community. Unfortunately, the Yavapai County Attorney has advised the school not to distribute any advertisements, events, or club news that occurs in the community.

# INSURANCE FOR STUDENTS

The school does not offer student insurance. Parents are strongly encouraged to have insurance on their children. Accidents to students are not covered by the District insurance unless school negligence is proven. Students who participate in interscholastic sport programs are required to show proof of insurance coverage.

# INTERROGATIONS AND SEARCHES

## INTERROGATIONS

(Canon District Policy JIH) The district has legal custody of students during the school day and during approved curricular and extracurricular activities. It is the responsibility of the school administration to make an effort to act on behalf of parents in their absence with respect to interrogations by law enforcement officials. A parent may, or a school administrator shall, be present during these interrogations, except when interviews are conducted by a child protective services worker pursuant to A.R.S. 8-224(B) and 8-546.01(C)(2).

When a student is taken into custody (arrested), the arresting officer may notify the student's parents or guardians. The arresting officer will be asked to complete and sign a "Form for Signature of Arresting Officer" (Canon District Policy JFG-E (2) & (3). School personnel shall make every reasonable effort to notify parents that a student has been taken into custody. The personnel of the district shall cooperate fully with the police. When the arrest is formally made, the district and its employees no longer exercise jurisdiction over the student.

## SEARCHES

When there is reason to believe that some material or matter is detrimental to the health, safety, and/or welfare of the student(s) exists, the administration has the right to search and seize property, including school property temporarily assigned to student.

Items provided by the district for storage (e.g. lockers, desks) of personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have no reasonable expectancy of privacy, and lockers, desks, storage areas, etc., may be inspected at any time with or without reason, or with or without notice, by school personnel (Canon District Policy JIH).

Whenever school personnel have reasonable suspicion that a student has contraband, the student will be taken to a private area, told why the search is being conducted, and asked to empty his/her pockets, purse, back pack, etc. Failure to do so is insubordination and will result in immediate suspension from school and a law enforcement officer may be called. If the student is found with contraband, weapons, or drugs, s/he will be turned over to Yavapai County Sheriff’s Deputy.

# MEDICAL CONDITIONS/DISPENSING OF DRUGS TO STUDENTS

## ADMINISTERING MEDICINE TO STUDENTS

Under certain circumstances, when it is necessary for a student to take medicine during school hours, the District will cooperate with the family physician and the parents if the following requirements are met (Canon District Policy JHCD):

• There must be a written **order from the physician** stating the name of the medicine, the dosage, and the time it is given.

• There must be **written permission from the parents** to allow the school or the student to administer the medicine. Appropriate forms are available from the school office.

• The medicine must come to the school office in the **prescription container** or, if it is patent or propriety medication, in **the original container with all warnings and directions intact.**

• **All medications, except for inhalers, which may be carried on a child, (prescriptions or over-the-counter drugs), are to be given to the school office for administering.**

**ANY STUDENT VIOLATING THE ABOVE PROCEDURES IS SUBJECT TO IMMEDIATE SUSPENSION FROM SCHOOL**.

## MEDICAL CONDITIONS

Acquired Immune Deficiency Syndrome (AIDS)

Decisions regarding the type of educational setting for a child who is infected with the HIV virus shall be based on the behavior, neurological development, and physical condition of the child. The superintendent shall decide appropriate educational placement after reviewing the recommendation of the school principal and the school nurse. The recommendations shall be formulated after consultation with the Public Health officials, the child's physician, and the parents. The district has established guidelines for dealing with students who have AIDS. These are available for review upon request.

Communicable Disease

Any student with, or recovering from, a communicable disease will not be permitted in school until the period of contagion is past or until a physician recommends a return, in accordance with A.R.S. 36-629 and A.R.S. 36-629.01; appropriate regulations of the State Department of Health Services; and policies of the County Health Department. (Canon District Policy JHCC (1)).

Pediculosis (Lice Infestation)

Students with pediculosis shall be excluded from school until treatment specific for pediculosis has been initiated. The student must bring proof of treatment, such as the bottle or box end, to the school office upon his/her return to school. Upon report of a lice problem, ALL students will be checked and those showing infestation will be excluded from school until they are free of all lice and nits. Upon reentering school, the students will be checked thoroughly. If this problem is persistent, the absences occurred from this will become unexcused and/or reported to Child Protective Services (CPS).

Vision and Hearing

The District provides vision and hearing screenings each year. Only students whose parents sign permission will be allowed to participate in these screenings.

Scoliosis

The school nurse screens students for scoliosis. Only students whose parents sign permission will be allowed to participate in these screenings.

Emergency Medical Problems/Conditions

The school will attempt to contact the parents in the event a child becomes ill or injured while at school. If a parent is unable to be contacted, the school will try to contact the person(s) named on the emergency form. If none of the persons named can be reached, reasonable measures will be carried out to deal with the situation in the best interests of the child. If the parent(s) are unavailable, the school reserves the right to call in emergency Medical technicians from the local fire department or other medical professionals (i.e. ambulance, helicopter, etc.) when school personnel feels this action is warranted. **The parents or guardians will be responsible for any and all costs involved in the treatment and/or transport of their child.**

# MOTORIZED VEHICLES

No motorized skates, bikes, or vehicles will be driven to school by Canon students.

# PARKING AND DRIVING IN THE SCHOOL ZONE

The entire School Loop Road is a School Zone. **The speed limit is 15 MPH and strictly enforced by the Sheriff’s Department**. Parents must observe all parking regulations as indicated by the signs.

# PROGRAMS/SERVICES OFFERED

## COUNSELING

A counselor is available but not on a regular basis. When she is not testing special education students, she assists students with personal and educational problems. Students may request individual and/or group counseling. Membership in any group requires permission of a parent, administrator, and counselor. No permission is required for student-initiated individual, one-time session.

## SPECIAL EDUCATION

Special education program is available for all qualified pupils including ELL students. A child must be recommended by a teacher or parent in order to be tested for Special Education. A screening is done at the beginning of each school year. If you have any questions about what programs are available and how to have a child tested, contact the Special Services Director, Charles Ciarametaro x104.

## GIFTED

Services for gifted students are provided to all qualified students including ELL students in a mainstream atmosphere. All students who take the standardized tests are screened for recommendations for gifted testing. A screening is done at the *beginning* and ending of each year. Students may also be recommended by teachers or parents for gifted testing. In order to qualify for being “gifted”, a student must score 97% or greater in one of the three areas tested (quantitative, verbal, and nonverbal). A screening is done at the end of each school year. If you wish to know more about this program, please contact Ms. Jessica Smith at extension 101.

## SECTION 504

Section 504 is an Act which prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. In order to be eligible, a student does not qualify for special education, but does have a mental or physical impairment, which substantially limits one or more major life activities.

## TITLE 1

Title 1 is a School Wide Program. Canon School offers a before-and-after school tutoring program for students qualifying for educational assistance. Parent, teacher, test scores, and student input may result in placement for this program. Twenty minutes in math and reading are set aside for Title 1 students before or after school. This program is supplemental education for all children including ELL students qualifying for Title 1 services to ready them for the next grade.

Cañon Title 1 Parental Involvement Compact

The Cañon School-Level Parent Involvement Compact provides an understanding of the joint responsibility of the school and parents/guardians for improving student academic achievement and school performance. The school provides opportunity for parent/guardian to be involved.

* At the beginning of the school year a Title 1 Parent Night will be held in the evening. All parent/guardian of Title 1 students who are eligible to participate in the Title 1 program are invited and encouraged to attend, to inform parents/guardians of Cañon School participation under Title 1 and to explain the requirements of Title 1, and the right of the parents/guardians to be involved. At this meeting the School representative shall:
  + Invite all parents/guardians of Title 1 eligible children to the annual Title 1 meeting at Cañon School
  + Explain the rights of parents/guardians to be involved in establishing this compact.
  + Introduce and involve Cañon School representatives on the District/School Advisory Council.
  + Provide an overview of Title 1 and give parents/guardians an opportunity to express questions and concerns.
  + Indicate the mechanisms by which the committee work will be communicated.
  + Seek the involvement and input of parents/guardians; invite them to join the District/School Advisory Council.
  + Provide child care so that all parents/guardians who would otherwise be unable to attend.
  + Provide drinks and snacks.
* Cañon School will provide a flexible number of meetings, such as meetings in the morning or evening and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement. The School shall:
  + Provide parents/guardians with opportunities to ask questions and dialogue informally about student academic achievement and school performance. At least two Parent-Teacher Conferences are placed on the school calendar. Other meetings can be scheduled at parent or teacher request.
  + Engage the Parent Teacher Organization, or the District/School Advisory Council to assist with communication and implementation needs.
  + Use the Black Canyon City Community Organization meetings to involve community groups and organizations.
* The District/School Advisory Site Council will annually evaluate the Cañon Elementary School Title 1 program, using direct information from parents/guardians of Title 1 students, or the annual Title 1 survey.
* School representatives will provide parents/guardians of participating students timely information about the Title 1 program
* Communicate updates through use of school newsletters, the district web site, e-mail and telephone contact, and home visits if needed.
* The Cañon School principal/Head Teacher will provide a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress and the proficiency levels students are expected to meet.
* At the end of the school year a Title I Parent Night will be held in the evening. All parent/guardian of Title 1 students who participated in the Title 1 program are invited and encouraged to attend, this meeting is to gather information from parents/guardians of participating students on the Title 1 program for that year. Surveys will be handed out to evaluate the Title 1 program, if parents/guardians of Title 1 students are not in attendance a survey will be mailed to them. :
* Explain to parents/guardians if they have any questions they are encouraged to contact the classroom teacher or the principal. Any time problems become evident or parents/guardians have any questions or concerns they have the right to contact the teacher, the Chapter 1 Director, principal, or the District Superintendent to discuss the situation.

## CAÑON ELEMENTARY SCHOOL CAPACITY FOR INVOLVEMENT

To ensure effective involvement of parents/guardians and to support a partnership between parents/guardians and the school, Cañon elementary School shall:

* We will provide assistance to parents/guardians of Title 1 student in understanding the state’s academic achievement standards, state and local assessments, monitoring a student’s progress by providing progress reports midway through each of the four terms. The staff will provide ample opportunity to work with them to improve the achievement of Title 1 students.
* Cañon staff will provide materials and training to help parents/guardians work with their children.
* Organize staff meetings in the value and utility of contributions of parental/ guardian and how to effectively communicate with and work with parents/guardians as equal partners.
* Ensure that all documents and information is sent to the parents/guardians of participating students in a format and language that parents/guardians can understand.
* Pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs to enable parents/guardians to participate in school-related meetings and training sessions.

**If you have questions concerning any of these programs you are encouraged to contact the classroom teacher or the principal**/**Head Teacher. Any time problems become evident or parents/guardians have any questions or concerns they have the right to contact the teacher, the Title 1 Director, principal**/**Head Teacher, or the District Superintendent to discuss the situation.**

# SAFETY AND SECURITY OF STUDENTS

NO TRESPASSING signs, alarms, gates, and a front door buzzer are installed on campus to discourage individuals from wandering around the campus. We have the safety of children foremost in our minds and wish to assure parents and others that they are always welcome on our campus. Visitors need to sign in and pick up a badge at the front office. All staff will wear I.D. badges with their pictures, name and school I.D. number.

# STUDENT BELONGINGS

Books, purses, notebooks, jackets, and all personal belongings should be permanently marked with student's name. Such items left at school without being claimed will be disposed of at the discretion of the district. All personal belongings shall remain in the classroom during school hours (backpack, pursers, and book bags). The school is not responsible for lost, broken or stolen items.

# STUDENT DIRECTORY INFORMATION

During the school year, Canon School may keep on file non-confidential student information containing students' names, photographs, grade placement, extracurricular participation, and achievement awards or honors. These files may also include monthly school newsletters, graduation programs, activity programs, the District newspaper, and the yearbook. Student information will be released without prior consent for in-district publications and to recognized news media. If you do not wish any of the above listed information released about your child/ren, please submit written notification to the student office. If such notification is not received, it is assumed that your permission is given to use your child/ren(s) directory information as described above.

# SUPPLIES /BOOKS

Canon Elementary School District maintains a policy of providing free books and workbooks as well as in school technology for its students. Parents are responsible for all books and school property assigned to students and will be charged if items are lost, stolen, or damaged. **A REPLACEMENT FEE WILL BE CHARGED FOR LOST, STOLEN OR DAMAGED ITEMS INCLUDING Technology (such as computers, calculator, electronic tablets, and cameras SRS and other items provided by the school).**

**VISITORS/PARENT VOLUNTEERS**

The use of parent volunteers allows for the expansion of programs and provides more individualized attention for all students. **We encourage parental and community involvement in the educational program at the school**. According to Board Policy, an agreement (found in the District Office) must be signed between the school and the volunteer. Also, the school will have the volunteers fingerprinted as per the state mandates. Cañon School District wishes to welcome and encourage parents and other community members to visit the school at any time**. Anyone having business to conduct on campus must first report to the office and obtain a Visitor’s Pass. Identification will be required** (Canon District Policy KK-R). Please keep in mind that the slight inconvenience imposed by this policy is necessary to ensure that the school and your children will be as secure as we can make them.

**Because visitors have an effect on the classroom atmosphere, child/employee’s friends/relatives of the students will not be allowed to visit classes while school is in session. Legal Guardians please set up an appointment prior to your visit.**

# STUDENT MANAGEMENT (CITIZENSHIP) PROGRAM/MAKE YOUR DAY

## PROGRAM PHILOSOPHY

The philosophical foundation of MAKE YOUR DAY at Canon School District is that each student is responsible for her/his actions and is responsible for coming to school ready to learn. Outstanding citizenship is promoted through this emphasis on self-responsibility. The MAKE YOUR DAY program provides a consistent school-wide citizenship and management structure. Canon School District staff and community members hold high expectations for all students on the way to school, while at school, and on the way home from school. MAKE YOUR DAY is a citizenship program that actively involves students in learning life skills important for long-term success.

The Canon MAKE YOUR DAY citizenship program centers on one rule: NO STUDENT HAS THE RIGHT TO INTERFERE WITH THE LEARNING, SAFETY OR WELL-BEING OF OTHERS. This rule places the focus on academics, with the understanding that a teacher's job is to teach and a student's job is to learn. Behaviors that negatively affect learning are dealt with immediately and privately. Because each student's self-esteem is of the utmost importance, teachers and students learn to give honest feedback to each other in a thoughtful, caring manner.

MAKE YOUR DAY encourages students to take responsibility for their actions. Students are expected to follow school-wide guidelines throughout their day, including attendance and academic performance. In meeting these expectations, students are challenged to work to their potential. Students' efforts are monitored and rewarded frequently throughout the school day. Mistakes in academics and behavior are viewed as learning opportunities. Problem solving skills are developed as students are given the opportunity to analyze their behavior and develop strategies that lead to success.

## STUDENT BEHAVIORAL EXPECTATIONS

**“Do what is expected, and do it the best you can”** is what the Canon staff expects of each student. The following behaviors are expected from students on the way to school, at school, and on the way home from school:

• Students are expected to exhibit positive behaviors as the result of respecting the rights and feelings of self and others.

• Students are expected to foster a physically and emotionally safe environment thereby respecting school and personal property.

• Students are expected to be in class on time with the necessary materials, assume responsibility for staying on task, do their personal best, and complete all assignments.

• Students are expected to choose positive alternatives to inappropriate behaviors.

• Students are expected to adhere to all standards that are set and explained in the Canon School District Parent/Student Handbook.

## DAILY EVALUATION

Points are used as a measure of a student's effort to“DO WHAT IS EXPECTED AND DO IT THE BEST YOU CAN” in every school setting. In order for students to make positive changes in their behaviors, they learn to review and evaluate their efforts. Assigning a point value to a student's effort helps her/him understand if s/he is meeting school and personal expectations or if there is room for improvement. Points require a few minutes each period and provide an opportunity for students to enhance their decision-making and problem solving skills. The MAKE YOUR DAY Point procedures are explained in the following paragraphs.

* Students’ start each period with 0 points and **earn points** by doing what is expected the best they can. At the conclusion of designated periods, students review their academic and behavioral performance. Students in grades K- 4 have the opportunity to earn a maximum of 10 points, while students in grades 5-8 have the opportunity to earn a maximum of 45 points for each academic period.
* After all students have evaluated their own performances fellow students have an opportunity to provide feedback to each other if that student's behavior directly affected their right to learn or their right to have a safe environment. The teacher may have concerns that will address academic and behavioral concerns. Concerns are expected to be given in a thoughtful, caring manner. Actual point values are not determined until the point/concern period is completed. TEACHERS WILL MONITOR CONCERNS CLOSELY AND WHEN NECESSARY MAKES THE FINAL DETERMINATION CONCERNING POINTS. The teacher is cognizant of “get backs” from students, and this process is monitored closely.
* Students have the opportunity to earn extra Points during P.E. or recess. First through fourth grade students can earn a maximum of 13 points, while fifth through eighth grade students can earn 50 points in this class. These Point periods vary in that the special area teacher assigns points and there are no Concerns from the students. If students have a problem in these areas, they are expected to go to the appropriate adults with their concerns.
* Lunch/recess is also a period in which students can earn extra points (maximum of 13 points for grades K-4 and 50 points for grades 5-8). Concerns are not allowed for these periods unless the following steps have been completed:

1. The student(s) has made a clear and honest attempt to solve the problem with the other student(s) who are involved.
2. A responsible adult staff member, such as a lunch time aide, has been informed of the conflict.

* Some students may not assume responsibility during Points and/or Concerns. If students do not responsibly evaluate their academic and behavioral performance, they are OFF POINTS. The teacher then models how to appropriately evaluate one's effort by determining the students' points for them. The students are given the opportunity to re-earn this privilege by showing that they have learned how to use Points appropriately. If students use Concerns irresponsibly, they will lose this privilege until they can demonstrate that they are able to use Concerns responsibly.
* A student may choose to place her/himself on Step 1. While on Step 1, the student can earn all Make Your Day points but will receive no academic credit for that period.

## MAKING YOUR DAY

Adhering to MAKE YOUR DAY's philosophy of learning by making mistakes, students are **not** expected to earn all possible points in order to "make their day". Students in grades K-3 may not earn 6 points and will "make their day", while the students in grades 4-8 may not earn 10 points and will "make their day". The exceptions to these guidelines are those students who choose to be placed on Step 4. They automatically forfeit the opportunity to Make Their Day.

## PROCEDURES AND EXPECTATIONS OUTSIDE OF THE CLASSROOM

Students are given the opportunity to practice their citizenship skills in a less structured environment before school, at lunch and recess, and after school. However, the students are monitored during these times in order to provide a safe environment for all students. Outside of the classroom, students are expected to respect the rights, safety and well being of others.

## PROCEDURES FOR INAPPROPRIATE BEHAVIOR

Behavior that interferes with the learning, safety or well-being of others is dealt with through Steps. The systematic enforcement of Steps gives students the opportunity to review their behavior, think of positive, alternate behaviors, and make a decision on their next course of action.

The Five-Step Process

**Step 1**

If a student's behavior interferes with the learning, safety or well-being of others, he/she will be asked to take a seat that faces away from the academic environment. For a short period of time, the student is given the opportunity to quietly think about her/his behavior. If the student is able to verbalize her/his inappropriate behavior and indicates a willingness to behave appropriately, s/he returns to her/his seat. If the student believes s/he was mistakenly placed on Step, s/he is able to discuss it when the student is off Step. The teacher makes the final decision as to the reasonableness of the student being on Step.

**Step 2**

If a student fails to take advantage of Step 1, s/he chooses to stand facing away from the academic environment in order to make a decision about behaving appropriately. After a brief time, if the student is able to verbalize the inappropriate behavior and indicates a willingness to behave appropriately, s/he returns to Step 1.

**Step 3**

If a student continues to behave inappropriately on Step 2, she/he is choosing to focus on the school rule (NO STUDENT HAS THE RIGHT TO INTERFERE WITH THE LEARNING, SAFETY OR WELL-BEING OF OTHERS), which is placed in front of her/him. This helps the student focus and concentrate on the decision-making process. After a brief time, if the student is able to verbalize his/her inappropriate behavior and indicates a willingness to behave appropriately, she/he returns to Step 2.

**Note:** Steps 1, 2, and 3 follow in succession. A STUDENT MAY NOT BE PLACED ON STEP 2 OR 3 WITHOUT STARTING ON STEP 1. At Step 3 a student makes the choice to behave appropriately or continue to Step 4. Repeated offenses during the same period may result in longer times on steps.

**Step 4**

If a student chooses to continue to Step 4, she/he will be given a Step 4 Conference Referral and sent to a phone to contact her/his parent. With an adult present, the student is expected to explain to her/his parent why s/he has chosen to call a parent conference. The student will remain out of class until the parent and the student are available to meet with the staff member in order to determine if the student is ready to return to class for the purpose of learning. The student then returns to Step 3, 2, then 1. If a parent cannot be contacted within 30 minutes, the student will sit on Step 4 in another classroom as directed by the administration.

**Note:**

School suspension may be a consequence of the Step 4 conference. If a student exhibits inappropriate behavior while waiting for the Step 4 conference to occur, the student may choose to advance to Step 5 by the principal/Head Teacher. A student with repeated Step 4s may be required to enter into a contract to aid in their making their day.

**Step 5**

A student chooses to advance to Step 5 when s/he is out of control, exhibits behaviors that are totally inappropriate for school. At this point, an administrator or designee will contact the parent so that the child will be immediately removed from school. If a parent cannot be contacted the pupil will sit on Step 5 for the remainder of the day and may be suspended. If the child misbehaves while on Step 5 s/he may be referred to the Sheriff's Office.

## CONFERENCE PROCEDURES FOR STEP 4

The purpose of Step 4 conference is to help the student understand what is expected at school and make a commitment to try to fulfill Canon's expectations. Because it was the STUDENT'S CHOICE to have the conference, the STUDENT IS EXPECTED TO CONDUCT THE CONFERENCE. The student must (a) state the problem, (b) offer acceptable alternatives to making future choices, and (c) request permission to return to class. The parent must determine that the student has conducted the conference appropriately and is ready to return to the classroom

**BEHAVIORS CONSTITUTING IMMEDIATE ADVANCEMENT TO STEP 4 AND POSSIBLE ADVANCEMENT TO STEP 5 (SEVERITY AND/OR REPETITION OF OFFENSE WILL DETERMINE ADVANCEMENT).**

1. Willful tampering with, abusing, or destroying of school or private property. Students and parents will be held responsible for the replacement or repair of damaged or destroyed property.

2. Fighting

• Premeditated: “play fighting”, intended, "thought out", planned or planning, retaliation

• Non-premeditated: impulsive, unable to deal with anger, no forethought retaliation (In the case of fighting, all parties involved will be subject to consequences regardless of who initiated the fight.)

3. Defiance or disrespect of valid authority.

4. Leaving assigned area or campus without permission

5. Acts of "dishonesty" (stealing, cheating, lying, etc.).

6. Threatening others.

7. Inappropriate and/or abusive language or actions.

**BEHAVIORS CONSTITUTING IMMEDIATE ADVANCEMENT TO STEP 5 and/or SUSPENSION**

1. Severity and/or repetition of any Step 4 offense can be considered

an automatic Step 5 by the administration.

2. Inappropriate behavior while waiting on Step 4.

3. Out of control behavior.

4. All offenses which would normally constitute suspension as described in the Canon

Parent/Student Handbook such as, BUT NOT LIMITED TO the following:

a. Fighting

b. Threatening others.

c. Possession and/or use of tobacco, alcohol, illegal drugs.

d. Possession and/or use of weapons, knives, firecrackers, paraphernalia, or other dangerous objects.

e. Thefts or vandalism.

f. Leaving campus without permission.

## ADDITIONAL NOTES ABOUT STEPS

Students who are on Steps during Points may give their points and defend themselves during Concerns. However, while on Steps, they have forfeited the opportunity to voice their concerns with another student's points.

When another student responds or interacts in any manner to a student on Steps, s/he has chosen to be on the same Step as that student. This is called Shadowing.

Occasionally, a student may ask to go to Step 1 to remove her/himself from the current situation. This is recognized as a positive step toward self-control and the student has the opportunity to earn full points if s/he behaves appropriately.

A student who chooses to go to Steps frequently during a class period is interfering with the learning process. The teacher will point out that the behavior is a problem and the next infraction will result in remaining on Steps for the remainder of the period. If this type of problem continues, the teacher will contact the parent in order to discuss it.

## COMMUNICATION BETWEEN HOME AND SCHOOL

An important part of Cañon's MAKE YOUR DAY citizenship program is that it affords the opportunity for parents, students, and teachers to communicate often. If the student makes her/his day, then the parents know that s/he has done what was expected and has done it the best s/he could. Please congratulate your child on a job well done.

If the K-4 students do not make her/his day, they will have a note to take home. Parents are asked to sign the "I Did Not Make My Day because" note and have the student return it to the teacher the next day. Grades 5-8 may have a portfolio to take home for the parents to sign. ***This note/portfolio gives parents an opportunity to discuss productive decision-making and positive choices.***

In any citizenship program, parent concerns will arise throughout the school year. Just as teachers should directly communicate with parents when concerns arise, we invite our parents to directly communicate with teachers and administrators as concerns arise. We will do our best to work with you to solve problems in order to enhance each student's success at Canon School.

## OTHER INCIDENTS OUTSIDE OF MAKE YOUR DAY

While Make Your Day Program covers most incidents and situations that occur during school hours, there are occasions and incidents that are outside of Make Your Day Program. For instance, if a child is caught with drugs, they are immediately suspended for ten (10) days. That child is then taken to the Governing Board for Expulsion. The following pages are definitions of incidents and discipline procedures.

Definitions of Incidents

Throughout this handbook, unless the context otherwise requires, the following definitions apply:

**Alcohol** is any intoxicating element.

**Assault** is (1) intentionally, knowingly or recklessly causing any physical injury to another person; or (2) intentionally placing another person in reasonable apprehension of imminent physical injury; or (3) knowingly touching another person with the intent to injure, insult or provoke such person.

**Assault, Aggravated** is an assault (as defined above) accompanied by circumstances that make the situation severe, such as the use of a deadly weapon or dangerous instrument; causing serious physical injury to another; committing the assault knowing, or having reason to know, the victim is a peace officer or a school employee engaging in a school-related activity.

**At School** means in a school building, on school property (school parking area, play area, school bus, etc.). Includes activities happening in school buildings, on school buses and at places that are holding school-sponsored events or activities. This includes on the way to or from school.

**Bullying** is defined as a form of aggression in which one or more students physically, psychologically, and/or sexually harass another student over time.

**Cheating or Plagiarism** is intentionally using information or property of another, without permission of the school, to obtain an unfair advantage.

**Computer Tampering** is altering, damaging, deleting, or destroying a computer, computer hardware or software; introducing a computer contaminant into any computer, or network; causing the disruption of a computer or network; and using a computer or computer system to threaten, alarm, harass, or cause another person to suffer substantial emotional distress.

**Cyber Bullying** involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others

**Dangerous Instruments/Devices** means anything that under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing death or serious physical injury.

**Death Threat** is the act of stating an intended action, written, oral, or electronic, that could cause death.

**Defamation** is wrongfully injuring another person’s reputation through a written, spoken or electronic communication that is not otherwise privileged under law.

**Defiance** in intentionally resisting or disregarding the authority of District personnel. Includes, but is not limited to, the failure to respond to a reasonable request, or the refusal to identify self, when requested to do so.

**Disorderly Conduct** is any act which substantially disrupts the orderly conduct of a school function; behavior which substantially disrupts the orderly learning environment; or poses a threat to the health, safety, and/or welfare of students, staff, or others.

**Disrespect** is threatening District personnel or any others with contempt or rudeness.

**District Sponsored Event** is any event, which is sponsored or supervised by the District or District personnel.

**Drugs** are chemical substances, narcotics, prescription or non-prescription medication, inhalants, controlled substances, or substances that students represent to be chemical substances, narcotics, or controlled substances. Over the counter non-prescription pharmaceuticals fall into this definition, unless the students has complied with the school district’s policy for such medication. Medication for cessation of smoking needs to be checked through the office; otherwise, it will result in being considered a drug. Supplements and/or nutritional supplements shall be considered a look-a-like drug. The term “drugs” includes anything that looks like drugs.

**Drug Paraphernalia** is any apparatus or equipment used, or capable of being used, in absorbing or consuming a drug.

**Electronic Devices** are cell phones, pagers, CD cassette players, radios or other electronic items.

**Endangermen**t is recklessly or intentionally creating a risk of injury or imminent injury or death to another. Consequence depends on the potential severity of harm. This includes provoking or antagonizing a fight.

**Expulsion** is the permanent removal of a student from school and District. Expulsion requires action from the Governing Board.

**Extortion** is the act of knowingly obtaining or seeking to obtain property or services, or causing or seeking to cause another to act in a manner by means of a threat to do any of the following: (l) cause physical injury; (2) causes damage to property; (3) engage in illegal conduct; or (4) make false accusations.

**Fighting** is when two or more persons engage in any violence toward each other in an angry or quarrelsome manner.

**Firearm/Explosive Device** is any weapon that is designed to (or may be readily converted to) expel a projectile by an explosive, or by the action of an explosive. This includes, guns, bombs, grenades, mines, rockets, missiles, pipe bombs, or similar devices designed to explode and capable of causing bodily harm or property damage. This is to include all fireworks.

**Forgery/Falsification** is the act of falsely or fraudulently marking or altering a document or a verbal, written, or electronic communication, or any verbal or written communication that is intentionally false or fraudulent (i.e., dishonesty or lying).

**Gambling** is to risk money or anything of value on the outcome of anything involving chance.

**Gang** is an ongoing loosely organized association of three or more person, whether formal or informal, that has a common name, signs, symbols or colors, and whose members engage, either individually or collectively, in violent or other forms of illegal behavior.

**Harassment** is the persistent or repeated annoying or tormenting of another.

**Hate Speech/Gang Activity** is any written, oral, or electronic communication that manifests malice towards others based on their race, gender, or ethnicity. This includes, but is not limited to, racial slurs, oral or written speech, gang paraphernalia, symbols or gestures.

**Hazing** means any intentional, knowing or reckless act committee by a student, whether individually or in concert with other persons against another student, and in which both of the following apply:

* The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an educational institution.
* The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

**Horseplay/Roughhousing** means rough boisterous play or behavior.

**Insubordination** is being disobedient, refusing to identify self, or failing to follow the directions of authority of a school, a District staff member, or an individual placed in authority by the school or the District, i.e., volunteers, substitutes.

**Loitering** occurs if a person is intentionally present on school grounds after a reasonable request to leave and does not have any specific reason for being there or does not have written permission to be there from anyone authorized to grant permission.

**Long-Term Suspension** is a suspension from school for more than ten (10) days. Due process rights shall be extended to any student suspended.

**Organization** means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

**Physical Aggression** is tussles, minor confrontations, pushing and/or shoving.

**Pornography** is the use or possession of pictures, devices or electronic images that offends or disturbs the educational environment.

Profanity is the use of inappropriate or obscene language or gestures to the extent that offends or disturbs the educational environment.

Public Display of Affection is kissing, hugging, fondling or touching in public.

**Refusal to Identify Self** is the refusal of a student to give correct name upon request of school personnel, or the use of another person’s name or identity.

**Restitution** is providing an equivalent replacement or compensation for damages or loss of personal District property.

**Robbery** is the taking, or attempting to take, any property of another from his person or immediate presence and against his will, such person threatens or uses force against any person with intent either to coerce surrender of property, or to prevent resistance to such person taking or retaining property.

**Sale or Distribution of Alcohol** is the attempt or act of offering, selling, trading, procuring, or distributing (with or without compensation) alcohol on District property, at a District-sponsored event, or on school-sponsored transportation.

**School Grounds/Property** includes the school building and immediate grounds, school transportation, stadiums, gymnasiums, and other facilities.

**Sexual Harassment** is discrimination based on gender that includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature make by one individual to another. (Sexual: of, relating to, affecting, or typical of sex, the sexes, or the sex organs and their functions. Implying or symbolizing erotic desire or activity.

**Short Term Suspension** is a removal from school for one (l) to ten (10) days, but not to exceed ten (10) days. Students may be suspended from school by administrators, the district superintendent, and/or other administrative officials granted this power by the District’s Governing Board.

**Simulated Weapon** is an instrument displayed or represented as a weapon.

**Tardy** is failure to be at a designated location at a specified time.

**Technology Misuse** is the failure to use hardware, software, electronic devices, web pages and networks to the intended educational use or in a manner that causes disruption at the school.

**Theft** is taking property that belongs to another without personal confrontation, threat, violence, or bodily harm. Theft does not include confiscation by school authorities of property not permitted at the school. NOTE: In the event of theft or damage, personal items brought to school, such as musical instrument, radios, etc., are not covered by district insurance.

**Threatening/Intimidating Behavior** is to frighten, compel, or deter by actual or implied threats.

**Tobacco** refers to smoking tobacco (e.g. .cigarettes, cigars,) smokeless tobacco (e.g. dip, chew, snuff, or twist). NOTE: Possession of tobacco products on K-8 public, charter, or private school grounds, buildings, parking lots, playing fields and vehicles, and at off-campus school-sponsored events, is a petty offense. “Petty” offense is punishable by a fine of up to $300.00.

**Trespass** occurs when a person(s) enters upon, or in, school property with legal justification or without the implied or actual permission of the administration.

**Truancy** is being absent from class or school ten percent of the school year or having five unexcused absences.

**Under the Influence** occurs when a student’s behavior or mood has changed as a result of consumption of alcohol or drugs.

**Unexcused Absence** is being absent from class or school without permission.

**Vandalism** is the willful act of defacing or destroying any building, fixture, vegetations, or property.

**Verbal Abuse/Profanity** is the use of profanity or any derogatory language state publicly.

**Weapon** is (includes but Is not limited to ) a bomb, firearm, gun, revolver, pistol, dagger, dirk, stiletto, knife with a blade over two and one-half inches in length, pocket knife opened by a mechanical device, iron bar, brass knuckles, chains, billy clubs. Chinese stars, or any incendiary devices.

**Arizona Revised Statutes References** (A.R.S.):

* Abuse, Verbal Abuse – A.R.S. § 15-507 (includes profanity) and Physical abuse (assault)
* Bullying – A.R.S. § 13-33620
* Computer Tampering – R.R.S. § 13-2316
* Disorderly Conduct – R.R.S. § 13-2904
* Disruption – A.R.S. § 13-2911
* Expel – A.R.S. § 15-841
* Hazing – A.R.S. § 15-2301
* Loitering – A.R.S. § 13-2905
* Suspension - A.R.S. § 15-843
* Tobacco - A.R.S. § 36-798
* Trespass - A.R.S. § 15-841
* Vandalism - A.R.S. § 15-842
* Weapons - A.R.S. § 13-31022 (11)

**Administrative Judgment: The school Principal/Superintendent may exercise discretion regarding the above disciplinary provisions as deemed warranted by individual circumstances.**

Discipline Procedures: Grades K – 8

| **Infraction** | **1st Referral** | **2nd Referral** | **3rd Referral** |
| --- | --- | --- | --- |
| \* Alcohol | ▫up to Ten (10) Day Susp. | ▫Long Term Susp  ▫Expulsion | Expulsion |
| ▫Arson | ▫Long Term Susp  ▫Expulsion  ▫Restitution | ▫Expulsion  ▫Restitution |  |
| \*Assault | ▫Step 4/5  ▫Three (3) Day Susp | ▫Five (5) Day Susp  ▫Ten (10) Day Susp | ▫Ten (10) Day Susp.  ▫Long Term Susp.  ▫Expulsion |
| \*Assault (Aggravated) | ▫Long Term Susp. | ▫Expulsion |  |
| Cheating or Plagiarism | ▫Step 4/5  ▫One (1) Day Susp.  ▫Loss of Credit for  Assignment | ▫Step 4/5  ▫Three (3) Day Susp.  ▫Loss of Credit for  Assignment | ▫Five (5) Day Susp.  ▫Loss of Credit for  Assignment |
| Bullying | Step 4/5  One to Three Day Susp. | Step 4/5  Five Day Susp.  Ten Day Susp. | Ten Day Susp.  Long Term Susp.  Expulsion |
| \*Dangerous Instruments/Devices | ▫Step 4/5  ▫Three (3) Day Susp. | ▫Five (5) Day Susp. | ▫Ten (10) Day Susp  ▫Long Term Susp. |
| \*Death Threat | ▫Step 4/5  ▫Up to Ten (10) Day  Susp. Pending  Consultation with  Review Team | ▫Ten (10) Day Susp.  ▫Long Term Susp.  ▫Evaluation by Review  Team  ▫Expulsion | ▫Expulsion |
| Defamation | ▫ Step 4/5  ▫One (1) Day Susp.  ▫Three (3) Day Susp. | ▫Step 4/5  ▫Five (5) Day Susp. | ▫Ten (10) Day Susp.  ▫Long Term Susp.  ▫Expulsion |
| \*Disorderly Conduct | ▫Step 4/5  ▫Three (3) Day Susp. | ▫Five (5) Day Susp. | ▫Ten (10) Day Susp. |
| \*Disrespect/Defiance/Insubordination | ▫Step 4/5 | ▫Step 4/5  ▫One (1) Day Susp.  ▫Three (3) Day Susp. | ▫Three (3) Day Susp.  ▫Five (5) Day Susp.  ▫Ten (10) Day Susp.  ▫Long Term Susp. |
| Disruption | ▫Step 4/5 | ▫Step 4/5  ▫Three (3) Day Susp. | ▫Step 4/5  ▫Five (5) Day Susp.  ▫Ten (10) Day Susp.  ▫Long Term Susp. |
| Dress Code Violation | ▫Points Not Earned  ▫wear school provided attire | ▫Points Not Earned  ▫wear school provided attire | ▫Step 4/5  ▫One (1) Day Susp.  ▫Three (3) Day Susp. |
| \*Drugs | ▫Ten (10) Day Susp.  ▫Long Term Susp. | ▫Long Term Susp.  ▫Expulsion | ▫Expulsion |
| \*Drug Paraphernalia | ▫Ten (10) Day Susp.  ▫Long Term Susp. | ▫Long Term Susp.  ▫Expulsion | ▫Expulsion |
| Electronic Devices | ▫Points Not Earned  ▫Confiscation  ▫Student Pick-Up | ▫Step 4/5  ▫Confiscation  ▫Parent Pick-Up | ▫Step 4/5  ▫ Up to Three (3) Day Susp.  ▫Confiscation |
| \*Endangerment | ▫Step 4/5  ▫One (1) Day Susp. | ▫Three (3) Day Susp.  ▫Five (5) Day Susp. | ▫Ten (10) Day Susp.  ▫Long Term Susp. |
| \*Extortion | ▫Step 4/5  ▫Three (3) Day Susp. | ▫Five (5) Day Susp. | ▫Ten (10) Day Susp.  ▫Long Term Susp. |
| \*Fighting | ▫Step 4/5  ▫Three (3) Day Susp. | ▫Step 4/5  ▫Five (5) Day Susp. | ▫Step 4/5  ▫Ten (10) Day Susp. |
| \*Forgery/Falsification | ▫Step 4/5  ▫One (1) Day Susp. | ▫Step 4/5  ▫Three (3) Day Susp.  ▫Five (5) Day Susp. | ▫Five (5) Day Susp.  ▫Ten (10) Day Susp. |
| \*Gambling | ▫Step 4/5  ▫One (1) Day Susp. | ▫Three (3) Day Susp. | ▫Five (5) Day Susp. |
| \*Harassment/Hazing | ▫Step 4/5  ▫Three (3) Day Susp. | ▫Five (5) Day Susp. | ▫Ten (10) Day Susp.  ▫Long Term Susp.  ▫Expulsion |
| \*Hate Speech/Gang Activity | ▫Step 4/5  ▫Up to Three (3) Day Susp. | ▫Step 4/5  ▫Five (5) Day Susp. | ▫Ten (10) Day Susp.  ▫Long Term Susp.  ▫Expulsion |
| Horseplay/Roughhousing | ▫Step 4/5 | ▫Step 4/5  ▫One (1) Day Susp. | ▫Step 4/5  ▫Three (3) Day Susp. |
| \*Indecent Exposure | ▫Step 4/5  ▫One (1) Day Susp. | ▫Step 4/5  ▫Three (3) Day Susp. | ▫Five (5) Day Susp.  ▫Ten (10) Day Susp.  ▫Long Term Susp.  ▫Expulsion |
| \*Instigating Violence / Bullying | ▫Step 4/5  ▫One (1) Day Susp. | ▫Step 4/5  ▫Three (3) Day Susp. | ▫Five (5) Day Susp.  ▫Ten (10) Day Susp.  ▫Long Term Susp.  ▫Expulsion |
| \*Leaving Campus Without Authorization | ▫Step 4/5  ▫One (1) Day Susp. | ▫Three (3) Day Susp. | ▫Five (5) Day Susp. |
| Physical Aggression | ▫Step 4/5  ▫One (1) Day Susp. | ▫Step 4/5  ▫Three (3) Day Susp. | ▫Five (5) Day Susp.  ▫Ten (10) Day Susp.  ▫Long Term Susp. |
| \*Pornography | ▫Step 4/5  ▫One (1) Day Susp. | ▫Step 4/5  ▫Three (3) Day Susp. | ▫Five (5) Day Susp.  ▫Ten (10) Day Susp.  ▫Long Term Susp.  ▫Expulsion |
| Public Display of Affection | ▫Points Not Earned | ▫Step 4/5  ▫One (1) Day Susp. | ▫Three (3) Day Susp.  ▫Five (5) Day Susp. |
| \*Robbery | ▫Five (5) Day Susp.  ▫Restitution | ▫Ten (10) Day Susp.  ▫Restitution | ▫Long Term Susp.  ▫Restitution |
| \*Sale or Distribution of Alcohol | ▫Long Term Susp. | ▫Expulsion |  |
| \*Sale or Distribution of Dangerous  Instruments | ▫Ten (10) Day Susp.  ▫Long Term Susp. | ▫Expulsion |  |
| \*Sale or Distribution of Drugs | ▫Long Term Susp. | ▫Expulsion |  |
| \*Sale or Distribution Non school retailed items | ▫Step 4/5  ▫one Day suspension | ▫one day suspension  ▫up to 5 Day Susp. | ▫up to 10 day suspension  ▫long term suspension. |
| \*Sale or Distribution of a Weapon | ▫Long Term Susp. | ▫Expulsion |  |
| \*Sexual Harassment | ▫Step 4/5  ▫Three (3) Day Susp. | ▫Three (3) Day Susp.  ▫Five (5) Day Susp. | ▫Ten (10) Day Susp.  ▫Long Term Susp.  ▫Expulsion |
| \*Sexual Misconduct | ▫Step 4/5  ▫Three (3) Day Susp. | ▫Five (5) Day Susp. | ▫Ten (10) Day Susp.  ▫Long Term Susp.  ▫Expulsion |
| \*Simulated Weapon | ▫Step 4/5  ▫Three (3) Day Susp. | ▫Five (5) Day Susp. | ▫Ten (10) Day Susp.  ▫Long Term Susp. |
| Tardy | ▫Points Not Earned | ▫Points Not Earned | ▫Step 4/5  ▫One (1) Day Susp.  ▫Becomes one (1)  Unexcused Absence |
| \* Technology Misuse/Computer Tampering | ▫Step 4/5  ▫One (l) Day Susp. | ▫Step 4/5  ▫Loss of Technology  Use Privileges  ▫Three (3) Day Susp. | ▫Five (5) Day Susp.  ▫Ten (10) Day Susp. |
| \*Theft | ▫Step 4/5  ▫Restitution | ▫Five (5) Day Susp.  ▫Restitution | ▫Ten (10) Day Susp.  ▫Restitution |
| \*Tobacco | ▫Step 4/5  ▫One (l) Day Susp. | ▫Five (5) Day Susp. | ▫Ten (10) Day Susp. |
| Tobacco Paraphernalia | ▫Step 4/5 | ▫Three (3) Day Susp. | ▫Five (5) Day Susp. |
| \*Trespassing/Loitering | ▫Step 4/5  ▫One (1) Day Susp.  ▫Three (3) Day Susp. | ▫Three (3) Day Susp.  ▫Five (5) Day Susp. | ▫Five (5) Day Susp.  ▫Ten (10) Day Susp. |
| \*Truancy | ▫Step 4/5  ▫Referral to YCSO | ▫Step 4/5  ▫One (1) Day Susp.  ▫Referral to YCSO | ▫Step 4/5  ▫Referral to Yavapai  County Attorney for  Disciplinary Action |
| \*Vandalism | ▫Step 4/5  ▫Three (3) Day Susp.  ▫ Restitution | ▫Five (5) Day Susp.  ▫Restitution | ▫Ten (10) Day Susp.  ▫Long Term Susp.  ▫Expulsion  ▫Restitution |
| Verbal Abuse/Profanity | ▫Step 4/5  ▫One (l) Day Susp. | ▫Step 4/5  ▫Three (3) Day Susp. | ▫Three (3) Day Susp.  ▫Five (5) Day Susp. |
| \*Verbal Abuse/Profanity to an Adult | ▫Three (3) Day Susp. | ▫Five (5) Day Susp. | ▫Ten (10) Day Susp. |
| \*Weapon | ▫Long Term Susp.  ▫Expulsion | ▫Expulsion |  |

Cañon Elementary School District # 50

2018-2019

Approved 6/12/2017 Cañon Elementary School Board

**BEGINNING DATES**

First Day of Term 1 July 30, 2018 43 Days

First Day of Term 2 October 15, 2018 46 Days

First Day of Term 3 January 7, 2019 42 Days

First Day of Term 4 March 25, 2019 49 Days

**PROGRESS REPORTS/REPORT CARDS**

Term 1 Progress Report August 28

Term 1 Report Card September 28

Term 2 Progress Report November 9

Term 2 Report Card December 21

Term 3 Progress Report January 30

Term 3 Report Card March 8

Term 4 Progress Report May 1

Term 4 Report Card May 31

**FULL RELEASE Dates**

Labor Day September 3

**TEACHER IN-SERVICE** September 7

Fall Break October 1 – October 12

Veteran’s Day November 12

Thanksgiving Break November 21-23

Winter Break December 24 – January 4

Civil Right’s Day January 21

**TEACHER IN-SERVICE February 8**

President’s Day February 18

Spring Break March 11- March 22

Memorial Day May 27

**½ DAY EARLY RELEASE DATES**

1st Friday of School August 3

Professional Development August 15

Parent – Teacher Conferences September 6 1:00 – 8:00

Fall Festival October 26

Professional Development November 2

Parent – Teacher Conferences November 19 1:00 – 8:00

Professional Development December 7

Holiday Parties/Awards December 21

Professional Development January 18

Parent – Teacher Conferences February 7 1:00 – 8:00

Staff ACCCR Training March 6

Professional Development April 19

Professional Development May 3

8th Grade Promotion May 30

Last Day of School May 31

**IMPORTANT DATES**

1st Day of School July 30

Open House/Meet the Teacher Dinner August 2

40th Day September 25

100th Day January 22

ACCRS Online TESTS All of April- state testing