

Harelson Elementary School

"Home of the Bobcats"



2024-2025 STUDENT/PARENT HANDBOOK





Harelson Elementary School

826 W. Chapala Dr.
Tucson, AZ 85704
(520) 696-6020 (Office)
(520) 696-6070 (Fax)
www.amphi.com/harelson
Stephanie Hayes, Principal



MISSION

The Mission of Harelson School, as a community dedicated to excellence, is to ensure a sound academic foundation and empower our students to become self-directed, responsible, innovative, life-long learners by providing a safe, challenging, educational environment established with active partnerships among staff, family, and community.

VISION

Harelson is a safe and caring place where all students can achieve success academically, socially and emotionally, faculty and staff are committed to excellence, parents want their child to attend, and community members respect, due to high student achievement.

WE BELIEVE

- ❖ Education is a fundamental tool for the advancement of humanity.
- ❖ The foundation of an educational program is to develop a student's mind, body, creativity and character.
- ❖ Education promotes positive self-esteem, individuality, and respect for differences in people and society.
- ❖ Each child has the right to learn in his or her most effective way to achieve educational success.
- ❖ Learning is a life-long interactive process.
- ❖ Education is a shared responsibility of the child, home, school and community.
- ❖ Teamwork enhances education by valuing group as well as individual efforts.
- ❖ Education is critical for participation in a democratic society.
- ❖ Safety and self-discipline are critical to the learning process.

MISSION OF THE AMPHITHEATER SCHOOL DISTRICT

Our Vision

Amphitheater schools and facilities are places where students thrive academically; places parents want their children to go; places where highly skilled people work; and places community members respect because of the high student achievement, caring environment, and focus on individual needs.

Our Mission

To empower all students to become contributing members of society equipped with the skills, knowledge, and values necessary to meet the challenges of a changing world.

We Value

Achievement, caring, creativity, curiosity, diligence, diversity, fairness, honesty, kindness, respectfulness, responsibility and service to the community.

We Believe

- All students can learn and achieve;
- Everyone has unique strengths, talents, and needs;
- All students and staff should be responsible for and dedicated to educational excellence;
- Education requires cooperation, honesty, and respect among the students, parents, school staff, and community;
- The school community deserves a safe and caring environment;
- Our actions reflect our values and dedication to meet student needs fairly and equitably;
- Ample resources are essential to accomplish the Mission.

GOVERNING BOARD

Scott K. Baker, Ph.D., President
Susan Zibrat, Vice President
Deanna M. Day, M.Ed.
Vicki Cox Golder
Matthew A. Kopec

DISTRICT ADMINISTRATION

Todd A. Jaeger, J.D., Superintendent
Tassi Call, Associate Superintendent for Elementary Education
Matthew Munger, Associate Superintendent for Secondary Education
Scott Little, Chief Financial Officer

SCHOOL ADMINISTRATION

Stephanie Hayes, Principal

POLICY NOTIFICATION STATEMENT

The Board is committed to a policy of nondiscrimination in relation to race, color, religion/religious beliefs, age, national origin, sexual orientation, creed, citizenship status, marital status, political beliefs/affiliation, disability, home language, family, social or cultural background. This policy will prevail in all matters concerning staff members, students, the public, educational programs and services, and individuals with whom the Board does business.



Dear Harelsan Families,

It is with great honor that I am able to serve as your child's Principal and welcome you to another fantastic year of learning, opportunity, and growth. Harelsan is a great place for kids!

Please take time to read and review our student and parent handbook with your child as it contains important information about a typical day, school policies, as well as important tips for a successful learning experience.

Thank you for partnering and entrusting us with your child's education!

Sincerely,

Stephanie Hayes

Principal

SCHOOL HOURS

Normal School Days

All Day Kindergarten – 6th Grade: 7:30 a.m. – 2:00 p.m.

Early Release Day (Every Wednesday)

Kindergarten – 6th Grade: 7:30 a.m. – 12:00 p.m.

Harelson Administration Office Hours

Monday – Friday	7:00 a.m. – 3:00 p.m.
Phone Number	(520) 696-6020
Fax Number	(520) 696-6070

Harelson School playground is supervised for students every school day between 7:10 a.m. and 7:30 a.m. **Students may not arrive to school before 7:10 a.m.** unless they are enrolled in Alphabest. Gates will be locked on campus until 7:10 a.m. and students will not be permitted on campus before that time.

We are fortunate at Harelson to have the Alphabest Program which provides quality child care from 6:30 a.m. until 6:00 p.m. For more information about before and after school child care, please contact them directly by visiting <https://www.alphabest.org/amphiaz>

If you have a disability and are in need of reasonable accommodations, please contact (520) 696-6020.

IMPORTANT DATES & SCHOOL HOLIDAYS FOR 2024-25

August 7	First Day of School for Students
August 14	Parent Information Night (All Grades)
September 2	Labor Day
October 1-4	Fall Conferences (Half Days)
October 7-11	Fall Intersession
October 14	School Resumes
November 11	Veterans' Day
November 27-29	Thanksgiving
December 20	Teacher Planning Day – No students
December 23- Jan 3	Winter Break
January 6	School Resumes
January 20	Martin Luther King, Jr. Day
February 20-21	Rodeo Break
March 12-14	Spring Conferences (Half Days)
March 17-21	Spring Intersession
March 24	School Resumes
May 21	Last Day of School for Students

PARENT-TEACHER CONFERENCE DAYS

On conference days, we will follow an Early Release Schedule and dismiss at 12:00pm.

October 1, 2024
October 2, 2024
October 3, 2024
October 4, 2024
March 12, 2025
March 13, 2025
March 14, 2025

PBIS




AT HARELSON WE FOLLOW THE THREE B'S!

Be Safe
Be Respectful
Be Kind



Safety, kindness and community are defining features of Harelson and what makes it such a great place for students. At Harelson we have three simple rules: Be Safe, Be Respectful, and Be Kind. We believe that if students follow these simple rules in all areas of the school, we can provide the very best learning environment for students.

At Harelson, we promote a safe, caring environment and our school rules are meant to support this for all students. An easy way to remember our school rules is to ask: Is it safe? Is it Respectful? Is it Kind?




Harelson Bobcats Playground Expectations




Be Safe	 <i>Use the playground equipment properly</i>
	 <i>Stay in permitted areas</i>
	 <i>Follow adult instructions</i>



Be Respectful	 <i>Play fair and follow game rules</i>
	 <i>Take turns and share equipment</i>
	 <i>Help keep playground free of trash</i>

Be Kind	 <i>Include others</i>
	 <i>Use kind words</i>

Harelson Bobcats Cafeteria Expectations

Be Safe	 <i>Keep your hands and feet to yourself</i>
	 <i>Sit with your bottom on the seat and face the table</i>
	 <i>Line up for recess in a calm and quiet manner</i>

Be Respectful	 <i>Clean up after yourself</i>
	 <i>Raise your hand if you need help</i>
	 <i>Talk to your neighbors in a quiet voice</i>

Be Kind	 <i>Use nice words</i>
	 <i>Use good table manners</i>



Dear Harelson Families,

Please read the following information and review the accompanying maps which outline our policies and procedures for student arrival and dismissal. I know how much the Harelson family cares about the safety of our students, which is why we must maintain a predictable and safe arrival and dismissal.

With over 400 students arriving and leaving in a short amount of time, it is critical that everyone do their part to support a safe and orderly transition each day.

Thank you for your support.

Sincerely,

Stephanie Hayes
Principal
Harelson Elementary School

Dismissal Plan

It is important that we have a dismissal procedure that invites our parents onto our campus while still allowing staff to know where students are, with whom they went home, and which adults are on campus.

In order to accomplish this, the following options are available for dismissal:

1. **Vehicle Drive-Thru Pick-Up** -> Students are walked to the vehicle drive thru by a teacher. Siblings meet at the drive thru ramada.
2. **Parent Walk-in Pickup** -> Students are grouped by grade level with a teacher. Teachers will communicate the location. Parents enter at the Art Room/Health Office Gate and pick up their child at the designated location.
3. **Student Walk-Out Alone** -> Students are escorted to the crosswalk where they can meet siblings, walk home, or meet a parent across the street.
4. **Bus Riders** -> Students are escorted to the bus gate.

*Students who go to Alphabest or participate in school sponsored after school activities will have specific dismissal procedures based upon their activity and grade level.

Arrival Plan

- Parents may use the vehicle drive-thru lane to drop off between 7:10 and 7:30.
- Parents must park across the street. Do not enter the wrong way by Cross MS.
- Students and Parents must enter using the Art/Health Office Gate only.
- Parents may walk students to class in the AM, but may not enter the playground.
- Students should drop off backpacks and go directly to the playground.
- Breakfast will be available in the cafeteria from 7:10-7:30. Students must eat in the cafeteria.
- Parents must exit at the 7:30am start time or check in at the office if volunteering.
- Students who arrive after 7:30am must be checked in as tardy in the office. Harelson is a closed campus from 7:30am to 2pm. You will not be permitted to walk your child to class if you arrive late.

Arrival Procedures and Policies

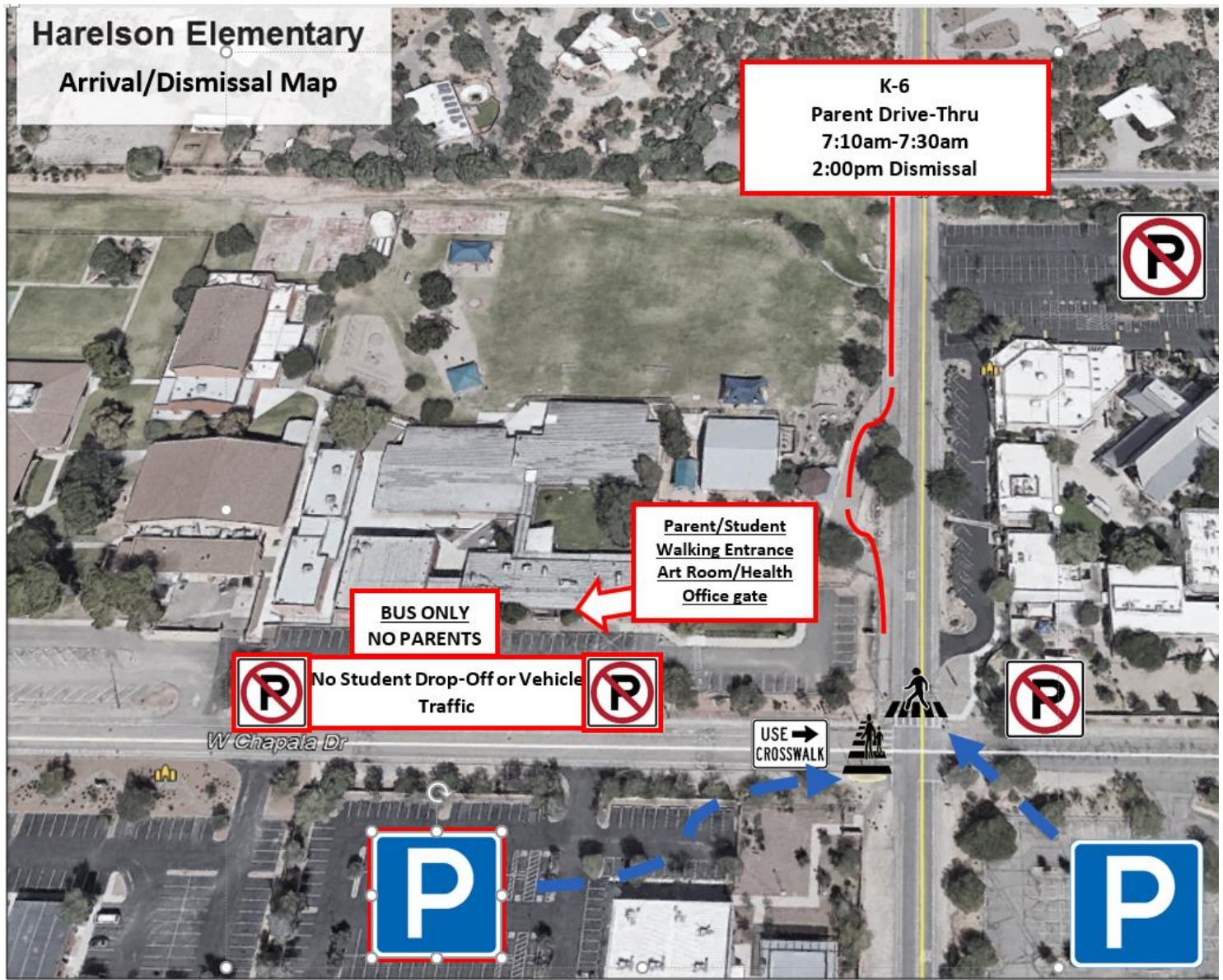
- ✓ Adults and students must use crosswalks Please model safe crossings for our students.
- ✓ The front parking lot and entrance may not be used to park, drop off, or pick up students during arrival and dismissal. (see maps) If you would like to walk on to campus, you must park across the street.
- ✓ Please park in designated and approved parking areas (see maps). We are fortunate to have permission from St. Andrew's and St. Odilia and we can maintain our wonderful partnerships by parking only in the approved lots (see maps). Please be mindful of your speed and other people in the church parking lots. They have schools and events happening throughout the day as well. Safety is always a priority.
- ✓ Please do not move or drive around cones, barriers or other caution devices. Please do not enter through the one-way exit by Cross MS.
- ✓ Late arrivals must park and walk their child into the office to check them in.
- ✓ We highly recommend parents who drive use the Parent Vehicle Drive-Thru located on the East side of the campus to drop off and pick up. It moves very quickly. Students are generally out of cars within two minutes in the morning and afternoon pick up is usually complete by 2:15.

Drive Thru Requirements

If you cannot meet the below requirements, please use one of our other convenient drop-off/pickup options.

- Always pull completely forward and continue to pull forward slowly as the line moves.
 - Always stay in your vehicle and do not get out – drivers should remain at the wheel.
 - Students must enter/exit your vehicle on the passenger side. (This may require moving child seats in your vehicle)
 - Teach your child how to buckle and secure their seatbelt on their own. Now that they are in elementary school, this is an important, appropriate and helpful next step!
 - **Make a sign with the first and last names of ALL your children and affix/attach to your passenger visor.** Make copies and give them to anyone else who picks up.
 - Please explain and train anyone else who picks up your child through the vehicle line so they know what to do and where to go.
- ✓ For safety reasons, please do not arrive before 7:10am as there is no supervision for students before this time and gates will be locked until this time. Students should go directly to the playground after dropping off their backpacks at the classroom.
 - ✓ Students may arrive and go to the playground at 7:10am until the 7:25 bell.
 - ✓ Dismissal - Gates are unlocked at 2:00pm. Parents must enter using the gate by the health office. This helps with traffic flow and safety.
 - ✓ **Please have a dismissal/pick-up plan and communicate it with your child and teacher.**

Arrival/Dismissal Map



- Parents who walk their child into school, must enter using the Art/Health Office Gate only.
- Parents may walk students to class in the AM, **but may not enter the playground.**
- Parents must exit at the 7:30am start time or check in at the office if volunteering.
- Dismissal: Parent walk-in pickup will occur at grade level designated locations. Students will line up by grade level with a grade level teacher.
- Dismissal: Students who walk off campus alone will exit and meet siblings at the crosswalk.
- The entry/exit gate by the office is reserved for buses and bus students only

SCHOOL POLICIES & INFORMATION

ARRIVAL & DISMISSAL

Students in grades K-6 must not be at school before 7:10 a.m. or 10 minutes after school is dismissed unless participating in school supervised activities.

Harelson students dismiss 90 minutes earlier than Cross MS. **Harelson students may not wait at Harelson or Cross to meet siblings at Cross.** Please make arrangements for after school care and coordinate student pick-up.

ANIMAL AND PET POLICY

Students should not bring animals to school, unless requested by the classroom teacher, as part of a key learning experience. Please do not bring any animal to school without teacher permission. If you are given permission to bring an animal to school, you must have a cage or container to carry it in. The bus drivers cannot allow animals to be carried on the bus. Someone must drive you to school and pick you up when you bring an animal.

BATS - In recent years we have had several instances involving students and bats (the winged mammal). Please do not touch dead bats or bring them to school. In addition to the potential for the spread of disease, all encounters with bats must be reported to the department of health.

Parents/guardians should not bring animals, including cute puppies, on campus to pick up their child. Please leave your pets at home when picking students up from school. If this is not possible, make arrangements with your child to walk to meet you off campus. Service animals are permitted on campus if the work or tasks performed by the service animal are directly related to an individual's disability. However, according to Arizona law, a person may not fraudulently misrepresent an animal as a service animal.

Absences and Attendance

“Every Day Matters!”

Regular school attendance is essential for success in school. Students with 95% attendance rates or better are more than twice as likely to pass standardized achievement tests as students who attend only 85% of the time. Students who are frequently absent may be putting their futures in jeopardy; studies have shown that chronic absenteeism, especially truancy, is highly associated with dropping out of school and has a direct and negative result on student achievement.

Dropouts typically earn \$260,000 *less* than high school graduates do over a lifetime. Please strive to have your children in attendance every school day unless they are sick. We urge you to ensure your child's best opportunity for educational success by scheduling medical and dental appointments after school hours except in cases of emergency and by scheduling family vacations during school vacation and recess periods.

State law requires that you authorize your child's absence from school and notify us **in advance or at the time** of the absence. Your call to us will also help protect your child. If your child is absent and we do not hear from you, we will do our best to contact you by phone the same day that class is missed. Accordingly, it is vital that we have one or more telephone numbers to contact you. If your numbers change, let us know right away. Due to the number of students enrolled in our District, calls may be made by an automated system to ensure we can contact all parents on a timely basis.

State law also mandates that the school record a reason for a child's absence. **Absences are excused only for necessary and important reasons.** Such reasons include illness, bereavement, other family emergencies, and observance of religious holidays of the family's faith.

When a student is or will be absent, **the parent must call the school on or before the day of the absence** to advise the school of the absence and the reason for the absence. If no authorization is received by the end of the missed school day, the absence will be considered unexcused. For absences greater than one (1) day in length, the school should be notified in advance or on each day of absence. If a parent does not have access to a phone, either at home or at work, a note will be accepted for verification purposes.

If your child is absent on an unexcused basis for ten (10) consecutive school days: state law mandates that your child be automatically withdrawn from enrollment in order to stop state funding. You may then be required to fill out new enrollment documentation upon returning from an absence of such length.

Excessive absences may also affect a student's eligibility to participate in field trips, extracurricular activities, and sports. In addition, absences can result in discipline and may be considered by a teacher in determining a student's grade or promoting a student; a student can fail a class or be retained in a grade level due to excessive absences. Parents are responsible for ensuring that their children attend school. If a student is habitually truant, the parents and student may be cited by the court for truancy. By law, a student is considered habitually truant if absent without excuse for five (5) or more days or if absent, with or without excuse, for 18 or more days.

BAND AND ORCHESTRA

Band and Orchestra are both offered as extra-curricular activities. They meet after school two days per week. Students who are in 4th – 6th grade may join Band or Orchestra. Please contact our band teacher, Kristy Brower kbrower@amphi.com or our orchestra teacher Toru Tagawa ttagawa@amphi.com if you are interested or need more information.

BICYCLE SAFETY

Many students ride bicycles to school. Bike racks are provided to store bicycles during the day. It is important that each student riding a bicycle to school observe these safety precautions.

1. Always lock your bicycle.
2. Never ride two on a bike.
3. Use proper hand signals.
4. Obey all stop signs.
5. Always WALK bicycle on school grounds.
6. Do not ride your bike in the opposite direction of traffic.
7. Bike pen is locked at 7:30 and opened at 2:00pm

Bike riding, roller skating, roller blading, and skateboarding are not permitted on school grounds.

BUS

It is critical that your child ALWAYS boards and departs the bus at the correct stop as known and approved by you. Children should be at the bus stop 10 minutes prior to the scheduled pick up time. Although we hope it will never be necessary for your family to be concerned with violations of bus rules, you and your child should be aware of the discipline procedures designed to correct problems. Please take a few moments to go over these rules, which are attached.

Please contact transportation directly for route or other information. 520-696-6603

<https://www.amphi.com/Domain/359>

1. Always comply with the bus drivers/monitors directions.
2. Use classroom voice only. (Never use profanity or loud noises)
3. Remain seated with your seat belt buckled.
4. Keep your hands, feet and head inside the bus.
5. Keep unauthorized materials and substances off the bus. (Snacks, drinks, animals, glass objects, weapons, large radios)

The consequences of inappropriate behavior or actions on the bus are fully explained in the Student Code of Conduct. PLEASE NOTE: IF INCIDENTS INVOLVING MAJOR VIOLATIONS DESCRIBED IN THE STUDENT CODE OF CONDUCT OCCUR, AN IMMEDIATE SUSPENSION OF RIDING PRIVILEGES MAY BE IMPOSED.

By working together, we can safeguard your child from potential hazards associated with all aspects of transportation, both on and off the bus. I hope you and your child have a productive and safe year.

BULLYING

Bullying occurs when a student or group of students engages in intimidation or harassment that is severe, persistent, repeated and when there is a real or perceived imbalance of power. Bullying can and will not be tolerated in any form. If your child feels he or she has been the victim of bullying or suspects other students are being bullied they should report it immediately to their teacher, Behavior Intervention Monitor (Mrs. Jordison), Counselor (Mrs. Petersen), office staff or the Principal.

CELL PHONES & TECHNOLOGY

Cell phones and similar electronic devices are not permitted for use at school, unless under the direct supervision of a teacher as part of the learning process. If you would like your child to have a cell phone at school, students **MUST** keep their cell phone in their backpacks and turned off at all times. Students caught using cell phones may have them confiscated by the teacher and may require a parent/guardian to pick it up at school.

Smart Watches are permitted for use as a watch only. Smart watch data use, email, phone, texting, camera, etc. may not be used during school hours. Students caught using smartwatches to text or make calls may have them confiscated by the teacher and may require a parent/guardian to pick it up at school.

Students may not use their cell phones or Smartwatches to contact their parents during the school day. Phones are available in the office for student use. If a student needs to be picked up from school due to illness, parents will receive a phone call from the health office.

Students may lose the privilege of wearing/bringing such devices if these rules are not followed. Cameras, ipods/mp3 players, computer software, cd players, electronic games, laser pointers, video devices, or any related devices are not permitted for use at school unless approved by administration.

Harellson school and staff are not responsible if these items are damaged, lost, or stolen.

COMMUNICATION: PARENT-TEACHER

Maintaining positive and proactive communication is the foundation for a successful academic experience. Our teachers and staff work tirelessly to meet the academic and social learning demands for each student. However, we understand that there may be times when we you have questions or concerns. Teachers are in charge of the day-to-day learning in their classroom, including assignments, homework, and minor discipline issues. If you have a concern, it is vital that you voice that concern in a positive and productive manner and work with your

child's teacher directly to resolve the issue.

Complaint Process:

1. Contact your child's teacher (phone, email, in person) to discuss your concern. Provide ample time for agreed-upon resolution.
2. If the situation does not improve, set up a face to face meeting with your child's teacher. Let them know in advance what the concern is regarding. Provide ample time for agreed-upon resolution.
3. If the situation still does not improve, email both the teacher and Principal clearly outlining your concern and request a meeting with all parties. The Principal will meet with the parent and teacher together to listen to all sides of the issue and mediate a resolution.

Below are some steps to successfully address concerns:

1. Don't wait; ask for clarity sooner rather than later.
2. Speak with your child's teacher before you fully develop an opinion on a matter. It is very common for students (and adults) to make generalized comments. Understand the context and give each other the benefit of the doubt.
3. Be flexible and be honest. Your child's teacher is not perfect. Our teachers work hard to be flexible, but they may not be able to meet every individual request.
4. Be Kind. Teachers work hard. Treat them as you wish your child to be treated.
5. Avoid discussing or "leading" your child. Just get the facts from them and leave the adult conversations between the adults.

COMMUNICATION: SCHOOL OFFICE - HOME

Harelson publishes the "Harelson Happenings" newsletter to keep you up to date. Communication will be sent home via email on an as needed. Please check our website, Instagram and Facebook page for up-to-date information.

CONSEQUENCES FOR MISBEHAVIOR

In addition to our school rules, policies, and safety regulations, each year, our students and parents are provided the Amphitheater School District Code of Conduct. The Code of Conduct is an agreement outlining the expectations for behavior from our students, as well as actions and consequences when students violate these expectations. Please read and review the Code of Conduct. The Code of Conduct is available on the Harelson website.

DAMAGE TO SCHOOL PROPERTY

The cost of our schoolbooks and equipment has increased substantially over the years. We need to teach the children to take care of these books as well as school equipment. Should a child lose a new textbook or a Chromebook, the child will be responsible for the full cost of a brand-new book or computer. If the book is damaged to the point it will impact our ability to use it, we will charge a damage fee appropriate for the book.

Students are also responsible for using equipment and furniture appropriately. Students will be charged for willfully damaging school property. Let's all emphasize the importance of having respect for our property.

DRESS CODE

We require students to be dressed for successful learning and Harelson students are expected to wear acceptable and comfortable clothing. Harelson Elementary follows District guidelines for appropriate dress. Schools are required to provide guidelines for student dress that reflects neatness, cleanliness, and appropriateness. It is expected that all students follow these rules and expectations. If your child arrives at school wearing non-allowed items, office staff will attempt to call parents to get replacement items, or they may provide more school-appropriate, clean clothing for your child to wear for the day. We will do our best to address this quickly with as little disruption as possible. We need and appreciate your support to minimize any disruption to learning!

To help accomplish this, students should not wear:

- Shorts and skirts that do not cover the buttocks or extend down to cover at least three (3) inches of the legs.
- Any clothing which exposes a student's bare midriff or undergarments.
- Muscle shirts, spaghetti strap tops, halter tops, tank tops with shoulder straps less than two (2) inches wide.
- Mesh sports jerseys without undershirts.
- Tights, without appropriate length shorts or skirts worn over them.
- Shoes or sandals are to be worn at all times on school grounds. Closed-toed shoes must be worn for PE.
- Jewelry such as low-hanging earrings that may be caught by another object or pulled by others.
- Profane, obscene language or pictures, defamatory writing, or depictions on clothing or jewelry.
- Displays of profanity or obscene gestures or promoting alcohol, drugs, or tobacco in their logo.
- Sagging, ill fitting clothing including hanging belts or chains.
- Gang-related personalization on hats, items of clothing, belt buckles, bandannas, hair nets, scarves as headgear, except when worn for religious purposes.
- Clothing that presents a significant distraction to the learning environment

ENTREPRENEURS CLUB

Parent volunteers sponsor the Harelson Entrepreneurs Club. The purpose of this club is to teach children how to start their own business and make a fair profit on quality items sold at the Annual Fall Workshop. This club maintains over 90 members. This is a fun and exciting option for our children. Stay tuned for details.

FIRE, EMERGENCY, AND LOCKDOWN PROCEDURES

Fire drills are held monthly during the school year at which time the entire school is evacuated. Your teacher will direct you during a fire drill. Each teacher will inform you of fire drill procedures on the first day of school.

We will conduct lockdown drills throughout the school year. In the event of a real lockdown, all faculty, staff, and students will follow lockdown procedures. During a lockdown, parents/guardians will not be allowed to enter campus and students will not be permitted to leave until the lockdown has been lifted.

HOMEWORK

Each teacher and grade level develop their own homework policies and practices that align with their training and experience as professional educators. Homework is meant to be accomplished independently by the student and is typically work that has been taught in class and/or needs to be practiced. Quality is more valuable than quantity. Homework may also consist of reading to the family, interviewing parents, completing a project, or discussing a classroom topic. Our primary grade students may have up to 30 minutes of homework a day and our intermediate students may have up to an hour of homework. These approximate times may vary depending on how the child is using time in class, the difficulty of the assignment, or special circumstances regarding working on a special project.

At Harelson, we believe homework plays a role in schools, however, we also value the many extracurricular experiences our students need to grow. We regard scouting opportunities, music lessons, sporting activities, and the pursuit of outside interests as important for the development of our children. We believe it is important that we balance the many unique pursuits of our students in and out of the classroom and must help children distribute their after-school time to accommodate both school and outside activities.

Please respect the thoughtful decisions of your child's teacher regarding homework. If you have questions or concerns about your child's homework, please work directly with your child's teacher.

HOMework FOR STUDENTS WHO ARE ILL

Over the years, we have found that it is quite unproductive for the children to do homework when they are home sick. When they return, we find that they were really too ill to do much of anything. Often, they are quite frustrated when they have a pile of homework, yet lack the instruction necessary to complete it successfully. If your child is out of school for two or more days and is feeling well enough to do homework, please call or email your child's teacher before 7:10 a.m. to request homework. We will be able to have appropriate assignments prepared by 3:00 p.m. on that day. When your child returns, the teachers will give the instruction necessary to catch up with the class. We are not able to provide homework for unexcused absences such as family vacations.

LIBRARY PROCEDURE AND BOOK CARE

The library is provided for student research and enjoyment. The school librarian will help you find the information you may need. Students should exercise care with library books and materials so other pupils may enjoy them also.

LOST AND FOUND

A Lost and Found area is maintained by the school. Any items found should be sent to the Lost and Found. A good policy for each student to follow is to place his or her name inside jackets, sweaters, coats, etc., so they may be returned if found. **Articles not claimed within a reasonable amount of time will be given to the Amphi Clothing Bank throughout the school year.**

MESSAGES FROM HOME

All messages that need to be given to students are done once a day at approximately 1:45 p.m. Please make arrangements for your child's after-school schedule in the morning before he/she leaves for school. Interruptions to the classroom via the P.A. system for such arrangements are disruptive to the entire class and, therefore, should be avoided.

PLAYGROUND EQUIPMENT SAFETY

The following list of actions to avoid is purely for the safety of students:

1. **FOOTBALL-** Due to injuries and disagreements, football is no longer allowed. Soccer, kickball, and basketball are all options during recess.
2. **TAG** - is not allowed on/around the Village and Challenger/Adventure play structures.
3. **PLAY STRUCTURES** - Walk and keep your hands and feet to self. Slide on your bottom, feet first with only one person at a time on the slides. Please slide down, not walk up slides.
4. **NEVER THROW ROCKS, SAND, OR PINE CONES AT HARELSON.** It just isn't safe and can easily result in severe injuries. WE LOVE YOU and we don't want you to be hurt!
5. **CHIN-UP BARS** - Due to injuries and safety concerns students are not permitted to use the chin-up bars or work out equipment, except under the direct supervision of a staff member.
6. **MONKEY BARS** - For safety reasons, climbing or sitting on top of monkey bars is not permitted.
7. **SWINGS** - One person per swing only. No climbing, standing, spinning, or swinging on your stomach. Guard rails are provided. Do not enter swing area unless you see a vacant swing ready for use. Children may not push other children on the swings. Take turns and play with friends!
8. **SOCCER GOALS** - Swinging/hanging on soccer goals is not permitted.
9. **NO FOOD OR CANDY ON THE PLAYGROUND.** Please do not bring gum, water balloons, golf balls, hard balls, tennis balls, or bats to school. Candy is allowed in the lunchroom.
10. Do not climb, stand, sit, lean, spin, or play on the following equipment: soccer goals, basketball hoops, backstops, tetherball poles, basketball poles, or yellow guard rails.

PLAYGROUND GAME RULES

1. Games must be played at designated, assigned areas (i.e., designated Kickball field, etc.)
2. All games (soccer, basketball, etc.) must be played according to the proper rules of the game or the game will end immediately.
3. No tackle games of any sort are permitted.
4. No games are permitted in which a ball or other object is thrown at another person in a manner other than for catching.
5. Altering, arguing rules, or poor sportsmanship will result in loss of play.

SAFETY TIPS

1. Most strangers act friendly, but there are some who are not our friends. Even adults cannot always tell friendly strangers from other strangers.
2. We should stay away from strangers until they are approved by our parents, teacher, or a trusted authority.
3. Friendly strangers offering gifts or candy are not to be considered friends. Student's first reaction should be to leave the scene and go to a safe place. They should tell the nearest authority (teacher, friend, parent, police officer, or babysitter).
4. Never accept rides from strangers, go near or get into their car for any reason, no matter how friendly they seem.
 - a. Refuse the ride, get away from the car and continue on your way.
 - b. If the stranger keeps following, run or walk away in the opposite direction of the car.
 - c. If still followed, run and yell to attract attention.
 - d. Find a busy store or a house where someone you know lives.
 - e. Later, with a friendly adult to help, report any such persistent follower to the police.
5. Students should never stop to speak to strangers, even if they ask for directions. Discuss where students can find emergency help on the way to school with special reference to the immediate area. Encourage students to walk with a friend and to take suitable precautions when walking alone. It should be emphasized that students should never get near a stranger that they can be touched by them.
6. Students should know their full name and address but never give them to a stranger.
7. Students should always play or walk where they can be seen by other people or the person in charge. If possible, the student's route to school should not lead past abandoned buildings, woods, or through vacant lots where they are cut off from public view. If such hazards are unavoidable, students should be encouraged to walk with friends and not to loiter. Shortcuts should be discouraged.

SCHOOL LUNCH PROGRAM

Breakfast is served daily from 7:10am – 7:30am. The breakfast and lunch menus are available on the Harelson website Under the heading “Families.” You will also find information about loading money to your students account through the LINQ Family Portal.

SELLING OR TRADING ON SCHOOL GROUNDS

The Student Council has determined it is not appropriate for students to sell or trade personal belongings, candy, toys, food, trading cards, or other items at school.

STUDENT GOVERNMENT

A Student Council provides positive leadership at Harelson. The Council is composed of two representatives from each homeroom in Grades 4, 5, and 6. An election is held early in September to determine the President, Vice-President, Secretary, Spirit Leaders, Treasurer and Bobcat News reporters.

TELEPHONE

Telephones are located in each classroom for emergency use only. Students must have permission from the teacher. **School events and arrangements for after-school activities need to be made before coming to school that day.**

SCIENCE FAIR

We sponsor an annual Science Fair each February/March. Selected projects are entered into the University of Arizona Science and Engineering Fair.

VISITORS AT SCHOOL

Parents are often interested in visiting school to observe their child at work with his/her group. Parents are invited and encouraged to visit their child's classes because classroom visits can be helpful to parents in understanding their child's school progress and the nature of the activities in which he/she participates.

Visitors and volunteers must adhere to governing board policies regarding background checks and fingerprinting.

- Biological parents do not need to be fingerprinted but must complete a paper background check.
- All other volunteers/visitors who are on campus during school hours must be fingerprinted. This includes step-parents, foster parents, and grandparents.

Here are some "tips" on how to get the most out of your visit:

- Arrange your visit with the teacher in advance so that appropriate arrangements may be made in the classroom. It is sometimes possible to plan the work so that the teacher can show you the situation in which you want to see your child.
- Plan to come at a time of day when the work you want to see is most likely to be going on. Mornings are usually best for primary grades.
- Choose a day other than just before a school holiday or school program.
- Sign in at the office and pick up a visitor's badge on your way to the room.
- Open the door and walk in. Knocking disturbs the children more than your presence. Either the teacher or

a pupil host will greet you and give you a seat where you can hear and see the activities.

- Small children should be left at home when you are visiting and are not allowed in classrooms or the playground during the school day.
- The teacher will be occupied with the class. If you wish a personal conference, the teacher will be happy to arrange one for you after school hours.
- Try to come for several short visits, rather than one long one. A thirty-minute visit is generally best. When you leave, a smile and a nod is all that is usually necessary.
- While you are visiting, look for the following points which are indicators of your child's success in school:
 - a. His/her ability to listen.
 - b. His/her independent work habits.
 - c. His/her success while working with others in group activities.
 - d. His/her interest for the assigned task.
 - e. His/her ability to follow directions.
 - f. His/her attitude toward suggestions or comments by the teacher.

We love having parents and family members volunteer and take part in the Harelson experience. **For safety and supervision reasons, we do not allow adults or parents on the playground during lunch recess.** There are no exceptions. If you wish to spend time during lunch recess with your child, you may check into the office and appropriate arrangements can be made.

Visiting "Friends" of Harelson students may not come and spend the school day with them. Due to liability concerns, we cannot accept responsibility for children visiting who are not Harelson students.

CROSS- HARELSON LIBRARY POLICIES

Cross-Harelson Library serves the students and teachers of Cross Middle School and Harelson Elementary. The library's mission is to provide a collection of materials to implement, enrich, and support the curriculum of Cross and Harelson, and to meet the individual education/informational; 21st Century; cultural/emotional; and recreational needs of students, staff, and faculty.

Operating Hours

The library is open to Harelson students from 7:45 a.m. – 1:45 p.m. Monday, Tuesday, Thursday, and Friday. (On Wednesday, the library closes at 11:45 p.m. for Early Out.) Students make weekly scheduled class visits to the library with their teachers for storytelling and library skill instruction.

Patron Rights and Responsibilities

All students enrolled in Harelson Elementary and Cross Middle School and school staff members are patrons of the library. Patrons are expected to use the library to support academic needs and may not interfere with the right of others to meet these needs. Library Computer usage is available for schoolwork only in compliance with district technology guidelines. To preserve our collection and equipment, food, beverages, and gum are not permitted in the library. Patrons will lose library privileges if not in compliance with library rules.

A student's grade level determines the number of items that can be checked out from the library, and is as follows:

Maximum Number of Items Checked Out At One Time Per Patron

Grade Level	Number of books*	Circulation Time
Kindergarten	1	1 week
1st - 3rd grade	2	1 week
4th - 6th grade	2	2 weeks

*There is a limit of one book per subject series, or author.

Books are due back on the last date stamped on the card in the pocket inside the book. If a patron is not finished with a book, he/she may **renew** it by bringing it to the library circulation desk.

If a patron has **overdue books**, he/she will not be allowed to check out any other books until the overdue item is returned or it is renewed, paid for, or replaced. Lost or damaged books are the responsibility of the student's parent or guardian and should be replaced or paid for promptly. Refunds will be granted for any item found and returned in good condition to the library within 30 days. Students with overdue items at the end of the school year will have their yearbook withheld until overdue items are paid for, returned, or replaced.

Website

The Cross-Harelson Library maintains a website with many educational links, reading lists, and curriculum related pages and links. Please visit us at www.amphi.com/Domain/1499.

We look forward to working with students to encourage them to become lifelong readers and learners.



Be Kind Pledge

I pledge to be:

Encouraging

Supportive

Positive

Helpful

Honest

Considerate

Thankful

Responsible

Respectful

and a Friend

Harelson Health Office

The Health Office is located near the parking lot entrance by the Art Room.

Amphitheater **does not employ nurses** at the elementary level. If your child becomes ill or injured during school hours, first aid will be rendered. The Health Aide will telephone to send home children with:

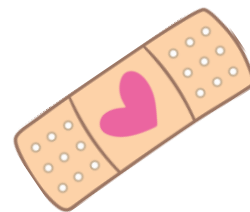
- Temperature of 100 degrees and over
- Vomiting
- Diarrhea
- Undiagnosed Rash
- Head Lice
- Serious injury

The School Health Office is available to students who are sick or injured during school hours. A Health Aide who has first aid and CPR training staffs the Health Office.

There are **NO** medications provided by the Health Office. If you wish your child to receive prescribed medications during school hours, a physician's order and pharmacy labeled bottled are required. Inhalers will be locked the Health Office unless parents have given written permission for their child to carry with them at all times. In order to administer over-the-counter medications, the District requires a signed permission from the parent. Anything given over three consecutive days will require a Physicians Order.

Current phone numbers and names of friends and family allowed to pick up your child are very important in case of emergency. Major illnesses or injuries may require medical attention. If immediate medical care is required, 911 and parents will both be called. Paramedics will transport your child to the emergency facility listed on the medical emergency card or to the nearest hospital if you cannot be reached.

During the school year, your child may have a vision or hearing screening. This is not a diagnostic test. You will be notified in writing if an outside medical evaluation is recommended.



School attendance requires up-to-date immunization records on all students. The Health Aide notifies parents when boosters are required.

**JLCD ©
MEDICINES / ADMINISTERING
MEDICINES 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:

- There must be a written order from the physician stating the name of the medicine, the dosage, and the time it is to be given.
- There must be written permission from the parent 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 over-the-counter medication, in the original container with all warnings and directions intact.

The Governing Board directs the Superintendent to prescribe and enforce regulations and procedures for the emergency administration of auto-injectable epinephrine by a trained employee of the School District pursuant to section A.R.S. [15-157](#) and subsequent to the adoption of rules by the State Board of Education on or before January 1, 2014 pertaining to annual training in the administration of auto-injectable epinephrine, recognition of anaphylactic shock symptoms and the procedures to follow when anaphylactic shock occurs and the requirements of A.R.S. [15-203\(A\)\(40\)](#).

The Governing Board recognizes that the prescribed annual training is optional during any fiscal year in which sufficient monies are not appropriated by the legislature during that fiscal year to provide for the purchase of two (2) juvenile doses and two (2) adult doses of auto-injectable epinephrine at the school during that fiscal year.

Exceptions:

- Students who have been diagnosed with anaphylaxis may carry and self-administer emergency medications including auto-injectable epinephrine provided the pupil's name is on the prescription label, on the medication container or device and annual written documentation from the pupil's parent or guardian is provided that authorizes possession and self-administration. The student shall notify the school office secretary as soon as practicable following the use of the medication;
- For breathing disorders, handheld inhaler devices may be carried for self-administration provided the pupil's name is on the prescription label, on the medication container, or on the handheld inhaler device and annual written documentation from the pupil's parent or guardian is provided that authorizes possession and self-administration.
- Students with diabetes who have a diabetes medical management plan provided by the student's parent or guardian, signed by a licensed health professional or nurse practitioner as specified by A.R.S. [15-344.01](#), may carry appropriate medications and monitoring equipment and self-administer the medication.

District employees may volunteer to be a student's diabetes care assistant, subject to approval by the student's parent or guardian, in an emergency situation as described in [15-344.01](#). The Superintendent may develop regulations for implementing this provision.

The District reserves the right, in accordance with procedures established by the Superintendent, to circumscribe or disallow the use or administration of any medication on school premises if the threat of abuse or misuse of the medicine may pose a risk of harm to a member or members of the student population.

This policy and any related policies or amendments to such policies shall be forwarded to the District liability insurance carrier for review.

Adopted: **date of Manual adoption**

LEGAL REF.:

A.R.S. [15-157](#)
[15-341](#)
[15-344](#)
[15-344.01](#)
[32-1601](#)
[32-1901](#)



Diet Modification Order Form

Date: _____

School: _____ School phone number: _____

Student's name: _____ Male Female

Parent/Guardian name: _____ Phone number: _____

Address: _____

List the disability or medical condition that requires the student to have a special diet or food.

List all foods that must be omitted: _____

Note: Please specify if Soybean Oil is permissible for patients with soy allergies.

List what foods can be substituted:

Note: if cow's milk must be avoided due to lactose intolerance or a non-severe milk allergy, lactose free milk or soy milk must be the substitution.

Federal requirements for school meals do not allow juice or water to be substituted for milk due to medical conditions such lactose intolerance or non-severe milk allergies.

Textures allowed:

☐ Regular ☐ Chopped ☐ Ground ☐ Pureed* ☐ Tube feeding ☐ Liquid by mouth

*For Pureed, please specify which stage of baby food is appropriate. _____

Other information regarding diet or feeding

Student's age: _____ Weight: _____ Height: _____

Limitations: _____

Medications: _____

This diet order is for _____ School Year.

I certify that the above named student needs adjustments to the regular school meals as described above because of the student's disability or medical condition.

Physician signature

Office phone

Date

Printed name of physician

Address

BLANK PAGE

REGULATION

STUDENT DRESS

Students and parents are responsible to provide appropriate student attire. District personnel have the responsibility of protecting the health and safety of pupils and maintaining proper and appropriate conditions conducive to learning. The choices of students and their parents shall not affect the educational program of the schools or the health and safety of others. The District encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others.

The type of attire or grooming displayed by students shall not:

- Present a physical safety hazard to self or others in the school. Examples of attire which are prohibited include, but are not limited to:
 - Wallet chains.
 - Hanging belts.
 - Jewelry such as low-hanging earrings that may be caught by another object or pulled by others.
- Create an atmosphere in which the well-being of *others* is hindered by undue pressure, intimidation, or threat of violence. Examples of attire which are prohibited include, but are not limited to:
 - Bandannas, hair nets, scarves as headgear, except when worn for religious purposes.
 - Gang-related personalization on hats, items of clothing, belt buckles, or on one's self.
 - Profane, defamatory writing or depictions on clothing or jewelry.
 - Obscene language or pictures.
- Display profanity or profane/obscene gestures or promote alcohol, drugs, or tobacco in their logo.
- Materially interfere with school work, create disorder, or disrupt the educational program. Examples of prohibited attire include, but are not limited to:
 - Any clothing which exposes a student's bare midriff.
 - Muscle shirts, spaghetti strap tops, tank tops with shoulder straps less than two (2) inches wide.
 - Mesh sports jerseys without undershirts.
 - Exposed undergarments.
 - Shorts and skirts must cover the buttocks and extend down to cover at least three (3) inches of the legs.

Safety standards established for vocational education, physical education, and other lab classes shall be followed. Specific standards for dress and grooming may be established for extracurricular activities by those responsible for supervising such activities.

If a student's dress is in violation of this regulation, the principal or designee will ask the student to make an appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal or designee will take corrective action in order to ensure compliance with the student dress code.



Acceptable Use Policy

We are very pleased to bring a wide range of technologies to students, staff and faculty in Amphitheater Public Schools. The internet and devices on our network are used to support the educational objectives of Amphitheater Public Schools. Use of these technologies is a privilege and is subject to a variety of terms and conditions. Amphitheater Public Schools retains the right to change such terms and conditions at any time.

1. Communication

I will make appropriate decisions when communicating and will not send or share mean or inappropriate content. I will participate in collaboration while using effective participation skills. I will be mindful of what I post and not use profanity or any language that is offensive to anyone.

2. Privacy & Safety

I will secure personal information about family, faculty or myself. This includes passwords, home addresses, phone numbers, ages, and birth dates. I will be aware that anything I do online or electronically is not private and can be monitored. I will seek help if I feel unsafe, bullied or witness any form of unkind behavior including cyberbullying.

3. Learning

I will do my best. I will have a positive attitude and be willing to explore different technologies. I understand some sites are inappropriate and I will not search for words that are not related to my academics. I will evaluate the validity of information presented as I explore online and understand that not everything online is true.

4. Respect

I will follow all copyright rules and give credit when it needed. This includes documenting and properly citing all information acquired through online sources including but not limited to images, videos and music. I will respond thoughtfully to the opinions, ideas and values of others. I will take proper care of all equipment including district provided and personal devices of others. I will report misuse and/or inappropriate content to my teachers and adults.



Student Section:

I understand that it is my responsibility to honor the Acceptable Use Policy and uphold the Amphitheater Public School Technology Values both online, offline, at school and at home. I understand that my actions can affect others and that I will be accountable for my behavior. I will not engage in activities that are in violation of the Technology Acceptable Use Policy.

I have read the Acceptable Use Policy and agree to follow the rules and guidelines when using technology. This applies while I am on or off Amphitheater Public School property.

Student Name _____ Grade _____ Date _____

Student Signature _____

Parent Section:

I hereby release Amphitheater Public Schools, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Amphitheater Public School network. I will instruct my child regarding the rules of use contained in this document and understand and agree that the agreements contained herein are incorporated into the contract under which my child is enrolled in Amphitheater Public School District. I understand that it is impossible for Amphitheater Public Schools to restrict access to all controversial materials and I will not hold the school responsible for materials accessed on the network.

I accept full responsibility if and when my child's use of technology is not in a school setting and understand that my child is subject to the same rules and agreements while not at school. I understand that Amphitheater Public Schools encourages parents and guardians to supervise and monitor any online activity. I am aware of my child's account information and passwords for the Amphitheater Public Schools network, G-Suite Account and HelloID Single Sign-On account accessing assigned digital curriculum.

Parent Name _____ Date _____

Parent Signature _____

Amphitheater Unified School District

Electronic User Agreement

Acceptable Uses. I understand and agree as follows:

The Amphitheater Unified School District provides students and employees with access to information systems and educational technology resources consisting of: stand-alone computers and peripheral equipment, computer workstations connected to local area networks, server and networked peripheral equipment, a wide area network which includes access to the Internet, voice communication system, and electronic communication systems which include audio and video capability. The Amphitheater Information Services (AIS) System may only be used for educational purposes. The term "educational purposes" includes classroom activities, career or professional development, limited high-quality personal research and other work related purposes. I may not use the system for entertainment purposes, commercial purposes or political lobbying. I am expected to follow the rules set forth in the District's disciplinary code and the law. In addition to this Agreement, my use of the AIS System is governed by Governing Board Policy IJNDB copies of which are available at each school office.

The AIS System has not been established as a public access service or a public forum. Therefore, the District has the right to place reasonable restrictions on the material accessed or posted through the system. I am expected to follow the rules set forth in the District's Policies and Administrative Regulations and the law. I realize that information accessed, created, sent, received or stored on the network is not private. It is subject to review by network system administrators and system administrators may investigate complaints regarding inappropriate or illegal material.

Unacceptable Uses. To prevent against unacceptable use of the AIS System, I understand and agree as follows:

- 1) **Personal safety or the safety of others. (Applicable to students only.)**
 - a) I will not post personal contact information about myself or others (i.e. names, addresses, telephone numbers, school address, etc.) unless I have prior written permission from my teacher and/or parent to do so.
 - b) I will not meet with someone I meet online without my parent's approval and involvement.
 - c) I will promptly tell my teacher or school principal if I receive any message that is inappropriate or makes me feel uncomfortable.
- 2) **Illegal Activities.**
 - a) I will not attempt to gain unauthorized access to the AIS System or any other computer system through the AIS System or go beyond my authorized access. I will not attempt to log in through another person's account or access their files without their express written permission.
 - b) I will not attempt to disrupt the AIS System or destroy data by spreading viruses or by any other means.
 - c) I will not use the AIS System to engage in any other illegal or inappropriate acts (drug or alcohol purchase, distribution or sale, criminal gang activity, threatening conduct, etc.).
- 3) **Plagiarism and Copyright Infringement.**
 - a) I will not plagiarize works I find on the Internet. Plagiarism is taking the ideas or writing of others and presenting them as if they were mine.
 - b) I will respect the rights of copyright owners. Copyright infringement would occur if I inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate uses of that work, I will follow those requirements. If I am unsure of whether I may use a work, I will request permission from the copyright owner. I will ask a teacher or AIS System administrator if I have questions.
- 4) **Language.**
 - a) I will not use obscene, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.
 - b) I will not post information that could cause damage or danger of disruption to the educational environment or operations of the District.
 - c) I will not engage in personal attacks, including prejudicial or discriminatory attacks on individuals or groups. I will not harass others. Harassment is persistently acting in a manner that distresses or annoys another person. If I am told by someone to stop sending them messages, I will immediately stop.
 - d) I will not knowingly or recklessly post false or defamatory information about a person or organization.
 - e) I will not post chain letters or engage in "spamming" (sending unnecessary messages to a large number of people).
- 5) **System security.**
 - a) I am responsible for my email and/or network account. I will not provide my password to another person or use another person's password unless I have obtained prior written permission to do so from my teacher (for a student) or an AIS System administrator (for an employee).
 - b) I will not permit another person to use my account or use another person's account unless I have obtained prior written permission to do so from my teacher (for a student) and an AIS System administrator (for an employee).
 - c) I will immediately notify my teacher or the AIS System administrator if I have identified a possible security problem.
 - d) I will not download software or load software on the network or hard drive of any computer in a manner inconsistent with the district's Software Specifications without written authorization from the AIS Administrator to do so. The Software Specifications can be found at <http://www.amphi.com/~technology/software.htm>.
 - e) I will follow the virus protection precautions when downloading software that I have been given prior written permission to download, to protect against the inadvertent spread of computer viruses. For security information, refer to <http://www.amphi.com/~technology/security/index.htm>.
 - f) I will not attempt to harm or destroy data of another user or any other agencies or networks connected to the AIS System. This includes, but is not limited to, uploading or creating computer viruses.
 - g) I will not move, harm, destroy or deface any District owned hardware.
 - h) I will not attempt to repair District owned Technology Resources without prior written approval. All requests for repair or service will be channeled through the Department of Instructional Technology Hotline.

- i) I will have all portable information systems and educational technology resources assigned to me (such as notebook computers and peripheral or companion devices) at allocated sites during school hours unless prior written approval has been received.
 - j) I will notify an AIS system administrator if a password is lost or stolen, or if there is a reason to believe that someone has obtained unauthorized access to the system.
 - k) I will not attempt to use any personal electronic devices (i.e. PDAs, Blackberries, cell phones, etc.) to disrupt or damage our network services.
 - l) Wireless networks will not be permitted without the express written authorization of the AIS System administrator.
- 6) **Inappropriate Transmission Of And Access To Material.**
- a) I will not transmit or access material that is profane or obscene (i.e. pornography), that advocates illegal acts, or that advocates violence or discrimination towards others (i.e. hate literature). A special exception may be made for teachers or high school students who wish to access hate literature if the purpose of the access is to conduct research. In this situation, a student must obtain both teacher and parental written consent.
 - b) If I mistakenly access inappropriate information, I will immediately tell a teacher (for a student) or my supervisor (for an employee) so they know I did not intentionally access the information.
 - c) I will transmit communications using only District approved and District managed communication systems. I will not use free, web-based mail, instant messaging, video conferencing or chat services which are not permitted on school networks unless expressly authorized.
 - d) The development and posting of all web pages must be in a manner specified by the District's Department of Informational Technology. Material placed on web pages must relate to school and career preparation activities and be used to inform, communicate, and educate.
 - e) I understand that many services are available for a fee and I know that I am responsible for paying for those services, if used.
- 7) **General Network Etiquette.**
- a) I will be brief. Few people will bother to read a long message.
 - b) I will minimize spelling errors and make sure my message is easy to understand and read.
 - c) I will use accurate and descriptive titles in my communications, so people will know what it is about before they read it.
 - d) I will address the most appropriate audience for my message, not the widest.
 - e) I will remember that humor and satire is very often misinterpreted.
 - f) I will remember that if I post to multiple groups, I will specify all groups in a single message.
 - g) I will cite references for any facts that I present.
 - h) I will not attack correspondents; I will persuade them with facts.
 - i) I will exercise good judgment and care to ensure that I do not use the AIS system in a manner that will embarrass, hurt or harm others.

My Rights.

I understand that the District may restrict my speech for valid educational or business reasons. I understand and agree that:

- 1) My use of the district's AIS System is not private. My parents can request to see the contents of my E-mail files at any time (applies to students under 18 years).
- 2) Routine maintenance and monitoring of the AIS System may lead to discovery that I have violated District Policies, Administrative Regulations, this Agreement or the law.
- 3) An individual search will be conducted if there is a reasonable suspicion that I have violated this Agreement, District Policy, Administrative Regulation or the law. The investigation will be reasonable and related to the suspected violation.
- 4) The District will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted using the AIS System.
- 5) If I am alleged to have violated this Agreement, District Policy IJNDB or the law in my use of the AIS System, I will be provided with notice of the suspected violation and an opportunity to present an explanation of what occurred. If the alleged violation also involves a violation of other provisions of the District's disciplinary code, it will be handled in a manner described in the disciplinary code.
- 6) The District reserves the right to restrict or revoke my use of the AIS System at any time, if deemed within the District's best interest.

Disclaimer Of Liability.

The District makes no warranties of any kind, expressed or implied, for the services provided. The District shall not be liable for damages I suffer caused by my inappropriate use of the AIS system, copyright violations, mistakes or negligence. The District shall not be responsible for any costs I incur without the District's prior written permission. The District shall not be responsible for ensuring the accuracy or usability of any information found on the Internet. The District shall not be responsible for any damages I suffer while using its AIS system, such as loss of data, malfunctions, delays, non-deliveries, misdeliveries or service interruptions caused by the service or by my errors or omissions. Use of any information obtained via the information service is at my own risk. Parents, adult students and employees can be held financially responsible for any harm to the system as a result of intentional misuse.



AMPHITHEATER PUBLIC SCHOOLS

SCHOOL BUS REGULATIONS

The following regulations apply to all school buses operated by Amphitheater Public Schools:

1. The bus driver is in complete charge of his vehicle and must be obeyed by all students who ride on his bus. His authority extends to both loading and unloading. All adult passengers such as coaches, teachers, monitors, etc. are also under the authority of the school bus driver.
2. A time schedule shall be kept in the bus. Stops not on the schedule shall not be made without the authorization of the Transportation Department, except in the case of an emergency.
3. All pupils must be seated on the bus they are riding and remain seated, facing the front of the bus, while the bus is in motion.
4. Pupils are not to extend hands, arms, heads, or any objects through the bus window.
5. Pupils are not to eat ice cream, candy, food, soft drinks, etc. on a bus.
6. Pupils are not to throw, shoot, or project any type of object while on a bus.
7. A pupil must have written permission to leave the bus at a stop other than the usual stop or at school.
8. Pupils shall make every effort to:
 - a. keep the buses clean
 - b. be courteous to the driver and other pupils
 - c. practice safe habits in waiting for a bus, getting on and off a bus, and riding a bus
 - d. never to use loud, vulgar, or profane language on a bus
9. Pupils, when unloading from a bus and crossing to the left side of the road or street, shall pass in front of the bus.
10. There shall be no smoking, or use of any tobacco product, by any passenger on a bus.
11. Animals, insects or reptiles shall not be transported in a school bus.
12. Glass items shall not be transported in a school bus.
13. Weapons of any sort, explosives, fireworks, smoke or stink bombs, or any other dangerous objects shall not be transported in a school bus.
14. Musical instruments may not occupy needed seating space. No instrument shall be placed in the driver's compartment or step-well. All instruments carried by students shall be under their control at all times and carried in the lap between seats, or in a vacant seat properly secured. The aisle is not to be blocked at any time.
15. Pupils, who refuse to obey the directions of a bus driver promptly or to obey regulations, may be deprived of the privilege of riding to and from school on a bus.

RIDING ON SCHOOL BUSES IS A PRIVILEGE, NOT A RIGHT

If a student receives one written referral from a bus driver, he/she may receive a warning, an extra assignment, a call to parents, or a bus suspension. ON A SECOND BUS REFERRAL, THE STUDENT MUST BE SUSPENDED FROM BUS TRANSPORTATION ACCORDING TO SCHOOL BOARD POLICY. FURTHER POOR BEHAVIOR WILL MERIT LONGER SUSPENSION. If you follow the bus rules, you will be able to ride all year!

BUS TRANSPORTATION IS A PRIVILEGE THAT MAY BE REMOVED IF A STUDENT DOES NOT FOLLOW THESE SAFETY RULES.