

**Noah Webster Schools  
Parent Handbook  
2018-2019**



## TABLE OF CONTENTS

<b>NOAH WEBSTER SCHOOL MISSION STATEMENT</b> .....	
<b>ENROLLMENT/REGISTRATION</b> .....	1
<b>ARIZONA RESIDENCY GUIDELINES</b> .....	1
<b>CUSTODY</b> .....	3
<b>STUDENT RECORDS</b> .....	3
<b>CURRICULUM</b> .....	3
<b>GRADES AND REPORTS</b> .....	5
<b>GRADES</b> .....	5
<b>REPORT CARDS</b> .....	5
<b>HONOR ROLL STUDENTS</b> .....	6
<b>HOMEWORK POLICY</b> .....	6
<b>TEACHER-PARENT COMMUNICATION</b> .....	6
<b>PROMOTION AND RETENTION POLICY</b> .....	6
<b>STUDENT EXPECTATIONS</b> .....	7
<b>SCHOOL RULES</b> .....	7
<b>DESK SEARCHES</b> .....	7
<b>THINGS TO LEAVE AT HOME</b> .....	7
<b>CELL PHONES/ELECTRONIC DEVICES</b> .....	7
<b>LOST AND FOUND</b> .....	8
<b>PETS</b> .....	8
<b>COMPUTER USAGE POLICY</b> .....	8
<b>APPEARANCE AND DRESS CODE POLICY</b> .....	11
<b>STUDENT TRANSPORTATION POLICY</b> .....	12
<b>BUS STOPS</b> .....	12
<b>BUSES THAT RUN LATE</b> .....	13
<b>BUS EVACUATIONS</b> .....	14
<b>BEHAVIOR &amp; DISCIPLINE</b> .....	14
<b>PROHIBITED CONDUCT</b> .....	14
<b>SAFETY RULES FOR BUS RIDERS</b> .....	14
<b>ARIZONA LAW</b> .....	15
<b>LIABILITY FOR DAMAGE TO A VEHICLE</b> .....	15
<b>PARENT'S RESPONSIBILITY TO TRANSPORT</b> .....	15
<b>DISCIPLINE POLICY</b> .....	15
<b>STUDENT BEHAVIOR</b> .....	16
<b>CRIMINAL ACTIVITY</b> .....	18
<b>DUE PROCESS PROCEDURES</b> .....	18
<b>PARENT/GUARDIAN EXPECTATIONS</b> .....	20
<b>DAILY SCHEDULE</b> .....	20
<b>PAYMENT POLICY</b> .....	20
<b>EARLY RELEASE</b> .....	20
<b>TRANSPORTATION</b> .....	20
<b>BICYCLES</b> .....	20
<b>PHONE CALLS HOME</b> .....	21
<b>PHONE CALLS TO SCHOOL PERSONNEL</b> .....	21
<b>STUDENT BIRTHDAYS</b> .....	21
<b>FOOD IN THE CLASSROOM</b> .....	21
<b>FIELD TRIP MONIES</b> .....	21
<b>PARENT DRESS CODE</b> .....	21
<b>PICTURE POLICY</b> .....	21
<b>STUDENT VISITORS POLICY</b> .....	22

SUSPENSIONS.....	22
<b>VISITOR POLICY AND PUBLIC CONDUCT ON SCHOOL PROPERTY.....</b>	<b>22</b>
<b>ADULT NO BULLY POLICY.....</b>	<b>23</b>
<b>ATTENDANCE.....</b>	<b>24</b>
DEFINITIONS.....	24
ABSENCE POLICY.....	25
TARDY POLICY.....	26
ABSENCE REPORTING POLICY.....	27
<b>HEALTH ISSUES.....</b>	<b>27</b>
HEALTH OFFICE.....	27
EMERGENCY CARDS.....	27
MEDICATIONS.....	27
MEDICATIONS ON FIELD TRIPS.....	28
HEALTH SCREENING PROGRAMS.....	28
OTHER HEALTH INFORMATION.....	28
CHILD ABUSE REPORTING.....	29
QUESTIONING OF STUDENTS AT SCHOOL BY CPS.....	29
INSURANCE.....	29
P.E. EXCUSED ACTIVITIES.....	30
<b>SAFETY DRILLS.....</b>	<b>30</b>
<b>PARENT INVOLVEMENT.....</b>	<b>30</b>
INCOME TAX CREDIT.....	30
FAMILY DONATION DRIVE.....	30
<b>STUDENT DROP OFF/PICK UP PROCEDURES.....</b>	<b>31</b>
BEFORE SCHOOL DROP OFF.....	31
PARENT CALL LIST AND PICK UP.....	31
AFTER SCHOOL STUDENT PICK UP PROCEDURES.....	31
RAINY DAY ARRIVAL/DEPARTURE.....	32
EARLY RELEASE PICK UP SCHEDULE.....	32
LOCK DOWNS DURING PICKUP/DROP OFF.....	33
BEFORE AND AFTER SCHOOL CARE.....	33
<b>BREAKFAST AND LUNCH POLICY.....</b>	<b>33</b>
FOOD ALLERGIES /SPECIAL DIETARY NEEDS.....	34
<b>YOUNG CHILDREN WITH DISABILITIES.....</b>	<b>34</b>
<b>PROCEDURAL SAFEGUARDS.....</b>	<b>38</b>
<b>NOAH WEBSTER SCHOOL NONDISCRIMINATION POLICY.....</b>	<b>39</b>
<b>NOAH WEBSTER SCHOOL GRIEVANCE PROCEDURE.....</b>	<b>39</b>
<b>TITLE I- PARENTS RIGHT-TO-KNOW.....</b>	<b>40</b>
<b>NOTIFICATION TO PARENTS.....</b>	<b>40</b>
<b>ARIZONA REVISED STATUTES (LAWS) RELATED TO PUBLIC SCHOOLS.....</b>	<b>41</b>
<b>HOMELESS STUDENT POLICY.....</b>	<b>42</b>

# NOAH WEBSTER SCHOOL MISSION STATEMENT

Our mission is to provide a learning environment that will improve student achievement. Our commitment is to ensure that each student is challenged academically and prepared for future college and careers. Students will experience success on a daily basis. We take responsibility and are accountable for the progress of each student.

School Hours: **8:30 a.m. - 3:00 p.m.**  
Office Hours: **7:30 a.m. - 4:15 p.m.**  
School Colors: **Red and Blue**  
Mascot: **Baxter the Wildcat**

Mesa Campus Principal:	<b>Jessica Friedermann</b>	<a href="mailto:jfriedermann@noahwebster.org">jfriedermann@noahwebster.org</a>
Pima Campus Principal:		
District Assistant Principal:	<b>Tara Bittinger</b>	<a href="mailto:tbittinger@noahwebster.org">tbittinger@noahwebster.org</a>
Mesa Campus Parent Call List:		<a href="mailto:calllistmesa@noahwebster.org">calllistmesa@noahwebster.org</a>
Pima Campus Parent Call List:		<a href="mailto:calllistpima@noahwebster.org">calllistpima@noahwebster.org</a>
District Front Office Manager	<b>Sandra Montgomery</b>	<a href="mailto:smontgomery@noahwebster.org">smontgomery@noahwebster.org</a>
Mesa Campus Front Desk:		<a href="mailto:frontdeskmesa@noahwebster.org">frontdeskmesa@noahwebster.org</a>
Pima Campus Front Desk:		<a href="mailto:frontdeskpima@noahwebster.org">frontdeskpima@noahwebster.org</a>
District Attendance/Records Director:	<b>Elizabeth Eason</b>	<a href="mailto:attendance@noahwebster.org">attendance@noahwebster.org</a> <a href="mailto:eeason@noahwebster.org">eeason@noahwebster.org</a>
District Health Services Director:	<b>Cyndi Poeggel</b>	<a href="mailto:cpoeggel@noahwebster.org">cpoeggel@noahwebster.org</a>
Mesa Campus Health Office :		<a href="mailto:nursemesa@noahwebster.org">nursemesa@noahwebster.org</a>
Pima Campus Health Office :		<a href="mailto:nurse-pima@noahwebster.org">nurse-pima@noahwebster.org</a>
District Food Services Director:	<b>Becci Alvarado</b>	<a href="mailto:balvarado@noahwebster.org">balvarado@noahwebster.org</a>
Mesa Campus Food Services Manager:	<b>Becci Alvarado</b>	<a href="mailto:balvarado@noahwebster.org">balvarado@noahwebster.org</a>
Pima Campus Food Services Manager:	<b>Audrey Reichart</b>	<a href="mailto:areichert@noahwebster.org">areichert@noahwebster.org</a>
District Special Education Director:	<b>Marty Spitz</b>	<a href="mailto:mospitz@noahwebster.org">mospitz@noahwebster.org</a>
District Transportation Supervisor:	<b>Terry Keller</b>	<a href="mailto:tkeller@noahwebster.org">tkeller@noahwebster.org</a>
District Pre-K Billing Information:	<b>Lindsay Pena</b>	<a href="mailto:billing@noahwebster.org">billing@noahwebster.org</a>

Mesa Campus  
7301 E. Baseline Road, Mesa, AZ 85209  
(480) 986-2335  
Fax: (480) 373-9176

Pima Campus  
5399 N. Pima Road, Scottsdale, AZ 85250  
(480) 291-6900

For more information, please check out our website at:  
[www.noahwebster.org](http://www.noahwebster.org)

Or the state's website at:  
<http://www.ade.az.gov>

## **ENROLLMENT/REGISTRATION**

For the 2018-2019 school year, children are eligible for kindergarten whose birthdays fall before September 1, 2013. All children whose birthday is on or after September 1, 2012 and are requesting 1st grade placement must have completed a full year of kindergarten. Proof of kindergarten completion is required (i.e. completed report card). According to Arizona State law, if a child who has not reached the age of five before September 1 of the current school year is admitted to kindergarten and is then readmitted to kindergarten in the following school year, a school district or charter school is not eligible to receive basic state aid on behalf of that child during the child's second year of kindergarten. Noah Webster School will charge tuition for any child who is ineligible for basic state aid pursuant to this subsection.

Parents/Guardians will be required to fill out online registration and present to the school their child's proof of age and identity, proof of required immunization or applicable immunization exemption and proof of residence in accordance with the Arizona Residency Guidelines. Proof of identity must be provided to the school within 30 days of enrollment. Homeless students are exempt from the obligation to produce the records normally required for enrollment. The following records are acceptable for establishing proof of identity:

- A certified copy of the pupil's birth certificate, or
- Pupil's baptismal certificate and an affidavit explaining the inability to provide a copy of the birth certificate, or
- Application for the pupil's social security number and an affidavit explaining the inability to provide a copy of the birth certificate, or
- Original school registration records and an affidavit explaining the inability to provide a copy of the birth certificate, or
- A letter from the authorized representative of an agency having custody of the pupil pursuant to a juvenile court proceeding, certifying that the pupil has been placed in the custody of the agency as prescribed by law.

Students are accepted to Noah Webster School on a first come, first serve basis. Siblings of accepted students will have priority on the waiting list. Students at Noah Webster School are ability grouped within their grade level; therefore, students must be tested prior to placement.

Students who have been expelled or are in the process of being expelled will not be accepted into Noah Webster School. Once a student is accepted and enrolled, the school may request discipline records from that student's previous school. If a student has been expelled from his/her previous school, he/she will be withdrawn from Noah Webster School immediately.

## **ARIZONA RESIDENCY GUIDELINES**

### **INTRODUCTION**

Generally, under Arizona law, only Arizona residents are entitled to a free public education. The Arizona Department of Education ("Department") is a designated steward of state education tax dollars and is responsible for providing state aid to school districts and charter schools for students who reside in Arizona. Pursuant to A.R.S. § 15-823(J), a school district or charter school may not include non-resident pupils in their student count and may not obtain state aid for those pupils. The residency of a student is determined by the residency of the parent or guardian with whom the student lives. Accordingly, it is the responsibility of the school districts and charter schools that receive state aid to ensure that their student/parent residency information is accurate and verifiable. The Department may audit schools to ensure that only Arizona resident students are reported for state aid. Any school district or charter school that cannot demonstrate the accuracy of any student's residency status may be required to repay the state aid received for that student.

## **VERIFIABLE DOCUMENTATION**

A.R.S. § 15-802(B) requires school districts and charter schools to obtain and maintain verifiable documentation of Arizona residency upon enrollment in an Arizona public school. This document is designed to assist school districts and charter schools in meeting the legal requirements of the statute. The documentation required by A.R.S. § 15-802 **must be provided each time a student enrolls in a school district or charter school in this state, and reaffirmed during the district or charter's annual registration process via the district or charter's annual registration form.** The documentation supporting Arizona residency should be maintained according to the school's records retention schedule.

In general, students will fall into one of two groups: (1) those whose parent or legal guardian is able to provide documentation bearing his or her name and address; and (2) those whose parent/legal guardian cannot document his or her own residence because of extenuating circumstances, including, but not limited to, that the family's household is multi-generational. Different documentation is required for each circumstance.

**1. Parent(s) or legal guardian(s) that maintains his or her own residence:** The parent or legal guardian must complete and sign a form indicating his or her name, the name of the school district, school site, or charter school in which the student is being enrolled, and provide **one** of the following documents, which bear the parent or legal guardian's full name and residential address or physical description of the property where the student resides (no P.O. Boxes):

- Valid Arizona driver's license, Arizona identification card
- Valid Arizona motor vehicle registration
- Property deed
- Mortgage documents
- Property tax bill
- Rental agreement or lease (including Section 8 agreement)
- Utility bill (water, electric, gas, cable, phone)
- Bank or credit card statement
- W-2 wage statement
- Payroll stub
- Certificate of tribal enrollment or other identification issued by a recognized Indian tribe
- Other documentation from a state, tribal, or federal agency (Social Security Administration, Veterans' Administration, Arizona Department of Economic Security, etc.)

**2. Parent(s) or legal guardian(s) that does not maintain his or her own residence:** The parent or legal guardian must complete and sign a form indicating his or her name, the name of the school district, school site, or charter school in which the student is being enrolled, and submit a signed, notarized affidavit bearing the name and address of the person who maintains the residence where the student lives attesting to the fact that the student resides at that address, along with a document from the bulleted list above bearing the name and address of the person who maintains the residence.

## **USE OF AND RETENTION OF DOCUMENTS BY SCHOOLS**

**School officials must retain a copy of the attestations or affidavits and copies of any supporting documentation presented for each student (photocopies acceptable) that school officials believe establish validity. Documents presented may be different in each circumstance, and unique to the living situation of the student. Documents retained by the school district or charter school may be used as indicia of residency; however, documentation is subject to audit by the Department. Personally identifiable information other than name and address (SSN, account numbers, etc.) should be redacted from the documentation either by the parent/guardian or the school official prior to filing.**

## **CUSTODY**

- In most cases, both parents shall be given reasonable access to their children at school and to their children's official school records. Exceptions to this will be made only in cases where there are court orders restricting the rights of one parent to access a child and/or the child's official school records.
- It shall be the responsibility of the parent who has a court order restricting the rights of the other parent to notify school officials of the conditions and to provide school officials with a current, valid copy of the court order which has been signed by a judge and filed with the courts.
- In cases in which a person other than the parent has been granted guardianship, the legal guardian shall be responsible for notifying school officials of the conditions of the guardianship and for providing school officials with all pertinent written documentation or changes.
- Parents agree not to use school employees as a means to communicate with the other parent/legal guardian.
- Parents are asked to make every attempt not to involve the school in custody matters.
- Parents with shared custody will be allowed two permanent emergency contacts each. These will be the contacts used on the parents' respective days unless "Right of First Refusal" is specified in legal documentation provided to the school.
- Step-parents/grandparents/significant others may not act as legal guardians, and our staff will not discuss with them anything regarding the student's behavior, health, attendance or progress in any setting unless the school has been provided with the legal documentation set forth below. This includes, but is not limited to, parent/teacher conferences, student 504 Accommodation Plan meetings, Child Study Team meetings and Individual Educational Plan meetings.
  - Documentation from a court of law.
  - Notarized letter giving permission to discuss child(ren). Must be signed by both parents or be accompanied by legal documentation giving parent/guardian sole custody.

## **STUDENT RECORDS**

- Student records are available for review within 45 days of a written request made to the records office by a legal parent/guardian.
- Copies of student records are available at the cost of \$2.00 per page.
- All requests for records must be made in writing and signed by a legal parent/guardian.
- Cumulative files will be mailed upon request of another educational facility. Noah Webster School will not send student records via facsimile.

## **CURRICULUM**

**MATH AND LANGUAGE ARTS** - In order to meet state standards, Noah Webster has adopted and implemented Beyond Textbooks in kindergarten through 6<sup>th</sup> grade. Beyond Textbooks is a comprehensive program of curriculum development, instructional improvement, student assessment, and multi-level interventions. The name Beyond Textbook does not refer to an abandonment of traditional textbooks, but rather refers to a philosophy of teaching and learning that includes textbooks, technology, and other resources to meet state standards. The Beyond Textbooks program is designed to focus attention on the value of academic achievement, increase accountability, and improve student growth and achievement. Beyond Textbooks allows teachers to provide re-teaching and enrichment in Language Arts and Mathematics in addition to daily instruction. Our Language Arts encompasses Reading, Vocabulary, Spelling, Grammar and Phonics.

**WRITING** - Write from the Beginning is a developmental writing program for students in kindergarten through 6<sup>th</sup> grade. The purpose of the program is to give both students and teachers the knowledge and skills necessary for age-appropriate writing instruction and achievement. Students are introduced to the 6-Traits of Writing which include the following elements: Conventions, Ideas, Content, Organization, Sentence Fluency, Voice and Word Choice.

**SCIENCE** - The standards taught are Earth, Life and Physical Sciences which include the history and nature of science as well as personal and social perspectives. Students practice methods of scientific inquiry, hands on experimentation and reporting of results. Students in grades 4 – 6 are required to complete individual science projects for a school wide science fair held in February.

**SOCIAL STUDIES** - Students learn Arizona, American and World History. They study geographical and historical data as they learn about important historical events. Civics/Government, Economics, and current events are included in the curriculum. Students in 5<sup>th</sup> grade study the United States Constitution.

## **SPECIALS**

**PHYSICAL EDUCATION** - All students participate in physical education classes at least once a week. Classes focus on competency of motor skills and performance of physical activities in order to achieve and maintain health-enhancing levels of fitness. Positive social interaction is embedded into instruction while promoting the value of physical activity.

**ART** - Noah Webster has implemented Art Masterpiece to introduce artists and styles from diverse cultures and time periods. Students are taught to use classic and modern techniques in order to create artwork to communicate ideas, meanings, and/or purposes.

**MUSIC** -All students participate in music classes at least once a week. Students create meaning and expression through the use of listening, performing and improvisational skills. Students are introduced to the elements and theory of music and musical instruments. Orchestra or band are offered to students in grades 4 - 6 as a before school activity.

**TECHNOLOGY** -Technology is incorporated into curriculum in grades K-6. Keyboarding skills are taught and practiced in 2<sup>nd</sup> – 6<sup>th</sup> grades. Students are provided with opportunities to incorporate Microsoft Office into their learning and writing assignments. In addition to traditional white/black boards, each classroom is equipped with interactive technology that is used daily to enhance instruction.

**LIBRARY** - Noah Webster offers an online cataloging system. Quest allows students to browse NWS Library's entire collection and place a hold on their final selection. The book will then be delivered to the student's classroom within 3-4 business days. Reference materials are also available.

## **ASSESSMENT**

**GALILEO** - Noah Webster uses Galileo as a benchmark assessment tool in reading and math. Galileo is a standards-based assessment system providing assessment and instructional tools. State standards are built into the Galileo program. Student mastery on the standards is measured and assessment data is gathered to guide classroom instruction and academic interventions.

**DIBELS Next**- These quick and efficient measures indicate if a student is on track for reading success. The measures are critical tools for educators as they identify students who may be at risk for reading difficulties, help teachers identify areas to target instructional support, and evaluate the effectiveness of interventions.



DIBELS Next consists of six separate measures. Five of them are 1-minute measures meant to be administered 3 times per year. One (the DIBELS Composite Score) is a calculated value derived from the other five measures. Not all measures are administered in all grade levels.

- First Sound Fluency (FSF) measures phonemic awareness
  - Kindergarten
- Phoneme Segmentation Fluency (PSF) measures phonemic awareness
  - Kindergarten and Grade 1
- Nonsense Word Fluency (NWF) measures phonics
  - Kindergarten, Grade 1 and Grade 2
  - Consists of 2 separate components - Correct Letter Sounds (NWF-CLS) and Whole Words Read (NWF-WWR)
- DIBELS Oral Reading Fluency (DORF) measures fluency and accuracy.
  - Grades 1 -6
  - The student is presented with a reading passage and asked to read aloud. The student is then asked to retell what he/she just read
- Daze measures reading comprehension
  - Grades 3 - 6

**STATE MANDATED TESTING-** Noah Webster Schools will adhere to any and all state and/or federally mandated testing.

**AZELLA-** AZELLA (Arizona’s English Language Learner Assessment) is a standards-based assessment that measures a student’s proficiency of English Language Proficiency Standards. Students who are identified as second language learners by parent indication on the PHLOTE form upon enrollment are given this assessment. Kindergarten ELL (English Language Learner) students are assessed in the fall and reassessed in the spring. All other ELL students are reassessed yearly in the spring.

**CHARACTER EDUCATION -** Noah Webster has adopted the *Character Counts Program* as its model for citizenship which includes the six pillars of good character: Trustworthiness, Respect, Responsibility, Caring, Citizenship, and Fairness. We encourage parents to reinforce these character traits at home. *The 7 Habits of Happy Kids* are also taught: Be Proactive; Begin with the End in Mind; Put First Things First; Think Win-Win; Seek First to Understand, Then to Be Understood; Synergize; and Sharpen the Saw.

**\*All core subjects are aligned to the Arizona state standards. We take the liberty of teaching above and beyond the state standard’s objectives.**

## **GRADES AND REPORTS**

### **GRADES**

Numerical percentages to reflect actual achievement are reported to parents.

A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	59% or below

### **REPORT CARDS**

Report cards are issued every nine weeks and are taken home by the students. The information on the report card includes numeric percentage grades reflecting student achievement in all academic subjects. Students are tested quarterly to determine academic progress.

### **HONOR ROLL STUDENTS**

**Students who obtain a combined average of 90% - 100% during the grading period will be eligible for the Honor Roll. Students on the Honor Roll all four grading periods are recognized as Honor Students at the end of the year Awards Assembly. Perfect attendance and special achievement in the classroom are also recognized throughout the year.**

### **HOMEWORK**

Homework will be assigned Monday – Thursday. The teacher will collect homework the following day. If the student does not return the homework assignment, the consequences listed below will be enforced. Homework will receive a percentage grade for completion and this is factored into Honor Roll. Students may receive a total of two points per day or a total of eight points per week for homework completed and returned to their teacher. Late assignment completed after the daily homework has been collected will not be given full credit.

The homework will be worksheets or assignments the teacher has chosen that students should do independently for extra practice.

- After 3 missed assignments in the school year, the student will serve a detention during recess or lunch.
- After 3 detentions for missed homework, the student will receive an office referral for discipline points.
- The homework assigned will be averaged into the student's grade. If an assignment is not turned in, the student will receive a zero for that assignment.
- Homework will not be available until 3:30 pm the day of an absence per your request.

### **TEACHER-PARENT COMMUNICATION**

Teachers send home weekly reports to keep parents informed of the progress of their children. Sample schoolwork is included. Parent-Teacher Conferences will be held twice a year. Parents may also arrange an appointment time to have a conference with teachers before or after school throughout the school year. For the safety of the children, we ask that you do not pull teachers aside immediately before or after school to speak with them. Teachers are focused on helping students to get on the correct bus or assisting students at parent pickup. This is a safety issue.

### **PROMOTION AND RETENTION POLICY**

According to Arizona revised statutes, although the teacher will consult with the parents and principal of the school, the teacher shall have the authority to determine the promotion or retention of his/her students. If a parent/guardian chooses not to accept a decision of the teacher as provided in state statute, the parent/guardian may request in writing that the Governing Board review the teacher's decision. The Governing Board may review the teacher's decision and may decide to overrule that decision.

In addition, in 2010, A.R.S. § 15-701 established the requirement that a pupil not be promoted from the third grade if the pupil obtains a score on the reading portion of the Arizona Standardized test or a successor test that demonstrates that the pupil's reading falls far below the third grade level.

# **STUDENT EXPECTATIONS**

## **PARENTS ARE TO READ THE FOLLOWING POLICIES WITH EACH CHILD SO THEY UNDERSTAND THEM.**

### **SCHOOL RULES**

School rules are approved by the school board. The following is a list of Noah Webster School Rules.

All students must:

- Obey all state and federal laws.
- Settle disagreements without fighting or threatening to fight.
- Show respect to adults and fellow students.
- Use wholesome and courteous language (no swearing). All conversation on campus should be in a calm tone.
- Show consideration for others and their property by not throwing sand, rocks, or dirt clods on campus.
- Walk on sidewalks. No horseplay on sidewalks.
- Play only in designated playground areas. When carrying playground equipment, hold it in your arms when walking on sidewalks to and from the playground areas.
- Play non-violent games, and be careful using playground equipment. An irresponsible act may cause injury to other students.
- Not throw food.
- Be on time to class and all school activities.
- Respect others' possessions. Do not take items belonging to other students or faculty.
- Not ride bicycles, skateboards, roller skates, or skate shoes on campus.
- Place all trash in proper receptacles, not on grounds or sidewalks.
- Help preserve school property by not writing on school walls, doors and furniture. Students caught marking on the school walls, doors and furniture will be required to remove it themselves. State law requires parents to be responsible for restoring vandalized school property.
- Not engage in public displays of affection.
- Not bring items from home to sell for personal profit.
- Not use cellular phones.

### **DESK SEARCHES**

Desks provided for student use are school property and remain at all times under the control of the school. Students are expected to assume full responsibility for the security and content of the desks and back packs. School authorities may conduct inspections of desks at any time for any reason without notice, without student consent, and without a search warrant. NWS is not responsible for loss of personal items.

### **THINGS TO LEAVE AT HOME**

We ask students to be thoughtful of others both inside and outside the school buildings. Items that might disrupt class or cause injuries should be left at home. These items include such things as: chewing gum, Smarties candy, skates, radios, media players, squirt guns, skateboards, baseballs, bats, electronic pets, laser pointers, bay blades, yo-yos, toys, stuffed animals, electronic games or devices, make-up, cameras and pets. These will be taken away by the teachers, staff or principal. Parents can pick up these items in the front office. Items that are brought to school are done so at your own risk. The NWS school staff and students are not responsible for misplaced or damaged personal belongings.

### **CELL PHONES/ELECTRONIC DEVICES**

Cell phones, smart phones, and other electronic devices must remain turned off and inside the students' backpacks or designated classroom areas at all times. This includes all other telephonic devices such as smart watches, GPS trackers with phone capabilities, etc. If a student is caught with a cell phone or

electronic device outside his/her backpack or designated classroom area, the item will be confiscated and returned to the student at the end of the day. If the same student is caught with a cell phone or electronic device outside his/her backpack or designated classroom area a second time, the item will be confiscated and sent to the front office. The parent/guardian of the student must pick it up in the front office. The student will no longer be allowed to bring the item to school. Students are not permitted to have cell phones or other electronic devices on field trips. NWS is not responsible for cell phones or other electronic devices brought to school by students.

## **LOST AND FOUND**

Please be sure that students' clothing and other items brought to the school are clearly marked with his/her name. Items that are not claimed within two weeks will be donated to a local charitable organization. NWS is not responsible for personal belongings brought to school by students.

## **PETS**

Pets come in all shapes and sizes and can only be brought on campus for educational purposes. Before students can bring their pets on campus, a parent must contact the classroom teacher for permission from the principal. Remember that in Arizona many children (as well as teachers) are allergic to pets. Parents are not to bring pets to school when dropping off and picking up children or at extracurricular activities. Animals cannot be transported on school buses.

## **COMPUTER USAGE POLICY**

Internet services will be made available to the students of Noah Webster School with the following goals in mind:

- To promote educational excellence for the advancement and promotion of learning and teaching by facilitating resource sharing, innovation, and communication within our community, state, nation, and global learning environment.
- To support research and education in and among academic institutions in the world by providing access to unique resources supplemental to the classroom resources, and provide the opportunity for collaborative work.
- To stimulate personal growth in information-gathering techniques, critical thinking skills and communication skills; to significantly expand each user's knowledge base; and to promote intellectual inquiry and awareness of global diversity through worldwide communication and exploration.
- To assist students in developing the intellectual skills needed to differentiate among information sources and to evaluate and correctly use information to meet educational goals as posed to the student by the teacher.

## **RIGHTS AND RESPONSIBILITIES**

The school has certain rights and responsibilities that accompany offering Internet access in the classroom:

- School personnel will take precautions to restrict access to inappropriate materials. The school reserves the right to deem what is appropriate.
- The school reserves the right to access any and all data stored on computers, servers, school websites and in email to ensure that computer files do not contain defamatory, abusive, obscene, profane, sexually oriented, threatening, offensive or illegal material. The school also reserves the right to review any material downloaded or in use by any user.
- No student will be allowed to access the Internet without adult supervision.
- The school reserves the right to deny access to any student with a previous history of infractions related to computer use.

## **STUDENT RESPONSIBILITIES**

Students represent the school each time data is transferred over the Internet. All students must behave in an ethical and legal manner. Internet access is a privilege and with every privilege comes certain limitations and responsibilities:

- The use of an Internet/email account must be in support of education and consistent with educational objectives of the school. Any student accessing the Internet for purposes other than educational is subject to disciplinary action.
- Using the school provided access for commercial activities, product advertisement, or political lobbying is prohibited.
- All students are fully responsible for their own actions, including legal, financial, or otherwise.
- Any student finding access to inappropriate materials on the Internet shall immediately report the location of the information to the system administrator for filtering.
- The login account name and password given to each student becomes the student's responsibility. This information should not be shared with anyone else. If shared, the student will be responsible for any data transmitted under that student's account name.

## **GUIDELINES FOR USE**

The following guidelines shall be followed when using computer equipment in the school:

- Students shall be polite, courteous and respectful during all sessions on the Internet/e-mail. Students must use appropriate language. Profanity, obscenity or any vulgarity is prohibited.
- Students may not use another student's account name or password at any time.
- Students may not reveal their home address, phone number, or other personal information about themselves, other students, teachers, administrators or colleagues.
- Transmission of any material in violation of federal or state laws is prohibited. This includes but is not limited to copyrighted material, threatening or obscene material, or material protected by patent.
- Personal messages are not to be posted on bulletin boards, social networking websites, blogs, or the like.
- Students are not permitted to post personal home pages.
- The school has the right and will make every effort to control the content of data accessed through the Internet by use of filtering software, site book marking and teacher monitoring. There always remains the possibility of a student discovering inappropriate material during a routine search. If this should occur, the student shall not share this information with any other student and shall notify the teacher immediately so this material can be filtered.
- If a student's use of the Internet, from any location including home, creates a likelihood of material disruption (including threatening messages or violent websites) of school operation, the student may face school discipline and criminal penalties.

## **VIOLATIONS**

Students will be held accountable for violations of acceptable computer use. A student and his/her parent/guardian will also be responsible for damages and liable for costs incurred for service or repair. Violations of the Computer Use Contract regarding the use of computers include but are not limited to the following:

### Level I Violations

- Deliberate search or keying of a URL, domain name, or website in attempts to access inappropriate material.
- Attempting to login to computers or use software as anyone other than yourself.
- Providing personal information about yourself, your family or others electronically.
- Misrepresentation (forgery) of information

- Plagiarism – according to Merriam-Webster, this means “to steal and pass off (the ideas or works of another) as one’s own; use (another’s production) without crediting the source; or to present as new and original an idea or product derived from an existing source.”
- Misuse/damage of computers for non-school related activities including shopping, personal transactions, and downloading of files (including but not limited to data, music, video, and games).
- Misuse of student electronic storage (local hard drive or file server) provided by the school to save personal files without authorization such as journals and MP3s.
- Bringing to school or using broadband routers/adapters or other types of wireless technology (including cellular, GPS, DSL).
- Connecting to wireless networks outside of the school network while on school grounds.

#### Level II Violations

- Harassment of any user by persistent annoyance, bullying, intimidation, attempting to embarrass or the interference in another user’s work or e-mail (sending of unwanted or duplicate e-mail is also defined as harassment).
- Creation of personal portals, web pages, music or game servers, or any other hosting device on school-owned equipment to store or share files such as music (MP3s for iPods), videos, games or any other file/application.
- Downloading and/or installation of freeware, shareware, or application software.
- Using websites, software, flash drives, fake wallpaper or any other method to create proxy servers to bypass the school’s Internet filtering application.

#### Level III Violations

- Distribution of copyrighted software (software piracy is a federal offense punishable by fine or imprisonment).
- Vandalism including any malicious attempt to erase, modify or destroy the data of another user and the creation or uploading/downloading of computer viruses.
- Theft of any computer, printer, speakers, mouse, or hardware, including mouse balls and earphones.
- Sabotage or deliberate destruction/alteration of software applications, operating systems, or computer files.
- Electronic distribution of inappropriate material (games, music, videos, pornography).
- Electronic distribution of inappropriate material of a defamatory, obscene, abusive, offensive, profane, threatening, or hateful nature.
- Engaging in any illegal activity electronically.

### **PENALTIES FOR THE ABOVE VIOLATIONS**

Penalties can include but are not limited to:

- Financial reimbursement of affected hardware, software or licensing
- Applicable discipline points
- Suspension
- Expulsion

### **LEVEL OF ACCESS TO THE INTERNET**

Students will be provided the following levels of access to the internet

<u>Category</u>
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Arts
Computing & Internet
Education
Food & Dining
Government
Health & Medicine
Hobbies & Recreation
Infrastructure
Kid's Sites
News
Philanthropic & Professional Orgs
Politics
Proxies & Translators
Reference
Society & Culture
Sports
Travel

### **NWS IS A "DRUG FREE ZONE"**

Sale and/or distribution of an illegal substance will result in the student or students being expelled from school. Students accepting or purchasing an illegal substance will be expelled. Students in possession of alcohol, tobacco, nicotine, vaping paraphernalia or any illegal drug will be expelled.

The Gun-Free Schools Act and state statute require a one-year minimum expulsion of any student who brings a firearm to school.

## **APPEARANCE AND DRESS CODE POLICY**

A student's personal appearance and clothing should be neat, clean and modest. Neat appearance includes hair that is groomed, clothes that fit and appropriate jewelry. A clean appearance includes good personal hygiene and clothes that are washed and in good repair. Modest means: clothing that covers the trunk of the body and down to the middle of the thigh.

**Hats** - Baseball caps or hats may be worn to and from school and on the playground. They may not be worn inside the classrooms or buildings. Bandanas are not allowed.

**Hair & Makeup** - Hair and make-up should be kept clean, neat and must not be distracting in nature. Mohawks over two inches long or brightly dyed hair will not be permitted. Girls may wear make-up if it is applied before they come to school. Make-up used during school will be brought to the office. Exceptions may be made for special occasions (plays, spirit days, etc.) with safety and modesty remaining a priority.

**Jewelry/Body Piercing** - Excessive jewelry is not permitted. Thick chains are not permitted around the neck or hanging from clothes. Boys will not be allowed to wear earrings. Earrings should not hang lower than jaw-line. No other pierced jewelry will be permitted.

**Pants/Shorts** - Half of the thigh should be covered if shorts are worn. Immodest short shorts are not permitted. The waistband of pants must approximate the waist of the child with no baggy or sagging styles. Boxers or underclothing must not show.

**Leggings** – Leggings/jeggings, yoga pants, work out attire and tight spandex are not permitted unless paired with a top that reaches mid-thigh in the front and back.

**Shirts/Dresses** - Shirts must be modest and free of inappropriate images. Tank tops are not permitted. Clothing with low scoop necks, exposed cleavage, mesh or sheer materials, gaping armholes or bare midriff are not permitted. Modest sleeveless shirts are allowed. Shirts must cover the waistband of the pants with no midriff exposed when the arms are raised. Dresses must meet the same modesty and length standard of shirts and shorts. Shorts must be worn under a dress.

**Shoes/Sandals** - Sandals must have a strap around the back of the foot. Flip-flops and slippers will not be allowed. On P.E. days, tennis shoes must be worn.

In addition, the following requirements need to be observed:

- Visual images should be appropriate to the school and enhance the learning environment. Inappropriate or obscene language, advertisements, or images, including (but not limited to), alcohol, sex, drugs, tobacco, and occultism, will not be permitted.
- Gang paraphernalia and exposed tattoos are not permitted.
- Underclothing, including bra straps, should never be exposed.
- Violation of the dress code also accumulates points in the discipline policy.
- The administration reserves the right to make the final decision on all dress code issues.

The above guidelines should clarify the standards of Noah Webster School. If students do not follow these standards, they will be asked to have their parents bring a change of clothing. The principal reserves the right to the final determination on the appropriateness of a student's appearance.

## **STUDENT TRANSPORTATION POLICY**

Noah Webster's transportation supervisor, Terrell Keller, issues the following bus rules and information for your child's safety. Please acknowledge these bus rules and go over them with each of your children. Your child's safety is our number one priority.

Bus service at Noah Webster is very limited with bus routes set up within limitations imposed by time and route distance. In addition, we do not have the capacity to transport everyone who requests it, and the majority of students at Noah Webster are parent transport. So, we ask that you please only sign up for bus service if you have a need for it to leave room for those that are unable to do parent transport. Once a route is full, additional requests are placed on a waiting list on a first come, first served basis to wait for an opening on a route. Parents **MUST** renew their application for riding the bus every year. Renewal applications are included as part of the online (or paper) reenrollment process completed in the spring. Failure to renew your Bus Service with your reenrollment by the due date of the reenrollment may result in losing your place on the bus for the following school year. Once the deadline for the return of the reenrollment packet has passed, all students who have not renewed (either online or with paper forms) are removed from the upcoming school year bus rosters. Any busing applications submitted after the due date of the reenrollment revert back to a first come, first served basis.

In order to increase capacity, we have double runs done back to back, with an early and late route for each bus. These early/late routes do not cover the same areas at different times; they cover entirely different areas.

### **BUS STOPS**

Stops should be centralized in a location that is accessible to all students within the surrounding area. We try not to have stops directly in front of a student's home, but rather at a common point for the area. We try not to place stops close together, as this is inefficient and adds a considerable amount of time to the route.



Stops may change locations from year to year. Stop times may also occasionally need to be adjusted from time to time during the school year.

We try to adhere to our stop times as closely as possible. But often, the route will be consistently late to a stop. If that is the case, we will try to adjust the stop time and notify the parents accordingly. But never assume that because a bus is usually late, that it will always be late. It is the parent's responsibility to be on-time to their bus stop. Failure to do so may mean your child will miss the bus.

When waiting at a bus stop in your vehicle, in the morning, please have your children ready to go before the bus arrives. We lose a lot of time at stops waiting for children to exit their vehicles, and we hold up traffic doing so. In the afternoon, please get out of your vehicle so the driver and your child can see you. If you're in your car, you may not be noticed and the driver might not let your child off at the stop.

**At any time, morning or afternoon, you may not move your vehicle while the bus is stopped and the red lights are flashing/stop sign is deployed.** This is a major safety issue and is against the law. You may have ensured that your child is safely on the bus (or in your vehicle), but someone else's child may be near your vehicle in an area you cannot see. Our drivers take note of this type of behavior by parents and report it. Moving your vehicle (U-turns included) while the bus is stopped for the loading or unloading of students may result in the loss of transportation privileges for your child.

**In the morning, please have your child at their assigned stop 5 minutes prior to their pickup time.** It is mandatory that this procedure be followed so no one misses the bus. The driver will only wait until the exact pickup time and then proceed if your child is not there. Some children may not be going to school for one reason or another prior to your child's stop; therefore, the driver could be a couple minutes early. Please do not flag down or block a driver from departing a bus stop as this is unsafe for everyone! Just follow the bus to the next pickup point, and your child will be allowed to get on the bus.

If your child will not be riding the bus in the morning, please feel free to call the Transportation office and leave a message. This is not required, but may help to determine whether or not we need to go to that area. For the Mesa Campus call 480-986-2335 ext 2610. For Pima Campus call 480-291-6900 ext 3169.

**At the PM drop-off, arrive 5 minutes before the scheduled drop time.** Kindergarten, First and Second grade students must have a responsible person at the stop to pick them up, or a responsible older sibling authorized to take care of them. Older students may get off unsupervised unless specifically disallowed by the parent or guardian. If no one is there for the K, 1<sup>st</sup> or 2<sup>nd</sup> grade student, the student will be brought back to the school. The student will then need to be picked up at the school by the parent. You may make a verbal or written request that older children NOT be allowed off the bus without supervision, if you feel that is necessary.

**You may also request that a younger child (K, 1<sup>st</sup> or 2<sup>nd</sup>) be allowed off a bus unsupervised, but that request must be made in writing and must be signed and witnessed by a member of the school staff. That request will be kept on file. We strongly recommend against doing this.**

If at any time the driver or a student feels it is unsafe to get off the bus at a stop, for any reason, the student will be brought back to school and the parent contacted.

## **BUSES THAT RUN LATE**

Buses may be late to morning or afternoon stops for a variety of reasons – traffic may be heavy, roads may be closed, or there may be disciplinary problems on the bus that require the drivers immediate attention. Please be patient, as the bus will go to all the stops. When a bus is running more than ten minutes late, a recorded message will be left on the transportation department answering machine. For Mesa call 480-986-2335 ext 2610. For Pima call 480-291-6900 ext 3169.

## **BUS EVACUATIONS**

Noah Webster will conduct at least two emergency evacuation drills each school year. All students present at school on those days are required to participate, including those not assigned as bus riders.

## **BEHAVIOR & DISCIPLINE**

Bus Conduct Reports will be written on those that do not follow the rules. After three Reports, your child may lose riding privileges for one to five days or more depending on the severity of the infraction. **Some may be severe enough to have immediate bus suspension with no Conduct Report issued.**

## **PROHIBITED CONDUCT**

- Students are expected to follow all applicable procedures and rules as set forth in this handbook. Disobeying the driver or other violations will result in disciplinary action.
- Although any misconduct merits attention and action, the following will not be tolerated:
  - Continued open defiance of authority, habitual profanity, or vulgarity.
  - Conduct involving weapons (including, but not limited to: firearms, slingshots, knives, and explosive devices).
  - Conduct involving illegal and/or prohibited substances (including, but not limited to: possession, use or distribution of tobacco, nicotine, alcohol, or drugs).
- The rules and conduct that are prohibited are guidelines only, and are not intended to limit the school's ability to discipline students.
- Students may be subject to discipline for engaging in prohibited conduct or disobeying rules:
  - While going to and from school (including conduct at school bus stops and on the bus);
  - While at a school event (on or off campus, during or after the normal school day);
  - In any other context in which Noah Webster School may lawfully discipline the student.
- Prohibited conduct that is attempted, but not completed, may subject the student to the same discipline as if the act was completed.

## **SAFETY RULES FOR BUS RIDERS**

### **At the Stop and While Riding the Bus**

- Be courteous and respectful and follow the directions of the driver at all times.
- Do not engage in any verbal or physical behavior that disrupts the ride. (Shouting, singing, hitting, pushing, touching, etc.)
- Stay in your assigned seat, facing the front, with your feet on the floor and out of the aisle.
- Backpacks should be on your lap, beside you, or on the floor, making sure the aisle remains clear.
- Shoe laces must be tied.
- Keep hands, feet and objects to yourself and inside the bus, not out the window.
- Do not push or shove others when entering or exiting the bus.
- Use the handrail when going up or down the steps.
- **Do not stand while the bus is in motion.**
- Wait for the bus to **completely** stop before standing to exit.
- If you need to cross the street, wait for the driver's signal to cross then cross 10 feet in front of the bus – do not cross behind the bus.
- Do not go under the bus. Tell the driver if you've dropped something.
- If a student is going home with someone on the bus or getting off at a different stop, a parent or guardian must arrange this with the front office at least 1 hour before school dismisses. Please refer to the Parent Call List instructions in the section entitled *Student Pick Up/Drop Off Procedures*.

### **Personal and Prohibited Items**

- Eating, drinking, and gum or candy are not allowed on the bus. Plain water is an exception to this rule.
- Any “thing” brought on board the bus must be “contained” in student’s backpack or be under the student’s physical control at all times.
- By law, no glass items or objects are allowed on the bus, except prescription eyewear.
- No skateboards, scooters, or roller blades.
- No laser pointers, mirrors, or devices that could be used to impair the driver’s vision.
- No perfumes, colognes, body sprays, or deodorants are to be applied while on the bus.
- Do not share your music or CD’s or video games with other students on the bus.
- By law no animals allowed (not even for show & tell). This includes reptiles, insects, birds, etc. By law the only exception to this is a service animal, such as a Seeing Eye Dog.
- Pens, pencils or any pointed objects should be put away while on the bus.
- Any items causing a distraction or disruption on the bus will be confiscated by the driver. Confiscated items can only be claimed by a parent/guardian at the front desk of the school.

### Behaviors Not Tolerated

- **FIGHTING WILL NOT BE ALLOWED.**
- **FOUL LANGUAGE OR HARASSMENT OF ANY KIND WILL NOT BE ALLOWED.**
- **ILLEGAL AND DANGEROUS ITEMS ARE NOT ALLOWED ON THE BUS (TOBACCO, NICOTINE, VAPING PARAPHERNALIA, ALCOHOL, DRUGS, WEAPONS, EXPLOSIVE DEVICES, LIGHTERS, MATCHES, ETC.)**

*BREAKING A RULE SET OFF BY ⚡\* WILL RESULT IN IMMEDIATE BUS SUSPENSION!*

### **ARIZONA LAW**

Ariz. Admin. Code § R17-9-104(D)(4) (Minimum Standards for School Bus Operation) provides, “Any person boarding or attempting to board a school bus, whether or not a passenger, shall comply with all instructions given by a school bus driver. If a passenger or a non-passenger boards or attempts to board a school bus and refuses to comply with the school bus driver’s instructions, the school bus driver may seek emergency assistance to remove the passenger or non-passenger from the school bus, or prevent the passenger or non-passenger from boarding.”

### **LIABILITY FOR DAMAGE TO A VEHICLE**

Any student who cuts, defaces, or otherwise damages a school vehicle may be denied transportation privileges and/or may be suspended or expelled from school. Under Arizona law, upon complaint of the governing board, parents/guardians are liable for damage done to any school property by their children or wards, and they will be charged for the full cost of such damage. A.R.S. § 15-842(B).

### **PARENT’S RESPONSIBILITY TO TRANSPORT**

The withdrawal of transportation privileges does not relieve parent(s) of the responsibility of sending the student to school. A.R.S. § 15-802(E).

## **DISCIPLINE POLICY**

A committee of parents, teachers, and administration at Noah Webster School developed the following discipline policy. The school’s board and attorneys have approved it. This policy is designed to protect and ensure that the learning environment is optimal for our children. School staff will use positive reinforcement to encourage and guide student’s behavior.

Noah Webster School maintains an orderly atmosphere. Everyone is expected to demonstrate respect and be courteous at all times. To ensure this, teachers establish and teach both school and classroom rules.

Students are given positive reinforcement when they are observed following school rules. Consequences for inappropriate behavior are clearly spelled out and enforced. Every effort is made to keep parents informed should their intervention be warranted. Students are to follow classroom rules, school policies, dress code, bus riding protocols, cafeteria and playground rules.

Students who have been expelled or are in the process of being expelled will not be accepted into Noah Webster School. Once a student is accepted and enrolled, the school may request discipline records from the student's previous school. If a student has been expelled from his/her previous school, he/she will be withdrawn from Noah Webster School immediately.

Parents will be contacted by their child's teachers for initial minor discipline offenses; for subsequent or more serious offenses, students will be sent to the office. Parents are not contacted for **every** disciplinary warning or correction at school. Part of the learning process is learning correct behavior at school. Weekly student packets containing both academic and behavior are sent home to parents to keep them updated on their child's progress at school. Parents are also contacted by a staff member if a student receives a formal write up. Parent permission is not required to question a student.

Discipline offenses are assigned a point value. A student who receives 10 or more points may serve an in school suspension or out of school suspension of 1 or more days for the current offense or any subsequent offenses. Administration shall have the authority to determine a student's consequence based on the student's history of behavior and the severity of the offense. Administration reserves the right to interview students when investigating referrals without notifying parents. A student who receives 30 points will be recommended to the board for expulsion and will receive long-term out of school suspension while awaiting the board meeting.

In addition to points and student suspensions, parents and/or legal guardians of students found guilty of property damage or vandalism will be held liable for all repairs and/or replacement of damaged or vandalized property as per A.R.S. § 15-842(B).

Noah Webster School reserves the right to use additional behavior modification tools as part of our discipline plan as deemed necessary. Note that the behaviors and associated points listed are not intended to be all inclusive and a student committing an act of misconduct not listed will be disciplined based on the number of points that the proper school official assigns to the misconduct.

## **STUDENT BEHAVIOR**

- **Not following rules** – refusal to obey class, school rules and school policies or to comply with the reasonable request of school personnel. 3 points per occurrence
- **Inappropriate actions/talking in class** – includes spitting and any conduct that is reasonably likely to disrupt, or that does disrupt any school function, process or activity. 3 points per occurrence
- **Bathroom violations** – inappropriate behavior in the bathroom including running, raising voice, climbing on the stalls, urinating or defecating on the floor, and vandalizing the bathroom. 3 points per occurrence
- **Dress code violation** -failure to comply with the school's dress code. 3 points per occurrence
- **Possession of items that disrupt learning environment** – Examples include skateboards, electronic devices, and other items specified by school personnel. 3 points per occurrence
- **Attendance violation**- 19 or more unexcused late arrivals/early dismissals (see tardy policy). 3 points per occurrence

- **Abusive language** - includes **vulgarity** (the use of offensive or repulsive language, expressions or actions), **profanity** (the act of uttering contemptuous language for the purpose of debasing the dignity of another person; the departure in the use of language from what is normally considered to be acceptable within the environment of a school or school-related area), **racial or ethnic slurs** (an insulting or disparaging remark or innuendo about a person's race or a racial group which is meant to produce a shaming or degrading effect), **obscenity** (statement or materials offensive to accepted standards of decency and without serious literary, artistic, political or scientific value), **harassment** (continually annoying another person). 4 points per occurrence
- **Cheating** – fraudulently obtaining information or property and claiming it as one's own in an attempt to enhance the assessment of achievement. 4 points per occurrence
- **Lying** – making an untrue communication with the intent to deceive. 4 points per occurrence
- **Theft/Possession of stolen property** – unauthorized taking or possession of the property of another without the consent of the owner. 4 points per occurrence
- **Disrespecting school staff and others** – using abusive language or otherwise inappropriate language, gesture or tone with staff or students and the failure to speak in a courteous manner. 4 points per occurrence
- **Bullying** violations – bullying of fellow students will not be tolerated. Types of bullying are: physical, emotional, verbal, cyber and text. This included threats and spreading rumors about other students. 4 points per occurrence
- **Disturbing the learning of others** – distracting other students from their learning with inappropriate actions, verbal comments or possessions. 5 points per occurrence
- **Throwing food, rocks, or other items.** 5 points per occurrence
- **Hurting other students** – intentionally or recklessly hurting other students. 5 points per occurrence
- **Vandalism** – the willful or malicious defacement, destruction and/or damage of school property or the property of another that requires removal, repair or replacement. 5 points per occurrence
- **Threats** – threatening to harm another student or staff member will not be tolerated. Examples of words that are considered threats are “kill, hurt, shoot, etc.” 5 points per occurrence
- **Vulgar or abusive language toward staff or adults on campus** - Students who curse at a staff member or use other vulgar language directed at an adult while on campus or attending a school event. 10 points per occurrence.
- **Exposure to others** – moving or removing clothing, including undergarments, to expose oneself to others. 10 points per occurrence
- **Fighting (all students involved)** – mutual combat in which the involved individuals contribute to the situation by verbal or physical action. 10 points per occurrence
- **Possession of paraphernalia** – accessories, apparatus or equipment that may be used in the manufacture or use of a controlled or illegal substance including alcohol, nicotine and tobacco. 10 points per occurrence
- **Putting self/others at risk (danger)** – leaving school property without permission or recklessly endangering self or other persons with risk of imminent physical injury. 30 points per occurrence
- **Violating state and federal laws** – any violation of federal, state or local laws, ordinances or regulations. 30 points per occurrence
- **Gang activity** – a student shall not engage in any gang or gang related activities such as wearing gang-related clothing and/or colors, hats, baggy or sagging pants or shorts, long hanging belts, graffiti (tagging), gestures, beepers, etc. 30 points per occurrence
- **Possession or use of the following - tobacco or nicotine** (cigarettes, cigars, e-liquids, nicotine, chewing tobacco or other tobacco products), **alcohol** (includes any substance containing more than .005 percent alcohol by volume), **weapons** (any firearm, BB gun, pellet gun, knife, club, explosive or destructive device, or any other item or object which may cause bodily injury, death or which may be used to threaten others, will be reviewed by discipline supervisors with administration team to determine appropriate consequence bases on the weapon involved). Consequence may include up to 30 points, suspension or a recommendation expulsion.

- **Possession and/or distribution of drugs** (includes illegal drugs, prescription drugs which are not prescribed by a physician for the user, glue, paint, or intoxicating substance, or any other potential mind-altering substance or substance capable of producing a change in behavior), or **offensive materials** (materials that offend common decency or morals, including obscene and pornographic materials, hate group materials, and abusive language and material obtained through computers or other electronic devices). 30 points per occurrence
- **Arson** – any willful ignition of a fire which causes damage, is capable of causing damage, or is intended to cause damage to school property or the property of another while under the school's jurisdiction. 30 points per occurrence
- **Sexual abuse** – includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, misconduct of a sexual nature, and inappropriate touching or another. 30 points per occurrence

## **CRIMINAL ACTIVITY**

It is important for all students and parents to understand that, in addition to taking disciplinary action at the school level, certain criminal and disruptive behavior must be reported to appropriate law enforcement agencies.

School officials **WILL** report the following instances:

- Non-accidental injuries
- Any involvement in illegally removing a student from the school or other places where the principal has jurisdiction over the student, such as on school buses, on field trips, at athletic functions, and during school-sponsored events
- Burglary/breaking and entering
- Sexual misconduct
- Assault
- Extortion
- Theft/possession of stolen property
- Possession, sale or distribution of illegal and dangerous substances, including alcohol; and possession of paraphernalia
- Bomb threats and/or setting of a false alarm
- Possession of a weapon
- Aggravated assault
- Kidnapping
- Arson
- Rape
- Homicide
- Vandalism
- Trespassing

School officials **MAY** report to the law enforcement agencies other potentially disruptive incidents occurring within the regular operation of the school. Such incidents include, but are not limited to, the following:

- Demonstrations by students which could create unsafe conditions
- Any attempt to try to convince a student to disrupt any school function or classroom

## **DUE PROCESS PROCEDURES**

In accordance with state and federal law, the school will provide due process procedures prior to disciplining a student as follows:

### **1. SHORT-TERM SUSPENSION**

A Short-Term Suspension is the removal of a student from the school, school activities, afterschool extracurricular activities and events for a period of time from a fraction of 1 day to 10 school days

As soon as possible following an alleged infraction, the school will give the student oral or written notice of the alleged misconduct (an “Informal Hearing”). If the student denies the allegation, the school will explain the evidence of the misconduct to the student. The school will give the student the opportunity to present the student’s version of the situation.

Following the Informal Hearing, if the facts warrant, the student may be suspended for a fraction of 1 day to 10 school days. If the student must be released during the normal school day, an effort shall be made to contact the student’s parent immediately.

A student or parent disagreeing with the decision to suspend the student may request a review of the decision by the school’s board. Such request must be made within 3 school days following the imposition of the suspension.

A student may be immediately removed from school without prior use of the due process procedures described for the Short-Term Suspensions if the student’s presence in school poses a continuing clear and present danger to persons or property or an ongoing threat of disrupting the academic process. The due process procedures described for Short-Term Suspension will be provided as soon as practicable following the removal of a student under emergency conditions.

## **2. LONG-TERM SUSPENSION OR EXPULSION**

**LONG-TERM SUSPENSION** – A Long-Term Suspension is the temporary withdrawal of the privilege of attending a school by a student for a period of time of more than 10 days.

**EXPULSION** – Expulsion is the permanent withdrawal of the privilege of attending a school unless the school reinstates the privilege.

After an Informal Hearing, the school may determine that a Long-Term Suspension or Expulsion is appropriate. If so, the school will then send written notice to the student and the student’s parent notifying them of the time and place that a formal hearing (“Formal Hearing”) will be held with respect to the matter.

A school official that was not directly involved in the incident or its investigation and who will not be a witness in the Formal Hearing will conduct the Formal Hearing. The student shall have the following procedural due process rights:

- The right to representation by the parent, legal counsel, or some other adult representative authorized in writing by the parent
- The right of the parent to be present at all proceedings involving Long-Term Suspension or Expulsion
- The right of the student, parent or representative to have reasonable access to the student’s records
- The right to be free from any requirements to present evidence against himself or herself
- The right to present favorable evidence and witnesses
- The right to question adverse evidence and witnesses presented at the proceeding
- The right to have the testimony presented preserved at the student’s own expense
- The right to have an interpreter present, if one is necessary

A student or parent disagreeing with the decisions to impose a Long-Term Suspension may, within 5 days after the decision, request a review of the school official’s decision by the School’s Board.

## **3. READMITTANCE TO SCHOOL**

As part of its decision to impose a Long-Term Suspension or Expulsion, the school reserves the right to permit the student to apply for readmission after any period of time it may set. The school may establish conditions within the readmission process with which the student must comply prior to his/her admission with the instructional process.

#### **4. USE OF PHYSICAL FORCE**

Any administrator, teacher, or other school employee entrusted with the care and supervision of a student may use reasonable and appropriate physical force upon the student to the extent reasonably necessary and appropriate to maintain order. Similar physical force will be appropriate in self-defense, in the defense of other students and school personnel, and to prevent or terminate the commission of theft or criminal damage to the property of the school or the property of persons lawfully on the premises of the school.

The threat or use of physical force is not justified in response to verbal provocation alone, nor when the degree of physical force used exceeds that necessary to avoid injury to persons or to preserve property at risk.

#### **PARENT/GUARDIAN EXPECTATIONS**

Those who have chosen to enroll their children in our school are expected to support the policies of Noah Webster School. Parents or guardians should make sure their child is in attendance at school every day, ready to learn and participate. Parents should notify the appropriate school personnel immediately regarding: absences, withdrawal, or health concerns.

#### **DAILY SCHEDULE**

All classes **begin at 8:30 a.m. and end at 3:00 p.m.** Students who arrive to class later than 8:30 a.m. are considered tardy and must get a late pass from the office before going to the classroom (See tardy policy). Parents are responsible for their children before and after school hours and are expected to pick up their children immediately after school, unless school transportation has been arranged. Students may be dropped off at school starting at 7:00 a.m. or may be enrolled in the before school care program from 6:00 a.m. to 7:00 a.m. Only pre-kindergarten students and tardy students may enter campus through the front office.

#### **PAYMENT POLICY**

Noah Webster Schools offers a variety of services and programs that are available at a cost. This includes, but is not limited to, Pre-Kindergarten, Breakfast & Lunch Program, Extended Wildcat Hours, extracurricular after school programs, etc. Payment is due prior to participating in or receiving various services.

It is the responsibility of the parent/guardian to keep his/her account current. Any and all past due invoices with Noah Webster Schools must be paid in full to be eligible to participate in Pre-Kindergarten, Extended Wildcat Hours and extracurricular after school programs. All accounts that have aged over 90 days will be sent to an outside collection agency. Noah Webster Schools has the right to remove your child from any school program if balances are not brought current on a weekly basis.

#### **EARLY RELEASE**

Students are not allowed to leave campus without first "checking out" in the administrative office. Parents or guardians must sign the early dismissal register in the office before their child can be released from school (See tardy policy). For the safety of the children, there will be no student pick up in the administrative office between 2:30pm and 3:30pm.

#### **TRANSPORTATION**

We provide limited busing, serving different geographic areas, for families who need this service during this school year on a first come, first serve basis. Parents may need to drive their child to a bus stop. Parents may also transport their own children to and from school.

#### **BICYCLES**



A bike rack is available for students who ride bicycles to school. To prevent bicycle thefts, parents should make sure children have and use bicycle locks. For the children's own safety, we recommend that the students in kindergarten and first grade not ride bicycles to school. More serious bicycle accidents generally involve younger students. Bicycles must be walked and not ridden on school campus.

### **PHONE CALLS HOME**

Students must arrange rides home, going to a friend's home, etc. before school hours. We will allow students to use school phones for emergency situations. Students will not be allowed to use the office phone until after 3:30 p.m.

### **PHONE CALLS TO SCHOOL PERSONNEL**

If you find it necessary to talk with your child's teacher, please call before or after school. You may also email or leave a message on the teacher's voice mail and he/she will respond to your message as soon as possible. When calling the front office, if there is no answer, please leave a message including a phone number where you can be reached. At certain times of the day, the volume of phone calls increases substantially; therefore, phone calls may not all be answered immediately. All phone messages will be returned in a timely manner. Phone calls to the school should be avoided from 2:30 to 3:10 p.m. This is the busiest time of the day for the school office.

### **STUDENT BIRTHDAYS**

Student birthdays are recognized in their classrooms. Parents may bring prepackaged treats to school on their child's birthday. We do not allow birthday parties because these parties compromise the classroom learning time. Treats may be passed out before school is out. Balloons are not permitted as they are disruptive to the classroom. No homemade food will be allowed.

### **FOOD IN THE CLASSROOM**

With teacher permission, snacks and treats in the classroom are permitted. All snacks and treats, including drinks, must be store bought and prepackaged. **No homemade food will be allowed.**

### **FIELD TRIP MONIES**

Permission forms must be signed by the parent/legal guardian. Field trip money and permission form must be turned into the teacher no later than one week prior to the field trip. If it is not turned in the student CANNOT attend the field trip. All field trips are prepaid by the school. Due to this fact, field trip money is NON-REFUNDABLE.

### **PARENT DRESS CODE**

Parents who come on campus or go on a field trip must adhere to this modest dress code. No pierced jewelry will be permitted in nose, tongue, lips, etc. Immodest short shorts are not permitted. Shirts must be modest and free of inappropriate images. Clothing with low scoop necks, exposed cleavage, mesh or sheer materials, gaping armholes, excessively tight shirts, or bare midriff are not permitted. Modest sleeveless shirts are allowed. Dresses must meet the same modesty and length standard of shirts and shorts. Visual images should be appropriate to the school and enhance the learning environment. Inappropriate or obscene language, advertisements, or images including (but not limited to), alcohol, sex,

drugs, tobacco, and occultism will not be permitted. Gang paraphernalia is not permitted. Underclothing, including bra straps and boxers, should never be exposed. The administration reserves the right to make the final decision on all dress code issues. If parents do not follow these standards, they will be asked to change their clothing.

### **PICTURE POLICY**

Upon enrollment, parents are given the option of allowing their child's image, likeness, and name (whether in photo, pictures, portraits, digital images, audio recording, video, or other format) to be used in school

publications such as, but not limited to, Noah Webster school yearbook, newsletter, end of year DVD and Class Dojo, as well as print publications, online publications, presentations, websites and social media.

Noah Webster Schools shall not grant the parent, guardian, or the child any right of review or approval regarding the use of the child's image or likeness in such materials. No royalty, fee or other compensation shall become payable to the parent, guardian, or child by reason of such use.

Noah Webster Schools is not responsible for published photos taken of your child in group shots during after-hours events or activities.

### **STUDENT VISITORS POLICY**

Students may not bring their friends to attend school with them. When students bring their friends to school, it disrupts and distracts the other students in the classroom. This also creates a problem for the teachers. No child under the age of 18, who is not enrolled in Noah Webster School, will be permitted on campus during school hours. Alumni must schedule an appointment with any staff member they wish to visit.

### **SUSPENSIONS**

If a student is suspended for any reason, the parent must pick the child up immediately when contacted by the office.

## **VISITOR POLICY AND PUBLIC CONDUCT ON SCHOOL PROPERTY**

**As part of an extensive effort to provide a safe and secure environment for your child, we have instituted the following visitor policies that allow us to monitor who is on site with accessibility to our students during different times of the day.**

### **VISITORS ON CAMPUS**

- All visitors must sign in and produce a state issued ID at the front desk prior to being allowed on campus.
- All visitors must wear a visitor's badge so that it may be easily seen by faculty and staff.
- To help minimize the front office congestion, please have your ID ready to present to front office personnel.
- All visits to campus should be scheduled, in advance, with the teacher or the principal.
- No child under the age of 18, who is not enrolled in Noah Webster School, will be permitted on campus during school hours.
- If you arrive on campus without a prior appointment, you may be denied admittance to your child's classroom or to the general campus.
- There will be no visitor parking allowed or student pick up at the Administration building from 2:30 to 3:30 p.m. due to day care bus loading and student walkers crossing in the Administration area.
- Parents who are admitted to campus or go on a field trip must follow the modest dress code listed in the parent handbook.
- Please turn off all cell phones before entering the front office.
- If you must see your child during the day, the student will be called down to the front office. No person shall engage in conduct that may cause interference with or disruption of an educational institution. Disruptive parents and/or visitors or those individuals using abusive language will be asked to leave the campus and may be escorted to their vehicles if their actions demand it.
- Visitors are not permitted on playgrounds.
- Cameras/video cameras will not be permitted on campus without prior permission from the principal.

A person commits interference with or disruption of an educational institution by doing any of the following:

- Intentionally, knowingly or recklessly interfering with or disrupting the normal operations of an educational institution by either:
  - Threatening to cause physical injury to any employee or student of an educational institution or any person on the property of an educational institution.
  - Threatening to cause damage to the school, the property of the school, or the property of any person attending the school.
- Intentionally or knowingly entering or remaining on the property of an educational institution for the purpose of interfering with or denying lawful use of the property to others.
- Intentionally or knowingly refusing to obey a lawful order given by the principal or a person designated to maintain order.

Furthermore, an individual who interferes with or disrupts an educational institution is subject to criminal charges as provided in A.R.S. § 13-2911.

A person may also interfere with or disrupt a school function by committing any of the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions or any activity sponsored or approved by this school.

## **ADULT NO BULLY POLICY**

Noah Webster School promotes a safe environment for our students. One of the ways we keep our students safe while at school is by implementing, promoting and maintaining a No-Bully Policy. Our School also promotes a safe environment for our school employees. One of the ways we will keep our employees in a safe work environment is to implement, promote, and maintain an Adult No Bully Policy. All students, teachers and staff have the right to be safe, and feel safe, while they are on school grounds. Noah Webster School has implemented an Adult No Bully Policy. This policy sets clear standards of behavior. It specifies the consequences for any parent who does not comply with those standards of behavior, whether those persons are on the School's property, in transit or at another location for the purpose of any School-authorized events or activities. This is intended to provide parents with guidelines for the effective development of positive relationships within the School Community and act as a guide for all members of the School Community.

Noah Webster School promotes the following principles, which provide the framework for the Adult No Bully Policy:

- All members of the School Community are to be provided with safe and supportive learning and working environments.
- We do not condone harassment, intimidation or adult bullying in any form. It can be:
  - Physical—kicking, tripping, hitting or pushing.
  - Verbal—name calling, insults, threats of violence, improper language, intimidation or graffiti.
  - Emotional—body language (inappropriate hand gestures, facial expressions).
  - Cyber-bullying—spreading harmful information through e-mail, online chats, social networking sites, text messages, cell phones or cameras.
  - Sexual—unwanted touching, obscene gestures or comments
- Parents are expected to use non-violent means to resolve any conflict.
- Insults, disrespect and other hurtful acts disrupt learning and teaching in the School Community, and are a direct contradiction to the School's Mission and Values. Members of the School community have a responsibility to maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility to all others.

In order to support a peaceful and safe School environment, the School cannot allow:

- Disruptive or offensive behavior which interferes with the operation of a classroom, an office area or any other part of the school grounds;
- Using loud and/or offensive language or displaying temper;
- Threatening harm or the use of physical aggression towards another adult or child. This includes approaching someone else's child in order to discuss or chastise them and physical punishment against your own child on School premises. (Some actions may constitute an assault with legal consequences.);
- Damaging or destroying school property;
- Abusive or threatening emails, phone or social network messages

## **BREACH OF THE ADULT NO BULLY CONTRACT**

The consequences for breaching this No Bully Contract will be:

- 1<sup>st</sup> Offense: Warning (verbal or written)
- 2<sup>nd</sup> Offense: Warning (verbal or written)
- 3<sup>rd</sup> Offense: Parent removed from School Property
- In its reasonable discretion, school personnel may take other steps that they determine appropriate according to the nature of the breach. (This includes involving law enforcement, addressing the breach prior to receiving three warnings and calling "911" if determined appropriate.)

We appreciate the support, respect and trust that we receive from most of our parents. But, unfortunately, many good teachers and school employees have left the education work force due to the increase in parent or adult bullying. This policy reflects our efforts to retain good teachers and employees and provide your child with the very best education possible.

## **ATTENDANCE**

The school has a responsibility to set a reasonable policy for attendance and to determine the action to be taken for excessive absences or tardiness. The following is the policy that will be followed at Noah Webster School:

If your child will not be in school, **it is the parents' responsibility to call or email the attendance office** on or before the day of **each** absence in order to advise the school as to the reason for the absence. Parents must **specifically identify any illness** for record keeping purposes. During non-school hours, voice messaging and email are available. A dedicated email for parents to report their child's attendance has been created: [attendance@noahwebster.org](mailto:attendance@noahwebster.org). Please identify student(s), and the **specific** reason for the absence. (A.R.S. §§ 15-802, 15-803, 15-807, 15-843)

## **DEFINITIONS**

**Excused Absences:** All absences must be verified by the parent/guardian prior to, on the day of or morning after the absence. Parents must notify the attendance clerk and give the reason for the absence. (i.e. strep throat, flu, headache, head lice or personal). Reasons for absences alert the school nursing staff to possible health issues that may need to be communicated to other classrooms or parents.

- Illnesses and medical related absences are excused up to 3 consecutive days. Any illness or medical related absence beyond 3 consecutive days will require a medical release to be considered excused.

Medical releases must include the date, child's name, doctor's name, reason for visit and date the child is released to attend school.

- Absences due to family business and personal time will be excused up to 3 consecutive days.

**Unexcused Absences:** All absences not reported to the attendance office on the day of or morning after the absence will remain unexcused.

- Any illness or medical related absence after 3 consecutive absences not accompanied by a medical release will be unexcused.
- Any absence due to family business or personal time after 3 consecutive absences will be unexcused.

## **ABSENCE POLICY**

### **Unexcused Absences**

- Students will be required to attend an Extra Learning Opportunity (ELO) during non-school hours for each unexcused absence. The parent/guardian will be notified of the date and time prior to the ELO and will be required to arrange transportation for the child. If the child is unable to attend the scheduled ELO or an ELO is unavailable to them, for any reason, the child will receive a reduction of 4 points per absence from his/her homework grade.

### **Student Makeup Work**

- For each absence, students will receive an equal number of days to make up missed work. All work not completed and turned in by the deadline will receive a "0". Students can make up missed classwork from that day for homework. If a student is absent, the student has the equal amount of days he/she was absent to make up the work/assessments missed. Any graded work/assessments not made up and turned in within the allotted time will be given a "0". Students who have missing work/assessments just prior to the end of grade periods 1-3 will be given a "0" in the grade book and a notation will be made on the report card stating that the grade is due to attendance. Once the work/assessment has been completed (within the allotted time), the grade should be forwarded to student records and the report card will be updated and reprinted. Students who have missing work/assessments by the end of grade period 4 will receive a "0" in the grade book and will no longer have the opportunity to make up the grades. Assessments may not be given prior to being released to the rest of the students. This would negate its validity.
- Homework/classwork may be requested from the teacher and can be picked up after 3:30pm on the day of the absence. Homework/classwork will not be available prior to an absence. Upon return from an extended absence, students will have access to their classwork and homework.

### **Excessive Absenteeism**

- Truant: After four unverified absences, a letter will be mailed home to remind the parent/guardian to call the school to report absences. A child who has accumulated five unverified absences is considered "habitually truant" and the parent/guardian may receive a citation.
- Excessive:
  - After a student accumulates 10 absences regardless of the reason (excused or unexcused) a notification will be mailed home informing the parent/guardian of state law.
  - After a student accumulates 18 absences regardless of the reason (excused or unexcused), the parent/guardian and child may be required to attend a truancy intervention meeting.
  - After 18 absences regardless of the reason (excused or unexcused) Noah Webster School reserves the right to forward all documentation on excessive absences to the Maricopa County Juvenile Court System and/or cite the parent/guardian for attendance abuse. Noah Webster School reserves the right to retain a student who has missed 18 days in a school year.

- ARS § 15-843(B)(1) and (C) will apply to those students who have missed 10% (18 days) of school in any given year. This statute mandates that:
  - B. The governing board of any school district, in consultation with the teachers and parents of the school district, shall prescribe rules for the discipline, suspension and expulsion of pupils. The rules shall be consistent with the constitutional rights of pupils and shall include at least the following:
    - 1. Penalties for excessive pupil absenteeism pursuant to section 15-803, including failure in a subject, failure to pass a grade, suspension or expulsion.
  - C. Penalties adopted pursuant to subsection B, paragraph 1 of this section for excessive absenteeism shall not be applied to pupils who have completed the course requirements and whose absence from school is due solely to illness, disease or accident as certified by a person licensed pursuant to title 32, chapter 7, 13, 15 or 17.

Students who are not in attendance during regular school hours will not be permitted to attend after school activities that day.

Parents of children with a chronic illness are required to have their physician fill out a chronic illness form for their child each year. These forms are available in the health office. Because there is no real substitute for the dynamics of classroom instruction, parents of students with a chronic illness may be required to meet with the principal and attendance compliance officer to form an accommodation plan in order to ensure maximum attendance and to provide the best education to the child. Noah Webster School reserves the right to revoke a chronic illness form if it is misused.

## **TARDY POLICY**

1. Tardy: All late arrivals and early dismissals are considered tardies.
  - a. Late arrival: School starts at 8:30 am. All students must be in class at 8:30 am. Any student who arrives to class after 8:30 am will acquire a tardy and must have a parent or other responsible adult sign them in at the front office. Late arrival may be excused by a doctor's note which must include the student's name, doctor's information and date of service.
  - b. Early dismissal: Any student who is signed out before 3:00 pm will acquire a tardy. Early dismissal may be excused by a doctor's note which must include the student's name, doctor's information and date of service. (Excused early dismissal includes students sent home by the school health office)
    - i. After a student accumulates 6 unexcused tardies, a letter will be mailed home informing the parent/guardian that the student will be required to attend a 10-minute study time in lieu of lunch recess for each unexcused tardy thereafter.
    - ii. A student who accumulates 6 unexcused tardies will not be considered for perfect attendance.
    - iii. After a student accumulates 10 unexcused tardies, the parent may be required to meet with the principal to attempt to find a solution to the problem.
    - iv. After a student accumulates 18 unexcused tardies, the student will receive 3 points on his/her discipline record and 10-minute study time in lieu of lunch recess for each unexcused tardy thereafter. Noah Webster School reserves the right to withdraw a student who has accumulated 18 or more unexcused tardies.

**Noah Webster School has adopted the Maricopa County CUTS LITE Program. Excessive tardiness or absenteeism may result in a citation requiring parents to appear in court.**

The governing board reserves the right to remove or withdraw a student who has excessive absences or who is absent from school for five (5) consecutive days without notification by the parent/guardian to Noah Webster School as to the reason for the absence.

**Students residing within the boundaries of SRPMIC must abide by the SRPMIC Tribal Truancy Ordinance SRO 11-309 to 318.**

## **ABSENCE REPORTING POLICY**

Pursuant to A.R.S. § 15-807:

1. In case of absence from school, the parent/guardian is required to notify school attendance personnel in advance or at the time of the absence.
2. The parent/guardian is required to furnish the school with at least one telephone number, if available, where the parent/guardian may be contacted during the school day. If there is a change in telephone numbers during the school year, the parent/guardian is to promptly notify the school office.
3. In case a student is absent from school and the parent/guardian has not notified the school, school attendance personnel will make a reasonable effort to promptly notify the parent/guardian.

## **HEALTH ISSUES**

### **HEALTH OFFICE**

A health assistant is on duty during regular school hours. If at any time your child is faced with an unusual health situation that could affect your child's performance in school, please notify the health office staff. They will notify the teacher and appropriate personnel.

### **EMERGENCY CARDS**

We ask all parents to complete an Emergency Medical Referral card for each of their children each year. Tell us how to contact you, or another guardian, if your child becomes ill or is injured at school. List all health problems including allergies to food, medicine, and insect stings. Please provide medical documentation on all food allergies. List all medication currently taken by the student and whether it is to be administered at school or at home. Please let us know if your address, home phone, business phone or emergency phone number changes during the school year.

Like you, we want to do what is best for your child. **If we cannot reach you in an emergency, we will call the paramedics who may decide an ambulance should be called.** The cost of this service is the parent's responsibility.

We encourage parents of students with active chronic illnesses to utilize the health office by having necessary medication on hand—i.e., inhalers, SVN Meds, etc.

### **MEDICATIONS**

- Health Office personnel administer over-the-counter and prescription medication in the school setting in accordance with specific regulations from the Arizona State Board of Pharmacy.
- All medications, including cough drops, must be brought to the health office by an adult and picked up from the health office by an adult.
- The medication must be in the original prescription container labeled by the pharmacist or in the original factory container with all warnings and directions intact. **(No medications in envelopes, foil, or baggies will be accepted.)**
- The school must have written permission from the parent/guardian for the medication to be administered at school.
- Injectable medications must have the ordering physician's signature on file.
- Only medications needed to treat an existing ailment are stored in the health office.
- Medication will only be disbursed between 12pm and 2pm to avoid any possibility of overdose.

- If a student needs medication on a field trip, the procedures for taking medication on a field trip must be followed.
- **NO STUDENT MAY CARRY MEDICATION ON CAMPUS (INCLUDING COUGH DROPS).**

### **MEDICATIONS ON FIELD TRIPS**

- **Medications will not be sent on field trips except as noted below.**
- **Parents of students with life threatening conditions (severe allergies requiring an EpiPen, diabetics, severe asthmatics and other conditions requiring emergency medications) are given first priority to go on all field trips. Teachers and parent chaperones are not liable for emergency situations.**
- **Parents of students with life threatening conditions are suggested to provide a suitable adult replacement to accompany the student if they are unable to do so.**
- **If a student is unable to attend the field trip, he/she is still required to be at school.**
- **The completion of a field trip medication form is required for any/all emergency medication sent on a field trip.**
- **Any school medication sent on a field trip must be signed in and out of the health office.**
- **Parents of students who become ill (vomiting/fever) or injured on a field trip will be notified by the staff member in charge and may be required to pick the student up from the field trip.**

### **HEALTH SCREENING PROGRAMS**

- **Hearing:**  
The guidelines recommended by the Arizona Department of Health Hearing Conservation program are followed. Hearing tests are given to students at specified grade levels.
- **Vision:**  
The guidelines of the Arizona Department of Health Services Vision program are followed. Vision tests are given to students at specified grade levels.
- **Lice checks:**  
Lice are commonly transmitted in children when they share combs, brushes, hats, and coats. Lice checks are performed on pupils when the parent or teacher suspects the child has lice, or if siblings of any student have lice. If a child is found to have head lice, the parent/guardian will be notified immediately by telephone to take his/her child home. The child will need to be treated and the parent/guardian must remove all of the eggs (nits) from the hair shafts before the student may return to school. Any student sent home with lice/nits must be checked by the health office prior to returning to class or riding the bus. In addition, any student previously sent home with lice/nits will be rechecked by the health office for re-infestation approx. 7-10 days after initial treatment. If a case of lice/nits is found in a classroom, the parents/guardians of every student in the classroom (whether they have lice or not) will be notified by letter. Classroom lice checks will be performed within a reasonable time following a report of lice. If you discover your child has lice, please inform the health office so that a classroom notification can be sent out.

### **OTHER HEALTH INFORMATION**

- The Health Office deals with illnesses and accidents that occur at school as well as active chronic illnesses such as asthma, diabetes, etc. Parents/guardians are requested to notify the Health Office if a student has a health problem.
- We cannot keep an ill child in school. Our main interest is to keep a student healthy and in school. For the protection of all students, please do not send your child to school when ill.
- State law requires that students be excluded from school if they are suspected of having a communicable disease.
- **Any student with a temperature of 100 degrees or more must not attend school.** When a student is sent home from school with a fever, the student must not return to school until he/she is fever free for twenty-four hours without the use of Tylenol or similar medications.
- Students who are sent home by the health office are required to be picked up within one hour from the initial call.



- Parents/guardians are requested to keep students home if the following symptoms are present: vomiting, diarrhea, temperature of 100 degrees or more, yellow or green nasal discharge, inflamed eyes, or any skin rash unless it has been diagnosed by a physician as noninfectious. If any of these symptoms occur while at school, the parent/guardian will be contacted and the student will be sent home.
- All students are required to be bathroom trained to be enrolled at Noah Webster Schools. Exceptions to this policy will be made on a case by case basis with medical documentation.
- Parents of kindergarten and first grade students are strongly encouraged to send extra clothes in their backpacks for bathroom accidents. Students who have an extra set of clothes in their backpacks will be permitted to use the health office to change into their extra clothes. Wet clothes will be placed in a bag and sent home in the student's backpack. The parents of students who do not have an extra set of clothes in their backpacks will be called to bring in dry clothes. It will be considered an unexcused early dismissal if parents decide to take a student home early. During the lunch period, students will be allowed to finish their lunch in class after changing.
- Parents will be called whenever a student has soiled pants. Students who have an extra set of clothes in their backpacks may be allowed to clean themselves up, with parent permission, depending on the magnitude of the accident. Soiled clothes will be double bagged and sent home in the student's backpack. Students who do not have a change of clothes may be able to clean themselves and change into a pair of disposable shorts to wear in the health office while waiting for a parent to bring a change of clothes. Once they have changed they will be sent back to class. The student must be picked up if the accident is significant or there are signs of illness (fever, diarrhea, etc.).
- Any student who has multiple bathroom accidents during the day may be sent home to rule out a possible medical condition.
- Any student requiring a wheelchair or crutches must have a physician notice on file with the health office.
- Any student with a cast, brace, splint, etc. should have medical documentation on file in the health office indicating any PE/recess accommodations and/or restrictions. A student with a cast, brace, splint, etc. will not be permitted to use playground equipment.
- Any student not in school due to a hospital admission and/or surgery require medical clearance to return to school.
- **Students who are being sent home by the health office will be checked out of attendance by the health office. At that point, the time that the child waits for pick up will not be counted towards classroom attendance.**

### **CHILD ABUSE REPORTING**

A.R.S. § 13-3620 states that all school personnel are obligated to report suspected abuse, including teachers, support staff, and administrators. This obligation arises when any such individual "reasonably believes that a minor is or has been the victim of physical injury, abuse, child abuse," non-accidental injuries, neglect or sexual abuse. All school personnel must "immediately report or cause reports to be made" of suspected child abuse to the police and/or Child Protective Services (CPS).

### **QUESTIONING OF STUDENTS AT SCHOOL BY CPS**

Social workers and enforcement authorities investigating suspected child abuse/neglect do not require parent/guardian notification prior to questioning students at the school. A school official may be present only if such presence is necessary to the investigation. CPS social workers and law enforcement authorities may notify parents/guardians if they think it is necessary.

### **INSURANCE**

Noah Webster School carries accident insurance for student incidents on campus during the school day or during on-site after school activities.

## **P.E. EXCUSED ACTIVITIES**

Students will be expected to participate in our regular physical education program. Students are graded on their participation in class. In the event that Physical Education activities need to be restricted, due to an illness or injury, please contact the school health office or send a note with your student, which contains the following information: 1. Date of injury or illness, 2. Nature of the injury or illness, 3. Length of time your child needs to be excused from P.E. class, due to injury or illness, 4. Phone number (home and/or work) where you can be reached for further information. The office staff may make a phone call verifying parental permission.

## **SAFETY DRILLS**

Noah Webster School has procedures in place to handle emergency or crisis situations. These procedures could include fire drills, lock downs or evacuations, depending on what is appropriate for the situation. The school has a Human Response team to assist staff and students in preparing for, responding to or recovering from a crisis.

## **PARENT INVOLVEMENT**

### **INCOME TAX CREDIT**

The State of Arizona allows an income tax credit (up to \$400.00 for a married couple) to reimburse money spent on extracurricular activities at schools. It has been called a painless way to help schools. Taxpayers who write a check to the school can subtract the same amount, up to \$400.00 for a married couple, from what is owed on their state taxes. This is a great way to pay for after-school programs like chorus and recreational sports, which require a fee. Parents, grandparents and others are encouraged to contribute to the extracurricular school activities of their choice. Taxpayers will be provided with a receipt from the school prior to January 31<sup>st</sup> for their contributions made in the previous tax year. School officials will need to record the date, taxpayer's name, social security number, address and amount. Since this is for a calendar year, the donation needs to take place prior to the winter break for the holidays.

### **FAMILY DONATION DRIVE**

We encourage EVERYONE to actively support our family donation drive during the months of August and September for the 2018-2019 school year.

### **WHY CONTRIBUTE?**

Our ability to provide the same level of quality education and events that you have come to expect depends on this donation drive. Part of the school's funding for our events is raised through this fundraising effort, which is the most efficient and effective way to raise money for the school. Every dollar you give during this fundraising drive goes directly to the students and we don't even have to go door to door with our children.

The funds raised through this family donation drive will support a wide variety of programs that directly benefit and enrich the education and family events of all our students at Noah Webster School. For example, this will offer the funding to pay for 50% of the art masterpiece program, including the salary associated with this program as well as computer hardware and software for the students. In addition, it allows for the funding of awards and incentives for such events as the Spelling Bee, Water Day, and Science Fair.

### **SO HOW MUCH SHOULD I GIVE?**

We will gladly accept any amount you are willing to donate. Our goal is to raise at least \$50 per child as well as achieve 100% family participation. We hope that each family will participate in this family donation drive to help provide the quality of enrichment we all want for our children.

## Student Drop Off/Pick Up Procedures

### BEFORE SCHOOL DROP OFF

- **Parents may begin dropping off children at designated drop off zones at 7:00 a.m.** Only students who are enrolled in special programs, such as before school care, and busing students are allowed to be on campus prior to 7:00 a.m.
- For the safety of our students, do not block crosswalks.
- Students must go to the playground areas on campus until the bell rings at 8:25 a.m.
- All school gates will be closed at 8:30 a.m. Students who are not inside school gates must report to the office at this time (see tardy policy).
- Parents may not wait with their child in the hallways, except for the first day of school. This is a safety issue. In order to provide the very best education for your child, teachers need this time in the morning to finish preparations for their day. They are, therefore, unavailable at this time. If you need to meet with your child's teacher, please call or email the teacher to set up an appointment that will be convenient for both of you.
- Parents must check in at the office to obtain a visitor pass to be on campus at any time. There will be staff members monitoring.
- Students should be dropped off in the drop off areas. Students should only exit the vehicle on the passenger side. Always use caution and watch for students who are leaving other cars. Park only in designated spots, not in the drop off lane. Remember to **keep moving forward**. Exiting your vehicle in the pick up lanes will not be allowed.
- Students may not be dropped off in the administrative parking lot (Mesa Campus).

### PARENT CALL LIST AND PICK UP

- If there is a change in your child's schedule, you must call the school at ext. 2101 with this information for your child's safety. All calls for the parent call list **must be received before 2:00 p.m.** You may also email the call list directly.
- There will be no student sign outs from the front office between 2:30 and 3:30 p.m. Please plan accordingly.
- There will be no visitor parking allowed at the Administration building from 2:30-3:30 p.m. (Mesa Campus).
- Students who are walking home will meet the aides at the gate between the administration and kindergarten buildings (Mesa Campus).
- Students who are walking home will meet the aides at the bike area (Pima Campus).
- Parents meeting their children to walk home will meet them outside the gate, not in the office. Parents of all walkers/bike riders will be required to sign a liability waiver. Parents meeting walkers/bike riders will not be allowed to park on campus.
- For parent pick up, please arrive at your designated time. This will help relieve traffic congestion.
- During parent pick up, parents must display placard on the rear view mirror. Parents without a placard will be escorted out to Baseline Road.
- For the safety of our students and faculty, please be courteous to other drivers in the parking areas.
- For the safety of our students and faculty, do not block crosswalks.
- Students who are not at parent pick up, walking, or involved in an after school program must be on the playground at 3:00 p.m.
- **All students on campus after 3:00 p.m., who are not riding the bus, enrolled in an after school program, or waiting in parent pickup will be directed to after school care.**

### After School Student Pick Up Procedures

There are five pick up times to help relieve parent pick up congestion:

Grade Level	Parent Pick Up Time
K and siblings and all Day Care Buses	2:50
1st and siblings	3:00
2nd and siblings	3:10
3rd and siblings	3:20
4th and siblings	3:20
5th and siblings	3:10
6th Grade	3:00
Pre-K and siblings	3:30

- Siblings of KG should report to KG teacher in parent pick up unless they are attending an after school program.
- All other grade level siblings will meet at the youngest sibling's **pick up area**.
- All day care buses will pick up students at 2:50.
- Please arrive no earlier than your pick up time indicates as this causes congestion.
- **If a student needs to be checked out early for an appointment, please plan to pick him/her up prior to 2:30 p.m. to avoid possible delays. The student must be checked out of the office. Your child will be called to the office to meet you. (see tardy policy) For the safety of the students, there will be no student sign outs between 2:30 p.m. and 3:30 p.m.**
- During student pickup, do not stop your car and talk with your child's teacher. This causes delays and holds up the traffic flow. Exiting your vehicle in the pick up lanes will not be allowed.
- Students must not stay after school past their designated parent pick up time unless they are enrolled in an after school program, riding the late bus or enrolled in the After School Care Program. Students who do not meet this criteria will call a parent/emergency contact and be sent to the After School Care Program. The police will be notified of any students left on campus past 6:00 p.m.
- **If you need to get a message to your child (i.e. ride the bus, walk home, etc.), it is *imperative* that you contact the parent call list before 2:00 p.m. on regular school days and before 11:30 a.m. on early release days to ensure that your child receives your message.**

- **Rainy Day Arrival/Departure**

Arrival:

Teachers are to report to school at 8:00 a.m. on rainy days. This allows the students to enter the classroom early and stay out of the rain. All students who arrive on campus prior to 8:00 a.m. will report to the cafeteria.

Departure:

Please follow regular pick up procedures.

- **Early Release Pick up Schedule**

There are five release times to relieve the traffic:

Grade Level	Release Time
K and siblings	12:50
1 and siblings	1:00
2 and siblings	1:10
3 and siblings	1:20
4 and siblings	1:20
5 and siblings	1:10
6th grade	1:00
Pre-K and siblings	1:30

- Students will remain in their classrooms until the designated times. Please do not pick up your students until your time. Siblings will wait with the youngest child in the family or carpool. Please arrive no earlier than your pick up time indicates as this causes congestion.
- **Lock Downs During Pickup/Drop Off**  
In case of lock down during drop off or pick up, all parents in vehicles will be expected to exit the property as quickly as possible. If, during parent pick up, children have not been placed in parent vehicles yet, parents will be expected to leave without their child and the school will put the child in immediate lock down. If, during drop off, the child has exited the parent's vehicle, the parent will be expected to leave the property without his/her child as quickly as possible and the school will put the child in immediate lock down. Please note, during a lock down, once police are on site, they take command of the situation.

## **BEFORE AND AFTER SCHOOL CARE**

- Before care (6am to 7am) and after school care (3pm to 6pm) are available. For more information on the before and after school care program, please pick up an informational sign up form in the administrative office. All students on campus after 3:00 p.m. who are not riding the bus, enrolled in an after school program or waiting in parent pickup will be directed to after school care.
- All students are required to be bathroom trained for enrollment at Noah Webster and attendance in before and aftercare. Exceptions to this policy will be made on a case by case basis with medical documentation.
- Any student that is sent home from the health office due to multiple bathroom accidents during school hours is not permitted to attend same day aftercare.
- Any student that has a bathroom accident in Aftercare must be picked up for the day. Students will not be permitted to change their clothing and remain in aftercare.
- Students are recommended to have a jacket for cooler weather.
- Any student sent home from Aftercare, regardless of the reason, must be picked up within an hour of parent/guardian notification. The parent/guardian of a student not picked up within the hour may be subject to paying a specialized care rate of \$12.00 per hour.
- It is the responsibility of parents/guardians to ensure that their contact information, and that of their emergency contacts, are up to date. All changes of contact information must be done by completing an information change form in the front office during regular business hours (7:30am-4:15pm).

## **BREAKFAST AND LUNCH POLICY**

### **BREAKFAST AND LUNCH WILL BE SERVED BEGINNING THE FIRST DAY OF SCHOOL**

We are pleased to offer great tasting, nutritious meals that will be provided by a private caterer.

- Breakfast and lunch must be pre-ordered monthly. Menus, with order forms attached, will be sent home with your child on or about the 15<sup>th</sup> of each month prior to the beginning of the next month. Parents will have one week to turn in the order for the next month. **THIS MUST BE FILLED OUT AND TURNED IN ON TIME.**
- Accounts must be kept current. Breakfast and lunch costs will be determined each school year and will be posted on the menu order form. Breakfast and lunch must be paid for on a monthly basis with cash, check or money order. Money must be turned in with the order form. **Your form will not be processed unless payment is turned in with it. Due to the fact that breakfast and lunch are catered, daily payment cannot be accepted.** Milk can be purchased on a daily basis or a month long milk pass can be purchased. Students who have not pre-ordered a lunch or have not brought a lunch from home will be provided a sack lunch consisting of cheese, crackers, salad bar and milk at the cost of \$2.25 per lunch and will be billed directly to the parent. (Due to product availability, the

contents of the sack lunches may vary.) Sack lunches are not an ordering option. They are only provided for students who have forgotten their lunch.

- **Breakfast and lunch money is non-refundable.**
- Please do not send frozen or uncooked meals with your child(ren). There is not a microwave available for student use.
- Do not send glass bottles or containers in your child(ren)'s lunches. It can pose a danger to the students if broken.
- If you are dropping off a lunch for your child(ren), please do so no later than 15 minutes before their scheduled lunch time.
- Families are able, and encouraged, to apply for free and reduced breakfasts and lunches through the cafeteria. Please do so as quickly as possible. Forms will be processed at our school. It takes time to process these forms and they will be processed on a "first come, first served" basis. Please allow 10 days for forms to be processed. A letter will be sent by mail notifying you of your child(ren)'s status.

## **FOOD ALLERGIES /SPECIAL DIETARY NEEDS**

As our school has grown over the years, we have had more and more students attending Noah Webster that have food allergies or special dietary needs. Their safety and well-being is our utmost concern. Noah Webster follows the policies set forth by the Americans with Disabilities Act and the United States Department of Agriculture (USDA), including the regulations provided in 7 CFR Parts 15 and 15b.

- **Peanut Allergies:** All students who have an allergy to peanuts and need an EpiPen are required to sit at the "peanut free table" in the cafeteria. (No Exceptions) All other students who are on record with the Health Office as having a peanut allergy must also sit at the "peanut free table" regardless of whether the allergy is mild or severe. They may have one "lunch buddy" sit with them at the "peanut free table" as long as the attached permission slip is signed by the parent or legal guardian and on file with the food services manager. The food services manager will carefully inspect the "buddy's" lunch to make sure that it is safe.
  - If you would like to request that your child sit with his or her class, then we are requiring a signed doctor's note to be on file with the Health Office specifically stating that they do not have a prescription for an EpiPen and that it is not a severe enough allergy to have to sit at the peanut free table, and that it is ok for the student to sit with the class. Again, this doesn't include those students who have a prescription for an EpiPen. They must sit at the "peanut free table".
- **Lactose Intolerant:** If your child is Lactose Intolerant and needs a milk substitution when ordering school lunches, a doctor's diagnosis must be on file with the health office.
- **Special Dietary Needs:** If your child has special dietary needs due to a disability, a doctor's diagnosis must be on file with the school health office.
- **Classroom Parties/Treats:** Food substitutions due to allergies or special dietary needs for students will NOT be made by Noah Webster School during classroom parties. (i.e. holiday parties, pizza parties, etc.) It is the parent's responsibility to provide an alternative snack.

## **YOUNG CHILDREN WITH DISABILITIES**

It is Noah Webster School's responsibility to inform the general public and all parents of students enrolled in our school of our responsibility to make available special education services for students with disabilities and how to access those services. In addition, we have a responsibility to provide information regarding early intervention services for children from birth through 2 years of age.

We are responsible for identifying, locating, and evaluating all children with disabilities within our school and for making appropriate referrals to the:

1. Arizona Early Intervention Program (AzEIP) for children from birth through 2 years of age for evaluation and services if needed; and
2. School district of residence for children ages 3 through 5 for evaluation and services if needed.

We are responsible for providing a free and appropriate public education (FAPE), which includes special education and related services for students with disabilities at public expense, under public supervision and direction and without charge to the parents.

For all new students to the school, the classroom teacher will complete screening activities within 45 days of enrollment. The teacher will look at the child's ability in the areas of academics, vision, hearing, communication, social/emotional and motor skills. If any concerns are noted, the child may be referred for additional help.

If you have concerns about a child you know, please contact the Special Education Department at (480) 986-2335 ext. 2530 for more information.

### **Annual Notification to Parents Regarding Confidentiality of Student Education Records**

**The Family Educational Rights and Privacy Act (FERPA)** is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school within 45 days of a request made to the school administrator. Schools are not required to provide copies of records unless it is impossible for parents or eligible students to review the records without copies. Schools may charge a fee for copies.
- Parents or eligible students have the right to request in writing that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
  - School officials with legitimate educational interest
    - A school official is a person employed or contracted by the school to serve as an administrator, supervisor, teacher, or support staff member (including health staff, law enforcement personnel, attorney, auditor, or other similar roles); a person serving on the school board; or a parent or student serving on an official committee or assisting another school official in performing his or her tasks;
    - A legitimate educational interest means the review of records is necessary to fulfill a professional responsibility for the school;
  - Other schools to which a student is seeking to enroll;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, sports participation (including height and weight of athletes) and dates of attendance unless notified by the parent or eligible student that the school is not to disclose the information without consent.

**The Individuals with Disabilities Education Act (IDEA)** is a federal law that protects the rights of students with disabilities. In addition to standard school records, for children with disabilities, education records could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the student’s parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

For additional information or to file a complaint, you may call the federal government at (202) 260-3887 (voice) or 1-800-877-8339 (TDD) OR the Arizona Department of Education (ADE/ESS) at (602) 542-4013. Or you may contact:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5901	Arizona Department of Education Exceptional Student Services 1535 W. Jefferson, BIN 24 Phoenix, AZ 85007
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### **Notificación Anual a los Padres con Respecto a la Confidencialidad de los Expedientes Académicos de los Estudiantes**

La Ley de los Derechos y Privacidad Educativas de la Familia (Family Educational Rights and Privacy Act o FERPA) es la ley Federal que protege la privacidad de los expedientes académicos de los estudiantes. FERPA les da a los padres ciertos derechos con respecto a los expedientes académicos de sus hijos. Estos derechos pasan al estudiante cuando éste alcanza la edad de 18 años o asiste a una escuela superior al nivel preparatoria. Estudiantes a quienes los derechos han sido transferidos son “estudiantes elegibles.”

- Los padres o el estudiante elegible tienen derecho a inspeccionar y revisar el expediente académico del estudiante que es mantenido por la escuela dentro de un período de 45 días a partir de la solicitud hecha al administrador de la escuela. No es obligación de las escuelas proporcionar copias a no ser que sea imposible para los padres o el estudiante elegible revisar el expediente académico sin copias. Las escuelas pueden cobrar una cuota por proporcionar copias.
- Los padres o el estudiante elegible tienen el derecho a solicitar por escrito que la escuela corrija el expediente académico que ellos crean sea inexacto o engañoso. Si la escuela decide no corregir el expediente académico, el padre o estudiante elegible tiene derecho a una audiencia formal. Después de la audiencia, si la escuela todavía decide no corregir el expediente, el padre o estudiante elegible tiene derecho de poner una declaración en el expediente que presenta su punto de vista sobre los datos protestados.
- Por lo general, las escuelas deben tener permiso de los padres o del estudiante elegible por escrito para poder revelar cualquier dato del expediente académico del estudiante.
  - Autoridades escolares con interés educacional legítimo



- Autoridad escolar es una persona empleada o contratada por la escuela para servir como administrador, supervisor, maestro o personal de apoyo (incluyendo personal de salud, personal policial, abogado, auditor u otros con funciones similares); una persona que sirve en la mesa directiva de la escuela; o padre o estudiante que sirve como miembro de un comité autorizado o que asiste a otra autoridad escolar en sus funciones;
  - Un interés educacional legítimo significa que la revisión del expediente es necesaria para cumplir con una responsabilidad profesional para la escuela;
- Otras escuelas en las que el estudiante está solicitando inscripción;
  - Autoridades especificadas para propósitos de auditoria o evaluación;
  - Partes competentes en relación a asistencia de financiamiento para un estudiante;
  - Organizaciones conduciendo ciertos estudios por o en nombre de la escuela;
  - Organizaciones de acreditación;
  - Para cumplir con una orden judicial o citación emitida de acuerdo con la ley
  - Oficiales competentes en casos de emergencias de salud y seguridad; y
  - Autoridades estatales y locales, dentro del sistema de justicia para menores, de conformidad con la ley estatal específica.

Las escuelas pueden divulgar, sin consentimiento, datos de “directorio” tales como nombre del estudiante, dirección, número de teléfono, fecha y lugar de nacimiento, honores y premios, participación en deportes (incluyendo estatura y peso de los atletas) y fechas de asistencia si no son notificados por los padres o estudiante elegible que la escuela no debe divulgar la información sin consentimiento.

La Ley de la Educación de Personas con Discapacidades (Individuals with Disabilities Education Act or IDEA) es una ley federal que protege los derechos de estudiantes con discapacidades. Además de los expedientes académicos normales, los expedientes académicos para estudiantes con discapacidades podrían incluir materiales sobre evaluación y exámenes, datos médicos y de salud, Programas Educativos Individualizados y notificaciones y autorizaciones relacionadas, reportes de progreso, materiales relacionadas con acciones disciplinarias y acuerdos de mediación. Tal información es reunida de un número de fuentes, incluyendo los padres del estudiante y personal de la escuela donde asiste el estudiante. También, con permiso de los padres, se pueden reunir datos de fuentes pertinentes adicionales, tales como doctores y otros proveedores de servicios de la salud. Estos datos son recogidos para asegurar que el menor es identificado, evaluado y provisto de una Educación Pública Adecuada Gratuita de acuerdo con las leyes estatales y federales sobre educación especial.

Cada una de las agencias participantes bajo la Parte B de IDEA debe asegurarse que, en todas las etapas de la recolección, archivo, retención y divulgación de los expedientes académicos a terceras partes, cumpla con las leyes federales de confidencialidad. Además, la destrucción de cualquier expediente académico de un menor con una discapacidad debe ser de acuerdo con los requisitos reglamentarios de IDEA.

Para información adicional o para presentar una queja, puede llamar al gobierno federal al (202) 2603887 (voz) o al 1-800-877-8339 (TDD) o al Departamento de Educación de Arizona (ADE/ESS) al (602) 542-4013. O puede usted contactar:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D. C. 20202-5901	Arizona Department of Education Exceptional Student Services 1535 W. Jefferson , BIN 24 Phoenix, AZ 85007
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Este aviso está disponible en inglés y en español en la website del ADE en [www.ade.az.gov/ess/resources](http://www.ade.az.gov/ess/resources) bajo formas. Para asistencia para obtener este aviso en otros idiomas, contacte al ADE/ESS en el número de teléfono/dirección que se da arriba.

**NOAH WEBSTER SCHOOL**  
**PROCEDURAL SAFEGUARDS REGULATION**  
**(Section 504 of the Rehabilitation Act of 1973)**

Each qualified student within the School who is eligible to receive special education or related aids or services, regardless of the nature or severity of the condition necessitating such programs or services, shall receive free appropriate education in the School. It is the responsibility of the School to identify and evaluate students who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services or programs in order that such students may receive the required free appropriate education.

***Procedural Safeguards***

**1. Notice**

The parents or guardians shall be notified in writing of all School actions concerning the identification, evaluation, or educational placement of students who, because of disability, need or are believed to need special educational or related services. Such actions include decisions to refuse to identify or evaluate a student and decisions to deny or significantly change a student's educational placement.

**2. Opportunity to Examine Records**

The parents or guardians shall be notified that they may examine relevant records.

**3. Hearing**

An impartial due process hearing ("Section 504 due process hearing") will be utilized to resolve differences concerning the identification, evaluation, or educational placement of students who, because of disability, need or are believed to need special educational or related services when such differences cannot be resolved by means of a less formal procedure. In this instance, *due process* is defined as an opportunity to present objections and reasons for the objections to the decision and/or procedures of the School in making its decision. A Section 504 due process hearing may be called at the request of the School or a parent, guardian, or surrogate of an affected student. The proceedings will be presided over and decided by an impartial hearing officer. *Impartial hearing officer* means a person selected to preside at a due process hearing to assure that proper procedures are followed and to assure the protection of the rights of both parties

In the notification of any School action concerning identification, evaluation, or educational placement, the parents or guardian will be advised that:

- A. A request for a Section 504 due process hearing should be made within thirty-five (35) days of notice of the right to file (but not less than thirty (30) days).
- B. The request shall be made to:

Marty Spitz  
Noah Webster School  
7301 E. Baseline Road  
Mesa, AZ 85209  
(480) 986-2335

**4. Review**

The hearing officer shall render a decision. The parents or guardians shall be notified in writing of the decision. Either party may seek review of the decision of the hearing officer by a federal court of competent jurisdiction.

The parties shall abide by the decision of the hearing officer unless the decision is appealed to a federal court of competent jurisdiction and the decision is stayed by the court.

## **NOAH WEBSTER SCHOOL NONDISCRIMINATION POLICY**

Noah Webster School does not discriminate on the basis of race, color, national origin, religion, gender, sexual orientation, age, , disability, or any other category protected by law in employment, treatment, admission or access to educational programs and activities. Inquiries concerning perceived discrimination may be referred to the School's HR Director/Complaint Coordinator, Jennifer Pennington, located at 7301 E. Baseline Rd, Bldg 100, Room 103, Mesa, AZ 85209, or your immediate supervisor if you are an employee. You may also contact the HR Director by phone at 480-986-2335 x 103.

## **NOAH WEBSTER SCHOOL GRIEVANCE PROCEDURE**

Students, parents/guardians of student and employees have the right to file a formal complaint alleging noncompliance with regulations outlined in Title VI of the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

**Level One – Immediate Supervisor (Informal and Optional – may be bypassed by the grievant) –** Employees with a grievance of discrimination on the basis of race, color, national origin, religion, gender, sexual orientation, age, disability, or any other characteristic protected by law concerning student activities may first discuss it with their Immediate Supervisor, with the objective of resolving the matter informally. A student or parent with a complaint of discrimination on the basis of race, color, national origin, religion, gender, sexual orientation, disability, or any other characteristic protected by law concerning student activities may discuss it with the teacher, counselor or building administrator involved.

**Level Two –** If the grievance is not resolved at level one and the grievant wishes to pursue the grievance, he/she may formalize it by filing a complaint with the Complaint Coordinator. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal complaint at level two must be within twenty (20) working days from the date of the event giving rise to the grievance or from the date grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the HR Director/Complaint Coordinator who shall investigate the complaint and attempt to resolve it. A written report regarding the action taken will be sent within fifteen (15) working days after receipt of the complaint.

**Level Three –Chief Operational Officer (COO) -**If the complaint is not resolved at level two, the grievant may proceed to level three by presenting a written appeal to the COO and board secretary within ten (10) working days after the grievant received the report from the HR Director/Complaint Coordinator. The grievant may request a meeting with the COO. The COO has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the COO within ten (10) working days after receiving the written appeal.

**Level Four – Board of Directors –** If the complaint is not resolved at level three, the grievant may proceed to level four by presenting a written appeal to the Chairman of the Board of Directors within ten (10) working days after the grievant received the report from the COO. The grievant may request a meeting with the Board of Directors to discuss the appeal. A decision will be rendered by the Board of Directors at their next regularly scheduled meeting. The grievant will be notified in writing of the decision within ten (10) working days after the Board of Director's meeting regarding the action that will be taken.

This procedure in no way denies the right of the grievant to file formal complaints with the Office for Civil Rights, or other agencies available for mediation or rectification of grievances, or to seek private counsel for complaints alleging discrimination. In accordance with Federal civil rights law and USDA civil rights

regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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

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

This institution is an equal opportunity provider.

For all other harassment of discriminatory complaints, follow board policies. These policies can be found in both the Employee Handbook and Parent Handbook.

School's Contact Information:

Complaint Coordinator – Jennifer Pennington [jpennington@noahwebster.org](mailto:jpennington@noahwebster.org)

## **TITLE I- PARENTS' RIGHT-TO-KNOW**

Parents/Guardians have the right to request information regarding the professional qualifications of any teacher that is instructing your child. You may request information regarding the following:

- Whether or not the teacher has met state certification requirements (Charter school teachers are waived from this requirement)
- Whether or not the teacher is teaching under emergency or provisional status
- The bachelor's degree major of the teacher, or other certification or degrees held by the teacher and the subject areas of the certification or degrees; and
- Whether your child is provided services by teacher aids/paraprofessionals and, if so, their qualifications

## **NOTIFICATION TO PARENTS**

- Our AHERA Management Plan is available for on-site review at the front desk and in maintenance (600 building)
- The School Safety Manual, which includes the school's HAZMAT Compliance and Emergency Response Plan, is available for on-site review in maintenance (600 building)
- The school's Wellness Policy is available for on-site review at the front desk
- Teacher resumes are available for review with the principal

### **Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of*–
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use –
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

**[Noah Webster School will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes.]** Noah Webster School will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents/eligible students who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, D.C. 20202-4605

THE POLICIES CONTAINED IN THIS PARENT HANDBOOK MAY BE CHANGED WITHOUT  
 NOTICE OR GOVERNING BOARD APPROVAL

## **ARIZONA REVISED STATUTES (Laws) RELATED TO PUBLIC SCHOOLS**

### **Abuse of Staff (A.R.S. § 15-507)**

The statute provides: “*A person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of his duties is guilty of a Class 3 misdemeanor.*” In order to maintain a safe, orderly school environment, the authority of school staff members acting in their official capacity must be respected. For this reason, any form of threat, verbal, written, or physical abuse of staff will be treated as a serious offense warranting suspension or expulsion or possible referral to the police department. If concern about a staff member’s exercise of authority cannot

be satisfied in direct, appropriate discussion with the individual, that concern should be brought to the attention of the administration.

### **Alcohol and Drug Violations and Arizona Drug Law (A.R.S. § 13-3411)**

Alcohol or drug violations on or within 300 feet of school property, at school events, or at any time the student is subject to the school's "good neighbor" policy will result in disciplinary action by school officials, notification of parents, and possible involvement of police. The following provisions of Arizona's Drug Law (A.R.S. § 13-3411) are offered as a warning. Arizona judges have no discretion to impose less than mandatory prison sentences and fines. Here is what could happen if you are under the influence of, in possession of, or sell drugs on or within 300 feet of school property:

- If 18 or older you will be tried as an adult.
- If convicted as an adult, your crime will be classified as a felony carrying a minimum mandatory prison sentence of three years and nine months and minimum fine of \$2,000. (If convicted as a minor, you may be placed in the custody of the Department of Corrections until the age of 18.)
- If convicted of a drug offense, your driver's license will be suspended until age 18; if you do not have a driver's license, you may be denied a license until the age of 18.

### **School Property (A.R.S. § 13-2911)**

Any student who cuts, defaces, or otherwise injures any school property is subject to suspension or expulsion and, upon complaint of the Board, the parents of such students shall be liable for the damages.

### **Teacher's Authority to Remove a Student from Class (A.R.S. § 15-841)**

A.R.S. § 15-841 gives teachers the right to remove disruptive students from their classrooms. A teacher may remove a student from his/her class by documenting abusive, threatening, disruptive, or unruly behavior. The referring teacher must submit supporting documentation within 24 hours of removal. Upon receipt of the teacher's recommendation to remove the student from class, the principal shall remove the student unless he/she can produce evidence that the basis for the recommendation was arbitrary or discriminatory and/or procedurally incorrect. Upon removal, the following steps will be completed by the principal: (1) Arrange for placement of the student in another class or an alternative setting, (2) Contact the parents to inform them of their child's removal from class and an explanation of procedures, (3) Arrange for appropriate continuation of the student's instruction program by securing individual lesson plans, learning objectives, and activities from the referring teacher, and (4) Arrange for a meeting of the school placement review committee to be conducted within three days of removal.

### **HOMELESS STUDENT POLICY**

Homeless children and youth are defined by the McKinney-Vento Homeless Assistance Act (Act) as "individuals who lack a fixed, regular, and adequate nighttime residence."

Homeless children and youth will receive equal, free and appropriate education as other children. Each child, including preschool aged children, will have access to educational and other services they need to enable them to meet academic achievement standards to which all students are held. Children will not be separated from the mainstream school environment for the basis of being considered homeless. Homeless children and youth will be immediately enrolled into school, with or without required documentation (including immunization). NWS will use their best efforts to assist the family in attaining required records at a later date, if necessary (and/or assisting children in getting required immunization).

In accordance with Title X, Part C, Section 722(g)(1)(J)(ii) of the Act, Local Educational Agencies will designate an appropriate staff person, who may also be the coordinator for other Federal programs, as a local educational agency liaison for homeless children and youth to carry out the duties described in paragraph (g)(6)(A), including ensuring that:

- (i) homeless children and youths are identified by school personnel and through coordination activities with other entities and agencies;
- (ii) homeless children and youths enroll in, and have a full and equal opportunity to succeed in, school of that local educational agency;
- (iii) homeless families, children, and youths receive educational services for which such families, children, and youths are eligible, including Head Start and Even Start programs and preschool programs administered by the local educational agency, and referrals to health care services, dental services, mental health services, and other appropriate services;
- (iv) the parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
- (v) public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services under this Act, such as schools, family shelters, and soup kitchens;
- “(vi) enrollment disputes are mediated in accordance with paragraph (3)(E); and
- (vii) the parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin, as described in paragraph (1)(J)(iii), and is assisted in accessing transportation to the school that is selected under paragraph (3)(A).

The local educational agency liaison for homeless children and youths for Noah Webster Schools is:

NCLB Homeless Liaison: Debbie Muhlestein  
Telephone: (480)986-2335  
E-mail Address: [dmuhelstein@noahwebster.org](mailto:dmuhelstein@noahwebster.org)  
Street Address: 7301 E. Baseline Road, Mesa, AZ 85209