



AJO UNIFIED SCHOOL DISTRICT #15

111 N. Well Road
Ajo, AZ 85321

Student/Parent Handbook 2024/2025

Our signatures below indicate that we have received a copy of this year's AUSD Student/Parent Handbook. We understand that the handbook outlines what is expected of AUSD students, and what AUSD students and their families can expect from the school.

Student Name

Signature of Student (Grades 1-12)

Date

The following important policies can be found on pages:

Ajo Student Conduct – Page #8-12

Disciplinary Offenses – Page #12-14

Dress Code – Page #14

Cell Phone Policy – Page #14-15

Photo/Media Policy – Page #17

Surveys – Page #17

Internet Use Policy – Page #18-19

Guardianship Information – Page #22-23

Immunization Information – Page #23

PLEASE COMPLETE, SIGN, AND RETURN THIS PAGE TO THE STUDENT'S HOMEROOM/1st PERIOD TEACHER.



Distrito Escolar Unificado de Ajo No 15
111 N. Well Road
Ajo, Arizona 85321

Manual de Estudiante/Padres
2024/2025

Nuestras firmas abajo indican que hemos recibido una copia del Manual de Padres / Estudiante AUSD de este año. Entendemos que el manual describe lo que se espera de los estudiantes AUSD, y lo que los estudiantes AUSD y sus familias pueden esperar de la escuela.

Estudiante (Nombre Escrito)

Firma de Estudiante

Fecha

Ajo Conducta Estudiantil Pagina #8-12

Ofensas Disciplinarias Página #12-14

Código de Vestimenta Pagina #14

Política de teléfono celular- Pagina #14-15

Política de medios de fotos - Pagina #17

Encuesta - Pagino #17

Política de uso de Internet- Pagina #18-19

Información sobre la tutela – Página #22-23

Información de inmunización – Página #23

Complete, firme, y devuelva esta página a la habitación principal del estudiante / primedo profesor PERIODO.



AJO UNIFIED SCHOOL DISTRICT #15

111 N. Well Road
Ajo, AZ 85321
(520) 387-7601
www.ajoschools.org

Student/Parent Handbook 2024/2025

AJO SCHOOLS VISION STATEMENT
Everyone graduates college and career ready.

Democracy cannot succeed unless those who express their choices are prepared to choose wisely. The real safeguard of democracy is Education. – Franklin D. Roosevelt

TABLE OF CONTENTS

Guidelines for Ajo Student Conduct.....	8-12
Raider Resolutions * Red Raider Code * Bullying/harassment Policy * What is Title 9 * Right to Learn * Freedom of Speech * Expectations for Parents, Family Member, Volunteers * Incidents Occurring Off-Campus	
Disciplinary Offenses.....	12-15
False Alarms * Tobacco/Alcohol/Drug Offenses * Cheating, Lying & Plagiarism * Weapons * Search & Seizure * Disorderly Conduct * Prior Offenses * Interrogations * Dress Code * Skateboards * Cell phones * Food/Drink/Gum	
Consequences for Disciplinary Offenses.....	15-17
Student Suspension/Expulsion * Fines * Student Publicity Photos	
Privileges.....	17-19
High School Lunch * School Assemblies * School Dances * Student Vehicles * Internet Use Campus Visitors * Campus Visitors & Permission to Visit Campus	
Student Attendance.....	19-21
Arrival * Dismissal * Attendance * Tardiness * School Buses * Checking Students Out of School	
AUSD Admissions Policy.....	21-24
Residency Documentation * Entrance Ages * Admission of Nonresident Students * Immunization * Missing Children	
Medical Information, Safety.....	24-25
Administration of Medicine to Students * Communicable Diseases * Lice Policy * HIV/AIDS * Fire & Evacuation Drills Lock Down Drills	
Cafeteria.....	25
Academics.....	25-30
Graduation Requirements * Loss of Credit for Excessive Absences * Progress Reports * Report Cards * PowerSchool * Grading Policy * Grade Point Average * Grade Replacement Option * Valedictorian & Salutatorian * Class Rankings * Honor Roll * Promotion & Retention * 8th Grade Promotion * Homework * Makeup Work * After-School Tutoring * Student Records * Withdrawals & Transfers * Schedule Changes * College Admissions Requirements * Advanced Placement * Early Graduation * High School Credit for Elementary Students * Credit Recovery Options * Grade Changes * Extracurricular Academic Eligibility * Physical Education Requirement Waiver	
Counseling & Career Development.....	31
Athletics & Extracurricular Activities.....	31-34
Athletic Code * Fee Schedule * Eligibility * Passing Grade Criteria * Ineligibility * Grade Check Interval * NCAA * Student Government/Clubs/Organizations * National Honor Society	
Homeless/Migrant Policy.....	35
Annual Public Notification of Nondiscrimination.....	36
Special Education.....	37-41
Child Find * Discipline of Special Education Students	
Confidentiality of Student Education Records.....	42-43
Parent Involvement Policy.....	44-54
Use of Technology in Instruction - Governing Board Policy – IJNDB	55-56
Student Bullying/Harassment/Intimidation - Governing Board Policy JICK	57-59
Hazing – Governing Board Policy JICFA-EB.....	60-61
Student Surveys – Governing Board Policy JRR.....	62-63

WELCOME TO AJO SCHOOLS

We welcome you and your family to the Ajo Unified School District where everyone graduates college and career ready! We are thrilled you have chosen to join the Red Raider Community. Our goal is to open doors of opportunity now and into the future for our students. We have high expectations for you and will push you to achieve your dreams. Begin thinking of your graduation year now and make the commitment to graduate on time, college, and career ready. This means you are set to pursue a military career, enroll in a technical college, or head straight to a university. Let us help you on this very exciting journey. Be sure to do your part and work hard. As our big goal we strive for two years of growth every year for every student, so all are prepared for the workforce and college. Let's get to the fulfilling work we will do together.

GUIDELINES FOR AJO STUDENT CONDUCT

As a student in Ajo Schools, you will want to take full advantage of your right to an education by coming to school with a positive attitude, ready to learn and participate. Guidelines for student conduct have been developed to promote school safety, boost student learning, and protect your rights and the rights of others. In the Ajo Unified School District we utilize Restorative Practices and work with students to repair the harm they may cause. The guidelines and information presented here also prepare the student to succeed in the workplace, and to function as a good citizen in both our community and our country.

An important part of your education is the right to make decisions and to accept responsibility for the results of those decisions. Students, employees, campus volunteers, and parents alike are responsible for conducting themselves in a safe, courteous, and respectful manner. When school employees offer you guidance concerning your behavior, please accept their advice respectfully and understand that they want to help you.

In this section, you will find a description of our district behavioral expectations and inappropriate actions that may interfere with your or others' education. This section neither describes all possible behaviors, nor all possible responses to those behaviors.

To further our goal of maximizing learning and minimizing classroom disturbances, Ajo Schools have adopted the Ajo Unified Schools Behavior Expectations Plan. This plan allows us to live in a caring, respectful, and responsible way with one another and fosters social and emotional well-being, as well as improved academic outcomes. Our plan was drawn up by a team of faculty and staff and will be expected across all grade levels and locations on campus, as well as when riding the bus, representing at sporting events and competitions, and while attending field trips.

In short AS RED RAIDERS, WE ARE RESPECTFUL, RESPONSIBLE, AND READY!

Ajo Schools Behavior Expectations Plan – Part 1

	Walkways & Water Fountains	Classrooms & All Settings	Playground/ School Yard	Assemblies	Bathrooms & Locker Rooms
Respectful	Use courteous language Give space to others Clean up after yourself	Follow staff instructions Respect differences Watch out for each other Use courteous language	Follow staff instructions Use courteous language Put trash in receptacles	Finish food and drinks before entering gym Listen carefully during presentations Show Raider Pride/school spirit!!	Respect property and privacy of others Clean up after yourself
Responsible	Keep clear during class time unless given permission Move quickly to classes between buildings as to arrive on time (2-3 min walk) Demonstrate safe behavior	Keep our school safe and clean Give your best effort Interrupt rumors Take care of devices, classroom tools, and technology	Demonstrate good sportsmanship and safe behavior	Enter and exit calmly Demonstrate safe behavior	Use the bathroom as intended and move on after your turn If all stalls are in use, wait for your turn outside Report bullying/ messes/ vandalism to staff
Ready	Have hall pass /written permission from teacher if there during class time Head to class at the warning bell	Be on time Arrive with your materials and homework complete Arrive in a good mindset to learn, well rested and focused	Wear appropriate clothing Wear appropriate footwear	Keep devices in pockets or bags - silenced Sit with your class	Have hall pass with you

Ajo Schools Behavior Expectations Plan – Part 2

	Cafeteria	Office	Band/Art/Gym	Library	Auditorium
Respectful	Practice good table manners Line up calmly Walk calmly and use your inside voice	Use respectful, polite language and cooperate with office staff	Use respectful, polite language Clean up after yourself	Quiet Finish food and drinks before entering Respect others' need to learn	Finish food and drinks before entering auditorium Listen carefully during presentations

Responsible	Clean up after yourself, using correct trash cans Keep voice at indoor level	Report directly to office when asked to leave class	Get permission from teacher before touching or using special equipment Be mindful of your surroundings and use equipment with care	Use resources properly Take care of borrowed material Use time wisely	Enter and exit calmly
Ready	Head to class at the warning bell	Know why you were sent to the office	Arrive on time with needed supplies or materials	Have a purpose to be there Check in at desk upon arrival with permission slip Be productive	Keep devices in pockets or bags – silenced Sit with your class or appropriate space

Bullying/Harassment Policy JICK

Bullying: Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

- A. has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- B. is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- C. occurs when there is a real or perceived imbalance of power or strength, or
- D. may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to

- A. verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,
- B. exposure to social exclusion or ostracism,
- C. physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- D. damage to or theft of personal property.

Cyberbullying: Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

Harassment: Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and

unwelcome verbal or written comments, photographs, and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

Intimidation: Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Prohibitions and Discipline

Students are prohibited from bullying, harassment, or intimidation on school grounds, school property, school buses, at school bus stops, at school-sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying, harassment, or intimidation which occurs outside of the school and the school day when such bullying, harassment, or intimidation results in a substantial physical, mental, or emotional negative effect on the victim while on school grounds, school property, school buses, at school bus stops, or at school-sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement. Full AUSD Governing Board Policy JICK on page 57-59.

What is Title IX?

Title IX is a federal law mandating that students cannot be denied participation in any federally funded education or activity program solely based on sex.

The Basics:

- It is a federal civil right that prohibits sex discrimination in education.
- It does not apply to female students or athletic programs only. It prohibits sex or gender discrimination in all educational activities or programs.
- It requires schools to proactively ensure their campuses are free from sexual-based discrimination, harassment, or violence.
- Title IX protects students from retaliation from any source due to involvement with Title IX.

For more information on Title 9(IX) visit our website at <https://www.ajoschools.org/title-ix>

The Right to Learn

It is always our goal to have all people in Ajo School District treated with dignity and respect. We believe that all individuals have the right to an education and that all students are capable of learning if given an environment free from disruptive or inappropriate behavior.

Freedom of Speech

Students are entitled to express their personal opinions. Such expression shall be respectful and shall not interfere with school operations or the freedom of others to express themselves. Obscenities and personal attacks are prohibited.

Expectations for Parents, Family Members, and Volunteers

Just as students are to be respectful Red Raiders, parents, guardians, and family members are to follow suit. Interactions with students and staff are to be civil and are not allowed to interfere with the learning process. Ajo Schools requires all visitors and volunteers to sign in at the School Office and receive a **Visitor Pass**. The pass must always be worn while on campus. Parents are welcomed on campus during the school day and must always sign in other than dropping off children, picking them up, or for special events. Signing in at the office helps keep our campus a safe place for learning.

As an educational institution, we assess student progress on a regular basis. Testing is included as part of assessment. Parents, volunteers, and visitors are not permitted in classrooms during testing. The Arizona Department of Education has specific requirements AUSD must uphold. Signing in at the school office helps to ensure no one interrupts a testing situation. Our goal is to preserve the integrity of the test and to comply with the Family Educational Rights and Privacy Act (FERPA).

Should a parent need to speak with a teacher, please schedule an appointment with the teacher after school. We value instructional time with our students and do not want to interrupt the learning process. Teachers can meet at a mutually convenient time that does not interrupt the school day.

Parents, visitors, and volunteers are required to comply with FERPA (Family Educational Rights and Privacy Act) law and not discuss academic or behavioral matters with others. In addition, parents, visitors, and volunteers may not speak to or confront other students when there is a disagreement or stressful situation. As we ask of students, school situations are best not shared on social media. Should you have a concern, please contact administration, and file an Incident Report. We are concerned along with you and want to problem solve while maintaining confidentiality.

Incidents Occurring Off-Campus

Should an incident between students occur off-campus, school authorities will take action. Because students attend school and know each other in the school setting, actions requiring disciplinary consequences will be handled by school authorities. Law enforcement may be contacted. School is the nexus of the situation; therefore, we are legally required to take action when incidents occur off-campus.

DISCIPLINARY OFFENSES

At Ajo Schools we follow *The Guidelines for Schools in Contacting Law Enforcement*. These documents "establish consistent criteria for school administrators to use in making decisions on when to involve law enforcement for student violations." (Pima County Juvenile Court, February 2016, p. 1)

The following behaviors are unacceptable:

Any behavior that violates the rights of students to learn and the rights of teachers to teach	Insubordination (i.e., refusal to follow reasonable instructions from a school employee)	Fighting or engaging in violent behavior	Verbal threats or intimidation
Obscenity or profane gestures	Harassment (verbal, physical, emotional, sexual)	Bullying (includes exclusion and cyber-bullying)	Inappropriate public displays of affection i.e., kissing, inappropriate touching, sitting on others' laps, etc
Leaving class or school without permission (including those students 18 years or older)	Initiation and hazing on or off school grounds	Forgery Extortion Gambling Arson Vandalism	Theft or trafficking in stolen property
Flashing gang signs or wearing related attire	Excessive noise	Obstruction of traffic vehicular or pedestrian	

False Alarms, Calls to 911

Any student activating a false fire alarm will be suspended or expelled and referred to the local sheriff's department and the local fire department. Any student calling 911 as a hoax will be suspended or expelled and referred to the local sheriff's department.

Tobacco/Alcohol/Drug Offenses

It violates school rules and state law to consume, possess, or distribute alcohol, tobacco, e-cigarettes, vapes, other drugs or paraphernalia (including matches and lighters) related to the consumption of these substances, **on school campus or during any school related activity**. It is also impermissible and illegal to be under the influence of these substances at school or at any school related activity. A student athlete who violates this rule will be removed from the team for that season. Disciplinary practices will be considered on a case-by-case basis.

Cheating, Lying and Plagiarism

Ajo Schools support an environment that teaches and encourages honesty and integrity. Cheating is unacceptable. Lying is unacceptable. Plagiarism is unacceptable. Consequences for academic dishonesty include:

- Failure or zero on the assignment/test/exam.
- Failure of the course.
- Parents will be contacted about the failure by the teacher or administrator.
- Detention, suspension, or expulsion.

Weapons

No student, staff, or parent/guardian shall carry or possess a weapon or simulated weapon on school premises. No student, staff, or parent/guardian shall use or threaten to use a weapon or simulated weapon to disrupt any activity of the District. If a student should violate this rule, they will be subject to expulsion from the Ajo Unified School District will be possible as well as being referred to law enforcement for criminal prosecution.

Weapons include but are not limited to: firearm, knife, destructive device, a dangerous instrument, or any combination of parts that could be readily assembled to form a firearm or destructive device. Any instrument or object that may be used to harm another person can be considered a weapon. For more information or to view the updated Governing Board Policy JICI, please contact the district office or visit www.azsba.org/policybridge.

Search and Seizure

School officials, with reasonable cause, may search students and their personal property, including electronic devices and electronic content. Student lockers may also be searched. Property may be seized which is determined to be harmful or potentially harmful to the safety and welfare of the students and staff. Property that is a disruption to the learning environment, or property that school officials have reasonable cause to believe has been or is about to be used in an illegal act or a violation of school rules and regulations may also be seized. Should a student be searched, school officials will attempt to contact the parent/guardian.

Prior Offenses

Prior incidents of misconduct will escalate the penalties for subsequent offenses.

Interrogations

The school administration **shall inform parents when law enforcement officials wish to question their children at school except when an arrest is to be made**. An administrator shall be present during the interrogation, except when a child protective services worker conducts interviews. When law enforcement officers wish to arrest a minor child, they will notify the parent/guardian.

Acceptable Student Conduct

In keeping with the Ajo Schools Behavior Expectations Plan students will be expected to exhibit conduct in compliance with the plan while on campus and at any school sponsored event.

Dress Code for Students, Employees and Volunteers

Every student, employee and volunteer shall choose clothes that are safe, conducive to their work in the school, and that create no potential distractions for others. This is an admittedly subjective standard, and school employees, volunteers and students will do well to err on the side of *modesty* when deciding whether something is appropriate to wear to school. If you need to ask yourself, "Is this really OK for school?" it's probably not. If a teacher or administrator determines that clothing is inappropriate, even if not specifically named below, it is inappropriate. Individuals wearing inappropriate clothing shall be referred to the principal's office for appropriate action.

Red Raiders take pride in their attire and adhere to the following:

1. Attire must not pose a safety hazard to self or others.
2. Attire must be neat, clean, and fit properly.
3. Shoes or sandals must always be worn.
4. Attire, which distracts from the educational goals of the school including, but not limited to: tops that expose the midriff area or navel area, garments that expose underwear, crop tops, halter tops, strapless tops, backless tops, bandeaus, tube tops, off the shoulder tops, and underwear worn as outer wear are not permitted. The tops worn by both males and females should adequately cover the chest area and not expose the chest, cleavage, midriff area, or navel area. Sheer tops are not appropriate.
5. Shorts and skirts must be of appropriate length and provide adequate coverage when the student is standing, sitting, and bending.
6. Pants and shorts must stay up to the waist. Sagging is not allowed.
7. Hats, hoods, bandannas, or other headwear worn indoors are not permitted.
8. Pajamas, sleepwear, and bedroom slippers are not permitted.
9. Attire and accessories cannot display, advertise, promote, or glamorize any of the following: drugs, alcohol, tobacco products, gang affiliation, violence, weapons, criminal activity, or display inappropriate or sexually suggestive language or symbols.
10. Attire which includes words, phrases, or pictures that are derogatory regarding ethnic background, national origin, religious belief, gender, gender orientation, or disability is not permitted.

The administration makes the final decision on the appropriateness of attire.

Skateboards, Rollerblades, Bicycles, and Scooters

These recreational items may be used for transportation to and from school but are **not to be ridden on campus at any time**. Students who violate this regulation may have their skateboard, roller blades, etc. confiscated by school personnel. Confiscated items will be returned to a parent/guardian.

Trespassing On Campus

Students on campus without staff supervision during non-school hours, unless at a public event, will be considered to be trespassing and will be subject to a referral to law enforcement.

Cell Phones and other electronic devices

Electronic devices including, but not limited to: cell phones, radios, CD players, MP3 players, ear buds, headphones, etc. are not to be used in AUSD classrooms unless the teacher authorizes their use. Students who violate this regulation will have their devices confiscated by school personnel and turned in to the school office. **Students are REQUIRED to surrender these devices upon request from school employees.** Confiscated items will be returned to a parent/guardian. Repeat offenders may lose the item(s) for the remainder of the school year. AUSD will not be held responsible for the care or storage of confiscated items, nor will AUSD be held responsible for any damage, loss, or theft of any personal item. For this reason, students are discouraged from bringing expensive items to campus. Portable speakers and other music players are discouraged and may be confiscated as these items can interrupt the educational environment.

Students are warned not to use a computer, a cell phone or other personal communication devices to send text messages or post pictures/video including SnapChat, Instagram, Facebook, or other social media:

- Containing images that could be reasonably interpreted as indecent or sexually suggestive while at school or at a school-related function.
- Containing images of weapons or making threats.
- Containing images of staff and other students without their explicit permission. This is considered an invasion of privacy and will be dealt with appropriately by the school administration.
- Students should not create nor forward such messages.
- Recipients of such messages should contact school administration so that an investigation and appropriate disciplinary action can be taken.
- Repeated misuse of school technology will result in denial of use of school technology.

In addition to any disciplinary action, phones will be confiscated, and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities. The owner or user of the electronic device in question may be subject to arrest for violation of child pornography laws if the student in the photo is a minor.

Food, Gum, Drink, and Novelty Items in Classrooms

Food, gum, and beverages other than clear water are prohibited in the classrooms. Water must be in a transparent container, not made of glass.

Please do not bring items including but not limited to slime, gaming devices, and fidget spinners, which detract from the learning environment. Slime makes a mess on campus and is difficult to clean up. Gaming devices and fidget spinners do not serve an academic purpose and potentially distract other students.

EXAMPLES OF CONSEQUENCES FOR DISCIPLINARY OFFENSES

Please note: these consequences are not in order and are examples of the consequence's students will face.

- Verbal Warning
- Parent Contact
- Loss of Eligibility/Loss of Privileges/Time Out/Loss of Recess
- Lunch Detention/Before or After School Detention
- Placement in Academic Support
- For Extreme or Incurable Misbehavior: Immediate Removal from the Classroom
- Behavior Intervention Plan
- Parent Shadow
- Referral to law enforcement
- Referral for Long-Term Suspension or Expulsion (Board Approved)
- Community Service
- Restitution/Restorative Practices
- A student athlete who violates rules will be removed from the team for that season.

Disciplinary practices will be considered on a case-by-case basis.

CONSEQUENCES FOR MISUSE OF ELECTRONIC DEVICES

Please note: these consequences are cumulative for the academic year.

1. Device held in school office until end of school day – student can pick up device
2. Device held in school office – parent can pick up device
3. Parent conference: item released to parent
4. Device stays in the vault in the school office until the end of the quarter

**The school is not responsible for any damage or loss of confiscated items.*

Extreme Behaviors include, but are not limited to...

1. Illegal Activities
2. Fighting/Bullying/Harassment/Physical Intimidation/Verbal Threats/Abusive Language
3. Sexual harassment, verbal or physical, or any touching, grabbing, or slapping that is sexual in nature
4. Flagrant Insubordination

Suspension

A student may be removed from contact with other students as a temporary measure. The authority to suspend a student for up to ten days (Short Term), after an informal hearing is held, rests with the principal or superintendent. If a danger to students or staff members is present, the principal may immediately remove the student from school, with contact with the parent/guardian, and with a notice and hearing following as soon as practical. The person imposing it shall report each suspension to the Board within five days. Law enforcement will be contacted as needed for the safety of all.

In all cases, except for summary suspension where a clear and present danger is evident, the student shall remain in school until applicable due process procedures are instituted. In no instance shall students be released early from school unless parents have been notified. Parents/guardians are expected to come to school to pick up a suspended student.

Procedure: Except in the case of a student(s) posing a continuing danger to persons or property, or an ongoing threat of disrupting the school or class, no short-term suspension from school shall be enforced against any student until the following has occurred:

1. The student and parent shall be advised by oral and/or written notice of the charges against him (i.e., of the reasons for the contemplated suspension).
2. The student shall be afforded the opportunity to present his side of the story through a formal or informal hearing.
3. Statements in support of all charges produced by the principal or other members of the faculty; the student, his/her parents or guardians, or others in support of the student will be permitted to make statements in defense litigation.
4. The principal may determine whether or not to permit the student counsel.
5. A written record shall be kept of the time, date, and location of the hearing, who was present, a summation of what was said by each person, and the conclusion resulting from the hearing.

Expulsion

When a student is expelled, he/she is no longer able to attend school at Ajo Schools, and no public school in Arizona has to enroll him/her. A recommendation to expel shall be made by the principal and forwarded to the district superintendent. The authority to expel rests only with the AUSD Governing Board. All expulsions shall have supporting data showing that the due process procedure has been followed, and that alternatives to expulsion have been attempted to help the student succeed in Ajo Schools.

Fines

The care of school property is a part of training in citizenship. Fines will be charged for destruction or vandalism of **any** school property. The fine for lost or extensively damaged textbooks, workbooks, library books laptops, tablets, and other technology shall be the cost of the repair/replacement.

Chromebook/laptop replacement - \$275	Broken laptop screen - \$100
Lost/broken charger - \$30	Textbook – Depends on book

The school administration will determine the fines levied for destruction of school property such as tablets, calculators, and desks.

STUDENT PUBLICITY PHOTOS

Reporters, employees, or volunteers sometimes photograph, videotape, or interview students to publicize the good things happening at our school. Examples of this type of positive publicity include photos of school sporting events, academic awards assemblies, homecoming festivities, and newspaper publication of the honor roll. Your child's name, image, or words may be published in the newspaper, in school publications, or aired on television. *If you do not want your child's name, images, and/or words to appear in the newspaper or other media, please check the appropriate box on page 9 of your student's enrollment packet.*

SURVEYS

By signing the permission authorization on the handbook cover, you are giving the Ajo Unified School District permission to conduct student interest surveys. Surveys are anonymous, and the results used to help us plan to better meet students' educational and safety needs. Individual teacher and student surveys need to be approved by the principal before being given out.

PRIVILEGES

High School Lunch

High School students may eat in the cafeteria or in designated areas outside. They are expected to eat in an orderly fashion and exhibit appropriate manners. Students are responsible for keeping the cafeteria and outside areas clean by disposing of their trash in the garbage cans. High School students may enjoy limited off-campus lunch privileges. Students can lose this privilege, individually or collectively, if there are excessive tardies or absences after lunch, or if litter from off-campus lunch becomes a problem. (Severe consequences, such as losing off campus lunch privileges, will be implemented on a case-by-case basis for abuse of privileges.)

School Assemblies

Assemblies are planned to build up the school community. Students are required to attend all assemblies held during instructional time. Students will sit with the classroom teacher and follow the Ajo Unified Schools Behavior Expectations Plan.

School Dances

Individuals not enrolled with Ajo Unified School District are not permitted to attend school dances. Middle School dances will be held separately from High School dances.

Homecoming Dance & Prom – An Ajo High School student may invite a guest not enrolled at Ajo High School with prior approval from the principal. Permission forms are available in the school office and must be submitted 7 days before the dance. Guests cannot be over 20 years of age. All guests are bound by the rules set forth in this handbook. The school reserves the right to deny admission to guests with questionable discipline, or with criminal records.

Student Vehicles

Students who have a valid driver's license may drive automobiles or other street-legal vehicles to school. Students with vehicles are expected to abide by the rules and regulations governing the use of such vehicles while the student is under the direction of the school. Permission to drive and park on campus is a privilege, which may be taken away for violation of school regulations, or for unsafe driving practices.

The following rules must be observed:

1. Student parking is at the north end of campus, in the Gymnasium parking lot only.
2. All vehicles must be legally parked.
3. All vehicles must obey the 5-mph speed limit on campus.
4. Students with driving privileges may not let students who are not allowed off campus in their vehicles.
5. Areas reserved for visitors and school personnel shall be honored.
6. Vehicles which can be locked must be locked.

Any student observed to be driving in a hazardous or reckless manner will be subject to immediate loss of driving privileges and referral to law enforcement.

School Buses, Activity Buses and School Trips

Students riding school buses shall always conform to school rules. Students who do not conduct themselves properly will be denied the privilege of riding on school buses or special activity buses. Students may request to return to Ajo from a school-sponsored activity with their parents. The parent/guardian must sign a waiver of responsibility form that is approved by the principal or superintendent prior to leaving for the activity. Waiver forms are available in the school office. A copy of the waiver must be given to the adult in charge of the activity as well as the school bus driver. The original document will be added to the student's cumulative file.

Appropriate use of Electronic Information Services

The District may provide electronic information services (EIS) to qualified students, teachers, and other personnel who attend or who are employed by the District. Electronic information services include networks (e.g., LAN, WAN, Internet), databases, cloud-based systems and any computer-accessible source of information, whether from hard drives or other electronic sources. The use of the services shall be in support of education, research, and the educational goals of the District. To assure that the EIS is used in an appropriate manner and for the educational purposes intended, the District will require anyone who uses the EIS to follow its guidelines and procedures for appropriate use. Anyone who misuses, abuses, or chooses not to follow the EIS guidelines and procedures will be denied access to the District's EIS and may be subject to disciplinary and/or legal action.

The Superintendent shall determine steps, including the use of an Internet filtering mechanism, that must be taken to promote the safety and security of the use of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Technology protection measures shall protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography or, with respect to use of computers by minors, harmful to minors. Safety and security mechanisms shall include online monitoring activities.

As required by the Children's Internet Protection Act, the prevention of inappropriate network usage includes unauthorized access, including "hacking," and other unlawful activities; unauthorized disclosure, use and dissemination of personal identification information regarding minors.

It is the policy of the Board to:

- A. prevent user access over the District's computer network, or transmissions of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- B. prevent unauthorized access and other unlawful online activity;
- C. prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- D. comply with the Children's Internet Protection Act [P.L. No. 106-554 and 47 U.S.C. 254(h)].

Each user will be required to sign an EIS user's agreement. The District may log the use of all systems and monitor all system utilization. Accounts may be closed and files may be deleted at any time. The District is not responsible for any service interruptions, changes, or consequences. The District reserves the right to establish rules and regulations as necessary for the efficient operation of the electronic information services.

The District does not assume liability for information retrieved via EIS, nor does it assume any liability for any information lost, damaged, or unavailable due to technical or other difficulties.

The use of computing resources in the Ajo Unified School District is a privilege, not a right. Any action by a user specifically designated in this document or determined by a system administrator to constitute an inappropriate use of a computer system or network will be subject to appropriate consequences, including but not limited to loss of the use of school technology.

Depending on the seriousness of the user's offense, consequences will be administered as outlined in the AUSD handbook and/or District Policies. Users will also be subject to applicable laws and referrals to law enforcement.

Students and Parents/Guardians must affirm agreement of the Ajo Schools Computer Use Policy by initialing the appropriate line on the signatures page at the beginning of the Ajo Schools Student/Parent Handbook:

Full AUSD Governing Board Policy IJNDB on page 55-56.

Campus Visitors/Permission to visit Campus

Students can request permission to host an adult visitor, who is 21 and over, on campus for valid instructional reasons. Permission must be obtained at least 24 hours in advance from the principal for a specified time and date. *If non-students are on campus without permission, they may be charged with criminal trespass.*

Parents and Volunteers are welcome to the campus. For the safety of our students we require **all visitors** to check into the office and receive a **Visitor Pass per Arizona Revised Statutes 13-2905**. The pass must be worn at all times while on campus. Please see the Parental Expectations on page 11-12 for further information.

STUDENT ATTENDANCE

Student Arrival on Campus: The cafeteria opens for breakfast at **7:40 a.m.** Students are not allowed on the playgrounds until adult supervision arrives, usually at **7:45 a.m.** **All students should arrive on campus by 8:00 a.m.** Instruction starts at **8:15 a.m.** Children grades 3 and under who walk to school should be accompanied by a parent or older sibling for safety reasons.

Student Dismissal: All students are expected to return home (or to another place designated by their parents) immediately at the close of the school day, unless participating in a school-sanctioned activity supervised by a school employee, with parental knowledge and permission.

K-3 students who ride the bus will be escorted to their designated bus unless the parent sends a note to the teacher or calls the school office to make other arrangements. **If there is a need to change your child's pick-up arrangements, it must be done before 2:15 p.m.** Notes outlining these changes should state specifics, including who will come for the student. K-3 students who do not take the bus will be released only to a parent, older sibling, or authorized emergency contact at the end of the school day. Please come promptly at **3:15 p.m.** to collect your children.

Attendance

Our students' success in life depends on having a solid educational background – one that can only be gained through regular school attendance. Being late for school hurts a student's learning, and the learning of their classmates. A student who is 10 minutes late every day will miss 30 hours of instruction during the year. If the student misses 10 class sessions in one semester, credit is lost for that particular class. A grade of F/abs (F/absence) is recorded on the high school transcript. This policy comes from the Arizona Department of Education.

Students can copy notes or may be able to make up an assignment, but they can never recover the discussions, questions and activities that make learning come alive. A student who misses a day of school misses a day of learning.

The Arizona Department of Education (ARS 15-901) “defines and excused a absence as being an absence due to illness, doctor appointment, bereavement, family emergencies, and out of school suspensions not to exceed 10% of the instructional days scheduled for the year.” The Ajo Unified School District follows this policy. Parents must call the day the student is absent to report the absence. Long term medical absences require a doctor’s note. An unexcused absence is any absence that has not been excused by a parent or legal guardian or an appropriate school official. **Both unexcused absences and excused absences are counted toward the 10 absence per class loss of credit.** Students need to form regular school attendance habits in order to graduate.

Tardy Procedure for All Grades

Not only is school attendance vital to your child’s success: it’s the law. Arizona State Law (15-802.A, 15-803.B) requires every person who has custody of a child between the ages of six and sixteen years to make sure the child attends school for the full-time school is in session unless unable to attend due to illness or another legitimate reason.

An absence is defined as 0% to less than 50% of instructional time. In other words, if a student misses more than half of a class, they are considered absent for that class. Under this definition, tardiness may be considered an absence.

- ◆ An unexcused absence will count as a truant day as defined by law.
- ◆ A student is considered “habitually truant” if he/she has five or more unexcused absences from school.
- ◆ A student who is absent more than ten percent (18 days) of the required number of school days per year is considered to have “excessive absences” **whether the absence is excused or unexcused.**
- ◆ When a student has five or more unexcused absences or 18 excessive absences (excused OR unexcused), the student may be referred to the Juvenile Court.
- ◆ The third tardy will result in parental contact. We will work with the parents to address the issue and make needed changes. Our goal is to support student graduation and preparation for life. We also seek to minimize interruptions to the learning environment for the tardy student as well as peers.

Students must be at school on time. Students should enter the campus at 8:00 a.m. so they are ready to begin the school day promptly at 8:15 a.m. Please make every effort to encourage good attendance and punctuality.

Requests to excuse a tardy will be evaluated on a case-by-case basis. School personnel will consider whether conditions that resulted in the tardy are within the reasonable ability of the student and/or parent to control. If a student exhibits a pattern of tardies or absences due to medical issues, parents should consult the school health aide to discuss options and policies for chronic health conditions.

Examples of Tardy Consequences may include but not be limited to:

1st Offense	2nd Offense	3rd Offense
<p>Tardies four (4) and five (5):</p> <ul style="list-style-type: none"> • Notify Parent • Student Conference 	<p>Tardies six (6), seven (7), and eight (8):</p> <ul style="list-style-type: none"> • Notify Parent • Student Conference • Detention • One (1) Day OCR 	<p>Tardies nine (9) or greater:</p> <ul style="list-style-type: none"> • Notify Parent • Student Conference • Three (3) Day OCR
<p>OCR = On Campus Reassignment</p>		

High School Tardy/Sweep Procedure

It is the expectation that students arrive to class on time. Students who arrive to their class after the final bell rings, will be directed to the sweep OCR room. Each high school campus has tardy procedures in place. Please contact the school for more information.

Lunch Tardies - After the third (3) lunch tardy, high school students lose off campus privileges for the rest of the quarter.

Examples of Consequences for Unexcused Absences:

- Call home
- Parent conference/letter sent, warning of loss of credit
- Loss of Credit (letter sent home)

LOSS OF CREDIT FOR EXCESSIVE ABSENCES

Students are expected to attend all assigned classes each day. **In any semester when a student has accumulated ten (10) or more absences in any one class, excused or unexcused, the student will lose credit for that class.** School approved activities and discipline suspensions do not count towards the total absences. Pre-arranged and other absences, excused or unexcused, are included in the total absences. If any of the 10 absences have been caused by long-term, extenuating circumstances or an extended chronic health condition, the parent should contact the principal.

Checking Students Out of School

For the protection of your child, if your child needs to leave school during the school day, a parent or guardian must sign them out in the office. It is imperative that office staff be given information that proves the person checking out a student is a parent, a court-appointed legal guardian, or an authorized representative of the child's parent or guardian. ***Please Note: We Cannot Release A Child to Anyone Not Listed as An Emergency Contact in The Student's File. If the Office Staff Is Not Acquainted with The Parent/Guardian, A Photo I.D. Will Be Requested for Positive I.D. Purposes.***

Students who are 18 or older may not sign themselves out except with prior written or verbal notification to the school office from the parent/guardian.

AUSD ADMISSIONS POLICY

Students who are residents of the District or the authorized territory of Pima County, and are living with their parents or legal guardians, and who meet the age requirements established by state law and comply with other statutory requirements, may be admitted to the public school of the District.

Only parents or guardians may enroll or withdraw a student. A guardian is defined as an individual who has been granted guardianship by a superior court judge. **To prove guardianship, that individual must produce a superior court document granting guardianship by a judge.** A copy of this court order shall be on file in the school office. **Once an individual becomes a guardian the guardian is now the legal parent of the child. Please see guardian requirements on the next page.**

The following are NOT proof of guardianship:

1. a notarized letter
2. power of attorney
3. "an issuance of letters" from superior court

The parent or legal guardian of each enrollee in the District, except homeless students as defined in ARS 15-824, will be asked to produce one of the following proofs:

1. A certified copy of the child's birth certificate.
2. Two copies of other reliable proof of the student's identity and age, including the student's baptismal certificate, an application for Social Security number, or original school registration records and an affidavit explaining the inability to provide a copy of the birth certificate.
3. A letter from the authorized representative of an agency having custody of the student (pursuant to statute) certifying that the student has been placed in the custody of the agency as prescribed by law.

To be enrolled in any public school in the state of Arizona, a student's parent or legal guardian must be a resident of Arizona. To prove residency, parents/guardians need to provide:

- Valid Arizona driver's license, Arizona identification card
- Valid Arizona motor vehicle registration
- Valid Arizona Address Confidentiality Program authorization card
- Property deed/Mortgage documents
- Property tax bill
- Rental agreement or lease (including Section 8 agreement or off-base military housing)
- Utility bill (water, electric, gas, cable, phone)
- Bank or credit card statement
- W-2 wage statement
- Payroll stub
- Certificate of tribal enrollment (506 Form) or other identification issued by a recognized Indian tribe located in Arizona
- Other documentation from a state, tribal, or federal agency (Social Security Administration, Veterans' Administration, Arizona Department of Economic Security, etc.)
- Temporary on-base billeting facility (for military families)
- Under A.R.S. § 41-5001(A), school districts and charter schools must accept consular identification cards that are issued by a foreign government as a valid form of identification if the foreign government uses biometric verification techniques in issuing the consular identification card.

Proof of residency **must have the same physical address** (no P.O. Boxes) to qualify as proof of residency. For more information, please call the school office at 520-387-7602 or the district office at 520-387-5618.

The parent or guardian will be given **thirty days** to provide documentation requested as listed above.

If documentation is not provided, the student will not be allowed to continue in school. Nothing contained in this policy shall authorize the District to disclose to any person a student's educational record without prior parental consent unless the District makes a determination that disclosure of such records is necessary to protect the health and safety of the student.

Guardianship Information

As a guardian of a minor child in the State of AZ, you have become a legal parent of that child. This means that you have rights and responsibilities for their child that the birth parents no longer have. By being named as a guardian of the child in question the birth parent has legally turned over all parental rights/responsibilities to you. Only a Superior Court judge can reverse this guardianship. You cannot "walk away" – that is abandonment of a child.

Please be aware of some of the things you need to do with the school in which your "child" is now enrolled:

- Pick up your child from school if they are ill or need a ride home during the school day. School staff will contact you as to this need.
- Prior to enrollment, you must provide emergency contact information for yourself if there is a need to contact you.
- Attend academic conferences for parents. These will minimally be held in October and March. If your child has academic issues, it may be required that you meet with teachers or other administrators at other times during the school year.

- It is important that you help your child make good decisions regarding the student behavior. If there are repeated issues in this area, you will be expected to meet with teachers and/or administrators to help the child make better decisions.
- We encourage high school students to become active in student government and/or athletics. If your child attends athletic events or travels on academic or student government filed trips, you must sign permission to do so.
- If you have concerns or misunderstanding about the operation of the school, or situations surrounding your child's education, please contact the administration. We will meet with you to help clarify and misunderstandings.

Entrance Ages

For admission to kindergarten, children **must be five years of age prior to September 1** of the current school year. Children may be admitted to first grade that are six years of age or shall be deemed six years of age if they reach such age prior to September 1 of the current school year.

Admission of Nonresident Students (Arizona Open Enrollment Law – 1994)

The District may admit children of Arizona residents who do not reside in the District upon such terms as it prescribes, but such admission will be on a space available basis. A student who has been expelled from another school district will not be admitted without permission from the Superintendent.

When tuition is charged, it shall be in accordance with the Arizona Revised Statutes and U.S.F.R. at the District's full per capita cost in maintenance and operation, capital outlay, and debt service budget categories.

The parent or guardian of each new enrollee in the District, except homeless students as defined in A.R.S. 15-824, will be asked to produce proofs as listed under **AUSD Admissions Policy**.

Immunization of Students

Subject to the exemptions as provided by law, immunization against rubella (measles), rubella (German measles), poliomyelitis, tetanus, pertussis, mumps, haemophilus influenza b, and diphtheria is required for attendance of any student in any District school. A student's immunization record must be submitted prior to attendance, although a student may be conditionally enrolled provided that necessary immunizations have been initiated and a schedule has been established for completion of the required immunizations. A student who fails to comply with policies of the District may be suspended from attendance the fifth calendar day after enrollment. This policy does not apply to homeless students.

Any student with serologic confirmation of the presence of specific antibodies against a vaccine preventable disease shall not be subject to immunization against that disease as a condition for attending school.

The District will cooperate with county and state health departments in programs of immunization. A parent's permission must be secured before a student may participate in such immunization projects.

AZ immunization law requires that all 6th graders who are 11 years of age or older be vaccinated for Meningitis and have a Tdap booster shot. This must be done **before they return to school** after summer break. If you have a 5th grade child who is or will be turning 11 years old before the start of the school year, please get them vaccinated at your earliest convenience after their 11th birthday. It is the state law and school district policy that students who do not have the required vaccinations or a signed waiver on file at the school will not be permitted to attend school until these requirements have been met. If your 6th grade child will be turning 11 years old after the start of school, you should wait until the child's 11th birthday to get the vaccines. Please call the Arizona Immunization office at (602)364-3630 with any questions.

Missing Children

Following proper notification, the records of each missing child will be flagged. When records are requested for missing children, the local law enforcement agency will be notified, and no records will be sent. The parent or guardian of each new enrollee in the District, except homeless students as defined in A.R.S. 15-824, will be required to follow school admission requirements.

MEDICAL INFORMATION and SAFETY

Administration of Medicine to Students

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

1. There must be a written order from the physician stating the name of the medicine, the dosage, and the time it is to be given.
2. There must be written permission from the parent to allow the school or the student to administer the medicine. Appropriate forms are available from the school office.
3. The medicine must come to the school office in the prescription container, or if it is over-the-counter medication, in the original container with all warnings and directions intact.
4. Any medicine that is not picked up within four days of the last day of school will be discarded.

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

Communicable Diseases

Any student with, or recovering from, a communicable disease will not be permitted in school until the period of contagion is passed or until a physician recommends a return. The State Department of Health Services, and policies of the County Health Department will be followed. Parents will be requested to provide a history of the communicable diseases for each student and such records will be kept and maintained by the District.

A student suffering from a communicable disease shall be excluded from school to protect the student's own welfare and also other students from illness. Early recognition of a communicable disease is of prime importance. The administrator or county health director shall make the decision for exclusion and readmission.

Lice Policy

Ajo Unified School District follows a "no nit" policy. Students with lice shall be sent home from school to receive appropriate treatment. Children shall remain off campus until all lice and viable lice eggs (nits) have been removed after treatment with the appropriate medication. Before returning to class, students must receive written permission from the school health aide.

HIV/AIDS

A student ill with the HIV virus and/or AIDS has a right to receive a public education. The Governing Board also has a responsibility to ensure that the school provides a safe environment for all of its students and employees.

The Board directs that:

1. Infected students receive a public education.
2. Information is provided for parents, faculty, and staff members, and other concerned persons concerning the actual and potential dangers of transmission of the disease.
3. Decisions concerning the educational placement of infected students are determined upon the medical knowledge available and on a case-by-case basis.
4. Restrictions will be placed upon a student as required by Department of Health Services regulations, advice of the County Health Department and advice of a physician selected by the District.
5. Protection for the rights of privacy of each infected student will be a primary consideration.

Fire and Evacuation Drills

The safety and well-being of our students and staff is our number one priority. Each classroom and building have an evacuation plan. We will hold drills at least once a month to ensure familiarity with all drill procedures, should an emergency arise.

Lock Down Drills

In the event of an emergency requiring a lock down, our campus is prepared to ensure safety of our students and staff. As with fire drills, we will hold lock down drills on a regular basis.

CAFETERIA

The Ajo Unified School District was chosen by the AZ Department of Education to participate in a 4-year lunch and breakfast program for district of high percentage of free/reduced lunch application percentages. This program allows all K-12 students enrolled in Ajo Schools free breakfast and lunch during the school day. Salad bar (when available) is for 6-12 grade students & adults only. Students will still have to pay for second meals and extra milk. Adults prices are \$2.75 for breakfast and \$4.75 for lunch.

ACADEMICS

AJO HIGH SCHOOL GRADUATION REQUIREMENTS

COURSE	MINIMUM GRADUATION REQUIREMENTS	COLLEGE PREPARATION CREDITS
English	4	4
Mathematics	4	4
Science	3	4
Social Studies	3	3
Physical Education	.5	.5
Health	.5	.5
Vocational/Fine Arts	3	3
Spanish	0	2
Electives	6	3
Totals	24	24

TOTAL CREDITS NEEDED: 24

Additional High School Graduation Requirements

1. Of the 24 units of credit, 16 credits must be in solid subjects. All subjects are solids except Student Tutor, Teacher Aide, Library Aide, and Office Aide. All student aide positions will be graded Pass/Fail and receive 0.5 credits if passing grade was earned for the semester. No more than 2 units of student aide credit may be counted toward the elective category.
2. Credit will be given by semester for all subjects passed.
3. Civics Test (required by the State of Arizona) is passed.

To participate in the graduation ceremony students must meet all state, district, and school requirements including passing grades and state assessment scores. Our AUSD graduation requirements are based on those set by the State of Arizona. The Civics test will be administered to students beginning in middle school after ample study time. The district will decide to offer the CPR course since successful completion is a new graduation requirement in the State of Arizona.

In the Ajo Unified School District, our goal is to graduate all students. The State of Arizona requires high school students to complete the AZ state assessment in English Language Arts (ELA) 9, 10, and 11. In addition, the State requires each high school student to complete the AZ state assessment in Algebra I, Geometry, and Algebra II. Ajo students must take the AZ state assessment seriously. In light of these State requirements, AZ state assessment test results will impact semester grades during the semester the student completes each of the named courses. Twenty percent (20%) of the student's final grade for the semester will come from the AZ state assessment test result. The AZ state assessment test results will count in lieu of the final examination for the semester. If the student achieves the score of Proficient or Highly Proficient on the AZ state assessment, the student will earn 100% on the semester final examination. If the student is Partially Proficient, the student will earn 60% on the semester final examination. If the student has a valid test result, the student will earn 50% on the semester final examination. If the student has an invalid or incomplete test result, the student will earn 0% on the semester final examination.

Progress Reports

Progress reports inform parents about their student's achievement or lack of achievement. Progress reports will be sent home during the fifth week of each quarter. Parents may request more frequent feedback from teachers. Please contact your son/daughter's teacher for assistance in making these arrangements. It is possible to receive regular emails from PowerSchool to stay updated on your child's program. Please contact the school office for more information.

Report Cards

Report cards will be issued at the end of each nine-week grading period.

High School: The quarterly (nine-week) report reflects progress toward the semester (mid-year) report. The semester report reflects grades and serves as a basis for the granting of academic credit. Semester grades are recorded on the student's permanent record and are reflected on the student's cumulative grade point average (GPA). Beginning in 9th grade, all courses will be listed on the transcript, which is reviewed for college admission.

Elementary (includes 6-8th grades): The quarterly (nine-week) and semester (mid-year) report reflects progress toward the year-end report for granting of academic credit and promotion to the next grade level or retention in the same grade level.

PowerSchool

PowerSchool provides online access to your student's current grades and attendance 24 hours a day. PowerSchool parent account will allow parents to access all their children's grades through a single account while student account will have access to an individual student's grades. Student username and password are included in report cards at the end of each term. For parent access accounts, use the sign-up link on the <https://ajoschools.powerschool.com> website to create your username and password. Then contact the school office to get the access ID and password to access your child's academic records. Parents will need one access ID and password per child to add them to the parent account. Mobile apps need the District code. Contact the school office for the PowerSchool District code. Contact Mr. K.C. at babukoot@ajoschools.org for support with PowerSchool issues, passwords, access keys and passwords.

Grading Policy

Student progress will be assessed and evaluated at the end of each nine-week period and at the end of each semester according to the following standard:

- A = Excellent; greatly exceeds expectations for the subject/grade level
- B = Good; exceeds expectations for the subject/grade level
- C = Acceptable; meets expectations for the subject/grade level
- D = Barely adequate; meets the bare minimum standard for the subject/grade level
- F = Poor; falls below the minimum standard expected for the subject/grade level
- P = Pass

F/abs =Failure due to excessive absences
I = Incomplete; makeup work needed

An “I” (Incomplete) indicates that the student, because of illness or some other extraordinary circumstance, has not completed the required course work by the end of the grading period. This is a temporary grade. All required work must be completed within two weeks after the incomplete is received, or as approved by the teacher and administration. An Incomplete “I” semester grade must be completed during Summer School, if available, or within the time frame of the following semester. If the student does not follow through and complete the work, the incomplete automatically becomes an “F” grade.

It is the responsibility of the student to ensure all criteria are met within the prescribed timeline to recover an Incomplete grade for credit. If an Incomplete “I” grade is not recovered within the prescribed timeline, the course will be rescheduled at the next possible opportunity. A student may not graduate with an Incomplete “I” in a required course.

Grade Point Average (GPA)

Grade Point Average (GPA) is a numerical representation of a student's academic performance. The grade values used to calculate GPA are as follows:

A: 4 points B: 3 points C: 2 points D: 1 point F: 0 points

However, there are certain situations where a weighted Grade Point Average is used. In the case of dual enrollment courses, where students earn college credit for high school courses, and Advanced Placement (AP) courses where students pass the AP test with a score of 3.0 or better, a five-point scale is used. The grade values for these weighted courses are as follows:

A: 4 points + Added Value 1 point B: 3 points + Added Value 1 point
C: 3 points + Added Value 1 point D: 2 points + Added Value 1 point F: 0 points

The weighted GPA is used by the AUSD to determine class rank, including the graduation honors of valedictorian and salutatorian.

It is worth noting that in some classes, there is an option for Pass/Fail grading. These marks do not affect a student's grade point average calculation.

Grade Replacement Option

Students have the option of retaking or replacing a class in which a failing grade (or grade that is lower than the work of which they are capable) was received. The final class grade will be on the student's transcripts. The repeated or replacement class will be listed on their transcript with the grade received. The new grade will be included in calculating the student's GPA.

Valedictorian and Salutatorian Selection

Selection shall follow the procedure listed below.

1. A student must have attended Ajo High School a minimum of two, consecutive, full school years.
2. A student must be registered for a minimum of six classes each semester, or 4 classes plus work release.
3. The Valedictorian shall be the senior who has achieved the highest cumulative **weighted** grade point average (GPA) at the completion of the second semester of senior year. Ties shall be broken by computing the grade point to the .000 (thousandths) place.
4. The Salutatorian shall be the senior who has achieved the second highest cumulative **weighted** grade point average (GPA) at the completion of the second semester of senior year. Ties shall be broken by computing the grade point to the .000 (thousandths) place.

Class Rankings

Colleges and universities require transcripts to show class rank for admission. Class rank shall be determined as follows:

1. Class ranking will be determined each semester beginning with the first semester of ninth grade.
2. Class rank will be based only on the grades earned in regular education classes, through the use of district approved educational software, or alternative educational programs.
3. Total **weighted** grade points begin accumulating with the ninth grade. These are divided by total units attempted to produce the cumulative weighted grade point average. Students are then ranked according to weighted grade point average, with 5.0 as high.

Honor Roll

To qualify for the Principal's Honor Roll, a student must earn all A's and B's (or C with a **weighted** grade point of 3) in all classes with a **weighted** grade point average of 3.5 or better. To qualify for the Honor Roll, a student must earn a **weighted** grade point average of 3.0 or better. A grade of "F" or "F-Abs" in any class will disqualify a student from the honor roll.

Promotion and Retention of Students

Student retention shall be a team decision between parents and teachers. Academic performance, ability, physical and social development, and attendance shall be considered to determine the best placement for the student. Promotion and Retention of Students is ultimately the decision of the administration.

Eighth Grade Promotion

Student achievement in all classes will be taken under consideration when calculating promotion. In addition to classroom performance, student promotion and participation in the 8th grade promotion ceremony is contingent upon:

1. Classroom performance/grades
2. MAP and/or State assessment scores
3. Attendance
4. Self-management and Behavior

All fines must be paid prior to participating in the 8th grade promotion exercise. Students with academic or other deficiencies (such as attendance) may be allowed to participate in the 8th grade promotion ceremony but will not actually promote into the 9th grade unless all deficiencies are satisfied during summer school.

Homework

The purpose of homework is to support the student's experience at school by reinforcing, practicing, and expanding on what has been learned in school. When stating their expectations for courses, teachers will describe their policy regarding the amount, frequency, and assessment of homework. Parents and students can expect homework to be evaluated and returned in a reasonable amount of time.

Requests for Schoolwork

Parents may request schoolwork whenever students are absent or for prearranged absences. Please call the school office at 387-7601 to request schoolwork.

Make-Up Opportunities

Students are expected to obtain work from their teachers for planned absences, so they do not fall behind. Upon returning from any excused, unplanned absence, students are responsible for obtaining their assignments from their teachers the day they return to school. For every day of excused absence, the student has one day to submit the missing work to their teacher. If a student was absent on the day an assignment was due, then the assignment will be due upon the student's return to class.

After-School Tutoring

After school tutoring will be available for students who need additional help. All grade levels are encouraged to take advantage of this help.

Student Records

Parents, legal guardians, or students who have attained age 18 have the right to...

1. Inspect the contents of the student record.
2. Insert comments or explanations into the record.
3. Request a review or hearing for the purpose of challenging contents of the records that are believed to be inaccurate, misleading, or injurious to the student's rights.
4. Be notified of the school's intent to transfer the student's progress record to another school in which the student has enrolled.
5. Approve or deny the transfer of the student's behavioral record (if any) to another school.
6. Approve or deny the release of the student's record or any information from the student's record to any third party.

Withdrawal and Transfer

The request to withdraw or transfer from school must be made by a parent/guardian or a student over the age of 18. The student must be given clearance from all teachers, library, and athletic director if the student participated in sports. The clearance form must be returned to the principal's office for final approval. Request for withdrawal for Home Schooling purposes must be accompanied by the District approved "Intent to Home School" form that will be submitted to the Pima County School Superintendent. Students being withdrawn shall complete a clearance form.

Schedule Changes

All drops and schedule changes must be approved by both the principal and the student's parent/guardian. A student may add a new class to his/her schedule the first two weeks of each semester. Students adding classes within this time period will be required to make up all past assignments in their new classes. A student's request to drop a class shall be made before the end of the second week of each semester.

COLLEGE ADMISSIONS REQUIREMENTS

Academic review for college admissions will not only include an examination of a student's GPA and college entrance examination scores (SAT/ACT) but will also be based upon an evaluation of a student's rigor of curricula, including senior year course selections, and in some cases a college essay. A significant grade improvement through the junior year may be considered.

Please note that special education and resource classes generally do not meet regular admission requirements for a four-year college/university. Requirements at out-of-state colleges and universities, as well as all selective college course requirements, vary. Students and parents should consult the websites of colleges in which they are interested.

ADVANCED PLACEMENT (AP)

The Advanced Placement Program (AP) offers students the opportunity to participate in challenging college-level course work while still in high school. Students can receive credit, advanced placement, or both from thousands of colleges and universities that participate in the AP Program. Exams are administered each May. Each exam has a score range of 1-5. Students who receive a 3 or better may receive college credit or advanced placement, or both. Ajo High School students may enroll in Advanced Placement courses using the district provided online program. Please check in the school office for information on Advanced Placement courses being offered online.

To find out if a college/university is participating in the AP Program, students will need to check with the college or university of their choice. There is a fee for each AP test, which must be paid to the district office before the student will be allowed to test.

Dual Enrollment Classes

Ajo Schools and various colleges will jointly identify courses that may be taken for high school credit and college credit. The process necessary for dual enrollment admissions shall be determined through the joint effort of the high school and the college.

Pursuant to A.R.S. 15-701.01 (F) the high school and college agree that the School District shall award at least one-half of a Carnegie unit and up to and including one Carnegie unit for each three semester hours of credit that the student earns in an approved College course. For more information contact the school office at 520-387-7601.

EARLY GRADUATION

Upon completion of a letter, completion of high school graduation requirements and approval from the principal, students may receive permission to graduate one year or one semester early. A letter of request must be submitted for approval at least 18 weeks (one semester) prior to the anticipated graduation date.

HIGH SCHOOL CREDIT FOR 7th AND 8th GRADE STUDENTS

All 7th and 8th grade students who complete high school level credit courses, (such as Algebra) are eligible to have those grades and credits placed on their high school transcript.

CREDIT RECOVERY PROGRAM

Students who have previously failed a graduation requirement in areas such as English, Social Studies, Math or Science and need to make up credit for graduation, will need to contact school staff to discuss what options may be available such as after school, summer school, or online learning.

GRADE CHANGES

On occasion, students may feel that a grade received did not truly reflect what they earned. Students who wish to challenge a grade must first respectfully communicate their concerns to the teacher who gave the grade. *Students will have until the end of the following semester to resolve the disputed grade.* After that time, all grades will be deemed final and may no longer be changed. If a mediator is necessary, the student may contact the principal.

EXTRACURRICULAR ACADEMIC ELIGIBILITY

In order to participate in an extracurricular activity, including field trips, a student must be enrolled in seven classes, be passing all classes, be in good disciplinary standing, and maintain acceptable attendance in all classes. According to CAA rules, student athletes in the 7th & 8th semester who are on track to graduate may be enrolled in fewer than seven classes. School officials will determine if this is a viable option on a case-by-case basis.

PHYSICAL EDUCATION REQUIREMENT WAIVER

Students in school-directed athletics have the opportunity to waive 0.5 credits of PE for graduation if two sports are successfully completed in the same academic year. Please note that this means the student still needs to complete a minimum of 24 credits for graduation.

COUNSELING AND CAREER DEVELOPMENT

Counseling and Advising Services include:

1. Assistance with social and emotional needs
2. Academic planning
3. Maintenance of academic records
4. Classroom presentations
5. Individual and group post-high school planning, career counseling and guidance
6. Coordination of information about vocational programs, colleges, financial aid, military programs, and scholarships
7. Coordination of academic, college and vocational testing and test interpretation
8. Consultations with teachers/parents to assist in diagnosing learning disabilities and working to resolve academic problems
9. Coordination and information for drug/alcohol intervention and assessments
10. Personal counseling with students
11. Parent and student interventions and personal concerns
12. Consultation and referral to Child Protective Services and law enforcement
13. Consultation and referral to community agencies
14. New student enrollment
15. Assistance in teacher/student/parent conferences

It is our goal that development of career awareness and the education required to get there be an integral extension of the school's curriculum. The state of Arizona requires each student to complete an Education and Career Action Plan (ECAP), which will assist the student in pursuing post high school opportunities.

ATHLETICS & EXTRACURRICULAR ACTIVITIES

ATHLETIC/ACTIVITY CODE:

Extracurricular athletic and activity programs at Ajo Schools are designed to contribute to the total growth of our students. The school views these co-curricular programs as an extension of the classroom and as an important part of the total educational program; however, participants in these programs are students first – and participants in athletics and activities second.

District-Wide Fee Schedule for Extracurricular Activities:

As established in April 2009, the Ajo Unified School District will collect a fee for extracurricular activities, including but not limited to band, music, sports, clubs, and field trips. The establishment of the fee schedule allows the district to accept tax credit contributions from any resident of Arizona. The fees will be collected by the classroom teacher for grades K through 8 and the first hour teacher for grades 9-12. The fee schedule for students is as follows:

K-6 Students is \$0.10 per year 7/8 Grade Students is a \$1.

High School Fee is:

1. Participation in one or more sport or club - \$35.00
2. Family Plan if a family has more than one child potentially involved in activities - \$50.00

Eligibility

A student representing Ajo High School shall exemplify the highest standards of moral integrity and good citizenship both in school and in the community. Behavior that violates this principle is not acceptable. Furthermore, it is clearly beneficial for students who wish to participate in an athletic or activity program to stay in top physical and mental condition.

Passing Grade Criteria

To be eligible to participate in extracurricular activities, a student shall be required to earn a passing grade of at least (70%) in each course which the student is enrolled. The passing grade shall be determined on a cumulative basis throughout the semester until the recording of a final grade for the course. An “incomplete” shall not be considered a passing grade. A student shall not be permitted to drop a class to gain eligibility.

Ineligibility

When it is determined that a student has failed to meet the requirements specified for eligibility, the student shall be declared ineligible to participate in extracurricular activities.

Grade Check Interval

The grade interval shall be every week. The athletic director shall check the academic progress of students participating in extracurricular activities to determine their eligibility status. If a student is declared ineligible, the student shall remain ineligible until a subsequent grade check is performed, and it is determined that the student meets the eligibility requirement check. RULES:

1. All participants are expected to do satisfactory academic work. Therefore, a participant must have been enrolled in and doing satisfactory work in seven (7) subjects at the close of the preceding semester as well as during the current semester.
2. According to CAA rules, student athletes in the 7th & 8th semester who are on track to graduate may be enrolled in fewer than seven classes. School officials will determine if this is a viable option on a case-by-case basis.
3. Participants are expected to maintain reasonable health habits including proper hygiene, nutrition, and rest. Therefore, it is expected that the participant will not chew or smoke tobacco, drink alcohol, or use drugs.
4. **All participants are expected to be students first. Therefore, a participant shall be in attendance for a full day of school is required to participate in practice or a program function.** If the sport or activity requires students to miss class, they should decide with their teachers in advance to obtain and complete their assignments, so they do not fall behind. **This is the responsibility of the student, not the teacher.**
5. Participants must maintain good attendance and good disciplinary standing. **Any assigned school discipline takes priority over extracurricular participation.**
6. A participant who plans to miss practice must make prior arrangements with the head coach or advisor.
7. Participants may not quit one program and begin another in the same season without permission from the athletic director.
8. Participants may not join a new program until they have been released from the former program by their coach or the administrative designee, and their fines and/or fees have been reconciled.
9. Any equipment used by a student for a program must be properly maintained and returned as specified.
10. When the activity requires travel from school, the student must return by school-sponsored transportation. Request for exceptions to this must be written and signed by the parent and approved by the principal or administrative designee prior to the onset of travel. The statement must include the reason for the request and contain a release of school liability. Students will not be allowed to ride with other students unsupervised by a parent.
11. Students who are absent on the day of the athletic event will not be able to participate in that athletic event.
12. Student athletes with excessive tardies will not be allowed to participate. Tardies either at the beginning of the school day, returning from lunch, or any period of the day, may result in the student being unable to qualify for athletic events scheduled the same day.

INTERSCHOLASTIC STUDENT ELIGIBILITY PLAN

Mission Statement: "Academics before activities" The mission of the Ajo School student eligibility plan is to guarantee that students involved in interscholastic athletics as well as extracurricular clubs and student government have no grades in any subject that is a "D" or "F". Students in these leadership positions shall exhibit successful academic performance to qualify to participate.

ELIGIBILITY PROCEDURES:

1. Coaches and sponsors shall emphasize at the beginning of each season/year that participation is contingent upon passing grades.
2. Grades available on power school for students, teachers, and coaches.
3. The cut off day for eligibility will be Friday of each week.
 - a. Power school will compute grades at 6:58 a.m. each day.
 - b. Any student who has a "D" or "F" grade on the Friday report will not be eligible to participate the following week.
 - c. If the student has all grades at least 70% the following Friday, they may participate in activities/sports the following week.
4. The School Principal and the Athletic Director will communicate to students who are ineligible each week.
5. Student study sessions will be held every school day during the athletic season(s) 3:15 p.m. for all sports, all students with the coaches alternating monitoring student behavior and work. If students do not attend study hall, they will face coach-imposed consequences that day. Students may go to a classroom teacher for individual help. They need to bring a signed note to a coach to verify tutoring.
6. Teachers not providing work for students shall be brought to the attention of the principal.
7. Students with an IEP will be eligible for participation if the sped teachers affirm that they are "making progress" on their IEP goals.
8. There is no "grace" period between grading quarters.... eligibility is continuous.
9. Students who are ineligible to play, will be expected to participate in all team practices and team meetings. Coaches will talk to students on the day of their ineligibility.
10. The athletic director will make the decision to cancel/forfeit a game & will notify the school and the athletic association when necessary.

Student Government/ Clubs/ Organizations/Student Council – The Student Council determines policies and supervises student activities. The students elect all members of the student council. Meetings are held on the first and third Tuesday of each month.

Each class elects the following officers: President, Vice President, Secretary, Treasurer, and two representatives to the student council. The president and two representatives serve on the student council and must maintain approved extracurricular eligibility during their term of office. New officers shall be elected during the month of April or May for the coming school year.

National Honor Society

The goal of the National Honor Society (NHS) is to create enthusiasm for scholarship, stimulate a desire to render service, to promote worthy leadership, and encourage the development of character. Membership in NHS is recognized by students, teachers, parents, communities, colleges, and universities as an indicator of a student's dedication to making a positive difference for individuals and their community. NHS members are committed to the pursuit of exemplary scholarship, leadership, character, and service.

Student eligibility is based on a record of scholarship, leadership, character, and service at Ajo High School (AHS) and in the community served by AHS. Students must be sophomores, juniors, and seniors with at least a 3.0 cumulative grade point average to be a part of the National Honor Society. Students must have been in attendance at AHS for at least one semester.

Members are expected to maintain the specific standards by which they were selected. If a student falls below these benchmarks or fails to meet specified expectations, membership will be subject to disciplinary action up to referral to the faculty council for consideration of membership dismissal.

Appendix A – Ajo Schools Homeless Policy “Quick Sheet”

The McKinney Vento Act defines "homeless youth" as: Youth who lack a fixed, regular and adequate nighttime residence. Students who qualify are guaranteed the same educational services that all students are provided in order to meet challenging academic standards.

This may include students who are:

- ✓ Temporarily staying with a friend, relative or someone else due to loss of housing (including foreclosure, loss of income, or financial hardship)
- ✓ "unaccompanied youths" or students who are on their own and not in the physical custody of a parent or legal guardian
- ✓ Living in hotels, motels, campground, parks, cars, abandoned buildings, bus/train, or similar environments
- ✓ In CPS custody, awaiting foster placement (i.e., group home placement)

Eligible students have the right to:

- Enroll in school immediately, even if lacking documents normally required
- Enroll in and attend classes while the school gathers needed documents
- Continue attending school
- Receive transportation to and from the school, if requested
- Be eligible for or continue receiving FREE meals

If you believe you or your students are eligible, please contact the school office at 520-387-7602 or the district office at 520-387-5618.

La Ley McKinney Vento define "los jóvenes sin hogar" como:

Los jóvenes que carecen de un tiempo de noche fija, regular y adecuada residencia. Los estudiantes que califican tienen garantizado el mismo servicios educativos que todos los estudiantes se proporcionan con el fin de satisfacer académico exigente normas

Esto puede incluir a los estudiantes que se encuentran:

- permanecer temporalmente con un amigo, pariente o alguien más debido a la pérdida de la vivienda (incluyendo la ejecución hipotecaria, pérdida de ingresos, o dificultad financiera)
- Los "jóvenes no acompañados" o estudiantes que están por su cuenta y no bajo la custodia física de un padre o tutor legal
- Vida en hoteles, moteles, camping, parques, coches, edificios abandonados, autobús / tren, o similares entornos
- En la custodia de CPS, en espera de la colocación en hogares (es decir. La colocación de inicio del grupo)

Los estudiantes elegibles tienen derecho a:

- Inscribirse en la escuela inmediatamente, incluso si carecen de documentos normalmente requeridos
- Inscribirse y asistir a clases mientras que la escuela reúne documentos necesarios
- Continuar asistiendo a la escuela
- Recibir transporte hacia y desde la escuela, si se solicita
- Ser elegible para o continuar recibiendo comidas gratis

Si usted cree que usted o sus alumnos son elegible, por favor póngase en contacto con la oficina de la escuela o la oficina del distrito al 520-387-5618 o 520-387-7602.

Appendix B – Annual Public Notification of Nondiscrimination

In accordance with Federal civil rights law and U.S. Department of Agriculture (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, audiotape, 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 USDA through the Federal Relay Service at (800) 877-8339 [Call: (800) 877-8339]. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to 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 [Call: (866) 632-9992]. Submit your completed form or letter to 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 [Call: (202) 690-7442]; or (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Notificación de Non Discriminación

De conformidad con la Ley Federal de Derechos Civiles y los reglamentos y políticas de derechos civiles del Departamento de Agricultura de los EE. UU. (USDA, por sus siglas en inglés), se prohíbe que el USDA, sus agencias, oficinas, empleados e instituciones que participan o administran programas del USDA discriminen sobre la base de raza, color, nacionalidad, sexo, discapacidad, edad, o en represalia o venganza por actividades previas de derechos civiles en algún programa o actividad realizados o financiados por el USDA.

Las personas con discapacidades que necesiten medios alternativos para la comunicación de la información del programa (por ejemplo, sistema Braille, letras grandes, cintas de audio, lenguaje de señas americano, etc.), deben ponerse en contacto con la agencia (estatal o local) en la que solicitaron los beneficios. Las personas sordas, con dificultades de audición o discapacidades del habla pueden comunicarse con el USDA por medio del Federal Relay Service [Servicio Federal de Retransmisión] al (800) 877-8339 [Call: (800) 877-8339]. Además, la información del programa se puede proporcionar en otros idiomas.

Para presentar una denuncia de discriminación, complete el Formulario de Denuncia de Discriminación del Programa del USDA, (AD-3027) que está disponible en línea en: http://www.ascr.usda.gov/complaint_filing_cust.html y en cualquier oficina del USDA, o bien escriba una carta dirigida al USDA e incluya en la carta toda la información solicitada en el formulario. Para solicitar una copia del formulario de denuncia, llame al (866) 632-9992 [Call: (866) 632-9992]. Haga llegar su formulario lleno o carta al USDA por: (1) correo: 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 [Call: (202) 690-7442]; o (3) correo electrónico: program.intake@usda.gov.

Esta institución es un proveedor que ofrece igualdad de oportunidades.

Appendix C – Special Education

Child Find

The Ajo Unified School District continues to screen people from birth to 21 years of age who may be in need of special education services. The screening helps to identify delays in the areas of social or emotional development, **academic or** cognitive development, vision, and hearing, **communication, and motor skills**. To make appointments, ask questions, or express concerns, contact the Special **Education Projects** Office at 520-387-4069.

Encuentro De Niños

El Distrito Escolar Unificado de Ajo continúa entrevistando gente desde nacimiento a 21 años de edad quien estén en necesidad de servicios de educación especial. Las entrevistas ayudan a identificar atrasos en las áreas de desarrollo social y emocional, desarrollo cognoscitivo, visión, oír, hablar y desarrollo del lenguaje y desarrollo de destrezas de movimientos finas o densas. Para hacer otras preguntas o expresar lo que le concierne, contacte a la Oficina de Proyectos Especiales al 520-387-4069.

CHILD FIND

The policy assures that

- A. All children with disabilities, including those attending private schools who are in need of special education and related services shall be identified, located and evaluated (§300.
- B. A practical method shall be developed and implemented to determine which children are currently receiving needed special education and related services (§300.125).
- C. This policy applies to highly mobile children with disabilities and children that are suspected of being a child with a disability under §300.7 and in need of special education, even though they are advancing from grade to grade (§300.125).

Procedures include, but are not limited to

1. AJO UNIFIED SCHOOL DISTRICT will maintain documentation of the public awareness efforts to inform the public and parents within their jurisdiction, including private and religious schools, of the availability of special education services (§300.125, AAC R7-2-401).
2. Screening activities will be implemented for all newly enrolled students and those transferring in without sufficient records.
3. The screening will be completed within 45 **calendar** days of enrollment.
4. **Parents will be notified of identified concerns within 10 schools of screening**
5. The screening will include consideration of academic or cognitive, vision, hearing, communications, adaptive, **social or emotional, and motor skills**. ~~emotional and psychomotor domains~~. (AACR7-2-401) (D)(6)Q).
6. AJO UNIFIED SCHOOL DISTRICT will maintain documentation and annually report the number of children with disabilities within each disability category that have been identified, located and evaluated (§300.125). The collection and use of data to meet these requirements are subject to the confidentiality requirements of §§300.560 and 300.577.
7. For children and youth enrolled in **a home school setting, and** private or religious schools, AJO UNIFIED SCHOOL DISTRICT will consult annually with those schools to determine the number of students identified as eligible for special education and related services regardless to whether they are receiving services (§300.454).
8. Children participating in early intervention services who are expected to participate in preschool programs for children with disabilities will be assured a smooth and effective transition including:
 - a. transition conferences will be arranged for children between the ages of 2 years, 6 months and 2 years, 9 months;
 - b. by a child's third birthday, an IEP ~~or IFSP~~ will be developed and implemented to ensure FAPE (§300.132); and
 - c. for children who turn 3 years of age during the summer, the IEP team will determine the date for initiation of services including eligibility for extended school year services (§300.121, AAC R7-2-401©).
9. AJO UNIFIED SCHOOL DISTRICT will refer children suspected of having a disability aged birth through two years to the Arizona Early Intervention Program for evaluation and, if appropriate, services.

Evaluation Requests

1. When a parent submits a request for evaluation for special education, the school shall respond to that request within 15 School days of receipt of the request.
 - a. The school shall convene a Review of Existing Data meeting that consists of the following members:
 - i. The parent or guardian of the child
 - ii. The special education teacher
 - iii. The general education teacher
 - iv. A representative of the public education agency
 - v. A person to interpret the instructional implications of the data
2. Evaluations shall be completed within 60 calendar days of the date that informed parental consent is obtained by the school
 - a. Informed Parental Consent is not the same as a written request for evaluation.
3. If the student's IEP team finds the student eligible for special education services, an IEP will be developed and implemented within 30 calendar days from the date the IEP team found the student eligible for services.

The policy assures that

- A. Parents may inspect and review any educational records relating to their children that are collected, maintained or used by the District without unnecessary delay. AJO UNIFIED SCHOOL DISTRICT shall comply with parent request and in no case more than forty-five days after request (§300.562).
- B. Procedures shall be established and implemented to protect the confidentiality of personally identifiable information at collection storage, disclosure, and destruction stages (§300.572)(a).
- C. **Parents may request amendment of records** if they believe information in records is inaccurate, misleading or violates the privacy or other rights of their child (§300.567).

Procedures include, but are not limited to

Access rights (§300.562).

1. Responses to reasonable requests for explanations and interpretation of educational records will be provided to parents
2. Parents will be given copies of records if failure to provide copies would prevent parent from inspecting and reviewing records.
3. A parent's representative will be given an opportunity to inspect and review the education records.
4. **AJO UNIFIED SCHOOL DISTRICT may presume parent has authority to inspect and review records relating to his or her child unless the District has been advised that the parent does not have the authority under applicable State law (e.g., guardianship, separation, divorce) (§300.562) I-ARS 15-761 (21)-AACR7-2-405(8) and AACR7-2-401(22).**
5. **A parent request for records will be provided without unnecessary delay before any meeting regarding IEP or any hearing, and in no case more than 45 days after the request.**

Notification of rights; parents and eligible students (§300.561)

6. Notice will be distributed in the native languages of the various population groups in AJO UNIFIED SCHOOL DISTRICT (§300.561)(a)(4).
7. AJO UNIFIED SCHOOL DISTRICT will inform parents by publishing a notice or announcement in newspapers or through other media, or both, with circulation adequate to notify local parents before any major identification, location, or evaluation activity (§300.561)(b).
8. The Annual Notice will contain the following components:
 - a. parents and eligible students have the right to inspect and review the student's education record (§99.7 and §300.564).
 - b. the procedure for exercising the right to inspect and review the student's education record (99.7) within 45 days (§§99.0-S300.521 and §300.528).
 - c. parents and eligible student's have the right to seek amendment of the student's education record that is believed to be inaccurate, misleading or in violation of the student's privacy rights (§99.7 and §300.567).
 - d. the procedure for requesting amendment of the record (§99.7).
 - e. parents and eligible students have the right to give consent before the release of personally identifiable information (except to the extent that the Act and §99.31 authorize disclosure without consent) (§99.7).
 - f. if, under, the District discloses information in the optional situations without prior consent, the notice must also include specification of criteria for determining who constitutes a school official (§99.31(a), and
 - g. what constitutes a legitimate educational interest (§99.7(a).
 - h. notice that rights regarding records transfer at age 18 (§99.5(a)-§300.574(b).
 - i. a description of the children on whom personally identifiable information is maintained, the types of information sought, the methods the public agency intends to use in gathering the information (including the sources from whom information is gathered), and the uses to be made of the information.

- j. a summary of the procedures that the agency will follow in the storage, disclosure to third parties, retention, and destruction of personally identifiable information; and
- k. the process by which a parent or student can exercise the right to file a complaint concerning alleged failures by the agency to comply with FERPA.

Record of access (§300.563 and records on more than one child §300.564)

- 9. AJO UNIFIED SCHOOL DISTRICT will keep records of parties obtaining access to records, collected, maintained and used including name, access date, purpose for access.
- 10. If a record has information on more than one child, parents have a right to inspect and review only the information relating to their child.

List of type and location of information (§300.565)

- 11. AJO UNIFIED SCHOOL DISTRICT will maintain a list of types and location of educational records that are collected, maintained, or used and provide a copy of the list upon request (§300.565).

Fees (§300.566)

- 12. AJO UNIFIED SCHOOL DISTRICT will provide copies of records to the parents if failure to do so prevents the parent from inspecting or reviewing the records (§300.562)(b)(2).
- 13. AJO UNIFIED SCHOOL DISTRICT may charge for copies if the fee does not prevent inspection or review of the record (§300.566)(a).
- 14. AJO UNIFIED SCHOOL DISTRICT will not charge a fee to search or retrieve information (§300.566)(b).

Amendment of records at parent request (§300.567)

- 15. A parent may request amendment of records if he/she believes that information in an education record is inaccurate, misleading or otherwise in violation of student privacy or other rights (§99.7) and (§300.567)(a).
- 16. AJO UNIFIED SCHOOL DISTRICT will decide whether to amend information within a reasonable period of time (§99.7) and (§300.567)(a).
- 17. If AJO UNIFIED SCHOOL DISTRICT refuses to amend, parents will be informed of the refusal and of the right to a hearing (§300.567).

Opportunity for a hearing (§300.568)

- 18. If the parent requests a hearing, AJO UNIFIED SCHOOL DISTRICT will provide an opportunity for a hearing to challenge information in records.

Result of hearing (§300.569)

- 19. After a hearing, the District will inform parents in writing of its decision to amend an education record believed to be inaccurate, misleading or otherwise in violation of the privacy or other rights of the child (§300.569)(a).
- 20. If the District makes a decision not to amend an education record, the parents will be informed of their right to place within the record a statement commenting on the information or setting forth any reasons for disagreeing with the decisions of the District (§300.569)(b).
 - a. The District will maintain the statement with the record or contested portion, and
 - b. If the records are disclosed, the explanation will also be disclosed (§300.569).

Safeguards (§300.572)

- 21. AJO UNIFIED SCHOOL DISTRICT will protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages (§300.572)(a).
- 22. An official will be designated to ensure the confidentiality of any personally identifiable information (§300.572)(b).
- 23. All persons collecting or using personally identifiable information will receive training or instruction regarding policies and procedures under §300.127 and §99.
- 24. The District will maintain a current list for public inspection of the names and positions of employees within the District who may have access to personally identifiable information (§300.572)(d).

Destruction of information (§300.573)

- 25. AJO UNIFIED SCHOOL DISTRICT will inform the parent when personally identifiable information collected, maintained or use is no longer needed to provide educational services to the child.
- 26. The District will destroy the information at the request of the parent. However, permanent record of name, address, phone number, grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation.

Children's rights (§300.574)

- 27. Children may be afforded rights of privacy similar to those afforded to parents, taking into consideration the age of the student and type or severity of disability.

28. If the rights accorded to parents are transferred to a student with a disability who reaches the age of majority, the rights regarding educational records will be transferred to the student (§99)5(a).
29. In accordance with the Family Educational Rights and Privacy Act, the rights of parents regarding education records are transferred to the student at age eighteen.

Disciplinary information (§300.576)

30. AJO UNIFIED SCHOOL DISTRICT will include in the records of a child with a disability a statement of any current or previous disciplinary action that has been taken against the child.
31. The disciplinary information on students with disabilities will be transmitted to the same extent that disciplinary information is transmitted on non-disabled students.
32. The disciplinary statement may include a description of any behavior engaged in by the student, description of the disciplinary action taken, and any other information that is relevant to the safety of the student and other individuals.
33. If a student transfers from one school to another, the transmission of any of the student's records will include the current IEP, current evaluation and any statement of current or previous disciplinary action that has been taken against the student.
34. If a student transfers from one school to another, the transmission of any of the student's records to the receiving school will occur within the timeframe specified in State statutes and will not require the consent of the parent(s) ARS15-828(F-G).

DISCIPLINE

The policy assures that

- A. If a change in educational placement for disciplinary removal occurs for a child with a disability, AJO UNIFIED SCHOOL DISTRICT shall provide services to the extent necessary to enable the child to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the child's IEP (§300.121)(d).
- B. When a child with a disability is removed from his or her current educational placement, a change of placement occurs if;
 - a. The removal is for more than 10 consecutive school days; or
 - b. The series of removals constitute a pattern because they cumulate to more than 10 school days in a school year, because of such factors as length, each removal, total amount of time, or proximity of the removal to one another (§300.519).
- C. When the removal of a child with a disability constitutes a change of placement, a review of the placement shall be conducted regarding the relationship between the student's disability and the behavior subject to the disciplinary action (manifestation determination) (§300.523).
- D. If an IEP team determines that the behavior of the student with a disability was not a manifestation of the disability, disciplinary action applicable to students without disabilities shall be applied (§300.524-300.525) except as provided in §300.121 which requires the provision of FAPE to all students with disabilities who are suspended or expelled (§300.524).
- E. A child who has not been determined eligible for special education and who engages in behavior that violates any rules or code of conduct may assert any of the protections of a child with a disability pursuant to (§300.527).

Procedures include, but are not limited to:

FAPE for children suspended or expelled (§300.121 and 300.520)

1. AJO UNIFIED SCHOOL DISTRICT may cease services during a removal period to a child with a disability when that child has been removed from his or her current placement for 10 school days or less in a school year, if services are not provided to a child without disabilities who has been similarly removed.
2. For a child with a disability whose placement has not been changed, i.e., who has been removed for more than 10 school days during the school year but these days were not 10 consecutive days or whose removal did not constitute a pattern:
 - a. AJO UNIFIED SCHOOL DISTRICT will provide services to the extent necessary to enable the child to appropriately progress in the general curriculum and advance toward achieving IEP goals.
 - b. School personnel will determine the extent of services necessary to enable the child to appropriately progress in the general curriculum and advance toward achieving the IEP goals (§300.121).
3. For a child with a disability whose placement has been changed for disciplinary reasons, i.e., has been removed from his or her current placement for more than 10 consecutive school days in a school year or whose removals constitute a pattern:
 - a. AJO UNIFIED SCHOOL DISTRICT will provide services to the extent necessary to enable the child to appropriately progress in the general curriculum and advance toward achieving the IEP goals.
 - b. The IEP team will determine the extent of services necessary to enable the child to appropriately progress in the general curriculum and advance toward achieving the IEP goals (§300.121).
4. If a disciplinary action of more than 10 cumulative school days is contemplated for a child with a disability who has engaged in behavior that violated any rule or code of conduct of AJO UNIFIED SCHOOL DISTRICT and:
 - a. AJO UNIFIED SCHOOL DISTRICT did not conduct a functional behavior assessment and implement a behavior intervention plan for the child before the behavior occurred, within 10 business days the District will convene an IEP meeting to develop an assessment plan,
 - b. If the child already has a behavior intervention plan, the IEP team will meet to review the plan and its implementation, and modify the plan to address the behavior (§300.520).

Change of placement for disciplinary removals (§300.519)

5. For a child with a disability, a change in placement occurs if
 - a. A removal is for more than 10 consecutive school days, or
 - b. The child is subject to a series of removals that constitute a pattern because of factors such as length of each removal, total amount of time the child is removed and the proximity of the removals to one another (§300.519).

Manifestation determination review (§300.523)

6. AJO UNIFIED SCHOOL DISTRICT will conduct a manifestation determination review when the District is contemplating a change of education placement for disciplinary reasons.
 - a. When AJO UNIFIED SCHOOL DISTRICT is contemplating a change of educational placement for disciplinary reasons, the District will notify the parents of the child no later than the date on which the decision was made to take that action. The District will provide the parents with an appropriate procedural safeguards notice.
 - b. No later than 10 days after the date on which the decision to act is made, the manifestation determination review must be conducted.
 - c. In conducting a manifestation determination, the IEP team will consider evaluation and diagnostic results, including information provided by the parents observations of the child and the child's IEP and placement.
7. The IEP team will only determine the child's behavior was not a manifestation of the disability, if all relevant information indicates that;
 - a. The child's IEP was appropriately developed and implemented and behavior intervention strategies were provided consistent with the child's IEP and placement;
 - b. The child's disability did not impair the ability of the child to understand the impact and consequences of the behavior subject to the disciplinary action; and
 - c. The child's disability did not impair the ability of the child to control the behavior subject to disciplinary action.
8. The behavior will be considered a manifestation of the child's disability if any of the standards in item 7 were not met.
9. If the behavior is not a manifestation of the child's disability, disciplinary procedures applicable to children without disability will apply except as provided in IDEA regulation §300.121(d).

Determination of interim alternative educational setting (IAES) (§300.520-300.522)

10. AJO UNIFIED SCHOOL DISTRICT may order a child with a disability to an interim alternative educational setting (IAES) for weapons or drug violations for the same amount of time as that of a child without a disability, but not to exceed 45 days. The IAES will be:
 - a. Determined by the IEP team
 - b. Selected so as to enable the child to continue to participate in the general curriculum, and receive services specified in the IEP (§300.520)
 - c. Include services and modifications designed to prevent the behavior from recurring.
11. AJO UNIFIED SCHOOL DISTRICT may request an expedited due process hearing to request that the child be moved to an appropriate IAES for not more than 45 days if the District has substantial evidence that a child's current placement is likely to result in injury to the child or to others (§300.521).

Parent appeal (§300.525)

12. If the parent of a child with a disability disagrees with the manifestation determination or any decision regarding the placement, the parents request a hearing (§300.525).
13. AJO UNIFIED SCHOOL DISTRICT will arrange an expedited hearing if the parent requests a hearing.

Protections for children who are not yet eligible for special education and related services (§300.527)

14. The parent may assert any of the protections provided to children with disabilities if AJO UNIFIED SCHOOL DISTRICT had knowledge that the child was a child with a disability before the behavior occurred. The District is presumed to have knowledge when;
 - a. The parent had expressed concern in writing,
 - b. The parent expressed concern orally if the parent does not know how to read,
 - c. The behavior of the child demonstrated the need for the services, in accordance with §300.7,
 - d. The teacher of the child or other personnel has expressed concern about the behavior or performance of the child, or
 - e. The parent of the child requested an evaluation.
14. AJO UNIFIED SCHOOL DISTRICT is presumed not to have knowledge when the District either;
 - a. Conducted a full and individual evaluation for special education eligibility and found the child was not a child with a disability, or
 - b. Determined that an evaluation was not necessary and provided appropriate notice to the child's parents of its determination.
15. If a request for an evaluation is made during the time period in which the child is subjected to disciplinary action under §300.520 or 300.521;
 - a. The evaluation will be conducted in an expedited manner,
 - b. The child will remain in the placement determined by the school authorities until completion of the evaluation and eligibility determination.

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:
 - o 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 parents 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 that 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
---	---

This notice is available in English and Spanish on the ADE website at www.ade.az.gov/ess/resources under forms. For assistance in obtaining this notice in other languages, contact the ADE/ESS at the above phone/address.

Notificación Anual a los Padres con Respecto a la Confidencialidad de los Expedientes Académicos de los Estudiantes

La Ley de los Derechos y Privacidad Educativos 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) 260-3887 (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
--	--

Este aviso está disponible en inglés y en español en la website del ADE en 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.

Appendix D – AUSD District Wide Parent Involvement Policy

The Ajo Unified School District agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school district will incorporate this district wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school district will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:
Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—
 - (A) *that parents play an integral role in assisting their child’s learning;*
 - (B) *that parents are encouraged to be actively involved in their child’s education at school;*
 - (C) *that parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
 - (D) *the carrying out of other activities, such as those described in section 1118 of the ESEA.*
- The school district will inform parents and parental organizations of the purpose and existence of the AZ Parent Information Resource Center.

PART II. DESCRIPTION OF HOW DISTRICT WILL IMPLEMENT REQUIRED DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

1. The Ajo Unified School District will take the following actions to involve parents in the joint development of its district wide parental involvement plan under section 1112 of the ESEA:
Parents are urged to involve themselves in the district community. The district is currently in the process of establishing a School Advisory Council, which will meet on a monthly basis to determine school improvement goals, plan for academic programs, student activities, to discuss parent and staff concerns, and to enhance parent understanding and skills. Notices about meetings are posted on the daily bulletin, school Facebook page, on campus, published in the local newspaper, and on the school website. Parents wishing to participate may contact the school office for more information.
2. The Ajo Unified School District will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
Parents are urged to involve themselves in the district community. The district is currently in the process of establishing a School Advisory Council, which will meet on a monthly basis to determine school improvement goals, plan for academic programs, student activities, to discuss parent and staff concerns, and to enhance parent understanding and skills. Notices about meetings are posted on the daily bulletin, school Facebook page, on campus, published in the local newspaper, and on the school website. Parents wishing to participate may contact the school office for more information.
3. The Ajo Unified School District will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance including:
 - Open House
 - Academic Awards Programs
 - Winter and Spring Concerts
 - School Assemblies (Parents Invited)
 - Regular School Newsletters
 - Special Event/Reminder Notices
 - Annual School Calendar
 - Purpose Specific Communications
 - Family Fall Festival
 - Reading Night
 - Math Night
 - High School College and Financial Aid Information Night
 - Twice Yearly Parent Conferences
 - Teacher Welcome Letters
 - Required Positive Parent contacts
 - Quarterly Report Cards
 - Extra Curricular Activities
 - Interim progress reports for students who are working below grade level standards
 - Quarterly Parent Coffee with Superintendent

4. The Ajo Unified School District will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs:
 - Community Health Centers Head Start
 - AES Preschool
 - Pima County Tots Program
 - Tucson Youth Development Program

5. The Ajo Unified School District will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.
 - The School Advisory council will establish a subcommittee to plan and conduct the annual evaluation of the parental involvement policy.
 - This evaluation will determine barriers to parent participation.
 - This evaluation will focus on parent participation and set goals with action steps ways to improve participation of our of our 84% racial/ethnic minority background families, 24% ELL Families, and 80% which are on free and reduced status.

1. The Ajo Unified School District will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:
 - A. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following:
 - the State's academic content standards
 - the State's student academic achievement standards
 - the State and local academic assessments including alternate assessments
 - the requirements of Part A
 - how to monitor their child's progress
 - how to work with educators

The Ajo Unified School District will address the above topics at events including the following:

- Senior College Nights
- Interscholastic Sports Dinners
- FAFSA Nights

- Writing Skills Workshops
- Helping With Homework Sessions
- Community Resources
- District Standards & Assessment Information Nights

B. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:

- Open House
- Academic Awards Programs
- Winter and Spring Concerts
- School Assemblies (Parents Invited)
- Regular School Newsletters
- Special Event/Reminder Notices
- Annual School Calendar
- Purpose Specific Communications
- Family Fall Festival
- Reading Night
- Math Night
- High School College and Financial Aid Information Night
- Twice Yearly Parent Conferences
- Teacher Welcome Letters
- Required Positive Parent contacts
- Quarterly Report Cards
- Extra Curricular Activities
- Interim progress reports for students who are working below grade level standards

C. The school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

- Open House
- Academic Awards Programs
- Winter and Spring Concerts
- School Assemblies (Parents Invited)
- Regular School Newsletters
- Special Event/Reminder Notices

- Annual School Calendar
- Purpose Specific Communications
- Family Fall Festival
- Reading Night
- Math Night
- High School College and Financial Aid Information Night
- Twice Yearly Parent Conferences
- Teacher Welcome Letters
- Required Positive Parent contacts
- Quarterly Report Cards
- Extra Curricular Activities
- Interim progress reports for students who are working below grade level standards

D. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

- Child Parent Centers Head Start
- AES Preschool
- Pima County Parks and Recreation
 - Tots Program
 - Internships
- Tucson Youth Development Program

E. The school district will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

Notices about programs, meetings, and other activities are posted on:

- the daily bulletin
- school Facebook page
- on campus
- published in the local newspaper
- on the school website

Parents wishing to participate may contact the school office for more information.

PART III. DISCRETIONARY DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

The Ajo Unified School District will seek to involve parents in the following policy development practices:

- development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
- paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
- training parents to enhance the involvement of other parents;
- in order to maximize parental involvement and participation in their children's education, arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school;
- adopting and implementing model approaches to improving parental involvement;
- establishing a district wide/principal's parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;
- developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities; and
- providing other reasonable support for parental involvement activities under section 1118 as parents may request.

PART IV. ADOPTION

This District wide Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by sign in sheets, agendas for parent meetings, etc.

This policy was adopted by the Ajo Unified School District on 06/10/2015 and will be in effect for the period of 2016-2017 school year. The school district will distribute this policy (by hand and electronically, on the school website, at back to school night) to all parents of participating Title I, Part A children on or before 08/10/2016.

POLÍTICA DE PARTICIPACIÓN DE PADRES DEL DISTRITO DE LAS ESCUELA DE AJO

El Distrito de las escuelas de Ajo se compromete a implementar los siguientes requisitos legales:

- El distrito escolar pondrá en operación programas, actividades y procedimientos para la participación de los padres en todas sus escuelas con el Título 1, Programas de A Parte, de conformidad con la sección 1118 de la ley de las escuelas primarias y secundarias (ESEA). Estos programas, actividades y procedimientos serán planeados y operados con la consulta de los padres de los niños participantes.
- De acuerdo con la sección 1118, el distrito escolar trabajará con sus escuelas para asegurar que las políticas de participación de los padres y los niveles de las escuelas cumplen con los requisitos de la sección 1118 (b) de la ESEA, y cada uno incluye, como un componente, una escuela y padre que consisten en sección 1118 (b) de la ESEA.
- El distrito escolar incorporará esta política de participación de los padres del distrito en su plan del LEA desarrollado bajo la sección 1112 de la ESEA.
- En la realización del Título 1, Parte A requisitos de participación de los padres, en la medida de lo posible, el distrito escolar y sus escuelas proporcionarán oportunidades para la participación de los padres con la información y las escuelas que ofrecen los informes requeridos bajo sección 1111 de ESEA en un comprensible y uniforme formato e incluyendo formatos alternativos cuando es solicitado, y, en la medida de lo posible, en un idioma que los padres entiendan.
- Si el plan del LEA para Título 1, Parte A desarrollado bajo la sección 1112 de la ESEA, no es satisfactorio para los padres de los niños participantes, el distrito escolar presentara el plan al Departamento de Educación del Estado.
- El distrito escolar involucrará a los padres de niños atendidos en el Título 1, Parte A en las decisiones acerca de cómo los fondos del 1 por ciento del Title 1, Parte A que son reservados para la participación de los padres se gasta, y se asegurará de que no menos del 95 por ciento del uno por ciento reservado va directamente a las escuelas.
- El distrito escolar se regirá por la siguiente definición legal de participación de los padres, y espera que sus escuelas de Title 1 llevarán a cabo programas, actividades y procedimientos de acuerdo con esta definición:

Participación de los padres significa la participación de los padres en dos vías regulares y comunicación significativa que involucra el aprendizaje académico del estudiante y otras actividades escolares, incluida la garantía:

- (A) que los padres participen en ayudar en la educación de sus niños
- (B) que se alienta a los padres a participar en la educación de sus niño en la escuela
- (C) que los padres son socios de pleno derecho en la educación de sus hijos y se incluyen, en su caso, en la toma de decisiones, y en las comités consultivos para ayudar en la educación de sus hijos
- (D) la realización de otras actividades, tales como los descritos en la sección 1118 de la ESEA el distrito escolar informará a los padres y las organizaciones de padres del propósito y la existencia del Centro de Información de Recursos para Padres AZ.

PARTE II DESCRIPCIÓN DEL DISTRITO EN ¿CÓMO IMPLEMENTAR LOS REQUISITOS DEL DISTRITO PARA LA PARTICIPACIÓN DE LOS PADRES EN LOS COMPONENTES DE POLÍTICA

1. El Distrito Escolar Unificado de Ajo tomará las siguientes acciones para involucrar a los padres en el desarrollo conjunto de su plan de amplia participación de los padres del distrito bajo la sección 1112 de la ESEA:

Incitar a los padres a involucrarse en la comunidad del distrito. El distrito se encuentra actualmente en el proceso de establecer un Asesor de Consejo de la Escuela, que se reunirá una vez al mes para determinar los objetivos y metas de mejoramiento de la escuela planear para programas académicos, actividades estudiantiles, para discutir preocupaciones de los padres y el personal de la escuela, y para mejorar la comprensión de los padres y las

habilidades. Avisos de reuniones se publican diariamente en el boletín diario, en la página de la escuela en Facebook, en el campus, publicado en periódico, y en el website de la escuela. Los padres que deseen participar pueden ponerse en contacto con la oficina de la escuela.

2. El Distrito Escolar Unificado de Ajo tomará las siguientes acciones para involucrar a los padres en el proceso de revisión y mejoramiento escolar bajo la sección 1116 de la ESEA:

Incitar a los padres a involucrarse en la comunidad del distrito. El distrito se encuentra actualmente en el proceso de establecer un Asesor de Consejo de la Escuela, que se reunirá una vez al mes para determinar los objetivos y metas de mejoramiento de la escuela planear para programas académicos, actividades estudiantiles, para discutir preocupaciones de los padres y el personal de la escuela, y para mejorar la comprensión de los padres y las habilidades. Avisos de reuniones se publican diariamente en el boletín diario, en la página de la escuela en Facebook, en el campus, publicado en periódico, y en el website de la escuela. Los padres que deseen participar pueden ponerse en contacto con la oficina de la escuela.

3. El Distrito Escolar Unificado de Ajo proporcionará la siguiente coordinación necesaria, asistencia técnica y otras formas de apoyo para ayudar a Título 1, Parte A en la planificación y ejecución de las actividades de participación de padres eficaces para mejorar los logros académicos y el rendimiento escolar, incluyendo:

- Junta de Padres de Familia
- Programas de premios académicos
- Conciertos del Invierno y de la Primavera
- Asambleas de la escuela (Padres son Invitados)
- Boletines Escolares
- Junta Trimestral con Superintendente
- Calendario Escolar Anual
- Propósito Comunicaciones específicas
- Festival de Otoño para la familia
- Noche de Lectura
- Noche de Matemáticas
- Instituto de Bachillerato y Ayuda de Información Financiera
- Conferencias dos veces al año con los padres
- Cartas de bienvenida de los maestros
- Obligatorio Positivo Contactos con los padres
- Trimestral Boletas
- Actividades Extracurriculares
- Informes de progreso provisionales para los estudiantes que están trabajando por debajo de los estándares de nivel de grado

4. El Distrito Escolar Unificado de Ajo coordinará e integrará estrategias de participación de los padres en la Parte A con estrategias de participación de los padres en virtud de los siguientes programas:

- Centros de Salud de la Comunidad Head Start
- AES Preescolar
- Programas para niños preescolar del Condado de Pima
- Programa de desarrollo de la juventud Tucson (TYD)

5. El Distrito Escolar Unificado de Ajo tomará las siguientes acciones para llevar a cabo, con la participación de los padres, una evaluación anual del contenido y la eficacia de esta política de participación de los padres en la mejora de la calidad de sus escuelas Título 1, Parte A. La evaluación incluirá la identificación de las barreras de la mayor participación de los padres en las actividades de participación de los padres (con especial atención a

los padres que están en desventaja económica, son personas con discapacidad, tienen una habilidad limitada de Inglés, han limitado la alfabetización o son de cualquier raza o minoría). El distrito escolar utilizará los resultados de la evaluación sobre su política y actividades de participación de los padres para diseñar estrategias de participación de los padres más eficaz, y para revisar, si es necesario (y con la participación de los padres) sus políticas y participación de los padres.

- El Asesor de Consejo de la escolar establecerá un subcomité para planificar y llevar a cabo la evaluación anual de la política de participación de los padres.
- Esta evaluación determinará las barreras a la participación de los padres.
- Esta evaluación se centrará en la participación de los padres y establecer metas con pasos de acción y formas de mejorar la participación de nuestras familias de 84% de minorías étnicas y raciales del fondo, 24% de las familias que están aprendiendo inglés, y 80% que están en estado gratis y reducida.

6. El Distrito Escolar Unificado de Ajo construirá la capacidad de las escuelas y de la participación de los padres para asegurar participación efectiva de los padres y apoyar esa participación efectiva entre la escuela, los padres y la comunidad para mejorar el logro académico del estudiante, a través de las siguientes actividades descritas específicamente:

A. El distrito escolar, con la asistencia de las escuelas de su Título 1, Parte A, prestan asistencia a los padres de los niños atendidos por el distrito escolar o la escuela, en su caso, en la comprensión de temas tales como los siguientes:

- los estándares de contenido académico del estado
- los estándares de rendimiento académico de los estudiantes
- las evaluaciones académicas estatales y locales, incluyendo evaluaciones alternativas
- los requeridos de Parte A
- como seguir el progreso de su niño
- como trabajar con los maestros

El Distrito Escolar Unificado de Ajo abordará los temas mencionados en los eventos incluyendo la siguiente:

- Noches de visitas de universidades
- Cenas deportivas interescolares
- Noches de FAFSA
- Seminario de habilidades de escritura
- Ayudando con las sesiones de tarea
- Recursos de la comunidad
- Noches de información de estándares y evaluaciones del distrito

B. El distrito escolar, con la asistencia de sus escuelas, proporcionará materiales y capacitación para ayudar a los padres a trabajar con sus hijos para mejorar el logro académico de sus hijos, como la alfabetización, y el uso de la tecnología, según proceda, para fomentar la participación de los padres, a través de:

- Open House
- Programas de premios académicos
- Conciertos del Invierno y de la Primavera
- Asambleas de la escuela (Padres son Invitados)
- Boletines Escolares
- Evento / Avisos especiales recordatorio
- Calendario Escolar Anual
- Propósito Comunicaciones específicas

- Festival de Otoño para la familia
- Noche de Lectura
- Noche de Matemáticas
- Instituto de Bachillerato y Ayuda de Información Financiera
- Conferencias dos veces al año con los padres
- Cartas de bienvenida de los maestros
- Obligatorio Positivo Contactos con los padres
- Trimestral Boletas
- Actividades Extracurriculares
- Informes de progreso provisionales para los estudiantes que están trabajando por debajo de los estándares de nivel de grado

C. El distrito escolar, con la ayuda de sus escuelas y los padres, educará a sus maestros, personal de servicios estudiantiles, directores y otro personal, en cómo llegar a, comunicarse y trabajar con los padres como socios iguales, en el valor y la utilidad de las contribuciones de los padres, y en cómo implementar y coordinar programas para padres y construir lazos entre los padres y las escuelas por:

- Open House
- Programas de premios académicos
- Conciertos del Invierno y de la Primavera
- Asambleas de la escuela (Padres son Invitados)
- Boletines Escolares
- Evento / Avisos especiales recordatorio
- Calendario Escolar Anual
- Propósito Comunicaciones específicas
- Festival de Otoño para la familia
- Noche de Lectura
- Noche de Matemáticas
- Instituto de Bachillerato y Ayuda de Información Financiera
- Conferencias dos veces al año con los padres
- Cartas de bienvenida de los maestros
- Obligatorio Positivo Contactos con los padres
- Trimestral Boletas
- Actividades Extracurriculares
- Informes de progreso provisionales para los estudiantes que están trabajando por debajo de los estándares de nivel de grado

D. El distrito escolar, en la medida de lo posible y apropiado, coordinará y integrará programas de participación de los padres y actividades con Head Start, Early Reading, Early Reading First, Even Start, Home Instrucción Programs for Preschool Youngsters, the Parents as Teachers Program y preescolares públicos y otros programas en forma más completa de participación en la educación de sus hijos, a través de:

- Child Parent Centers - Head Start
- AES Preschool
- Pima County Parks and Recreation
 - Tots Program
 - Internships
- Tucson Youth Development Program (TYD)

E. El distrito escolar tomará las siguientes acciones para asegurar que la información relacionada a la escuela y con los programas de los padres, reuniones y otras actividades, se envía a los padres de los niños participantes en un formato comprensible y uniforme, incluyendo formatos alternativos a petición, y, en la medida de lo posible, en un idioma que los padres puedan entender.

Avisos de programas, reuniones y otras actividades se publican en:

- boletín diario
- la página de la escuela en Facebook
- en el campus
- publicado en periódico local
- en el website de la escuela

Padres que desean participar pueden hablar a la oficina de la escuela para mas información.

PART III COMPONENTES DISCRECIONAL DE LA POLÍTICA DEL DISTRITO DE LA PARTICIPACIÓN DE LOS PADRES.

El Distrito Escolar Unificado de Ajo tratará de involucrar a los padres en las siguientes prácticas de desarrollo de la política:

- desarrollo de entrenamiento de los maestros, directores y otros educadores para mejorar la eficacia de esa formación;
- la capacitación de alfabetización necesario para los padres de Título 1, Parte A, si el distrito escolar ha agotado todas las fuentes disponibles de fondos para la capacitación;
- el pago de los gastos razonables y necesarios asociados con actividades de participación de los padres, incluyendo los costos de transporte y de cuidado de niños, para permitir que los padres participen en reuniones relacionadas con la escuela y sesiones de capacitación;
- entrenamiento de padres para que aumenten la participación de otros padres;
- En orden de maximizar la participación de los padres y la participación en la educación de sus hijos, organizando reuniones de la escuela en una variedad de tiempos, o la realización de conferencias en el hogar entre maestros y otros educadores, que trabajan directamente con los niños participantes, con los padres que no pueden asistir a esas conferencias en la escuela;
- adoptando y aplicando los modelos para mejorar la participación de los padres;
- el establecimiento del asesor de consejo de padres en todo el distrito / de la directora de asesoramiento en todos los asuntos relacionados con la participación de los padres en los programas el Título 1, Parte A;
- desarrollar funciones apropiadas para organizaciones y negocios basados en la comunidad, incluidas las organizaciones basadas en la fe, en actividades de participación de los padres; y
- proporcionando apoyo razonable para las actividades de participación de los padres bajo seccion 1118 como padres pueden solicitar

PART IV. ADOPTION

Esta amplia Política de Participación de los Padres del distrito ha sido desarrollado conjuntamente con y acordado con los padres de los niños participantes en el Título 1, Parte A, como se evidencia por la muestra en hojas, órdenes del día de las reuniones de padres, etc.

Esta política fue adoptada por el Distrito Escolar Unificado de Ajo en 6/10/2015 año escolar. El distrito escolar distribuirá esta política (en la mano y vía correo electrónico, en el sitio web de la escuela, en de nuevo a la escuela nocturna) a todos los padres de Título 1 que participan, los niños de la Parte A en o antes del 10/08/2016.

Appendix E – IJNDB © USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

Appropriate use of Electronic Information Services

The District may provide electronic information services (EIS) to qualified students, teachers, and other personnel who attend or who are employed by the District. Electronic information services include networks (e.g., LAN, WAN, Internet), databases, cloud-based systems and any computer-accessible source of information, whether from hard drives or other electronic sources. The use of the services shall be in support of education, research, and the educational goals of the District. To assure that the EIS is used in an appropriate manner and for the educational purposes intended, the District will require anyone who uses the EIS to follow its guidelines and procedures for appropriate use. Anyone who misuses, abuses, or chooses not to follow the EIS guidelines and procedures will be denied access to the District's EIS and may be subject to disciplinary and/or legal action.

The Superintendent shall determine steps, including the use of an Internet filtering mechanism, that must be taken to promote the safety and security of the use of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Technology protection measures shall protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography or, with respect to use of computers by minors, harmful to minors. Safety and security mechanisms shall include online monitoring activities.

As required by the Children's Internet Protection Act, the prevention of inappropriate network usage includes unauthorized access, including "hacking," and other unlawful activities; unauthorized disclosure, use and dissemination of personal identification information regarding minors.

It is the policy of the Board to:

- A. prevent user access over the District's computer network, or transmissions of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- B. prevent unauthorized access and other unlawful online activity;
- C. prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- D. comply with the Children's Internet Protection Act [P.L. No. 106-554 and 47 U.S.C.254(h)].

Each user will be required to sign an EIS user's agreement. The District may log the use of all systems and monitor all system utilization. Accounts may be closed and files may be deleted at any time. The District is not responsible for any service interruptions, changes, or consequences. The District reserves the right to establish rules and regulations as necessary for the efficient operation of the electronic information services.

The District does not assume liability for information retrieved via EIS, nor does it assume any liability for any information lost, damaged, or unavailable due to technical or other difficulties.

Generative Artificial Intelligence Programs

The proper use of Artificial Intelligence (AI) programs can be effective at enhancing student learning and can prepare students with the competencies and knowledge needed in the digital age. Its use should also be guided by responsible and ethical considerations, including mitigating bias, promoting transparency, and providing AI benefits to all students. Use of AI programs in the classroom should be approved by the site or District administrator, and teachers' instructions and expectations should guide the classroom use of AI. Teachers should include relevant lessons on correct and responsible use of AI, and students should be taught standards regarding plagiarism and source citation and should use these guidelines if AI is used for a school assignment. AI use should be guided and monitored by teachers and/or administrators and should align with the District's guidelines and policies, including any relevant student rules/responsibilities. AI resources should be available to all students, including those with disabilities and English language

learners. Use of an AI system should comply with the Family Educational Rights and Privacy Act (FERPA) and should support data privacy and security.

Filtering and Internet Safety

As required by the Children's Internet Protection Act, the District shall provide for technology protection measures that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to use of the computers by students, harmful to students. The protective measures shall also include monitoring the online activities of students.

Limits, controls, and prohibitions shall be placed on student:

- A. Access to inappropriate matter.
- B. Safety and security in direct electronic communications.
- C. Unauthorized online access or activities.
- D. Unauthorized disclosure, use and dissemination of personal information.

Education, Supervision and Monitoring

It shall be the responsibility of all District employees to be knowledgeable of the Board's policies and administrative guidelines and procedures. Further, it shall be the responsibility of all employees, to the extent prudent to an individual's assignment to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

The Superintendent shall provide for appropriate training for District employees and for students who use the District's computer network and have access to the Internet. Training provider shall be designed to promote the District's commitment to:

- A. the standards and acceptable use of the District's network and Internet services as set forth in District policy;
- B. student safety in regards to use of the Internet, appropriate behavior while using, but not limited to, such things as social networking Web sites, online opportunities and chat rooms; and cyberbullying awareness and response; and compliance with E-rate requirements of the Children's Internet Protection Act.

While training will be subsequently provided to employees under this policy, the requirements of the policy are effective immediately. Employees will be held to strict compliance with the requirements of the policy and the accompanying regulation, regardless of whether training has been given.

The Superintendent is responsible for the implementation of this policy and for establishing and enforcing the District's electronic information services guidelines and procedures for appropriate technology protection measures (filters), monitoring, and use.

Parent Notification

Parents will be notified of the policies regarding the use of technology and the Internet while at school. Parents will also be notified of their ability to prohibit the student from the use of technology and the Internet while at school in which covered information may be shared with operator pursuant to A.R.S. [15-1046](#). This does not apply to software or technology that is used for the daily operations or administration of a local education agency or Arizona Online instruction programs authorized pursuant to A.R.S. [15-808](#).

Adopted: June 02, 2024

LEGAL REF.:A.R.S.[13-2316](#) [13-3506.01](#) [13-3509](#) [15-341](#) [15-808](#) [15-1046](#)
[34-50](#) [134-50220](#)

U.S.C. 1232g, the Family Educational Rights and Privacy Act20 U.S.C. 1232h, the Protection of Pupil Rights Amendment20 U.S.C. 1400 *et seq.*, Individuals with Disabilities Education Act20 U.S.C. 6301 *et seq.*, Every Student Succeeds Act of 201520 U.S.C. 9134, The Children's Internet Protection Act47 U.S.C. 254, Communications Act of 1934 (The Children's Internet Protection Act)16 CFR Part 312, Children's Online Privacy Protection Rule (COPPA)

Appendix F - JICK ©STUDENT BULLYING/ HARASSMENT/ INTIMIDATION

The Governing Board believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Board further believes a school environment inclusive of these traits maximizes student achievement, fosters student personal growth, and helps students build a sense of community that promotes positive participation as members of society.

The District, in partnership with parents, guardians, and students, shall establish and maintain a school environment based on these beliefs. The District shall identify and implement age-appropriate programs designed to instill in students the values of positive interpersonal relationships, mutual respect, and appropriate conflict resolution.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying, harassment or intimidation as defined by this policy will not be tolerated.

Definitions

Bullying: Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

- A. has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- B. is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- C. occurs when there is a real or perceived imbalance of power or strength, or
- D. may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to

- A. verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,
- B. exposure to social exclusion or ostracism,
- C. physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- D. damage to or theft of personal property.

Cyberbullying: Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

Harassment: Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

Intimidation: Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Prohibitions and Discipline

Students are prohibited from bullying, harassment, or intimidation on school grounds, school property, school buses, at school bus stops, at school-sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying, harassment, or intimidation which occurs outside of the school and the school day when such bullying, harassment, or intimidation results in substantial physical, mental, or emotional negative effect on the victim while on school grounds, school property, school buses, at school bus stops, or at school-sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Reporting Incidents of Bullying/Harassment/Intimidation

A student who is experiencing bullying, harassment, intimidation or believes another student is experiencing bullying, harassment, or intimidation is to report the situation to the principal or another school employee. A school employee who becomes aware of or suspects a student is being bullied, harassed or intimidated shall immediately notify the school administrator. School personnel shall maintain confidentiality of the reported information.

The initial notification of an alleged incident may be provided verbally. A detailed written description of the incident and any other relevant information must be provided on form(s) made available by the school and submitted to the principal within one (1) school day of the verbal report. Should the principal be the employee who observes, is informed of, or suspect a student is experiencing bullying the principal shall document the incident or concern in writing. Failure by an employee to report a suspected case of bullying may result in disciplinary action up to suspension without pay or dismissal pursuant to Board Policies GCQF and GDQD.

Reprisal by any student or staff member directed toward a student or employee related to the reporting of a case of bullying or a suspected case of bullying, harassment, or intimidation shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

At the time a student reports alleged bullying, harassment, or intimidation the principal shall provide to the student who has allegedly been bullied, harassed, or intimidated a written copy of student rights, protections and support services available to the student and shall notify the student's parent(s)/guardian(s) of the suspected incident of harassment, intimidation or bullying.

The principal shall investigate *all* reports of bullying, harassment, or intimidation. If the principal determines that bullying, harassment, or intimidation has occurred, discipline will be administered pursuant to Board Policies JK, JKD, and JKE. Regardless of the outcome of the investigation the principal will meet with the involved students to review the findings of the investigation. Subject to the restrictions of the Family Educational Rights and Privacy Act (FERPA) set out in Policy JR, the parent(s) or guardian(s) of the involved students shall also be informed of the findings of the investigation.

Documentation related to reported bullying, harassment, or intimidation and subsequent investigation shall be maintained by the District for not less than six (6) years. In the event the District reports incidents to persons other than school officials or law enforcement all individually identifiable information shall be redacted. Restrictions established by FERPA on disclosure of personally identifiable student information must be observed at all times.

The Superintendent shall establish procedures for the dissemination of information to students, parents and guardians. The information will include, but not be limited to, Governing Board policies, incident reporting, support services (proactive and reactive) and student's rights. The dissemination of this information shall

- A. occur during the first (1st) week of each school year,
- B. be provided to each incoming student during the school year at the time of the student's registration,
- C. be posted in each classroom and in common areas of the school, and
- D. be summarized in the student handbook and on the District website, and

the Superintendent shall establish procedures for the dissemination of information to District employees including, but not limited to

- A. Governing Board policy,
- B. preventive measures,
- C. incident reporting procedures,
- D. available support services for students (both proactive and reactive), and
- E. student rights.

Information will be provided to staff members at the beginning of each instructional year and on the first day of employment for new employees.

The Superintendent shall establish procedures designed to protect the health and safety of students who are physically harmed as the result of bullying, harassment, or intimidation. These will include, when appropriate, procedures for contacting emergency medical services, law enforcement agencies, or both. Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying is a violation of the law.

Adopted: September 11, 2018

LEGAL REF.:

[A.R.S.13-1202](#)

[13-1203](#)

[13-1204](#)

[13-2321](#)

[13-2916](#)

[13-2921](#)

[13-3506.01](#)

[15-341](#)

[A.A.C.R7-2-1308](#)

CROSS REF.:

[IJNDB](#) - Use of Technology Resources in Instruction

[JI](#) - Student Rights and Responsibilities

[JIC](#) - Student Conduct

[JII](#) - Student Concerns, Complaints and Grievances

[JK](#) - Student Discipline

[JKD](#) - Student Suspension

[JKDA](#) - Removal of Students from School-Sponsored Activities

[JKE](#) - Expulsion of Students

[JR](#) - Student Records

Appendix G – JICFA-EB © HAZING

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to schools within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdrawal from the school.

Definitions

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

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

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

Directions

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing.

In accord with statute, violations of this policy do not include either of the following:

- Customary athletic events, contests or competitions that are sponsored by an educational institution.
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.

All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

Reporting/Complaint Procedure

Students and others may report hazing to any professional staff member. Professional staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. A failure by a staff member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accord with school policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

A person who complains or reports regarding hazing may complain or report directly to the school administrator or to a professional staff member. The professional staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purpose. At a minimum the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. When a professional staff member receives the information, the staff member will transmit a report to the school administrator or supervising administrator not later than the next school day following the day the staff member receives the report/complaint.

The report/complaint will be investigated by the school administrator or a supervising administrator. The procedures to be followed are:

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the time line may only be by necessity as determined by the Superintendent.
- The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.

All violations of this policy shall be treated in accord with the appropriate procedures and penalties provided for in School policies related to the conduct and discipline of students, staff, and others.

Appendix F – JRR©

STUDENT SURVEYS

Student surveys will be prepared, administered, retained, and communicated to parents and students in a manner consistent with state and federal laws. The requirements of the Arizona Revised Statutes shall be as specified in the relevant statutes and subsequent regulations.

The District will comply with all statutes pertaining to surveys including the requirement that notwithstanding any other law, each school district and charter school shall obtain written informed consent from the parent of a pupil before administering any survey that is retained by a school district, a charter school or the department of education for longer than one (1) year and that solicits personal information about the pupil regarding any of the following which are listed in A.R.S. [15-117](#).

1. Critical appraisals of another person with whom a pupil has a close relationship.
2. Gun or ammunition ownership.
3. Illegal, antisocial or self-incriminating behavior.
4. Income or other financial information.
5. Legally recognized privileged or analogous relationships, such as relationships with a lawyer, physician or member of the clergy.
6. Medical history or medical information.
7. Mental health history or mental health information.
8. Political affiliations, opinions or beliefs.
9. Pupil biometric information.
10. The quality of home interpersonal relationships.
11. Religious practices, affiliations or beliefs.
12. Self-sufficiency as it pertains to emergency, disaster and essential services interruption planning.
13. Sexual behavior or attitudes.
14. Voting history.

A parent of a pupil that has a reasonable belief that a school district or charter school has violated this section may file a complaint with the attorney general or the county attorney for the county in which an alleged violation of this section occurred. The attorney general or the county attorney for the county in which an alleged violation of this section occurred may initiate a suit in the superior court in the county in which the school district or charter school is located for the purpose of complying with this section. After receiving written notice of an alleged failure to comply with this section, a school district or charter school that determines that a violation has occurred is not subject to a penalty or cause of action under this section if the school district or charter school cures the violation. For the purposes of this subsection, "cure" means to destroy any information gathered in violation of this section and to provide written instruction to the individual circulating the survey, to be kept on file for one (1) year after receipt of the written notice of the alleged failure to comply.

The District will comply with the provisions of the Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and the Protection of Pupil Rights Act (PPRA).

If a parent or eligible student believes that the District is violating the FERPA, that person has a right to file a complaint with the U.S. Department of Education. The address is:

The Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605
Telephone number: (202) 260-3887

Annual Notification

At the beginning of every school year, every school district and charter school shall obtain written informed consent from the parent of a pupil to participate in any survey pursuant to A.R.S. [15-117](#) for the entire year. A parent of a pupil may at any time revoke consent for the pupil to participate in any survey pursuant to subsection A of section [15-117](#). For any pupil who is at least eighteen years of age, the permission or consent that would otherwise be required from the pupil's parent pursuant to this section is required only from the pupil. All surveys conducted pursuant to subsection A of section [15-117](#) shall be approved and authorized by the school district or charter school. The school district or charter school is subject to the penalties prescribed in subsection L of section [15-117](#). A teacher or other school employee may not administer any survey pursuant to subsection A of section [15-117](#) without written authorization from the school district or charter school.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

[15-101](#) 20 U.S.C. 1232g, the Family Educational Rights and Privacy Act

[15-102](#)

[15-104](#)

[15-117](#)

[15-141](#)

[15-142](#)

[15-249](#)

[15-741](#)

20 U.S.C. 1232h, the Protection of Pupil Rights Amendment

20 U.S.C. 1400 *et seq.*, Individuals with Disabilities Education Act

20 U.S.C. 7908

34 C.F.R. 98

34 C.F.R. 300

CROSS REF.:

[JI](#) - Student Rights and Responsibilities

[JICEC](#) - Freedom of Expression

[JII](#) - Student Concerns, Complaints, and Grievances

[JR](#) - Student Records

[KB](#) - Parental Involvement in Education