

# Red Rock Elementary School

## Parent & Student

### Handbook

#### Administration

Mr. Peter Dwyer, District Administrator

#### Red Rock School District Governing Board

Mrs. Chrissie Heflin, President

Mr. Cody Bren, Member

Ms. JoAnna Mendoza, Member



#### **Red Rock School Mission Statement**

*The mission of Red Rock Elementary School District is to provide comprehensive, success-oriented instruction for all students in our growing district. Learning opportunities are designed to maximize each student's potential in the areas of academic ability, social and emotional development, physical well-being, cultural and aesthetic awareness, and community contribution and responsibility. Red Rock School District will continue to pursue and implement research based educational methods, strategies and technologies.*

Physical Address: 20854 E. Homestead Drive Red Rock, Arizona 85145 Phone: 520-682-3331  
FAX: 520-917-7310 [www.redrockschools.com](http://www.redrockschools.com)

# WELCOME TO RED ROCK ELEMENTARY!

**Our Vision:** Red Rock Elementary School is a professional learning community that ensures each student learns and succeeds in all academic areas and realizes his/her full potential as a positive contributing member of society.

**Our Motto:** “Striving for Excellence...Everything Counts!”

**Goal:** To incorporate all aspects of growth occurring within the district and to work collaboratively with the community to ensure all students are being educated. Improve student achievement by developing and implementing professional development programs and by integrating technological advancements.

**We Believe....**

**Ethics:**

All students, parents, and staff are responsible for creating, demonstrating, and maintaining positive standards of conduct in order to achieve excellence.

**Values:**

Education requires cooperation, honesty, and respect among students, parents, staff, and community.

**Diversity:**

All students, parents, staff, and community will understand and appreciate their own heritage, as well as people of different cultural, social, and ethnic groups.

**Safety:** The school community will be a safe and caring environment.

**Discipline:**

Expectations and consequences for behaviors are clearly defined and implemented.

**Our School Colors:** Red, Black and White

**Our School Mascot:** Raiders

**Our Support:** Parents, the Red Rock PTO, and our many volunteers

**We are a “Kind” School:** Red Rock Elementary collaborates with the Ben’s Bells Organization in Tucson, Arizona focusing on the recognition of random acts of kindness. **“We show kindness because kindness makes a difference.”**



Dear Parents,

Welcome to Red Rock Elementary School District #5 in Red Rock, Arizona. We are a one school district committed to serving the educational needs of our community's children. Our goal is to prepare students for a successful future beyond their elementary school years.

Highly qualified teachers, who value, individual student success, deliver our rigorous curriculum, guided by Common Core Standards. Our teachers meet weekly for vertical and horizontal planning to discuss and analyze data, which is gathered by the use of multiple common formative and summative assessments given to students throughout the year. The data drives our instruction as well as our interventions. We are committed to providing our parents, students, and the community of Red Rock with the educational tools that will allow every child to reach their highest potential.

We welcome you to visit your child's classroom and learn how teaching and learning centers around a caring and safe educational environment. My door is always open to questions or discussion. It is our honor and privilege to work with parents and families as a team to promote continuous student achievement.

Respectfully,

A handwritten signature in black ink, appearing to read "Peter Dwyer", with a stylized flourish extending to the right.

Peter Dwyer  
District Administrator

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## **School Hours**

### **Preschool**

**Monday – Wednesday, 8:00 am -10:30 am**

### **Kindergarten–8th Grades**

**Monday, Tuesday, Thursday, Friday- 8:00 am to 2:30 pm**  
**Wednesday -8:00 am to 1:30 pm**

### **Bell Schedule**

**Kindergarten:** 11:00-11:35 Lunch/Recess

**Grade 1:** 11:05-11:40 Lunch/Recess

**Grade 2:** 11:10-11:45 Lunch/Recess

**Grade 3:** 11:15-11:50 Lunch/Recess

**Grade 4:** 11:20-11:55 Lunch/Recess

**Grade 5:** 11:25-12:00 Lunch/Recess

**Middle School:** 12:00-12:40 Lunch/Recess

**NO CHILDREN WILL BE ALLOWED ON CAMPUS PRIOR TO 7:45 A.M.**  
**THERE IS NO SUPERVISION PROVIDED PRIOR TO THAT TIME.**

## **Admission Requirements**

Students who were in attendance at the completion of the previous year at Red Rock are pre-enrolled for the following year. Only those students new to the district or entering Kindergarten must register with the school office. A child must be 5 years old before September 1 to be eligible for Kindergarten. Birth certificate, immunization records and proof of residency are required at the time of registration. New students, grades 1-8, should present a copy of their last report card and withdrawal slip from their former school. Arizona law (ARS §36629) requires an immunization history be submitted for each child entering a public school (K-8) for the first time. The responsibility for complying with the provision is the responsibility of the parent/guardian of the child.

## **Visitors on School Campus**

School Board Policy directs all visitors to register at the office to obtain permission to remain on the school grounds or to enter any classroom and to sign out at the office when leaving campus. (ARS§13-2911A) Visitors must state their business and receive a pass before they are allowed to enter any classroom or activity or to remain on campus. Students are not allowed to bring student visitors to Red Rock School. All visitors are treated courteously and are asked to obey existing rules. Children not enrolled at Red Rock are not permitted on campus during instructional time; this includes former Red Rock Students. Children supervised by an adult are welcome to attend an individual program presented by a class, weekly assemblies or other presentations.

## **Attendance**

**If your child begins to have excessive absences, you will receive the following letter on official school letterhead.**

*Dear Parents,*

*As you may or may not be aware of, the Education (Welfare) Act 2000 outlines the responsibilities that we share in the educational process for children. Under the law, every child must attend school regularly up to sixteen years of age or complete at least three years education in a post primary school whichever comes later. The National Educational Welfare Board was established to support school attendance and follow up on children who are not attending school regularly.*

*As a parent, you must let the school know if your child is absent and the reason why. It is school policy that a reason must be given for absences. The school will notify The National Education Welfare Officer who will discuss your child's education with you. The officer will work with you and take full account of the circumstances of the child and the family before deciding what further action is necessary to ensure that the child receives his/her entitlement to an education.*

*By signing below, you are acknowledging you have read the above information and agree to the above policy.*

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_



## **Attendance “Every Day Matters”**

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

Please strive to have your child in attendance every school day unless they are sick. We urge you to ensure your child’s best opportunity for educational success by scheduling medical and dental appointments after school hours except in cases of emergency and by scheduling family vacations during summer vacation and break periods. State law requires that you authorize your child’s absence from school and notify us in advance or at the time of the absence. Your call to us will also help protect your child. The school shall make a reasonable effort to promptly telephone and notify parents or guardians of a student in Grades K-8 within two (2) hours after the first class in which the student is absent if an excuse or authorization of absence from the parent or guardian of the student has not been provided to the school office. Accordingly, **it is vital that we have one or more telephone numbers to contact you**. If your numbers change, let us know right away. The District and its’ Board, employees, or agents are not liable for failure to notify.

When a student will be absent, the parent **must call** the school on or before the day of the absence in order to advise the school of the absence and the reason for the absence. The phone number to call to report an absence is 520-682-3331. Please make every effort to call the school before 9:00 a.m. to report your child’s absence. For absences greater than one day in length, the school should be notified in advance or on each day of the absence. If a parent does not have access to a phone, either at home or at work, a note will be accepted for verification purposes. Students who miss a class for any reason are expected to make up all work and assignments missed. **It is the responsibility of the student** to see this is done.

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

Excessive absences will also affect a student’s eligibility to participate in school field trips, etc. In addition, absences may be considered by a teacher in determining a student’s grade or promoting a student.

Parents are responsible for ensuring that their children attend school. A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child as defined in section 8-201. Absences may be considered excessive when the number of absent days exceeds 10% of the number of required attendance days prescribed in **ARS§ 15-802, subsection B, paragraph 1**. As used in this section: “Habitually truant” means a truant child who is truant for at least five schools days within a school year. (**ARS§15-803**)

## **Tardies**

We value the instructional time that we have with our students. Because of this belief and to decrease the number of interruptions to instruction, students should be present in class by 8:15 AM, the “official” beginning of our day. If a student is not **in class** at this time, he/she will need to go to the office to get a tardy slip. Tardies are recorded on the report card and entered into permanent records.

Please plan enough time to get your child to school to allow for all possible delays. Your cooperation in this effort to begin our educational day is appreciated.

## **Parent Drop Off/Pick Up Procedures**

- Enter in through the first gate (nearest to the school), stay to the right of the blue line, closest to the curb.
- When picking up your child, stay in your car, your child will come to you.
- When dropping off your child, stay in your car, students exit vehicle at open gate in the front of the school.
- Drive slowly through the parking lot follow directions of the crossing guard, when present.
- Exit through the opposite gate onto Homestead Dr.
- **ONLY** drop off in front of the school. The back of the school is the bus loading zone and where walkers enter.
- We ask that parents picking up students from school meet them at the front office area where they will be sent for dismissal, instead of going to the classroom door. If you wish to see a teacher after school, please walk to the classroom after you have met your child at the office and given the teacher time to safely dismiss all students.

Arizona law makes the school responsible for the welfare and behavior of students during the school day. We have no opportunity to supervise or protect students when they are away from school.

**To protect your children, the administration feels the following rules need to be emphasized:**

All children shall remain on the school property at all times after they have first arrived until afternoon dismissal. If you are checking your child out of school for a doctor’s appointment or any other reason, **it will be necessary for you to sign the child out in the office.**

Students will be released to a parent/legal guardian or authorized agent only. Person signing out the student must be 18 years or older. Adults not known to office staff shall be asked to show identification. If you have someone other than the persons on the authorized list that you wish to pick up your child, the parent/guardian must call the school office to make the necessary arrangements.

**\*\*PLEASE NOTIFY THE OFFICE IF YOU FEEL SOMEONE UNAUTHORIZED BY YOU MAY ATTEMPT TO PICK UP YOUR CHILD WHILE THEY ARE AT SCHOOL.\*\***

## **Interruption of Instruction**

Our staff is committed to providing a maximum of student contact time and uninterrupted instruction. We believe that establishing and maintaining good communication between home and school is a priority. The half hours immediately preceding and following the school day are the best times to reach the teachers by phone when questions and concerns arise. **If you wish to schedule a conference with your child's teacher or ask that the teacher call you at their convenience, please call the office (682-3331) and leave a message for the teacher to return your call. You may also email your child's teacher. All email addresses are available on our website.**

We ask for parental assistance with the following:

## **Phone Calls**

Unless it is an emergency, please do not call asking for your child to leave class for a phone call. If information needs to be shared before dismissal, our staff will give it to the teacher or directly to the student during a recess or other non-instructional part of the day.

## **Early Pick-Up**

If your child will be leaving mid-day or earlier than dismissal time, you will need to come to the front office to sign him/her out. **The student will not be called out of class prior to your arrival.**

## **Change in Student Pick Up/Dismissal**

Any changes to your child's dismissal, you must phone the office **prior to 2:00pm (1:00 pm on Wednesdays)**. This will allow us time to get the information to classrooms and teachers involved. In the past we have had children miss buses, bus routes have been held up, and/or there was confusion about dismissal due to late notice. The staff of Red Rock School will not take the word of the student regarding a change in dismissal. The parent must contact the school office regarding such matters. If the call for a change in dismissal is received after 2:15 p.m., the school cannot guarantee the information will get to the student before dismissal. **For student safety, if the office is not notified students will follow regular dismissal routine.**

## **Grading Policy**

Kindergarten through Second Grade uses the grading scale based on whether a student Exceeds/Meets/Approaches or Falls Below Standards.

ES = Exceeds Standard

MS = Meets Standard

AS = Approaches Standard

FB = Falls Below Standard

Grades 3-8 use a percentage grade system.

A = 90 to 100%

B = 80 to 89%

C = 70 to 79%

D = 60 to 69%

F = 59 % and below

## **Honor Roll**

All students in grades 3 through 8 are eligible to earn Honor Roll. Honor Roll will be earned and awarded quarterly.

### **Gold Honor Roll Requirements:**

- In the core subject areas (reading, writing, spelling, math, science, social studies) students must earn 90-100% (Superior).
- Subject areas of music, art, physical education, and penmanship, students must earn a minimum of “satisfactory” effort.

### **Silver Honor Roll Requirements:**

- In the core subject areas (reading, writing, spelling, math, science, social studies) students must earn at least an 80-89% (Above Average).
- Subject areas of music, art, physical education, and penmanship, students must earn a minimum of “satisfactory” effort.

## **Perfect Attendance**

Each quarter students who have perfect attendance (no absences, no tardies or early check outs) will receive perfect attendance award.

## **District Student Dress Code**

Red Rock School District encourages students to take pride in their attire as it relates to the school setting. Appropriate dress instills a sense of unity and belonging while promoting a positive work attitude. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others as well as modesty for all students.

### **Shoes:**

- Must be worn at all times.
- Slippers, open toed shoes (flip flops, slides) and high heels may not be worn to school.

**Shorts/Skirts:**

- Must be visible and not completely covered by a shirt/jacket.
- No short-shorts/skirts (*modesty is the key*).

**Tops/Shirts/Sweatshirts:**

- No midriffs, half shirts, fishnet, see-through, strapless, or halter tops.
- Jerseys must be worn with a tee-shirt underneath.

**Headwear:**

- Hats, hoods, and beanies may not be worn indoors and must be worn appropriately (*brim facing forward*).

**All clothing:**

- May not have vulgar and/or violent messages or pictures, gang oriented insignias, or satanic/negative symbols, illegal substances, beer/alcohol, cigarettes, or otherwise inappropriate design.
- Undergarments may not be visible.
- No excessive bagging, sagging or ill fitting (*must be size appropriate*).
- No pajamas allowed, except on spirit days.

**Compliance for Dress Code:**

- Turn inappropriate clothing inside out.
- Change into clothing that may be provided by the school.
- Change into other clothing which has been brought to school.
- Remove the jewelry or other accessory.

Student attire should not present health or safety hazards and should not disrupt the educational process. We rely upon your good judgment and discretion as in what your child should wear to school. However, faculty and administration of Red Rock Elementary School reserve the right to make the final decision as in the suitability of any attire and to decide when attire violates the school code. If any parent has a situation that makes it impossible to adhere to any portion of the dress code, please set up an appointment with Administration.

## **District Discipline Plan**

The purpose of the discipline plan at Red Rock is to ensure a safe, respectful and responsible learning environment for all students.

**Teachers and staff have two types of discipline tools available:**

### **Behavior Tickets**

Behavior tickets are maintained by the homeroom teacher. The homeroom teacher is responsible for assigning consequences and notifying parents when students are issued behavior tickets. Typically, students will receive loss of recess, lunch detention or litter patrol for receiving a behavior ticket.

### **Multiple Behavior Tickets**

For every three behavior tickets a student receives within a semester, the student will receive a *Student Discipline Referral*.

\*\*Please note at Elementary level (K-5) some teachers use their own discipline system in the classroom.

## **Notification**

Teachers will notify parents/guardians for every behavior ticket issued. This helps keep parents informed and provides them with the opportunity to be proactive with their student's behavior at school.

## **Student Discipline Referrals**

A *Student Discipline Referral* is issued for serious infractions of school rules or multiple behavior tickets. The teacher or administrator issuing the referral will document the student's action; the student will write a statement about what happened on the referral form, and the person issuing the referral then contacts the parent/guardian. The referral form is then passed on to an administrator to assign a consequence. The administrator will then notify the parent/guardian of the consequence.

## **Consequences**

**As with any discipline plan, the above actions are guidelines and circumstances could require adding steps or accelerating the discipline process.** As an example, the following sequence for student referrals is as follows:

**1st Referral**—A minimum of one day alternate placement in school

**2nd Referral**—A minimum of one day suspension, out of school

**3rd Referral**—A minimum of two days suspension, out of school

**4th Referral**—A minimum of four days suspension, out of school

**5th Referral**—Five to ten days suspension, out of school

**6th Referral**—Referred to Governing Board for possible long-term suspension (11 school days or more) or expulsion from school (permanent exclusion of a student from the district). Additional referrals may result in out-of-school suspension or other discipline consequences.

Parents and students are required to **sign the agreement form** in this handbook, to acknowledge understanding of the district discipline policy.

## **Bullying, Intimidation, Racism and Harassment**

- Everyone deserves a learning environment free of threats, intimidation, racism, and harassment or bullying.
- Students shall not bully, intimidate, harass, make racial remarks to any student, employee or any other person on school grounds, school property, school buses, school bus stops or at school sponsored events and activities. Nor shall any student encourage, solicit, aid, or abet another student in the bullying, harassment, racism or intimidation of anyone.
- **Bully:** A person who treats someone differently because of who they are. A bully acts with the desire to hurt, threaten or frighten someone. A bully tries to exert power over others, through negative and demeaning acts.
- **Bullying** is a deliberate or knowing act committed by a student, whether individually or in concert with other persons, against another student or group of students, which is unwelcome and unprovoked, that is repeated over time to exert power by one or more persons over others. Bullying contributes to a substantial risk of potential injury, mental harm, degradation, or societal ostracization or causes physical injury, mental harm or personal degradation.

- **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.
- **Intimidation:** Verbal or physical threats toward another person made with the intent to inflict fear, injury or damage to property.
- **Harassment:** The continual or repeated annoyance or humiliation of another person.
- **Racism:** Prejudice, discrimination, or antagonism directed against someone of a different race based on the belief that one's own race is superior.
- Types of prohibited bullying behavior include, but are not limited to:
  - Intimidation/threatening behavior.
  - Any form of physical abuse, e.g., punching, kicking.
  - Verbal abuse - shouting at, insulting, "putting down".
  - Psychological abuse - isolating an individual, preventing them from becoming part of a group or involved in certain activities
  - Anonymous letters or spreading rumors that are designed to upset.
  - Demanding money.
  - Demanding coursework to copy against a person's will.
  - Stealing, hiding or damaging belongings, e.g., books, clothing, bags.
  - Teasing people about their physical appearance or other personal characteristics.
  - Cyber-bully is someone who intimidates or threatens others using e-mail, internet sites or text messages/social media.

**DO NOT BE AFRAID! Report bullying, intimidation, racism, harassment to any staff member.**

Students should report any incidents of bullying, intimidation, racism or harassment to a District employee.

**It is mandatory that District employees report any incidents of bullying, intimidation, racism or harassment to the appropriate school administrator in a timely manner.**

Failure to report an alleged incident of bullying, intimidation, racism or harassment may subject the District employee to disciplinary action. The District employee shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or as otherwise required by law. Instances of reported or observed bullying, intimidation, racism or harassment that are in violation of the laws or involve possible child abuse must be reported to the appropriate agency.

## **Procedures for Making Formal Reports/Complaints**

A student who believes they have been the victim of, or is a witness to bullying, intimidation, or harassment shall immediately notify any teacher, counselor, health aide, school administrator, or any other District employee (i.e., bus driver, school resource officer [SRO], food service employee, custodian, etc.). Students who cannot immediately make a report must do so within ten (10) calendar days of the last incident.

The District employee receiving the report/complaint or personally witnesses bullying, intimidation, racism or harassment shall immediately report the incident to the appropriate school administrator no later than the next school day following the day of the report/complaint. A parent

whose child has been a victim of bullying, intimidation, racism or harassment or who has otherwise become aware of such behavior is encouraged to report the behavior to the school administrator.

## **Procedures for Investigation of Report/Complaint**

A school administrator shall promptly investigate all allegations of bullying, intimidation, racism or harassment. The investigation may include interviews of students involved, including the alleged victim(s), perpetrator(s), and witnesses, if known. The identity of all students involved in the investigation shall be maintained confidentially.

All violations of Policy JICK and this regulation shall be treated in accordance with the appropriate procedures and penalties provided for in District policies related to the conduct and discipline of students.

## **Consequences**

Those students who are found to be in violation of Policy JICK and this regulation are subject to disciplinary action in accordance with Policy JIC, Student Conduct.

As with the Code of Conduct, this policy and its corresponding procedures do not only apply to students while they are at their school. Policies governing student conduct also apply to students at other times, including:

- During regular school hours.
- While the student is being transported by the school bus or by other transportation arranged or approved by the school district.
- During school-sponsored events.
- During field trips.
- During athletic functions, whether at District schools or a non-district school.
- When the student is traveling to and from school by any means.
- At times and places where a principal or other school employee has jurisdiction or authority over students.
- During other activities associated with the school in any way.
- On school or district grounds at any time, whether school is in session or not.

## **Mandatory Reporting**

The most important responsibility of every professional educator is protecting the welfare of the students in their care. The purpose of Arizona's mandatory reporting law, ARS§13-3620, is to ensure the safety of children. Therefore, educators in the Red Rock School District take their duty to report possible situations of child abuse very seriously. All RRSD staff are required to participate in extensive training regarding District policy and Arizona's mandatory reporting law. Below is a brief overview regarding Arizona's mandatory reporting law, which governs all personnel of the Red Rock School District.

ARS§13-3620 states "any person who reasonably believes that a minor is or has been the victim of physical injury, abuse, child abuse, a reportable offense or neglect that appears to have been inflicted on the minor by other than accidental means...shall immediately report or cause reports



to be made of this information” to law enforcement or Department of Child Services (DCS). If the suspected abuser does not have care, custody or control of the minor, the report shall be made to law enforcement only.

Recent changes in the law no longer require educators to have visible evidence of abuse. Educators may form a reasonable belief that abuse has occurred based on their own observations, information provided by the student, or information provided by a third party. It is **not** the responsibility of the educator to investigate in order to determine that abuse has occurred; rather, the educator is responsible to report to those agencies that have the legal responsibility to investigate and make such a determination.

If an educator makes a report regarding possible abuse, it is the responsibility of law enforcement or DCS, not the educator, to contact the child’s parents about the incident. Additionally, any inquiries about the situation will be referred to law enforcement or DCS. **School personnel cannot release written documentation or verbal information regarding a situation being investigated.**

In the event a report ever needs to be made to authorities regarding possible abuse of your child, please be assured the *first* priority of educators is the well-being of your child.

## **Child Find**

The school can provide you with information on Child Find. Parents of children between the ages of 3 and 5 should contact the school for preschool educational screenings. The screening will involve 5 areas of development: cognitive, motor skills, speech-language, social-emotional behavior, and adaptive behavior. For children from birth to 3 years, the school district will contact appropriate agencies if parents suspect a learning disability or has observed problems in development.

## **Refugee/McKinney – Vento Act Information**

In accordance with federal requirements, our district has available forms for parents to complete concerning refugee and homeless status (McKinney-Vento Act 42 U.S.C. 11435). These forms are available upon request. The information is collected in order to determine if the child/family is eligible to receive certain services.

## **Students with Disabilities**

Policies and procedures are in place for parents/guardians to inquire about special services for their children. Parents/guardians will first speak with their child’s general education teacher about their concerns. The teacher will then involve the special education staff and administration. Additionally, the general education teacher may contact the parent/guardian regarding concerns about the child.

## **Gifted Education**

Policies and procedures are in place for the evaluation and placement of students in our Gifted “Challenge” Program. Two categories are included under our Challenge Program: Gifted and Enrichment. These programs are designed for those students who have demonstrated exceptional abilities in various areas (verbal, non-verbal, and quantitative reasoning), which

enable the student to experience different types of instruction, projects, and materials not found in the general education classroom. Generally speaking, parents/guardians may speak with their child's general education teacher about their child and possible evaluation. Additionally, the general education teacher may contact the parent/guardian regarding making a recommendation for possible evaluation of the student. A copy of the Scope and Sequence of the program is available in the office for review.

## **Procedures for Taking Medicines at School**

When it is essential to a child's health that they take medicine during school hours:

1. All medicines, prescription or over-the-counter, must be brought to the school office upon entering school grounds. **We request parents bring the medicine to school.**
2. Prescription drugs must be in the original pharmacy container, labeled with the child's name, date, medication, dose, time to be taken at school and date to be discontinued. (The pharmacist may be requested to prepare a special container for school use). Parents are requested to complete, sign and return **JLCD-E**, "Administering Medicine to Students" to the district office. Over-the-counter medicines must be in their original packaging.
3. Medicine will be dispensed in the school office in the presence of the health aide, Administrative Secretary, or in their absence, by the person designated by the Principal.

## **Permission for Students to Carry and Administer Medication**

The Red Rock School Governing Board has adopted Arizona School Boards Association policy **JLCD**, which permits students to carry and self-administer medicines on school grounds, school buses, and school related events. This typically involves student use of handheld inhalers and auto-injectable epinephrine (Epi-pens) medicines. In coming to such an arrangement, school officials, parents/guardians, and students will meet to ensure all parties understand their responsibilities and all safety implications for the involved student and the school population in general. Parents/guardians and their physicians must complete and have on file the appropriate documentation authorizing student use. Student use may be revoked if there is a threat of abuse or misuse of the medicine, which may pose a risk of harm to the general school population.

## **Lice**

The District will enforce a **no live lice policy** (JLCC-R). If a student is found to have live lice the student will be sent home. The student will not be allowed to return to school until all live lice are removed. The student will be allowed one (1) excused absence for head lice. The only person authorized to assess a student for Pediculosis (head lice) is the school nurse or the person designated by the Principal. At no time will a classroom teacher, do head checks.

### **Procedure to be followed:**

Referral to school nurse for head check will come from the classroom teacher or parent request

- School nurse/health aide will assess student for lice.
- If positive for lice the student will go home.
- The school nurse/health aide will contact the parent via telephone to pick the student up from school.

- The parent will be allowed one (1) school day to treat the student. The parent will be informed of absentee policy when the student is picked up.
- The student must be assessed by the school nurse\health aide prior to readmission to class.
- An admit slip will be given to the student indicating they are "OK" to return to school.
- If a student is out for more than two (2) school days for head lice, a telephone call will be made to the parent regarding attendance. The attendance office will make this contact. A student out for a long period of time will be referred back to the school nurse for assistance. This assistance may be a telephone call to the parent or a home visit to ensure the parent understands the treatment process.
- A classroom check will be done on the other students by the school nurse\health aide as soon as possible.

## **Student Head Injury**

1. Students receiving any type of head injury will be required to sit in the office for a minimum of 20 minutes. All phone numbers, parental and emergency, will be called until contact is made.
2. If the above occurs within the last half hour of the school day, students will not board the afternoon bus until parental or emergency contact has been made. In the event contact is not made, students will remain at school, under observation. Phone call attempts will continue until contact is made.
3. Administrators will be apprised of any injury situation.

## **Student Illnesses**

We commend students and parents for working together to pursue excellent attendance at school. We believe daily attendance is vital for student growth and learning. Unfortunately, students do become ill. When this occurs, they need to stay home for their well-being and the well-being of all other students and staff. Please be considerate so as not to infect others at school.

When students have a fever, health rules state students need to be **fever-free for at least 24 hours**, without medicine, before returning to school. If a student needs medicine to keep the fever down, this student is not ready to return to school.

Students who are vomiting will be sent home and may return to school after **24 hours symptom free**.

If a child becomes ill during the day, school officials will contact parents/guardians to pick up the child from school. The school requests all adults to comply with this policy for everyone's well-being.

## **Guidelines for Walking to School or Riding a Bike to School**

1. Respect people's property as you walk/ride through the neighborhood.
2. Stay on sidewalks.
3. At non-crosswalk streets, cross streets at the corners.
4. When there is a designated crosswalk with street striping and signage, always cross within the crosswalk. **Do not ride bikes or scooters in the crosswalk.**
5. If a crossing guard is **NOT** present, do not cross.

6. If a crossing guard is present, always listen to and follow the directions of this person.
7. Students are encouraged to wear a helmet when riding a bike, scooter, or skateboard.



# **School Bus Procedures and Regulations**

## **Bus Rules Overview**

Riding a bus to and from school in RRESA is a privilege not a right. All procedures and regulations stated are not to be taken lightly. All students attending RRESA schools will at times ride a bus either to & from school, for a field trip, athletic trips, or other school functions. Students must understand and observe good behavior, cooperation, and respect for the authority of the bus driver. Please review the following procedures and regulations with your children. Ignorance of the rules is not an excuse for non-enforcement. Violation of these procedures and regulations will result in the disciplinary actions outlined.

## **Bus Stops**

- **Be on time, at least 5 minutes before the scheduled time.**
- There is an established gathering zone for all students and parents to wait for the bus. Please wait patiently in this area. If you miss the bus at the bus stop, return home immediately. If you miss the bus at school, notify a teacher or office personnel. **Do not walk home.**
- Stay at least 10 feet away from the edge of the road (three giant steps)
- Respect the property of others.
- Remember not to endanger yourself or any other students with careless behavior at the bus stop.
- Proper and expected school behavior begins at the bus stop. Misbehavior of any type will be reported to the principal, which could result in the loss of bus riding privileges.
- If parents are not at the bus stop to pick up their child, the bus driver will wait **1 minute** and proceed to the next stop or return to school with the child. **A bus driver will only stop at designated bus stops.**

## **Boarding the Bus**

- When the bus arrives, line up quickly and wait for the bus to come to a complete stop.
- Wait for the driver to signal to board. Board the bus quickly but without crowding or pushing. Use the handrail when getting on the bus.
- Go directly to your assigned seat, sit straight, and face the front of the bus.

## **Bus Conduct**

- Follow the directions and instructions from the bus driver and bus aide.
- No eating or drinking on the bus (other than water), **ABSOLUTELY NO GUM.**
- Stay in your assigned seat and face forward, never stand up on a moving bus.
- Be courteous always.
- Keep your hands, arms, feet, legs and head away from others and inside the bus.
- Talk quietly. Do not yell, use profanity, obscene language or gestures.
- Do not throw anything inside the bus, from the bus, or at the bus.
- Keep the aisle clear.
- Always keep your belongings in control.
- Aerosol sprays, perfumes, etc. must be kept secure and unopened during the bus ride.
- Do not discard trash, abuse or deface the bus or bus equipment.

## **Exiting the Bus**

- Wait for the bus to stop completely before getting up from your seat.
- Do not push or crowd when leaving the bus.
- Use the handrail when exiting the bus.

## **Crossing the Roadway**

- If you must cross the road, walk at least 10 feet ahead of the bus along the side of the road until you can see the driver.
- Make sure the driver can see you.
- Wait for a signal from the driver before beginning to cross.
- When the driver signals, walk across the road, continuously looking to the right and left for traffic.
- Walk quickly across the road, but do not run.
- Always cross in front of the bus, never behind the bus.

In addition to these procedures and regulations outlined the following are additional examples of behavior that will result in disciplinary action.

## **Offense:**

- Defiant behavior shown to the bus driver or bus aide.
- Verbal abuse of another student.
- Spitting on the bus.

## **Severe Offense:**

- Lighting matches/lighter on the bus.
- Verbal abuse of, or physical assault on bus driver, or bus aide.
- Physical assault on a student or spitting on a person.
- Igniting fireworks, smoke/stink bomb or any explosive device on the bus.
- Tobacco, alcohol, or drug use or possession on the bus.
- Using or possessing a weapon, simulated weapon, firearm, destructive device or dangerous instrument on the bus or at a stop.
- Shoving students into the path of an on-coming vehicle.
- Sexual or other improper harassment/discrimination of individuals on the bus.

## **Prohibited items on the bus:**

- Tobacco, alcohol, drugs, or electronic smoking devices.
- Any type of weapon, explosive device, harmful drug or chemical.
- Any insect, reptile, or other animal.
- Skateboards, glass items, balloons, or large objects that occupy a seat space.

## **Actions Taken for Violation of School Bus Procedures and Regulations**

- When a student violates one (1) or more of the District's school bus procedures or regulations, the bus driver will describe on a bus misconduct form the behavior the driver observed; indicate the driver's previous disciplinary actions with the student; and sign and

date the form. The driver must submit this form to the District Administrator no later than the next school day, unless precluded by extenuating circumstances.

- The responsible administrator must complete the remainder of the form, indicating the administrative action taken, which may range from conference with the student, conference with the parent/student, suspension of bus riding privileges, or other appropriate District or legal action.
- When an administrator recommends an action different than the indicated minimum consequences outlined on the bus misconduct form, the administrator must provide a written rationale for the action. Administrators must complete bus misconduct forms no later than three (3) school days following the receipt of the form from the bus driver, unless precluded by extenuating circumstances. The bus driver may be requested to attend any conferences regarding the misconduct form the driver prepared.
- Upon completion of the bus misconduct form, the student's parent will be notified in person, by telephone, or by mail of the administrator's decision. A copy of the bus misconduct form will also be sent to the parent for the parent to sign and return to the administrator.
- Because **riding the bus is a privilege, not a right**, the consequences of misconduct could result in denying student transportation. A student suspended from riding the bus is also prohibited from riding buses on field trips and other activities and may, therefore, be denied the opportunity to participate on such trips. Suspension of bus riding privileges does not relieve parents of the responsibility of sending a child to school.

## Cafeteria

Lunch, Child Reduced: \$ .40

Lunch, Child Full Price: \$2.45

Lunch, Adult Full Price: \$3.25

Extra Milk or Juice: \$0.35

Children are welcome to bring sack lunches to school. We ask that lunch boxes have names written inside and that no glass containers are used in student lunches. Students may bring a variety of milks or juices to school for lunch. All food and drink is to be consumed in the cafeteria. Food or drink from the cafeteria or from other sources will **not** be allowed on the playground without special permission. Parents are welcome to eat lunch with their child and buy a school lunch. The cafeteria requests any visitor planning to eat school lunch to call the cafeteria by 9:00am (682-3331) to ensure a meal.

Applications for free and reduced lunch are distributed to families at the beginning of each school year, upon new enrollment, or upon request. Copies of the application can also be downloaded and printed from our school website. All applications must be turned in to the office for processing.

Payments made for lunch can be paid daily, weekly or monthly. Payments can be made with cash, check (made payable to Red Rock School), or by debit/credit card online with "myschoolbucks.com". Payment for lunch for all students (that do not qualify for free lunch), is required in accordance with the Federal Lunch Program.

Our school offers a bonus lunch program. Students can earn free “bonus” lunches if prepayments are made of at least \$25.00 (for full price students), and \$10.00 (for reduced price students). These prepayments must not include any delinquent amount. For more information on this program, or if you have questions about it, please contact the office.

Any unpaid balances at the end of the school year will automatically roll over to the next fiscal year. Any unpaid balance left on an account of a graduating 8<sup>th</sup> grade student, will be transferred to an active sibling’s account whenever applicable. Any purchased yearbooks will be withheld at the end of the school year if an outstanding lunch balance is owed.

Any credit balances will also roll over to the next fiscal year. It is the responsibility of the parent or guardian to submit a request for a payout of any credit balance left on their student’s lunch account (either at year end or upon withdrawal). This request must be made in writing (paper or email) to the school office. Refund check will be issued within 14 days.

Any unpaid lunch balances MUST be paid in full upon withdrawal of student from Red Rock Elementary School.

## **Nutrition Guidelines and Education**

Foods and drinks considered being Foods of Minimal Nutritional Value (FMNV) are prohibited from being served or sold to students during the school day. This means, neither the school, PTO, nor any other organization, school or non-school, may sell or provide FMNV foods during the school day, such as candy, soda, etc. A complete list of banned foods items can be found at [www.ade.state.az.us](http://www.ade.state.az.us).

IMPORTANT: Classroom parties and birthday celebrations are excluded from this prohibition. For more information please contact the school office.

Upon request, schools are required to provide the nutritional value of foods served. Nutrition education will be presented to students to enable them to make healthy food choices leading to healthy life styles.

## **Homework**

As a kindergarten through the eighth grade school, homework needs and demands vary as the students’ progress through the grades. Parents are encouraged to speak with the teacher of each of their children to obtain each teacher’s homework policy and how to make it successfully work for the children.

## **Instructional Materials**

Parents are welcome to review any materials used in their child’s classroom. If you wish to do so, please speak to your child’s teacher. If parents object to any learning material or activity they may withdraw their children from the activity or from the class or program in which the material is used.

## **Internet**

The Red Rock Elementary School District Governing Board has authorized the use of the Internet for both students and staff. In order to do so, all people accessing the Internet from



Red Rock School will read and sign the Electronic Information Services (EIS) User Agreement annually. For students, parents/guardians will also sign the agreement. All User Agreements will be kept of file.

## **Field Trips**

Trips away from school (academic, athletic, or PTO sponsored activities) are a privilege. Students are expected to display appropriate behavior at all times and follow the instructions of the adults in charge. Failure to do so will result in the loss of field trip privileges.

## **Library**

Library materials must always be cared for properly. Excessive wear or damage due to carelessness, mistreatment, or neglect may result in the student and family being financially responsible for replacing the item. Any lost book/item must be replaced within 30 days of the due date, or by the end of the current school year. If it's not possible to replace the book/item, a \$25.00 fee will be charged and the student will lose library privileges until the fee is paid. Once the book/item has been replaced, or the fee has been paid, a refund will NOT be issued for any reason.

## **Clubs**

Students may organize clubs at school under the following conditions:

- Open to all students.
- Must have a stated positive purpose and basic rules (by-laws).
- An adult must be present at all meetings/functions.

## **Playground**

Play in assigned playground areas only. Do not play on grounds that are unsupervised by staff. Playground equipment is provided. Students will obtain permission to bring personal equipment. Playground equipment should be used in a safe manner.

## **Front Office Doors Locked**

To ensure complete safety for our students the front office doors will be locked during school hours. We have installed a phone/buzzer system outside the front doors in order to be "buzzed" into the school.

## **School Cancellation Dismissal Procedures**

State law prohibits the continuation of a school day in the event that we have no electrical power (cooling) or no water (toilets not being able to be used). Protocol will be that the school will notify the parents through mass communication. Your child's teacher will make a phone call home to solidify pick up procedures. If the parents decide to pick up the student from school, the student will be sent to the library. The library will be the parent reunification point for all parent pick-ups. A certified staff member will be responsible for those students in the library. Any parent picking up a child will go through the office and

enter library only. The parent will then sign the child out in the library. The parent and student will exit through the office, not the library.

If the parent wishes for the child to walk or ride the bus, the student will be escorted to the back gate (as normal dismissal) to buses or to walk home. Siblings will meet at the gate like they normally do for regular dismissal.

If the teacher is not able to reach the parent or guardian, the child will remain at school until parents are reached. No one will be sent home without communicating with the parent.

## **Fire Drills**

Monthly fire drills will be conducted in accordance with State Regulations.

Fire drills are serious activities and it is everyone's responsibility to evacuate the building as quickly as possible. Evacuation routes will be posted and students will be informed of all procedures and expected behaviors. Disorderly behavior will not be allowed.

## **Lock Down Emergency/Building Evacuation Procedures**

For the safety and security of the students and staff, we practice emergency procedures throughout the year. It is important everyone knows what to do during a potentially dangerous situation. Proper behavior is always expected during these drills. Parents may review the various procedures by visiting the school office.

## **Parent Involvement in Education**

Red Rock School firmly believes a positive, on-going working relationship with parents best serves the academic, social, and emotional needs of each and every student. To this end, Red Rock School encourages parental involvement in their child's education.

## **Parent Volunteers**

Red Rock School appreciates the cooperative support of all parents and maintains an open door policy for visitation and volunteerism in any manner. Please **contact your child's teacher to make arrangements** to visit and/or be an active participant in the classroom, field trip, etc. All visitors/volunteers must sign in at the front office and wear a visitor/volunteer sticker for ease in identification and recognition.

## **Parent Teacher Organization (PTO)**

The Red Rock School PTO is an organization that is designed to support all students and staff in the school to maximize the learning process. The community is encouraged to volunteer and participate in planning meetings and fundraisers. If you have any questions or suggestions please email the PTO Board at [redrockraiderspto@yahoo.com](mailto:redrockraiderspto@yahoo.com). Please visit our website [www.redrockschools.com](http://www.redrockschools.com) for a list of meeting dates.

## **Personal Property**

Any valuables brought to school are subject to a number of risks. Please do not wear precious jewelry, expensive timepieces, or heirlooms. **(Radios, CD players, iPods and**

**electronic games are not to be used during school hours unless specifically approved by the teacher.)** We ask that students do not bring expensive personal property to school. Toys often cause distractions or problems within the classrooms. The only exception to this rule would involve teacher approval for a child to bring some items from home for a specific purpose. Many problems have been encountered because a child's toy or personal sport equipment item has been lost, stolen, or destroyed. **The school can assume no responsibility in the loss of personal items.** A lost and found is provided for students to search through if personal property is lost.

All necessary personal articles, such as lunch boxes, jackets, sweaters, and other articles that the student could misplace should be clearly marked with the student's name. **Parents are also reminded that the school district does not insure student property.** If your child brings a CD player, cell phone, radio, band or string instrument, watch, valuable bicycle accessory, etc., to school and it is destroyed or lost, there is very little we can do to provide relief.

## **Cell Phones**

We understand the need for students to carry cell phones to communicate with parents before and after school for safety reasons. However, cell phones are a major distraction to the learning environment and **will not** be turned on during school hours. Students may only use the cell phone with explicit permission from a teacher.

## **Selling & Trading**

Due to the danger of loss of money or personal items and misunderstandings, it is not appropriate for students to sell, buy, or trade personal belongings (baseball cards, toys, clothes, etc.) at school. There is to be absolutely no selling of items by students for personal profit, (e.g. candy, stickers, chance tickets, etc.). The school also strongly discourages bringing money to school other than the amount needed for lunch or some other school function. For events such as the Book Fair, students may bring in a reasonable amount of money for purchases. They are not to give money or purchased items to other students.

## **Sales by Students**

Students may not sell any food items, jewelry or any items without authorization from a Red Rock recognized club or organization and approval from the coordinator of student activities and/or the district office.

## **Party Invitations**

Outside the school party invitations may only be given out in class if ALL students in the class receive an invitation.

## **Animal and Pet Policy**

Students may not bring animals/pets to school without prior teacher permission.

## **Special Deliveries**

Balloon and flower deliveries cause interruption to the classroom.

Therefore, these deliveries will be held either by the teacher or the office staff until the end of the day. **Parents are reminded that balloons and glass containers or any type of animal cannot be transported on the school bus.**

## **Student Records and Transcripts**

The school develops and maintains a variety of student records. A few of these records, such as transcripts are maintained almost indefinitely, whereas most others are discarded when the student withdraws from school or moves on to High School.

## **Transfers and Withdrawals**

Students wishing to transfer to another school or withdraw from school should contact the district office. The office will furnish them with the proper forms and provide procedural advice. Upon transfer or withdrawal, all school items must be turned in and fees and fines paid.

# District Discipline Plan Acknowledgement Form



## Minor and Major Infractions

**Minor Infractions:** First time offenses, developmental, unintentional, accidental unsafe physical action, not purposeful.

**Major Infractions:** A pattern of minor infractions, intentional, dangerous, habitual unsafe physical action, purposeful.

### Minor Infractions

Unsafe physical action  
Theft/misuse of property  
Disrespect/noncompliance  
Inappropriate language  
Disruption  
Teasing/tattling/excluding  
Line behavior  
Physical contact/not fighting  
Pushing/shoving/yelling  
Not following rules  
Fibbing/telling stories  
Cheating  
Gum chewing  
Public displays of affection  
Tardy to class  
Dress code violation  
Littering  
Other

### Major Infractions

Unsafe physical action  
Vandalism  
Argumentative  
Abusive language  
Major/chronic classroom disruption  
Disrespect/insubordination  
Bullying/intimidation/harassment  
Cyberbullying with and/or on school property  
Fighting/physical anger  
Weapons  
Harassment  
Lying  
Cheating  
Cell phone usage during school hours \*  
Other

## **DISTRICT COMPUTER/INTERNET USAGE AGREEMENT**

Access to the Internet is a wonderful opportunity to interact with the world at large. The opportunity brings with it a number of responsibilities. In order to use the internet services available in the Red Rock School District, you must read the following information and sign the computer/internet agreement that follows.

1. The use of any Red Rock School District computer which provides access to the Internet is a privilege which may be revoked by instructors, staff, or administrators at any time for abusive or inappropriate conduct. Such conduct would include, but is not limited to, the placing of unlawful information on or through the computer, system, accessing another person's files or e-mail, and the use of obscene, abusive, or otherwise objectionable language or images in either public or private files or messages.
2. The district reserves the right to inspect any material stored in files to which users have access and will edit or remove any material which the district staff, in its sole discretion, believes may be objectionable. Users of the computers/Internet will not use their account to obtain, view, download, or otherwise gain access to potentially objectionable materials. This includes text materials, video images, or sound files that may be considered objectionable.
3. The district's Internet access is provided primarily for educational purposes under the direction of district staff. Non-educational use may be limited at any time by district staff.
4. Information services and features contained on the Red Rock School District network are intended for the private use of its patrons. Any commercial or other unauthorized use of those materials, in any form, is expressly forbidden.
5. The Red Rock School District's computers/network is intended for the exclusive use of its registered users. As a user, you are responsible for the use of your password and account. Any problems which arise from the use of a user's account are the responsibility of the account holder. Any misuse will result in suspension of the account privileges.
6. Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent is prohibited.
7. Any unauthorized, deliberate action which damages or disrupts a computing system (including the willful introduction of computer "viruses" or other disruptive/destructive programs), alters its normal performance, or causes it to malfunction is prohibited. Intentional attempts to "crash" network systems or programs are punishable disciplinary offenses.

### **COMPUTER/INTERNET USAGE AGREEMENT**

I have read the Red Rock School District Computer/Internet Usage Agreement, understand it, and agree to adhere to the principles and procedures listed within. I also understand that additional rules and regulations may be added from time to time and that they become a part of this agreement. Should I break this agreement, I understand that I may lose all computer/Internet privileges. I also understand that inappropriate or illegal use of computer facilities could result in civil or criminal lawsuits. Parents and/or guardians may be held accountable for inappropriate use by their child.

## **Student Handbook Acknowledgement Form**

By signing below, I indicate my child and I have read the online copy of the **Red Rock Elementary School Parent/Student Handbook**. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences in the student handbook. If you do not have access to a computer, you may call the school office to request a hard copy of our handbook.

Student Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

