



Student Rights and Responsibilities (Policy J-2011)

All students are entitled to enjoy the basic rights of citizenship that are recognized and protected by laws of this country and state for persons of their age and maturity. Each student is obligated to respect the rights of classmates, teachers and other school personnel. District schools shall foster a climate of mutual respect for the rights of others. Such environment will enhance both the educational purpose for which the District exists and the educational program designed to achieve that purpose.

All District personnel shall recognize and respect the rights of students, just as all students shall exercise their rights responsibly, with due regard for the equal rights of others and in compliance with the rules and regulations established for the orderly conduct of the educational mission of the District. Students who violate the rights of others or who violate rules and regulations of the District or of their school are subject to appropriate disciplinary measures designed to correct their misconduct and to promote adherence by them and by other students to the responsibilities of citizens in the school community.

The following basic guidelines of rights and responsibilities shall not be construed to be all-inclusive, nor shall it in any way diminish the legal authority of school officials and the Governing Board to deal with disruptive students.

Rights:

- Students have the right to a meaningful education that will be of value to them for the rest of their lives.
- Students have the right to a meaningful curriculum and the right to voice their opinions, through representatives of the student government, in the development of such curriculum.
- Students have the right to physical safety, safe buildings and sanitary facilities.
- Students have the right to consultation with teachers, counselors, administrators and anyone else connected with the school if they so desire without fear of reprisal.
- Students have the right to free elections of their peers in student government, and all students have the right to seek and hold office in accordance with the provisions of the student government constitution and in keeping with the extracurricular guidelines of the district.
- Students have the right to be made aware of administrative and/or faculty committee decisions and to be aware of the policies set forth by the Governing Board and school.
- Legal guardians or authorized representatives have the right to see the personal files, cumulative folders or transcripts of their children who are under the age of 18 years. School authorities may determine the time and manner of presentation of this information.
- Students' academic performance shall be the prime criterion for academic grades; however, noncompliance with school rules and regulations may affect grades (e.g., unexcused absences).
- Students shall not be subjected to unreasonable or excessive punishment.
- Students have the right to be involved in school activities, provided they meet the reasonable qualifications of sponsoring organizations, state organizations and school regulations.

Responsibilities:

- Students have the responsibility to respect the rights of all persons involved in the educational process and to exercise the highest degree of self-discipline in observing and adhering to school rules and regulations.
- Students have the responsibility to take maximum advantage of the educational opportunities available and seek to achieve a meaningful education.
- All members of the school community, including students, parents and school staff members have the responsibility to promote regular attendance at school.
- Students have the responsibility to protect school property, equipment, books and other materials issued to or used by them in the instructional process. Students will be held financially responsible for any loss or intentional damage caused to school property.
- Students have the responsibility to complete all course assignments to the best of their ability and to complete make-up work after an absence.
- Students have the responsibility to help maintain the cleanliness and safety of the school buildings and property.
- Students have the responsibility to present themselves in class at the prescribed time and with the necessary materials.



SCHOOL HEALTH SERVICES Immunizations of Students

Subject to the exemptions in A.R.S. 15-873, immunization against each of the following diseases is required for attendance of any child in any District school:

- Diphtheria.
- Tetanus.
- Pertussis.
- Poliomyelitis.
- Rubeola (measles).
- Mumps.
- Rubella (German measles).
- Hepatitis B
- Haemophilus influenzae b (Hib).
- **And NEW this year Whooping Cough**

Any child is in compliance with the requirements if the child has met the criteria of the appropriate immunization schedule as recommended by the Department of Health Services or is actively in the process of meeting such criteria as evidenced by having received one dose of each of the required immunizations and has established a schedule for completion of the required immunizations.

For your convenience and reference, the telephone number for the La Paz County Health Department is 669-1100 – they are located at 1112 Joshua Avenue, Parker, AZ 85344.

All new and continuing students will receive an annual hearing and vision screening by Arizona Rural Health Team or other designated agents within thirty (30) days of their enrollment.

Medicines

Prescription Drugs

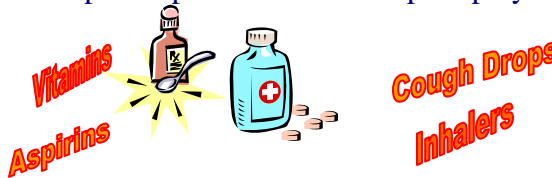
For occasions when it is necessary for a student to receive a prescription drug during the school day, the following procedure has been established to ensure the protection of the school and the student and to assure compliance with existing rules and regulations:

Administration by school personnel

- All medicines must be brought to the school office immediately upon arrival on school campus, preferably by a parent.
- The medication must be prescribed by a physician.
- The parent or guardian must provide written permission to administer the medicine to the student. Appropriate forms are available from the school office.
- The medication must come to the school office in the prescription container as put up by the pharmacist. Written directions from the physician or pharmacist must state the name of the patient, the name of the medicine, the dosage and the time it is to be given.
- Each administration of prescription drugs must be documented, making a record of the student having received the medication.
- Drugs must be kept in their **original containers** in a locked medicine cabinet.

Self Administration

- When a physician feels it is necessary for the student to carry and self-administer the medication, the physician shall provide written recommendations, to be attached to the signed parent permission form.
- The parent or guardian must provide written permission for the student to self-administer and carry the medication. Appropriate forms are available from the school office.
- The medication must come in the prescription container as put up by the pharmacist.



Over-the-Counter Medication

When it is necessary for a student to receive a medicine that does not require a prescription order but is sold, offered, promoted and advertised to the general public, the following procedure has been established to ensure the protection of the school and the student:

Administration by school personnel

- Written permission must be provided by the parent or guardian for the administration of specific over-the-counter drugs.
- Any over-the-counter drug or medicine sent by the parent to be administered to a student **must come to the school office** in the original manufacturer's packaging with all directions, dosages, compound contents and proportions clearly marked.
- The school nurse or office staff will administer a specific over-the-counter drug.
- Each instance of administration of an over-the-counter drug must be documented in the daily log.
- Over-the-counter drugs must be kept in their original containers in a locked medicine cabinet.

Self-Administration

- Written permission must be provided by the parent or guardian for the administration of specific over-the-counter drugs by the student.
- Over-the-counter drugs or medicine sent by the parent to be administered by the student must be kept by the student in the original manufacturer's packaging, with all directions, dosages, compound contents and proportions clearly marked.
- Necessity for self-administration of an over-the-counter drug or medicine shall be determined by the student's physician and must be verified by a signed physician's statement attached to the parent or guardian permission form, indicating the specific drug or medicine.

Protection of Students – Use or administration of medication on school premises may be disallowed or strictly limited if it is determined by the principal, in consultation with medical personnel, that a threat of abuse or misuse of the medicine may pose a risk of harm to a member of the student population.

The student shall take extraordinary precautions to keep secure any medication or drug, and under no circumstances shall make available, provide or give the item to another person. The student shall immediately report the loss or theft of any medication brought onto school campus. Violation of this regulation may subject the student to disciplinary action.

Head Lice

For the protection of all students and staff, Bouse Elementary School excludes all students with head lice. We do check regularly for head lice. If you find lice or nits in your child's hair, please notify the school office immediately. We will want to do an extra check as soon as possible. Please support our efforts to follow a "no-nit" policy.

Student Insurance

The Board may provide or make available a student health benefits insurance program for the District. The program will be conducted at no expense to the District. (The District cannot pay for student health benefits plan insurance out of monies from the School District's Maintenance and Operation budget.)

The principal will provide to parents or guardians information on student health benefits insurance when such insurance is available.

Another option for affordable health insurance is KidsCare. If you do not have health insurance for your child, you can call the KidsCare hotline at 1-87-764-KIDS (5437) or 602-417-5437 to receive information and an application.



Attendance Information

School attendance is vital for student success. Poor attendance can lead to low grades and academic struggles. Children should be in school; and adults should help them get there.

Arizona law states that "*absences may be considered excessive when the number of days exceed ten percent (10%)*" (A.R.S. 15-803.B).

Poor attendance causes a student to miss classroom instruction. As teachers review yearly progress, attendance can be a factor in grade-level retention.

Please help us provide your child with the best education available. Be sure your child is in school, on time, every day!

Attendance Policy

The regular school attendance of a child of school age is required by state law. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons include illness, bereavement, other family emergencies and observance of major religious holidays of the family's faith.

In the event of a necessary absence known in advance, the parent is expected to inform the school; if the absence is caused by emergency, such as illness, the parent is expected to telephone the school office. When a student returns to school following any absence, a note of explanation from the parent is required.

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Since lesson plans often rely on initial and terminal summaries at the beginning and ending of the school calendar, parents or guardians are strongly requested to not leave the area until the end of the school instruction and to return by the beginning of the instruction in order to avoid significant handicaps to your children (or ward.)

When absent from school:

State law mandates that the school record reasons for all student absences. Therefore, when a student is absent, it will be necessary for the parent to call the school on or before the day of the absence in order to advise the school as to the reason for the absence. When it is impossible to call on the day of the absence, the school should be notified on the morning the student returns, in time for the student to obtain an admission slip prior to the student's first class. **All absences not verified by parental or administrative authorization will remain unexcused. The school may also call to check on a child who is absent from school.**

If a parent does not have access to a telephone, either at home or at work, a note will be accepted for verification purposes.

For absences greater than one day in length, the school should be notified each day of the absence.

All personnel will solicit cooperation from parents in the matter of school attendance and punctuality, particularly in regard to the following:

- The scheduling of medical and dental appointments after school hours except in cases of emergency.
- The scheduling of family vacations during school vacation and recess periods.

The school may require an appointment card or a letter from a hospital or clinic when the parent has not notified the school of an appointment of a medical or dental nature.

The school administrator is authorized to excuse students from school for necessary and justifiable reasons.



CAFETERIA

Breakfast and Lunch Program

Bouse Elementary School serves breakfast and lunch each day and participate in the National School Lunch Breakfast and Commodity Program. Breakfast is served between 7:55 and 8:10 each morning. Lunch is served between 11:00 and 12:00. Milk is served with every meal at no extra cost. Those students who bring their lunch or who wish to purchase an extra milk with their meal will be charged \$0.35. Parents and guests are invited to eat with their children at the adult prices listed below. Please make your reservation for lunch by 9:00 a.m. in the school office.

Breakfast		Lunch	
Reduced	\$0.30	Reduced	\$0.35
Full	\$0.50	Full	\$0.75
Guests	\$2.50	Guests	\$3.00
<i>Extra</i> milk - \$0.35			

Applications for free and reduced meals are available in the school information package and at the school office. Please note: Any delinquent meal accounts will result in an alternate menu, i.e. peanut butter and jelly sandwiches. **It is ILLEGAL for the school to carry a debit balance for any meal account.**

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Nutritional Standards

Effective July 1, 2006, Arizona Department of Education has developed minimum nutrition standards that meet at least federal guidelines and regulations for foods and beverages sold or served on the school grounds during the normal school day. These nutrition standards may include portion sizes, minimum nutrient values and a listing of contents. This does not prohibit the department from developing minimum nutrition standards that are more stringent than the federal guidelines for regulations for foods and beverages sold or served on school grounds during the normal school day.

All food and beverages sold or served on the school grounds during the normal school day shall meet the nutrition standards developed by the department. Foods of minimal nutritional value shall not be served or sold during the normal school day.



Food, drinks and candy are allowed in the classrooms only with administrator's permission as a part of "special days." Gum and seeds are **not allowed** on campus or on the bus.

Communication

Parental involvement in the school is valued by staff, teachers and administration.

Parents and teachers are encouraged to communicate regularly regarding homework, attendance and discipline. Parents are invited to learn about the course of study for their children and review learning materials. The school agrees to provide communication and calendar information to parents and encourage their participation.

These communication goals will be met through regular mailings of the monthly newsletter ("***Bulldog NewsLetter***") as well as Parent-Teacher conferences throughout the school year. Parents are reminded that they have reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of classroom activities.

School Spirit Day



Each Thursday is "School Spirit Day." Students, staff and parents are encouraged to wear the school colors (blue, red and white) or a school T-shirt.

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Extra-curricular Activities

Bouse Elementary School may offer special activities and programs throughout the year. Sponsors and coaches may develop criteria, rules or standards for participation.



Sports / Athletics

- Students are urged to obtain a physical examination by a medical professional before participation. (Not required).
- Students must attend school on the day before an athletic event in order to participate.
- Students must present a grade-check at the start of each season and maintain passing grades throughout the season in order to remain eligible.
- Uniforms and equipment will be checked out as necessary and must be returned in good condition. Students will be charged for missing, lost, stolen or damaged uniforms and equipment.
- Any athlete receiving an office referral for misconduct will not play or travel to the next game.
- Student dress code, discipline, bus rules and all other school rules as printed in this “Family Handbook” will apply to practices, travel time and games.

Drug-Free and Smoke-Free Campus

The possession or use of tobacco products is prohibited in the following locations:

- School grounds.
- School buildings.
- School parking lots.
- School playing fields;
- School buses and other District vehicles.
- Off-campus school-sponsored events.

Under the provisions of A.R.S. 36-798.03, a person who violates the prohibition is guilty of committing a petty offense.

School employees must report suspected instances with students involving drugs and alcohol. The principal will follow the due process procedures in handling any reports. Both parents and police will be contacted. ***Possession of drugs or alcohol on campus will result in an expulsion hearing.***

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Homework

The development of study skills and self-discipline are integral and indispensable elements of a quality educational process. Homework should be assigned consistent with the maturity, special needs, potential and achievement level of the individual student. Its assignment should be specifically addressed to the objectives of the instructional program; and, in addition, students should develop responsibility for actively pursuing knowledge without immediate supervision outside as well as within the classroom.

Students, regardless of their intellectual capacity, should understand that mastery of skills is not always possible within the time constraints of the classroom. Each student should leave the District with a firm foundation for pursuing knowledge and developing skills on an independent basis.

Examples of homework assignments your child may have are:

- Classroom assignments not completed by the student during the instructional day.
- Make-up work after an absence.
- Using individual math or sight word flash cards.
- Reading – both oral and silent.
- Extra practice of basic skills in math, language arts or reading.
- Collecting or reading material for writing reports.
- Gathering news and other current information from newspapers and magazines.
- Special projects.

Parents are expected to see that homework is completed and returned. Communication with the teacher can facilitate this process.

This is one of the best ways to help your child develop responsible habits for future success.



Kindergarten

Bouse Elementary School is proud to offer all-day kindergarten opportunities to our students. Should a situation arise in which a parent prefers half-day services, arrangements can be made.



Personal Items at School

The school is not responsible for money or personal items that are lost or stolen at school. Clothing, books, book bags should be labeled with student's name.

Toys, valuables, electronic devices, markers, stickers and other nuisance items are not allowed on campus. These items will be confiscated and held in the office until the child's parent / guardian claims it.

Exceptions to this policy (e.g. applicable educational items or special school trips) must be approved by the principal.

Playground

Student safety is the number one rule on our playground. Students must always be supervised while on the playground (including fields, swings, slide and equipment set.) Students must stay within designated areas unless permission is granted by duty persons. Playground balls are to be returned to the rack at the end of each recess and before students return to class. All school rules apply during recess and consequences for unsafe behavior will range from loss of playground privileges to an office referral. Respect the duty persons and follow directions from them at all times.



Designation of Directory Information – During the school year, District staff members may compile nonconfidential student directory information specified below.

According to state and federal law, designated directory information may be publicly released to educational, occupational or military recruiting representatives without your permission. If the Governing Board permits the release of the below-designated directory information to persons or organizations who inform students of educational or occupational opportunities, by law the District is required to provide the same access on the same basis to official military recruiting representatives for the purpose of informing students of educational and occupational opportunities available to them, unless you request in writing not to release the student's information without your prior written consent. *If you do not opt out of releasing any and all of the following designated information, then the District must provide military recruiters upon request, directory information containing the student's names, addresses and telephone listings.*

If you *do not* want any or all of the following designated information about your son/daughter to be released to any person or organization without your prior written consent, you must notify the District in writing by checking off any or all of the rejected information, signing the form at the bottom of the page, and returning it to the head teacher within two (2) weeks of receiving this form. If the School District does not receive this notification from you within the prescribed time, *it will be assumed that your permission is given* to release your son's/daughter's designated directory information.

FAPE

- A free appropriate public education (**FAPE**) shall be available to all children with disabilities aged three (3) through twenty-one (21) years within the School's population served, including children advancing from grade to grade, those who have been suspended or expelled from school in accordance with the applicable IDEA rules and regulations, and any child with a disability the School has placed in or referred to a private school or facility. The School may refer to and contract with approved public or private agencies as necessary to ensure the provision of **FAPE** for children with disabilities. **FAPE** for an eligible student with a disability shall extend through conclusion of the instructional year during which the student attains the age of twenty-two (22).
- A full individual evaluation encompassing existing and additional data shall be conducted for each child to determine if the child is a child with a disability and the educational needs of the child before the initial provision of special education and related services. A reevaluation of each child shall be conducted at least every third year.
- An individualized education program (IEP) shall be developed and implemented for each eligible child served by the School and for each eligible child the School places in or refers to a private school or facility. An IEP or an individualized family service plan (IFSP) will be in place for each child with a disability prior to the provision of **FAPE**.
- To the maximum extent appropriate, opportunities for the least restrictive setting, inclusion in educational exercises with regular program students, and for interaction with the total school environment

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will be provided to exceptional students, the exception to be only when the student's condition, with supplementary aids and services, make such regular class education unsatisfactory.

- All required procedural safeguards must be guaranteed to the exceptional students and their parents. The parents will be provided with notices of procedural safeguards in each specified instance and all due process conditions will be satisfied with respect to the provision of a free appropriate public education.
- The School shall follow the established state and federal standards to protect the confidentiality of personally identifiable information at the collection, storage, disclosure, and destruction stages.
- To the extent essential to provide **FAPE** to children with disabilities aged three (3) through twenty-one (21), extended school year (ESY) services shall be made available and implemented as necessary.
- Criteria for the graduation of exceptional students, including accomplishment in reading, writing, and mathematics, shall be as specified in the School policy on graduation requirements. Such standards shall be equivalent to or greater than those established by the State Board of Education.
- Not later than March 1 of each year conduct a review of the reasonable and acceptable ratio of students per teacher for each disability category. The applicable ratios shall be specified in a regulation accompanying the School policy on class size.
- The discipline of exceptional students, and unevaluated students suspected of having a qualifying disability, is to be conducted in such a manner as to comply with **FAPE** and requirements of the IDEA.

Special Education *and* *Preschool*

The following special services are available to students at Bouse Elementary School: hearing, vision and pre-school screenings, a pre-school program, speech and language therapy, special education services, and Title I reading and math.

Bouse Elementary School has a pre-school program should your child meet the special criteria. Your child may be eligible if he/she is between 3 and 5 (not eligible for kindergarten) and has any of the following conditions:

1. Has trouble seeing people and objects.
2. Has difficulty hearing voices.
3. Remains quiet for long periods of time.
4. Has difficulty talking or pronouncing words properly.
5. Moves with difficulty.
6. Learns slowly.
7. Has trouble playing or getting along with others.
8. Has special health problems.

To identify pre-school children who may need special services, Bouse Elementary School will screen preschoolers from three months prior to their third birthday and until they are five and not yet eligible for kindergarten. Pre-school screenings also provide parents with information regarding their child's level of development in several areas. Youngsters who do not meet any of the above criteria may still be able to participate on a limited basis.

Please contact Bouse Elementary School for more information regarding pre-school screening and special education services.

Student Concerns, Complaints and Grievances

Students may present a complaint or grievance regarding one or more of the following:

- Violation of the student's constitutional rights,
- Denial of an equal opportunity to participate in an program or activity for which the student qualifies,
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin or disability,
- Harassment of the student by another person, or
- Concern for the student's personal safety,

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations on this District, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or professional staff member,
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the principal. Forms are available in the school office.
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.
- Any question concerning whether the complaint/grievance falls within this policy shall be determined by the principal.

Complaints by middle or high school students may be made only by the students on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

Title I and Related Programs



Regular meetings will be held to review these services. Dates will be published in the school newsletter ("Bulldog News"). Parents / guardians are urged to sign the Title I compact and attend said meetings to work towards continuous improved academic achievement and school performance.

Bouse Elementary School District Wide Parental Involvement Policy

Purpose

NOTE: In support of strengthening student academic achievement, each local educational agency (LEA or school district) that receives Title I, Part A funds must develop jointly with, agree on with, and distribute to, parents of participating children a written parental involvement policy that contains information required by section 1118(a)(2) of the Elementary and Secondary Education Act (ESEA) (district wide parental involvement policy). The policy establishes the LEA's expectations for parental involvement and describes how the LEA will implement a number of specific parental involvement activities, and is incorporated into the LEA's plan submitted to the State educational agency (SEA).

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PART I. GENERAL EXPECTATIONS

The Bouse Elementary School 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 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 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 Parental Information and Resource Center in the State.

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

1. The Bouse Elementary School 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:
 - A. An annual meeting of parents of participating Title 1 students shall be held to explain the goals and purposes of the Title 1 program.

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- B. Parents will be given the opportunity to participate in the development, operation and evaluation of the program during the meeting.
- C. Parents will be encouraged to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs.
2. The Bouse Elementary School will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
- A. Parents will be given the opportunity to review the school improvement plan.
- B. Parents will be encouraged to participate in the building self-review.
3. The Bouse Elementary School 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:
- A. Identify barriers to greater participation by parents in parental involvement activities;
- B. Use findings of the evaluation to design strategies for more effective parental involvement; and
- C. Revise, when necessary, the district and school parent involvement policies.
4. The Bouse Elementary School will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: [Insert programs, such as: Head Start, Reading First, Early Reading First, Even Start, Parents As Teachers, Home Instruction Program for Preschool Youngsters, and State-operated preschool programs], by:
- A. Conducting joint parent meetings;
- B. Holding meetings at various times of the day and evening;
- C. Arranging for in-home conferences;
5. The Bouse Elementary School 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.
- A. The parent involvement policy will be evaluated annually;
- B. The district will identify appropriate participants including parents, teachers, administrators and community members, and
- C. Parents will have an opportunity to provide their input at each stage of the evaluation process.
6. The Bouse Elementary School 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, by undertaking the actions described in this paragraph --
- 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, and
 - how to work with educators:
1. At least two Title I meetings will be held. Once in the fall and once in the spring
 2. Parents will have access to the state standards listed on ADE website
- 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:
1. Parents will be given the opportunity to participate in student/parent night scheduled twice each month

2. Language Art skills and Mathematics will be targeted
3. Web based Programs will be implemented
4. Hosting Science Fairs
5. Hosting academic nights
6. Involving pre-school aged children in activities
7. Providing child care for younger siblings

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:

1. An explanation of the reasons supporting their child's selection for the program;
 2. A description and explanation of the school's curriculum.
 3. Information in the academic assessment used to measure student progress;
 4. Information on the proficiency levels students are expected to meet; and
 5. If feasible, parent literacy services.
- 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:
1. Disburse any information acquired
- 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:
1. Distributing written information on a regular basis;
 2. Distribute written information in multiple languages (as applicable); and
 3. If feasible, provide information orally for limited English proficient parents in a language they understand.

PART III. DISCRETIONARY DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

1. Each school in the district receiving Title 1 funds shall jointly develop with parents of students served in the program a school-level policy outlining the manner in which parents, school staff and students share responsibility for improved student achievement in meeting academic standards. The policy shall:

- Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment, enabling students in the Title 1 program to meet the district's academic standards.
- Indicate the ways in which parents will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in the classroom; and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time.
- Address the importance of parent-teacher communication on an ongoing basis through, at minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.

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 Title 1 Meetings.

This policy was adopted by the Bouse Elementary School on 05/10 and will be in effect for the period of school year 2010-2011. The school district will distribute this policy to all parents of participating Title I, Part A children on or before Nov. 1st, 2010.

Further questions are to be directed to the Principal.

Bouse Elementary School Family Handbook



Bus Safety Program

The following information applies to all students utilizing bus services. This includes daily riders, occasional riders and field trip participants. Bus evacuation drills will be scheduled during the school day for the participation of all students.

Arriving at pickup point:

- Be on time. Leave home in good time so that you will arrive at the pickup point before the school bus.
- If you have to walk along the road to reach the bus stop, walk on the left side facing oncoming traffic.
- Walk on the shoulder of the road where possible, and not on the traveled portion.
- If other students are waiting at the bus stop, get in line without pushing or crowding and stay off the roadway.

Board the bus:

- Line up in single file parallel to the roadway, with younger students in front, so they can board first.
- Wait until the bus comes to a complete stop before attempting to get on board.
- Board the bus quickly but without crowding or pushing.
- Never run on the bus, as the steps or floor may be slippery, especially in wintertime. Place your foot squarely on the step, not on the edge, and use the handrail.
- Be particularly careful if you are carrying books or parcels, as it is difficult to see the steps and to hold the handrail.
- Go directly to your seat and sit straight, well to the back of the seat, and face the front of the bus.

Conduct on the bus:

- The bus will not move until all passengers are seated. Remain seated throughout the trip, and leave your seat only when the bus has reached its destination and comes to a complete stop.
- Keep your books and parcels on your lap or put them under the seat.
- Keep the aisle clear.
- Do not talk to the driver except in case of emergency.
- Avoid doing anything that might disturb or interfere with the driver. Refrain from loud or boisterous talking or yelling.
- Never stick hands, arms, head or feet out of the windows of the bus.
- Do not open windows without the driver's permission.
- Do not throw anything within the bus or out of a window; you might injure a pedestrian or force a motorist to make a dangerous maneuver.
- Do not touch the emergency door or exit controls or any of the bus safety equipment.
- Do not discard refuse in the bus.
- No eating or drinking on the bus.
- Obey promptly the directions and instructions of the school bus driver.

Prohibited items:

- No live pets or Glass items allowed on the bus.
- Tobacco is not allowed in a school bus.
- Alcoholic beverages shall not be carried in a school bus.
- No weapon, explosive device, harmful drug, or chemical shall be transported in a school bus.

Exit from the bus:

- Remain seated until the bus has reached its destination and comes to a complete stop.

- Do not push or crowd when leaving the bus.

Crossing the highway:

- If you must cross the road, walk to a point about ten feet in front of bus but do not cross until you can see that the driver has indicated that it is safe to do so.
- As you cross the road, look continuously to the right and left. At an intersection, look in all directions.
- Cross at right angles. Never cross the highway diagonally.
- Walk briskly across the road, but do not run.
- Never cross the road behind the bus.

Accident or other emergency:

- In case of an accident or emergency, older students should help the driver to maintain order and assist younger students.
- Stay in the bus unless otherwise directed by the driver.
- If you have to leave the bus, stay in a group and obey the driver's instructions.
- Do not expose yourself or others to needless hazard.

Procedures followed upon student misbehavior on school bus:

- When a student misbehaves on a bus for the first time the driver will explain to the offender the necessity for good behavior.
- If, after talks and warning, the rider continues to violate the rules, the driver will inform the student that the rule violation will be reported to the principal. This report will include the use of a written form that lists the offense and the action taken by the principal.
- Upon receiving the complaint and discussing it with the driver, the principal will then call the student to the office and warn the student that the parents must be notified that the student will be put off the bus if misbehavior reoccurs.
- If poor conduct continues, the driver will again report the incident to the principal. After discussion, it will be decided whether to take the bus-riding privilege away from the student, and, if so, for how long.
- When a student is not allowed transportation by school bus, the principal will inform the parents of the penalty, the reason for it, and how long the penalty will last. In such cases, the parents become responsible for seeing that their child gets to and from school safely.
- A student who is put off one bus will be refused transportation by all drivers for the specified period of time.



BUS RULES

1. Everyone has an assigned seat. No switching!
2. Do not eat or drink on the bus!
3. Keep all parts of your body inside the bus (including your hands!)
4. Keep your hands and feet to yourself!
5. Do not distract the bus driver!
6. Keep backs and bottoms on the seat at all times!
7. Keep body parts and personal items out of the aisle!
8. NO talking at the railroad crossings!
9. Avoid loud talking or yelling!
10. No gum, toys or electronics allowed!

***Serious misbehavior on the bus will be immediately referred to the office. Consequences may include suspension / expulsion of riding privilege.**

Visitors to Schools

All visitors to any school must report to the school office upon arrival and receive a PASS.

For those who wish to visit a classroom during the school day, it is preferred that the teacher and the principal be contacted in advance to arrange a day and time for such visit so as to avoid any conflicts with the school schedule.

In visiting a classroom, parents must realize that the teacher's first responsibility is to the class as a whole, and the teacher will be unable to converse at any length with the visitor. If a conference is desired, arrangements will be made by the teacher for an appointment with the parent, either before or after school hours.

No person may enter onto school premises, including visits or audits to a classroom or other school activity, without approval by the principal. Neither will any person be allowed to conduct or attempt to conduct any activity on school premises that has not had prior approval by the principal.

All Visitors Must Get a Pass From the Office!



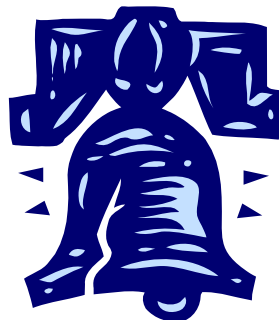
Volunteers

Volunteers can make many valuable contributions to the students and educational programs of the District.

Volunteers are encouraged in many areas of our school subject to suitable rules, safeguards and regulations.

- Volunteers must register in the office as a visitor upon arrival.
- Volunteers must follow all state and federal laws and abide by district policies.
- Volunteers cannot disrupt the educational process during their visit.
- Volunteers may be subject to fingerprint requirements or supervision by Bouse Elementary School staff.

Declaration of Independence *United States of America*



We hold these truths to be self-evident; that all men are created equal, that they are endowed by their creator with certain unalienable rights, that among these are life, liberty and the pursuit of happiness.

