

JOHN F. KENNEDY ELEMENTARY
2021-2022 PARENT/STUDENT HANDBOOK



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The mission of the Superior Unified School District is to: (1) educate all students to their fullest potential and, (2) provide the necessary individual skills to become both college and career ready as well as productive citizens.

Attendance

Bell Schedule (Monday – Thursday *NO SCHOOL ON FRIDAY’S)

7:30 AM-7:55 AM	Breakfast
7:55 AM	First Bell
8:00 AM	Classes Begin
11:00-11:40	Lunch K-2
11:40-12:20	Lunch 3-6
2:30 PM	K-6 th dismissal



Attendance

The education of your children is our number one priority; it is crucial that they attend regularly to fully benefit from the instructional process. Absences will affect pupil achievement. The most competent, prepared teacher using the best programs and materials cannot instruct students who are absent. Parents can help their children by scheduling appointments outside of normal school hours when possible.

Arizona State law requires compulsory attendance for all school age children. The definition of school attendance according to Arizona Education Laws and Rules 15-803 is: It is unlawful for any child between six and sixteen years of age to fail to attend school during the hours that school is in session. Absences may be considered excessive when the number of absent days exceeds ten percent of the number of required school days. Habitually truant means: a child is truant for at least four school days within each quarter of the school year.

Students may experience temporary conditions that cause them to be absent for extended periods of time such as surgeries, injuries, or chronic illness. Students with chronic illness lasting three days or more need to provide a doctor’s release. It is vital that parents contact the school office to inquire about accommodations for these situations.

Students who are habitually truant will be notified by mail. After 3 excused or unexcused absences, the attendance clerk will notify the principal and a doctor’s excuse, or parent note will be required. After 10 unexcused absences throughout the year, students/parents will be referred to court. By law, no student may exceed 18 total absences during the school year in order to pass to the next grade level.

When it is necessary for your child to miss school, please call the office before 8:00 AM with the reason for your child’s absence. If contact is not made, the truant officer will call to verify absences. The telephone number is 520-689-3000x3049. If a parent/guardian does not contact the office to report a student’s absences by 3:00 PM on the day of the absence, the student will be considered truant and disciplinary action will be taken. Students who oversleep or miss the bus will be considered truant. Parents may not excuse absences of which they had no personal knowledge.

Tardiness

Students and parents should make every effort to avoid tardies. They will not be allowed in their classroom without this pass. Excessive tardiness (3 or more) will warrant a meeting with the parents and is considered an absence (1 absence for every three tardies – which will lead to truancy processes).

Closed Campus

Students are not permitted to leave campus for any unauthorized reason.

If a student will be leaving early, the parent/guardian must sign their child out at the office.

When a student becomes ill and it is necessary for them to go home, the parents/guardians will be contacted to pick up the student.

NOTE: Students will not be released to any adult who has not been placed by the parents/guardians on the “Authorized Sign-Out List”. We cannot release students to anyone under the age of 18.

Enrollment

Students enrolling for the first time in the district shall provide the following information;

1. A complete record of immunizations.
2. Birth certificate, baptismal record, or other reliable proof (ex. Social Security application).
3. Name, address, and zip code of school previously attended.
4. Any information which would be helpful (ex. report card, pertinent health information, special needs data).
5. New students that enter after the official start of school will have to wait one business day after registration to begin classes. This allows us to prepare necessary materials and notify the receiving teacher of the new student’s arrival.

If a child is to be instructed at home pursuant to ARS 15-802, the person who has custody of a child shall file with the county school superintendent of Pinal County within thirty days after home instruction begins.

Withdrawal

Students who need to withdraw from school are required to report to the school office along with their parents/guardians and complete the following:

1. Return all school property.
2. Sign a withdrawal form.

Change of Address

Please report any and all changes in address, phone numbers, work address, work phone numbers and emergency contact lists to the school office.

Health and Welfare

Medication

Students *are not allowed* to keep medication in the classroom. This is for the protection of all students. All medication brought into school must be brought in by the parents/guardians and taken directly to the health aide

with written permission and instructions. The health aide will dispense the medication according to the instructions. All medication must be in the original containers. At the end of the year parents must come and pick up their child's medication.

Illness

In addition to contacting the school office, parents/guardians should call the health aide's office to report any serious illness, especially those that are thought to be contagious.

Immunization

To help prevent students from contracting childhood diseases, Arizona State Law requires that all students be immunized against Rubella, Measles, Poliomyelitis, Diphtheria and Hepatitis. Please inform the school office of any immunizations received throughout the school year. At times the school health aide, in conjunction with County Health Services, provides immunizations.

Visitors

Parents/Guardians

Parents are encouraged to visit the school and their child's classroom. For the safety of all of our students, we do mandate that when visiting or delivering items to your child, you must sign in at the school office and obtain a visitor pass. At the end of your visit, please make sure to sign out at the front desk.

When visiting the classroom, parents/guardians must realize that the teacher's first priority is the children. The teacher will not be able to converse or answer questions with any visitor. If you wish to meet with your child's teacher, please call and set up an appointment with them; they will be happy to answer any questions at that time.

Community Members

For the safety of our students, **anyone who is not a staff member must check in** at the office and obtain a visitor pass. *If anyone is seen without a pass, they will be escorted to the office or off campus.*

Parent Volunteers

Parents are encouraged to become actively involved with the education of their children at our school. Parents wanting to volunteer in the classrooms must complete a volunteer application through the District Office and pass a background check. When entering the building, remember that you must sign in at the office and receive a pass.

Parking

Please use the parking area designated for visitors. Do not park in the bus/student drop off lane; this lane is designated for busses, school vehicles, and drop off vehicles to enter and exit safely. Do not block driveways or gates under any circumstances. If you are picking up a student at the end of the day, please park and wait for them at the crosswalk.

Field Trips

Throughout the year, grade levels (or combinations of grade levels) will be encouraged to make arrangements for trips for your students. These trips should be of educational value and related to the curriculum.

- 1) A permission slip must be obtained from all students attending the trip (it is not recommended to receive a verbal permission over the phone).
The teacher –child ratio is 10-1 for Pre-K-3 and 15-1 for 4-6th.
Teachers must obtain their own chaperones.
- 2) The administration and/or teachers may collaboratively set participation criteria for trips (generally based on behavior). The behavior criteria will be communicated to the parents at the same time the trip is being planned and initial information is sent out to the best of our ability.
- 3) If a parent is chaperoning a field trip or is in attendance at a school event, **DO NOT REPRIMAND OR REDIRECT STUDENTS. PLEASE LET STAFF HANDLE ANY DISCIPLINARY CONCERN(S).**

School Records

Student Permanent Records

The Superior Unified School District adheres to state and federal laws in the care, confidentiality, and maintenance of all student records. Parents or legal guardians are permitted access to their child's records at any time. Call and request an appointment to review them.

Student Grading

Report cards are issued every nine weeks. The nine-week periods end as follows;

End of Grading Period

First	October 7	(37 days)
Second	December 16	(33 days)
Third	March 10	(37 days)
Fourth	May 25	(38 days)

Report Cards Issued

Parent Conferences	October
	December 16
	March 10
	May 25

Progress Reports

Progress Reports are to be sent home after four weeks of each grading period. It is important to let all parents know how their child is doing. Parents should be made aware at this time of any concerns you may have about their child.

First Report	Week of August 30
Second Report	Week of November 8
Third Report	Week of Jan 31
Fourth Report	Week of April 11

Achievement Tests

The State of Arizona uses AZM2 as its formal student achievement measure. Grade 5 students are also assessed in Science. The STAR assessment is used to measure reading academic growth over the school year. NWEA is used to assess math.



Promotion and Retention

SUSD Regulation IKE-RA provides that teachers and parents shall be involved in the decision of promotion and retention of students with the final recommendation to retain being made by the teacher. If a parent/guardian chooses not to accept the decision of a teacher, they may request, in writing, that the Governing Board review the decision. Students who miss 18 or more days of school, run the risk of retention. Students that are at risk of failing will be placed on an Academic Improvement Plan (AIP) and the parent will have ample notification of the concerns about progress and performance. The AIP will be based on in-class performance as well as performance on formative and summative assessments (i.e., STAR) and should be written by the middle of the second nine weeks.

Homework

Homework serves to develop independent study skills, reinforcement of content being taught, and responsibility. Each teacher individually gives homework. The amount of homework is based on grade level and specific content. Homework will be age appropriate and based on a reasonable amount of time.

Food Service

All students must fill out a lunch application. This is a requirement of the state department for auditing purposes. All information on this application is confidential.

Breakfast is served from 7:30 to 7:55am. It is important that children are on time; if they are tardy and have to eat late, it impedes classroom time. If your child chooses not to eat at school, please make sure they eat a good breakfast.

Transportation

As a part of our transportation guidelines, students will participate in evacuation drills at least once a year. The following rules are posted on all the busses and students are required to observe them when riding the school bus:

Riding a school bus is a privilege, not a right. Failure to follow the following rules will result in loss of privilege for a determined amount of time set by Administration.

BUS RULES

1. WALK TO THE BUS STOP WITH A PARENT OR IN GROUPS OF TWO OR MORE STUDENTS.
2. BE AT THE STOP 10 MINUTES BEFORE THE BUS IS SCHEDULED TO ARRIVE.
3. STAY OUT OF THE STREET AND AWAY FROM TRAFFIC.
4. LET THE BUS COME TO A COMPLETE STOP BEFORE BOARDING.
5. GO DIRECTLY TO A SEAT AND SIT UPRIGHT FACING THE FRONT.
6. BE COURTEOUS, USE NO PROFANE LANGUAGE.
7. DO NOT EAT OR DRINK ON THE BUS.
8. KEEP THE BUS CLEAN.
9. COOPERATE WITH THE DRIVER.
10. DO NOT SMOKE.
11. DO NOT BE DESTRUCTIVE.
12. STAY IN YOUR SEAT.
13. KEEP HEAD, HANDS AND FEET INSIDE THE BUS.
14. BUS DRIVER IS AUTHORIZED TO ASSIGN SEATS.

Bus Changes

If a bus change is necessary during the school year, a valid written note or phone call from a parent/guardian will be needed by 1:00 PM the day of the change. Unless an emergency occurs, a phone call will be accepted no later than 1:00 PM.

Student Activities

The staff at Kennedy Elementary feels it is important to provide our students with various extra-curricular activities. We host a variety of clubs, including Student Council, Spelling Bee, and Nature Club. Students who participate in these clubs will obtain permission from their parents before attending. Students will also adhere to all school and club rules in order to continue participation. These clubs are regulated by the by-laws and constitutions of each club. Administration has the final say in all decisions.

Special Education and ELL

Special Education programs are provided for students with special needs. Placement in these programs is based upon recommendations resulting from student data, evaluation, and approval from the parents.

Teachers or parents may originate recommendation to these programs. Student study teams will first review all referrals for special education. Referrals for the gifted program are based upon criteria, which includes high academic achievement.

Textbooks/Materials

Students are assigned textbooks from their classroom teacher. These are free of charge for use at home and at school. Students are responsible for the textbook. They must be returned in the condition in which they were issued. Students will be assessed a fee if they are lost or damaged. Final records will not be issued until all fees are paid.

Library books are the sole responsibility of the borrower. If a book is lost or damaged, a fee will be assessed. Final student records will not be issued until all fees are paid.

Personal Articles (i.e., toys, sports equipment)

Students are not permitted to bring personal articles from home except for special days designated by their teacher and/or the school. These items include electronics, cell phones, cameras, trading cards, and toys. These often interfere with classroom procedures and cause disruption during the learning process. Any item listed found in a student's possession during the school day may be confiscated. Any items that are not picked up at the end of the school year will be destroyed. Students should not have large amounts of money in school.

Students caught with electronic devices (student may also be subject to disciplinary measures):

1st incident – confiscated and returned at the end of the day.

2nd incident – Kept until the parent/guardian picks it up.

3rd incident – Kept until the end of the school year.

Electronic devices include cell phones, camera, game console, etc. The school is not responsible for the loss or theft of such articles.

Discipline

Dress Code

The Dress Code for Kennedy Students will be as follows (the district guidelines also apply):

1. Tank, Halter, Spaghetti-Strapped Tops are not permitted.
2. Any clothing that advertises or signifies gang affiliation, alcohol, tobacco products, violence, and foul language or is sexually suggestive is not permitted.
3. Hats and caps are not to be worn inside. Headbands and similar items are not permitted at any time.
4. Any clothing that exposes a bare midriff, shoulders, or back is not permitted.
5. Hanging belts are not permitted; tuck the end in.
6. Shorts/Pants hanging below the waist are not permitted.
7. Shorts/Pants shorter than an extended arm while standing is not permitted.
8. No open toed shoes should be worn to school including sandals or flip flops.
9. Pants that have holes are not permitted unless the student wears leggings underneath.
10. Any other items that may interfere with the educational/instructional process.



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Students who wish not to adhere to the dress code will be given a clean article of clothing to cover themselves. The second time they will need change and a parent conference will be held. Further offenses will necessitate consequences (i.e., Detention, ISI, ISS, OSS).

Behavioral Supports and Routines

- Be Safe, Be Responsible, Be Respectful (refer to matrix)

The school and the classroom will have positive routines and supports to recognize and encourage positive behavior choices by students. The behaviors supports and routines include:

- Intermittent recognition of positive behavior for individuals and classrooms
 1. Panther Paws
 2. Fun Activities
 3. Certificates

	CLASSROOM /Library/Com puter Lab	CAFETERIA	RESTROOM	TRANSITION AREAS	PLAGROUND	Busses
SAFE	1. Keep hands, feet, and objects to yourself.	1. Keep hands, feet, and objects to yourself. 2. Stay in your seat and face forward.	1. Keep hands, feet, and objects to yourself. 2. One person in a stall at a time.	1. Keep hands, feet, and objects to yourself. 2. Stay to the right when walking.	1. Keep hands, feet, and objects to yourself. 2. Dress appropriatel	1. Keep hands, feet, and objects to yourself.

	<ol style="list-style-type: none"> 2. Use materials as directed. 3. Use appropriate pace when moving. 4. Report concerns to an SUSD employee. 	<ol style="list-style-type: none"> 3. Walk at all times with both hands on trays. 4. Report concerns to an SUSD employee. 	<ol style="list-style-type: none"> 3. Avoid spilling. 4. Report concerns to an SUSD employee. 	<ol style="list-style-type: none"> 3. Report concerns to an SUSD employee. 	<ol style="list-style-type: none"> 3. Stay in the playground boundaries. 	<ol style="list-style-type: none"> 2. Stay seated and face forward. 3. Follow posted bus rules and instruction. 4. Report concerns to an SUSD employee.
RESPECTFUL	<ol style="list-style-type: none"> 1. Treat yourself and others politely and kindly. 2. Follow SUSD employee directions. 3. Listen when others are speaking. 	<ol style="list-style-type: none"> 1. Treat yourself and others politely and kindly. 2. Follow SUSD employee directions. 3. Use appropriate table manners. 	<ol style="list-style-type: none"> 1. Treat yourself and others politely and kindly. 2. Wait your turn. 3. Use restroom appropriately. 4. Respect others' privacy. 	<ol style="list-style-type: none"> 1. Treat yourself and others politely and kindly. 2. Follow SUSD employee directions. 3. Walk silently in a straight line. 4. Yield to others. 	<ol style="list-style-type: none"> 1. Treat yourself and others politely and kindly. 2. Share equipment. 3. Be a good sport. 4. Follow SUSD employee directions. 	<ol style="list-style-type: none"> 1. Treat yourself and others politely and kindly. 2. Follow SUSD employee directions. 3. Take turns on and off the bus.
RESPONSIBLE	<ol style="list-style-type: none"> 1. Clean up after yourself. 2. Come prepared, on time, and complete work with your best effort. 3. Take pride in your classroom. 	<ol style="list-style-type: none"> 1. Clean up after yourself. 2. Sit in your assigned seat or area. 	<ol style="list-style-type: none"> 1. Clean up after yourself. 2. Use, flush, wash, and go. 3. Use appropriate amount of toilet paper and soap. 	<ol style="list-style-type: none"> 1. Clean up after yourself. 2. Make hall pass visible and walk directly to/from your destination. 3. Appreciate the work of others on display. 	<ol style="list-style-type: none"> 1. Play safely. 2. Line up and quickly when the whistle blows. 3. Use equipment properly. 4. Use kind words. 	<ol style="list-style-type: none"> 1. Clean up after yourself. 2. Get directly on and off at your designated stop. 3. Report bus changes.

A student may be removed from class if the behavior is one that prevents the teacher from teaching or students from concentrating on the lesson presented or practiced.

JFK discipline structure

It is always the staff member's discretion, dependent on the severity and frequency of the infraction(s), to apply a different level of consequence based on the JFK discipline infractions at levels I or II.

Consequences may include, but are not limited to: movement on chart or class management system, letter of apology or verbal apology, loss of privilege, time out (in class or out of class), parent call, or parent conference.

Once a student is referred to the office (for repetitive level I or II infractions or for level III or IV infractions), the administrator will provide a consequence based on the best information available regarding the incident at the time of the inquiry.

The range of administrative consequences are: verbal redirection, loss of privilege(s), parent contact/conference, Behavior Contract, time out, placement in alternative classroom (ISI), placement in detention or In school Suspension, Out of School Suspension, Long Term Suspension, Expulsion or Police referral (if appropriate).

Expectations of behavior are based on the JFK behavior chart and levels of incidents.

Any level of infraction may result in a written referral if severe enough in accordance with §A.R.S. 15-843, especially if the behavior is repetitive. Reference Governing Board policies and regulations JIC (student conduct), JK-RA (student discipline regulation), JK-EA (exhibit), and JICK (Bullying/Harassment/Intimidation). For example, continually yelling or using a loud voice may constitute a written referral to the office.



Playground rules

No hitting, kicking, pushing, grabbing, or hurting other students physically or emotionally.

No name calling, teasing, or using bad words.

Take turns playing on the equipment – count to 60.

On the jungle gym:

No running around the equipment.

One at a time on the monkey bars – go in one direction.

One at a time on the slide – slide on your bottom feet first – do not climb or stand on the slide.

No jumping off the equipment (including swings)

No tackling or tripping in soccer, football, basketball, kickball, or baseball.

When playing on the swings, children are not allowed to swing improperly, push other students, stand in areas that cause safety concerns or run underneath others that are using the swings.

Items that can cause immediate suspension or expulsion:

1. Threatened, attempted, or caused physical injury to another person. (Fighting)
2. Possessed, sold, or furnished any firearm, knife, explosive, or other dangerous object.
3. Possessed, used, sold, or furnished, or been under the influence of, any controlled substance or intoxicant of any kind.
4. Offered, furnished, or sold any substitute substance represented as a controlled substance or intoxicant of any kind.
5. Committed robbery or extortion.
6. Caused or attempted to cause damage to school or private property.
7. Stole or attempted to steal school or private property.
8. Possessed or used tobacco/nicotine products or vape products.
9. Committed an obscene act or engage in habitual profanity or vulgarity.
10. Offered, furnished, or sold any drug paraphernalia.
11. Chronic disruption of school activities or defiance of the authority of school personnel.
12. Knowingly received stolen school or private property.
13. Committed acts of sexual harassment, hazing or bullying.

14. Participated in, caused, or threatened to cause an act of hate violence, hazing, or bullying.
15. Intentionally engaged in harassment, threats or intimidation that is severe or pervasive.

Procedures for Bullying

Students need to report bullying to a classroom teacher or the principal right away, so that we may appropriately address any concern raised. Parents may fill out a form in the front office if they are concerned about bullying at the school. We also have a pamphlet that addresses Bullying available at the school and at the beginning of each year we talk to students about stopping bullying in an assembly.

What is bullying? Bullying is when a person or group of people hurts, embarrasses, or frightens another person on purpose repeatedly. A bully's goal is to have power over people.

Bullying is not the same as a child sometimes misbehaving. It is important to know the difference!

1st offense – Parents/Guardians called- referral written and consequence administered

2nd offense –Out-of-school suspension from 2 to 3 days – referral written

3rd offense – Students will be suspended for up to 10 days-referral written

Other consequences may be assigned by the principal as appropriate dependent on the severity of the offense.

Due Process for a Student

Any student whose conduct may warrant suspension or expulsion will be provided *due process*. This is a legal safeguard that protects the rights of students and their parents and is constitutionally guaranteed.

Due Process steps include:

- Oral or written notice of the charges presented to the student;
- An opportunity to present the student's side of the story in an informal hearing or meeting;
- The allowance, for safety considerations, for a student to be removed from the school prior to an informal hearing with that hearing to follow as soon as practical;
- Adequate notification and an opportunity for a fair hearing;
- Notification of parents about suspension of student
- That parents will be informed in writing of all suspensions and that they have the right to a conference with administration;
- That if parents are not satisfied with any school official's decision involving long-term suspension or expulsion, they are entitled to request a review by the school official's immediate supervisor. Minor consequences and short-term suspensions may not be reviewed.
- Formal due process in long term suspension and expulsion proceedings.

NOTE: The student will not be penalized for homework and class assignments that cannot be made up in the event that disciplinary action is not justified or upheld, and the family may request an interpreter/translator.

Search and Seizure

Students possess the right to privacy of person, as well as the right to freedom from unreasonable search and seizure of property as guaranteed by the Fourth Amendment of the Constitution. These individual rights, however, are balanced by the school's responsibility to protect the health, safety and welfare of all students and staff.

School officials may conduct searches when they have reason to suspect that a law or school rule has been violated or that the health, safety or welfare of students or staff may be in danger.

A student's personal backpack, cellphone, or other belongings may be searched if there is reasonable suspicion that the search will produce evidence that the student has violated a law, school board policy or school rule.

A desk or locker is district property and may be inspected at any time as part of a student search to ensure that the desk or locker is in sanitary condition and proper working order.

Items searched will be promptly returned to the student, unless the school must take temporary custody of an item, such as a cell phone, to obtain evidence from it or a law enforcement officer requires possession of the item as part of a criminal investigation.

Parent, Student and Staff Agreement

Parent Responsibilities:

- I will attend at least one parent conference during the school year (whether in person or by phone).
- I will enforce the dress code for my child/children.
- I will monitor my child's attendance and homework (and help them with homework as needed).
- I will check the school website and Facebook page weekly/monthly (provided internet access is available).
- I will check my child's backpack daily for notes, reports and work.
- I will help ensure that my child arrives at school on time daily.
- I will help ensure my child is prepared for school.
- I will sign in at the front office when I visit the school during school hours.
- I will follow the policy on parent conduct/involvement.

Student Responsibilities:

- I will bring communications home from school.
- I will do my classwork to the best of my ability and turn it in on time.
- I will follow the expectations and rules of the school.
- I will follow the bus rules if I ride the bus (field trips, etc.)
- I will show all staff, students, parents, and visitors the proper respect at all times.
- I will follow directions the first time they are given.
- I will do my homework and turn it in on time.

Teacher/School Responsibilities:

- We will keep parents informed of both their child's successes and challenges.
- We will provide opportunities for students to receive interventions/enrichment.
- We will work with community partners to aid in educating our students.
- We will send home materials so parents can work with their child at home.
- We will offer conference times.
- We will offer solid, academic-based programs.
- We will provide a safe and nurturing learning environment.
- We will inform parents of upcoming events.
- We will implement the discipline policy/processes described in the handbook.
- We will address parents, students, visitors, and other staff civilly and respectfully.

_____ Yes, I have read and am aware of the policies and procedures at John F. Kennedy Elementary and agree to abide by them.

_____ Yes, I have read the policies and procedures and would like a conference to discuss the handbook.

_____ Parent/Guardian name (printed)

_____ Parent/Guardian name (signed)

_____ Student signature/name

_____ Classroom Teacher signature