Family Handbook

2024-2025

3000 E. Manzanita Ave.
Tucson, AZ 85718
520-209-7800
mzes.cfsd16.org

Family Handbook

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CFSD Board Policies:

Manzanita Elementary School
3000 E. Manzanita Ave.
Tucson, Arizona, 85718

Catalina Foothills School District

IMPORTANT PHONE NUMBERS

<u>Office Staff:</u>

Rob Henikman	Principal	209-7802
Sheri Rosquist	School Secretary	209-7802
Maveny Marin	Office and Attendance Clerk	209-7801
Cynthia Belmonte	Health Assistant	209-7804
	School Office:	209-7800
	Attendance Line:	209-7860
	Manzanita CARE:	209-7814
	CFSD District Office:	209-7500
	Community Schools:	209-7551
	SFE (Lunch Program):	209-8344
	First Student, Inc. (Bus Company):	209-7583 or 209-7581

Our Mission

Catalina Foothills School District, a caring and collaborative learning community, ensures that each student achieves intellectual and personal excellence, and is well prepared for college and career pathways.

Our Vision

Learning transfers to life beyond the Catalina Foothills School District experience, enabling each student to flourish as a responsible citizen in the global community.

Citizenship • Critical Thinking & Problem Solving • Creativity & Innovation • Communication • Collaboration • Systems Thinking

SCHOOL SCHEDULES

School Day Schedule

Grade	Hours
Kinder AM	8:00 –11:00
Grades 1-5 & Kinder Plus	8:00 – 3:00

The exception to this schedule will occur almost every Wednesday, when an early release time is scheduled at 1:30 to facilitate teacher planning and professional development.

Specific early release dates are listed on the [district calendar](#).

Wednesday Early Release Schedule

Kinder AM	8:00 –10:15
Grades 1-5 & Kinder Plus	8:00 – 1:30

Half-Day Schedule

Kinder AM	8:00 – 9:30
Grades 1-5 & Kinder Plus	8:00 – 1:30

In addition, the CARE Program provides an extended day option available before school from 6:30 a.m. until school begins and after school until 6:00 p.m., Monday through Friday (excluding certain holidays).

ATTENDANCE
Regular school attendance is critical to your child's academic and emotional success.

Absences
Please be sure to contact the school office each day your child is absent before 9:30 a.m. You can call the Attendance Line at 209-7860 before 7:30 a.m.

When a child is absent and we have not heard from a parent, the office will attempt to call your home, work, or emergency contact number(s) to verify the absence as part of our "safe arrival" policy.

Changes in Your Child's Routine
If your child needs to leave early, or if there is to be a change in transportation at dismissal time, please notify the teacher AND office ahead of time. If we do not receive a note, email, or phone call from a parent, your child will be dismissed according to his/her normal dismissal plan.

If you plan to be out of town, please notify the school, and be sure that the person you have named to be called in case of emergency is available. The office must always have a number to call in case of emergency.

Since children can easily confuse or misinterpret directions or information, be sure to check with the school if a message is relayed to you that you question or do not understand.

ARRIVAL AND DISMISSAL PROCEDURES
Manzanita Elementary Staff is committed to each child's safety and asks that each parent/guardian partner with the school staff to make our campus safe.

Important notes:
- ➔ Please utilize the school bus service, if at all possible.
- ➔ You may choose to park at La Encantada and walk your child to or from school. Students must be escorted by an adult. Adults may walk students to and from the east end of the sidewalk in the front of the school only.
- ➔ If you must transport your child, please:
    - ◆ Note that **parents/guardians are to remain in their vehicles during arrival and dismissal times, starting on the first day of school.**
    - ◆ Drop and pick up in designated areas only (NOT along Campbell or Manzanita Ave.).
    - ◆ **Do NOT drive to the end of Manzanita Avenue, make a u-turn, and come back east toward the parking lot,** out of courtesy to our neighbors.

MORNING ARRIVAL – Drop-Off Lane (front of school)
- Drop off begins promptly at 7:38 AM. **Parents/guardians are to remain in their vehicles in the drop-off lane.**
- Students may be dropped off anywhere along the sidewalk in the front of the school (from the west end by the playground to the east end by Campbell Ave.).
- Parents/guardians should pull all the way forward to the furthest available space to help keep traffic moving.
- Students should **independently** exit the vehicle **on the passenger side** (away from traffic), proceed to the main gate, and go to the playground (7:38-7:50) or to their classroom (7:50 or later). Please arrange child safety/car seats to allow for students to exit on the **passenger side only**.
- If students unload along the sidewalk by the playground, cars may loop around and exit (back onto Manzanita Ave.). If students unload along the sidewalk in the front of the school, cars may proceed forward to Campbell Ave. or carefully pull out of the line to do the same.

MORNING ARRIVAL – Bus Bay
- Students will exit their bus and go directly to the playground (7:38-7:50) or their classroom (7:50 or later).

MORNING ARRIVAL – Walkers from La Encantada
- Please ONLY park in designated spaces at La Encantada (NOT at Skyline Villas Condominiums)
- Students MUST be accommodated by an adult to the east end of the sidewalk in front of the school. Beginning at 7:38, students may proceed along the sidewalk to the playground.

DISMISSAL
School dismisses at 3:00 p.m. on regular days and 1:30 p.m. on Early Release Wednesdays.

Children should be picked up promptly following dismissal. Be sure your child and his/her teachers know what the plans are for after dismissal.

All students are required to bring a note from home **(which must be signed by the teacher and an office staff member)** when they:
- Leave campus with anyone other than their parent or guardian
- Ride a different bus
- Ride a bus with a friend
- Get off at a different bus stop

AFTERNOON DISMISSAL – Pick-Up Lane (front of school)
- Students will be dismissed starting at 3:00 PM (1:30 PM on early release Wednesdays).
- **The school-provided number placard must be hung from the rearview mirror.** This will allow staff members out front to enter the assigned placard number into our dismissal software, CurbSmart.
- Once a staff member enters the assigned placard number, teachers will receive communication (in real time) of parent/guardian arrival and dismiss students assigned to the placard number. There will be staff available to supervise students walking from classrooms to the pick-up lane.
- **Parents/guardians are to remain in their vehicles in the pick-up lane** and proceed along the curb to the first available space, as per the direction of the staff.

AFTERNOON DISMISSAL – Bus Bay
- When a bus arrives, a staff member will enter the bus number into our dismissal software, CurbSmart.
- Once a staff member enters a bus number, teachers will receive communication (in real time) of bus arrival and dismiss students assigned to the bus. There will be staff available to supervise students walking from classrooms to the bus bay.

AFTERNOON DISMISSAL – Walkers to La Encantada
- Please ONLY park in designated spaces at La Encantada (NOT at Skyline Villas Condominiums).
- Bring the **school-provided name plate/placard** to show the staff member on duty, as described above.
- Students MUST be accommodated by an adult from the east end of the sidewalk in front of the school.

Parents/guardians who need childcare before or after school should contact Community Schools about the CARE program.

For students leaving early, a parent/guardian must follow the office procedures for signing the child out at the front office.

TRANSPORTATION

Bus Safety Program
Students transported are under the authority of the school bus driver and the District. Riding a bus is a **privilege** and should be treated as such. Students who refuse to follow the rules for good conduct may forfeit their privileges to ride the school bus.

Building administrators have flexibility to determine appropriate consequences for student misbehavior on a bus, depending upon the circumstances surrounding any incident. However, per District policy, bus riding privileges for a student who throws anything out a bus window will be suspended for at least five school days.

It is the student's responsibility to carry their bus passes with them whenever riding a school bus and to follow the set of bus rules listed below. Please review the following bus rules with students on the first day of school and periodically thereafter.

Students shall: **Be Kind, Be Respectful, Be Responsible.**
- Be at their respective bus stops and ready for pickup five minutes before the scheduled pickup time when the bus is due.
- Stand a safe distance back from the curb or highway and line up single file, facing the street, when the bus approaches.
- Wait for the driver to motion them across the street when it is safe to cross, and walk in front of the bus by at least ten feet.
- Obey the driver's instructions.
- Always use steps and handrails, and never crowd or push when getting on or off the bus.
- Take their seats quietly and quickly.
- **Always wear their seat belts and remain seated at all times while on the bus.**
- Not eat or drink anything while on the bus.
- Never stand, except to exit the bus at their respective bus stops, and remain seated until the bus has come to a complete stop.
- Never throw anything inside the bus or out the bus window, and never extend hands, arms, heads, or any objects through the bus windows.
- **Have written permission, approved by the school, to ride another bus or get off at a stop other than their own.**
- Talk in normal tones; screaming and yelling are prohibited.
- Never use vulgar or abusive language.
- Not tamper with safety devices or damage the interior or exterior of the bus.
- Treat the bus driver and fellow passengers with respect.

The safety and welfare of students *waiting at bus stops* is the responsibility of parents. The schools want to assist parents and students by requesting that student riders comply with the specific expectations listed below. School administrators have the flexibility to determine consequences for student misbehavior at a bus stop and/or noncompliance of these expectations. Students who do not conduct themselves properly may be denied the privilege of riding on district school buses.

Students who utilize the District bus service are expected to arrive and depart on the bus, using the same bus stop. Parents may request that a student ride a different bus or disembark at a different stop, on a selected day. This requires a copy of a written parental request that includes the following information:

- The child's name
- The child's regular bus number
- The bus number of the requested route
- The signature of the parent/guardian

Bicycles, Skateboards, and Skates
Students may ride bicycles to school. Bicycles may not be ridden on the sidewalks or walkways. Students should lock bicycles in the designated area, located by the garden. Skateboards, rollerblades, and skates (including "heelies") are not allowed on school grounds at any time.

BREAKFAST & LUNCH PROCEDURES
Meals will consist of a choice of hot entrees and a choice of fruit or vegetables. Servers will make sure each student has both an entree and a side when they pass through the register. In addition, students may help themselves to unlimited free pre-packaged items from the salad bar.

Students may also choose to bring their lunch each day and store them in the refrigerator located in the classroom.

We encourage all families who decide to pack their child's lunch to incorporating healthy and nutritious food and drink items. Please note, students will not be permitted to drink soda while on campus during school hours.

- There will be three lunch periods:
    - 1st / multi-age / 2nd at 11:00 a.m.
    - Kinder & 3rd at 11:30 a.m.
    - 4th & 5th at 12:00 p.m.
- Grade levels will eat lunch either on the South Patio or the Library Patio (weather permitting) each day.
- Tables will be cleaned and disinfected after each lunch period.
- Parents should contact SFE General Manager, Kenny Alexander (209-8343), if there are any questions or concerns.

SAFETY HABITS
- Help your child to learn his/her full name, parents'/guardians' name(s), address(es), and telephone number(s). It is helpful if the parents'/guardians' places of employment are also known.
- If your child rides the bus, discuss safety rules and obedience to the driver at all times. Also, stress the importance of going home promptly and avoiding strangers.
- You are your child's best model for good safety habits. Play it safe!

APPROPRIATE DRESS
Casual clothes should be worn so that your child does not need to worry about getting "special clothes" dirty.

Please **LABEL** all removable clothing, such as jackets (as well as other personal items, such as water bottles, lunch boxes, etc.). Lost and Found articles can be found in the hallway of the school office. Unclaimed articles are donated to charity several times a year.

STUDENT DRESS CODE
The purpose of the Manzanita Dress Code is to protect the health and safety of children. Because physical activity is encouraged every day, appropriate clothes and shoes should be worn every day. Learning is an active process at Manzanita School; clothing may become damaged or dirty on occasion from outdoor play, art or science activities. Our dress code is neutral with respect to gender: the same rules apply to all clothing and all students. Most student attire is acceptable, within the following guidelines:

Clothing must be appropriate for an elementary-school setting:
- The base layer of clothing must accommodate the full range of movement that may be required in a classroom – sitting cross-legged or on the floor, kneeling, bending over, reaching out, raising hands, etc.

- The base layer of clothing must fully cover upper and lower undergarments including the student's buttock and groin area.

Hats & Hoods:
- Hats and hoods may not cause distractions in the learning environment and should not interfere with the safety of anyone on campus.
- Hats are welcomed and encouraged while outdoors, for sun safety.
- *Hats and head coverings may be worn at any time if they are being worn as part of religious observance or as a medical necessity.*

Footwear:
- Shoes (either strapped sandals or closed toe) are required to be worn while on the school campus.
- Shoes need to support a student's physical activities while at school, including but not limited to: running, jumping, climbing and sitting cross-legged.
- Flip-flops, high wedges/heels, and shoes with wheels in the soles ("wheelies") are not safe, and therefore are not permitted.

Apparel considered **inappropriate** for an elementary school-setting includes, but is not limited to:
- Clothing that displays vulgar or offensive pictures/language, tobacco, alcohol products, references to illegal substances, or any weapons.

We rely on parental discretion and good judgment to guide students in making appropriate clothing choices for school. We will always try to avoid disrupting learning to handle dress code infractions. Dress code violations may require an immediate change of clothes or shoes, and parents may be contacted to remedy the violation.

(Revised by the Manzanita Site Council, with input from the Manzanita community, March 2023)

Manzanita Learning Pledge

As a Manzanita Mustang,
I promise to treat everyone and everything with respect.
I will play fair and have fun.
I can solve every challenge, big or small, that comes my way.
I will keep working to reach my goals.
I can make a difference every day.
The future starts with me.

DISCIPLINE POLICY

Catalina Foothills School District has developed policies and procedures that govern student behavior. CFSD Board Policy JK is a link that parents connect to when registering online, and is available through the district website.

In addition, Manzanita has adopted a unified mindset for the school and our classrooms. These behavior guidelines define our expectations for behavior in our school. You will see "The Manzanita Mindset" guidelines posted throughout the school and your child will be learning them in their classroom. Our "Manzanita Mindset" expectations in each part of the school are outlined in the Mustang Mindset Matrix below.

As part of our Positive Behavior Interventions & Supports (PBIS) process, teachers and other staff members use evidence-based practices to increase student learning and decrease classroom disruptions. To keep students focused on the guidelines in a positive manner, we do the following when teaching academics and behavior:

- Constantly teach and refer to school-wide expectations.
- Provide students with more praise than correction.
- Talk to students with respect, using a positive voice tone.
- Actively engage everyone in the class during instruction.
- Use pre-correcting, prompting, and redirecting as we teach.
- Look for the positives first and provide positive, immediate, frequent, and explicit feedback.

**Mustang Mindset Expectations**			
Area on Campus	**I am Kind**	**I am Respectful**	**I am Responsible**
ALWAYS	• Be a friend to others • Use friendly words and actions	• Honor personal space • Care for property and all living things • Be polite • Use active listening	• Maintain safe distance from others • Walk • Follow directions from all adults the first time • Keep hands to yourself • Keep your feet on the ground • Make safe choices
Arrival	• Smile and greet Mustang students and staff	• Use a level 1 or 2 voice	• Go directly to your classroom
Dismissal	• Say farewell to Mustang students and staff	• Use a level 1 or 2 voice	• Know where you are going • Walk to your dismissal area

Bus	● Say farewell to Mustang students and staff	● Walk in a single-file line on and off the bus ● Use a level 1 or 2 voice	● Keep seats and floors clean ● Keep track of your belongings ● Follow driver's directions ● Stay seated, facing forward
Classroom	● Help others when requested ● Encourage others to do their personal best and compliment them on their efforts	● Use signals to share your ideas	● Keep your work area neat, clean, and organized ● Persevere and do your personal best
Field Trips	● Look out for one another	● Use signals to share your ideas	● Stay with your group ● Represent MZ positively ● Be prepared and ready to learn
Hallways	● Stay on pavement ● Let others pass ● Hold the door open for others ● Quietly wave to others	● Walk with a level 0 or 1 voice ● Give younger students the right of way	● Walk on the right side ● Maintain a safe distance from others ● Feet on the ground
Library	● Help others when requested	● Enter quietly ● Use a level 0 or 1 voice ● Use signals to share your ideas	● Return books on time ● Use shelf marker appropriately ● Handle books and equipment carefully
Lunch Areas	● Sit with safe distance from others ● Say please and thank you	● Wait your turn ● Listen to and follow directions from all adults the first time ● Raise your hand for help	● Have your lunch card ready ● Be ready to order ● Eat your own food ● Clean up after yourself
Office	● Greet the office staff and say farewell when you leave	● Enter with a level 0 or 1 voice ● Wait your turn	● Wait your turn ● Bring your pass

Playground	● Include everyone ● Play for fun	● Play fair ● Take turns and share ● Keep your hands and feet to yourself	● Play safe ● Rocks and sticks stay on the ground ● Follow MZ playground rules
Restrooms	● Give privacy to others ● Wait your turn	● Give privacy to others ● Wait patiently	● Wash your hands with soap ● Use equipment appropriately ● Go directly to the bathroom and return directly to class

PLAYGROUND RULES & PROCEDURES

All students in grades K-5 need to consistently follow the rules. All adults need to support children's safety and welfare by consistently enforcing the rules.

Healthy Play Guidelines:
1. We play for fun.
2. The people are the most important part of the game.

Healthy Play Rules:
1. Resolve conflicts outside of the game.
2. Stay with a person who is hurt.

Playground Rules & Procedures:
1. Wait for an adult who is on duty before going into the MPR or onto the playground.
2. Stay within the fenced areas.
3. Fighting and play fighting are never allowed.
4. Be considerate of others' games.
5. Sand toys and jump ropes are allowed on the upper playground only.
6. Clean-up and put away all playground equipment when you are done.
7. Trees are for shelter only. No climbing, hanging, or sitting in the trees.
8. Stay off railings, fences and walls.
9. Hats stay on the owner's head.
10. Leave the playground or line up as soon as the recess bell rings.
11. Ramada:
    ● Walk through the ramada area.
    ● Ramada is for sitting and/or eating.
    ● Sit on the benches, not on the tables.
12. Ball games:
    ● Played on fields only.
    ● Flag football is allowed with NO kicking or tackling.
13. Swings:
    ● One person may swing on a swing at a time.
    ● Watch your time on the swing and share.

- Swing forwards and backwards.
- Come to a stop before getting off the swing.
14. Climbing Equipment:
    - Hands must be used on all climbing equipment.
    - One at a time on the bars.
    - No "cherry drops".
    - Single bar - Two hands, front flips only.
    - Slide - Climb up the ladder, go down the slide feet first, and walk away.
    - Walking only on the bridge.
    - Pole - Slide down the pole with two hands and one leg.
15. Basketball:
    - Follow standard basketball rules.
    - Hands may not touch the net or rim.
16. Soccer:
    - Follow standard soccer rules.
    - Use feet only.
    - Side tackles and high kicks are not allowed.
17. Flag Tag:
    - Flags may be used for play in a gentle manner.
    - Grab flags only.
    - Flags may not be tied to the belt.
    - Flag belt must be worn over clothes.
    - Aggressive actions may result in flags taken away.

HEALTH OFFICE INFORMATION

- Please notify the school Registered Nurse or Health Assistant if your student has any medical history, chronic health condition or allergies (e.g., food, latex, etc.) that may affect them while at school. We may need to make an appointment to establish appropriate individualized health plans.

- **MEDICATIONS**: We carry acetaminophen (Tylenol), ibuprofen (Advil), antacid (TUMS) and cough drops (these are only for high school students). When you use our online system to register your child you will have the option to check the boxes for the above medications so that they may or may not be given during the school year, if needed.

    o For any over-the-counter medications other than those listed above, you will need a completed *Medication Administration Consent* form **signed** by the child's medical provider. This allows the medication to be administered by staff on campus. Any over-the-counter medications or supplements that will be administered at school need to be kept in the original containers. Ziplocks and pill boxes are not acceptable.

    o For prescribed medications that will need to remain in the Health Office please be sure they are in the medication bottle with a current pharmacy label attached with the correct dosing. You will have the option to enter prescribed medications while registering online. For any that are added at a later date we will need a *Medication Administration Consent* form signed by the parent/guardian.

- **HEALTH FORMS need to be updated YEARLY:**
    o *Health Information and Emergency Contact form.* This form needs to be updated annually to notify health staff of any changes in conditions and current health and emergency contact information.

    o *Medication Administration Consent form.* Complete this form for any over-the-counter medication or new prescription medication that will need to be kept in the school Health Office and administered on campus.

    o *FARE form.* We require this form for any student with a severe allergy that may cause anaphylaxis and would require the administration of an Epinephrine Pen.

- *Permission to Carry Medications for Self-Administration Consent.* This allows students to carry rescue inhalers, epi-pens, or diabetic supplies. These are the ONLY medications a student can carry on campus and self-administer. Please provide an original copy of the doctor's order or pharmacy attached label.

    - **Other forms are available on our district website under health services, or ask your school nurse or health assistant for a copy. Examples include Asthma Action Plan, Seizure Action Plan, Diabetes Action Plan, etc.*

- **IMMUNIZATIONS**:
    - Proof of required immunizations, or exemption, must be provided in order to attend school. You will be able to enter these during online registration. If we find a discrepancy in immunization dates, we may ask for a hard copy. The list of immunizations that the state of Arizona requires can be found HERE.

    - Exemptions are available for specific circumstances, but the Arizona Department of Health Services recommends that all students attending school should receive required vaccinations to decrease the outbreak of preventable diseases.

    - Records must be from a clinic or medical provider's office and include the name of vaccine, date given, and name of clinic and/or medical provider. We also will accept a completed Arizona School Immunization Record (ASIR).

- **ILLNESS AND/OR INJURY:**
    - Please contact your school health office regarding questions related to illness and attending school.

    - Does your child require assistance or health equipment during the school day? Please notify your Health Office so our team can assist with these accommodations.

- **HEARING/VISION SCREENING:**
    - Certified Health Office staff will conduct hearing screening within 45 calendar days from the start of school. Screening rules are updated annually by the Arizona Department of Health Services. Click HERE for more information on the ADHS State Sensory Screening Program. Parents/legal guardians may opt out of hearing screening but we require signed documentation to do so. Please contact your school health office for the declination form.

    - We conduct hearing and vision screening together. Vision screening is not currently required by the state but the ADHS State Sensory Screening Program does encourage annual screening. More information can be found HERE.

VISITORS/VOLUNTEERS

Visitors and volunteers can enhance the educational experience for students, and are welcome at Manzanita School.

"Volunteers" are in classrooms frequently, sometimes unsupervised and can be alone with students. They come and go throughout the course of the school year, and do not necessarily have a regular schedule. **Parents/legal guardians of students** may volunteer in the classroom and around the school, at the teacher's/school's discretion. No formal process is required in order for this to take place. **Others** (including other family members, community members, etc.) who want to volunteer must apply through Human Resources. They are essentially "hired," and must be fingerprinted, have references checked, etc. Teachers will determine their needs for volunteers.

"Visitors" are in the classroom once, perhaps twice, during a year, at the teacher's/school's discretion. They are NEVER alone with students. These visitors sign in at the office and wear a visitor badge. No other process is required.

Visitors and volunteers will be asked for their ID on their first visit to school during the year, which will be copied and kept on file. Visitors and volunteers will be given a badge to wear while on campus.

HOME-SCHOOL COMMUNICATION

ParentSquare
ParentSquare is the primary method of communication between home and school at Manzanita and across CFSD. Both the school and individual teachers will maintain a ParentSquare account as a method of communicating with families. Information will be sent home about how to join these. The FFO also maintains a ParentSquare account. Please watch for information about how to join this group, as well, to stay informed about all things Manzanita!

Reporting to Parents/Guardians
Your child's progress will be formally reported to you according to the following schedule:

- October: Parent-Teacher-Student conferences
- November: Trimester Progress Reports
- March: Trimester Progress Reports
- June: Trimester Progress Reports

The elementary academic year is divided into three trimesters. Please refer to your school calendar for specific dates for conferences and progress reports.

Conferences are good times for you to discuss your child's progress and special needs with his/her teacher. It will help both you and the teacher if you come to the conference prepared with a list of specific questions you would like addressed.

Parents are welcome to contact their child's teacher anytime during the school year to request additional conferences. Your child's teacher may also contact you regarding your child's progress.

In addition, ParentVUE will be available to parents and guardians to provide them with the ability to track student progress.

Please plan to attend our grade level Welcome/Back-to-School Nights in the fall. Your child's teacher will present an overview of the curriculum and of the classroom program for the year.

Homework Policy

Purpose of Homework:
Homework is one of the many learning activities in which students engage outside of the classroom setting. Its purpose is to develop responsibility, self-direction, and organizational skills. Homework should extend learning and/or provide practice in applying concepts initially presented in the classroom. It gives opportunities for developing and fostering life-long learning practices and is a means for communication between home and school.

Homework Guidelines:

While homework may cover all subject areas, homework practices across all grade levels will include daily reading. Nightly reading may include: reading independently, reading to someone, and/or being read to by another person. Students in grades 1 - 5 may also engage in weekly math fact practice.

Specific classroom homework expectations will be communicated at your child's Back to School Night.

Time Allotments for Homework:
 Kindergarten - Grade 2   15 - 30 minutes*
 Grade 3 - 5   30 - 60 minutes*
 * Times are approximate

Teacher Responsibilities:
Teachers will communicate homework expectations to students and parents. Assignments provided to students will be clearly explained and students will understand when the assignment is due. Teachers will set up routines and procedures to help with organization and timely completion of assignments by students.

Student Responsibilities:
Students should understand assignments and turn them in on time while developing ways to monitor work completion at home and learning organizational strategies. Work should reflect high standards regarding effort and completeness. If an assignment is challenging, students should communicate this to their teacher.

Parent/Guardian Responsibilities:
While students should assume responsibility for completing homework assignments, parents/guardians should take an active interest in supporting student's homework by:
- Providing a study area that works best for their child's individual needs
- Provide time for homework
- Encourage the child to complete homework on their own and for the child to seek clarification from the teacher if needed

BIRTHDAYS
Birthdays are special times for children. Teachers will establish a way of recognizing student birthdays during the school day in an appropriate manner that does not significantly detract from the instructional day. It is not permissible for students to bring in edible treats for birthday celebrations. **Nor are deliveries of balloons or other special items/events that may disrupt the operation of the school day, permissible.** With the classroom teacher's permission, non-edible treats (pencils, stickers, etc.) or a gift for the classroom (a special book) may be brought to school. For parties held outside of school, students are not to distribute invitations at school, unless the entire class is invited.

FAMILY FACULTY ORGANIZATION (F.F.O.)
The **Family Faculty Organization** supports dynamic home-school collaboration, cooperation, and commitment. It serves a parent community that holds high expectations for students and their schools. F.F.O. members are actively involved in our school as volunteers and in school-wide projects. They are a most welcome and appreciated part of our school community.

Families are encouraged to attend the monthly F.F.O. meetings. Notification of meetings will be posted in the school's office and on the F.F.O. ParentSquare page. Meetings address a variety of topics, such as: Curriculum, special school projects, and other important issues. You are automatically a member of the school's Family Faculty Organization.

Some of the projects undertaken by the F.F.O. include Mustang Bucks fundraiser, school pictures, Manzanita Desert Dash, the book fair, the yearbook, staff appreciation days, art and science enrichment, etc. Proceeds from the various projects are used to meet additional student needs.

COUNSELING
The counseling program is a developmentally based guidance program offering instruction in areas such as peer group interaction, cooperation, transition, understanding feelings, conflict resolution, new student adjustments, changing families, friendship skills, and grief and loss. Additionally, the counselors are available to support parents, students, and staff with problem solving and community referrals.

Students have the opportunity to participate in a variety of groups, based upon need, with the counselors during the school year.

New students in Gr. 1-5 participate in new student groups at the beginning of the year.

The school counselors play an integral role in the development of our students and provide the needed support for students and their families.

CATALINA FOOTHILLS SCHOOL DISTRICT CURRICULUM OVERVIEW
The Catalina Foothills School District (CFSD) provides comprehensive and rigorous academic programs that are recognized nationally for preparing students well for postsecondary education. From early childhood through high school graduation, CFSD's wide array of programs and learning experiences equip every student with the necessary knowledge and skills to meet the challenges and opportunities in a global society.

While academics are at the core of a comprehensive education, CFSD also embraces the obligation to graduate students who are self-regulated and have the skill-set for lifelong learning. This set of skills - the capacity to see problems in new ways, think critically, design innovative solutions, and collaborate and communicate in diverse settings – enables our students to engage in deeper learning; that is, to go beyond the mastery of content knowledge to applying what is learned and transferring it to new situations or contexts. All CFSD students engage in ongoing skill building, which includes Critical Thinking and Problem Solving, Citizenship, Creativity and Innovation, Collaboration, Communication, and Systems Thinking. CFSD refers to these skills or competencies as "deep learning proficiencies" (DLPs). We are committed to fully engaging students in their learning and evaluating program results to ensure they move on from their PreK-12 education confident that they are well prepared to flourish in future studies, careers, and in life.

More information about the Elementary Program in CFSD can be found [here](#).

TECHNOLOGY/PHONES
The school offers a variety of opportunities for students to interact with technology, as appropriate to their learning. We teach students how to be responsible digital citizens as they use technology tools, in accordance with district policies.

Students are not permitted to utilize cell phones at Manzanita or on the school bus to or from school. If you choose to send your child to school with a cell phone, it is to be kept turned off and in your child's backpack.

Similarly, more elementary students are now wearing watches that also have various capabilities. Please note that if your child has such a watch, while at school or on the school bus, it is NOT to be used to make calls, play games, record audio/visual content, or as a calculator.

We ask that students follow our protocol for staff contacting parents, as needed, at the elementary level.

Misuse of cell phones or watches may result in them being held in the office for a parent/guardian to pick up.

Thank you for your cooperation in helping students develop responsibility in this arena of their lives.

STUDENT SUPPORT SERVICES
The Special Services Department is committed to creating environments that are mutually respectful and individualized. These environments support full participation of all individuals in every aspect of our community. Parents are full participants in the educational process of their children.

SPECIAL EDUCATION
A continuum of special education services exists to meet the needs of all students with disabilities. This service continuum is aligned with Federal and State requirements. Children attend their home schools whenever possible, attend class with nondisabled students whenever appropriate, and receive direct and indirect services per their individual needs.

Catalina Foothills School District services the full range of students with disabling conditions. Currently, the District services 600 preschool-12th grade students with disabilities. Student disabilities include specific learning disabilities such as autism, hearing impairments, speech or language impairments, visual impairments,

orthopedic impairments, other health impairments, developmental delays, serious emotional disabilities, multiple disabilities, traumatic brain injuries, and multiple disabilities with sensory impairments.

SPEECH AND LANGUAGE
Speech and Language services are provided for students identified with communication delays/deficits that negatively impact academic progress. Qualifying conditions include: articulation, fluency (stuttering), voice disorders, hearing impairment, receptive and/or expressive vocabulary, and/or processing delays/deficits.

ENGLISH LANGUAGE DEVELOPMENT
The goal of the ELD (English Language Development) program is the acquisition of English language skills. CFSD follows the principles of Arizona's Language Development Approach, including asset-based behaviors and expectations; integrated instruction in disciplinary language and content; targeted and explicit language instruction; and assessment, monitoring, and feedback.

SERVICES FOR GIFTED STUDENTS
Students' academic needs are identified through an ongoing process that begins informally in kindergarten. In the primary grades (K, 1, 2), matching appropriate services to students is based on demonstrated need and includes input from teachers and parents.

Beginning in 3rd grade and continuing through 8th grade, standardized test information, coming from achievement tests is also considered in matching appropriate services to students. *The Cognitive Abilities Test (CogAT),*used to assess abstract reasoning ability, is also a piece of the standardized test information collected. The *CogAT* is offered to all third grade students in August. Students new to the district in grades 3-5 and those who are eligible to retest will have *CogAT* testing opportunities in August and January. Additionally, successful performance in gifted services is considered as part of the data for future placement decisions. Gifted Services Included:

- Extended Reading
  - Students who qualify for placement perform at or above 97th percentile in the verbal section of the *Cognitive Abilities Test*and/or exhibit high achievement on the Reading subjects of the state standardized test and who perform at the "Advanced Performance" level on grade level standards/benchmarks based on classroom assessments.

- Extended Math
  - Students who qualify for placement perform at or above the 97th percentile in the quantitative section of the *Cognitive Abilities Test*and/or exhibit high achievement on the Mathematics subtests of the state standardized test*and* perform at the "Advanced Performance" level on grade level standards/benchmarks based on classroom assessments.

- Interdisciplinary Studies (IDS)
  - Students who qualify for placement perform at or above the 97th percentile on the verbal and quantitative subtests of the *Cognitive Abilities Test,*and exhibit high achievement on the Reading and Mathematics subtest of the state standardized test and perform at commensurate achievement levels on language arts and mathematics grade level standards/benchmarks as measured by classroom assessments.

- Differentiation in the regular classroom program.

For more information on gifted services, see our K-12 Gifted Education Programming Framework on the CFSD website.

STUDENT VIOLENCE / HARASSMENT / INTIMIDATION / BULLYING
Governing Board Policy JICK-EB

(To be displayed in school buildings and placed in student handbooks)

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

To assist in achieving a school environment based on the beliefs of the Governing Board, harassment, intimidation and bullying in any form will not be tolerated.

Prohibited Conduct

Student harassment, intimidation and bullying are prohibited on school property, in school buses, and at school-sponsored events and activities.

Cyber harassment, intimidation and bullying are also prohibited. This includes any act of harassment, intimidation or bullying committed by use of electronic technology or electronic communication including by cell phone, social networking and other internet communications. Cyber harassment, intimidation and bullying is prohibited on school computers, networks, forums, mailing lists or other District owned property as well as on an individual's personal electronic media and equipment.

Disciplinary action may result from student harassment, intimidation or bullying that occurs outside of the school and the school day when such conduct results in a substantial negative physical, mental or emotional impact on the victim at school or interferes with the authority of the school system to maintain order.

Distinctions between Harassment, Intimidation and Bullying

Harassment, intimidation and bullying often involve similar conduct, but there are some distinctions.

Harassment: Harassment is based on state and federal legally protected categories such as an individual's race, color, religion, sex, sexual orientation, ethnicity, national origin or disability. In some cases, conduct can be deemed harassment even though the conduct is not directed at a particular student or group of students. Harassment is often a form of unlawful discrimination that violates an individual's civil rights. Sexual harassment may also be a violation of Title IX of the Education Amendments Act.

Bullying: Bullying focuses on an imbalance of power between the student or students accused of bullying and the student or students who are the victims of the bullying. For example, bullying may be based on one or more of the following factors or criteria--economic status, physical size or personal appearance.

Intimidation: Intimidation involves threats, by word or conduct, to physically harm another person or harm or steal another person's property.

Factors to Consider

In determining whether conduct is harassment, intimidation or bullying, the following "Factors" should be considered:

● Is the conduct related to race, color, religion, sex, ethnicity, national origin, disability, sexual preference, gender identity, cultural background, economic status, physical size, personal appearance social status or some other factor or criteria that causes a real or perceived imbalance of power in favor of the student accused of harassment, intimidation or bullying?

● Does the conduct at issue involve either a series of incidents or a single serious incident?

● Has a student's ability to participate in school been significantly impacted? Has the student been physically injured or emotionally harmed or has his or her property been damaged? Has a student been placed in continuing fear of personal harm or damage to property?

Absent unusual circumstances, a combination of the Factors listed above is required to find that harassment, intimidation or bullying has occurred.

Taking into consideration the Factors referenced above, harassment, intimidation or bullying may include, but not be limited to, the following conduct:

● Unwelcome or derogatory verbal or written comments, photographs or graphics, including name calling or rumor spreading
● Social exclusion, ostracism, hazing, or stalking
● Unwelcome physical contact such as touching, pushing, hitting, kicking, shoving, or spitting
● Extortion
● Threats of harm to a person or property
● Damage to or theft of personal property
● Physical harm or violence

Conduct that is harassment, intimidation or bullying may be verbal, written or physical, and/or include use of the internet and social media. Such conduct may occur directly or through another person.

Reporting

A student who is experiencing harassment, intimidation or bullying or who believes another student is experiencing such conduct should report the situation to a school employee, preferably a school administrator or counselor. School personnel are to maintain appropriate confidentiality of the reported information.

Retaliation

Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the

 disciplines set out in applicable District policies and administrative regulations.

Discipline

Students found to be bullying others will be disciplined up to and including suspension or expulsion from school.

Submitting False Report

Knowingly submitting a false report under Policy JICK or this exhibit shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

Contacting Emergency Medical Services and Law Enforcement

Emergency medical services shall be contacted, if appropriate, when a student has been physically harmed. Law enforcement authorities shall be notified any time District officials have a reasonable belief that a notification of an incident of harassment, intimidation or bullying is required by law.

STUDENT VIOLENCE / HARASSMENT / INTIMIDATION / BULLYING
COMPLAINT FORM
Governing Board Policy JICK-EA

(To be filed with any School District employee who will forward this document to the principal or the principal's designee)

Please print:

Name _____ Date _____

Address _____

Telephone _____ Another phone where you can be reached _____

During the hours of _____

E-mail address _____

I wish to complain against:

Name of person(s) _____

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. Be sure to include all relevant dates, times, and places. Additional pages may be attached if necessary.

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If there is anyone who could provide more information regarding this complaint, please list name(s), address(es), and telephone number(s).

Name   Address   Telephone Number

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The projected solution:

Indicate what you think can and should be done to solve the problem. Be as specific as possible.

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I certify this information is correct to the best of my knowledge.

Signature of Complainant _____ Date _____

Document received by _____ Date _____

Investigating official _____ Date _____

IJNDB-R

USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

(Safety and Use of Electronic Information Services)

Acceptable use of technology resources means technology must be used in a responsible, efficient, ethical, and legal manner and in accordance with the policies and educational goals of the District. This regulation is designed to guide qualifying students, employees and other users who acquire access privilege through association with the District in the acceptable use of the District's electronic information services (EIS), including computer systems, networks, and other technology resources.

Filtering, monitoring and access controls shall be established to:

● Limit access by minors to inappropriate matter on the Internet and World Wide Web.

● Monitor the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications (e.g., wikis, blogs, on-line collaborative learning sites).

● Monitor for unauthorized access, including so-called "hacking," and other unlawful activities by minors online.

● Restrict access by minors to materials harmful to minors.

Content Filtering

A content filtering program or similar technology shall be used on the District's networked EIS as well as on standalone computers capable of District authorized access to the Internet. The technology shall at a minimum limit access to obscene, profane, sexually oriented, harmful, or illegal materials. Should a District adult employee have a legitimate need to obtain information from an access-limited site, the Superintendent may authorize, on a limited basis, access for the necessary purpose specified by the employee's request to be granted access.

Installation of Software

Users may not install personal software onto District computers without first receiving the express permission of their administrator. Users requesting permission to install personal software must provide the administrator with a copy of the software license that permits them to install the software. Files obtained from sources outside the District, including electronic storage devices brought from home and files downloaded from newsgroups or bulletin boards, may contain dangerous computer viruses and should never be downloaded onto District computers without prior approval. This is not intended to restrict the downloading of files from Internet sources or online services for use as curriculum supplements by teachers.

Duty Not to Waste District Resources

Users must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to sending mass mailings, printing multiple copies of documents, downloading lengthy files such as non- educational games, movies and music, streaming music or movies, or otherwise creating unnecessary network traffic.

Education, Supervision, and Monitoring

It is the responsibility of all District employees to be knowledgeable of the Board's policy and administrative regulations and procedures related to the use of technology resources. Employees are further responsible, to the extent prudent to an individual's assignment, to educate, supervise, and monitor student use of the District's online computer network. District, department, and school administrators shall provide employees with appropriate in-servicing and assist employees with the implementation of this Policy IJNDB and this regulation.

As a means of providing safety and security in direct electronic communications and to prevent abuses to the appropriate use of electronic equipment, all computer access to the Internet through the District's EIS or standalone connection shall be monitored periodically or randomly through in-use monitoring or review of usage logs.

Access Control

Individual access to the District's EIS shall be by authorization only. Designated personnel may provide authorization to students and staff who have completed and returned an annual Acceptable Use Agreement. The Superintendent may give authorization to other persons to use the District's EIS.

Employees leaving the District shall discontinue use of District technology upon termination of employment. Access to the District's EIS will be removed.

Directory Information

The District designates the following personally identifiable information contained in a student's education records as "directory information" and may disclose that information without prior written consent [20 U.S.C. 1232g(a)(5)(A)]:

● The student's name.
● The student's address.
● The student's telephone listing.
● The student's date and place of birth.
● The student's electronic mail address.
● The student's photograph/image.
● The student's grade level.
● The student's major field of study.
● The student's dates of attendance.
● The student's enrollment status (e.g., part time or full time).

● The student's participation in officially recognized activities and sports. ● The student's weight and height if a member of an athletic team.
● The student's honors and awards received.
● The student's most recently attended educational agency or institution.

Absent unusual circumstances, a request to not disclose directory information from a student's educational records without prior written consent must be made in writing to the school principal by August 31st of each school year or for new students, within three weeks of enrollment. If the parent(s)/legal guardian(s) have not indicated, in writing, refusal to allow the release of directory information, the District will assume it has permission to release the above-mentioned information. This designation will remain in effect until it is modified by the signed and dated written direction of the parent(s)/legal guardian(s).

Web Publishing

The District recognizes the value and potential of publishing on the Internet. School faculty and staff may create electronic home pages or group pages that seek to carry out official business and communication of the District's mission. All such pages must be accessible to the District, parent(s)/legal guardian(s), and students from an official school website within the District. All staff publishers must adhere to the policies of the District, and must comply with all relevant federal and state laws. Web pages shall not display personally identifiable student information unless explicit and verifiable written permission has been granted by the student's legal parent/guardian. Web pages must reflect positively upon the District and school. E-mail addresses/links on web pages must be a cfsdl6.org address. The District provides computer services and networking to enhance the District's educational and administrative processes, and to improve communication with the world community. Material that fails to meet established educational objectives or that is in violation of a provision of District policy and administrative regulations will be removed.

Student Google Accounts

The District has created Google accounts for all students, with an alias to allow for collaborative sharing between students and their teachers. These accounts will be used at school for school- related projects, but may also be used by students outside of school with parent(s)/legal guardian(s) permission.

The Google naming convention will be an alias with first initial, last initial, series of numbers from student identification (ID) and a Catalina Foothills School District (CFSD) site domain. District-provided e-mail using the Google account can only be sent and received between students and teachers within CFSD. The password for each student's account will be shared with parent(s)/guardian(s) to keep them informed about student use of this technological tool. This account will be considered the student's official CFSD Google account until such time as the student is no longer enrolled in Catalina Foothills School District.

See section on acceptable use in this regulation for acceptable and prohibited conduct. Access to and use of the student Google account is considered a privilege accorded at the discretion of the District. The District maintains the right to immediately withdraw the access and use of student Google account when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to the principal for further investigation and adjudication.

Bring Your Own Device (BYOD)

The District's goal is to increase students' access to digital tools and facilitate more immediate access to technology-based information. To this end, the District recognizes the value of allowing students and staff to bring their own devices to school to connect to the District's EIS. These devices are commonly referred to as Bring Your Own Device (BYOD) or personal electronic devices (PDs). The purpose of this section of IJNDB-R is to authorize and establish reasonable rules for students and staff to possess and use their PDs at school.

A PD is any electronic device owned by a student or his/her family or a staff member that stores, transmits, receives or displays voice messages, data, or images, or provides a wireless unfiltered connection to the Internet. This definition includes, but is not limited to, cellular telephones, digital audio players, digital cameras, laptop computers, tablet computers, pagers, portable game players, and any new technology developed with similar capabilities.

This regulation applies to a student's or staff member's use of a PD while 1) on school property (including buses), 2) at a school event, or 3) while using the District's network (including at home).

● A student or staff member is permitted to use a PD only after the student and a parent(s)/legal guardian(s) or staff member have signed and returned the annual Acceptable Use Agreement.

● In a classroom setting, a student or staff member may only use a PD for educational purposes at the direction of a teacher or administrator. Other than in a classroom setting on school property, the administration at each school will determine where and when and for what purpose a student or staff member may use a PD. A school administrator or staff member always has the right to prohibit a student(s) from using a PD at certain times or during designated activities that occur during the school day (e.g., school presentations/assemblies, theatrical performances, or guest speakers).

● In a classroom setting, a student or staff member is prohibited from using a PD to access the Internet using any external Internet service. In a classroom setting, a student using a PD, including a smart phone, may only access the Internet using the Wi-Fi access provided by the District.

● The student/owner of a PD is the only person allowed to use the device. Students are prohibited from sharing their assigned user name and/or password with others. A student must sign in to the designated PD District wireless network using his or her assigned username and password.

● If a student's use of a PD causes disruption in any setting, the student can be directed either to put the PD away and/or the PD can be confiscated and the student referred to an administrator for further discipline.

● On school property, a student or staff member may not use a PD to connect to the District's network by a network cable plugged into a data outlet. Also, on school property, a student may not print from a PD.

● The District is not liable for any PD that is lost, loaned, damaged, or stolen. Each student or staff member is responsible for his or her own PD, including set-up, maintenance, charging, and security. Students will not be able to charge personal devices at school. Staff members will not store a student's PD, nor will any District staff diagnose, repair, or work on any PD. If a PD breaks while being used in school, the

student or staff member will put the device away and take it home at the end of the school day where the student and the parent(s)/legal guardian(s) or staff member can troubleshoot the issue.

● The District is not responsible for the payment of any user fees or data charges associated with the use of a PD that are billed by a third party to a student and/or a student's parent(s)/legal guardian(s) or staff member, even if the fees or charges were incurred by the student or staff member for an educational purpose.

● A student or staff member who violates a law, District policy, procedure, or school rule while using a PD will be disciplined pursuant to District policies. In addition, an administrator can revoke a student's PD privileges.

● Students or staff do not have any expectation of privacy in anything they create, store, send, receive, or display on or over the District's EIS.

● School officials may search and/or seize a student's PD if there are reasonable grounds for suspecting that the search or seizure will reveal evidence that the student has violated or is violating the law or a District policy, procedure, or school rule.

PDs are a supplement to the equipment already in use in the classroom. BYOD is an optional program for students and staff and parent(s)/legal guardian(s) are not required to purchase a device for their child. Students who do not have access to a PD will be provided with comparable District-owned equipment for classroom lessons that require access to technological resources. Access to or use of PDs will not be used as a factor in grading or assessing student work.

Social Media

Catalina Foothills School District (CFSD) recognizes that access to new learning technologies gives students and teachers greater opportunities to learn, engage, communicate, and develop skills needed for work, life, and citizenship. The District is committed to developing 21st Century technology and communication skills, including the use of "social media."

Use of social media requires a high level of responsibility and accountability. With this in mind, the District has developed the following guidelines to provide direction to employees and students when participating in web-based social medial activities.

Social media is the use of web-based and/or mobile technologies to communicate through interactive dialogue. Social media technologies include, but are not limited to, blogs, picture- sharing, vlogs, wall-postings, e-mail, instant messaging, music-sharing, crowdsourcing, voice over IP (VoIP), Facebook, LinkedIn, X, YouTube, Instagram, TikTok, and any successor protocol to transmit information. These technologies include any services or applications that: transmit sounds, images, texts, messages, videos, or electronic information; electronically records, plays, or stores information; or accesses the Internet or private communication or information networks used on any device, including smartphones and tablets and other such mobile technologies and subsequent generations of these and related devices.

In this regulation, the term "*school-related social media*" means use of a District-approved social media site through the District's EIS. The term "*personal social media*" means all other use of social media, including an individual's own private and or commercial use of social media, not connected to the District's EIS. The term "*communication*" includes words, pictures, drawings, photographs/images, and videos.

Use of Personal Social Media by District Employees:

● District employees are required to maintain a professional relationship with students. To maintain this professional relationship, an employee shall not "friend" or accept personal Facebook, X or other third-party social media requests from students. Employees shall redirect students to school-related social media sites approved by the District.

● The only exception to the rule above is that an employee may use personal social media to communicate with a student who is a relative or a close family friend, provided that 1) the parent(s)/legal guardian(s) of the student has indicated in writing that he or she is aware that an employee is communicating by personal social media with the student; 2) the content on the employee's personal social media site is appropriate; and 3) the employee informs the school site administrator that he or she is communicating with the student by means of personal social media. (For example, if the conditions of this paragraph are satisfied, it may be appropriate for a teacher who is also a student's aunt to "friend" the student on the teacher's personal Facebook page.)

● An employee shall not communicate in a manner that is unprofessional and would 1) disclose confidential or private information; 2) cause harm to students, parent(s)/legal guardian(s), employees, or other members of the school community; 3) significantly and adversely impact the employee's work-related reputation or the reputation of the District; 4) should not reflect negitively on the employee, a colleague, student, or the District. These restrictions shall not be interpreted to prohibit any communication on a matter of public concern when the employee's interest in engaging in the communication outweighs the District's interest in managing its work force effectively.

● Employees shall not expect personal social media communications that have been marked as "private" to remain private. It is not uncommon to have information in a personal "private" social media site to be disclosed to the District by a person within the personal "private" group, and the District may investigate the information further.

Use of School-Related Social Media by District Employees:

● Communications with other employees, individual students, parent(s)/legal guardian(s), and other members of the school community must always be professional in content and tone.

● An employee shall intervene to stop disrespectful, defamatory, discriminating, harassing, intimidating, bullying, vulgar and/or obscene behavior.

● Confidential or private information about students, employees, parent(s)/legal guardian(s), or other members of the school community shall not be disclosed by employees.

● Only social media sites approved by the District shall be used by employees. Sites are approved based on their educational content. All social media communications using the District's EIS may be monitored by the District.

● Communications with students shall be academic in nature and relate to school topics. *Employees shall avoid discussion of personal topics with students.*

● Employees shall ensure that their profile and related social media site are professional and consistent with how they wish to present themselves to other employees, parent(s)/legal guardian(s), and students and should not reflect negitively on the employee or the District. An employee's profile shall also be consistent with the mission of the District.

● Communications (e.g., blogs and wiki posts) shall be well written using Standard English. Writing conventions shall be followed, including proper grammar, capitalization, and punctuation.

● An employee shall use his or her real name and always be identifiable as an employee of the District.

● An employee shall acknowledge his or her mistakes, correct errors quickly, confirm receipt of updated or revised posts, and respond promptly to concerns about misinformation.

● The District's proprietary content and information (e.g., District assessments, curriculum, etc.) shall not be shared. Employees shall comply with copyright laws when using the creative works of others.

● Employees shall limit exposure of advertising to students and families.

● Employees shall follow the law, Board policies, and District regulations. Read and follow the "Terms of Service" of providers and, for teachers, ensure that students do the same.

● Employees shall stay informed and cautious about the emergence of new problems in the use of social media.

● Questionable conduct, contact, or content shall be reported by employees to a school site administrator.

Use of Social Media by Students:

Students are responsible for using good judgment and behavior when using social media and will be held accountable for statements and postings.

● *For school-related social media.* A student's school-related social media communication can be considered inappropriate if it violates existing behavior standards in the District's Student Handbook regardless of whether the communication occurs on or off school property. If a student's communication would be considered inappropriate inside the classroom or at school, then it is also inappropriate on a school-related social media site.

● *For personal social media.* A student's personal social media communication can be considered inappropriate if it is reasonably likely to have, or does have a negative impact on the school environment and the communication:

■ promotes illegal drugs, illegal activities, violence, or drinking;
■ promotes or incites violence or causes personal harm or bodily injury;

■ involves prohibited discrimination, defamation, harassment, intimidation, threats or stalking;

■ is obscene or vulgar; or

■ disrupts a classroom, the school, or a District activity.

● A student should state/post only what he or she wants the world to see. Parent(s)/legal guardian(s), teachers, and administrators may visit a student's social media sites. Once something is shared, it should be assumed that it will be available for everyone to see, even if the information is only shared on a personal "private" site. Even after something is removed from a social media site, it may already have been copied or printed by others and may remain on the Internet permanently.

● When using school-related social media:

■ Use social media for school-related purposes only. Avoid discussion of personal topics.

■ Express opinions respectfully and treat others with dignity and respect.

■ Use Standard English. Blog and wiki posts, for example, should be well written. Follow writing conventions, including proper grammar, capitalization, and punctuation.

■ Be open and honest. Use a real name (and CFSD alias) and do not use someone else's identity.

■ Accept responsibility. Acknowledge mistakes and correct errors quickly. Confirm receipt of undated or revised posts, and respond promptly to concerns and misinformation.

■ Comply with copyright laws when using the creative works of others. ■ Follow the "Terms of Use" of any third-party social media provider.

■ Report questionable conduct, contact, or content to a teacher, administrator and/or parent(s)/legal guardian(s).

Search and Seizure

Searches and/or Seizures that Require Reasonable Suspicion

School officials may search and/or seize student property if there are reasonable grounds for suspecting that the search or seizure will reveal evidence that the student has violated or is violating the law or a District policy, procedure or school rule. This authority extends to student- owned electronic/technology devices and electronic storage.

Searches and/or Seizures that Do Not Require Reasonable Suspicion

Students have no reasonable expectation of privacy concerning the following and may be inspected and/or searched at any time with or without notice, by school personnel:

● Electronic devices provided to students by the District, including computers, laptops and tablets, electronic storage devices (e.g., thumb drives, separate hard drives, etc.) and other electronic/technology devices.

● Communications (includes words, pictures, drawings, photographs/images, videos recordings, and sound files) that are sent, received, or created using the District's EIS, including District-created e-mail accounts, social media communications using the District's EIS, or District-created storage for electronic communications.

Acceptable Use

The use of the District's EIS is a privilege and not a right. The following sets out rules for District employees and students to follow to appropriately use the District's EIS. Each user of the District's EIS, including a user of a PD shall:

● Use the District's EIS to support personal educational objectives consistent with the educational goals and objectives of the District.

● Abide by all copyright and trademark laws and regulations.

● Understand that electronic mail or direct electronic communication is not private and may be read and monitored by the District.

● Use electronic mail only for communications that are relevant and of interest to mail recipients.

● Follow District's policies, school rules, and behavior standards set out in the District's student handbooks.

● Observe all applicable state or federal laws.

● Obtain permission to record, transmit, or post photos or a video of a person with any electronic device.

● Obtain permission from a classroom teacher or administrator before making publicly available any images, video, or audio files recorded at school.

● Understand that inappropriate use may result in cancellation of permission to use the District's EIS and appropriate disciplinary action up to and including expulsion.

● Understand that many services and products are available for a fee and acknowledge personal responsibility for any expenses incurred without District authorization.

● Use the District-created alias as the only form of masked identity when using the District's EIS.

The following also includes prohibited uses of the District's EIS. Each user of the District's EIS, including a user of a PD, shall not:

● Send, submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, intimidating, fraudulent, or illegal material.

● Use the network in any way that would disrupt the use of the network by others. ● Use the District's EIS for commercial purposes or personal financial gain.

● Attempt to harm, modify, add or destroy software or hardware nor interfere with system security.

● Disclose home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.

Attempt to log into the District's EIS using any account and/or password other than the login(s) assigned to the user. It is inappropriate to use or attempt to discover another user's password. Sharing of passwords is prohibited. A District employee may use a student account and/or password for troubleshooting purposes only, and should never ask the student for the account information.

In addition, acceptable use for District employees is extended to include requirements to: ● Maintain supervision of students using the District's EIS, including use of PDs.

● Take responsibility for the content of their posting on any form of technology through any form of communication.

● Take responsibility for assigned personal and District accounts, including password protection.

● Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and District accounts and files by unauthorized persons.

● Adhere to all District policies related to technology, including but not limited to, the use of District technology, copyright and trademark laws, student rights, parent rights, the Family Educational Rights and Privacy Act (FERPA), staff ethics, mandatory reporting requirements, and staff-student relations.

Violation of the rules set out above will result in staff and/or student discipline in accordance with state law, Board policies and regulations, the District Code of Conduct, and school handbooks.

Policy IJNDB and this regulation are not intended to prohibit the use of District bulletins on the e-mail system that are for employee personal use only. Currently approved bulletins are "classified ads" and the "advice column."

It shall be the responsibility of all District employees and students to be knowledgeable of the details of the Acceptable Use Agreement. When the signed agreement is returned to the school, the user may be permitted use of the District's EIS resources through the school equipment.

The District reserves the right to enact rules and regulations essential for the efficient administration of the electronic information systems.