



Elgin School

Student & Parent Handbook

2023-24

23 Elgin Rd.
Elgin, AZ 85611
520-455-5514
www.elgink12.com

Dear Elgin Students & Families,

Welcome to Elgin School. This handbook has been created to provide you with information to guide you as a member of our learning community.

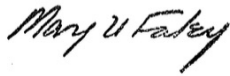
Elgin Elementary School offers a unique educational experience. As a small school consisting of six elementary classrooms, four middle-school classrooms, and Fine Arts, Library, and PE programs, we are honored to provide unique academic opportunities for our students. At our school, you will find dedicated educators who are committed to building supportive relationships with each and every one of our students.

Elgin School is a safe and caring learning community committed to the development of the whole child. Our mission is to engage all children in the art and work of childhood, to provide them a solid academic foundation and to have them demonstrate responsible citizenship through an innovative 21st century curriculum, uniquely designed to meet the needs of all students. Elgin students have access to the latest in instructional technology including iPads, laptops, interactive whiteboards, and more.

I look forward to communicating with you often to discuss our instructional programs, our standards-based curriculum, and positive behavioral support systems that are in the best interest of each student. Your input is critical to the progress we make with individual students and the success of our school initiatives.

Elgin's traditions are rich in community collaborations, academic achievement, and a talented teaching staff. As the Instructional Leader at Elgin School, I am committed to being available to our students and families. Please feel free to call or meet with me any time for any reason.

Welcome to Elgin. Let's have another great school year.

A handwritten signature in cursive script that reads "Mary U Faley".

Mary Faley
Principal/Superintendent

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ELGIN SCHOOL FACULTY/STAFF DIRECTORY

To call a specific teacher, dial 520-455-5514 and enter the teacher's extension, listed below. When calling teacher classrooms, you will automatically be put through to voice mail to leave a message; all teachers check their voice mail regularly. If you require immediate assistance, please dial Ext. 300.

Administration

300 Principal/Superintendent.....Mary Faley
300 Office Manager/Executive AssistantMelissa Paul

Human Resources

304 Personnel DirectorHeidi Gonzales

Finance

304 Business ManagerHeidi Gonzales
301 Finance Office Administrative AssistantRegina Padilla

Instructional Technology

119 Information Technology Director.....Jeramie O'Dell

Maintenance & Engineering

119 Custodian/Maintenance.....Jeramie O'Dell
Custodial/Maintenance.....Jim Reindl

Food Services

300 DirectorMelissa Paul
150 Kitchen ManagerValerie Etchart

Counseling & Guidance

105 School CounselorTerrell Harper

Health Services

122 School NurseKathe Prentice

Library/Media

108 Library AssistantJayci Whittington

Athletics

105 PE/HealthTerrell Harper

Fine Arts

112 Art.....Anna Coleman

Exceptional Student Services

117	Special Education Director/Title I Coordinator.....	Christine Clouse
	Para-Professionals.....	Yana Carter
	Aubrey Gallardo
	Lucy Reyes
	Linnette Weisel
138	Speech Pathologist.....	

Elementary Faculty

110	Kindergarten	Kim Crawford
111	First Grade	Sheree Gronlund
113	Second Grade.....	Callie Mattus
115	Third Grade.....	Kerry Newberry
116	Fourth Grade	Alicyn Morrell
118	Fifth Grade	Aisel Gaviola

Middle School Faculty

121	Mathematics	Kyndra Ortiz
122	Science.....	Annette Koweeek
123	English/Language Arts.....	Dana Brothers
124	Social Studies.....	Neal Ryan

DISTRICT ADMINISTRATION

Governing Board

Ginny Cosbey, President
 Anthony Fennell, Member Megan Thomas, Member Harry Dotson, Clerk
 Principal/Superintendent Nancy Webster, Member
 Mary Faley

Regular Governing Board meetings are held on the first Tuesday of each month at 5:00 PM in the Elgin School Conference Room.

Elgin School Calendar 2023-24

Normal School Hours:

7:55 AM-3:00 PM

Early Dismissal: 1:15 PM

Special Event Dismissal: 11:30 AM

July							1
S	M	T	W	T	F	S	1
2	3	4	5	6	7	8	2
9	10	11	12	13	14	15	3
16	17	18	19	20	21	22	4
23	24	25	26	27	28	29	5
30	31						6
August							23
S	M	T	W	T	F	S	1
		1	2	3	4	5	2
6	7	8	9	10	11	12	3
13	14	15	16	17	18	19	4
20	21	22	23	24	25	26	5
27	28	29	30	31			6
September							18
S	M	T	W	T	F	S	1
					1	2	2
3	4	5	6	7	8	9	3
10	11	12	13	14	15	16	4
17	18	19	20	21	22	23	5
24	25	26	27	28	29	30	6
October							17
S	M	T	W	T	F	S	1
1	2	3	4	5	6	7	2
8	9	10	11	12	13	14	3
15	16	17	18	19	20	21	4
22	23	24	25	26	27	28	5
29	30	31					6
November							16
S	M	T	W	T	F	S	1
				1	2	3	2
4	5	6	7	8	9	10	3
11	12	13	14	15	16	17	4
18	19	20	21	22	23	24	5
25	26	27	28	29	30		6
December							13
S	M	T	W	T	F	S	1
				1	2		2
3	4	5	6	7	8	9	3
10	11	12	13	14	15	16	4
17	18	19	20	21	22	23	5
24	25	26	27	28	29	30	6
31							
January							20
S	M	T	W	T	F	S	1
	1	2	3	4	5	6	2
7	8	9	10	11	12	13	3
14	15	16	17	18	19	20	4
21	22	23	24	25	26	27	5
28	29	30	31				6
February							20
S	M	T	W	T	F	S	1
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4	5	6	7	8	9	10	3
11	12	13	14	15	16	17	4
18	19	20	21	22	23	24	5
25	26	27	28	29			6
March							15
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17	18	19	20	21	22	23	5
24	25	26	27	28	29	30	6
31							
April							21
S	M	T	W	T	F	S	1
	1	2	3	4	5	6	2
7	8	9	10	11	12	13	3
14	15	16	17	18	19	20	4
21	22	23	24	25	26	27	5
28	29	30					6
May							18
S	M	T	W	T	F	S	1
			1	2	3	4	2
5	6	7	8	9	10	11	3
12	13	14	15	16	17	18	4
19	20	21	22	23	24	25	5
26	27	28	29	30	31		6

Teacher & Staff In-Service
 First & Last Days
 Vacation - No School
 Early Release
 Special Event Release

Report Card Periods
 Quarter 1 7/31-10/6
 Quarter 2 10/16-12/19
 Quarter 3 1/3-3/8
 Quarter 4 3/18-5/24

July 25th-28th	Faculty & Staff School Year Prep
July 31st	First Day - Students
Aug. 4th	Dismissal @ 1:15 PM - In-Service
Aug. 11th	Dismissal @ 1:15 PM - In-Service
Aug. 18th	Dismissal @ 1:15 PM - In-Service
Aug. 25th	Dismissal @ 1:15 PM - In-Service
Sept. 1st	Dismissal @ 1:15 PM - In-Service
Sept. 4th	Labor Day - No School
Sept. 8th	Dismissal @ 1:15 PM - In-Service
Sept. 14th	Dismissal @ 1:15 PM - In-Service
Sept. 15th & 18th	Fair Days - No School
Sept. 22nd	Dismissal @ 1:15 PM - In-Service
Sept. 29th	Dismissal @ 1:15 PM - In-Service
Oct. 6th	Dismissal @ 1:15 PM - In-Service
Oct. 9th-13th	Fall Break - No School
Oct. 20th	Dismissal @ 1:15 PM - In-Service
Oct. 27th	Dismissal @ 1:15 PM - In-Service
Nov. 3rd	Dismissal @ 1:15 PM - In-Service
Nov. 9th	Special Event Dismissal @ 11:30 AM
Nov. 10th	Veterans Day - No School
Nov. 17th	Dismissal @ 1:15 PM - In-Service
Nov. 20th-24th	Thanksgiving Break - No School
Dec. 1st	Dismissal @ 1:15 PM - In-Service
Dec. 8th	Dismissal @ 1:15 PM - In-Service
Dec. 15th	Dismissal @ 1:15 PM - In-Service
Dec. 20th-Jan. 2nd	Winter Break - No School
Jan. 3rd	Students Return
Jan. 5th	Dismissal @ 1:15 PM - In-Service
Jan. 12th	Dismissal @ 1:15 PM - In-Service
Jan. 15th	Civil Rights Day - No School
Jan. 19th	Dismissal @ 1:15 PM - In-Service

Adopted: 1/10/2023

MISSION STATEMENTS

Sonoita School District challenges all individuals to achieve their personal best through rigorous, engaging, and innovative programs that develop skills and knowledge for life-long learning and responsible citizenship.

The mission of the Elgin School is to provide a solid academic foundation and develop responsible citizens.

SCHOOL VISION

Elgin School's professional learning community, encompassing the professional staff along with families and the community at large; fosters intellectual, emotional, and social growth to empower the special student population to become productive 21st century citizens.

SCHOOL BELIEFS

- A successful learning environment respects the differences in all individuals.
- All individuals should be actively engaged in learning.
- A sense of order promotes learning.
- Children learn best in small classes.
- Teachers are the foundation of a strong educational system and should be mentors and motivators.
- Learning is a lifelong journey.
- A physically and emotionally safe environment should exist for all members of Elgin School.
- Every child should become a positive, contributing member of society.
- Parental involvement in school is essential to student achievement.
- Mastering skills enhances self-esteem.
- Successful experiences are essential for every child.
- Appropriate challenges help individuals achieve their full potential

SCHOOL PRIDE

Elgin is **YOUR** school and as an **EAGLE** everyone has a piece of **OWNERSHIP** and **COMMITMENT**. The following school rule has been developed to help our students understand what it means to be an **ELGIN EAGLE**.

THE RULE	HOW TO KEEP IT
	<ul style="list-style-type: none">• PICK UP AFTER YOURSELF
LOOK	<ul style="list-style-type: none">• PLACE ALL TRASH IN TRASH CONTAINERS
AFTER	<ul style="list-style-type: none">• TAKE CARE OF THE BUILDINGS, FURNITURE, GROUNDS
OUR	AND ALL OUR PROPERTY
SCHOOL	<ul style="list-style-type: none">• KEEP OUR LUNCH TABLES, RESTROOMS, WALLS AND
	DESKS CLEAN

REMEMBER: IT'S AN EAGLE THING!

School Colors

Fridays are Pride Days! To show pride in our school, students and staff are encouraged to wear the school colors of purple and white.

School Mascot

Our school mascot is the Eagle.

School Song

*We are the Eagles and we fly high
We are the Eagles and you'll see why
We are the Eagles, we're tough and strong
Give us some time, it won't take long*

Chorus:

***Fly high Eagles
Fly high Eagles
Fly high Eagles
We are the Eagles and we fly high!***

*We are the Eagle; we're a western school
We are the Eagles' we are totally cool
We are the Eagles; we're better than the rest
We are the Eagles; we'll be the best*

Chorus

School Traditions

Elgin School is rich in tradition. Many of these annual events are unique to Elgin School and show how much students, teachers, parents, and the community contribute to the dynamics of a great school. The following are some examples of our Eagle Traditions:

- Ranch & Rodeo Day
- Santa Cruz County Fair Projects
- Red Ribbon Week
- Public Safety Day
- Canned Food Drive
- Spirit Week
- Missoula Children's Theatre Residency
- Veterans Day Celebration
- Harvest Bake Sale
- Love of Reading Week
- Spelling Bee
- Walk-A-Thon
- Art Show
- Middle School Dances & Fundraisers
- Southern Arizona Research, Science and Engineering Foundation Fair
- Catalina Island Marine Institute Field Trip
- Community Showcase
- Book Fair

SITE BASED COUNCIL

The Site-Based Council consists of students, parents, teachers, classified employees, community members and the Superintendent/Principal. The purpose of the Site-Based Council is to facilitate communication within the district and the community, with the goal of continued school improvement. Members of the Site-Based Council support the school's mission, goals, and objectives. The Site-Based Council serves as an advisory to the Superintendent/Principal re: district/school initiatives.

SCHEDULES

School Hours

School begins at 7:55 AM and ends at 3:00 PM, Monday through Thursday, and at 1:15 PM on Fridays for all students. **Campus supervision begins at 7:30 AM and ends at 3:00 PM, Monday- Thursday and 1:15 PM on Fridays.** Students **may not** arrive at school before **7:30 AM** and are expected to leave the campus at **3:00 PM, Monday through Thursday and at 1:15 PM on Fridays** unless they are involved in an after school program such as athletics.

In-service/Early Release Days

Research-based best practices are integral to fulfilling our academic mission and vision. With this in mind, Faculty and Staff will participate in weekly professional development. These in-service days will be held **every Friday**, and students will be dismissed at **1:15 PM**. Lunch will still be provided on these days. The bus will run its normal route at the earlier dismissal time.

Half Days

For special events, school may be dismissed at 11:30. These events will be marked on the School Calendar.

Inclement Weather & Emergency Communication

The protocol for sending out notices regarding school closures, delays, and other emergency communication will be as follows: 1. Local news media in Tucson will be notified so they can broadcast the information. 2. Messages will be sent via the “remind” app and parent emails. 3. Notice will be posted on the Elgin School Facebook page and Elgin School website, www.elgink12.com.



Sign up for important updates from Elgin School.

Get information for **Elgin School** right on your phone—not on handouts.

Pick a way to receive messages for Elgin School:

A If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

rmd.at/elginsch


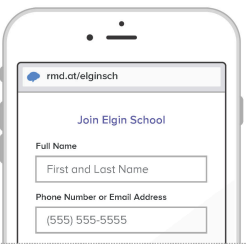
Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.

B If you don't have a smartphone, get text notifications.

Text the message @elginsch to the number 81010.

If you're having trouble with 81010, try texting @elginsch to (423) 437-9101.

* Standard text message rates apply.



Don't have a mobile phone? Go to rmd.at/elginsch on a desktop computer to sign up for email notifications.

HEALTH & WELLNESS

Healthy Snacks and lunches are encouraged. **No candy, chewing gum, or sunflower seeds are allowed during the school day.** While water bottles are encouraged, no glass bottles are allowed on the bus or at school. **Soda, coffee, energy drinks and other sugary caffeinated beverages are not allowed during the school day.**

Health Office

The Health Office is located in the Main Office and provides services for health incidents and emergencies occurring during school hours. Oversight of the Health Office is provided by the school nurse, with support from the office staff. If you need urgent care of doctor service, please contact your family physician. .

Immunizations

In accordance with Arizona Revised statutes the school administrator shall suspend a pupil if the administrator does not have documentary proof of compliance with Arizona state immunization requirements for school attendance.

Student Illness

Students should not be in school if he/she has a fever, rash of undetermined cause, vomiting, diarrhea, conjunctivitis (pink eye), chicken pox, impetigo, ringworm, or head lice unless they have been treated medically or are symptom free. A child who has vomited, has had diarrhea or a temperature of 100 F° or greater will be sent home. Additionally, your child should remain fever free for a period of 24 hours prior to returning to school **without taking fever reducing medications**. Student emergency information is kept in the office. The information is used to contact parents or designated adults if an emergency arises. In most cases, this occurs when the child is feeling ill and needs to go home.

Emergency Contact Information

Parents should be aware of the importance of the emergency contacts and phone number section of the emergency information form. These are the people called in the event of an emergency when parents cannot be reached. It is imperative that the school office be informed of any changes in address, phone number, parent's employment, guardianship, and emergency numbers.

Student Medications

If your child needs to take medication at school, a parent **must bring in the medication and fill out a form**. These forms are available in the Office. A parent or guardian must personally deliver medications to the health office and fill out the consent form. ***DO NOT SEND MEDICATIONS OF ANY KIND TO SCHOOL IN YOUR CHILD'S BACKPACK.*** Prescription medication must be in the original, labeled container as prepared by a pharmacist and include: **patient name, name of medication, dosage, and time to be given**.

Over-the-counter medications must be in **the original packaging**, with **all directions, dosages, compound contents, and proportions** clearly marked. A signed parent consent form indicating the necessity must accompany any request for administration of over-the-counter medicine.

Sunscreen

It is important to protect children's young skin from the harmful UV rays. Please remember the sunscreen before heading off to school. If a student needs to reapply sunscreen during the day, please provide a bottle for the school office; sunscreen is not provided by the school.

Counseling & Guidance

The school counselor is available to assist in educational planning and in the resolution of personal and/or school-related problems. Students and parents can make appointments to meet with the counselor to discuss any issues that may be affecting academic performance.

SCHOOL POLICIES & PROCEDURES

Legal Zones

All Arizona schools are Drug, Alcohol, and Weapon free legal zones. Students and or visitors are not permitted to possess any of these items on campus or any school sanctioned events. Any person(s) entering campus may be subject to inspection. Elgin School holds to this zero tolerance policy.

Registration

In order to enroll at Elgin School, you will need to provide the following:

- Parent Identification
- If living with someone other than your parent(s), you must show proof of Legal Guardianship. The parent/guardian MUST accompany you at the time of enrollment.
- Original Certified Birth Certificate
- Proof of Residency (must show physical address)
- Immunization Records
- If school is already in session, you must provide us with a withdrawal from the previous school.

Open Enrollment Registration

Open Enrollment is currently closed and the district is not accepting any students who reside out of the Sonoita District boundaries.

Patriotic Exercises

Each day at Elgin school begins with a flag ceremony in which students pledge allegiance to the United States of America. The superintendent may also take the opportunity to make announcements and highlight birthdays. A special ceremony is held annually in honor of Veterans Day.

Personal Belongings

Since the school day is filled with activities and responsibilities, we ask that students leave ALL personal items, including toys, at home. Personal Care Products such as body spray, makeup, hair gel, perfume, etc. need to be kept at home and are not allowed at school.

Personal Messages

If parents/guardians need to send a message to a student during the school day, they may call or email the school office before 1:00 PM. Please be prepared to state the emergency and a decision will be made if the class may be interrupted to deliver the message. Students will not be called out of class to receive telephone calls. Because the office is very busy prior to school dismissal, messages received after 1:00 PM are not guaranteed to be delivered to the student. Parents/Guardians should try to avoid using the school secretaries as a messenger; they are extremely busy already! Parents/Guardians are also requested to give advance notification of changes in a student's routine, (e.g., absence or different bus) in writing or via phone prior to 2:00 PM.

Visitors

Elgin School is a CLOSED campus. All visitors must sign in at the front office to obtain a Visitor's Pass. A Visitor's Pass grants a visitor the right to take care of educational matters only; visitors do not have permission to roam the campus freely. Visitor's passes should remain visible at all times. Please inform the classroom teacher and Principal/Superintendent in advance as to the day and time of the visit to avoid any conflicts with the school

schedule. This registration rule applies to all visitors, including family members of students and staff.

Students not enrolled in Elgin School are not allowed to visit and spend time in classrooms during instructional times without the permission of the Superintendent. Only those Students enrolled in Elgin School educational programs are allowed to attend and participate in school related activities and special events with the exception of designated community events.

School Property

The equipment (laptops, iPads), texts, and library materials provided by Elgin School should be respected and valued by students. These materials have been purchased by the community and should be cared for as if they were personal property. Any damage to school property may result in disciplinary action and replacement costs.

Occasionally, a teacher or administrator may need to look through a student's belongings. Teachers and administrators have the right to search the contents of school property, such as desks.

Cell Phone & Electronic Device Policy

Use of cell phones or personal electronic devices is **NOT** permitted on campus during school hours. Any student who brings a cell phone or electronic device to school must keep it turned off and in his/her backpack during school hours. This includes **ALL** types of communication devices such as smartphones, wristwatch phones, 2-way radios, cameras, recording devices or any devices that store, transmit or receives data. **Elgin School is not responsible for lost, damaged or stolen electronic devices or property.**

Please keep in mind that additional consequences will occur for a student who not only violates our policy, but also uses phones or devices to break other school rules. Students are permitted to use the office or classroom telephone with permission. No student will be called from class to receive a telephone call.

Attendance Policies & Procedures

Regular attendance for each child is *necessary* for maximum academic growth. Therefore, parents and the school should assume the responsibility for regular attendance. Please notify the school office before 8:30 AM on any day that your child will not be in attendance, and by 7:45 AM if your child will be late. A message may be left on the office voice mail at any time. There are two reasons why this should be done as early as possible:

- 1. The home and school need to know quickly if any child left home but did not arrive at school.
- 2. School district officials are required to know the reason for absences for the State Department of Education Attendance Accounting Procedures.

Tardy

When students are tardy, they must report to the office for a late pass before going to their classroom. This late pass ensures the student's name will be removed from the daily absentee report. **If a student arrives to school after 8:30 AM, they MUST be accompanied to the office so a parent/guardian can sign them in.**

If a student will be arriving to school after 9:00 AM and requires a school lunch you must call the office and order that lunch. Anyone arriving after 9:00 AM who has not ordered his or her lunch prior to arriving is not guaranteed a regular lunch, an alternative lunch may be provided.

Transportation To & From School

Bus Conduct

All policies and procedures regarding student conduct are in effect from the time a student leaves home in the morning until the student arrives home after school. This includes bus transportation. The bus driver is responsible for safely transporting students to and from school. To help them with this important task, please treat them with courtesy and respect. Bus drivers will give students a list of bus rules and procedures at the beginning of the school year. **Bus riding is a privilege that can and will be revoked for repeated discipline problems.**

Bicycle Riders & Walkers

Students in grades 6th, 7th, or 8th only are allowed to ride their bikes or walk to school, only after parents have notified the school office of their permission. Student bike riders must have a signed rules agreement on file in the office. All bike riders must wear helmets. Younger siblings in 5th grade and under are not allowed to walk or ride their bikes with older siblings. No student will be allowed to walk or ride home after dark.

Academics

Grade Policy

Subject grades are based upon pupil mastery of the content of the course. The teacher will establish a reasonable standard for average achievement in each of the subjects.

90% - 100%	=	A (4)	Highly Proficient
80% - 89%	=	B (3)	Proficient
70% - 79%	=	C (2)	Partially Proficient
60% - 69%	=	D (1)	Minimally Proficient
Below 60%	=	F (0)	Not Proficient

Grades will not be awarded or upheld based upon disciplinary problems, work habits, or conduct. **Academic Citizenship** areas of **Attendance**, **Homework**, **Behavior**, and **Participation** will be marked individually as follows:

- S (Satisfactory)
- N (Needs Improvement)

Academic Recognition

Honor roll is awarded each quarter for all students earning a grade of "A" or "B" in all subjects. Students who have earned an "A" in every subject will be additionally awarded **Academic Excellence**. At the beginning of the academic year, all students will be informed of the honor roll system and the qualifications necessary to obtain honor roll status. The District will promote public recognition of students who have attained honor roll status by holding quarterly awards assemblies.

Student Conduct

Elgin students are expected to comply with all behavioral expectations

Classroom Conduct

Students are expected to arrive to class on time, prepared with materials and completed assignments, and to actively participate in all classroom activities. Students will show respect to their classmates and teachers, and follow all classroom rules and procedures outlined by the teacher. Classroom rules and procedures are aligned to school policies and will have the full support of the Administration.

Field Trip Conduct

Field trips are considered an extension of the classroom. Students are expected to behave accordingly. A student's failure to demonstrate appropriate work ethic/behavior may result in an alternative assignment.

Library Conduct

The Library is considered an extension of the classroom. The mission of the school library is to ensure that students and staff are effective users of information. The Elgin School Library is also a fully functioning Media Lab, equipped with audiovisual equipment, e-readers, computers, and coding equipment.

Library Procedures

- Students are required to have permission from a teacher to come to the library if they are not accompanying a class.
- Books are checked out for three weeks.
- During school hours the computers are reserved for academic use only.
- Student can check out up to five books at a time.
- Students with overdue materials must bring them back or pay for them before they can check out more.
- Items must be returned or paid for at year's end.
- Food or drink is prohibited in the Library.

Hallway Conduct

When moving from one location on campus to another during the school day, students are expected to walk quietly in the hallways, and to complete errands quickly.

Cafeteria Conduct

The lunchroom is an opportunity to show good table manners. The cafeteria staff is doing their best to serve good meals and maintain a clean lunchroom. Please help them by listening to their instructions. When finished eating, students are required to dispose of trash and clean their personal area.

Students will:

- Be Respectful—voice level "3", use appropriate language register, use manners, listen to adults
- Be Responsible—clean up your area, be aware of your surroundings, don't waste food
- Be Safe—keep food & objects to self, keep food off of the floor, give others personal space, walk, line up

Office Conduct

Students will enter the office quietly and respectfully and wait patiently for an office staff member to address them. If no one is at the desk a student may ring the bell ONCE to signal they are waiting and then wait patiently for assistance. Students will use polite language and respect that the office is a place of business where people are working. Students may not open the front door for visitors unless they are instructed to do so. While waiting in the office, students will sit quietly.

Playground Conduct

Recess is a time for play. To ensure a safe environment, the playground supervisors will circulate and monitor the entire playground area. They will have the final say when it comes to the safety of our students on the playground. Please respect all playground rules and instructions.

Playground rules:

- Be Safe.
- Be Quiet and Orderly.

- Respect Others.
- Respect Property.
- Be Responsible.

Playground procedures

- Students are to line up when they are directed to do so, and move to and from the playground in a quiet and orderly manner.
- If an animal appears on the playground, students should notify an adult immediately.
 - Students are not to touch ANY animal on the playground. This includes bugs, reptiles, frogs, and rodents.
 - If a student comes into contact with an animal, they must notify an adult and wash hands immediately.
- Students must ask an aide before leaving the playground for any purpose.
- There will be no play on equipment if there is standing water under the equipment.
- Appropriate swinging means students are not to twist, turn, stand on, or jump off of the swings.
- Walking or sitting on the classroom walls is prohibited.
- During recesses, when other classes remain in session, students are not allowed to enter the classroom patio areas.
- Proper guidelines must be followed when using playground equipment.
 - Students should not climb or hang on the baseball backstop, basketball hoops, soccer goals, or fences.
 - Students may not hang upside down or flip from the highbars.
- There will be no playing on the lower field when it is wet, icy, or lined for games.
- Climbing of fences or the backstop is not allowed.
- Students are not allowed to leave the playground area to retrieve equipment.
- Contact sports, hard baseballs and bats are not appropriate for our playground.

Bullying, Cyber bullying, Hazing, & Sexting

In accordance to Arizona State Law HB2368, Elgin School has adopted and will enforce procedures that are designed to stop students from bullying, hazing, harassing cyber bullying and sexting. All students have a right to feel safe and respected. Elgin School strives to foster and maintain a learning environment that is free of harassment, bullying, intimidation, hazing, cyber bullying and sexting.

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

Bullying:

Bullying is intentional, aggressive behavior that intimidates, threatens or harms students or makes them fearful of another student for any reason. It can be inflicted by one person or a group of people and sometimes carried out repeatedly over time. Bullying is also any action meant to frighten or coerce another into submission or obedience. Bullying can be verbal such as threats or insults, psychological or emotional such as gossip, excluding or shunning or physical such as hitting or assaulting. Use the [Bullying Flow Chart](#) at the end of this handbook to determine if an incident constitutes bullying.

Types of bullying include, but are not limited to: insults, threats, name-calling, taking money/belongings, destroying or damaging belongings, laughing at someone, teasing, excluding, shunning, gossiping/spreading rumors, antagonizing, shoving, hitting, spitting, tripping, making rude/threatening gestures, blocking or

impeding movement, slurs, negative stereotyping, hostile acts, following with the intent to intimidate, manipulation, hair pulling, flicking, invasion of another student's computer files, and any intimidation, threats or coercive messages sent electronically.

Cyber bullying – Cyber bullying is the willful and repeated harm inflicted through the use of computers, cell phones, and other electronic devices. This includes, but is not limited to, the use of technology to harass, threaten, humiliate, or otherwise hassle a person; sending hurtful text messages to others or spreading rumors using electronic devices; creating web pages, videos, profiles on social net-working sites making fun of others.

Harassment based on Racial, National Origin, Religion, Disability or Personal Affiliation

Race, national origin, religion, and/or disability harassment of a student consists of verbal or physical conduct relating to an individual's race, color, ethnicity or a student's physical/mental impairment or disability. Harassing conduct is sufficiently severe, persistent or pervasive and affects the student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment.

Types of conduct that may constitute harassment include, but are not limited to: graffiti containing offensive language, intimidating behaviors, inappropriate jokes, name-calling, rumors, ethnic slurs, negative stereotyping, hostile acts, graphic material aimed at degrading individuals, physical acts of aggression or assault, theft, and damage to another person's property.

Sexual Harassment

Sexual Harassment is the repeated, unwelcome and unsolicited sexual advances, requests for sexual favors, sexually motivated conduct or other verbal, physical or electronic conduct of a sexual nature.

Types of sexual harassment include, but are not limited to: sexual advances, attempt to coerce or force a sexual act on another, graffiti of a sexual nature, suggestive comments/letters or notes of invitations, sexual/dirty jokes, derogatory comments, slurs, pulling on clothing or personal property, unwelcome hugging or touching, pinching, grabbing of another person's intimate body parts regardless of gender, spreading of rumors of sexual nature, impeding/blocking movement, leering or making suggestive facial expressions, display of sexually suggestive material, any act that is sexually demeaning or offensive.

Hazing:

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

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

Types of hazing include, but are not limited to: physical punishment, spanking/paddling, servitude, forcing another student to eat or drink, wearing of certain clothing, degrading acts, physical feats, exposure to the elements.

Sexting:

Sexting is the sending or receiving of sexually explicit or sexually suggestive images or video via a cell phone or other electronic devices. The mere possession of sexually explicit images of minors on any device is prohibited regardless of whether any state laws are violated. Persons who receive sexting images should delete the images immediately or they will also be subject to discipline. Students, their parents and the police may be contacted to investigate. Cell phones will be searched if there is probable cause that a criminal violation has occurred, and may be searched if reasonable suspicion exists that the phone contains evidence of a violation of school policy. In cases of sexting, the school administrator will confiscate the device(s), and let law enforcement search its contents and call logs.

Student Dress Code

The Elgin School Dress Code Policy has three objectives:

1. To give all students individuality and self-expression in dress
2. To give parents clear guidelines that are fair
3. To give educators clear guidelines that are easy to interpret

This dress code applies not only for daily school attendance but also all other times that a student is engaged in a school-sponsored or Board approved activity. Clothing worn must depict school- appropriate pictures, messages, symbols, or lettering. Gang-affiliated clothing, deemed such by local law enforcement officials, may not be worn. There can be no depictions of sex, alcohol, tobacco, drugs, weapons, or obscenities.

Shorts/Skirts

- Beginning in 3rd grade shorts and skirts must be no shorter than mid-thigh (K-2nd grade shorts and skirts must at least cover underwear). Bike shorts, spandex, and other excessively form-fitting shorts may not be worn unless underneath a dress or skirt.

Shirts/Blouses/Dresses

- All shirts, blouses, and dresses must have at least a 1 & 3/4" width on the shoulders. Clothing may not expose any areas of the stomach, side, or back. Bra straps must not be visible from the front and cleavage must be covered by solid material (not sheer).
- Boys may wear muscle shirts/tank tops/jerseys that do not expose their sides, but not sleeveless tank-style undershirts.

Pants

- Pants must be appropriately sized for width and hemmed to a safe length, should not hinder a student's ability to move easily and safely, and must be fastened securely at the waist.
- Belts must conform to the natural waist, remain fastened and hold the pants securely. The belt must be entirely looped with no part of the belt hanging loose.
- Underwear/boxer shorts must not be visible.
- Excessively form-fitting leggings are not allowed.
- Rips in pants may not be obscene or in inappropriately revealing places.

Shoes/Sunglasses/Headgear

- Shoes must be worn at all times. No backless or open-toed shoes, including flip-flops and sandals, may be worn on campus. Heels on shoes must not exceed 2-3' and must be a wedge heel or boot-type heel (i.e., no spiked heels). Appropriate gym shoes must be worn for PE.
- Sunglasses may be worn outside and must be removed upon entry into any building.
- Hats may be worn on campus, but must be removed upon entry of any building. Hats must be worn appropriately.

Hair

- Hair may be colored to express individual preference. Hair color or extreme styles may not be permitted if they obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Board.

Pajamas

- Pajamas and/or slippers are limited to specifically planned school events and may not be worn on the bus.

Tattoos, Jewelry and Piercings

- Tattoos must be covered while on campus and at any school event.

- Jewelry or Piercings that are a distraction or safety hazard to the student or others must be removed.

The consequences for failing to adhere to the dress code are as follows:

FIRST OFFENSE: Teacher/Principal will have a discussion with student regarding appropriate dress.

Depending on the situation the student may be required to change into school-provided pants and/or shirt that are appropriate.

SECOND OFFENSE: Student is sent to the office to change into school-provided pants and/or shirt that are appropriate. Dress Code Violation Form will be sent home for parent signature.

Further offenses would be considered a defiance of authority and would be handled administratively on a case-by-case basis with the following range of consequences: school provided apparel worn for the day, parent conference, and in-house suspension.

Student Internet & Computer Usage Agreement

Please read the following statement closely:

As a student at Elgin School, I will have the opportunity to use the Internet to accomplish educational goals. I know that with the freedom to use the Internet comes the responsibility to use it wisely. I understand that misuse of the Internet tools available to me will reflect badly upon my school community, and myself, and will have consequences.

These are some of my responsibilities:

- I will be responsible for any and all computer or technology items not returned to the school.
- I will not give personal information about my family or myself to anyone online without permission.
For instance:
 - My home, work, and school addresses or telephone numbers.
 - Credit cards, social security, or drivers' license numbers.
 - Any other personal information or my picture.
- I will not respond to messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get this kind of message, and I will tell my teacher or parents immediately if I receive one.
- I will alert my parents or teacher immediately if I come across any words, pictures, or sound files, which I know, are inappropriate, or make me uncomfortable.
- I will honestly represent myself online.
- I will never use the Internet in an immoral or hateful way.
- I will conduct myself online as I would conduct myself in any public place, keeping in mind that I am representing my family, my school, and my community to a potentially "world-wide" audience.
- I will always remember the values and morals of my family, my community, and myself and I will not purposefully seek out information online which is inappropriate or immoral in nature.
- I will use COMMON SENSE online.
- I will have fun and learn! The Internet is a treasure chest of information on every imaginable subject, and I will make the best of my access to it.
- I promise **NOT** to:
 - Add or delete software
 - Add or delete hardware
 - Attempt to physically repair or alter the computer in any way.

Extracurricular Activities

Elgin School believes that extracurricular activities are an important part of the educational experience. Extracurricular activities include, but are not limited to, fine arts performances, sports, dances, and club activities. Students are encouraged to participate in extracurricular activities. However, only those students demonstrating satisfactory academic performance may be eligible for participation. Satisfactory academic performance is defined as a “C” average in each academic subject.

Athletics

Elgin School believes that interscholastic athletic competition should demonstrate high standards of ethics and sportsmanship and promotes the development of good character and other important life skills. We also believe that the highest potential of sports is achieved when participants are committed to pursuing victory with honor according to the six core principles: trustworthiness, respect, responsibility, fairness, caring and good citizenship (the “Six Pillars of Character”).

Extracurricular Activity Code of Conduct for Parents & Students

This code applies to all parents of student-athletes involved in interscholastic sports. Students and parents will be given athletic guidelines to sign before each sport season. A current sports physical from your physician must also be on file. Also, students must have some form of health/medical insurance. A nominal fee for participation may be charged at the beginning of each extracurricular activity season.

Scholarships are available to help cover these fees. Please contact the principal for more information and application materials.

TRUSTWORTHINESS

Be worthy of trust in all you do.

- ***Integrity***—live up to high ideals of ethics and sportsmanship; do what is right even when it’s unpopular or personally costly.
- ***Honesty***—live and act honorably, do not allow your children to lie, cheat, steal, or engage in any other disobedient or unsportsmanlike conduct.
- ***Reliability***—fulfill commitments; do what you say you will do; be on time; when you tell your children you will attend an event, be sure to do so.
- ***Loyalty***—be loyal to your school and team; put the team above your interests and those of your child.

RESPECT

Treat people with respect all the time and require the same of your children.

- ***Class***—live and cheer with class; be gracious in victory and accept defeat with dignity; compliment extraordinary performance and show respect for all competitors.
- ***Personal Conduct***—refrain from profanity, disrespectful conduct, and the use of alcohol or tobacco in front of student-athletes or other situations where your conduct could undermine your positive impact as a role model.
- ***Respect Officials***—treat contest officials with respect; do not complain about or argue with official calls or decisions during or after an athletic event.
- ***Respect Coaches***—treat coaches with respect at all times; recognize that they have team goals beyond those of your child. Do not shout instructions to players from the stands; let coaches coach.

FAIRNESS

Be Fair—treat all competitors fairly, be open-minded; always be willing to listen and learn.

RESPONSIBILITY

Importance of Education—stress that student-athletes are students first. Be honest with your children about the likelihood of getting an athletic scholarship or playing on a professional level. Place the academic, emotional, physical and moral well being of your children above desire and pressures to win.

- **Role Modeling**—Consistently exhibit good character and conduct yourself as a role model for your children.
- **Self-Control**—exercise self-control; do not fight or show excessive displays of anger or frustration. Have the strength to overcome the temptation to demean others.
- **Integrity of the Game**—protect the integrity of the game; do not gamble on your children's games.
- **Privilege to Compete**—assure that you and your child understand that participation in interscholastic sports is a privilege, not a right, and that they are expected to represent their team, school and family with honor, both on and off the field.

CARING

Encouragement—encourage your children regardless of their play; offer positive reinforcement.

Demonstrate sincere interest in your child's play.

Concern for others—demonstrate concern for others; never encourage the injury of any player, official or fellow spectator.

Empathy—consider the needs and desires of your child's teammates in addition to your own; help promote the team concept by encouraging all team members, understanding that the coach is responsible for determining playing time.

CITIZENSHIP

Know the Rules—maintain a thorough knowledge of all applicable rules.

Extracurricular Parent Pick Up

Students are required to be picked up **immediately** after the advertised conclusion of the extracurricular event. Students that are not picked up on time may be banned from attending future activities. Parents may be responsible for any costs associated with not picking up your student at a reasonable time;

Including but not limited to: transportation and/or staff overtime. These charges will be added to the student's account. Law Enforcement and Child Protective Services will be notified if criminal violations occur or the school suspects a parent is being neglectful.

Discipline

Elgin School uses Positive Behavior Interventions and Supports ([PBIS](#))

Any person may report a violation of student disciplinary rules to the Principal/Superintendent, who will then investigate the charges and institute appropriate proceedings. Depending upon the nature of the violation, a range of penalties may be imposed. These include, but are not limited to: warning, detention, suspension, and expulsion.

Student Concerns, Complaints, & Grievances

In accordance with [Board Policy III-EB](#), students may present a complaint or grievance regarding one (1) or more of the following:

- Violation of the student's constitutional rights.
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin or disability.
- Harassment of the student by another person.
- Intimidation by another student.
- Bullying by another student.
- Concern for the student's personal safety.

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

The guidelines to be followed are:

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

The Superintendent shall determine any questions concerning whether the complaint/grievance falls within this policy.

A parent/guardian may initiate the complaint process on behalf of an elementary school student under this policy. A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident.

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

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

Consequences

After a determination has been made by the appropriate investigating school official that the reported incident actually occurred, disciplinary action can include, but is not limited to: contacting parents, school detention, out of school suspension and/or expulsion. When district officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement will be informed.



Elgin School Food Service General Information

School Year
2023-2024

Elgin School participates in the Child Nutrition Program administered by the United States Department of Agriculture. Nutritious meals are served every school day. Menus are planned in accordance with the Dietary Guidelines for Americans. Meals provide 1/3 of the Recommended Daily Allowance (RDA) for calories, protein, vitamins A and C, calcium and iron at lunch and 1/4 of the RDA for these nutrients at breakfast.

Charge Policy:

Meals **must be paid for at the time of purchase** or in advance. See Charge Policy for more information.

2023-2024 Meal Prices

Breakfast: K-8 \$1.50 Adults \$2.00 ✕ Lunch: K-8 \$2.75 Adults \$4.00
Milk \$.50 (milk must be paid for by free and/or reduced students if a whole meal is not received)

New Household Application:

A **NEW** free and reduced application is required by every household **each year**.

Verification:

Your eligibility may be verified by school officials at any time during the school year. You may be asked to send further information to prove that your child should be receiving free or reduced-price meals. For further information regarding our meal program, please call the school office at (520) 455-5514.

Chocolate Milk:

Chocolate milk will only be available at breakfast and lunch on **Tuesdays and Thursdays**. Only **one** chocolate milk per day, if students wish to get a 2nd milk it must be white milk.



Did you know?

- ◆ School meals meet specific dietary standards to ensure that your child is offered a healthy, appealing, and well-balanced meal.
- ◆ In addition to the school lunch, students can choose from a variety of colorful, fresh fruit and vegetables that will all provide important nutrients for learning and playing.
- ◆ Delicious breakfast choices are offered daily.



Elgin School Food Service
FOR MORE INFORMATION CALL
(520) 455-5514

23 Elgin Rd ✕ Elgin, AZ 85611

This institution is an equal opportunity provider.



Sonoita Elementary School District # 25 Elgin School Meal Charge Policy

It is our goal at Elgin School to provide healthy balanced meals to our students so that they may remain focused throughout the school day. Should a student not have sufficient funds in their account to cover the price of a school meal, the following meal charge policy will be implemented.

- Students will be allowed to borrow/charge up to 3 breakfast and 3 lunch meals or a negative balance of \$12.75 per student.
- After the charge limit of 3 breakfast and 3 lunch meals is reached students will be offered an **alternative meal** consisting of:
 - Breakfast: Cereal, toast, fruit and white milk at a rate of \$1.00 per day.
 - Lunch: Cheese Sandwich on whole wheat bread, vegetable of the day, fruit and white milk at a rate of \$2.00 per day.
- The **alternative meal** will continue to be offered until the account is paid in full and funds are available to continue purchasing meals at a daily rate of \$1.25 for breakfast and \$2.50 for lunch.

The office will notify the families weekly by letters, email, and phone. Additionally, when appropriate, school personnel will reach out to families to provide information on the Free and Reduced Priced Meal Program.

If you have any questions please contact us at (520) 455-5514

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. *mail:* U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
2. *fax:* (202) 690-7442; or
3. *email:* program.intake@usda.gov.

This institution is an equal opportunity provider.

Elgin Eagle



Cafeteria Expectations

Be Respectful

Use your manners - say please and thank you.
Clean up your own lunch area.
Listen to all adults and follow directions.
Keep hands, feet, and objects to yourself.
Only eat your own food.

Be Responsible

Wait your turn patiently.
Walk, don't run!
Raise your hand and wait for an adult before leaving your seat.
Only choose food items from the offering bar you will eat, don't waste.
Take turns cleaning table area.
Line up quietly and orderly to wait for teachers.

Be Compassionate

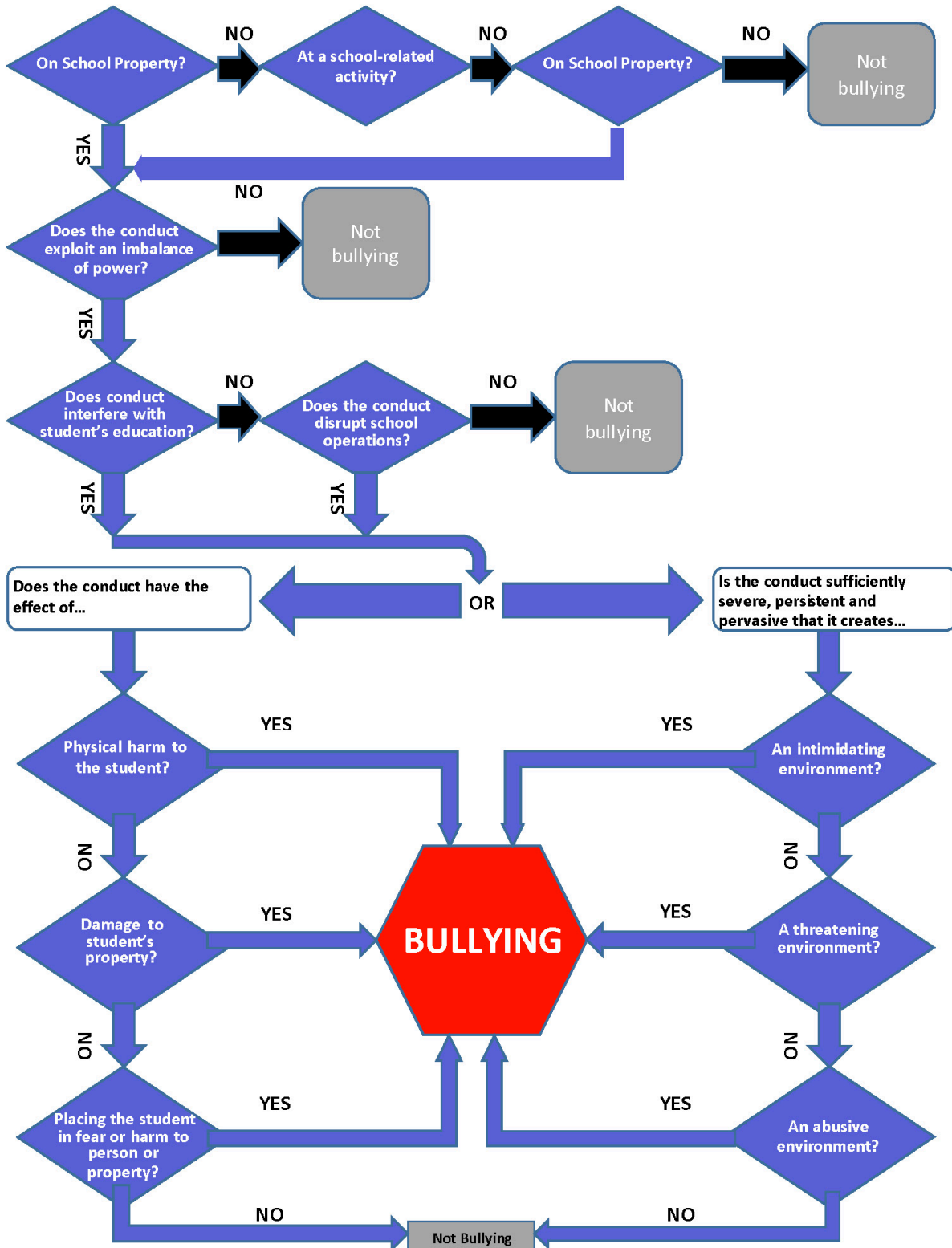
Treat others with respect.
Don't crowd at tables or in line.
Eat and visit quietly, don't be loud or disruptive.

APPENDIX A:

- **Bullying Flow Chart**
- **PBIS (Positive Behavior Interventions & Support) Information**
- **Board Policy JII EB – Student Concerns, Complaints, or Grievances**
- **Signature Page**

BULLYING FLOW CHART

Use this flowchart to help determine whether Written, Verbal, Electronic, or Physical conduct can be considered bullying according to Arizona Revised Statute 15-2301



Character Education

Through our Character Education program, Elgin Elementary staff teach students the values of trustworthiness, respect, responsibility, fairness, caring and citizenship. These values, referred to as the Six Pillars of Character Education, are taught directly in our classrooms and school-wide assemblies. They are also reinforced throughout the school and at all school related events. The Character Education Committee meets periodically throughout the year to plan Character Education activities, including recognition of student who are exhibiting these character traits.

Six Pillars of Character

Character	Description
Respect	<ul style="list-style-type: none">• Be honest• Don't deceive, cheat or steal• Be reliable-do what you say you'll do• Have the Courage to do the right thing• Build a good reputation• Be loyal-stand by your family, friends and community
Responsibility	<ul style="list-style-type: none">• Treat others with respect; follow the golden rule• Be tolerant of differences• Use good manners, not bad language• Be considerate of the feelings of others• Don't threaten, hit or hurt anyone• Deal peacefully with anger, insults and disagreements
Fairness	<ul style="list-style-type: none">• Do what you are supposed to do• Persevere: keep on trying!• Always do your best• Use self-control• Be self-disciplined• Think before you act-consider the consequences• Be accountable for your choices
Caring	<ul style="list-style-type: none">• Be kind• Be compassionate and show you care• Express gratitude• Forgive others• Help people in need
Citizenship	<ul style="list-style-type: none">• Do your share to make your school and community better• Cooperate• Get involved in community affairs• Stay informed; vote• Be a good neighbor• Obey laws and rules• Respect authorities• Protect the environment

Positive Behavior and Intervention Supports (PBIS)

At Elgin Elementary PBIS is used to establish a classroom culture that supports social, emotional, and academic success. PBIS is a positive approach, which focuses on preventing behavior problems by teaching students to...

- Be Respectful
- Be Responsible
- Be Safe

There are three-tiers to the PBIS approach:

1. Classroom behavior expectations are taught, modeled, acknowledged, monitored, and then retaught as necessary. The goal is to provide practice and reinforcement for all students so that fewer students need additional intervention.
2. Individualized plan for students, or small groups of students, who are not responding well to Tier 1 instruction. Individual interventions are planned, implemented and results are monitored.
3. Preventing problem behavior by identifying and providing highly individualized supports for students with high level needs. Interventions may include functional-based behavior interventions, environmental changes, and procedures for monitoring, evaluating, and reassessing the plan as needed.

School Discipline Plan and Consequences

When positive reinforcement and classroom interventions have failed, students are assigned consequences. Age, developmental/cognitive level of students, and maturity are taken into consideration when determining appropriate consequences for students.

Minor Problem Behaviors

Minor problem behaviors are managed by the classroom teacher /staff member and are documented on the "Minor Infraction Form" along with the intervention used to address the problem behavior. In addition to restating and reteaching the expectations, interventions may include redirecting, private conversation, natural consequences, journaling, loss of privileges, physical activity, student/teacher behavior contract, removal from class or parent contact. The consequences are based on the classroom teacher's knowledge of the student and the cause of the behavior.

In most cases, minor problem behaviors can be effectively addressed in the classroom. However, if the student continues to exhibit problem behaviors the teacher may refer the student to the office after the fourth documented minor problem behavior.

Major Problem Behaviors

In the event of a major problem behavior, the student(s) are immediately referred to the office and the incident will be documented by the staff member who observed the incident. At this time, the principal or school counselor will interview the student or students involved and those who may have observed the incident. While every effort will be made to identify and address the cause of the behavior, consequences will be consistent with the Elgin Elementary Discipline Matrix.

Unlawful Behavior

Educators have a "duty to report" certain unlawful behavior to law enforcement. Parents will be notified immediately if their child is engaged in or is suspected of having been engaged in unlawful behavior. Parents have the right to be present, if their child is being interviewed by law enforcement.

Elgin School PBIS

	Be Respectful	Be Responsible	Be Caring
Classroom	Listen/follow directions	Be ready to work and stay on task	Use kind words
Lunchroom	Use good manners	Leave a clean lunchroom	Help others
Playground	Listen to adults	Clean up after yourself	Take care of each other
Hallways	Listen to adults	Keep hands, feet, and belongings to yourself	Stay quiet so you do not disturb other classes
Bathroom	Respect others' privacy	Clean up after yourself	Leave the bathroom clean for the next person
Bus	Listen to the bus driver	Keep hands, feet, and belongings to yourself	Be kind to others

JII-EB ©

EXHIBIT

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

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

Students may present a complaint or grievance regarding one (1) or more of the following:

- Violation of the student's constitutional rights.
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Concern for the student's personal safety.

Complaints and grievances related to allegations of student violence, harassment, intimidation or bullying are to be filed in accordance with Board Policy JICK.

Provided that:

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

The guidelines to be followed are:

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

Any question concerning whether the complaint or grievance falls within this policy shall be determined by the Superintendent.

A student or student's parent or guardian may initiate the complaint process by completing Exhibit JII-EA.

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

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

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

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.

JII-EA ©

EXHIBIT

**STUDENT CONCERNS, COMPLAINTS,
AND GRIEVANCES**

COMPLAINT FORM

(To be filed with a school administrator or the administrator's immediate supervisor, or a school staff member who will forward this form to the school administrator or the administrator's immediate supervisor)

Additional pages may be attached if more space is needed.

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, school (department), program, or activity _____

Address _____

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 note all relevant dates, times, and places.*

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

[illegible]

Signature of Complainant

Administrator or professional staff member receiving initial complaint

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Handbook Acknowledgment

PLEASE SIGN AND RETURN THE FOLLOWING FORM TO THE OFFICE on July 31, 2023

This handbook is designed to acquaint Elgin School parents and students with practices, procedures, policies, and the organization of the school. Please read it carefully and refer to it when needed. If you do not find your answers here, please call the school and you will be directed to someone who will assist you.

PARENT/GUARDIAN ACKNOWLEDGMENT FORM

Elgin School requires that you acknowledge in writing that you have reviewed a copy of the student handbook, which contains school discipline policies, school computer usage responsibilities and general expectations. Failure to sign or return this form does not affect the student's responsibility to act in accordance with policies outlined in the book. Please complete the form below, and have your son/daughter return this page to his/her teacher. Your cooperation is appreciated. I (we) have reviewed the current Elgin School Handbook containing school discipline policies, computer usage responsibilities and general expectations

PARENT/GUARDIAN _____ DATE _____
(Signatures)

STUDENT ANCKNOWLEDGMENT FORM

I have received, read and completely understand the expectations placed upon me as outlined in the Elgin School Handbook. I also understand that I will be held accountable to the expectations in the Student handbook. I understand that if I need further clarification regarding the contents of the Student Handbook, I can seek the advice of my principal, teacher, or office staff member at any time.

My parents have read and discussed the Elgin School Student Handbook with me. We have discussed each of the Internet usage responsibilities and we understand that if I/we fail to fulfill my/our responsibilities at school, I/we will lose my Internet privileges, lose access to the computers at school, may receive a failing grade in Computers and on computer-related assignments for the classroom, may receive disciplinary action, and be monetarily responsible for all damages incurred.

Student Name (Printed)

Student Signature

Student Name (Printed)

Student Signature

Student Name (Printed)

Student Signature

Student Name (Printed)

Student Signature