

2025-2026
APACHE ELEMENTARY
SCHOOL
DISTRICT #42
Home of the
Howling Coyotes

P.O. Box 16405
10488 N SKELETON CANYON RD
PORTAL, Arizona 85632
Phone: (520) 558-2364
www.apacheelementary.org
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Board of Education

Mr. Frank Krentz, President

Mr. Stefanie Krentz, Clerk

Member

- Regular meetings of the Governing Board are scheduled the 2nd Tuesday of each month.
- Other meetings may be scheduled and/or regularly scheduled dates may be changed as necessary.
- Copies of each meeting's agendas will be duly posted at Apache Elementary School by 5:30 P.M., and the school website 24 hours prior to each meeting.
- Additional information on any agenda item and copies of information given to Board Members may be obtained by contacting the District Superintendent at the school office 24 hours prior to the posted meeting.

Please refer all questions to the District Superintendent at (520) 558-2364, during the regular operating hours of 7:30 A.M. – 4:00 P.M.



Superintendent

Ms. Loy Ann Guzman

Faculty/Staff

Ms. Loy Ann Guzman - Head Teacher

Mr. Frank Zepeda - Instructional Aide

Mrs. Tamara Winkler - Business Manager

Ms. Lorie Stoechner - Sub & Custodian



Apache Elementary School District #18

MISSION STATEMENT

Apache Elementary School exists to provide quality educational experiences for this community's children. The school staff and the Board of Education work together to define and implement quality educational practices. We are ever mindful that this school exists for children. Its purpose is to provide opportunity for children to develop skills necessary for productive lives. It is our mission to so arrange the school organization, its structures, rules, procedures, policies, and course of studies so that each child can learn at his or her maximum rate

PHILOSOPHY & VISION OF EDUCATION

«SCHOOLS ARE FOR CHILDREN»

«SCHOOLS BELONG TO THE COMMUNITY»

«SCHOOLS ARE PEOPLE DEVELOPERS»

«SELF-EFFORT EDUCATES»

Apache Unified School District #42 is committed
to the ideals, method, and goals of education.

We believe:

- Students are the number-one priority.
- Students will be educated academically and socially so as to be productive citizens.
- Each student will receive equal educational opportunities to achieve their individual potentials, each is unique.
- Teachers are the foundation of a strong educational system.
- Teachers will actively seek parent support and involvement. Successful education depends on parental commitment to education.
- In reaching quality decisions through the involvement of people.

FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with aspect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends school beyond the high school level. Students to whom the rights have been transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's educational record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit and evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accredited organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies;
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. For additional information or technical assistance, you may call 1-800-872-5327.

Or you may contact us at the following address:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to the right to:

*Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED).

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of —

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or education institutions.)

Inspect, upon request and before administration or use —

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional materials use as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Apache Elementary School District has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales or other distribution purposes. Apache Elementary School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Apache Elementary School District will also directly notify, such as through U.S. mail or e-mail, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Apache Elementary School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution
- Administration of any protected information survey not funded in whole or part by ED
- Any non-emergency, invasive physical examination or screening as described above.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT

Student Rights

The federal McKinney-Vento Homeless Education Assistance Improvements Act protects the rights of homeless children and youth to receive a free and appropriate public education. Nearly everyone in Arizona who is between the ages of 5 and 21 on September 1 of the school year and has not been expelled has the right to attend school.

If, due to lack of housing, you meet the following criteria, you and your children (or an unaccompanied youth) qualify for services under the McKinney-Vento Homeless Education Assistance Improvements Act:

- Don't have a permanent address
- Live temporarily doubled-up with friends or family
- Sleep in a shelter
- Sleep in a campground, car, motel, abandoned building or trailers, or other facility not designated for, or ordinarily used as regular accommodations for human beings.

Your children have the right to:

- Go to school, no matter where they live or how long they have lived there.
- Continue in the school they last attended before you became homeless or the school they last attended, if that is your choice and feasible.
- Receive transportation to the school they last attended before your family became homeless or the school they last attended, if you or a guardian requests such transportation.
- Attend a school and participate in school programs with children who are not homeless.
- Enroll in school without giving a permanent address.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrolling your child.
- Receive the same special programs and services, as needed, as provided to all other children served in these programs.
- Receive transportation to school and to school programs.
- Have access to the benefits of the child nutrition programs.

Under the law, no student shall be stigmatized by school personnel due to homelessness.

For additional information or assistance, contact the District's homeless liaison, the District



2025-2026

APACHE SCHOOL RULES

ABSENTEE

Parents/guardians are requested to call the school by 8:00 A.M if a student is going to be absent for the day or send a note on the day of the student's return to school. If the district office has not been notified, an attempt will be made to contact the parent/guardian.

ANY unexcused absence (no written or verbal contact from parent/guardian) results in the student receiving a ZERO for each class not attended. The absence will be considered unexcused if no parental notification is received within 24 hours.

Students are responsible for making up schoolwork for any days missed due to an absence. Students will be given one day per each excused absence date to make-up work.

ARS 15-802,803 states that a student is excessively absent if they miss more than 10% of the school year. In effect students are required to attend school as least 90% of the time. At 144 days of school each year students would only be allowed to have no more than 7 absences per course in a semester. All students with more than 7 absences per course in a semester will need to contact the office to start the appeal process.

ANIMALS (EXCLUDING SEEING-EYE DOGS)

With the exception of seeing-eye dogs, the transporting of live animals on school buses shall not be allowed. Due to safety regulations, no animals will be allowed on campus or in classrooms without written authorization from the administration.

BULLYING

All students have the right to an educational atmosphere that is free from verbal and/or physical abuse. Bullying is defined as physical or verbal mistreatment of a person where an imbalance of physical or psychological power is created with the bully being the stronger (or perceived to be stronger) than the victim and which causes a disruption to the learning environment. Aggressive behavior or bullying is any behavior that may subject a student to insults, taunts, or challenges whether verbal or physical in nature (either isolated or repeated behavior), which are likely to intimidate and/or provoke a violent or disorderly response from the student being treated in this matter. This also includes the encouragement of prodding of other students to engage in these types of aggressive behaviors. These behaviors include but are not limited to:

- Physical: hitting, kicking, grabbing, spitting, slapping
- Verbal: name calling, racist remarks, put-downs, extortion
Indirect: spreading rumors, wearing or possessing items depicting or implying hatred or prejudice, including derogatory acronyms, exclusion from peer group, taking and hiding or destroying another's papers or possessions
- Written: threatening e-mail, mobile devices, social media, notes, and/or graffiti
- Coercion: forcing/encouraging other students into acts against their wishes
- Physical: hitting, kicking, grabbing, spitting, slapping

Students pledge to uphold the following rules:

- To abide by the school's policy concerning bullying and harassment.
- To report incidents of bullying to a trusted teacher or staff member.
- To stand up for victims of bullying.
- To encourage others to treat all students with respect and courtesy.
- To help make the school a place where everyone feels safe, heard, and respected.



Lunch

Students 4th to 8th are permitted to use a microwave to warm their lunch if a microwave is available. Refrigerators will be available to students.

CAMPUS LEAVE

Apache School is a **closed campus**.

Students are not allowed off campus unless officially checked out by a parent/guardian. Students are not allowed outside the fenced area of the school during school hours. This means the parking lot is off-limits. **No off campus passes will be issued except in special cases where the administration deems it necessary.**

COMPUTER INTERNET USER AGREEMENT

Terms and Conditions:

Acceptable Use. I will use the service to support personal educational objectives within the educational goals and objectives of the School District. Inappropriate use may result in cancellation of use of information services and/or appropriate disciplinary action. I will not submit, publish, display or retrieve materials forbidden by statutes, laws, or District policies and regulations.

Personal Responsibility. I will report any misuse of the information service to a parent, teacher, or the system administrator, as appropriate. I understand that many services and products are available for a fee and acknowledge the responsibility for any expenses occurred without District authorization.

Services. The School District specifically denies any responsibility for the accuracy of information. While the district will make an

effort to ensure access to proper materials, the user has the ultimate responsibility for how the electronic information service (EIS) is used and bears the risk of reliance on the information obtained.

I have read and agree to abide by the District policy and regulations on appropriate use of the electronic information service system, as incorporated herein by reference.

I understand and will abide by the provisions and conditions indicated. I understand that any violations of the above terms and conditions may result in disciplinary action and the revocation of my use of information services.

As the parent/guardian of this student, I have read this agreement and understand it. I understand that it is impossible for the School District to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired by use of the information services. I also agree to report any misuse of the information services to a School district administrator. Misuse may come in many forms but can be viewed as any computer use that suggests pornography, unethical or illegal solicitations, racism, sexism, inappropriate language, or other issues described in the agreement. I accept full responsibility for supervision if, and when, my child's use of the information services is not in a school setting. I hereby give my permission to have my child use the electronic information service.



DEFICIENCY NOTICES

Deficiency notices will be sent out to parents each week indicating students that are approaching ineligibility or are ineligible due to grades. Parents/guardians are encouraged to contact the teacher to assist in correcting any problems.

Students that receive deficiency notices are encouraged to stay after school to receive additional instruction from those teachers in whose classes the student is deficient in.

Students have the opportunity to receive after school assistance Monday – Thursday.

DIRECTORY INFORMATION

Pursuant to ARS 15-141, 15-142, Policy JR and Regulation JR-R, 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:

- **The student's name, address, and telephone listing**
- **The names of the student's parents**
- **The student's date and place of birth**
- **The student's class designation (i.e., first grade, eighth grade, junior, etc.)**
- **The student's extracurricular participation, achievement awards or honors**
- **The student's weight and height, if a member of an athletic team**
- **The student's photograph**
- **The school/school district the student attended before enrollment in the district**

The District will never knowingly release the following information to anyone other than to persons

or organizations who inform students of educational or occupational opportunities (when applicable), without contacting the parent/guardian first: student's address, phone number, email address, date or place of birth, dates of attendance, enrollment status, weight, height, most recently attended school, etc.

Within the first three weeks of each school year, the District will provide this information in the student handbook (hard copies are available in the District's main office upon request, as well as available on the District's website). Additionally, this information will be disseminated through the Release of Directory Information Form at the time of student registration/enrollment each year. **Once the Parent/Student has received the Release of Directory Information Form, parents/guardians will have two weeks to advise the District in writing (by providing the completed Release of Directory Information Form back to the District office OR by providing a letter to the Superintendent) of any or all of the items they refuse to permit the District to designate as directory information about that student.**

At the end of the two-week period, if the parents or guardians have not designated refusal to allow the release of directory information, the District will assume it has their permission to release the above mentioned information. This designation will remain in effect until it is modified by the written direction of the student's parent or guardian. The student's records will be appropriately marked by the records' custodian to ensure compliance with the parent or guardian's request.

DRESS CODE

We encourage students to take pride in their attire as it relates to the school setting. Casual dress should be nice and

clean. Torn shirts/blouses will not be permitted. Shirts must be long enough to remain tucked in at all times with no visible skin. Blouses that are low cut or revealing are not acceptable. Spaghetti straps and tank tops are prohibited. Distressed holes of jeans must be below the fingertips or undergarments must be worn underneath. Tights, leggings and yoga pants must be worn with a shirt that is fingertip length. Shorts, skirts, and dresses must be fingertip length. No undergarments may be exposed. This includes bra straps, undershirts, sports bras, etc. Sleepwear is not permitted including slippers. Any student wearing clothing that depicts or advertises or advocates drugs, tobacco products alcohol, violence, sexual innuendo or causes disruption is prohibited and students wearing such will be asked to change. **The final ruling of appropriate clothing will be that of the Administration.**

Jewelry shall not be worn if it presents a safety hazard to self or others.

Headgear of any kind will not be allowed in classrooms This includes but is not limited to caps (bills facing forward), hats, helmets, headbands, hoods, bandanas and hairnets. Sunglasses may be worn on campus but are to be removed upon entering classrooms.

The dress code applies to extracurricular activities as well.

DRUG ABUSE

The non-medical use, possession, or sale of drugs on school property or at school events is prohibited. Non-medical is defined as "a purpose other than the prevention, treatment, or cure of an illness or disabling condition" consistent with accepted practices of the medical profession. For purposes of this policy, "drugs" shall include, but not be limited to:

All dangerous controlled substances prohibited by law.

All alcoholic beverages.

Any prescription or over-the-counter drug, except those for which permission to use in school has been granted by policy.

Hallucinogenic substances.

Inhalants.

Any student who violates the above may be subject to warning, reprimand, probation, suspension, or expulsion, in addition to other civil and criminal prosecution.

ELIGIBILITY/GRADES

Eligibility grades are determined on the cumulative grade for the current semester. Eligibility will be run every Monday. If a student has an average below 65% the student will be ineligible until the next eligibility period. If a student is found ineligible he or she may not participate in or attend any extracurricular activity not open to the public until they are found eligible on the next eligibility report



wholesome recreational and social activity, and an opportunity to develop skills in democratic and cooperative management for these activities. These programs will be appropriate to the maturity of students and as varied as staff and facilities permit. All such activities will be conducted under the auspices of the district supervision of the certified individual responsible for the activity. It is necessary to have the extracurricular activities function within a realistic framework of control. In order that overly enthusiastic students do not place a social function on a higher plane than the academic program, the following policy will be adhered to:

- Students who, upon having their work checked on a cumulative basis at the end of each one-week period, show that they are not working to capacity and have extenuating failing grades will be removed from extra-curricular activities.
- The eligibility criterion for extracurricular participation shall be a passing grade in all classes in which the student is enrolled, and the student shall maintain progress toward promotion or graduation.
- The responsibility for notification of students and parents of these requirements and for enforcement of the above rule rests with the administration.
- Support services shall be made available to students who become ineligible for extracurricular programs as well as to students notified of pending ineligibility. Students whose behavior presents a problem or jeopardizes school discipline may be ineligible for participation in extracurricular activities until such time as their behavior warrants reinstatement. The same general standards shall apply for special education students except that such eligibility shall be determined on a case-by-case basis in relationship to the

respective students' individual education programs.

FOOD AND DRINK

Food or drinks are allowed in the classroom at the discretion of the head teacher. **No energy drinks are permitted on campus.**

GRADING SCALE

A = 90-100%
B = 80-89%
C = 70-79%
D = 65-69%
F = BELOW 65%

HAZING

"Hazing" means an act in violation of section 13-1215 or 13-1216.

"Organization" means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

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

In accord with statute, violations of this policy do not include either of the following:

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- A. Customary events, contests or competitions that are sponsored by an educational institution.
- B. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extra-curricular program, or a legitimate military training program.

All students, teachers, and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

Students and others may report hazing to any professional staff member.

Professional staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. A failure by a staff member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accord with District policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

To assure that students and staff are aware of its content and intent, a notice of this policy and procedures shall be posted conspicuously in each school building and shall be made a part of the rights and responsibilities section of the student handbook. Forms for submitting complaints are to be available to students and staff in the school offices.

Disposition of all reports/complaints shall be reported to the Superintendent. The Superintendent will determine if the policies of the District have been appropriately implemented and will make such reports and/or referrals to the Board as may be necessary.

All violations of this policy shall be treated in accord with the appropriate procedures and penalties provided for in District policies related to the conduct and discipline of students, staff, and others.

A copy of the complete hazing policy JICFA is available at the District office.

HEALTH RECORDS

In order to meet your child's individual health care needs, health information and medication permission sheets are maintained in your child's health record. These forms must be updated yearly. These sheets must also include contacts for emergencies when you are unavailable. **Please notify the office of any changes in your child's health status/medications or emergency contact.**

HEALTH SCREENINGS

As per Arizona Law, all schools are required to conduct both vision and hearing screenings on their students. This is to help ensure that your student receives the best possible learning opportunities.

Parents/Guardians will be notified if their student does not pass these screenings, resulting in the need to pursue further medical evaluation.

If you would like to opt out please contact the school at (520) 558-2364.

HOMELESS STUDENTS

The McKinney-Vento Act is a federal law designed to identify students whose families are homeless and provide those

individuals with a consistent, quality education. The identification process is simple and Title I services, transportation and school lunches are available to children who are homeless. Our school has a poster describing the provisions of this act and listing the District Liaison, the District Superintendent. Please feel free to contact the District Superintendent (558-2364) about the identification process, the dispute resolution process or any other questions you might have.

HONOR ROLL

Students with a 3.50 grade point average in the current grading period are on the honor roll. To be on the Scholars' List, a student must have a 3.75 GPA for the current grading period.

A grade of "P", "F", or "NG" is not considered for honor roll.

IMMUNIZATIONS

According to Arizona Law, all students are required to have proof of immunizations or a signed exemption form upon registration and prior to attending classes.

Parents/Guardians will be notified of inadequate immunization status.

Immunizations can be obtained from your personal physician at your own expense or they can be obtained from the Cochise County Health Department free of charge. For more information, feel free to contact the District Office or the County Health Department at (520) 384-7100.



the property of the school, and the school reserves the right to search a locker at any time without notice.

MEDICATIONS

There must be written permission from the parent/guardian for the school to administer any over-the-counter or prescription medications. Forms are available in the office and must be properly completed and submitted with the medication(s).

Prescription medications must be in the original container as prepared by the pharmacist and labeled, including the 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 and compound contents and proportions clearly marked.

Students are not allowed to carry any medication, including inhalers and epi-pens, on their person without written order from a physician. No student will be administered any medication, including medication provided by the health office, unless the proper paperwork has been submitted. These forms are available in the office. Student misuse of medication may result in seizure and disciplinary action.

MOBILE DEVICES

For Elementary Students

The school has established the following rules for students and parents to follow if students would like to have and use their electronic devices (laptops, cell phones, ipods, ipads, etc.) on campus. The following are guidelines for electronic device usage:

- Electronic Device usage on campus should be seen as an educational tool; however, it is a **privilege, not a right**. Students will be required to follow Policy & Exhibit IJNDB-EB as well as other procedures set by the administration while using personal

electronic devices on campus at school related activities, and or utilizing the District Network. An «Electronic Device Usage» agreement must be signed by student and parent. Students using electronic devices on campus without the agreement could face disciplinary action and/or lose the privilege for the remainder of the school year.

- Electronic Devices must be **POWERED OFF and ear buds removed** during all classes and assemblies. Teachers may make exceptions for instructional use.
- Parent(s)/Guardian(s) are not to contact students via his or her cell phone during classes. If you need to contact your child, please contact the school. The head teacher will deliver a message to your child.
- Students may not attach external speakers or utilize bluetooth to their devices – these devices should be considered 'personal' not public and thus should not be used in such a manner as to effect the other students and staff around them.

OFFICE

Office hours are from 7:30 A.M. to 4:00 P.M. (Monday through Thursday), excluding weekends and holidays. A voicemail system is available during non-office hours.

PARENT-TEACHER-STUDENT COMPACT – TITLE 1 Apache Elementary School District

recognizes the value of consistent, integrated efforts of home, school, and community. All are necessary to educate the whole child and best prepare him/her to share in a future of possibility and promise. Under Title I both the District and the individual schools are required to prepare a Parental Involvement

Compact. We encourage you to be involved in this process.

Compacts are created by committees that represent the parents of Title I students, school administration, and certified staff. These committees develop plans that address the needs of low-achieving students and assist them in mastering the Arizona Academic Standards. The committees guide the Title I Program by:

- Establishing meaningful on-going, two-way communication between the District, staff, and parents/guardians
- Establishing the school, parent, student, and district responsibilities
- Developing a medium to communicate to parents/guardians about the plan and the responsibilities of the parents, students, schools, and District
- Seeking input from all involved parents/guardians about the plan and its implementation
- Training personnel on how to collaborate effectively with families from diverse backgrounds
- Establishing training sessions for school liaisons in order for them to bring information back to their staff
- Providing parents with information about the various tools and instruments that are used by the State and the District to assess and monitor student progress
- Sharing data to assist in developing new initiatives that lead to greater student achievement
- Conducting an annual evaluation of the content and effectiveness of the parents involvement policy
- Identifying barriers to effective communication
- Providing information about upcoming meetings and/or events and encouraging participation

- Coordinating efforts between and among schools and the District

Please contact Ms. Loy Ann Guzman at the District Office (520-558-2364) if you wish to participate in any of the Title I Parental Involvement Compact Committees.

PARTY POLICY

Classroom parties are scheduled with the head teacher.

PHONE CALLS/MESSAGES

Telephones are for school use only. Students may use the office phone to call parents/guardian during lunch break and after school. If you need to get a message to your child, we will deliver the message when it will not disrupt class. In case of an emergency, exception to this policy may be made with the approval of the administration.



RELEASE OF STUDENTS

A student will not be released from the school grounds or school activities without parent/guardian authorization. A student will **not** be released to someone other than a parent/guardian without verified written authorization from the parent/guardian and approval by the administration. This includes field trips and athletic events.

In the event that a student will be utilizing a form of transportation outside of his or her regular practice, **a note from the parent/guardian of both parties involved must be on file in the school office prior to the release of students.** Apache Elementary School is not responsible for the transport of non-bus route students.

REPORT CARDS

Report cards are issued every quarter. Report cards will be handed out to parents/guardians at the four grading periods during the school year. Additional progress reports will be sent home every four weeks if the student has D's or below. A follow-up parent/guardian conference will be set, for a mutually agreed time, upon request by the teacher and/or the parent./guardians.





SCHOOL BUS CONDUCT

Students are required to conduct themselves in the bus, prior to boarding the bus, and subsequent to leaving the bus in a manner consistent with established standards for classroom behavior. When a student fails to practice proper conduct, the bus driver will inform the administration of the misconduct, which may then be brought to the attention of the parents. Students who become serious disciplinary problems related to school transportation may have their riding privileges suspended. In such cases, the parent/guardian of the student(s) involved become responsible for seeing that their child(ren) get(s) to and from school safely.

Students riding on special-activity buses are under the direct supervision of the bus driver in cooperation with the sponsor(s). Students who do not conduct themselves properly will be denied the privilege of riding on special-activity buses.

Aerosol containers and glass are not permitted on the bus.

The following is a list of rules that are posted in each of the school buses. Please take a moment to read over these rules with your child(ren). If you or your child(ren) have difficulty understanding any of these rules, contact the school office and we will assist you as necessary. Failure to follow the rules while riding the bus could result in loss of bus riding privileges.

- Wait ten feet from the road edge at bus stops and remain there till bus comes to a complete stop and door is open; do not disturb the property of others.
- Students are to follow the directions of the driver at all times.



- Students are to remain seated, backs against seat back and facing forward at all times.
- Loud voices and other noise that may distract the driver are not allowed; **students may speak quietly to seat mates.**
- Fighting, arguing, pushing and “horseplay” are not allowed on the bus or at bus stops.
- Do not open windows without the driver’s permission. If you do open – close before exiting.
- Do not place head, hands, arms, feet or property out windows.
- Do not throw any objects on bus or out windows.
- All possessions (bags, instruments, athletic equipment) must be in students’ lap or under seat.
- No eating or drinking on the bus except for water. (Lunch or food for class activities must be sealed.)
- Place trash in can at front of bus as you exit.
- Glass containers are not allowed on bus, this includes beverages taken on field trips.
- Insects, reptiles or other animals may not be transported for any reason.
- Tobacco, alcohol, drugs, vape pens, explosives and weapons (to include pocket knives) may not be transported.
- Students are not to touch emergency exits, emergency equipment or bus controls unless instructed to by the driver.
- When departing remain seated until bus is completely stopped. Cross only in front of the bus and never return to or touch bus as it leaves the stop.
- Students may only ride their designated bus unless special pass is issued.
- Drivers may assign seats to students; seat assignments may be changed at any time.

Failure to follow rules will result in disciplinary action that may result in the loss of bus privileges.

Procedures followed upon student misbehavior on school bus:

Transportation of students is a privilege extended to students in the San Simon District. The privilege of a student to ride a school bus is contingent upon continuous acceptable and safe behavior. The bus driver will bring the behavior of a student who does not conduct himself/herself properly to the attention of the Administrator. Depending on the nature of the offenses and past behavior of the offender, the following forms of discipline may occur:

FIRST incident report: The student is warned about the consequences of choosing not to follow the rules and the parents are notified.

SECOND incident report: Disciplinary action will be invoked and can include that the student has chosen to lose all bus riding privileges for a period of 1-3 days depending upon the severity of the offense. Parents are notified of the consequences. Parents are responsible to provide transportation.

SEVERE CLAUSE: The student and parents or legal guardians are informed that certain very serious misbehaviors may result in the immediate removal of a student and/or the loss of bus privileges for up to the entire year even if it is a first offense.

The following inappropriate behavior will result in suspension of transportation privileges and may result in the student being subject to further disciplinary procedures including the possibility of a student arrest:

- a) Physical harm or threat to another student
- b) Physical harm or threat to the driver

- c) Property damage
- d) Drug, alcohol, explosives, tobacco, or vape use or possession

SCHOOL PROPERTY

Each student is expected to take pride in the physical appearance of the school. Teachers and students should be observant at all times to prevent damage or destruction of school property. Any marking or marring of school property should be reported to the office at once. No student shall damage or deface any property belonging to the district.

The type of discipline that may be imposed for damage to school property by students depends on the circumstances. Students may be subject to suspension for willful damage or destruction of school property. The District may file charges requiring the student or parent to make full or partial restitution to the District in accordance with the law.

STUDENT BULLYING, HARASSMENT/INTIMIDATION

A copy of the complete student bullying policy JICK-EB is available at the District office.

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

A copy of the complete student concerns policy JII-EB is available at the District office.

STUDENT CONDUCT

The administration has established regulations governing the conduct of students in school, traveling to and from school, and at school functions. In addition to compliance with regulations established by the administration, students are expected to obey all rules and regulations adopted by the governing board and to

obey any order given by a member of the faculty or staff relating to school activities.

A student shall be defined as any person who is regularly enrolled in good standing in an educational program provided by or approved by the District and carried on in premises owned or controlled by the District.

Students in school buildings, on school grounds, using District property for any purposes, or attending a District-sanctioned event shall not engage in improper behavior, including, but not limited to, the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, of any activity sponsored or approved by the governing board.
- Displays of affection WILL NOT be tolerated on school property during the school day or during school functions. This includes intimate hugging, kissing and handholding.
- Physical or verbal abuse, or THREAT OF HARM TO ANY PERSON on District owned or controlled property or at District sponsored or supervised functions. This includes “horseplay” of any kind.
- Damage or THREAT OF DAMAGE to property of the District, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on District controlled premises.
- Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.
- Unlawful use, possession, distribution, or sale of tobacco, alcohol, vape pens, or drugs or other illegal contraband on district property or at school-sponsored functions.

- Conduct or speech that violates commonly accepted standards of the District and that, under the circumstances, has no redeeming social value.
- Failure to comply with the lawful directions of District officials or any other law enforcement officers acting in performance of their duties, and failure to identify themselves to such officials or officers when lawfully requested to do so. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- **Any conduct constituting a breach of any federal, state, or city law or duly adopted policy of the governing board.**
- Carrying or possessing a weapon on school grounds.

A.R.S. 13-1202 and A.R.S. 13-2911

In Arizona schools, communicating a threat is a crime. The law provides that any student who, with the intent to terrify, threatens to cause physical injury to a school employee or student or serious damage to property, or intimidates another person, by word or conduct is guilty of a Class 1 misdemeanor. If the intent of the threat is to cause the other person to participate in a criminal street gang, the crime becomes a Class 4 felony. **In order to comply with the new law, the District will report to the police any and all incidents that could potentially threaten the safety or security of pupils, teachers or administrators. Parent/guardian will be informed immediately of such incidents.**

These threatening behaviors may require that the student be considered for expulsion. The District reserves the right to deal with student discipline on a case-by-case basis. Students who are enrolled in

Special Education will be afforded the protections of the IDEA.

STUDENT WITHDRAWAL

A withdrawal form shall be presented to the parent/guardian of a student who wishes to withdraw from school. The withdrawal form shall include the reason for withdrawal and signature of an official of the school.

Upon withdrawal, the student shall check in all books and other District property.

TARDIES

Students who are found chronically tardy are subject to disciplinary action.

TOBACCO

NOTICE: Arizona State Law prohibits the possession or use of tobacco/nicotine by anyone on school property and at school events either on or off campus. Please observe this regulation.

For purposes of this policy, “smoking” shall mean all uses of tobacco, including cigars, cigarettes, electronic smoking devices, (including e cigarettes), pipes, chewing tobacco and snuff.

The penalty for possession and/or use of tobacco or similar products will be determined by the administration. Such penalties may include suspension from school.

VALUABLES

The school administrators and staff will not be responsible for any items which students bring to school including but not limited to all electronic devices. **It is strongly recommended that students leave all valuables at home.**

VISITORS

Parents/guardians are always welcome to visit the classrooms. Yet, for the safety of the students, **IT IS REQUIRED BY**

ARIZONA STATE LAW that all visitors check in with the office prior to contacting any staff member or students. For those who wish to visit a classroom during the day, it is required that the teacher and the administration be contacted in advance to schedule a day and time for each visit so as to avoid any conflicts with the school's schedule. **Student visitors are required to have 24 hour prior approval from the teacher and the administration. A student visitor request form is available in the office and must be completed in advance.**

WEAPONS

No person shall go onto the school premises with a firearm, explosive weapon, knife, any other dangerous or illegal instrument, or any instrument represented as such. Any student violating this policy may be suspended or expelled. For purposes of this policy, school premises means the school, school grounds, school buses, or any premises, grounds, or vehicles used for official school purposes, including the parking lot.



APACHE ELEMENTARY SCHOOL — PARENT COMPACT

The Apache Elementary School District and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Acts (ESEA) agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

SCHOOL RESPONSIBILITIES

The APACHE ELEMENTARY School District will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement as follows:
The Apache Elementary Head teacher will align all curriculum's to meet the Arizona Academic Standards. The District will provide comprehensive, success-oriented learning activities for young people in our schools. These opportunities will be designed to develop the person's potential in the areas of academic ability, vocational awareness, cultural appreciation, physical well-being, social development and community contribution.
The Apache Elementary School District will uphold a rigorous discipline plan that will provide a safe, orderly environment in which all students can learn.
2. Hold parent-teacher conferences following the first and third quarters during which this compact will be discussed as it relates to the individual child's achievement.
3. Provide parents with frequent reports on their child's progress.
4. Provide parents reasonable access to staff.
 - Parents who wish to meet with a teacher should contact the school for an appointment.
5. Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities.
 - Parents who wish to volunteer and/or observe in a classroom should contact the administrator for a volunteer form (parents should wear school appropriate attire).

PARENT RESPONSIBILITIES

- Make sure my child comes to school prepared and ready to learn.
- Monitoring my child's attendance, grades and tardies.
- Staying informed about my child's education and communicate with the school.
Parent and child shall wear appropriate attire at all school functions.

STUDENT RESPONSIBILITIES

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically we will:

- Do and return my homework every day and ask for help when I need it.
- Read every day.
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from the school every day.
- Come to school prepared and ready to learn.
- Abide by the school discipline, handbook, and dress code.

BEHAVIOR CONTRACT

Students need to take full advantage of the educational programs offered by San Simon School. I understand that in order to do so, it is my responsibility to support the school's policies and my fellow students. Extracurricular activities are a privilege and not a right.

I, as a student, agree to fully abide by all regulations in the student agenda or as directed by the administration.

I further agree to support my fellow students by not starting or repeating gossip or anything else that is intended to harm another student either physically or emotionally.

I agree to immediately report to school authorities any illegal activities that occur on school activities, during school events or on school grounds.

I understand that violation of this agreement will result in my restriction from any and all extra curricular activities and may result in further disciplinary action including suspension or expulsion.

***By signing and returning the
lower section of the following form to the school office
I agree to abide by this contract.***

BEHAVIOR CONTRACT AUGUST 2025 - May 2026

Dear Parent/Guardian:

We invite you to join us in providing the best education possible for your child(ren). Please have the **lower section** of this page returned to the District office as an indication that you have read:

1.) Parent/Student Handbook (available on the school website:

www.apacheelementary.org

Hardcopy available upon request.

1.) Computer Internet User Agreement

2.) School Bus Conduct

3) School-Parent Compact

4.) Behavior Contract

Thank you for supporting us in our educational endeavors during this school year.

The APACHE Faculty, Support Staff, and the District Superintendent.

SIGN AND RETURN THIS SECTION TO THE SCHOOL HEAD TEACHER

I/We have read and will support the terms and conditions of the Parent/Student Handbook and will support the education of my/our child(ren) during this school year.

I/We understand that if the agreement is not signed and returned, Internet access will be prohibited.

Student's Name: _____

Student's Signature: _____

Teacher: _____ Grade: _____ Date: _____

Parent/Guardian Signature: _____