

Pendergast Elementary School District

Required Forms Packet

2009-2010

This packet accompanies the Pendergast Elementary School District Student Parent Handbook that was provided to you and your child. For your convenience, the signature pages required for the Handbook are all included in this packet.

Please read the **entire** Handbook. Your signatures in the packet signify that you have read all of the associated information in the Handbook.

The following pages are included:

- Directory Consent/Student Information Release (FERPA)
- Court Unified Truancy Suppression (C.U.T.S.) Guidelines and Procedures
- Basic Campus Rules and Student Conduct
- District Student Dress Code
- Student Activities Fee
- Tax Credit Program
- Student Conduct on School Buses
- Technology Resources User Agreement

By returning the entire Required Forms Packet with the appropriate signatures, the school is sure that you have read the Handbook and are aware of student and parent rights and responsibilities.

Please return this packet by Friday, August 7, 2009.

Student Name: _____
Homeroom Teacher: _____

Please note that schools may need to send home additional forms to help make sure your child has a successful year.



Pendergast School District No. 92

Student Information Non-Release Form

According to state and federal law the below-designated directory information may be publicly released to educational and occupational representatives without your permission, unless you request in writing not to release the student's information.

This information is also used for District purposes such as: newsletters, yearbooks, newspapers, articles, programs (dramatic and athletic), web pages, and applications for scholarships and honors.

School yearbooks are considered a source of directory information. If you do not give PESD permission to release directory information on your child, your child's class photo will not be published in his/her school's yearbook.

If the School does not receive this notification from you within the first two weeks of enrollment, it will be assumed that your permission is given to release your son's/daughter's designated directory information listed below:

- The student's name
- The student's address
- The student's telephone listing
- The student's date and place of birth
- The student's electronic mail address
- The student's photograph
- The student's grade level
- The student's dates of attendance
- The student's enrollment status (e.g., part time of full time)
- The student's participation in officially recognized activities and sports
- The student's weight and height if a member of an athletic team
- The student's honors and awards received
- The student's most recently attended educational agency or institution

I **do not** want my child's information released

Student Name (print)

Parent/Guardian (signature)

Date

*The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFT 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 information may be found on **Page XXX** of the Handbook.*

For Office Use Only:

Date entered _____

Entered by _____

Court Unified Truancy Supression (C.U.T.S.)
Guidelines and Procedures

August 3, 2009

Dear Parent/Guardian,

School attendance is not only a good habit, state law requires it. Arizona State Law (15-802.A, 15-803.E) requires every person who has custody of a child between the ages of six and sixteen years shall make sure the child attends school for the full time school is in session unless unable to attend due to illness or another legitimate reason.

To encourage and improve school attendance, the Pendergast Elementary School District has implemented a truancy program in partnership with Maricopa County Juvenile Court. This truancy program is called C.U.T.S. (Court Unified Truancy Suppression). We will be tracking attendance very closely. Your child is expected to be at school every day, unless there is an excused reason not to be. An absence is defined as a minimum of one missed class period per day. An unexcused absence will count as a truant day as defined by law. A student is "**habitually truant**" if he/she has **five or more unexcused absences** from school. A student that is **absent more than ten percent (18 days)** of the required number of school days per year is considered to have "excessive absences" **whether the absence is excused or unexcused.**

When a student has **five** or more unexcused absences or **19** excessive absences (excused OR unexcused), the student can be cited to the CUTS Program through the Juvenile Court. The hearing will be held at a District facility/ school campus with representatives from the school and the Juvenile Court. A parent or legal guardian must be present with the student at the time of the hearing. Consequences at the hearing may include but not limited to the following: required attendance of the parent and the child at education classes, work hours assigned to the child, counseling, etc. The parent will be assessed a \$50 Diversion fee. Failure to complete these consequences may result in suspension of your child's driver's license, or inability to get a driver's license until their 18th birthday and/or formal court proceedings. It is the parent's/guardian's responsibility to ensure their child's attendance in an approved academic setting. If you fail to take the necessary steps to provide your child with appropriate education you may receive a citation. If convicted, it is a Class 3 misdemeanor punishable by jail time, classes, probation, and/or a fine.

The education of your child is extremely important to us. This program is another way that the Pendergast Elementary School District is working with the community to ensure a quality education for all students. If you have any questions or concerns, please feel free to contact the school.

Sincerely,

Amy Perhamus

Amy Perhamus, Director

Parent/Guardian Signature: _____

Student Signature: _____

Date: _____

Basic Campus Rules

The Superintendent will establish regulations governing the conduct of students in school, traveling to and from school, at school functions, or affecting the school order. In establishing these regulations, the Superintendent may consult with student or staff committees. In addition to compliance with regulations established by the Superintendent, 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 enrolled in an educational program provided by or approved by the District and carried on in premises owned or controlled by the District.

Students 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, or any activity sponsored or approved by the Board.
- Threatening an educational institution by interference with or disruption of the school per A.R.S. 13-2911 and 15-841.
- Physical abuse of or threat of harm to any person on District owned or controlled property or at District sponsored or supervised functions.
- 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, 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.
- Knowingly committing a violation of District rules and regulations. 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.
- Engaging in any conduct constituting a breach of any federal, state, or city law or duly adopted policy of the Board.
- Carrying or possessing a weapon on school grounds.

In addition to the general rules set forth above, students shall be expected to obey all policies and regulations focusing on student conduct adopted by the Board. Students shall not engage in any activities prohibited herein, nor shall they refuse to obey any order given by a member of the faculty or staff who is attempting to maintain public order.

Any student who violates these policies and regulations may be subject to discipline up to expulsion, in addition to other civil and criminal prosecution. These punishments may be in addition to any customary discipline that the District presently dispenses.

Local law enforcement shall be notified by the Superintendent regarding any suspected crime against a person or property that is a serious offense as defined in 13-604(V)(4), involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury to employees, students or others on school property.

The authority of the Superintendent to establish regulations covering students may be delegated to principals for their individual schools.

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

STUDENT DRESS CODE

J-2350 JICA

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance except when their choices affect the educational program of the schools or the health and safety of others.

The Board authorizes the Superintendent to develop and enforce school regulations prohibiting student dress or grooming practices that:

- Present a hazard to the health or safety of the student or to others in the school.
- Materially interfere with school work, create disorder, or disrupt the educational program.
- Cause excessive wear or damage to school property.
- Prevent students from achieving their educational objectives.
- Represent membership in a gang.

Obscene, lewd, or vulgar language or symbols, or symbols or language relating to or promoting sex, drugs, tobacco, or alcohol on clothing are expressly prohibited.

Uniform Dress Code

To assist in creating a positive educational environment, a dress code that includes mandatory uniforms may be used by schools in the District. Based upon careful and extensive research and community input, the Board supports uniforms for schools who want uniforms for the following reasons:

- Climate for learning.
- Uniforms help students focus on learning. They help set the tone of the proper work attitude in the classroom, reducing behavior problems and improving performance.

Campus safety and security. Uniforms will help make the campus safer and more secure by eliminating the wearing of gang clothing, which can also be used to intimidate or to conceal contraband. Moreover, outsiders or nonstudents can be easily recognized on campus.

School unity and pride. Attractive student uniforms promote school spirit, good self-image, and school unity. Just as an athletic team's uniforms promote unity and spirit, so can school uniforms.

Label competition. Uniforms eliminate "label competition" and the peer pressure to wear expensive clothing. They allow the students' attention to be directed to learning.

Economy and simplicity. Uniforms are economical. Comparisons show that uniforms cost significantly less than what most parents pay for unregulated school clothing. Durability, reusability, and the year-to-year consistency cut costs. Student dress options are simplified, thus reducing the tug-of-war between students and parents over what to wear.

Upholding of modesty standards. Uniforms meet widely accepted standards of modesty, thus eliminating the conflicting interpretations of dress codes and the embarrassment that often is associated with "violations" of dress codes.

No student will be denied an education for inability to afford a uniform. In situations of economic need, the District will work with parents and students to resolve any family's financial inability to purchase a student uniform.

For students who do not wish to follow the dress code, the District will provide information for alternative enrollment in a neighboring schools and Districts.

Parent/Guardian Signature _____

Student Signature _____ Date: _____

Student Activities Fees

The Pendergast School District believes that extracurricular activities are a very important part of the overall educational process. In order to provide these opportunities equitably to all schools and grade levels, a \$2.00 activity fee has been established. This fee will help offset the cost of field trips, tournament fees, referees, sponsor addenda, uniforms, club trips and other items consistent with extracurricular programs. Please complete and return to your child's school.

Homeroom Teacher _____ Date _____ Grade _____

Student Name _____

Parent Signature _____

Please return with \$2.00 to homeroom teacher.

TAX CREDIT PROGRAM

In 1999 the Arizona State Legislature passed a bill allowing taxpayers to contribute up to \$200 (up to \$400 for joint filers) per calendar year to a public school, and receive a state income tax credit for the full amount. It is not a requirement that the taxpayer have a child enrolled in public school. The tax credit is available to all taxpayers and goes directly to the school you choose.

To claim the tax credit, taxpayers must contribute to an “**Extracurricular Activity**” such as, sports, band, choir, drama, music, field trips and tutoring. You may designate a specific activity for your contribution, or ask that it be credited to the “general extracurricular fund” at your school. You may also split your contribution between two or more schools.

Please consult with your personal tax preparer to determine the application of this credit. You may use the bottom of this page to accompany your donation.

Count me in! Please apply the enclosed contribution of \$_____ to Academic and Extra-curricular Activity Programs at _____ School.

Choose one:

Athletics **Fine Arts** **Extracurricular**

Name: _____

Address: _____

City: _____ Zip Code: _____

Social Security# _____

Phone#: _____

Mail To:

Tammy Blanchard
Business Office
Pendergast School District
3802 N. 91st Avenue
Phoenix, AZ 85037



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 principal 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 parents of the students involved become responsible for seeing that their children get to and from school safely.

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

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____



ELECTRONIC INFORMATION SERVICES USER AGREEMENT

Details of the user agreement shall be discussed with each potential user of the electronic information services (EIS). When the signed agreement is returned to the school, the user may be permitted use of EIS resources.

Terms and Conditions

Acceptable use. Each user must:

- Use the EIS to support personal educational objectives consistent with the educational goals and objectives of the School District.
- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Abide by all copyright and trademark laws and regulations.
- Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school employed persons.
- Not use the network in any way that would disrupt the use of the network by others.
- Not use the EIS for commercial purposes.
- Follow the District's code of conduct.
- Not attempt to harm, modify, add/or destroy software or hardware nor interfere with system security.
- Understand that inappropriate use may result in cancellation of permission to use the educational information services (EIS) and appropriate disciplinary action up to and including expulsion for students.

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 School District policy and regulations on appropriate use of the electronic information 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.

Name _____

Signature _____ Date _____
(Student)

School _____ Grade _____

The user agreement of a student who is a minor must also have the signature of a parent or guardian who has read and will uphold this agreement.

Parent or Guardian Cosigner

As the parent or guardian of the above named 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 use of the electronic information services (EIS). I also agree to report any misuse of the EIS to a School District administrator. (Misuse may come in many forms but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, 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 EIS is not in a school setting. I hereby give my permission to have my child use the electronic information services.

Parent or Guardian Name (print) _____

Signature _____ Date _____