

Bagdad



Elementary

Student/Parent

HANDBOOK

2017-2018

JULY 2017						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July – *10 hr. Days

3-4 Independence Day Holiday

31 New Staff In-service

12 month staff 15

1-4 Winter Break
 1-2 Holiday 12 mo. staff
 15 M.L. King Day
 16-19 * 7.5 hr. Days

Teachers 15
 Students 15
 12 month staff 17

JANUARY 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2017						
S	M	T	W	Th	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1-3 Staff In-Service
 7 First Day of Classes
 18 Staff In-Service
 14-18 *8 hr. Days

Teachers 20
 Students 16
 12 month staff 20

19 Presidents' Day
 20-23 * 7.5 hr. Days

Teachers 16
 Students 16
 12 month staff 16

FEBRUARY 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

SEPTEMBER 2017						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4 Labor Day
 5-8 * 7.5 hr. Days

Teachers 16
 Students 16
 12 month staff 16

8 P-T Conf. -Half day
 End of Qtr.
 9 P-T Conf. - No School
 5-9 * 8 hr. Days
 12-15 Spring Break
 15 Holiday 12 mo. staff

Teachers 14
 Students 13
 12 month staff 17

MARCH 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

OCTOBER 2017						
S	M	T	W	Th	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

5 P-T Conf. - ½ Day
 End of 1st Qtr.
 6 P-T Conf. - No School
 2-6 * 8 hr. Days
 9-12 Fall Break
 12 Holiday 12 mo. staff

Teachers 15
 Students 14
 12 month staff 18

Testing –Dates TBA
 3/27-5/4

27 Staff In-Service
 23-27 * 8 hr. Days

Teachers 18
 Students 17
 12 month staff 18

APRIL 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

NOVEMBER 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

17 Staff In-Service
 13-17 * 8 hr. Days
 22 Early Release – Half Day
 23 Thanksgiving Holiday

Teachers 18
 Students 17
 12 month staff 18

24 End of Semester/Qtr.
 Last day of classes
 25 Teacher work day/
Graduation 7PM
 21-25 * 8 hr. Days
 28 Memorial Day

Teachers 16
 Students 15
 12 month staff 19

MAY 2018						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

DECEMBER 2017						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

15 Staff In-Service
 11-15 * 8 hr. Days
 21 End of Semester/Qtr.
 25-28 Winter Break
 25-26 Holiday 12 mo. staff

Teachers 13
 Students 12
 12 month staff 15

12 month staff 16
 June *10 hr. Days
 Friday – No School Unless Noted
 Blue –Teacher In-Service days
 Red – non- school days/Holidays
 Pink – Start/ End of Qtr./Semester
 Yellow – P-T Conf. – No School
 Tan – School in Session

Teachers 161 days
 Students 151 days
 12 month staff 205 days*

JUNE 2018						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

2017-2018 Elementary School Personnel

Office and Support Staff

Austin Temperley	Principal
Linda Wells	Administrative Assistant
Penny Martin	Health Aide
Kelly Jeans	Title I Aide
Terri Aholelei	SPED Clerk/Computers
Nancy Jung	Classroom Aide
Stacy Smith	Classroom Aide
Elsa Brown	Classroom Aide
Heather Walker	Classroom Aide
Sherrie Goodman	Classroom Aide
Jeanelle Chavez	Classroom Aide
Leah Wade	Librarian
Marilyn Fitch	SPED Aide
Danielle Murphey	SPED Aide

Elementary Faculty

Caitlyn Dowling	Kindergarten
Rochelle Farrell	Kindergarten
Christina Butler	1 st Grade
Kathryn Jones	1 st Grade
Shannon Williams	2 nd Grade
Betsy Smothers	2 nd Grade
Tracie Castro	3 rd Grade
MaKenna Sommars	3 rd Grade
Stacy Gilsdorf	4 th Grade
Heidi Melfi	4 th Grade
Amy Werly	5 th Grade
Kelley Ortiz	5 th Grade
Robert Haenfler	SPED Director
Sarah Temperley	Music Teacher
Dalton Mills	P.E. Teacher
Mary Ellen Kirkedahl	Art Teacher

Message from the Administration

Dear Parents and Students,

Welcome to Bagdad Elementary School!

This handbook is a very important method of bringing school and home together. I hope that you will find it of great help and that you will refer to it from time to time during the school year. This handbook should provide you with information you need to know about our school.

I'm looking forward to a great year with each child maximizing their potential and continuing their journey towards life-long learning.

Sincerely,

Dr. Austin Temperley, Principal



BAGDAD SCHOOL MISSION STATEMENT

“Challenge and Empower All Students for Success”

2017-2018 School Theme

Do Everything the Sultan Way
Be Safe
Be Responsible
Be Respectful

SULTAN WAY RULES! BE SAFE

Looks Like

- Wait patiently in line
- Use school equipment appropriately
- Keep hands and feet and property to oneself at all times
- Stand up to bullying by telling the person “no” and telling a responsible adult



BE RESPONSIBLE

Looks Like

- Put all your belongings in the proper location
 - Everything has a place, a place for everything
- Give 100% effort in everything you do
- Complete all tasks assigned by teachers and staff
- Do your part to pitch in and keep Bagdad Elementary School clean
- Be a buddy, not a bully-let a teacher know if you are the victim or see bullying



BE RESPECTFUL

Looks Like

- One person talking at a time
- Give full attention to the classroom teacher/aide on duty
- Obey directions the first time given
- Share playground resources with everyone
- Include everyone in school activities
- Use appropriate language
- Treat others better than they deserve
- Dude, Be Nice!



Student Attendance

Student's **grades and attendance** go hand-in-hand. Please remember that excessive absences lead to failure in the classroom. Since regular attendance is essential for a child's success in school, absences shall be excused only for illness, bereavement, family emergencies, and observance of major religious holidays of the family's faith.

In the event a student is absent, please notify the school office by 9:00 a.m. of the day the student is absent and give a reason for the absence. **The school office number is 633-4101.** You may call before or after office hours and leave a message. If a parent does not have access to a phone, it will be necessary to send a note to school stating the reason for the absence. State law requires that we have parent documentation for all absences.

Students who have excessive absences may be referred to the Yavapai County Court system for the court's intervention. ***Students who are absent 10% or more during a semester may be subject to retention in their current grade level.***

Student Sign Out

Students leaving the campus for any reason during the day must be signed out in the school office by the parent or guardian. Students cannot leave the school grounds without being checked out at the office.



Tardies

The first bell rings at 7:55 and School begins at 8:00. Students arriving at school after 8:00 need to go by the office and pick up a tardy slip on their way into school to be admitted to class. **They need to bring a written excuse from home or their parent or guardian should call the school office.**

When a student is tardy to school interferes with the learning process. Therefore the following consequences will be in effect for student tardies:

- 5th tardy-lunch detention
- 10th tardy-1 hour detention
- 15th tardy-2 hour detention
- 20th tardy-3 hour detention



School Hours

Grades K – 5 8:00 to 3:15 M-TH

Pre-School 8:00 to 11:00 M-TH
& 12:00 to 3:00

No Preschool Classes on Friday.



ALL VISITORS *MUST* CHECK IN AT THE OFFICE AND WEAR EITHER A NAME TAG OR A VISITOR'S BADGE WHILE ON CAMPUS.

Visitors

Parents are welcome to visit the school, but must report to the office first to sign in and pick up a visitor badge.

If you are bringing in lunch or anything that your child forgot to bring to school, you must leave it at the office, and we will get it to your child.

There are opportunities throughout the year to visit your child's classroom through various classroom events or as a volunteer. Prior arrangements with the office need to be made, and we request that you do not bring younger children with you.

Friends / Siblings Visiting School

Younger brothers and sisters, relatives, or friends may not attend school. In addition to classroom management concerns that non-student visitors can create, we are also concerned about the safety and liability of all students.

Student Health Services

Bagdad Elementary does not have a nurse on the premises. We have a county nurse who visits our school on a regular basis. Her role is to assist us with health screenings, immunizations, and the preparation of state reports. Day-to-day health care is not provided.

Our health aide and office secretary take care of the routine problems that occur. In the event that there is a life-threatening or serious emergency, the paramedics will be called immediately. Emergency transportation is the responsibility of the parent.

Parents of students with special health needs should notify the child's teacher(s) and the Office at the beginning of the year.



Students Taking Medications

When it is necessary for a student to take medication during school hours, the school office will cooperate with the family physician and the parents to administer the medication to the student. The following requirements **must** be met:

- ✓ Medications must be in the original containers—whether over-the-counter or prescription.
- ✓ The pharmaceutical label must be on the container of a prescribed medication. (Suggestion: Tell the pharmacist that you need an extra-labeled bottle to send to school.) Prescription medication must be accompanied by a written request from physician.
- ✓ The parent must provide written permission to administer the medicine to the child.

- ✓ While students are on campus, all medications must be stored in the health office.

No medication such as Tylenol, etc. will be given during the first hour of the day or the last period of the day This is to prevent interaction between medications given at home and at school. If a student is sick, we will call home or let the student rest in the health office depending on the circumstances.

Riding Bicycles to School

Pupils are permitted to ride bicycles to school. Children are responsible for the security of their own bicycles. All bicycles must be parked in the bike rack. Use of locks is encouraged.

Skateboards, electric scooters, or skates may not be ridden to school or be on the school grounds at any time.



Phone Calls to Staff Members

If you need to talk to your child's teacher, you may call the school office at **633-4101**. The secretary will leave a message for the teacher. The teacher will return your call at their earliest convenience.

Library



Take good care of your books and materials!

Library Book Fines

Students are subject to a library fine when books are returned after the due date. It is very important that our children practice personal responsibility and return these materials on time and in good condition.

Students who owe book fines will not receive their Report Cards until the fines are paid. Please review the Bagdad Schools Library Policy document included in the (re)-enrollment packet.

Supplemental Reading

The district's goal is that our students will become proficient readers and choose to read for enjoyment. Throughout the year, various grade levels will have reading incentive programs they promote in order to motivate our students to read. Teachers will also assign reading logs due every week in which students read for fun on their own to build their stamina and interest in reading. As of the 2015-16 school year, according to Arizona state law, 3rd grade students must score a high enough score on the AzMERIT reading test to be promoted to the 4th grade. **Help your child become a successful reader.**

Telephone

Students may not use the classroom telephone unless permission is given first.

Label all Lunch Pails and Clothing
In order to minimize losses, it is suggested that you put your child's name on all belongings. We will make every effort to return your lost items. The lost and found is located in the office.

Personal Possessions

Items such as C.D. players, Ipods, MP3 players, electronic games, toys, and items not considered part of the instructional program should **NOT** be brought to school. These types of items are quite expensive and take up valuable time from the teacher and administration in the event that one of these items is either lost or stolen. In the event that a student chooses to bring such an item to school, it will be confiscated and the parents will be notified to pick up the item.

Please don't bring cell phones as every class has a phone.



WEAPONS AT SCHOOL

No student shall carry or possess a weapon or simulated weapon on the school premises.

Weapons Policy

School personnel will immediately report the violation of this policy to the Sheriff's Dept. A student who violates this policy shall be suspended from school for at least one year or expelled and not readmitted for at least one year. (State Law)

Discipline Levels

Listed below are the discipline levels under which we strive to operate. Most discipline situations will be handled according to these levels. Each situation will be handled by individual circumstances.

Level 1

Warning from the Teacher: The student is spoken to privately and the problem clarified. The teacher or supervisor explains to the student the reason the student cannot do whatever it is that has been done.

Level 2

Teacher Discipline: The student is dealt with privately and the problem is clarified. The teacher discusses the consequences of the student's behavior and a specific consequence is given. The teacher may or may not communicate with the parent depending on the situation.



Level 3

Teacher Discipline – Parent Notified: The teacher will once again discuss the student's actions privately with the student. The teacher discusses the consequences of the student's behavior and tells the student what will be discussed with his parent. Consequences are given and the parents are notified either by telephone or written note.

Level 4

Teacher, Parent, Child Conference: If the student has not responded to previous consequences and notification to the parent that there is a problem, then a parent teacher conference will be scheduled. The level four conferences will be considered to be a time for problem solving.

Level 5

Principal Discipline, Parent Notified:

This step is intended to be used only after the other four levels have been used and the problems still exist. The discipline at this level may range from a conference with the administration to a long-term suspension, depending on the severity of the problem. Parent notification will include a note, phone call, or conference, also depending on the circumstances.

Automatic Level 5 Infractions

The following infractions will automatically result in a trip to the office and notification to the parent: vandalism, ostracism, swearing, use of obscenities, blatant disrespect to school personnel, and fighting.

Level 6

Principal, Teacher, Parent, Child Conference: Same as level four with the administration involved.

Level 7

Temporary Suspension for nine days or less: A conference with parents will be required.

Level 8

Suspension for more than nine days or long term: District Policy and due process procedures will be followed.

SITUATIONS THAT LEAD TO DISCIPLINARY ACTION

- ❖ Excessive Tardiness
- ❖ Leaving Class or Campus without permission
- ❖ Disorderly Conduct, Profanity, Obscenity
- ❖ Disrespect or defiance of School Personnel**
- ❖ Lying, Cheating
- ❖ Physical or Verbal Harassment

- ❖ Theft**
- ❖ Tobacco**
- ❖ Destruction of Property**
- ❖ Fighting**
- ❖ Possession of Alcohol**
- ❖ Physical Assault**
- ❖ Arson**
- ❖ Gambling**
- ❖ Extortion**
- ❖ Hazing**
- ❖ Drugs**
- ❖ Weapons**
- ❖ Explosives**
- ❖ Setting off Fire Alarm
- ❖ Not following dress code
- ❖ Not following Bus Rules
- ❖ Bullying

The items marked with asterisks (**) indicate a violation of State Law. School officials may choose to notify the authorities when certain problems occur. For more serious offenses, school officials may be required to notify the Sheriff's Department.



Due Process

Every student has the right to explain his/her side of the story when accused of not acting responsibly or violating a school rule. Therefore, all students have the right or responsibility to:

1. Know what they are being accused of doing wrong and possible consequences for that action,
2. Tell the truth about what happened,
3. Name witnesses on their behalf,
4. Accept consequences, and
5. Show improvement in the future.

Students facing suspension shall be given oral or written notice of the charges against them by the principal or his designee.

If a student denies the charges, he/she shall be given an explanation of the evidence that the principal or his designee has against the student and the student will be given an opportunity to present his/her side of the story.

If a student is to be sent home during normal school hours, the parent or guardian will be notified before the student is dismissed. No student shall be sent home during normal school hours unless a parent or guardian has been notified.

If a student is suspended, they are responsible for returning to school with all missing work completed in order for credit to be earned.

A student serving a suspension will not be allowed to participate in extra-curricular activities during the period of suspension and may be removed from further participation during the season (for sports) or remainder of the semester (for clubs, etc.)



Drug Free Zone

Bagdad Elementary is a “drug free school zone.” Tobacco, drugs, and alcohol are not permitted on the premises. They are also not permitted at any school-sponsored event, even when the event is off campus. According to A.R.S. 36-798.03 it is a petty offense to have these items in your possession.

Classroom Rules of Conduct

Each teacher will develop a set of classroom rules for the students to follow. The following rules are provided as a guideline.

1. Respect yourself and others.
2. Come to class prepared.
3. Follow directions the first time.

4. Raise your hand to speak.
5. Stay in your seat unless you have permission to get up.
6. Keep hands, feet, and other objects to yourself.



Stay Focused On Learning

Parent Involvement in Student Discipline

Parents will be furnished with a copy of the teacher's discipline plan at the beginning of the school year. Parents or guardians will be asked to sign a copy of the classroom discipline plan and return it to the teacher. Parental support and cooperation in the area of discipline are essential to the success of our school program.

The administration is emphasizing communication with parents because we need your help and support. In addition, you need to be informed about your child.

Bus Conduct

The general rules of the school and classroom also apply on the buses. Students are expected to treat the bus driver with courtesy and respect at all times. Safety is a vitally important issue on the bus. The driver needs to be able to focus on driving the bus in a safe manner rather than on controlling the behavior of the students.

Misconduct on the bus will not be tolerated. The bus driver will make a written report to the administration of a student's misconduct on the bus. The matter will be investigated and the results reported to the parents. Severe problems or continuing problems can result in suspension of bus privileges. Students involved in serious disciplinary problems can have their transportation privileges suspended and parents will be required to insure that their child is transported to and from school.

Bus Guidelines

Students shall....

- Be seated while the bus is moving.
- Keep hands, head, and objects inside the bus.
- Arrive at their bus stop on time.
- Talk to friends in a normal, conversation tone
- Report to the bus driver any problems.
- Treat each other with courtesy and respect.
- Follow all directions given by the bus driver.
- Refrain from eating or drinking while on the bus.
- Keep all pets/animals off the bus



Bus Drop Off

Kindergarten parents or designee please be on time to meet your child at the bus drop-off location. If no one is present at the bus drop-off location, the bus driver will bring the child back to school for you to pick them up.

Note: This only applies if you have a kindergarten child with no other siblings riding the bus with them.

If you are requesting a different drop-off location for your child please notify the Elementary Office by 11:00 a.m. so we can notify the appropriate personnel of the drop-off location change.

School Rules



READY, SET, GO!

SULTAN WAY RULES!

BE SAFE

Looks Like

- Wait patiently in line
- Use school equipment appropriately
- Keep hands and feet and property to oneself at all times
- Stand up to bullying by telling the person "no" and telling a responsible adult



BE RESPONSIBLE

Looks Like

- Put all your belongings in the proper location
 - Everything has a place, a place for everything
- Give 100% effort in everything you do
- Complete all tasks assigned by teachers and staff
- Do your part to pitch in and keep Bagdad Elementary School clean
- Be a buddy, not a bully-let a teacher know if you are the victim or see bullying



BE RESPECTFUL

Looks Like

- One person talking at a time
- Give full attention to the classroom teacher/aide on duty
- Obey directions the first time given
- Share playground resources with everyone
- Include everyone in school activities
- Use appropriate language
- Treat others better than they deserve
- Dude, Be Nice!





Dress For Success

Dress Code

Good grooming and proper dress are a matter of mature taste and judgment. In the Bagdad Unified School Dist., students are expected to be clean and suitably dressed. Clothing worn to school should be in keeping with the academic environment of the school. The school strongly desires that student dress be a joint responsibility of the student and his/her parents. Parents and students should be keenly aware that dress conveys some aspects of one's personality and values in many instances. Caution should be taken not to invite disrespect and/or undesirable character image.

Immodest or indecent attire is not acceptable and will result in disciplinary action being taken. The following will be considered examples of inappropriate dress while at school: (a) bare midriffs; (b) no footwear being worn; (c) excessive exposure; (d) fish net shirts; (e) clothing with obscene language, pictures depicting drugs, sex, nudity, profanity, or vulgarity; (f) gang-related personalization on items of clothing; (g) no pajama bottoms, slippers, tank tops, spaghetti straps, and skirts or shorts that are too short (hem should be below finger tips when arms are straight at their sides) (g) no roller shoes should be worn in school (h) sandals and flip flops are not recommended.

Clothing for physical education classes, athletics, clubs, etc. will be prescribed by the physical education teachers, coach, or activity sponsor. Students who do not have proper attire may not be able to participate with their peers



Computers and Internet Usage

All of our students will have access to computers. We have one computer lab and we also have computers available in the library. Staff computers are for their use only. The computers located in the lab and library are used almost exclusively by our students. Students work on the computer under the supervision of an adult. Students are not to use these computers to play games unless they are educational games that are played under the direction of the staff.

Students may not bring software from home to use on any school computers. Students are also not allowed to download programs from the Internet.

From time-to-time, all students will have an opportunity to work online or obtain information from the Internet. We have software on all of our student computers that blocks unwanted sites. However, there are times that such a site will get through the block and firewall. Adult supervision is always present when students are working online. Parents will be asked to sign a permission slip that will allow their child to have access to the Internet while at school. This agreement will be broken if the computers are used inappropriately. In this case, the student will be not be allowed to access the computer for a determined amount of time.



Lunch - Cafeteria

We have lunch available for students in grades K through 12. Families may add money into their child(ren's) lunch account online through the school website. Please contact the office with any questions. More information about the cost will be forwarded

to the parent(s) including free and reduced lunches and lunch menus.

You are welcome to pack a lunch for your child. Students have only 20 minutes to eat lunch.

LUNCHROOM RULES

1. Table conversations only.
2. Wait quietly while in line.
3. Only eat your food.
4. Food stays in the lunchroom.
5. Clean your area before dismissal.
6. Follow the directions of the adult(s) on duty.
7. Energy drinks are not allowed on campus.

Closed Campus During Lunch

We have a closed campus during Elementary lunch. Students may not go off campus for lunch unless signed out by a parent/guardian at the office. Remember there is only 20 minutes for lunch.

Homework

Students will have assigned reading logs every week to practice reading good fit books of their choosing. Your child may have homework on a regular basis (Monday through Thursday). The amount of the homework assigned will be determined by the age of the child. Homework should always be reinforcement to the skills the student has already learned in class. Some students may seem to have an unusual amount of homework. It may be that those students are not completing their assignments during class and are therefore bringing them home. In the event that this should continue to happen, please contact the teacher.

Reasons for Homework:

1. Teach personal responsibility and time management skills.
2. Provide additional practice that promotes speed, accuracy, and independent practice.

Parent Responsibilities:

1. To provide a quiet place, free from distraction for the child to work.
2. To check the homework folders when applicable to make sure the

student has done the appropriate assignments and to be aware of upcoming events.

3. To work closely with the teacher if a problem occurs.



The minimum and the maximum time guidelines for homework for which parents should plan are listed below.

Grade	Minimum	Max
Kindergarten	10 min	15 min
1 st Grade	15 min	30 min
2 nd Grade	20 min	45 min
3 rd Grade	30 min	60 min
4 th Grade	30 min	75 min
5 th Grade	30 min	90 min

Homework When Absent

We encourage our parents to make arrangements to pick up schoolwork whenever their child is absent from school. Please call in advance as soon as possible to arrange any missing work. Typically homework will be available by 3:15 in the school office. This will allow time for the teacher to get the appropriate materials ready for you.

Homework Folders

Students in grades K through 5 are provided with a folder that must travel from school to home on a daily basis. It provides the medium for communication link between school and home and student assignments. The Principal Corner newsletter will be sent home on a regular basis as well, so look for these items weekly.

PowerSchool Online Access

PowerSchool provides families immediate access to grades and attendance. You will receive a username and password for each child. Please contact the school at 928-633-4101 if you are experiencing difficulties accessing your child's account information.

HONOR ROLL

Students in grades 3 through 5 are eligible for the Honor Roll. Students with a B average in all classes will be eligible for Honors List and students having a straight 'A' average will be eligible for the High Honors List. Students in grades K-2 will be eligible for their own Honor Roll awards.

A special assembly will be held at the end of each grading period whereby we recognize academic achievement, student of the quarter, and perfect attendance recipients.



Let's make the grade!

PARENT-TEACHER CONFERENCES

Time is set aside for conferences to take place two times each year. Fall conferences will be scheduled through the office. Spring conferences are on an as-requested basis. Parents or teachers may request additional conferences at any time.



SOLVE PROBLEMS...COMMUNICATE

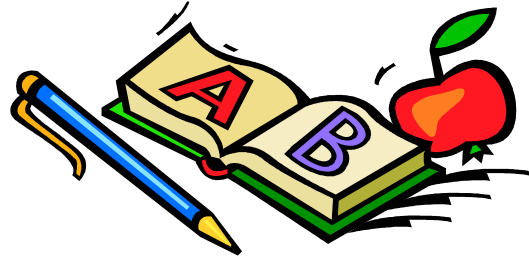
COMMUNICATION WITH TEACHERS

We believe it is very important for parents to communicate with their children's teacher. If you have a specific issue that needs to be discussed with a teacher, please feel free to e-mail or call and leave a message. The teacher will return your call or e-mail in a timely manner.

If you feel that a face-to-face meeting is necessary, contact the teacher or the office to set up a time to meet. Teachers are getting ready for the educational day between 7:30am and 8:00am, so this is generally not a good time for them to

discuss an issue with you without prior notice.

Teachers will keep a log of each child's normal mode of transportation home from school. A note should be sent to the teacher if there is a change for that day. If something comes up during the day and it is necessary to make a change, please call the office at 633-4101 at your earliest convenience the message will be delivered



Let's have a great year!

Annual Public Notification of Nondiscrimination

Bagdad Unified School District #20 (BUSD#20) does not discriminate on the basis of race, color, national origin, gender, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. BUSD#20's Career and Technical Education Department does not discriminate in enrollment or access to any of the programs available, including the Industrial Tech., Business Tech., and Life Connections. BUSD#20 also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator: Bryan Bullington, Superintendent, P. O. Box 427, Bagdad AZ 86321; (928)633-4101.

Notificación de Non Discriminación
(Spanish Version)

Bagdad Unified School District #20 (BUSD#20) no discrimina raza, color, nacionalidad, género, edad, o incapacidad de admisión a sus programas, servicios, o actividades, en acceso a ellas, en el tratamiento a individuos, o en ningún aspecto de sus operaciones. El departamento de Educación Técnica y de Carreras de BUSD#20 no discrimina en su matriculación o en el acceso a cualquier de sus programas disponibles Industrial Tech., Business Tech, y Life Connections. BUSD#20 tampoco discrimina en sus contratos o practices de empleados.

Esta noticia es provista y requerida por el Titulo VI del Acto de Derechos Civiles de 1964, Sección 504 del Acto de Rehabilitación de 1973, Titulo IX de la Enmiedna Educativa de 1972, en el Acto de era de Descriminación de 1975, y el Acto de los Estadounideneses con Habiilidades Diferenciadas de 1990. Regents, queasy, o Para mass information con respect esters leys peen remitter poor al coordinator de compliance: Bryan Bullington, Superintendent, P. O. Box 427, Bagdad Arizona 86321; (928)633-4101.

CONFIDENTIALITY OF RECORDS

The BUSD #20 Governing Board has established written policies regarding educational information of students. These policies and procedures are in compliance with the Family Education Rights and Privacy Act: Title 20 United States Code, Sections 1232(G) and 1232(H); the Federal Regulations (45CFR, Part 99) issued pursuant to such Act; the Education of All Handicapped Children Act; Title 20 United States Code, Sections 1412(2)(D) and 1417(C); the Federal Regulation (45CFR121a560-575) issued pursuant to such Act; and ARS Title 15, Section 151 as amended.

Directory information is released to the military, colleges and local media as well as student publications and honor roll, unless a written request for exclusion is on file with the Principal's office.

FAMILY EDUCATION RIGHTS
(FERPA)

An educational agency or institution shall give full rights under the Act to either parent, unless the agency or institution has been provided with evidence that there is a court order, State Statue, or legally binding document relating to such matters as divorce, separation, or custody, that specifically revokes these rights.

Parents have the right to:

- ❑ Inspect and review the student's education records.
- ❑ Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.
- ❑ Consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that the Act and Sec.99.31 authorize disclosure without consent.

File with the Department a complaint under Secs.99.63 and 99.64 concerning alleged failures by the educational agency or institution to comply with the requirements of the Act and this part. To exercise your right to inspect and review educational records:

- ❑ Contact the Principal's office for an appointment.
- ❑ School personnel will accompany you during the review process.
- ❑ Copies of student educational records will be made available when necessary. Charges for copies will be the actual cost of copying.

To request an amendment of records under Sec.99.20:

- ❑ Submit a written request describing the amendment to the building administrator (Principal).
- ❑ If an agreement with the Principal cannot be reached, you may contact the Superintendent to request a hearing.

If a parent does not grant permission for the school to release information, the parent is requested to contact the Principal's Office to request a written request for exclusion.

HOMELESS EDUCATION RIGHTS

The McKinney-Vento Homeless Assistance Act (Subtitle B—Education for Homeless

Children and Youth), reauthorized in January 2002, ensures educational rights and protections for children and youth experiencing homelessness. The term “homeless children and youth”—

(A) means individuals who lack a fixed, regular, and adequate nighttime residence...; and

(B) includes—

(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

(ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings ...

(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

(iv) migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

Please contact the school office if any of these situations apply to your child or you have questions.

SCHOOL REPORT CARD

Under federal legislation, Bagdad Elementary School will receive a letter grade at the end of the school year. Arizona state board of education determines the parameter of the school letter grade based on statewide assessments and other approved data. This data will be made available through the Arizona Department of Education on an annual basis.

Special Education Services

“The Bagdad Unified School District provides special education programs for children with disabilities between the ages of birth to 21 years. BUSD also provides transitions and services to assist children with disabilities entering the world of work or college.

Early identification of children who exhibit difficulties in the areas of physical, intellectual or emotional growth is important in assisting the child to be successful. Help is needed from the community to locate children who are not in school or not receiving services. The district can then provide appropriate screening, diagnosis and treatment.

The Arizona Early Intervention Program (AzEIP) provides services for children from birth to 3 years of age, with disabilities or delays. The purpose of early intervention is to help families’ help children develop to their full potential. If you have a child or know of one that could benefit from AzEIP please call 928-2165 ext 3129.

For children ages 3 to 21 who exhibit difficulties described above, please contact Bagdad Unified School District Special Education Department at 633-4101.

