

School Handbook

Blake Primary School Parker Unified School District #27

701 South Navajo Avenue Phone: 928-669-8203
Parker Arizona 85344 Fax: 928-669-8771

Mrs. Joanna Hermes, Principal



School Calendar

First Day: August 3, 2015

Last Day: May 26, 2016

NO SCHOOL:

Monday, September 7

October 2 thru 9

Wednesday, November 11

November 25, 26, 27

December 18*****11:50 Release

December 21 thru January 1

Monday, January 18

Monday, February 15

March 7 thru 18

April 22

Memorial Day

Fall Break

Veterans Day

Thanksgiving

Winter Break

MLK Day

Presidents Day

Spring Break

Vacation Day

EARLY RELEASE (1:30):

August 7, 14, 21, 28

September 18, 25

October 16, 23, 30

November 6, 20

December 4, 11

January 8, 15, 29

February 12, 26

April 1, 8, 15, 29

May 6, 13, 20

Parent – Teacher Conferences

September 3 – 11:50 Release

February 4 – 11:50 Release

Home of the Blake Busy Bees!

Blake Primary School
PO Box 1090
701 Navajo Avenue
Parker AZ 85344

Mrs. Joanna Hermes, Principal
jhermes@parkerusd.org



August 3, 2015

Dear Parents,

Welcome to a new school year at Blake Primary School! I am excited to begin my first year as the principal of Blake Primary. I know we have a great team of parents, students, and staff. I am committed to providing your child with a high-quality academic education and a positive learning environment. I will be happy to speak with you regarding any concerns or questions you have regarding your child's education.



As parents, you are the first and most important teacher for your child. It is our intent to partner with you so that your child will have a successful learning experience this year. Please remember that it is critical that students attend school every day so that they have the opportunity to learn. We cannot educate students if they are not at school. There is a direct link between consistent attendance and high student achievement.

Important notes:

If you **pick up your children** from school, please remember to pick them up from **their classroom after** the release bell and **before** 3:00 pm. This is to **ensure** your child's **safety** as the end of the day is very **hectic**. Please **only** check students out early for appointments or emergencies.

Also, Blake School has a **school-wide homework policy**. Please read the **attached** information carefully. Homework is given to teach students responsibility and to review skills.

To keep our students safe, please limit the number of requested bus passes to emergencies only. If there is an emergency and a bus pass is needed for a student, it must be called in by **1:00 PM Monday through Thursday**. Absolutely **no** bus passes are issued on Fridays.

I would also like to note that kindergarten curriculum in the state of Arizona has changed drastically in the last 10 years. Students are not "playing" but learning to read. Instead of learning one letter/sound a week, they are learning one letter/sound a day. Over the last few years, Blake kindergarten students have made large academic gains and most are reading by Christmas break. Also, recent Arizona reading scores have shown that students in Full-Day Kindergarten score higher than students in ½ day programs. **It is critical for kindergarten students to be in school every day!**

We have an excellent staff at Blake School who care about children and are dedicated to their learning. Please contact your child's teacher first if you have any questions and concerns as they are most familiar with your child and the situation. Your child and his/her learning success are very important to me and I make parent communication a top priority.

With all of us working together, your child will experience satisfaction, pride, and academic success. I look forward to a great year at Blake Primary School!

Sincerely,

Joanna Gerbitz-Hermes, M.Ed.
Blake Principal

School & District Contact Information

Blake Primary School
701 S. Navajo Avenue
PO Box 1090
Parker, AZ 85344

Phone: 928-669-8203
Fax: 928-669-8771

Joanna Hermes, Principal jhermes@parkerusd.org
Mary Buckelew, Secretary mbuckelew@parkerusd.org

Parker Unified School District No 27.
1608 Laguna Avenue
PO Box 1090
Parker, AZ 85344

James Lotts
District Superintendent jlotts@parkerusd.org 669-9244

Brad Sale
Assistant Superintendent bsale@parkerusd.org 669-9244

Kristin Kebble
Director of Special Services kkebble@parkerusd.org 669-2431

Robb Cozby
Director of Transportation rcozby@parkerusd.org 669-2446

Table of Contents

The School Day	Discipline and Rules
Early Release Days	Playground Rules
Attendance	Hazing
Supplemental Programs	Bullying, Intimidation, and Harassment
Health Services	Student Nutritional Guidelines
Meal Information – Breakfast & Lunch	Religion, Religious Activities, and Prayer
ParentVUE	General Information
Bus Rules	Parental Involvement Policy
Home and School – Bridging the Gap	Notification of Rights Under the Protection of Pupil Rights Amendment
Homework Policy	Family Educational Rights and Privacy Act
School Dress and Appearance	Right to Review Teacher Qualifications
Lost and Found	Child Find Annual Notification
Change of Address, Phone, Etc.	Calendar Information
Holidays and Early Dismissal Days	Emergency Plan

The School Day

The Blake school day begins at 8:00 a.m. and ends at 2:40 p.m. (2:30 for kindergarteners).

Students should not report to school any earlier than necessary each day, nor are they to remain at school after dismissal for the day. Playground attendants are not on duty before 7:30 a.m. **After school, students should not be on the playground any later than 3:00 p.m. If you pick up your child after school, please be on campus promptly at 2:40.** Please do NOT ask to release your child a few minutes earlier due to parking considerations. This disrupts the classroom at one of the busiest times of the day. We appreciate your attention to these guidelines.

Early Release Days

Parker Unified School District will be releasing students early on certain Fridays for staff training and development during the 2013/2014 school year. Blake students will be released at 1:30 p.m. on the days listed on the enclosed school calendar. Please keep it handy and make appropriate transportation arrangements with the school if there is a change on these days.

Attendance

Please notify the school office when your child is absent by calling 669-8203. The length of the absence (if known) and the reason for the absence are required for each absence. Excessive absences due to illness will necessitate a written excuse from the physician.

All kindergarten students must be present for 1/2 of the instructional time, or they will be counted absent for the entire day. Attendance for all other students will be calculated by the half-day or the full day. Please contact the office if you have questions regarding our attendance policy.

For the purpose of student recognition at awards assemblies, a student must not have any absences or tardies in order to receive an award for the quarter or for the entire year. A student must be enrolled at Blake for the entire quarter to receive the quarterly award, or for the entire year to receive the award for perfect attendance for the year.

Supplemental Programs

Psychological Services
English Learner (EL) Program
Exceptional Students (ESP) Program
CLIP (Collaborative Learning Intervention Program)

Health Services

If a child becomes ill enough to be sent home or is injured while at school, the school health aide will notify parents. If a parent or guardian cannot be reached, a person designated by the parent (before-hand and in writing) will be notified. The health aide may ask parents or the parents' designee to come to the school to take the child home.

If a child is to take medication while at school, the following requirements must be met:

1. A physician must prescribe the medicine.
2. There must be a written order from the physician stating the name of the medicine, the dosage, and the time it is to be given. The medicine must be in the original container as prepared by the pharmacist.
3. There must be written permission from the parent or guardian allowing school personnel permission to administer the medicine to the child. A form for this is available in the health aide office (JHCD-E).
- 4.

Meal Information – Breakfast/Lunch

Breakfast is available for students from 7:30 to 7:55 a.m.

The lunch/recess schedule is as follows:

- Kindergarten 11:40 – 12:20
- First Grade 11:25 – 11:45
- Second Grade 11:10 – 11:45

Prices for meals are as follows:

Breakfast	Full Price: \$1.70	Reduced Price: \$.30	Adult Breakfast: \$1.75
Lunch	Full Price: \$2.20	Reduced Price: \$.40	Adult Lunch: \$3.00 (order before 9 am)
Milk	Full Price: \$.50	Reduced Price: \$.30	

Eligibility applications for free or reduced breakfast/lunch are available in the school office. We also have an easy alternative – apply online at EZMEALAPP.COM. Your application will be processed in a much timelier manner. Remember, eligibility must be established each year. If you do not submit the application form on time, you will be responsible for any charges made. You are free to send your child with a sack lunch if you so desire.

You can also pay for your child’s meal online now. The website is EZSCHOOLPAY.COM. There is a fee of \$3 for each transaction.

If, for medical reasons, the child is prohibited from drinking milk, written notice by a physician to this effect must be forwarded to the school office.

Arrangements can be made with the lunch clerk to aid parents in determining the appropriate lunch payment program for them. Some parents may want to establish annual accounts but most would prefer shorter terms. No “credit” is extended ~ if your child’s account balance is not sufficient, an alternative meal will be provided at lunchtime; breakfast is not available.

ParentVUE

Parker Unified School District offers a tool for our parents/guardians called ParentVUE. ParentVUE is a wonderful tool to monitor your child’s education. It provides updated information about your child’s attendance and grades. If you do not have a current ParentVUE account set up, you will receive a Parent Activation Key Letter. If you have multiple students in the district, only one account is necessary. The activation key letter will give you step by step instructions on how to set up your ParentVUE account.

Bus Rules

Bus riding is a privilege, not a right. When school bus rules are violated causing danger to students or drivers, the district will take the appropriate disciplinary action to remedy the situation. Students on the bus are under the authority of the bus driver and must observe the following rules:

1. Obey the driver’s instructions.
2. Keep the aisles clear and sit in your proper seat.
3. Be courteous and keep your hands to yourself.
4. Do not throw anything while on the bus.
5. No food, drinks, or gum on the bus.
6. No weapons.
7. No alcohol or drugs.
8. Remain seated until the bus has come to a complete stop.
9. Keep everything inside the bus.
10. Talk quietly and never yell.
11. You must have written permission from your parents or from the principal before attempting to leave the bus other than at your regular stop or at school.

It is hoped that by including these rules in our handbook in a clear and concise manner we may encourage cooperation by parents and students alike to ensure safety on all school buses.

Infractions of the established bus rules may result in a loss of bus-riding privileges for periods ranging from one day to the remainder of the year at the discretion of the school principal. Parents have the right to appeal a decision which may result in the loss of bus-riding privileges. Such appeals will consist of a meeting in the office of the school principal or supervisor of transportation with the bus driver, parents and student(s) in attendance. Under no circumstances will bus riding privileges be reinstated before suspension (loss of bus riding privileges) is completed.

In order to ensure that a student is returned to the appropriate parent/guardian, it is the policy of this school not to allow a student to be removed from the bus or get off at any other bus stop other than their own without the appropriate bus pass provided by the office. If the parent/guardian requests a student to be removed from the bus without written consent from the school office, the driver shall deliver the child to the school office. Only one drop off location per child can be designated at any one time. Please keep changes to a minimum and inform the office before 1:00 p.m.

Home and School – Bridging the Gap

The entire staff of Blake School encourages all parents whose work and/or time permits, to participate in their child's education through a variety of volunteer activities. Such programs include, but are not limited to, reading stories to students, supervision of students during special activities such as field trips, supervision of students in the classroom, cafeteria and school grounds, and as tutors for special needs programs. If you wish to know more about this program, please call the school principal or the classroom teacher.

We also encourage you to visit your child's teacher and classroom during the school day. In order to facilitate your visit and allow adequate preparation by the teacher, we ask that arrangements be made with the school principal ahead of time and that you first report to the office on the day of the visit.

Homework Policy

Blake School has purchased a **homework/communication folder** for your student. **Communication** between **home** and **school** is **critical** for your child to do well in school. See below for the **color** for each grade level:

Kindergarten:	Green folders
Grade 1:	Blue folders
Grade 2:	Orange folders
Resource:	Red folders

There are no extra folders, so please do your best not to lose it! The folders will be used a lot!

Below is the homework policy for Blake Primary School. Please note the homework procedures for your child's grade level as well as the positive and negative consequences listed. Completing homework is important as students need to practice skills and learn responsibility. We appreciate your parental support so that your child will experience success in school.

Kindergarten:	A homework sheet is given M-Th. Student returns daily.
Grades 1/2:	Packet sent home on Monday. Due on Friday.
CLIP:	Homework is given M-Th. Student returns daily.
Resource:	Homework is given M-Th. Student returns daily.

Positive Consequences:

Returns HW for the week ~ Positive rewards will be determined by teacher.

Negative Consequences:

Does not return HW ~ Single/Sporadic: Consequences will be according to classroom policy.

Chronic: Send to **principal** with a **Homework referral** Student will serve **recess timeout** in principal's office. Student will **call home** and report missing homework to parent/guardian.

Some tips to help your child experience academic success are:

1. Check your child's backpack/folder **DAILY!**
2. Have a **special place** to put backpack so they do not get lost.
3. **Train** your child to put the homework/communication folder **in the backpack** every time it needs to go back.
4. Set aside a **special time** and **place** to have child work on **homework**. Make it a routine!
5. If there is **no homework**, use that time to **read aloud to your child**. **Reading aloud to children nightly is an excellent way for children to make gains in reading.**

School Dress and Appearance

Parents are asked not to send children to school dressed with items of clothing with obscene or questionable printing on them or advertisements for beverages or tobacco. Children should not wear sandals for P. E. class. The use of "sneakers" or a conventional laced shoe is encouraged.

Lost and Found

Please be sure to mark and/or label your child's personal belongings with both the first and last name. If you have reason to believe that your child has lost a garment in school, please check the lost and found box located in the health aide's office.

Change of Address, Phone, Etc.

It is of greatest importance that the office be notified as soon as possible when there is a change in the information you provided such as address, phone number, emergency contact, employer, guardianship, custody, conditions of a personal physical nature, etc. If your physical address changes, you will need to stop by the office to complete a new residency document and also provide PROOF OF RESIDENCY for your new address.

Holidays and Early Dismissal Days

Classes will not be held in observance of most major holidays during the school year. Parents will be notified of any changes in the school calendar.

Discipline and Rules

Each teacher has a systematic plan of discipline in place in the classroom. The children will come to know what the rules for behavior in the classroom are, as well as what the consequences will be for breaking the rules.

Basic Rules: Respect Others ☺ Respect Property ☺ Respect Yourself

The children will be made aware of the rules and regulations by their teachers upon arrival and periodically thereafter. The rules and regulations are subject to ongoing review and will be revised by school personnel as necessary.

When a child is found in violation of any of the rules and regulations, school personnel will counsel with the child in an attempt to correct the problem. A written referral of the misbehavior will be submitted to the office and corrective action will be taken. If the problem is deemed to be serious, the child's parents will be notified.

In the event a child is found to be a "repeating violator" of the rules and regulations and is found to be placing his or her own or other students' well being in jeopardy, necessary steps, including suspension and/or expulsion will be considered and, if necessary, acted upon. Due process procedures as detailed in district policy and as provided for in Arizona Revised Statutes will be strictly adhered to.

All students have the right to receive the best possible education available to them. Teachers and staff have the right to perform their jobs to the best of their abilities. Blake Primary School has a Disciplinary Guideline (see below) that allows personnel, students, and parents the opportunity to be knowledgeable regarding behavior expectations and consequences or choosing to misbehave. All stake holders should realize that this is only a guide and may be changed by the administration of Blake Primary School to fit the appropriate disciplinary situation.

Behavior Problem	Range	Minor Infraction	Repeat Infractions	Habitual/Major Infraction
Student Misconduct	Minimum	Verbal Warning	Lunch/Recess Time out	Office Referral* *up to 3-5 days OCS
Scholastic Dishonesty	Minimum	Verbal Warning	Parent Contact	Office Referral*
Copying/Cheating	Maximum	Lose credit/no makeup	Lose credit/no makeup	Office Referral*
Classroom Disruption	Minimum	Verbal Warning	Time out	Office Referral*
(Any act that delays or stops class)	Maximum	Time out*	Office Referral*	Office Referral* *up to 3-10 days OCS
Undirected profanity/obscenity	Minimum	Time out*	Office Referral*	Office Referral*
Directed Profanity/Obscenity	Maximum	Time out*	Office Referral*	Office Referral* *up to 3-5 days OCS
Indecent Conduct	Maximum	Time out*	Office Referral* *up to 1-3 days OCS	Office Referral* *up to 1-10 days OCS
Disrespect/Defiance	Minimum	Time out*	Office Referral* *up to 1-3 days OCS	Office Referral* *up to 1-10 days OCS
Disrespect/Defiance	Maximum	Office Referral*	Office Referral*	Office Referral*
Bullying	Maximum	Time out*	Office Referral* *up to 1-3 days OCS	Office Referral* *up to 10 days OCS
Physical Struggle, Threats, Instigation	Minimum	Time out*	Office Referral* *up to 5 days OCS	Office Referral* *up to 10 days OCS
Violence	Maximum	Time out*	Office Referral* *Up to 10 days OCS	Office Referral* *Up to 10 days OCS
Fighting/Assault**	Maximum	Office Referral* *up to 3 days OCS	Office Referral* *up to 10 days OCS	Office Referral* *up to 10 days OCS
Abuse, threat of staff	Minimum	Time out*	Office Referral* *up to 5 days OCS	Office Referral* *up to 10 days OCS
Verbal/physical threat of staff	Maximum	Office Referral* *up to 3 days OCS	Office Referral* *up to 10 days OCS	Office Referral* *up to 10 days OCS
Possession, use of tobacco**	Maximum	Office Referral* *3-5 days OCS	Office Referral* *3-5 days OCS	Office Referral* *5-10 days OCS
Paraphernalia, Drugs, Alcohol, etc. **	Maximum	Office Referral* *up to 10 days OCS	Office Referral* *up to 10 days OCS	Office Referral* *up to 10 days OCS
Possession of unsafe items (knives, chains, BB guns, etc.)	Maximum	Office Referral* *up to 5 days OCS	Office Referral* *up to 10 days OCS	Office Referral* *up to 10 days OCS
Destruction/Theft of School or	Minimum	Time out* Clean/fix item	Office Referral* Clean/fix item *up to 5 days OCS	Office Referral* Clean/fix item *up to 10 days OCS
Another's Property***	Maximum	Time out*	Office Referral* *up to 10 days OCS	Office Referral* *up to 10 days OCS
Misbehavior at extracurricular events, other school activities	Minimum	Time out*	Office Referral* Time out	Office Referral* Time out
	Maximum	Time out*	*up to 3 days OCS	*up to 5 days OCS

Time outs may include student being placed on a bench, chair, alternate classroom, location in office, or the time out room.

OCS = Office Campus Suspension

The * indicates when violations will be reported to the parent.

The ** indicates when violations will be reported to the appropriate law enforcement agency.

The *** indicates the student or parent may have restitution to make.

Playground Rules

Basic Rules:

Respect Others ☺ Respect Property ☺ Respect Yourself

Be courteous and pleasant to others at all times. Use all playground toys and equipment in a safe and responsible manner. Problems should be reported to playground monitors on duty. In the case of injury, students should report to the playground monitor to obtain a pass to the health aide office.

Hazing

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to District schools within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a “student” until graduation, transfer, promotion or withdrawal from the District school.

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

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

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

Bullying, Intimidation, and Harassment

The Parker Unified School District Governing Board is committed to providing all students with a safe school environment where everybody is treated with respect. Students have a right to be free from any form of bullying, intimidation, and/or harassment while on school grounds, school property, school buses, school bus stops, or at any school-sponsored events and activities. Students shall not encourage, solicit, aid, or abet another student in the bullying, intimidation, or harassment of anyone.

Definitions:

Bullying is the act of systemically and chronically inflicting physical harm and/or psychological distress on others (to include but not limited to fear, anxiety, psychological and emotional harm).

Intimidation is verbal or physical threats toward another person made with the intent to inflict fear, injury, or damage to property.

Harassment is the continual or repeated annoyance or humiliation of another person. Harassment towards an individual or group that is based on race, national origin, ethnicity, color, gender, religion, physical or behavioral characteristics, sexual orientation/preference and/or disability is also discrimination.

A student who believes he/she has been the victim or is a witness to bullying, intimidation, or harassment shall immediately notify any teacher, counselor, health aide, school administrator, or any other District employee (i.e. bus driver, SRO, food service employee, custodian, etc.) Students who cannot immediately make a report must do so within ten (10) calendar days of the last incident.

The District employee receiving the report/complaint or personally witnessing bullying, intimidation, or harassment shall immediately report the incident to the appropriate school administrator no later than the next school day following the day of the report/complaint.

A parent whose child has been a victim of bullying, intimidation, or harassment or who has otherwise become aware of such behavior is encouraged to report the behavior to the school administrator.

Student Nutrition Guidelines

Over the last thirty years, the number of overweight children ages 6-17 has doubled. Obesity is common enough among children that it is now considered an epidemic. To address this issue, the state of Arizona passed a nutrition law that affects all Arizona schools and students. Thus, Blake School will be following the Arizona Nutrition Standards. Teachers and school staff will not be providing any type of junk food (candy, soda pop, chips, ice cream, etc) to students for rewards or class parties. Any food provided by the school will meet the food and beverage standards set by the state of Arizona.

Religion, Religious Activity, and Prayer

The District does not sponsor or endorse religion or religious activity. In accordance with this position, no person – acting on the District’s behalf – will initiate, organize, or lead students in prayer. The District’s position is not intended to deny or abridge any individual’s constitutional rights.

General Information

- ▶ All visitors to Blake School must check in at the office. An exception will be made for those who are going directly to the nurse’s office or those who are attending awards assemblies, holiday programs, or parent/teacher conferences.
- ▶ Please notify the office of any changes in custody, physical or mailing address, telephone number (home and work) and employment status.
- ▶ Any library books your child checks out must be returned to the library or your child will not receive his or her report card when they are given out quarterly.
- ▶ Parents and visitors must order hot lunches by 9:00 a.m.
- ▶ If you wish to check your son or daughter out for an appointment, please be aware that we do not call students out from their classrooms until the adult has arrived in our office. Please plan your time accordingly.
- ▶ We track transportation directions for all children. **If you must make a change in bus drop off location, the office must be notified by 1:00 p.m.** Also – if you intend to pick up your child after school and your child is normally bused, please contact the office early in the day. **Please keep changes to an absolute minimum.** Only one drop off location can be designated at any one time.
- ▶ Please refer to your parent handbook, your monthly Busy Bee Newsletter, and any other publications sent home for notices regarding assemblies, early-release days, and other important items about school. We ask that you look at your child’s paperwork every evening so that you will be aware of all that is happening at school.
- ▶ You must call the office (669-8203) to notify us of any absence for your child. We are not obligated to call you if we do not hear from you on the day of the absence. If we are unable to contact you, your child will be marked as “unexcused” for the day. Excessive absences (excused and/or unexcused) are reported to the La Paz County Attorney’s office or the CRIT

Attorney General's office upon request. A student who is absent ten percent of the instructional days is considered to be excessively absent.

►The District designates the following personally identifiable information contained in a student's education record as "directory information" and will disclose that information without prior written consent: student's name; name(s) of the parent(s); student's address; date of birth; class designation; extracurricular participation; achievement awards or honors; weight and height if a member of an athletic team; photograph; and school or district the student attended before enrollment in the District. Parents have two (2) weeks to advise the District in writing of any or all of the items they refuse to permit the District to disclose.

Parental Involvement Policy

Part I. General Expectations

Blake Primary School agrees to implement the following statutory requirements:

- Blake Primary School will put into operation programs, activities and procedures for the involvement of parents in its schools with Title I, Part A programs, consistent with Section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with Section 1118, the school will work to ensure that the required school-level parental involvement policies meet the requirements of Section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with Section 1118(d) of the ESEA.
- Blake Primary School will incorporate this school-wide parental involvement policy into the district LEA plan developed under Section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the school plan for Title I, Part A, developed under Section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school will submit any parent comments with the plan when the school submits the plan to the LEA.
- The school will involve the parents of children served in Title I, Part A schools in decisions about how the one percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- The school will be governed by the following statutory definition of parental involvement, and will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring –

- (A) that parents play an integral role in assisting their child's learning;
 - (B) that parents are encouraged to be actively involved in their child's education at school;
 - (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
 - (D) the carrying out of other activities, such as those described in Section 1118 of the ESEA.
- The school will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in the State.

Part II. Description of How Blake Primary School Will Implement Required School Wide Parental Involvement Policy Components

1. Blake Primary School will take the following actions to involve parents in the joint development of its school wide parental involvement plan under Section 1112 of the ESEA:

Invite parents to participate in developing the plan

Schedule convenient planning meetings

Hold public meetings

2. Blake Primary School will take the following actions to involve parents in the process of school review and improvement under Section 1116 of the ESEA:

Parental participation on School Improvement Committees

Provide letters to the community explaining school review and improvement.

Provide letters to the community explaining school choice.

Title I parent meetings

3. Blake Primary School will provide the following necessary coordination, technical assistance, and other support to assist in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

4. Blake Primary School will coordinate and integrate parental involvement strategies in part A with parental involvement strategies under the following other programs such as Head Start, Family Literacy, Collaborative Literacy Intervention Project, and others by:

Open House at school sites

Head Start/Kindergarten Orientation and enrollment help

Parent/Teacher Conferences

Monthly school-wide parent meetings

Red Ribbon activities

County Fair displays

Award ceremonies for outstanding students, attendance, etc.

5. Blake Primary School will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

Parent surveys

6. Blake Primary School will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

- A. The school will provide assistance to parents of children served by the school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph –
- the State's academic content standards,
 - the State's student academic achievement standards,
 - the State and local academic assessments including alternate assessments,
 - the requirements of Part A,
 - how to monitor their child's progress, and
 - how to work with educators

Parent conferences which include an explanation of State academic scores

Reading progress reports to parents through DIBELS assessments

Student/Parent/Teacher Compact

Newsletters, school web pages, teacher web pages

- B. Blake Primary School will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:

Collaborative Literacy Intervention Project orientation provides parents literacy training

Federal government publications for parental involvement with math and reading at home are distributed at Title I parent meetings

*Reading program at Kindergarten through Grade 3 distributes reading materials to students to keep at home
Kindergarten lap kits provide reading material and activities for parents to work with children at home*

School newsletters

- C. The school will, with the assistance of its parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

Ruby Payne's Generational Poverty training

Structured English Immersion training

Education Express newspaper pages

- D. Blake Primary School will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

Head Start/Kindergarten Parent Orientation for transition

Head Start/Kindergarten enrollment program

Collaborative Literacy Intervention Project Parent Orientation and Student Observation

Pre-School Handicap partnership with parents as guest speakers

- E. The school will take the following actions to ensure that information related to the school and parent programs, meetings, and other activities is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

Newsletters, forms, flyers are distributed in English and Spanish.

Part III. Discretionary School Wide Parental Involvement Policy Components

Blake Primary School provides many avenues for parental involvement within the schools. These may include open house, parent/teacher conferences, monthly parent meetings, Native American Days, red ribbon activities, book fair, newsletter, music events, home, email, and letter communication, awards ceremonies (honor roll, attendance, etc.), web pages, translators, IEP meetings, county fair display, parent survey, Halloween carnival, field day, field trips.

Part IV. Adoption

This School Wide Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by minutes of School Improvement Committee meetings.

This policy was adopted by Blake Primary School in May, 2007, and will be in effect for the period of one year and reviewed annually. The school will distribute this policy to all parents of participating Title I, Part A children on or before the first day of each school year.

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

PPRA affords parents and students who are under age eighteen (18) or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas:
 - Political affiliations or beliefs of the student or student's parents;
 - Mental or psychological problems of the student or student's family;
 - Sex behavior or attitudes;
 - Illegal, anti-social, self-incriminating, or demeaning behavior;
 - Critical appraisals of others with whom respondents have close family relationships;
 - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - Religious practices, affiliations, or beliefs of the student or parents; or
 - Income other than as required by law to determine program eligibility.
- *Receive notice and opportunity to opt a student out of:*
 - Any other protected information survey, regardless of funding;
 - 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
 - Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Receive/Inspect, upon request and before administration or use:*
 - Protected information surveys of students;

- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

Parker Unified School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or distribution purposes. Parker Unified School District will also directly notify parents and eligible students, such as through registration materials, the U.S. Mail or e-mail, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

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

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Family Educational Rights & Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (**FERPA**) is a Federal law designed to protect the privacy of a student's education records. The law applies to all schools which receive funds under an applicable program of the U.S. Department of Education. **FERPA** gives parents certain rights with respect to their children's education records. These rights transfer to the student, or former student, who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students. Parents or eligible students have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records. Schools may charge a fee for copies. Parents and eligible students have the right to request that a school correct records believed 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 commenting on the contested information in the record. Generally, schools must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:

School employees who have a need to know

Other schools to which a student is transferring

Certain government officials in order to carry out lawful functions

Appropriate parties in connection with financial aid to a student

Organizations conducting certain studies for the school

Accrediting organizations

Individuals who have obtained court orders or subpoenas

Persons who need to know in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may also disclose, without consent, "directory" type 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 (202) 260-3887 or TDD (202) 260-8956 or contact:

Right to Review Teacher Qualifications

As a parent of a student at Blake Primary School, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Arizona Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Arizona Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please call Joanna Hermes at (928) 669-8203.

Child Find Annual Notification

Students in Kindergarten through Age 22

All new students and all Kindergarten students enrolled in public schools are required to be screened within 45 days for the following areas of development that affect learning:

Hearing, Vision, Communication,
Academics, Social/Emotional/Adaptive Behavior, and
Physical Development

If you have concerns about a child's progress in school or one of the developmental areas, contact the school in which the child resides. If the student is in a private school, the parent or school official can contact the school district in which the private school is based.

Children Birth to Age 3

All children develop at their own rate. There are established levels in development expected for children at certain ages and stages. The areas of development that affect learning are listed below and need to be monitored if there are concerns:

Physical, Cognitive, Language/Communication,
Social/Emotional, and Self-Help

If you know a child under the age of 3 that should be referred for a screening, the family needs to be referred to the Arizona Early Intervention Program, AzEIP. The AzEIP web site, www.azdes.gov/AzEIP has a checklist for a child's development.

Children Ages 3-5 (Preschoolers)

If you have concerns about a child's development and the child is between the ages of 3 and 5 (not in Kindergarten), the child should be screened. Contact the elementary school in which the parent resides-either Blake or LePera. Let the school secretary know that you have concerns about a preschool child. If the child is enrolled in Kindergarten, contact the principal about the child's Kindergarten screening results.

If you have questions, free to contact the Exceptional Student Services office at 669-2431.

Grade Report Periods and Parent/Teacher Conferences

There are four grade-reporting periods during the school year, each falling at approximately nine-week intervals. Parent/teacher conferences are during the first and third grading periods and are listed below for your convenience:

FIRST QUARTER:	August 3 thru October 1	Report cards go home on October 14
SECOND QUARTER:	October 12 thru December 18	Report cards go home on January 5
THIRD QUARTER:	January 4 thru March 4	Report cards go home on March 23
FOURTH QUARTER:	March 21 thru May 26	Report cards go home on May 26

2015-2016 Parent-Teacher Conference Dates

Fall Parent/Teacher Conferences Thursday, September 3

Spring Parent/Teacher Conferences Thursday, February 4



Emergency Plan

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the schools have made preparations to respond effectively to such situations. Should we have a major disaster during school hours, your student(s) will be cared for at this school. Blake Primary School has a disaster plan to respond to a major catastrophe.

Your cooperation is necessary in any emergency.

1. Do NOT telephone the school. Telephone lines may be needed for emergency communication.
2. In the event of a serious emergency, students will be kept at their schools until they are picked up by an identified, responsible adult who has been identified as such on a Blake School emergency form which is required to be filled out by parents at the beginning of every school year. Please be sure you consider following when you authorize another person to pick up your child at school:
 - He/she is 18 years of age or older and carries identification.
 - He/she can be contacted easily.
 - He/she could walk to school, if necessary
 - He/she is known to your child.
 - He/she is both aware and able to assume this responsibility.
3. Turn your radio to 1380 AM for emergency announcements. If students are to be kept at school, radio stations will be notified. In addition, information regarding day-to-day school operations will be available by calling the district office.

Students will be released only to parents and persons identified on the Blake School emergency form. Parents should become familiar with the Blake Emergency Disaster Plan and be patient and understanding with the student release process. Please instruct your student to remain at school until you or a designee arrives.

If a natural disaster takes place during the time that students are being transported, students will be kept on the bus and the driver will ask for assistance through radio contact with the school and district personnel.

Should road conditions prevent the driver from delivering students to their home or to school in the morning, the students will be delivered to the nearest school site and that school will communicate with the home and school to inform them of the students' whereabouts.

In case of a hazardous release event (chemical spill) near the school area, Shelter-in-Place procedures will provide protection. All students and staff will clear the fields, report to their rooms and all efforts will be made to prevent outside air from entering classrooms during the emergency.

Students arriving at the school during a Shelter-in-Place drill or event should report to the school office. When the dangerous incident has ended, an all-clear signal will be given. Please discuss these matters with your immediate family. Planning ahead will help reduce concern during emergencies.