

YOUNG PUBLIC SCHOOL 2021-2022

STUDENT HANDBOOK WITH
CALENDAR OF EVENTS



ADDRESS: 46878 HWY 288 • P.O. BOX 390 • YOUNG, ARIZONA 85554 • (928) 462-3244

School web site: www.youngschool.org

ParentVUE/StudentVUE: https://young.apscc.org/login_pxp.aspx

Dear Students, Families, Staff, and Community,

On behalf of the YPS Governing School Board and all of us who work with and support your youth, it is an honor to welcome you to the Young School District for the upcoming 2021-2022 school year! Even though we face unprecedented times, your team of students and educators has responded with enthusiasm, resiliency, grace, courage, and Panther Pride. Simply put, they (and you!) are the very best in Arizona!

We continue to refine, explore, and expand academically rigorous pathways aligned to Arizona Academic Standards and community ideals with a focus on innovative teaching and learning. Likewise, your Governing Board is committed to providing a safe, respectful and nurturing environment for all members of the school community including students, staff, families, local area partners and visitors. This handbook is an official policy statement of the YPS Governing School Board. Students and parents should review and be familiar with this handbook.

Our theme for this year is ***Reconnecting for Our Future***, which incorporates the best values of respect, grace, citizenship, healthiness, grit and responsibility. Our students will be challenged to dream big this year as they discover their best selves and learn that true growth comes only with hard work and effort.

With enthusiasm and commitment to excellence,

The Board, Faculty, and Staff of Young Public School

ADMINISTRATION

Patrick O'Donnell: Superintendent/Principal

GOVERNING BOARD

Linda Chapman, President
Dave Megahey, Guy McGill,
Polly Hageman, James Bruzzi

Your Governing Board members are focused on student success. The Board meets the second Monday of every month at 6:00 p.m. in the Academic Bldg Computer Lab. Agendas for upcoming Board meetings are posted in the display case outside the school office and on the District website.

FACULTY

Rebecca Fuller: Grades K-1
Nichole Lynch: Grades 2-3
Gerine Smyers: Grades 4-6
Casey Muns: Eng, S. Studies, Science
David Schaeffer: Math, Science
Ron Silverman: S. Studies, Eng
Heather Jackson: Special Education
Josh Humphrey: Vocational
Katie Clemmer: Preschool

SUPPORT STAFF

Stephanie Rider: Chief Financial Officer
Colette Zienka: Admin Assistant
Starla Zimmerschied: Cafeteria Manager
Segan Bell: Instructional Aide/Librarian
Cheryl Franklin: Preschool/Instructional Aide
Ray Smyers: Lead Maint/Trans/Custodial
Josh Humphrey: Maint/Trans/Custodial
Katie Clemmer: Business Office Clerk

This handbook is a condensed version of YPS Policies/Procedures and Arizona Revised Statutes. The guidelines in this handbook are not intended to be contractual commitments by Young School District #5 and parents/students shall not construe them as such. Young School District #5 reserves the right to change or supplement guidelines at any time without notice. No policy is intended as a guarantee of continuity of benefits or rights.

August 2021

SUN MON TUE WED THU FRI SAT

1	2	3	4 Teacher's on Campus	5 Teacher's on Campus Welcome Back Meet the	6	7
8	9 First Day of School Board Mtg 6pm	10	11	12	13	14
15	16	17	18	19	20	21
22	23 Pre-school 1st Day	24	25	26	27	28
29	30	31				



Calendar subject
to change.
Please check school
website for updates.

Notes:

To Be Announced:

Student Council Elections
Student Council Calendar
CAP Calendar

CLASS SCHEDULES

Regular Schedule for JH/High School		Regular Schedule for Elementary <i>1st-6th Grade</i>	
First Bell	7:40	First Bell	7:40
1 st Period	7:45-8:35	Morning Activities	7:45-8:00
2 nd Period	8:40-9:30	Class Time	8:00-9:30
3 rd Period	9:35-10:25	Recess	9:30-9:45
4 th Period	10:30-11:20	Class Time	9:45-11:15
5 th Period	11:25-12:15	Lunch	11:15-12:15
Lunch	12:15-1:00	Class Time	12:15-1:00
6 th Period	1:05-1:55	PE/Art 1-3 Soc Std 4-6	1:05-1:55
7 th Period	2:00-2:50	PE/Art 4-6 Soc Std 1-3	2:00-2:50

Each teacher will have open office hours from 3:00 to 4:00 each school day. Detention responsibilities will be rotated among faculty members. Teacher meetings will be held every Wednesday from 4:00 to 5:00. Parents are encouraged to track student grades and attendance in ParentVue.

ENROLLMENT /PLACEMENT

Students enrolling or returning will be given an equivalency test in Reading and Mathematics. This will ensure the student is placed in the appropriate program for maximum success.

MAKE-UP WORK

It is the student's responsibility to contact his/her classroom teacher or teachers to obtain assignments and complete any make-up work due to an absence. A student has the same number of days to make up the work as the days absent. Students with **pre-arranged absences** (e.g. field trips, sports events, educational opportunities) are responsible for contacting each teacher in advance to obtain assignments. Missing assignments will require mandatory participation in intervention.

ACADEMIC INFORMATION

REPORTING OF GRADES TO PARENTS/GUARDIANS

The percentage grades that appear on report cards are the teacher's interpretation of the child's performance based on criteria and standards established by the District and based on Arizona State Standards for the grade level at which the student is working. Students will also be graded on effort and achievement. Parents will be informed with progress reports if a student is making unsatisfactory progress. Parents are able to track their student's progress online daily in Synergy's "ParentVUE". "ParentVUE" can be accessed through a "Hot Link" on the school website youngschool.org.

HONOR ROLL, PRINCIPAL'S LIST, AND ACADEMIC RANKING

Placement on the academic Honor Roll shall be granted to all students who have attained at least a 90% combined average over all classes. Placement on the Principal's List shall be given to all students who have attained at least a 95% combined average. Grade percentages are computed at the end of each semester for junior high and high school students.

JUNIOR HIGH PROMOTION POLICY

Seventh and eighth grade students who fail two or more core courses for the entire year (both semesters) may be retained in their current grade level. Seventh and eighth grade students who fail one core course and are struggling in other core courses for the entire year (both semesters) will also be considered for retention in their current grade level. At the end of the third (3rd) quarter, teachers will meet to evaluate and make recommendations for students who fall into the aforementioned categories.

HOMEWORK

Appropriate and reasonable homework for the purpose of enrichment, reinforcement and completion of class work will be assigned. Parents are encouraged to evaluate, with their students, any after-school commitments such as employment and extra-curricular activities, to determine if they conflict with the student's ability to complete homework. Homework due dates are determined by individual teachers, and the decision to award credit for late work is also theirs. Homework is a necessary part of education, particularly when the school week is limited to 4 days. Students and parents should schedule time for homework completion each night, as well as on weekends, and see that students have a quiet place to study, free from noise and distractions. Parental involvement is crucial to student success.

WITHDRAWAL FROM SCHOOL

To withdraw from school and transfer to a different school, a student must report to the office to obtain appropriate instructions and procedures. Final clearance will be given when forms are completed and a parent's permission is recorded. A student will then be granted "withdrawal grades" which are used only to transfer to another school. **THESE ARE NOT FINAL GRADES.**

September 2021

SUN

MON

TUE

WED

THU

FRI

SAT

			1	2	3	4
5	6	7	8	9	10	11
	Labor Day No School					
12	13	14	15	16	17	18
	School Board Meeting 6pm					
19	20	21	22	23	24	25
26	27	28	29	30		



Notes:

To Be Announced:

HIGH SCHOOL GRADUATION REQUIREMENTS

EARLY GRADUATION

Students who wish to graduate early must notify the Superintendent during the first half of the semester preceding the semester of desired completion. The request must specify the reasons for the request and must include the written approval of the student's parents or guardian.

All graduation requirements must be met by the early completion date.

Transcripts indicating completion of Young High School's graduation requirements will be available as soon as these requirements have been met.

ALTERNATIVE COURSES

High school level correspondence and online courses are available to high school students who must complete a required course that Young Public School does not offer. Credits earned through correspondence courses are limited to one [1] in each of the four [4] major subject areas. Appropriate courses at the college or university level can be substituted for high school credit by juniors and seniors only. All courses must be equal to or greater than the course offered at the district level. All completed correspondence course work will be recognized on the student's transcript. If a student fails a course, no credit will be given. Juniors and seniors wishing to take college courses must be earning a 85% in all classes. All courses must be **pre-approved** by the Superintendent. Approved college level courses paid for by the parent/student may be reimbursable, if the course is completed with a passing grade. Proper Purchase Request forms must be filed by the student before the course start date. Failure to do so will result in no reimbursement.

SHOP FEE: There will be a \$50.00 shop fee for participating youth not enrolled in YHS.

AzM2 and CITIZENSHIP TEST

The AzM2 will be administered to all YPS students as directed by Arizona law. High school students will be tested at the end of each course taken in English and Math. These tests are called EOC (end of course) tests. Students may take them in the fall, spring, or summer, depending on when they finish their classes. Elementary students will be tested in the spring at each grade level. As of now, Arizona does not require passing the AzM2 for high school graduation, but allows the district to determine how to use the scores for student accountability and success.

In order to graduate from high school or obtain a high school equivalency diploma, a student must correctly answer at least sixty (60) of the one hundred (100) questions listed on a test that is identical to the civics portion of the naturalization test used by the United States Citizenship And Immigration Services. The District school shall document on the student's transcript that the student has passed a test.

Required Credits for Graduates of the Class of 2021-2022

English	4.0 units
Math (I, II, III, IV)*	4.0 unit
Science (HS Lab sciences) **	3.0 units
American History	1.0 unit
United States/AZ Government	0.5 unit
Free Enterprise/ Economics	0.5 unit
World History	0.5 unit
World Geography	0.5 unit
Fine Arts or Career/Tech/Voc Ed	1.0 unit
Non-Core Classes (Electives)	7.0 units
TOTAL	22.0 units

Note: Each graduate must pass the State of Arizona approved Citizenship Test with a minimum score of 60%.

**Math courses shall consist of Algebra I, Geometry, Algebra II and an additional higher level course as determined by the Governing Board.*

***Three credits of science in preparation for proficiency at high school level on the statewide science assessment.*

October 2021

SUN	MON	TUE	WED	THU	FRI	SAT
-----	-----	-----	-----	-----	-----	-----

					1	2
3	4	5	6	7	8	9
				End of 1st Qtr		
10	11	12	13	14	15	16
	<div> <div>School Board Meeting 6pm</div> <div> <div>Fall Break No School</div> <div></div> </div> </div>					
17	18	19	20	21	22	23
			Parent/Teacher Conferences			
24	25	26	27	28	29	30
31						



Notes:

[illegible]

To Be Announced:

Halloween Carnival

MORE HIGH SCHOOL INFORMATION

STUDENT CLASSIFICATION

FRESHMAN: A student who has completed the eighth grade and less than six units of credit.

SOPHOMORE: A student who has completed at least 6, but less than 13 units of credit.

JUNIOR: A student who has completed at least 13, but less than 17 units of credit.

SENIOR: A student who has completed at least 17 units of credit.

STUDENT SCHEDULES/COURSE LOADS

All students in high school, except graduating seniors, are required to enroll in seven (7) classes. Graduating seniors will be required to enroll in a minimum of five (5) classes unless waived by the Administration.

COLLEGE ADMISSIONS TESTS

Students planning to attend college should take, in their junior and senior year, either the American College Test (ACT) or the Scholastic Achievement Test (SAT). YPS administers the SAT each year. The SAT test, used for national scholarships and local guidance purposes, is recommended for students with a B average grade or better. Information concerning test administration dates will be available to parents. The Preliminary Scholastic Aptitude Test (PSAT) is available for sophomores and freshmen. Scheduling information is available in the school office.

REPEATING COURSES

Students may request to repeat a course. Transcripts for students repeating courses will reflect both the original and the repeated course grade. **Credit will be granted only once.** Certain classes may be repeated for additional credit.

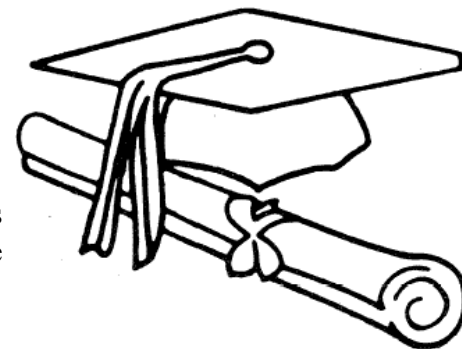
TRANSCRIPTS AND STUDENTS RECORDS

All transcripts are mailed directly from school to school through the Registration Office. Student records shall be available under the following circumstances:

1. When they are to be used by the professional staff of the school district in which the student is in attendance.
2. When a parent or guardian, upon confirmation of identity, requests them and the student is under the age of 18.
3. When a pupil who is over the age of 18 requests them.

SPECIAL EDUCATION

Completion of graduation requirements for special education students who do not meet the requirements shall be determined on a case-by-case basis in accordance with the special education course of study and the Individualized Education Plan (IEP) of the student.



November 2021

SUN MON TUE WED THU FRI SAT

	1	2	3	4	5	6
7	8 Board Mtg 6pm	9	10	11 Veteran's Day No School	12	13
14	15	16	17	18	19	20
21	22	23	24	25 Thanksgiving No School	26	27
28	29	30				



In the event of a power outage:

If power is restored before 5:00am, we will have a regular school day. If restored between 5:00am and 7:00am, we will start an hour late (8:45am and bus will run accordingly). If the power is not on by 7:00am school will be closed.

Notes:

To Be Announced:

VALEDICTORIAN & SALUTATORIAN INFORMATION

High School

The high school student graduating with the highest grade percentage (85% minimum), as determined in the following manner and under the circumstances described, will be designated valedictorian. The student graduating with the second highest grade percentage (85% minimum) will be designated salutatorian.

- The student shall have been enrolled in Young Public School for the entire senior year.
- Grades from freshman through junior years, in the subjects required for graduation by the Arizona State Board of Education will be used, if they come from a recognized public, private or charter school. These grades, along with all grades received for the student's senior year through the end of the third nine-week grading period, will be averaged to determine grade percentage. The grade percentage shall be at least eighty-five percent to qualify for Valedictorian and Salutatorian.
- Each student shall have completed high school within eight (8) semesters.
- Eligible students for this award shall not have received any disciplinary sanctions greater than detention (eg. ISS or OSS). They shall have exhibited exceptional behavior for the year, setting a positive example for their peers.

Junior High

The junior high school student promoted with the highest grade percentage (85% minimum), as determined in the following manner and under the circumstances described, will be designated valedictorian. The student promoted with the second highest grade percentage (85% minimum) will be designated salutatorian.

- The student shall have been enrolled in Young Public School for the entire 8th grade year.
- Grades for 7th and 8th (through the end of the third nine-week grading period for 8th grade) in the subjects required for graduation by the Arizona State Board of Education will be used, if they come from a recognized public, private or charter school. These grades will be averaged to determine grade percentage. The grade percentage shall be at least eighty-five percent to qualify for Valedictorian and Salutatorian.
- Each student shall have completed junior high school within four (4) semesters.
- Eligible students for this award shall not have received any disciplinary sanctions greater than detention (eg. ISS or OSS). They shall have exhibited exceptional behavior for the year, setting a positive example for their peers.



December 2021

SUN MON TUE WED THU FRI SAT

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
	Board Mtg 6pm	Final Exam Schedule			End of 2nd Qtr	
19	20	21	22	23	24	25
	Winter Break No School					Chr
26	27	28	29	30	31	
	Winter Break No School					



Return from Winter Break
is January 3rd

Notes:

[illegible]

To Be Announced:

Christmas Program
Staff Christmas Party
NHS Induction

ATTENDANCE

Students who regularly attend school achieve more. Students are required by law to attend school punctually and regularly. Once students have arrived at school in the morning, they **may not leave school grounds without permission**. Parents are asked to come to the school office to sign out their students if the student is to be released during the day. YPS is a **closed campus** for Pre-K-8 students during lunchtime. High school students must have a signed parental permission slip on file in the school office in order to leave campus during the lunch period.

Failure to return to campus on time after lunch will result in the following consequences:

First offense:	Four days suspension off-campus lunch privileges
Second offense:	Eight days suspension off-campus lunch privileges
Third offense:	Off-campus lunch privileges will be revoked for a nine-week period

STUDENT ABSENCES AND EXCUSES

The regular school attendance of a child of school age is required by state law. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons include illness, bereavement, other family emergencies, and observance of major religious holidays of the family's faith.

In the event of a necessary absence known in advance, the parent is expected to inform the school; if the absence is caused by emergency, such as illness, the parent is expected to telephone the school office. When a student returns to school following any absence, a note of explanation from the parent is required.

The school may require an appointment card or a letter from a hospital or clinic if the parent has not notified the school in advance, or if the child is absent for more than three (3) consecutive days.

ELEMENTARY SCHOOL ATTENDANCE PROGRAM (based on a school year)

After four (4) days of accumulated student absences, parents will be contacted by the school office through a letter or phone call. After eight (8) days of student absences, the school administrator will hold a conference with the parent(s) of the child. As part of this meeting, parent(s) may be notified that the Juvenile Probation Department will be contacted, and that the agency may contact the parent(s). After twelve (12) days of student absences, the school will send a registered letter to the parents indicating that there must be a physician's excuse for any future absences. A copy of the letter may be forwarded to the School Resource Officer (SRO) and to the county prosecutor's office. If two (2) more student absences (a total of 14) are reported, the school administrator may withdraw the student. The school will forward citations to the appropriate office in the court system for prosecution by the State of Arizona according to ARS 15-802.

HIGH SCHOOL ATTENDANCE PROGRAM (based on a semester)

A student is allowed 8 absences (excused or unexcused) per class period per semester. After the 4th absence, a warning letter will be sent to the parent and student informing them of the number of absences accrued. Following the 8th absence, a letter will be sent to the parent and student informing them that they have lost credit for the course.

January 2022

SUN	MON	TUE	WED	THU	FRI	SAT
						1 New Years Day
2	3 Return to School, 2nd Semester	4	5	6	7	8
9	10 Board Mtg 6pm	11	12	13	14	15
16	17 MLK Day No School	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



Notes:

[illegible]

To Be Announced:

YPS Spelling Bee
Board Visit
YPS Science Fair

ATTENDANCE (Con't)

EXCUSED AND UNEXCUSED ABSENCES

Parents are expected to inform the school as to the reason for the absence; however, all absences, whether excused or unexcused, count toward loss of high school credit.

DITCHING AND TRUANCY

Arizona Revised Statutes defines 'truant' as an unexcused absence for one or more class periods during the school day. A habitually truant child is one that is truant for at least five school classes during the school year (ARS 15-803). Students who ditch will be marked with an unexcused absence, and parents will be notified. If ditching becomes chronic, law enforcement will be notified.

TARDIES

We encourage students to be punctual. It is important that classes begin on time and with as few interruptions as possible. Each tardy will qualify a student for "Intervention" that day.

ABSENCE FOR PARTICIPATION IN SCHOOL ACTIVITIES

When students are participating in a school-sanctioned activity during a regular school day, they will not be counted absent. Students are expected to notify each of their teachers prior to the activity and obtain any required work they will miss.

AFTER SCHOOL ACTIVITIES

Students who are absent from school will not be eligible to attend after school activities on the day of the absence. This includes activities which fall on the weekends.

YPS GENERAL CAMPUS RULES OF CONDUCT

(These rules are applicable to school grounds, school-sponsored activities, and on school vehicles.)

1. Students will respect the rights, wishes, and property of others. Mutual respect is expected between students and staff members at all times.
2. Students will respect personal space of others at all times. Public displays of affection are limited to hand-holding.
3. Students will be in their assigned classroom or area at the designated time unless they have permission from an assigned teacher or the office. Permission to leave class to go to the restroom is at the discretion of the teacher, but will be limited.
4. Students will respect the learning of others and will not disrupt classes.
5. Students will use appropriate and respectful language at all times, and will not swear, engage in vulgarity, or use rude gestures.
6. Students will not bully, intimidate, or harass others. (See Bullying Policy JICK, included in enrollment packet).
7. Students will dress appropriately. (See "Student Dress Policy" JICA, JICA-R included in enrollment packet).
8. Students will not possess tobacco, drugs, alcohol, flammables (lighters, matches, fireworks), weapons (real or simulated) on school property or at school functions. (See Policies JICG, JICH, JICI)
9. Students will keep the campus neat and clean at all times and will not abuse or vandalize school property.
10. Gum-chewing is not permitted on campus or on the bus.
11. Students will be responsible for school equipment and textbooks.
12. Cell phones are not allowed on campus. (See PED policy).
13. Eating and drinking outside of lunch times will be at teacher discretion.
14. Bicycles, skateboards, and motorized vehicles (except in designated parking area) are not to be ridden on school grounds during the hours of 7:00 a.m. to 5:00 p.m., or during school functions held after those hours. Horses are not allowed on school grounds.

February 2022

SUN MON TUE WED THU FRI SAT

		1	2	3	4	5
6	7	8	9	10	11	12
	Board Mtg 6pm					
13	14	15	16	17	18	19
20	21	22	23	24	25	26
	President's Day No School					
27	28					



Notes:

[illegible]

To Be Announced:

County Spelling Bee
County Science Fair

GENERAL CAMPUS RULES OF CONDUCT (con't)

Classroom Rules

Each teacher establishes classroom rules of conduct that are complementary to YPS General Campus rules.

Consequences for Breaking Campus Rules

Students who do not abide by YPS rules will be held accountable for their actions (see consequence chart).

Detention

Detention must be served with a teacher or the principal and may range from a few minutes to several hours, depending upon the severity of the behavior, the number of prior offenses, and the attitude of the student. Detention may be held in the office or an individual teacher's classroom. Parents are generally notified via phone or email.

Out-of-school Suspension (OSS)

Certain behaviors require that a student be removed from the school environment. When a student is assigned an Out of School Suspension, the absence will be unexcused. The student will be required to complete missed assignments; however, the final decision for credit given to the student under these circumstances will be up to the teachers. Students assigned to Out of School Suspension **will not be allowed on campus or allowed to attend any school functions**. Parents will be notified by phone to make arrangements to pick up their student. (See Policy JKD)

In-school Suspension (ISS)

Students assigned to ISS report directly to the office upon arriving at school and take their meals in the office as well. The student will **not** be allowed to participate in any extracurricular activities. ISS students are required to remain on-task with academic studies for the entire day. The work completed will be returned to the teacher and will be applied to the students grade for full credit. ISS is not an absence and does not count against the Excessive Absence Policy. Parents will be notified by phone and mailed a copy of the referral which must be signed and returned the following day. (See Policy JKD)

Appeals

Short-term suspensions may not be appealed. However, long-term suspensions may be appealed to the Governing Board. The appeals process may be found in the Governing Board Manual, available in the school office or through a link on the school website.

Expulsion

Expulsion is permanent removal of a student from school. A student expelled from an Arizona public school does not have to be accepted by any other Arizona public school. It is considered a last resort and is avoided, if possible. (See Policy JKE)

Expectation of Privacy

Students have no expectation of privacy regarding personal possessions at school. Backpacks and lockers may be searched at any time by the Administrators, given reasonable suspicion. Personal searches may be conducted if deemed necessary. Narcotic detector dogs may be present on campus without prior announcement.

March 2022

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7 School Board Meeting 6pm	8	9	10 End of 3rd Qtr	11	12
13	14	15	16	17	18	19
		← Spring Break No School →				
20	21	22	23 Parent/Teacher Conferences	24	25	26
27	28	29	30	31		



Notes:

[illegible]

To Be Announced:

ACT Grade 11, 3/1/22, 4/5/22
AIMS SCI Grade 5, 8, 11 Test Window,
3/22/22-4/30/22

Retention Meeting

DRESS CODE

The Personal Appearance and Dress Code Policy of the Young School District places responsibility for personal appearance and dress on the students. Parents should monitor their students to make sure they are staying within the Dress Code Policy (See JICA, JICA-R included in enrollment packet). Students in violation of these rules will be subject to disciplinary action according to the school discipline plan, and will change into clothing provided by the administrator or faculty. Students, while on campus, during extra-curricular activities, physical education, or travel, and any time when representing Young Public School, shall adhere to the following specific rules regarding student dress in grades kindergarten through twelve (K-12):

- Pants are to be worn at the waist, and shirts/blouses must cover the waist-pant line when arms are raised. Shoulders are to be covered with straps of at least two finger-widths. No cleavage may be showing.
- No underwear may show. This includes boxers and bra straps.
- All bottom edges of shorts and skirts must be opaque (not see-through) and at least fingertip length when shoulders are relaxed and fingers extended. Shorts and skirts must be hemmed.
- Shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity such as physical education, or when safety concerns are present (e.g., shop class). Jewelry that presents a safety hazard may not be worn.
- Depictions or suggestions of the following are not allowed on clothing, hats, jewelry, or visible tattoos including: Profane, obscene, defamatory, sexual writing or any images representing, blood, death, violence, alcohol, tobacco, drugs, or gang related symbols or colors.
- No hats, visors, bandanas, hoods, beanies, or sunglasses may be worn inside school buildings except for approved occupational safety headgear required for specific classes, or as approved by the faculty or staff.

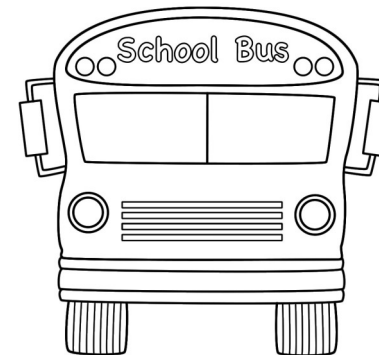
CELLULAR PHONE/PERSONAL ELECTRONIC DEVICE (PED) POLICY

Cellular phones, MP-3 players, iPods, electronic games, personal digital assistants, personal laptops, and other personal electronic devices (PEDs) are not allowed on campus at any time during the school day at Young Public School. All PED's and cell phones that are visible during school hours will be confiscated and will only be released to a parent/guardian. Additional disciplinary action may be taken at the discretion of the superintendent. Any social media posting by YPS students during school hours will result in detention. There is no expectation of privacy regarding cellular phones or PEDs at school. The contents of any cellular phone or PED may be searched upon reasonable suspicion. If a cellular phone or PED is visible during class, there is a reasonable suspicion that it is being used for cheating, and the device contents will be searched. Parents and students may be held legally responsible for the content of cellular phones or PED's, and the device may be surrendered to an appropriate legal officer as evidence and will not be returned to the owner by the school. The use of cellular phones and other PEDs at extracurricular events and on field trips is at the discretion of the responsible staff member. **Parents should not text or call students on cell phones during the school day.** Messages left with the school office will be passed on to students.



BUS RULES

All rules apply to any school sponsored trip



BEFORE YOU GET ON THE BUS

Be at your bus stop five minutes early.

No fighting, swearing or destructive behavior while waiting for the bus.

Stay off the road while you're waiting for the bus. **BE SAFE!**

Wait until the bus comes to a complete stop and the doors have opened, before getting on the bus.

WHILE YOU ARE ON THE BUS

Be safe, respectful, and kind.

Stay in your seat at all times, and keep body parts out of the aisle while the bus is in motion.

Sit with your back against the seat, your legs facing forward and all body parts out of the aisle when the school bus is in motion.

Don't throw anything in the bus or out the window.

No physical contact of any kind is allowed on the bus or at stops.

No food, drink, gum, lighters, matches, tobacco, or weapons of any kind are allowed on the bus.

No profanity, yelling, or loud talking is allowed on the bus.

Everything brought onto the bus must be in an appropriate case, container, and/or backpack.

Damage to a bus caused by a student must be paid for by the student responsible or his/her parent.

If you make a mess on the bus, you will have to clean it up, and be held responsible for any damages.

The use of seating assignments may be implemented at any time to insure safety and order on the bus.

AFTER YOU LEAVE THE BUS

Cross the road at least 10 feet in front of the bus after the driver signals you to go and **NEVER** cross behind the bus.

Be alert and follow the driver's directions.

Get off the bus at your stop unless your parent/guardian has written a note or called the office.

MISCONDUCT SLIPS (BUS TICKETS)

1st Ticket: Student must return the signed ticket to the bus driver.

2nd Ticket: Student must return the signed ticket, and bus privileges are suspended for a period to be determined by the superintendent.

3rd Ticket: Student is expelled from the bus for the remainder of the year.

COMMON AREA AND PLAYGROUND RULES

1. Be kind, play fair and take turns.
2. No throwing sand, rocks, sticks or snowballs. Spitting is not allowed.
3. Playground Area
 - No running on sidewalks.
 - Students may not leave the playground without permission of the playground supervisor.
 - Students are not to bring personal toys onto the playground.
 - No twisting, jumping or flipping out of the swings.
 - Do not sit on or hang on the tetherballs.

April 2022

SUN

MON

TUE

WED

THU

FRI

SAT

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School Board
Meeting 6pm

17

18

19

20

21

22

23

Easter

Snow Days No School

24

25

26

27

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29

30



Notes:

To Be Announced:

ASVAB

AASA Grades 3-8, 4/4/22-4/29/22

ACT Aspire Grade 9, 4/4/22-4/29/22

ACT Grade 11, 3/1/22, 4/5/22

May 2022

SUN MON TUE WED THU FRI SAT

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

Preschool Last
Day of School

22 23 24 25 26 27 28

Last Day of
School

← Final Exam Schedule →

Graduation

29 30 31

Memorial Day



Notes:






To Be Announced:

HS Banquet

Summer Dates:

YPS INTERVENTIONS CHART

Grades K-3

		Step 1	Step 2	Step 3	Step 4	Step 5
<u>CLASS 1 VIOLATIONS</u> Physical assault of staff or students Verbal/physical endangerment Verbal/physical endangerment Death threat Aggravated assault Sale, distribution, purchase, possession of drugs/alcohol,- under the influence	Weapons Arson Kidnapping Homicide	Warning Conference with Parent/guardian Law Enforcement <u>will</u> be notified	Loss of privileges Detention	Detention 		Suspension Expulsion
<u>CLASS 2 VIOLATIONS</u> School threat Extortion Tobacco violations (including e-cigarettes) Sexual offenses Assault		Warning Conference with Parent/guardian Law Enforcement <u>will</u> be notified	Loss of privileges Detention	Detention 		Suspension
<u>CLASS 3 VIOLATIONS</u> Use of unauthorized combustible materials Minor acts of aggression Violation of statutes Violation of District rules Off campus w/o permission Defiance of authority Misuse of technology Written/verbal assault to students or staff	Theft/vandalism Sexual harassment Truancy Throwing objects Fighting	Warning Conference with Parent/guardian Law Enforcement <u>will</u> be notified	Loss of privileges Detention	Detention 		Suspension
<u>CLASS 4 VIOLATIONS</u> Excessive absences Disorderly conduct Insubordination Profanity/vulgarity Forceful/unauthorized trespass possession of combustible materials	Forgery Lying, cheating* Verbal abuse Bus violations	Warning Law Enforcement <u>may</u> be notified	Loss of privileges Detention	Detention 		
<u>CLASS 5 VIOLATIONS</u> Tardies Parking lot violations Show of affection Horseplay/unsafe/unhealthy Negative group affiliation	Gambling Loitering Dress code ** Plagiarism	Warning	Loss of privileges Detention			

*Academic penalties for certain violations are at teachers' discretion.

**A change of clothing is required to comply with YPS Board Policy and State Mandates.

YPS INTERVENTIONS CHART

Grades 4-12

	Step 1	Step 2	Step 3	Step 4	Step 5
<u>CLASS 1 VIOLATIONS</u> Physical assault of staff or students Verbal/physical endangerment Verbal/physical endangerment Death threat Aggravated assault Sale, distribution, purchase, possession of drugs/alcohol,- under the influence Weapons Arson Kidnapping Homicide	Law Enforcement <u>will</u> be notified Conference with parents/guardians		Go to step 5		<u>Minimum</u> Long term Suspension <u>Maximum</u> Expulsion
<u>CLASS 2 VIOLATIONS</u> School threat Extortion Tobacco violations (including e-cigarettes and chewing tobacco) Sexual offenses Assault	Law Enforcement <u>will</u> be notified Conference with parents/guardians	Go to step 3	In-School Suspension (ISS)	<u>Minimum</u> Short-term Suspension <u>Maximum</u> Long-term suspension	<u>Minimum</u> Long-term suspension <u>Maximum</u> Expulsion
<u>CLASS 3 VIOLATIONS</u> Use of unauthorized combustibles Minor acts of aggression Violation of statutes Violation of District rules Off campus w/o permission Defiance of authority Misuse of technology Theft/vandalism Sexual harassment Plagiarism/cheating* Written/verbal assault to students or staff Truancy Throwing objects Fighting	Warning Detention Law Enforcement <u>may</u> be notified Conference with parents/guardians	(In School Suspension)	Short-term suspension	<u>Minimum</u> Short-term Suspension <u>Maximum</u> Long-term suspension	<u>Minimum</u> Long-term suspension <u>Maximum</u> Expulsion
<u>CLASS 4 VIOLATIONS</u> Excessive absences Disorderly conduct Insubordination Profanity/vulgarity Bus violations Forceful/unauthorized trespass Minor acts of aggression Possession of combustible materials Forgery Lying Verbal Abuse Theft/vandalism	Warning Detention Conference with parents/guardians Law Enforcement <u>may</u> be notified	<u>Minimum</u> Detention <u>Maximum</u> (ISS)	<u>Minimum</u> (ISS) <u>Maximum</u> Short-term suspension	<u>Minimum</u> (ISS) Short-term suspension <u>Maximum</u> Long-term suspension	<u>Minimum</u> (ISS) Short-term suspension <u>Maximum</u> Expulsion
<u>CLASS 5 VIOLATIONS</u> Tardiness Parking lot violations Show of affection Horseplay/unsafe/unhealthy Negative group affiliation Gambling Loitering Dress code**	<u>Minimum</u> Warning Conference with parents/guardians <u>Maximum</u> Detention	<u>Minimum</u> Detention <u>Maximum</u> (ISS)	<u>Minimum</u> (ISS) <u>Maximum</u> Short-term suspension	<u>Minimum</u> (ISS) <u>Maximum</u> Short-term suspension	<u>Minimum</u> (ISS) Short-term suspension <u>Maximum</u> Long-term suspension Expulsion

*Academic penalties for certain violations are at teachers' discretion.

**A change of clothing is required to comply with YPS Board Policy and State Mandates.

SAFETY AND EMERGENCY PROCEDURES

In case of emergency, students will be released to parents if time permits. If there is a short warning, or no warning, the school will keep students in the building and take precautions as directed by civil authorities. Please be sure that an emergency contact has been designated to take responsibility of your students, if you are not available. Details of emergency procedures are available in the office.

EVACUATION OF SCHOOL

In the event of a localized emergency requiring evacuation of the school, students will be bussed to the COMMUNITY CENTER. Parents are encouraged to call the school or call their students' teachers on their cell phones for updated information. If the emergency is correctable within a reasonable length of time, students will be returned to school and classes will resume. If school is cancelled, parents may pick up their students at the Community Center. Students will be with their classroom teacher or designee and will not be released to anyone except parents, guardians, or those designated as emergency contacts in their registration packet.

FIRE/EVACUATION PROCEDURES AND DRILLS

Fire/Evacuation drills are held monthly and are to be taken seriously, with all movement done in a neat and orderly manner. Students are to stay with their designated teacher, and upon arriving at the evacuation site will be counted and roll will be taken. Teachers and students will be notified when the drill is over and will return to their classroom in the same orderly manner in which they evacuated. Tampering with the fire alarm system or equipment per Arizona Revised Statutes is a misdemeanor.

LOCKDOWN PROCEDURES AND DRILLS

Students will be instructed and drilled during the school year on proper lock-down procedures. In the event of a threat to students or staff, a signal will be given and teachers and staff will lock themselves and their students inside. Students will be locked down wherever they are on campus at the time the event occurs. Staff is trained not to open their doors for **ANY** reason once a lockdown has been called. Administrative staff or safety personnel will physically go around and unlock doors, releasing individuals from the lockdown once the danger has passed. If a threat occurs on campus and a lockdown is called, students will **NOT** be released to parents or guardians until the danger has passed and law enforcement or other responders have determined that it is safe to re-open campus. Parents who come to the school seeking to remove their students will be in danger of physical harm if they are not known to law-enforcement personnel. We will conduct lockdown drills periodically throughout the year so that students will know how to react during a lockdown.



ELECTRONIC INFORMATION SERVICES POLICY & GUIDELINES

Young Elementary School District #5 specifically denies any responsibility for the accuracy of information. While the District will make every effort to ensure access to proper materials, the user has the ultimate responsibility for how the EIS system is used.

Appropriate Use of Technology

- Students will use the EIS (Electronic Information Services) for educational purposes only—school projects, lessons, or class related activities, consistent with the educational goals of the district.
- Students will use only their assigned password to access the EIS system.
- Students will access the EIS system only with specific permission from a YPS staff member.
- Students will assume responsibility for appropriate use of computers and peripheral hardware and will report inappropriate use of hardware, network resources, and EIS access passwords.
- Students will obtain permission to print from an appropriate YPS staff member and will print for educational purposes only.
- Email access may be provided for teacher-to-student and student-to-teacher. Other access may be provided as needed for teacher-directed activities. Students understand that email is not private.
- Students will adhere to proper use of any copyrighted and trademarked material in accordance with guidelines for fair educational use.
- Students will log off the EIS when they have finished using it.
- Laptops will not be removed from campus unless prior permission is obtained from a teacher or administrator.
- Students with access to home laptops or personal computers will not be allowed to take school owned laptops home.
- Damage to any piece of technology should be reported immediately.

Prohibited Activities and Guidelines

- Students will not access the YPS EIS system without a signed and processed YPS EIS use agreement form.
- Students will not allow others to access the YPS EIS system using their YPS EIS login or access the YPS EIS system using someone else's account (login).
- Students will not submit, publish, display, or retrieve any defamatory, inaccurate, violent, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material, or material that is tobacco, alcohol or drug related.
- Students will not access chat rooms, personal email accounts, or any social media such as TikTok, Instagram, Facebook, SnapChat, etc. or any other social utility using the YPS EIS system.
- Students will not send, receive, or read e-mail not directly associated with a school related project.
- Students will not use inappropriate or offensive language associated with any YPS EIS site.
- Students will not purchase, trade, or request items on the Internet unless they obtain express written permission from the Superintendent.
- Students will not play games on the YPS EIS system or Internet of a non-educational nature, except as deemed appropriate by a YPS staff member.
- Students will not deliberately download viruses, cause damage to computer files, attempt to harm, modify, add or destroy software or hardware, or interfere with system security. Students are not to open attachments from sources unknown to them.
- Students will not transmit personally identifiable data (phone numbers, social security numbers, credit card numbers, addresses, photographs), or make arrangements to meet anyone for self or others.
- Students will not use the network in any way that would disrupt its use by others.

Consequences of Network/Internet Violations

Any student/user who fails to comply with the guidelines or commits one of the violations of the Electronic Information Services Policy & Guidelines will be faced with disciplinary and/or legal actions as determined by District policy and the Superintendent. These actions will range from warnings to loss of all access privileges to the YPS EIS system and possibly suspension, as well as possible legal action.

Legal Implications/Limitations of this Policy

The YPS EIS system and its access to the internet are a privilege and not a legal right. Guidelines are provided here so that you are aware of the responsibilities you are about to acquire. Smooth operation of the EIS relies upon the proper conduct of the end users that must adhere to strict guidelines. YPS' EIS system has been funded by federal, state, and local agencies for educational purposes only. Therefore, if any YPS student or user violates any of the provisions of the agreement, privilege to access the EIS system at YPS will be terminated and future access could be denied.

STUDENT HEALTH

IMMUNIZATIONS

Immunization is a required condition of admittance for all public school students, grades Pre-K-12 in Arizona. Immunization records must be presented when registering children for school. The only exemptions from the immunization requirements are:

1. The immunization would seriously endanger the child's physical health
2. Family religious practice prohibits immunizations

In either case, a signed statement must be provided by the parent/guardian for the requirement to be waived.



STUDENT INJURY OR ILLNESS

If a student is injured at school or while participating in a sponsored activity, he or she should report the injury immediately to the supervising teacher. In the event of serious injury, as determined by the school staff, 911 will be called, and the PVFD medical response team will be summoned. In less severe situations, parents will be called and asked to determine a course of action. Since YPS has no full time nurse, most medical decisions will defer to parents or professionals. If a student comes to the office sick, his or her temperature will be taken, and if the fever is 100 degrees or above, or if the student is vomiting, parents will be called and the student will be sent home. Before returning to school, the student must be fever free, without medication, for 24 hours. Students who come to the office reporting feeling ill will be evaluated by the office staff; any medications permitted by the parent/guardian will be administered. If the feelings of distress persist, parents will be called to determine if the student should remain in school.

MEDICATIONS

If it is necessary for students to receive medication during school hours, the parent is required to bring the medicine to the office in a pharmacy dispensed container with proper labeling (i.e., name, directions for administering, physician's name, and dosage of medicine.) No unidentified medication will be administered. The school office will not accept medication from students. No medications of any kind will be dispensed to any student without parent permission.

HEAD LICE

Because the climate in Young is conducive to infestations at certain times of the year, if the suspicion of head lice is reported, all students will be checked by the principal or other designated staff members familiar with the signs of infestation. Any students showing evidence of head lice will be sent home immediately for treatment. Students who have undergone a generally accepted lice treatment will be allowed back in school after being examined by the principal or designee. Treatment products will be kept on hand in the school infirmary and will be available upon request for a nominal fee.

STUDENT HYGIENE

Students are expected to come to school clean and groomed. Oral hygiene products as well as some soaps, shampoos, and deodorants are available in the school office.

MISCELLANEOUS INFORMATION

STUDENT FEES

Books: No book fees are assessed; however, students will be charged for damaged or lost textbooks and other school-provided materials. Students will be held accountable for proper care of school property. In the event a textbook is lost or destroyed by the student, the student will be charged replacement cost. It will be the responsibility of the superintendent's office to collect for damages. The same applies to lost or damaged library books.

Courses or Classes: No course fees are assessed, except for online college courses. Students who wish to enroll in a college course for elective credit through YPS, must pay for tuition. When the student passes the course with a "C" or better, the school will reimburse the tuition cost if proper paperwork was in place before the course start date.

Extracurricular Activities: A \$1.00 extracurricular fee will be assessed for all students.

Shop Class: YPS enrolled students have priority for participation in shop classes. A fee will not be assessed to students enrolled in YPS; however, all students will be charged for costs of parts purchased for their personal projects. Non YPS Students will be assessed a fee of \$50 in addition to they will be charged for costs of parts purchased for their personal projects. Non YPS students must sign in and out daily with the office to participate in shop classes.

LOST AND FOUND

The lost and found is located in the office. The school is not responsible for the loss or theft of any personal property. Students are responsible for their own personal belongings. Items left in Lost and Found after the end of school will be donated to the Thrift Shop.

VISITORS

Parents and guardians are welcome to visit the school. Conferences and meetings with teachers should be scheduled in advance. ALL visitors and volunteers MUST sign in at the office and obtain a pass before entering the school grounds. Student visitors (friends and relatives) are not allowed on campus or in classrooms without prior approval from the superintendent's office.

STUDENT PARKING (POLICY JLI-E INCLUDED IN ENROLLMENT PACKET)

Students are permitted to park on school premises if the student's driver's license, current vehicle registration, proof of insurance and student/parent signatures are on file with the school office. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reason to believe that illegal or unauthorized materials may be contained within. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant. Student lockers are available for necessary school supplies. Students will not have access to their vehicles from 7:45am-12:15pm and from 1pm-2:50pm. Students violating this provision may lose the privilege of parking on campus.

STUDENT LOCKER USE

Junior high and high school students will select lockers on the first day of school according to seniority (Seniors first, then Juniors, etc.) At that time, they will sign an "Acknowledgement Concerning the Use of Lockers" (Policy JIH-EA included in enrollment packet) Combination locks will be assigned when students are given their lockers. **STUDENTS ARE NOT TO USE PERSONAL LOCKS, NOR STORE ANY-THING IN A LOCKER THAT HAS NOT BEEN ASSIGNED TO THEM.** Any items lost or stolen are not the responsibility of the school. Lockers are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have no reasonable expectancy of privacy. Please note: lockers, desks, storage areas, etc., may be inspected at any time with or without reason, or notice.

SCHOOL LUNCH PROGRAM

Breakfast and lunch are provided every day for a predetermined cost. The school participates in the Federal Free and Reduced Meal Program. It is very important that all families complete the application and return it to the Cafeteria Manager. This information helps to determine the level of funding YPS receives. All information is strictly confidential. Regular price for cafeteria meals are as follows:

	<u>PK-6</u>	<u>7-12</u>	<u>Adults</u>
Breakfast	\$1.25	\$1.75	\$2.25
Lunch	\$1.50	\$2.25	\$3.25

YPS ATHLETICS

Young Public School provides opportunities for students to participate in athletics and competitive events based upon the number of interested students in a particular sport. Students must undergo a physical examination each year and meet eligibility requirements in order to participate in athletics. A “Sports Physical” must be on file in the office.

EXTRACURRICULAR/ATHLETIC ELIGIBILITY

In order for students to participate in extracurricular activities, the following policies must be followed:

1. Each student must have a passing grade in every class.
2. In private conference, the athletic director or advisor will notify the student’s parents or guardians, coach, advisor and Special Education Teacher (if applicable) of the student’s ineligibility. Remediation options will be presented to the student.

Eligibility Requirements:

- A minimum of 70% cumulative grade point average (Cumulative grade point average pertains to semester grading period)
- No more than one class can fall below 69%.

Each coach or advisor responsible for an activity may have rules in addition to the aforementioned requirements. Students are responsible to abide by such rules or lose their eligibility as determined by the responsible school official.

ATHLETIC INSURANCE

A student shall not be allowed to practice or compete in interscholastic athletics until proof of insurance is on file with the office.

FIELD TRIPS AND ATHLETIC TRAVEL

Please refer to the YPS Transportation Procedure form included in your enrollment packet. All students must travel to any school related activity in a school vehicle. If a student needs to return from a school related function in a vehicle other than a school vehicle, a signed letter must be submitted to and accepted by the school administrators twenty-four (24) hours prior to the departure time. Only the students participating in an event, coach/teacher, bus driver and chaperones are permitted on the school bus. Students on field and athletic trips are expected to follow all school rules of conduct, bus rules, and common area/playground/athletic field rules, and dress code. They are expected to represent YPS and the community of Young in the best possible manner — in thought, word and deed.



AFTER SCHOOL PARTIES

Regular parties must end by 11:59 p.m. The age limit of party attendees is 17 unless the person is enrolled as a YPS student. All guests must be registered prior to the party (registration forms are available in the school office). **Students and guests will adhere to the Young Public School General Rules of Conduct as well as the following:**

1. No student or guest may return to the party after leaving. Students will not leave the party before end time without parent consent. Parents will be notified when the student leaves.
2. No student, guest, or parent with alcohol on his/her breath will be admitted. Any indication of drugs will constitute non-admittance or removal. Chaperones will contact law enforcement, parents, and administration.
3. There is no loitering on the school grounds. Chaperones will be responsible for checking the parking lot periodically.
4. Conduct infringing upon the rights of others will result in removal from the party.
5. Minimum lighting must be maintained so that chaperones are able to identify attendees.
6. Obscene and/or unsafe behavior will not be allowed.
7. Inappropriate displays of affection are not permitted.
8. No food or drinks may be brought into the party by students.
9. Appropriate attire is required. Students who arrive dressed inappropriately will not be admitted.

CHILD FIND

It is the Young School District's responsibility to inform the general public and all parents within our boundaries of our responsibility to make available special education services for students with disabilities, age 3 through 21 years. It is also our responsibility to provide them with information on how to access those services. In addition, we have a responsibility to provide information regarding early intervention services for children birth through 2 years of age.

We are responsible for identifying, locating, and evaluating all children with disabilities, including children age 3 through 21, and for referring children from birth through 2 years of age to Arizona Early Intervention Program (AzEIP) for evaluation and appropriate services.

We are also responsible for providing a free and appropriate public education (FAPE) which includes special education and related services to children with disabilities at public expense, under public supervision and direction and without charge to the parents.

For all new students to the district, the classroom teacher will complete screening activities within 45 days of enrollment. The teachers will look at the child's ability in the areas of academics, vision, hearing, communication, social/emotional, and motor skills. If any concerns are noted, the child may be referred for additional help.

PRESCHOOL STATEMENT OF SERVICES: Young School District will offer preschool on an "as needed" basis. If you have concerns about a child, please contact us at 928.462.3244.



ANNUAL NOTIFICATION TO PARENTS

REGARDING CONFIDENTIALITY OF STUDENT EDUCATION RECORDS

Dear Parent,

The following information from the Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to student's education records.

Student education records are collected and maintained by the Young School District #5 to help in the instruction, guidance, and educational progress of the student; to provide information to parents and staff; to provide a basis for the evaluation and improvement of school programs; and for legitimate educational research. The student records maintained by the district may include, but are not limited to, identifying data; cards and transcripts of academic work completed; standardized achievement test scores, attendance data; reports of psychological testing; health data, teacher or counselor observations; and verified reports of serious or recurrent behavior patterns.

In accordance with FERPA the rights of the parents regarding education records are transferred to the student at age eighteen.

Parents and eligible students have the right to:

(1) Inspect and review the student's educational records within 45 days of the day the District receives a request for access. Parents of eligible students wishing to review record(s) should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

These records are maintained at Young School District #5 and are available only to the teachers and staff working with the student. If your son/daughter should transfer to another school, these records will be sent to the new school upon their request. Otherwise, records are not released to most agencies or persons without prior written consent of the parent.

(2) Request an amendment of the student's education records that parents or eligible students believe are inaccurate or misleading. Parent or eligible student should notify the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) Consent to disclosures of personally identifiable information contained, in students' education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District will disclose education records without consent to officials or another school district in which a student seeks or intends to enroll.

(4) File a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Ave. SW
Washington, D.C. 20202-4605

School Directory Information Notice

The Young School District #5 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 unless notified in writing of any or all items the parents/guardians do not wish to be made available to the public without their consent. Directory information for Young School includes the student's name, the names of the student's parents, the student's address, telephone number, date of birth, class designation, extracurricular participation, achievement awards or honors, and photograph.

Special Education Policies and Procedures

Parents may view Special Education Policies and Procedures at Young School District #5.

Sincerely,



Patrick O'Donnell
Superintendent/Principal

NOTES

[illegible]