



FAMILY HANDBOOK

2016 - 2017

STAY INFORMED. BECOME INVOLVED. JOIN OUR STUDENTS' JOURNEY.

WEBSITE: www.ecec.srpmic-ed.org

FACEBOOK: www.facebook.com/srpmicschools



SALT RIVER PIMA-MARICOPA INDIAN COMMUNITY
EARLY CHILDHOOD EDUCATION CENTER
Welcome Letter

Dear Parents,

On behalf of the entire staff of the Salt River Pima-Maricopa Indian Community (SRPMIC) Education Division and the Early Childhood Education Center (ECEC), we welcome you and your child to one of the finest early childhood programs available. We are confident that the ECEC offers your child the highest quality early childhood learning experience. The ECEC staff is dedicated to helping your children reach their fullest potential as the future leaders of the Salt River Pima-Maricopa Indian Community. It is a tremendous responsibility entrusted to all of us and one that we take very seriously.

The ECEC program includes a developmentally appropriate education curriculum; medical, dental, and mental health services; a nutrition program; disability services as needed; social services for your child and family, as well as many opportunities for parent engagement. ECEC activities are geared towards nurturing the growth and development of your children as well as preparing them for success in school and life.

We hope you find this handbook informative and helpful and that it answers all your questions regarding the ECEC schedules, policies, and procedures. If you ever have any questions or concerns about the program, please feel free to speak with our knowledgeable staff or stop by my office.

Sincerely,

Tami Brungard

Early Childhood Education Leader



In an effort to *Go Green* and save resources, we are making all student *handbooks available online*. Please make sure you read your handbook and all related schedules, policies, and procedures. If you ever have any questions or concerns about the program, please feel free to speak with our knowledgeable staff or stop by the ECE Leader's Office.

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General Information

Mission Statement

The mission of the Early Childhood Education Center is to prepare all enrolled students for success as lifelong learners in addition to promoting Community self-sufficiency and preserving the Onk Akimel, O'Odham Himdak and the Xalychidom Piipaash Huudoishxish in the Salt River Pima Maricopa Indian Community.

Vision Statement

The SRPMIC Early Childhood Education Center will be a high quality, Early Childhood Education Program that is in full compliance with state and federal standards. Our program will serve the needs of our students and families in collaboration with and in a team environment with multiple Community resources. Our innovation, attention to culture and language, commitment to excellence and our highly trained staff will create a thriving program that is a model to the nation where no student is left behind.

Location & Hours

| LOCATION | |
|--|---|
| PHYSICAL ADDRESS | MAILING ADDRESS |
| 4815 North Center Street Scottsdale, AZ 85256 | 10005 East Osborn Road Scottsdale, AZ 8256 |
| OFFICE PHONE NUMBER | 480.362.2200 |
| ATTENDANCE HOTLINE | 480.362.2239 |
| FAX NUMBER | 480.362.2201 |
| SCHOOL HOURS | |
| Monday – Friday | 8:00 A.M. – 1:00 P.M. (no charge) |
| *BEFORE SCHOOL HOURS | *AFTER SCHOOL HOURS |
| 7:30 A.M. -8:00 A.M. | 1:00 P.M. – 6:00 P.M. |
| <i>*Available for parents who are working or in school full-time with fees based upon family size and income</i> | |
| ECEC OFFICE HOURS | |
| 7:30 A.M. – 6:00 P.M. | |

Please refer to the ECEC monthly Calendar and/or classroom newsletters for information on school closure days.

Education Board and Policy Council

Education Board Meetings

Education Board meetings are held the first and third Monday of each month at 5:15 PM in the Education Board Room, 4815 North Center Street, Scottsdale, AZ 85256. The Community is welcome to attend.

Policy Council Meetings

Policy Council meetings are held monthly in the ECEC Gathering Place, 4815 North Center Street, Scottsdale, AZ 85256. Elections take place in September and all parents are encouraged to consider running for Policy Council. Parents and staff are encouraged and welcome to attend.

2016-2017 School Calendar

Please view the school calendar online at <http://ecec.srpmic-ed.org/>

Main Phone Lines

Main Number: (480) 362-2200

Attendance Hotline: (480) 362-2239

Classroom Directory

Infant/Toddler Classrooms

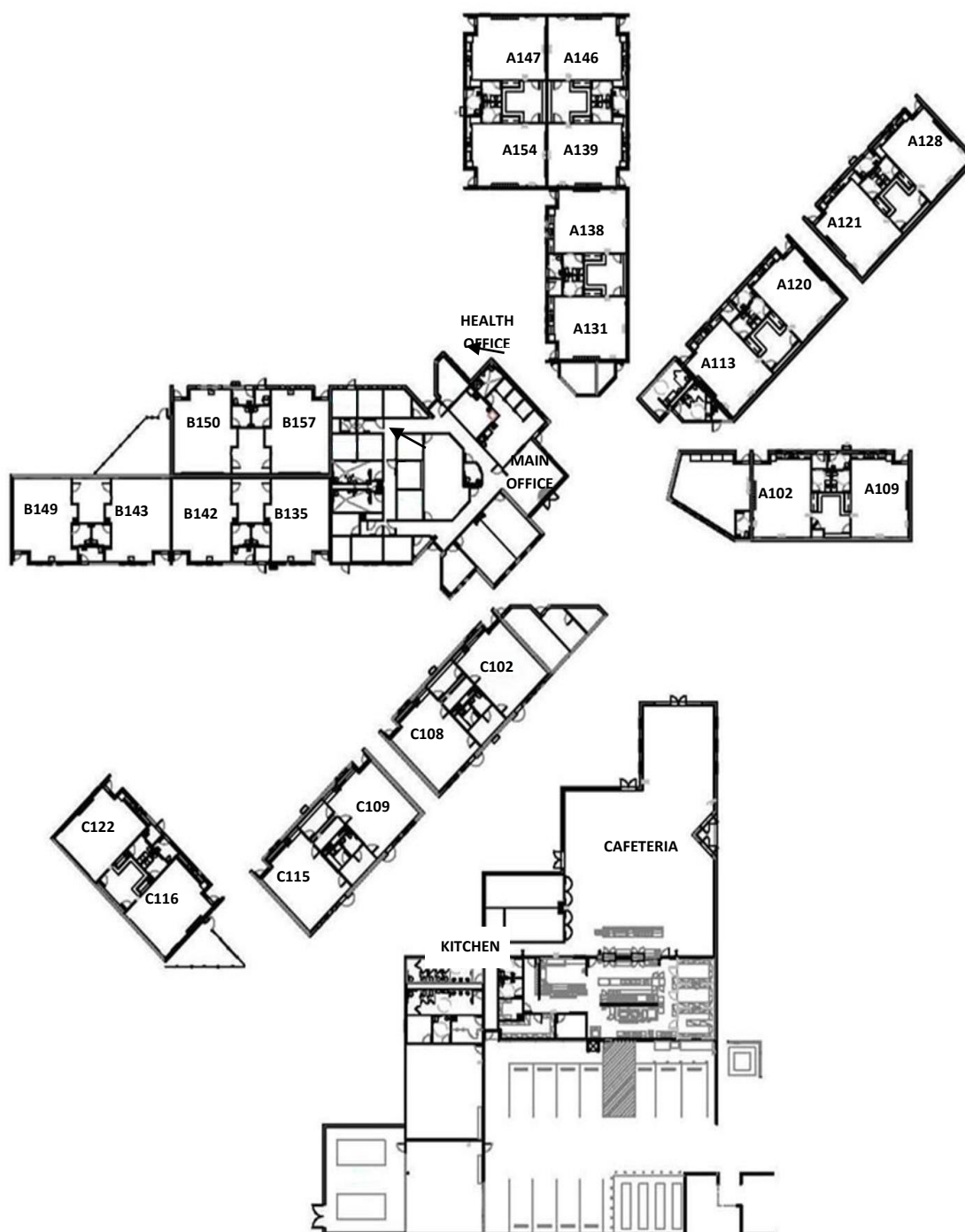
| | |
|--------------|--|
| Eagle's Nest | Located at the Salt River High School |
| C102 | Hummingbird |
| C108 | Cactus Wren |
| C109 | Piglet |
| C115 | Dove |
| C116 | Ladybug |
| C122 | Roadrunner |

| | |
|------|-----------|
| B135 | Raccoon |
| B142 | Frog |
| B143 | Coyote |
| B149 | Dragonfly |
| A139 | Bear |
| A146 | Hawk |

Preschool Classrooms

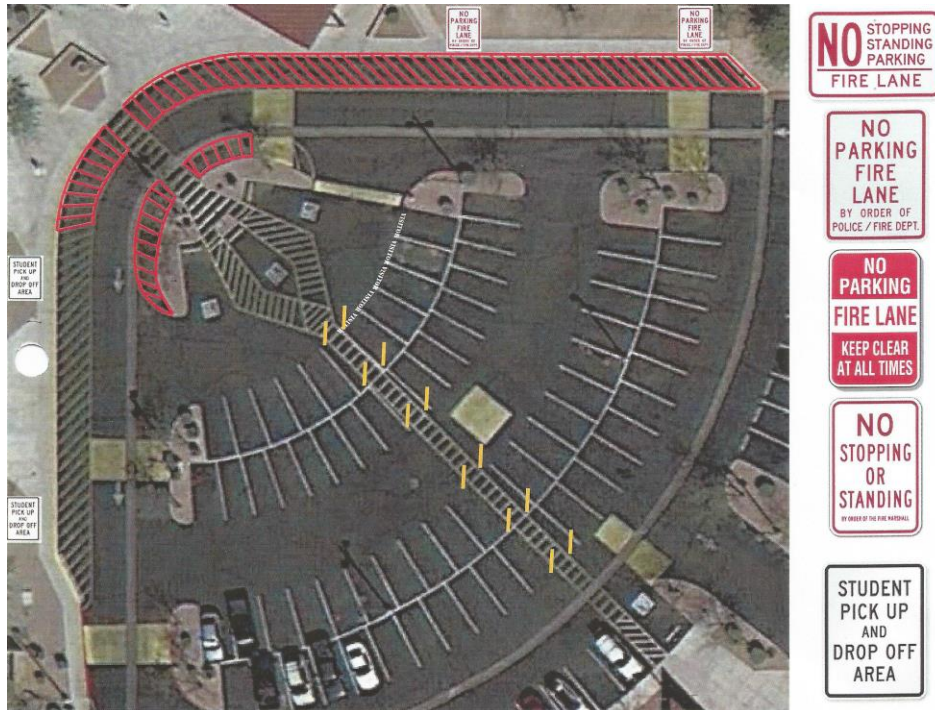
| | |
|------|------------|
| A113 | Cougar |
| A120 | Honeybee |
| A121 | Deer |
| A128 | Fox |
| A131 | Cottontail |
| A138 | Eagle |
| A147 | Butterfly |
| A154 | Bobcat |
| A150 | Quail |
| A157 | Turtle |

ECEC Campus Map



Campus Traffic and Safety Map

Student Drop-off & Pick-Up Areas



It is important for all families, staff and visitors to follow the parking lot safety rules. Please refrain from using electronic devices while driving in the ECEC parking lot. Watch for children and pedestrians.

- Slow down for pedestrians in crosswalks and do not park in or block the crosswalk.
- DO NOT park in any lane painted red. These are reserved for emergency vehicles.
- Parents may use the curb for drop off between 7:30 a.m. and 9:00 a.m. and for pick up times. If you will be on campus for longer than drop off and pick up times, please use the parking lot.

School Procedures, Attendance & Enrollment

Attendance = Success in School

Regular school hours are 8:00 a.m. to 1:00 p.m. and all children are required to attend school during this focused learning time. Students are expected to maintain a monthly attendance rate of at least 85%. Regular attendance is one of the keys to academic success and since much of the learning in school cannot be made up - such as class discussions, group participation, interactive play, and one-on-one teacher/student time - students should remain out of school only when absolutely necessary. Please note: Drop-in service is not available at the ECEC. Before and after school hours are from 7:30 a.m. to 8:00 a.m. and 1:00 p.m. to 6:00 p.m. Students attending before and after school care must attend class a minimum of five hours per day five days a week, including the regular school hours

of 8:00 a.m. to 1:00 p.m. Late arrivals (after 9:00 a.m.) are not permitted without a written medical excuse or health alert.

Excessive absences and late pickups negatively impact student learning and can affect the social-emotional growth of children as well. Attendance concerns will result in a referral to a Family Advocate for follow-up. Any student who is absent without excuse for ten (10) consecutive days or experiences an Average Daily Attendance (ADA) rate of less than 60% for any two months will be withdrawn from the ECEC program. Parents will be charged a late fee for full time students who are picked up late. Children must be picked up on time: 1:00 p.m. for regular school hours and 6:00 p.m. for Extended Day. There is no grace period.

Students can be enrolled in only one (1) SRPMIC early childhood education program such as ECEC or Early Enrichment Program. Students CANNOT be dually-enrolled in more than one program for the same time frame and may not alternate between the programs during the school year.

Required Action for Student Absence:

Notify the ECEC Attendance Hotline at 362-2239 of any and all absences. Absences will not be excused for more than one day back. If the student will be out for more than one day, please call only once and provide the specific planned absence dates at the time of the call. Students with approved extended leaves do not need to call in to excuse the absence.

Please provide the following information:

1. Student's first and last name
2. Classroom or Teacher's name
3. Name of responsible adult
4. Date(s) to be absent if known ahead of time
5. Reason for absence as noted below

Definitions of Absences

If possible, please notify the Attendance Hotline at 480-362-2239 ahead of time of necessary absences.

An **excused absence** can include the following:

- Illness or Medical problem: Student or caregiver
- Death in the immediate or close-extended family
- Religious/Spiritual/Cultural ceremonies
- Family Crisis
- Authorized military duty out of the metro Phoenix area
- Short term family vacation

Parents may request an extended leave for any absence in excess of ten (10) days. Extended leave requests must be in writing and approved by the Family Services Coordinator or designee. Extended Leave is limited to no more than four (4) weeks with the exception of summer break, medical or crisis leave, and maternity leave.

Absences of more than three (3) days will require a written note from the health office to admit the student back into class. The ECEC may require a doctor's note for readmission if the health office staff determines that the student was out due to illness and needs further medical treatment.

School Expectations

| | | |
|---|-------------|--|
| 1 | Be a Friend | Students will share toys, take turns, help others in need, and play with one another. |
| 2 | Be Caring | Students will help friends when they are in need, use gentle touches, and use caring words towards others. |
| 3 | Be Safe | Students will use walking feet inside classrooms, keep their feet on the floor when appropriate, wait for adults to open doors, and use classroom tools appropriately. |

School Closure Days

School closure days, such as holidays and seasonal breaks, are included in the ECEC calendar. ECEC offers exemptions during some closures for families who need child care services to attend work or school. Exemptions are on a limited basis and require approval by administration.

Staff Development

The Community supports ongoing staff development; therefore ECEC is closed to students so staff can participate in relevant trainings. Required trainings include CPR and First Aid, blood borne pathogens, Food Handlers training, reporting child abuse/neglect as well as topics specific to content area. Teaching staff are trained in Creative Curriculum, Positive Intervention Behavior Supports, Teaching Strategies GOLD, and Conscious Discipline. Staff development days are included in the ECEC calendar.

Withdrawal/Re-enrollment

Students will be withdrawn from the ECEC program for excessive, unexcused absences or unpaid bills. Students who have been withdrawn for non-payment may continue to attend the Center from 8:00 a.m. to 1:00 p.m. at no charge if they are funded through Head Start or Early Head Start. Parents/Guardians of withdrawn students may appeal the decision to the ECE Leader. Request for Appeal forms are available at the front desk and must be submitted in writing within five days of withdrawal.

Note: A maximum of one appeal per family will be granted per school year. If a child has been withdrawn for non-payment, a parent must pay the bill in full and then wait thirty (30) days before reapplying for full day service.

Bus Services

Procedures

- Riding a SRPMIC bus is a privilege. Services are offered to preschool students on an as needed basis. Requests for bus service are made to the Health & Nutrition Coordinator for approval. There is a limit of 16 students per bus route. Students will be picked up and dropped off at pre-designated bus stops only. Full Day preschool students may utilize bus service for morning pick up only.
- Students under the age of three years are not permitted to ride the bus; however, children 2.9 years old and above who are on an Individualized Education Plan (IEP) requiring transportation to and from school are eligible for bus services. Students must meet the height and weight requirements for car seat safety. Please contact the Health and Nutrition Coordinator for more details.
- Bus routes may vary slightly due to student absences, road conditions, etc. Please be prepared for your student's bus to arrive **up to ten minutes early or late**.
- All students must ride in an approved student bus seat and safety restraints at all times when on the bus.
- Parents and students are expected to follow the bus and ECEC rules as they wait, board, ride, or exit the bus. Drivers and Bus Monitors will discuss the rules with the students for their safety. Bus riders are expected to be courteous and respectful at all times.
- Bus Monitors ride the buses at all times to ensure the safety of the children. Your child is required to listen attentively and take direction from the Bus Monitors just as they would from any other ECEC staff member or teacher.
- Do not send food, toys, or medication on the bus with your student. Students may **ONLY** bring water bottles and backpacks on the buses.
- At the completion of each bus run, the Bus Driver will individually walk through the bus, checking each seat, from the front to the rear of the bus, to ensure that all children have exited.
- Excessive student absences on the bus make it difficult to maintain an on-time bus schedule; therefore students who do not ride the bus regularly may lose bus privileges and be removed from the route. Any student riding the bus at a rate of 50% or less will be removed from the bus route. If removed from the bus route, a parent may submit a request to reinstate bus service after 30 days.
- In the event that your child is sent home due to illness or does not pass the health check upon arrival, he/she will not be allowed to ride the bus the next day. The child must be brought in to be cleared by the Health Office.

Bus Pick-up Guidelines

- Parents and students should be ready and waiting at the bus stop so the bus driver can **VISIBLY SEE** him/her. Buses will stop at designated bus stops for only a moment and only at those stops where students are waiting. Parents are required to sign students in on the bus log and into the care of ECEC.
- If your student misses the bus, it is your responsibility to bring him/her to school. The ECEC School Bus is not authorized to turn around and go back to pick-up or drop off a child. In addition, the child cannot and will not be released at an alternate location unless previously authorized by the Health and Nutrition Coordinator. If the student cannot obtain a ride to school when he/she misses the bus, please call the **Attendance Hotline at 480-362-2239 to report the absence.**
- If your child does not need a ride in the morning, please contact the ECEC front desk and notify staff so that the bus does not stop at your residence.

Bus Drop-off Guidelines

- The Bus Monitors will assist ALL students when crossing any street. **The student must cross in front of the bus only** and not behind it and should be at least 15 feet away from the front bumper for safety reasons.
- When your student is dropped off after school, only an approved person listed on the Student Emergency Card will be allowed to receive the student and must show ID and sign the student off the bus. Please have valid photo identification ready to show the bus monitor upon pick up. If no one is home and VISIBLE, the student will be brought back to the Center and it is the parent's responsibility to see that he/she is picked up within one hour of contact by a staff member. Failure to meet your student at the bus drop-off will be treated as "Failure to Pick up Student" – see page 24 for ECEC's procedure. This is considered a late pickup.
- If your student is normally a bus rider but will need to be picked up by an authorized adult, please notify the front desk **by 12:00 PM that day at 480-362-2200**, so that arrangements can be made before the buses are loaded.
- If a person receiving your child is not listed on the Student Emergency Card, you must notify the front desk that someone not listed on the card will be picking up your child on that day. In order to identify yourself, you will be asked to state the CODE WORD from your child's Emergency Card. In addition, when the adult comes to pick up your child, he or she must provide a photo ID.
- If you experience an emergency during the day and no one will be available to meet your child at the stop, call the front desk and ask to speak with the Health and Nutrition Coordinator immediately to discuss your options.
- If the parent misses the afternoon bus, the student may be picked up at ECEC by parents/legal guardians – OR - authorized family members who are **age 18-years or older** and are listed on the Student Emergency card by the legally responsible parent/guardian.

Bus Change Requests

If you wish to make a permanent bus change for your child, the parent/guardian **must** come to the ECEC and fill out a **"Bus Request Form"** which must be approved by the Health and Nutrition Coordinator.

A one-time temporary bus change will be made in **Family Emergencies** only, considered on a case-by-case basis, and must be approved by the Health and Nutrition Coordinator. Otherwise, you are responsible for making arrangements to have your child dropped off at or picked up from school by an authorized adult listed on the Student Emergency Card.

Accessing Bus Routes Online

Bus route information is available online at:

<http://www.transfinderi.com>

- Click on Arizona on the map, then “Salt River Pima Maricopa” from the list of Arizona schools.
- At the top of the page, type in your address, grade level, select a school and click on search.
- Click on the tab: My Bus Stops. You will see the map of your child’s bus stop and information.

If the bus stop information is not available, call 480-362-2514 for assistance.

Student Drop Off & Pick Up (Traffic Flow)

In order to maintain adequate traffic flow, the student drop off and pick up procedures are in place to help ensure the safety of our students, staff and parents. A traffic safety map is provided in Section 1 regarding traffic flow, bus entrance, parent parking, and student drop-off/pick-up information. Please adhere to these guidelines.

- Speed limits are 5-mph on school property and 15 mph in school zones around all school campuses.
- Please abide by the **ENTRANCE** and **EXIT** signs in the parking lot. **DO NOT PARK** in the **FIRE ZONE**. Use only designated drop-off locations.
- Additional visitor parking is available for parents/family members who are visiting the classrooms or ECEC. These parking spaces are marked “Visitor.”
- Stop for buses loading and unloading students – lights will be flashing.
- Remind your student to stay on sidewalks and WALK at all times.
- Please be sure all gates are securely closed and locked behind you.
- When dropping off children, do not leave other children in parked cars while you “run in for a second” - the car interior can get up to 180-degrees or more and can cause death quickly to young children.
- No children are permitted to be left in any unsupervised vehicles (running or otherwise). Children must be supervised by an adult or a child over the age of 16. **Violations will be referred to the Tribal Police Department and reported to Child Protective Services as required by Tribal Ordinance.**

Student Release Policy

For the safety of your student, there are specific rules regarding the persons to whom we will release your student. In addition to the parent or legal guardian, you may list up to **six names on the Student Emergency Card**. These persons must be over 18 years of age and approved by the legal guardian of the student. These individuals will register their finger scan in the Procure biometric system which allows them to pick up your child. If you wish to change a name on the Student Emergency Card, a legal guardian must do so in person at the front desk. You cannot do this over the phone.

If you are a custodial parent with a court order limiting access to your child from other parties, please provide a copy of the court order. It is important to keep ECEC updated with changes in guardianship of your child.

Student Sign-in & Out

- Students must be **signed in** at the front desk by a parent/legal guardian or other adult **aged 18 years and older**.

Students must be **signed out** at the front desk by a parent/legal guardian or other adult **aged 18 years and older** who is listed on the Student Emergency Card by the legally responsible parent/guardian.

When signing students in or out, authorized adults on the Student Emergency Card will scan their finger onto the Procure keypad. A ticket will be provided with the child's name; the individual will present this ticket to the classroom staff.

- Any authorized person who appears to be intoxicated or under the influence of alcohol or drugs will be immediately referred to the ECE Leader and **will NOT be allowed to sign out any student**. Tribal police will be notified.
- Emergency Pick-up: To release a student to a person **not listed on the Student Emergency Card**, parents/guardians will be required to call the front desk receptionist and provide their student's unique **CODE WORD** as well as the full legal name (no nicknames) of the person who will be picking up the child. If the parent is unable to notify the ECEC themselves due to an emergency, the ECE Leader should be notified and will make the determination who may pick up the child. You can find your student's unique **CODE WORD listed on your copy of the Student Emergency Card**. The person picking up must have a government issued picture identification card such as an Arizona driver's license, tribal ID, etc. This ID will be checked, photocopied and filed.

Failure to Pick up Students

- Students attending regular school hours must be picked up by 1:00 p.m.
- Students attending after school care must be picked up by 6:00 p.m.
- Parents of students who are picked up late will be charged a late fee of \$1.00 per minute. There is no grace period.

- A student who needs to go home before the release of school (due to illness, etc.) **MUST** be picked up by the parent/guardian or an emergency contact within one hour of contact by a staff member. If staff is unable to reach a parent within one hour, the School Resource Officer will be called.
- If a student is brought back to the Center after the bus run, the student **MUST** be picked up immediately by the parent/guardian or an emergency contact. This is considered a late pick-up.
- If a student is not picked up according to the rules listed above, it is considered a late pick-up (see below).

Failure to retrieve students as noted above:

Parent/guardians are expected to pick their children up on time. If a child is not picked up at the close of his or her school day or is not met and signed off the afternoon bus, it is considered a late pickup. The parent/guardian will receive an Incident Report and will be billed \$1 per minute for the late time. After the third occurrence:

- **4th Occurrence:** A Family Advocate discusses the attendance procedure with the parent. Possible support services and/or referrals are made.
- **5th occurrence:** A Family Advocate meets with parent/guardian and an Attendance Plan is created and signed. The plan includes problem identification and possible solutions. Staff and parent responsibilities are included. The parent/guardian is informed that suspension will occur if the Attendance Plan is violated.
- **6th occurrence:** The child is suspended for three days. Upon parent/guardian request, classroom staff will provide a packet of educational activities to complete during the absence.
- **7th occurrence:** The child is withdrawn from the program and the parent/guardian must wait 30 days before reapplying.

Please understand that the ECEC does not have staff available to care for students after school hours. It is your responsibility to pick your child up on time and/or have an authorized individual ready to receive him or her off the bus.

Note: If the student is not picked up within 30 minutes of the release of school, the School Resource Officer or police department may be called.

Student Fees

Fees for Extended Day hours are on a sliding scale based on income level. Income eligible families may qualify for funding assistance. Family income must be updated at the start of each new school year during orientation. If you experience changes to your family income which might affect your co-payment, please contact your Family Advocate.

- Billing is done monthly. Payment is made at the Tribal Finance office by 5:00 p.m. on or before the 25th of each month.
- Parent/guardians who are tribal employees may select automatic payroll deduction of fees from the second paycheck of each month.
- Per Capita deduction may be selected as a method of child care payment. Per capita deductions will be applied to future child care bills only and cannot be applied towards outstanding bills. Per capita reimbursement is prohibited unless there is a balance remaining at the end of the school year or when the child is withdrawn from the program. End of year reimbursement will be available upon request if a credit is due.
- Children with outstanding bills as of the last working day of the month will be officially withdrawn from Extended Day service on the first day of the following month.
- Parents of withdrawn children may request an appeal (limit of one appeal per family per year). Appeals must be submitted within five days of student withdrawal.
- Parents who have had their child withdrawn for an unpaid bill must pay the bill in full and then wait thirty (30) days before reapplying for Extended Day service.

Classrooms

Classroom Assignment/Placement

Children are placed in age appropriate classrooms at time of enrollment and remain in their assigned classrooms throughout the school year. Infant-toddler classes range in age from six weeks to 36 months. Preschool classes consist of three and four year olds. Although parents may submit a written request for a specific teacher, there is **no guarantee** that children will be placed according to parent request. ECEC staff will, upon parent request, conduct developmental screenings to determine a student's proper placement. If you have any concerns about your child's placement, please contact the Assistant Program Manager.

Classroom Management

Teachers will review with their students the classroom expectations: "Be a Friend", "Be Safe" and "Be Caring". Role playing, reminders, visuals and a variety of other strategies will be used in the classroom to teach these expectations. Social skills, behavioral skills and character are learned in the home, school and community. According to research, teaching and encouraging positive behavior is more effective than punishing negative behavior. ECEC staff will endeavor to turn misbehavior into a positive learning experience for each student. This learning will include age appropriate proactive interventions such as praise for appropriate behavior, quiet/thinking time, child/teacher discussion, role-modeling, preventative strategies, environmental supports, phone calls and/or notes to the parent.

Disability Services

ECEC collaborates with the Arizona Department of Early Intervention (AzEIP) and the Department of Developmental Disabilities (DDD) to obtain evaluations and therapy services for children ages birth to 2.9 years

who may have a developmental delay. ECEC collaborates with Mesa Public Schools to obtain evaluations and special education services for children ages 2.9 years to 5 years who may have developmental delays or disabilities. Each child will receive a developmental screening within the first 45 days of enrollment. Parents/guardians will be notified of the results of that screening. Children who are not demonstrating typical skills for their age will be monitored by the Exceptional Student Services staff. Children may be rescreened to ensure they are developing age-appropriate skills and/or may be referred for an evaluation to determine eligibility for special education services. Written parent/guardian consent must be obtained before a child can be evaluated or receive special education services.

Parents/guardians of a student being considered for an evaluation for possible placement in Exceptional Student Services must be informed and made fully aware of their legal rights under:

- Public Law 94-142 Education of the Handicapped Act
- The Individuals with Disabilities Education Improvement Act of 2004 (IDEA), Parts C and B (619).

The ECEC Exceptional Student Services Coordinator will assist you throughout the process. If you have concerns about your child's development in speech and language, thinking and problem solving, motor, self-care, or personal-social skills, or if you have any questions, please contact the Exceptional Student Services Coordinator.

Dress Code

Students should wear comfortable clothes that is appropriate for the weather and can be worn for messy activities. Please dress your student in clothes that they can easily handle themselves when going to the bathroom – if potty trained. Long sleeves and long pants are appropriate when it is chilly and short sleeves and short pants or skirts when it is warm.

All students **must** wear comfortable, well-fitting, age-appropriate shoes to school. Tennis shoes and socks are most appropriate as feet are well protected and provide proper support for outdoor activities.

- No sandals, open-toed, or open-heeled shoes
- No heavy, hard sole or pointed toe shoes/boots are allowed as they may cause injury to others.
- No dangling or low hanging earrings
- No necklaces or chains around the neck which pose a choking hazard

Please send one extra set of clothes for your child to keep in his or her cubby. This should include shorts, pants, or skirt, top or T-shirt, underwear and socks. We will change the student into the extra clothes if he or she requires it for any reason. Soiled clothes will be sent home in a plastic bag for you to wash. Please return another spare set for the cubby on the following school day. Label all extra clothes, sweaters, and jackets with your child's first and last name with a permanent marker. Do not allow your child to wear fancy/costly jewelry or rings to school (we are not responsible for lost items). Clothing that has suggestive, inappropriate or gang related insignia or writing is not allowed.

If you're having difficulty providing your child with clothing or shoes, ask for assistance from your child's teacher or Family Advocate.

We will support potty learning to compliment bathroom training being done at home. However, not all children are developmentally ready to be potty trained on a specific timeline. We do our best to work with your goals in this regard. ECEC will supply diapers/pull-ups/wipes between the hours of 8:00 a.m. – 1:00 p.m. to all infant-toddler children. If there is a medical reason for a child to use a brand other than what is provided by ECEC, a written note from a medical professional must be provided. Parents of infants and toddlers must supply diapers/pull-ups/wipes for hours outside of the 8:00 a.m. – 1:00 p.m. - if these are not supplied, the child may attend during regular school hours only. Please provide extra diapers/pull-ups each week.

Field Trips

The ECEC program may include planned field trips away from the Center so that your student may gain a variety of experiences. Sometimes it may be as simple as a nature walk or a trip to the store. Other times it may be more involved and require a bus trip in or out of town to the location.

You will be notified of field trips in advance and will be required to give written permission for your child to participate in each field trip. Parents/guardians are sometimes asked to volunteer and/or help on field trips and are required to follow the rules as set forth in the field trip policies. *This includes the ECEC “No Smoking/Tobacco (Chewing) Policy.”*

During field trips, parents/volunteers are assigned small groups of students and are responsible for their safety and well-being. These volunteers also will be expected to eat the same foods as the children, and not buy additional foods, snacks, drinks, or gifts for which all of the students do not have access. Only enrolled ECEC preschool students are allowed to ride the bus and to attend field trips. Siblings are not allowed to attend any ECEC field trips. All parents attending field trips must ride the bus with their child. Driving private vehicles is NOT allowed.

Food Services

The ECEC provides a daily nutritious breakfast and lunch for your child; a snack is provided for students in mid-afternoon. Each nutritious meal will provide at least 1/3 of the daily nutritional requirement for young children. Parents of infants under the age of 12 months need to supply their own formula and baby food for their child between the hours outside of 8:00 a.m. and 1:00 p.m.

Cafeteria Schedule’s Approximate Meal Times are as follows:

8:00 AM – 9:30 AM Breakfast (morning snack time varies: check with child’s teacher)

11:00 AM - 12:30 PM Lunch

3:00 – 3:15 PM Afternoon Snack

Infants are fed on demand or when needed. Infant formula is provided by the program between the hours of 8:00 a.m. – 1:00 p.m. Parents are required to provide formula for their child outside of these hours.

Special Meal Accommodations. If your child needs special meal accommodations, contact the Health and Nutrition Coordinator. Children who have special dietary needs due to a diagnosed medical condition, including food

allergies and food intolerances, can have substitutions during meal time. Parents are expected to provide medical documentation from a pediatrician, registered nurse, or registered dietitian.

Medical documentation must include:

1. Name of medical condition
2. Food(s) to be eliminated from the diet
3. Reaction to consuming the food(s) and
4. Recommendations for substitutions.

Changes in a child's meal plan due to religious beliefs may be requested in writing. If the personal preference alters the caloric intake of the child's daily requirement, you may be asked to provide medical support from an authorized medical provider, such as a pediatrician, registered nurse, or registered dietitian.

Remember to keep staff updated of any changes to your child's dietary needs.

Please note: Families are not permitted to bring any outside food to ECEC at any time.

Toys and Games

Do not allow students to bring toys and games to school unless their teacher has asked the student to do so through a note or letter sent home to you. If toys are requested from home, label them so they can be returned.

Transition

ECEC staff support students transitioning into Kindergarten as well as age appropriate classroom transition. Staff encourage parents to take an active role in choosing the best placement for their child and are available to assist parents in this process. Classroom transition typically takes place each year in August as children move up to the next age level. Kindergarten registration is made available on site and eligible students are given the opportunity to tour an elementary school.

Health and Safety

Child Protective Services

Teachers, staff members and management of the ECEC are required by SRPMIC tribal law, to report suspected child abuse/neglect to SRPMIC or tribal Child Protective Services. Mandatory reporting also includes any graffiti written on students or on student's belongings, regardless of the suspected source. ECEC staff has no option with respect to this requirement. If you have concerns, please contact the ECE Leader.

Confidentiality

The ECEC complies with SRPMIC Confidentiality Policy 1-8a, the Health Insurance Portability and Accountability Act (HIPAA), and the Family Education Rights and Privacy Act of 1974 (FERPA). These tribal and federal laws

protect the privacy of student medical and educational records. Parents and students have specific, protected rights regarding the release of records and information. ECEC has the right to share information on an as needed basis within the Education Department for valid purposes related to a child's education. Under FERPA, ECEC may release student records to child welfare or certain agency caseworkers upon request or through court order without parental notice or consent.

All personal student and family information, records and sensitive data, and videos of classrooms regardless of storage media, are kept strictly confidential. The only time information of any kind will be released is upon written and signed consent in person at the ECEC offices by the legal parent/guardian. The exception is as required by tribal, state or federal law or law enforcement authorities.

Emergency First Aid or Illness

Should your student become ill or injured at school, he/she will be evaluated and treated by the Health Office staff as appropriate. If it is necessary for the student to be sent home or to a doctor/hospital, the parents/guardian will be contacted and expected to pick up the student as soon as possible. No student will be sent home alone or released except to an authorized parent/guardian. If your child requires immediate emergency medical attention, 911 will be called. If your child needs to be sent to the hospital, an ECEC staff person will accompany the student to the appropriate facility until the arrival of a parent/guardian.

Harassment

Harassment or "bullying" in any form will not be tolerated. Harassment takes many forms. It might include inappropriate language, gestures, or physical contact, sexual harassment, repeated name-calling, teasing, intimidation, threats or victimizing. Any Parent/Guardian/Family Member, etc. whose behavior towards any ECEC teacher, staff, employee, student, or other visitor is considered harassment in any form could be immediately and permanently removed and banned from the ECEC facilities. Depending on the severity of the behavior, this could include immediate removal by Tribal law enforcement with appropriate legal ramifications as determined by Federal law, Tribal law, SRPMIC Education Department Policy and/or ECEC regulation. ECEC will prosecute to the fullest extent of applicable laws/regulations.

Health Checks

A health check will be conducted upon the child's arrival. If a child presents symptoms of illness or discomfort, the child will not be admitted to school. If you think that your child might be sick, please keep them home!

Classroom staff will be looking for fever, bruises, scratches, sore throats, infections, rashes, and other contagious conditions. We are required by law to report to Child Protective Services (CPS) any suspicion of neglect or abuse so notify staff of any recent injuries your child may have experienced. Stay with your child in the classroom until the health check is done. If the teacher has a concern about your child's health, she/he will be sent to the health office for a more thorough health check.

If your child does not pass the arrival health check, sign him/her out at the front desk and return the attendance slip to the front desk. Failure to sign your child out may result in you being billed for time your child is not actually in attendance at school.

Head Lice Policy Highlights:

- Children must arrive with dry hair as health checks cannot be done on wet hair.
- If a child is found to have head lice or nits (eggs) in her/his hair, the child should be taken to the Health Office for further assessment. The Health Assistant will show parents how to remove lice from the hair. If your child has many nits or live lice, you will be asked to take the child home for treatment. Upon return to school, the child's hair must be checked by the health office and cleared. Once cleared, she/he may return to class or ride the bus.
- Absences due to head lice will be excused for up to three days only with notification by the parent or guardian.
- Resources for head lice removal are available from the health office staff or the Family Advocates. Should you need additional resources, you will be referred to the Community Health programs.

Illness

If your child is not feeling well or has obvious symptoms of illness, he/she should not attend school. Children who are sent home due to diarrhea, vomiting, or fever may return to school after 24 hours from the last episode of symptoms and the last administration of fever reducing medication. Requesting that a child be kept in from outdoor learning activities because of illness is an indicator that the child should be kept at home. Any request for a child to be kept inside requires a medical excuse detailing the medical reasons for the request from the child's physician.

If your child develops a fever or shows other signs of illness while at school, he/she will be taken to the health office. You will be notified of your child's illness immediately and expected to pick up your child **within one hour** of the onset of illness. Failure to do so will result in a late pickup notice.

If you discover your child has a contagious illness or condition such as Chicken Pox, Impetigo, Hand-Foot-Mouth disease, MRSA, Shigella, Strep Throat, Tuberculosis (TB), etc., please notify us immediately and keep the child home until your doctor provides a note of good health. Additional lab-tests or follow-up from a pediatrician may be required to return to school. A flyer will be sent home describing the symptoms of any contagious conditions and possible exposures while attending the ECEC. We maintain complete confidentiality with reference to the identity of the student with the condition or illness.

Please call the Attendance Hotline at (480) 362-2239 for any absence.

Personal Health and Hygiene

Students learn how to maintain personal health through good hygiene habits. We encourage all ECEC staff to practice good personal health and hygiene habits. We require all children and staff members to wash their hands before meals and after toileting and at other appropriate times. Students are also required to brush their teeth after they have finished eating breakfast and lunch.

Physical, Developmental and Dental Exams

To promote healthy development, every student needs a source of continuous accessible medical care through a medical home. The term “medical home” is required by the Head Start grant, which means ECEC must ensure that a child has access to and receives medical care. Therefore, we require parents to take care of any needed medical treatments or dental treatments for their children. Well-child health care consists of providing the child with regularly scheduled check-ups with a health care provider. It includes health history of the child, screening tests to identify health conditions that might need further assessment or treatment, and examination and treatment. The earlier a child’s health needs are identified and met, the better it is for the child and family. The ECEC Health Staff read and review medical records and can assist you in determining your child’s best course of follow-up. ECEC also offers onsite services that include: nutrition assessments and education, dental screenings and fluoride varnish, and health screenings. Each child will receive vision, hearing, and developmental screenings within the first 45 days of enrollment. You will be notified if your child needs further evaluation based upon screening results.

Physical exams can be scheduled through your child’s primary care doctor or the Salt River Clinic. At each well check visit, please ask your child’s pediatrician to complete the ECEC Medical Information form and provide a copy for your child’s medical file. If your child is diagnosed with an ongoing chronic disease or history of medical conditions, please ask the medical provider to provide you with a health action plan. The health action plan will help teachers and health staff determine the course of action when your child is experiencing symptoms of chronic illness.

Children should begin going to the dentist every year beginning at 12 months, or when they cut their first teeth. Professional cleanings are just as important as regular brushing and flossing daily. Regular examinations can identify problems before they cause unnecessary pain. Dental exams can be scheduled through your primary care dentist or at the Salt River Dental Clinic. Special appointments are available for ECEC families at the Salt River clinic. At every dental exam, please ask your child’s dental provider to complete an ECEC Dental Information Form and provide a copy for your child’s medical file.

Every enrolled child must be current on immunizations by the first day of school. Children are expected to remain current on immunizations throughout the school year. Exemptions must be documented in writing and submitted before the first day of school.

Medications

The health office is prohibited by law from treating an illness or injury that takes place other than when the student is under school supervision. ***Please do not send injured or ill students to school for diagnosis or treatment.***

Dispensing medication to students by the health office is rigidly controlled by Arizona State Law. In order to comply with the applicable laws, ECEC provides forms that must be completed prior to dispensing any medication on school grounds.

Prescription and over-the-counter medications (Tylenol, cough syrup, etc.) cannot be dispensed without a doctor's prescription and medical guidance. All medication must be received in the **original container and properly labeled** with the student's name and dosage information or they cannot be dispensed. Parents are asked to update Medication Administration Forms every six months and to pick up medication at the end of the school year or as they expire. Expired medication will be discarded by ECEC health office staff if it is not picked-up in a timely manner.

Prescription and over-the-counter medications may be administered **only if** a consent form is completed and signed by the parent/guardian and the medication must be administered during the hours the student attends the ECEC. If a consent form is not completed, medication will not be dispensed. If the medication can be given before or after school, it is requested that the parent/guardian administer the medication at home.

School Wellness Policy

The ECEC participates in the School Wellness Policy which improves nutrition education and increases physical activity for all Education Division enrolled students. ECEC is committed to increasing student's physical activity through a physical education curriculum, nutrition education in the classroom, and providing parents with information on healthy lifestyles.

Security and Safety

The safety of our students is of highest importance to the staff. Your support and cooperation is needed to help ensure a safe student environment.

- **Weapons:** Dangerous items, including weapons or imitation toy weapons are strictly prohibited at ECEC unless they are in the possession of a sworn peace officer. Parents/guardians of any child in possession of harmful items will be contacted immediately by the ECE Leader.
- **Emergency Response:** The school holds fire, lock down and evacuation drills on a regular basis. Please participate in and cooperate with staff if you are on campus during any drill or emergency situation.
- **Suspicious Activity:** Please report suspicious activities or unauthorized persons on campus to the ECE Leader immediately. Unusual situations in your neighborhood should be reported to the appropriate law enforcement personnel.
- **Student/Passenger Safety:** One of the most important actions we can take is to protect students while riding in vehicles. The ECEC and Salt River Police Department perform ongoing safety checks in the parking lot and patrolling traffic on site. Please be sure children are traveling in an age appropriate child restraint seat at all times.
- **Gang Ordinance:** Wearing or displaying gang clothing or attire at the ECEC, including the parking lot, is prohibited and will be reported to law enforcement. Criminal sanctions may be imposed for violations of this Ordinance. Interested parents can pick up a copy of the Community's Criminal Code, Criminal Street

Gang statue (SRO-347-09) Ordinance by contacting the SRPMIC Council Secretary's Office at (480)362-7400 or by visiting the Council Secretary's Office which is located on the 3rd floor of the Two Waters Administration building (Southeast corner of Longmore and Osborn).

Student Emergency Cards

All enrolled students must have an up-to-date Student Emergency Card on file.

- Your student's Emergency Card is used to reach you or an authorized contact in an emergency situation or if your student needs to go home for any other reason.
- All Student Emergency Cards must be checked/updated during parent/teacher conferences. New emergency cards must be filled out at the beginning of each school year.
- For the safety of your student, it is the responsibility of the parent/ legal guardian to inform the ECEC immediately in writing of any changes of address, telephone numbers, and emergency contact people.
- You cannot list individuals who have been convicted of any crimes against children or who are registered sex offenders. The ECEC cannot knowingly release a student to such individuals.
- Children under the age of 18 are not allowed to sign in or pick up students from the ECEC or from the bus stop.
- List the name of any individual who is not permitted to pick up your child according to court order on the designated line on the emergency card. A valid court order must be provided to the center.

Tobacco, Alcohol and Drugs

The ECEC takes a thorough and comprehensive approach to ensuring a drug-free environment throughout the school campus. Through the generous support of the SRPMIC, with the guidance of the Tribal Council, Education Board, and Policy Council, ECEC policies have been established to assist in the battle against the possession and use of all illegal substances and their abuse.

- **Smoking or the use of chewing tobacco is strictly prohibited on the ECEC campus and at all events or activities sponsored by the ECEC.**
- **Possession of any form of alcohol anywhere in or on the premises is strictly prohibited.**
- **Possession and/or use of illegal drugs and paraphernalia on ECEC property are strictly prohibited.**

Note: Tobacco in its raw natural form may be approved for use on the ECEC campus for Native American ceremonial purposes only. Please check with the ECE Leader for consideration to receive prior written approval at

least two weeks in advance of the planned program. Exceptions to the two week requirement notice may be granted only in emergency situations.

Parents, Volunteers and Visitors

Communication between the ECEC and Parents or Guardians

Our goal is to provide an effective learning environment for your child and we want to know how we can help. Regular communication between parents or guardians and staff is important for the developmental and educational success of your student. We will keep you informed through newsletters, monthly calendars, notices, parent meetings and parent/teacher conferences. Classroom teachers will visit with parents or guardians at least twice a year.

- If you need to make arrangements to speak with your child's teacher, please call the front desk at 480-362-2200 and the message will be delivered to the teacher.
- During the school year, you may receive Behavior Incident Reports (BIR). This report is used as a communication tool by the ECEC to communicate information to you about your child's behavior during the school day. The Behavior Incident Report is not a part of your child's permanent school record. Family Advocates and other coordinators may also contact and/or visit with you as needed or requested. We encourage parents to discuss any situation that may affect their child or family with ECEC staff at these conferences.
- The ECEC has an open door policy and the management staff works diligently to address concerns or issues brought to our attention. If you have concerns or questions at any time, please speak to your student's teacher about any aspect of the classroom experience. Issues related to the overall school experience can be addressed to the ECE Leader.
- To assist us in addressing issues not quickly resolved through a teacher or staff member, please fill out a Parent Concern Form available at the front desk. Parent concerns forms are reviewed by the ECE Leader and held in strict confidence. The ECE Leader will work with you, your student and the teacher/staff to address your concern. If you feel you need assistance in any aspect of this process, please contact your Family Advocate. If a parent is dissatisfied with the ECE Leader's response to a raised concern, s/he has the right to file a grievance with the School Superintendent. Please ask an administrative staff member to provide you with a copy of ECEC's grievance policy.

Parental Rights and Responsibilities

Parents of enrolled children are entitled to have unlimited access to their children during ECEC's operating hours. Parents must sign in at the front desk and obtain a Visitor's Pass to enter their child's classroom and must abide by all classroom rules.

Parents also have the right to ask in writing to view ECEC's record of substantiated complaints. Please see the ECE Leader if you have concerns of policy violations at the center.

Parents have the right to voice any concern related to the ECEC directly to the Policy Council. Members of the public wishing to address the Policy Council may do so under the open meeting law during the "Call to Public." Policy Council members will not discuss or take action on items that are not on the agenda.

Policy Council & Parent Committee

All parents/guardians of currently enrolled students are automatically members of the Parent Committee. A subset of the Parent Committee can be elected to serve on the Policy Council for a term of one year.

The purpose of the Policy Council is to advise the ECEC program staff in developing and implementing policies, activities, and services including reviewing and making suggestions for lesson plans, developing parent training and activities, etc. The Policy Council will also include a non-voting liaison representing the Community Council. This liaison will be assigned by the Tribal Council. The Education Board member position on the Policy Council will be filled by Education Board members.

ECEC Policy Council members assist the school in the following ways:

- Participate and involve parents/Community members in the development and operation of the ECEC
- Assist in recruiting students and/or volunteers
- Represent the ECEC in the Community and serve as a representative of ECEC students and their families
- Participate in the ECEC program Self-Assessment and Community Assessment
- Participate in trainings and workshops

You are invited and encouraged to attend and participate in Parent Committee and Policy Council meetings and activities. Your input is desired and necessary for the successful functioning of our Center. Contact the ECE Leader or Family Involvement Specialist for more information.

Volunteers and Visitors

We encourage parents, guardians, family members and any other Community Member 18 years and older to visit and volunteer at the Center. Your participation in the program is the only way that we can assure that the objectives of the ECEC are met. ***WE CANNOT DO IT WITHOUT YOU!***

Background Checks: a person who volunteers more than two times in a school year IS REQUIRED to complete a background check and TB test conducted by the Education Division Human Resources Office (480.362.2585). Visitors are NOT required to obtain a background check as they are not providing a service or assisting with students.

All volunteers and visitors must sign-in and out at the ECEC front desk and wear an identifying name tag. Individuals under 18 years of age are not permitted in classrooms during class time. (EXCEPTIONS: Workforce

Investment Act (WIA) trainees or any parent of an enrolled ECEC child are permitted to volunteer in the classroom even though they may be under 18 years of age). Volunteers and visitors are not permitted to be left alone with any student under any circumstances. All volunteers and visitors will follow the Education Division's policy on volunteers and visitors in the classroom.

Any volunteer or visitor who fails to abide by the directions of the administrator in charge and/or who becomes disruptive in any way will be asked to leave the campus. Failure to abide by this or any other lawful directive of the administrator may result in contact with local law enforcement.



SALT RIVER PIMA-MARICOPA INDIAN COMMUNITY
EARLY CHILDHOOD EDUCATION CENTER

SCHOOL YEAR 2016-2017

Student/ Parent
Acknowledgement

Please complete this form and return to the front office.

This is to certify that I, _____ (Print Parent/Guardian first & last name) can access the 2016-2017 Early Childhood Education Center Student/Parent Handbook. I also acknowledge that if I want a printed handbook that I will make that request by contacting the front office.

I also understand that I must comply with the Education Board approved policies, including Article 4 – Students. I understand that all Education Board Policies are available on the public website www.srpmic-ed.org

I have read and understand the SRPMIC Tribal Attendance Policies, Salt River Community Code, Article III- Incurrible Acts, and the Annual Notification to Parents/Guardians regarding Confidentiality of Student Educational Records.

My student and/or I understand the policies and realize they must be obeyed at all times. We also understand that certain consequences will occur when the policies are not followed.

Parent Guardian Signature (*if under 18 years old*)

Date



SALT RIVER PIMA-MARICOPA INDIAN COMMUNITY
EARLY CHILDHOOD EDUCATION CENTER

Digital/Non-Digital Student Image (likeness) & Voice Release Form

I _____ (Please print) give my consent for the reproduction of my voice and / or likeness, without regard to said reproduction being digital or non-digital, for purposes related to business conducted by the SRPMIC Education Division. Uses will include but may not be limited to the following: images and / or video content used for the Education Division Community School(s) web site(s) or approved social media sites, yearbook photography, posters and content related to school promotion or broadcast(s) both internal and external including news outlets; as approved, where necessary, by Education Division Leadership.

Reproduction of my voice and / or likeness shall not be used with or without my name for any other purpose whatsoever without my express written consent.

I acknowledge that the Salt River Pima-Maricopa Indian Community is the owner of all rights and copyrights in and related to the reproduction thereof. All digital and non-digital copies or originals shall constitute the property of the owner solely and completely.

The EDUCATION DIVISION shall have the right to retain and maintain the property (as identified herein) subject to the direction of the Community or an authorized representative thereof, in order to protect or safeguard such property on behalf of the Salt River Pima-Maricopa Indian Community.

I understand that I shall receive no compensation for my appearance and participation.

I represent that I am (Check one):

☐ 18 years of age, or older, and have the right to enter into this agreement.

☐ Under 18 years of age and my parent or guardian has consented to my execution of this release by signing below.

Student Signature

Date

Parent/Guardian Signature (*if under 18 years old*)

Date



Technology Acceptable Use Agreement for Student(s) and Parent(s)

1. Introduction:

Electronic information resources are available to students and parents, who are assigned a resource access account. These resources included, but are not limited to the following items, access to electronic devices, Internet access and access to various Education Division related resources. Our goal in providing resource access to students and parents is to promote educational excellence by facilitating resource use, innovation, communication and acceptable use.

2. Terms and Conditions of this Acceptable Use Agreement:

The student and/or parent signature at the end of this Acceptable Use Agreement is legally binding. The signature also indicates the student and/or parent has carefully read and understands the terms and conditions of appropriate use and thereby agrees to abide.

- a) **Acceptable Use:** Acceptable use means that student and/or parent uses the Education Division provided resources and connectivity to third party resources, such as the internet, in an appropriate manner, abiding by the rules and regulations as described in this agreement.
- b) **Privileges:** The use of electronic information resources is a privilege, not a right. Inappropriate use of resources provided by the Education Division may result in disciplinary action (including but not limited to suspension of account privileges or possible expulsion), and/or referral to legal authorities. Education Division Administration, Site Leaders, and/or the Education Division Information Technology Department, may limit, suspend or revoke access to electronic resource access at any time.
- c) **Resource Access Etiquette:** Each student and/or parent is expected to abide by the generally accepted rules of user etiquette. These rules include, but are not limited to the following:
 - **Be polite.** Never send or encourage others to send abusive messages. Use appropriate language. (Items that are written, sent, or received on an isolated terminal have the potential to be viewed globally.)
 - **Use electronic communications appropriately. There shall be** no sales, advertisements or solicitations, chain letters, etc. are allowed. Communication is not guaranteed to be private. Anyone making use of Education Division's technology resources has potential access to a variety of communications based systems. Activities relating to or in support of illegal or inappropriate activities are considered a violation of this agreement and therefore must be reported to the Education Division Administration, Appropriate Education Division Site Leader(s) and / or the Education Division Information Technology Department.

- **Tolerance.** . There is zero tolerance for the act(s) of bullying, sending or receiving explicit materials, sending or receiving explicit messages, copyright infringement, representing another's work as one's own work or disruption of the Education Division Technology resources.
- d) **Unacceptable Network Use:** Transmission or intentional receipt of any inappropriate material or material in violation of law, Community or Education Division policy is strictly prohibited. This includes, but is not limited to: material protected by federal law; copyrighted material; threatening or obscene material; material protected by trade secrets; commercial activities by for-profit institutions; use of product advertisement or political lobbying, including lobbying for public office; the design or detailed information pertaining to explosive devices, criminal activities or terrorist acts; sexism or sexual harassment; pornography; gambling; illegal solicitation; racism; and inappropriate language or images of any type. Illegal or inappropriate activities, including games, use of the technology resources in any way that would disrupt use by others, or activities of any kind that do not conform to the rules, regulations and policies of the SRPMIC Education Division, are forbidden. It is unacceptable to participate in any activity such as the exchange of information or graphics sent or received that include/suggest sexting, pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and/or other listings previously described in this user agreement.
- e) **Transportation of Community Information:** No student and/or parent may duplicate any portion of Community owned, stored or held electronic information for the purpose of transportation beyond SRPMIC Community property without proper permission from the Education Division Administration and permission from SRPMIC and /or Office of General Counsel via written/electronic communication or contract. Exemptions do apply to student and/or parent work that falls under activities or assignments related to completion of school work, commonly referred to as "homework assignments".
- f) **Vandalism:** Vandalism is defined as any malicious attempt to harm or destroy any electronic data, property of the Education Division or of any other Community owner assets. Vandalism also includes, but is not limited to abusive overloading of data on the server, intentional uploading, downloading or creation of computer viruses, spyware, malware or other malicious software. Any engagement in vandalism constitutes unacceptable use and will subject the student and/or parent to appropriate disciplinary action.
- g) **Security:** Securing SRPMIC Education Resources is a high priority. You understand and agree that you shall attempt to use any other resource access account, beyond your assigned account, local or remote to access any system(s), device(s) or resource(s) while accessing the SRPMIC Education network(s). Any security concern shall be reported to Education Division Administration, Appropriate Education Division Site Leader, and / or the Education Division Information Technology Department, no later than 24 after the observed occurrence. SRPMIC Education Division makes reasonable effort to comply with CIPA and other regulations for filtering internet based content which may be available to students or parents. However, in the event students and/or parent are able to access dangerous or inappropriate material, students and/or parents must take responsibility for their own safety by exercising safe browsing and by reporting any inappropriate content he/she finds to the Education Division Administration, Appropriate Education Division Site Leader, and / or the Education Division Information Technology Department no

later than 24 after the observed occurrence.

- h) **Privacy:** It is required that students and/or parents not reveal personal information which may not be limited to; however, does include the following: home address, phone numbers, password, credit card numbers or social security number, etc.; this also applies to information of organizations including but not limited to the SRPMIC Community and the SRPMIC Education Division. It is understood that all communications, internet browsing and data accessed or created are subject to review, monitoring and auditing. Also, should I choose to “publish” on the Internet, I will make certain I have obtained at a minimum proper permission from the Education Division Administration and possibly may also be required to acquire permission from the SRPMIC Community, SRPMIC Education Board and / or Office of General Counsel, where applicable.

3. Student and/or Parent Signature of Agreement:

Rules of conduct are described in this “*Salt River Pima-Maricopa Indian Community Schools Technology Acceptable Use Agreement for Student(s) and Parent(s)*” apply when making use of SRPMIC Education Technology resources. This applies to but is not limited to usage while located at Community facilities or Education Division Community schools or while remotely accessing the Community School Resources. I understand any violations of the above provisions will result in the loss of my user resource access account and may result in further disciplinary and/or legal action, including but not limited to suspension or expulsion, or referral to legal authorities. I therefore agree to maintain acceptable standards and to report any misuse of technology resources to the appropriate persons mentioned in this document.

I have read this Acceptable Use Agreement and understand that all electronic communications, internet browsing and data accessed or created while using Education Division issued electronic devices or while using Education Division Networks are subject to review, monitoring, logging and auditing. I hereby agree to comply with the above described conditions of this entire document.

Parent/Guardian Signature (if under 18 years old)

Date

Annual Notification to Parents/Guardians regarding Confidentiality of Student Educational Records

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School 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 the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's 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 School 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 School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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 School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School 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
400 Maryland Avenue, SW
Washington, DC 20202-8520

Arizona Department of Education
Exceptional Student Services
1535 West Jefferson Street
Phoenix, Arizona 85007

Please sign the handbook acknowledgement page that you have read and understand the above; by doing so you agree that you have received the annual notification as designated by law.