

Tonto Basin Elementary School District #33
Registration Packet
2018-2019



If this is your first time enrolling with our district, please provide copies of the following;

- Birth Certificate
- Immunization Records
- Any Legal Documents Concerning Custody, if Applicable.
- Proof of Residency (must show a physical address)



Student Registration Form

Student Name: _____ Grade: _____ Gender: _____
First Middle Last

Legal Last Name: _____ Birthdate: ____/____/____

Ethnicity: No, not Hispanic or Latino Yes, Hispanic or Latino

Race: American Indian Black White Hispanic Pacific Islander/ Asian

Language Survey

What is the primary language used in home? _____

What is the language most often spoken by the student? _____

What is the language the student first acquired? _____

Student lives with: Father Mother Stepfather Stepmother Foster Parent Guardian

Mother's Name _____ **Father's Name** _____

Cell Phone _____ Cell Phone _____

Work Phone _____ Work Phone _____

Email Address _____ Email Address _____

Street Address _____

City State Zip Code

Mailing Address _____

City State Zip Code

Please indicate any legal circumstances the school should be aware of _____

**Documentation must be provided for any Order of Protection, Custodial Disputes, or Other Legal Circumstance.

Emergency Contacts (Permission to pick up):

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

The following additional people have permission to pick up my child:

Name: _____ Phone: _____ Name: _____ Phone: _____

Name: _____ Phone: _____ Name: _____ Phone: _____

Name: _____ Phone: _____ Name: _____ Phone: _____

Last School Attended _____ State _____

Has the student ever been retained? Yes No Grade _____

Has the student ever been identified as mentally gifted or talented? Yes No

Has the student participated in any special math, reading, or speech program? Yes No

Program _____

Does the student have an IEP or 504 Plan? Yes No



State of Arizona
Department of Education
Office of English Language Acquisition Services

Primary Home Language Other Than English (PHLOTE)
Home Language Survey
(Effective April 4, 2011)

These questions are in compliance with Arizona Administrative Code, R7-2-306(B)(1), (2)(a-c).

Responses to these statements will be used to determine whether the student will be assessed for English Language Proficiency.

1. **What is the primary language used in the home regardless of the language spoken by the student?** _____
2. **What is the language most often spoken by the student?** _____
3. **What is the language that the student first acquired?** _____

Student Name _____ Student ID _____

Date of Birth _____ SAIS ID _____

Parent/Guardian Signature _____ Date _____

District or Charter _____

School _____

Please provide a copy of the Home Language Survey to the ELL Coordinator/Main Contact on site.

In SAIS, please indicate the student's home or primary language.



Release of Student Directory Information

The **Family Education Rights and Privacy Act (FERPA)** allows Tonto Basin School to disclose directory information unless noted otherwise. (For example: We submit the names of Honor Roll students to the newspaper for recognition). Tonto Basin School considers the following information to be directory information:

- | | |
|---------------------------------|--------------------------------|
| 1. Student's name | 5. Diplomas, awards and honors |
| 2. Date and place of birth | 6. Photographs/Video |
| 3. Address and telephone number | 7. Sports and/or school event |
| 4. Grade and attendance | 8. Weight or height |

According to state and federal law, this directory information as identified above may be publicly released without permission of parents.

However, if ***you do not wish any or all of the above information released concerning your son/daughter***, you may so request by signing the form at the bottom of this page, listing the information ***not*** to be released.

TO: Superintendent of Tonto Basin Elementary School

I **do not** wish to have the following information concerning my child, _____, designated as directory information:

Parent/Guardian Signature: _____

Date: _____

Please indicate below

- I have received information on FERPA (part of registration packet).
- I have received information on Student Record Confidentiality (part of registration packet).



Consent for Use of Name, Photograph, or Materials

Student Name: _____ Grade: _____ School Year: _____

As parent or guardian of the student named above, I consent that photographs, images of, or written materials produced by my student are allowed to be used on the school district website or in media publications such as the school newsletter, yearbook, etc.

I understand that the images or written material of my student will not be used for any purpose beyond examples of school programs and activities, as portrayed on the website or in the publication.

On occasion, local newspaper staff or organizations are present for sports or school events. Photographs, names, and/or quotes may appear in the newspaper, publications, and/or on their perspective websites.

I further understand that I may withdraw this permission to use my child's photograph or written materials at any time by providing the school with a written request to remove my child's name, image, and/or written materials.

Please choose one from **each category**:

Tonto Basin School Website:

- I consent to the use of my child's photograph, name, or written material on the school district website or school publications.
- I DO NOT consent to the use of my child's photograph, name, or written materials on the school district website or school publications.

Local Media:

- I consent for my child's photograph, name, written materials, or quote to appear in the local newspaper or media.
- I DO NOT consent for my child's photograph, name, written materials, or quote to appear in the local newspaper or media.

Are there any legal or custodial issues that we should be aware of? Yes No

Parent/Guardian Signature: _____ Date: _____



Arizona Department of Education
Arizona Residency Guidelines
REVISED 6/1/2017

INTRODUCTION

Generally, under Arizona law, only Arizona residents are entitled to a free public education. The Arizona Department of Education (“Department”) is a designated steward of state education tax dollars and is responsible for providing state aid to school districts and charter schools for students who reside in Arizona. Pursuant to A.R.S. § 15-823, a school district or charter school may not include non-resident pupils in their student count and may not obtain state aid for those pupils.

The residency of a student is determined by the residency of the parent or guardian with whom the student lives. Accordingly, it is the responsibility of the school districts and charter schools that receive state aid to ensure that their student/parent residency information is accurate and verifiable.

The Department may audit schools to ensure that only Arizona resident students are reported for state aid. Any school district or charter school that cannot demonstrate the accuracy of any student’s residency status may be required to repay the state aid received for that student.

VERIFIABLE DOCUMENTATION

A.R.S. § 15-802(B) requires school districts and charter schools to obtain and maintain verifiable documentation of Arizona residency upon enrollment in an Arizona public school. This document is designed to assist school districts and charter schools in meeting the legal requirements of the statute.

The documentation required by A.R.S. § 15-802 **must be provided each time a student enrolls in a school district or charter school in this state, and reaffirmed during the district or charter’s annual registration process via the district or charter’s annual registration form. The documentation supporting Arizona residency should be maintained according to the school’s records retention schedule.** For members of the armed services, a school may enroll a student if the parent provides a hard-copy or electronic document of their transfer or pending transfer to a military installation within the state. The parent must provide official documentation of residency within ten days after the arrival date which may include a temporary on-base billeting facility as their address. **PROOF OF RESIDENCY IS NOT REQUIRED FOR HOMELESS STUDENTS.** 42 U.S.C. § 11 432(g)(3)(C)(i).

In general, students will fall into one of two groups: (1) those whose parent or legal guardian is able to provide documentation bearing his or her name and address; and (2) those whose parent or legal guardian cannot document his or her own residence because of extenuating circumstances including, but not limited to, that the family’s household is multi-generational. Different documentation is required for each circumstance.

1. Parent(s) or legal guardian(s) that maintains his or her own residence: The parent or legal guardian must complete and sign a form indicating his or her name, the name of the school district, school site, or charter school in which the student is being enrolled, and provide **one** of the following documents, which

bear the parent or legal guardian's full name and residential address or physical description of the property where the student resides (no P.O. Boxes)¹ :

- Valid Arizona driver's license, Arizona identification card
- Valid Arizona motor vehicle registration
- Valid Arizona Address Confidentiality Program authorization card
- Property deed
- Mortgage documents
- Property tax bill
- Rental agreement or lease (including Section 8 agreement or off-base military housing)
- Utility bill (water, electric, gas, cable, phone) • Bank or credit card statement
- W-2 wage statement
- Payroll stub
- Certificate of tribal enrollment (506 Form) or other identification issued by a recognized Indian tribe located in Arizona
- Other documentation from a state, tribal, or federal agency (Social Security Administration, Veterans' Administration, Arizona Department of Economic Security, etc.)
- Temporary on-base billeting facility (for military families)

2. Parent(s) or legal guardian(s) that does not maintain his or her own residence: The parent or legal guardian must have an **affidavit of shared residency** form completed indicating his or her name, the name of the school district, school site, or charter school in which the student is being enrolled, and submit a signed, notarized affidavit for the person who maintains the residence where the student lives attesting to the fact that the student resides at that address, along with a document from the bulleted list bearing the name and address of the person who maintains the residence. A model affidavit of shared residence form is available for schools at the end of this document.

USE OF AND RETENTION OF DOCUMENTS BY SCHOOLS

School officials must retain a copy of the attestations or affidavits and copies of any supporting documentation presented for each student (photocopies acceptable) that school officials believe establish validity. Documents presented may be different in each circumstance, and unique to the living situation of the student. Documents retained by the school district or charter school may be used as an indication of residency; however, documentation is subject to audit by the Department. Personally identifiable information other than name and address (SSN, account numbers, etc.) should be redacted from the documentation either by the parent/guardian or the school official prior to filing. **INFORMATION PROVIDED BY PARENTS AND GUARDIANS TO ARIZONA PUBLIC SCHOOLS IS CONFIDENTIAL AND ONLY USED FOR EDUCATIONAL PURPOSES.**

ATTENDANCE AT ARIZONA SCHOOLS BY NON-RESIDENTS

United States citizens that are not residents of Arizona may attend Arizona public schools upon payment of tuition pursuant to A.R.S. § 15-823(A). Tuition shall be set by the school pursuant to the formula set forth in A.R.S. § 15-824(E). Citizens of a foreign country that are not Arizona residents may attend public high schools in Arizona for up to 12 months upon payment of tuition if they abide by the requirements of federal immigration law. For more information regarding foreign students attending public high schools, see the guidance from the U.S. State Department at:

<https://travel.state.gov/content/visas/en/study-exchange/student/foreign-students-in-public-schools.html>

Schools that want to enroll foreign citizens must obtain SEVP certification. For more information regarding SEVP certification, see the guidance at: <https://www.ice.gov/sevis/i17>

¹ For participants in the Arizona Address Confidentiality Program ("ACP"), an ACP Authorization Card may be accepted in lieu of documentation showing the residential address or property description where the student resides.



**Arizona Department of Education
Arizona Residency Documentation Form**

Student _____

School _____

School District or Charter Holder _____

Parent/Legal Guardian _____

As the Parent/Legal Guardian of the Student, I attest* that I am a resident of the State of Arizona and submit in support of this attestation a copy of the following document that displays my name and residential address or physical description of the property where the student resides:

- Valid Arizona driver's license, Arizona identification card or motor vehicle registration
- Real estate deed or mortgage documents
- Property tax bill
- Residential lease or rental agreement
- Water, electric, gas, cable, or phone bill
- Bank or credit card statement
- W-2 wage statement
- Payroll stub
- Certificate of tribal enrollment (506 Form) or other identification issued by a recognized Indian tribe in Arizona
- Documentation from a state, tribal or federal government agency (Social Security Administration, Veteran's Administration, Arizona Department of Economic Security)
Temporary on-base billeting facility (for military families)

I am currently unable to provide any of the foregoing documents. Therefore, I have provided an original affidavit signed and notarized by an Arizona resident who attests that I have established residence in Arizona with the person signing the affidavit.

Parent/Guardian Signature: _____

Date: _____

*For members of the armed services, the provision of verifiable documentation does not serve as a declaration of official residency for income tax or other legal purposes. Armed service members may utilize a temporary on-base billeting facility as the address for proof of residency.



Use of Technology Resources in Instruction

Electronic Information Services User Agreement

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

Terms and Conditions

Acceptable use: Each user must:

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

In addition, acceptable use for District employees is extended to include requirements to:

- Maintain supervision of students using the EIS.
- Agree to directly log on and supervise the account activity when allowing others to use District accounts
- Take responsibility for assigned personal and District accounts, including password protection.
- Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and District accounts and files by unauthorized persons.

Personal responsibility: I will report any misuse of the EIS to the administration or system administrator, as is appropriate.

I understand that many services and products are available for a fee and acknowledge my personal responsibility for any expenses incurred without District authorization.

Network etiquette: I am expected to abide by the generally acceptable rules of network etiquette. Therefore, I will:

- Be polite and use appropriate language. I will not send, or encourage others to send, abusive messages.
- Respect privacy. I will not reveal any home address or personal phone numbers or personally identifiable information.
- Avoid disruptions. I will not use the network in any way that would disrupt use of the system by others.

Observe the following considerations:

- : Be Brief.
- : Strive to use correct spelling and make messages easy to understand.
- : Use short and descriptive titles for articles.
- : Post only to known groups or persons.

Services:

The School District specifically denies any responsibility for the accuracy of information. While the District will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the electronic information service (EIS) is used and bears the risk of reliance on the information obtained.

I have read and agree to abide by the School District policy and regulations on appropriate use of the electronic information system, as incorporated herein by reference.

I understand and will abide by the provisions and conditions indicated. I understand that any violations of the above terms and conditions may result in disciplinary action and the revocation of my use of information services.

Name _____

Signature _____ Date _____

School _____ Grade (if a student) _____

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

Parent or Guardian Cosigner

As the parent or guardian of the above named student, I have read this agreement and understand it. I understand that it is impossible for the School District to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired by use of the electronic information services (EIS). I also agree to report any misuse of the EIS to a School District Administrator. (Misuse may come in many forms but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, or other issues described in the agreement.)

I accept full responsibility for supervision if, and when, my child's use of the EIS is not in a school setting. I hereby give my permission to have my child use the electronic information service.

Parent or Guardian Name _____

Parent/Guardian Signature: _____ Date: _____



McKinney-Vento Homeless Assistance Act

Confidential Form

Name of Student: _____ Date of Birth: _____

Grade: _____ School: _____

Name of Parent / Guardian: _____

Address / Current Location: _____

Phone: _____ Cell: _____

Emergency Contact: _____ Phone: _____

Do you and your student live in your own home, rented home, or apartment (one family) or live with friends or relatives (not due to economic hardship)?

- Yes
 No

(If you selected "NO", please continue with this form)

I declare that my family meets one of the following conditions for the McKinney-Vento Homeless Assistance Act: (Please check all that apply)

- Lack a fixed, regular nighttime residence
 Live with a friend or relative because I cannot afford housing (Doubled-up)
 Live in a motel / hotel
 Live in an emergency shelter, transitional shelter, or domestic violence shelter
 Live in a car, trailer, park, or campground
 Other: _____

Parent/Guardian Signature: _____ Date: _____

Please sign and return to school office.

This form is intended to address the requirements of the McKinney-Vento Act. It is to help determine if the student meets eligibility criteria for services provided under the McKinney-Vento Homeless Education Act.



Travel Permissions

Tonto Basin has my permission to take my child on walking field trips at any time. (Advance notice will be given for field trips by vehicle and special permits issued.)

- Yes, I Agree
- No, I Disagree

My child has my permission to leave the school grounds when the school is dismissed for the day by:

- Walking home
- Riding on the school bus
- Riding with parents
- Riding with others (please list by name)

If riding the school bus, please look at bus route and give the name of the street where your child will be picked up and dropped off. _____

As a reminder, if your child is to go home with another child, a note must be sent to the office on that day giving your permission. Calls with changes should be made by 2:00 p.m. for regular release days and 12:00 p.m. for early release days.

Parent/Guardian Signature: _____

Date: _____

Bus Route for Tonto Basin Elementary School 2018-2019

Please be at the designated bus stop 5 minutes ahead of scheduled time.

AM North Route			PM South Route		
North Route			South Route		
1	Leave Maintenance Yard	6:45 AM	1	Leave School	3:07 PM
2	Slate Creek	6:50 AM	2	Buckshot	3:10 PM
3	Browns	6:51 AM	3	Quail Trail	3:11 PM
4	Brownsville	6:53 AM	4	Randall Drive	3:12 PM
5	E. Del Shay	6:54 AM	5	Ocotillo Lane	3:12 PM
6	Printz Drive	6:56 AM	6	A-Cross	3:19 PM
7	Brown's West	7:00 AM	7	Sycamore Ln. Turnaround	3:24 PM
	AM South Route		8	El Vagamundo	3:27 PM
8	Buckshot	7:07 AM	9	Bar X	3:28 PM
9	Quail Trail	7:08 AM	10	Salado Trail	3:30 PM
10	Randall Drive	7:09 AM	11	Cactus Flats Lane	3:30 PM
11	Ocotillo Lane	7:09 AM	12	Dryer Drive	3:31 PM
12	A-Cross	7:16 AM	13	Tonto Creek Trail	3:32 PM
13	Sycamore Ln. Turnaround	7:21 AM	14	Rattlesnake Trail	3:33 PM
14	El Vagamundo	7:24 AM	15	Canterbury	3:33 PM
15	Bar X	7:25 AM	16	McLellan	3:34 PM
16	Salado Trail	7:27 AM		PM North Route	
17	Cactus Flats Lane	7:27 AM	17	Slate Creek	3:39 PM
18	Dryer Drive	7:28 AM	18	Brown's	3:40 PM
19	Tonto Creek Trail	7:29 AM	19	Brownsville	3:42 PM
20	Rattlesnake Lane	7:30 AM	20	E. Del Shay	3:43 PM
21	Canterbury	7:30 AM	21	Printz Drive	3:45 PM
22	McLellan	7:31 AM	22	Brown's West	3:49 PM
23	Drop off at School	7:33 AM	23	Arrive at Maintenance Yard	3:56 PM
	PM Early Release South Route			PM Early Release North Route	1-Bus
1	Leave School	12:22 PM	1	Slate Creek	12:52 PM
2	Buckshot	12:25 PM	2	Brown's	12:57 PM
3	Quail Trail	12:26 PM	3	Brownsville	12:58 PM
4	Randall Drive	12:27 PM	4	E. Del Shay	1:00 PM
5	Ocotillo Lane	12:27 PM	5	Printz Drive	1:01 PM
6	A-Cross	12:34 PM	6	Brown's West	1:02 PM
7	Sycamore Ln Turnaround	12:39 PM	7	Arrive at Maintenance Yard	1:09 PM
8	El Vagamundo	12:42 PM		PM Early Release North Route	
9	Bar X	12:44 PM		with 2 Buses Running	2 - Buses
10	Salado Trail	12:46 PM	17	Leave School	12:20 PM
11	Cactus Flats Lane	12:46 PM	18	Slate Creek	12:25 PM
12	Dryer Drive	12:47 PM	19	Brown's	12:26 PM
13	Tonto Creek Trail	12:48 PM	20	Brownsville	12:28 PM
14	Rattlesnake Lane	12:49 PM	21	E. Del Shay	12:30 PM
15	Canterbury	12:49 PM	22	Printz Drive	12:32 PM
16	McLellan Drive	12:50 PM	23	Brown's West	12:36 PM
17	Arrive at Maintenance Yard	12:55 PM		Arrive at Maintenance Yard	12:43 PM



School Bus Infractions and Consequences

(Infractions and Consequences also apply to behavior at bus stop, when seen by driver.)

School Bus Infractions

Level I – Infractions which cause delay, inconvenience, or irritation

1. Failure to follow instruction
2. Loud disruptive talking or yelling
3. Failure to take assigned seat upon request or to remain properly seated.
4. Eating/drinking/chewing gum on bus
5. Harassing other passengers or driver
6. Littering inside/outside of bus
7. Use of cell phone or other electronic device

Level II – Disrespectful, illegal, damaging, or demeaning

8. Refusal to show ID card or give student name upon driver's request (H.S. students)
9. Profanity, obscene language or gestures.
10. Profanity or verbal abuse directed toward demeaning a person's character (because of seriousness, automatically deemed Level II, second offense, requiring a 10-30 day suspension)
11. Extending hands or head out of bus window
12. Verbal abuse of driver or other passenger
13. Defiant behavior or profanity toward driver
14. Spitting
15. Throwing objects on or at the bus
16. Stealing from others
17. Tobacco, alcohol, or drug possession
18. Defacing school district property
19. Rough and/or rowdy behavior
20. Unsafe behavior of any sort
21. Possession of lighters or matches
22. Crossing behind the bus

Level III – Extremely dangerous or damaging

23. Fighting
24. Lighting matches or lighters
25. Setting fire
26. Destroying school district property
27. Physical assault
28. Fireworks possession or use
29. Tobacco, alcohol, or drug use
30. Activation or tampering with emergency or safety equipment
31. Use of laser pens, lights, or other shining or reflective devices to distract the driver or obscure his/her vision
32. Possession of a weapon, simulated weapon, firearm, destructive device, or dangerous instrument
33. Shoving student(s) in path of any on-coming vehicle
34. Throwing objects out of bus
35. Unauthorized exit from emergency door
36. Physically impeding movement of school bus
37. Bullying; verbal threat of harm or violence
38. Any action causing harm to others
39. Any inappropriate touching or sexual assault

Minimum Consequences for School Bus Infractions

Level I Infractions

- A. **First Offense:** Parent to sign bus incident report, which student must return to the driver, or driver will refuse to transport.
- B. **Second Offense:**
 - a. 1-3 day bus suspension (Elementary) or 3 day bus suspension (Secondary).
 - b. Parent to call school office at 928-479-2277.
 - c. Parent to sign bus incident report which must be returned to driver, or driver will refuse to transport.
- C. **Third Offense:**
 - a. 3-10 day bus suspension (Elementary) or 5-20 day bus suspension (Secondary).
 - b. Parent conference with school administrator and/or Transportation Director, driver, student.
 - c. Parent to sign and return bus incident report to driver or driver will refuse transport.
- D. **Fourth Offense:**
 - a. Bus privileges to be suspended from 20-60 school days up to the remainder of the school year.
 - b. Parent to sign and return bus incident report to driver.

Level II Infractions

- A. **First Offense:**
 - a. 1-3 day bus suspension (Elementary) or 3-10 day bus suspension (Secondary)
 - b. Parent conference with school administrator and/or Transportation Director, driver, student.
 - c. Parent to sign and return bus incident report to driver or driver will refuse transport.
- B. **Second Offense:**
 - a. 3-10 day bus suspension (Elementary) or 10-30 day bus suspension (Secondary).
 - b. Parent conference with school administrator and/or Transportation Director, driver, student.
 - c. Parent to sign and return bus incident report to driver or driver will refuse transport.
- C. **Third Offense:**
 - a. Bus privileges to be suspended from 20-60 school days and up to the remainder of the school year.
 - b. Parent to sign and return bus incident report to driver or driver will refuse transport.

Level III Infractions

- A. **First Offense:**
 - a. Bus privileges to be suspended from 20-60 school days and up to the remainder of the school year, whichever is longer. Remaining suspension to carry over into the next school year.
 - b. Parent to sign and return bus incident report to driver or driver will refuse transport.
 - c. Other District/legal actions as deemed necessary
- B. **Because Level III infractions endanger all students and District employees on the bus, there will be no warnings given and no lesser consequences will be imposed for these violations.**

**RULES AND REGULATIONS GOVERNING STUDENTS ON THE
SCHOOL BUSES FOR TONTO BASIN ELEMENTARY SCHOOL DISTRICT #33**

I. PREVIOUS TO LOADING (on the road and at school)

- A. Be at the designated school bus stop five minutes ahead of time. Students can help keep the bus on schedule.
- B. Stay off the road at all times while waiting for the bus. Students must conduct themselves in a safe manner while waiting.
- C. Wait until the bus comes to a complete stop before attempting to enter the school bus.
- D. Be careful in approaching bus stops.
- E. Students will not be permitted to move toward the bus at the school loading zone until the bus has been brought to a complete stop.
- F. Students are permitted to ride only their designated bus unless authorized by parent with a signed note. Telephone calls will be accepted in an emergency only and must be in by 2:00 p.m.

II. WHILE ON THE BUS

- A. Follow directions the first time they are given.
- B. Appropriate conduct is to be observed at all times as determined by the driver.
- C. Stay in your seat with feet on the floor and facing forward at all times.
- D. Keep all parts of your body and all objects inside the bus.
- E. No pushing, shoving, fighting, or throwing objects at any time.
- F. No eating, drinking, or tobacco use.
- G. No profanity or loud talking.
- H. No animals, insects, or glass objects are allowed.
- I. No weapons of any kind are permitted.
- J. No SKATEBOARDS.
- K. Any damage to a bus by a student must be paid for by the student responsible.
- L. Any student causing a mess on the bus shall be required to clean it at the bus barn.
- M. No electronics are allowed on the bus, including cell phones, Gameboys, mp3s, CD players, etc.

III. AFTER LEAVING THE BUS

- A. Cross the road (when necessary) at least 10 feet in **FRONT** of the bus, walking briskly, only after the driver signals you to go.
- B. **NEVER** cross behind the bus.
- C. Be alert to a danger signal from the bus driver.
- D. The driver will not discharge students at places other than the regular bus stop or at school unless the student has a signed note. Telephone calls will be accepted in an emergency only.

IV. EXTRACURRICULAR TRIPS

- A. The above rules and regulations apply to any trip under school sponsorship.
- B. Students shall respect the wishes of any chaperone appointed by the school.

V. MISCONDUCT SLIPS

FIRST SLIP – Student must return all copies to the bus driver with parent (or guardian) signature before the student will be permitted to ride the bus again.

SECOND SLIP – Parent or guardian must call the school at 479-2277 in addition to the procedure followed on the first slip.

THIRD SLIP – The student is automatically suspended from school bus transportation for a minimum of **FIVE** days until a meeting can be arranged with the following in attendance: the parent or guardian, the student, and the school principal.

FOURTH SLIP – The student is automatically suspended from school bus transportation for a minimum of **THIRTY** school days. At the end of this period, and upon request of the parents, the school principal will determine if transportation may be resumed.

VI. ALL REGULAR DISCIPLINARY RULES FOUND IN THE INDIVIDUAL SCHOOL STUDENT HANDBOOK ALSO APPLY. DISCIPLINARY ACTION MAY INCLUDE LONG TERM SUSPENSION OR EXPULSION FROM SCHOOL.

**I HAVE READ AND SUBSCRIBED TO THE RULES AND REGULATIONS OF TONTO BASIN ELEMENTARY SCHOOL DISTRICT #33,
GOVERNING STUDENTS ON SCHOOL DISTRICT BUSES.**

Please Print

Student's Full Name _____ Phone _____
Address _____ Grade _____
Parent's Name _____ School _____
Bus Stop Address _____

This information must be signed by parent and returned to the school office within 3 days. Any false information may result in the loss of transportation privileges.

Parent Signature _____ Student Signature _____ Date _____



Confidentiality of Student Records

The following is a brief summary of the requirements to keep student records confidential.

1. **THE PARENT'S RIGHT TO CONSENT TO ANY DISCLOSURE.** The general rule is that the school must obtain a signed and dated written consent of a parent or Eligible Student before the school can disclose personally identifiable information from the student's education records.
2. **WHAT IS AN "EDUCATION RECORD".** The term Education Record as used under Family Educational Rights and Privacy Act (FERPA) is an all-inclusive term that means all records that are (1) directly related to a student and (2) maintained by the school or by someone acting for the school, including medical and legal, except for the following:
 - a. **Sole Possession Records:** These records of instructional, supervisory and administrative personnel and educational personnel assisting those persons that are kept in the sole possession of the maker of the record and are not accessible or revealed to any other person except a temporary substitute for the maker of the record. These would include the private notes and other materials, such as the teacher's daily record book created by individual school personnel as memory aides, provided they are not revealed to any other person other than a substitute. In order to qualify as a "Sole Possession Record" the record must meet the following test:
 - i. It must be a private note created solely by the individual possessing it.
 - ii. It must be a personal memory aide.
 - iii. The information contained therein must not be accessible or revealed to any other person, including the student, except the possessor's temporary substitute.
 - b. **Law Enforcement Records:** Records of a law enforcement unit of a school are not included among the education records.
 - c. **Employment Records:** Provided that the student's employment is not a result of the student's status as a student records relating to an individual who is employed by a school are not included in the educational records.
 - d. **Alumni Records:** Records that only contain information about an individual after he or she is no longer a student at the school are exempt from the education records subject to FERPA.
 - e. **Medical Records:** Medical records of a student who is eighteen (18) years of age or older are exempt from the educations records subject to FERPA providing they meet the following test:
 - i. They are made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity.
 - ii. They are made, maintained or used only in connection with the treatment of the Eligible Student.
 - iii. They are disclosed only to individuals providing the treatment.
3. **THE WRITTEN CONSENT.** The written consent of the Parent or Eligible Student to disclose the record must contain the following items:
 - a. It must specify the records that may be disclosed and the school may only disclose those records specified by the written consent.
 - b. It must state the purpose of the disclosure. The school must inform the party to whom disclosure is made that the information being disclosed may only be used for the purpose for which the disclosure is being made.
 - c. It must identify the party or class of parties to whom disclosure may be made. The school may disclose personally identifiable information from an education record only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior written consent of the Parent or Eligible Student.

PRESUMPTION OF PARENTAL AUTHORITY:

Whenever written consent is required, the school may presume that the Parent giving consent has the authority to do so unless the school has been provided with evidence that there is a legally binding instrument, state law or court order which provides to the contrary.

THE NON-CUSTODIAL PARENT:

Custody has nothing to do with a Parent's rights under FERPA. The school must give full rights under FERPA to either Parent, unless the school has been provided with evidence that there is a court order, state statute or legally binding document that specifically terminates the Parent's rights under FERPA. While termination of such rights must be found in documents relating to divorce, separation or custody, such documents will not affect a Parent's rights under FERPA, unless the document specifically addresses the right to have access to the child's educational records, etc. The school may presume that any Parent has the authority to exercise the

Rights created by FERPA unless it has been provided with evidence that there is a state law, court order or other legally binding document which provides to the contrary. See A.G.O. 179-249. On the other hand, if the school is uncertain that a person attempting to assert rights under FERPA is a Parent, it is appropriate to request the individual to provide verification of status as Parent. See e.g., A.G.O. 179-153 and underlying Opinion of May 11, 1979 by the Pima County Attorney's Office.

COPIES TO THE PARENT OR CHILD:

If the Parent requests, the school must provide the Parent with a copy of any records disclosed. Further, if the Parent so requests, the school shall also provide the student with a copy of the records disclosed.

EXCEPTIONS TO THE CONSENT REQUIREMENT:

Except as noted in District policy, FERPA does not create a right of access for anyone other than a "Parent". Accordingly, although the following are exceptions to the requirement to obtain parental consent before disclosing personally identifiable education records, it should be noted that it is up to the school district to determine whether to disclose, and if so, whether to require parental consent.

1. **A Health or Safety Emergency:** The school may disclose personally identifiable information from an education record to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the Student or other individuals. The factors to be taken into account in determining whether to make a disclosure under the exception must include the following.
 - a. The seriousness of the threat to the health or safety of the student or individuals.
 - b. The need for the information to meet the emergency.
 - c. Whether the parties to whom the information is disclosed are in a position to deal with the emergency.
 - d. The extent to which time is of the essence in dealing with the emergency. (Could parental consent be obtained in the situation without jeopardizing the health and safety of the student?)
2. **Directory Information:**
 - a. **What is directory Information:** The term "Directory Information" means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It concludes, but is not necessarily limited to, the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous school attended.
 - b. **Disclosure of Directory Information about Former Students:** The school may disclose directory information about former students without restriction.
 - c. **Disclosure of Directory Information about Current Students:** The school may disclose directory information regarding students currently in attendance at the school provided that the school has given public notice to the Parents of Students in attendance of: (i) the types of personally identifiable information that the school has designated as directory information; (ii) a Parent's right to refuse to let the school designate any or all of those types of information about the student as directory information; and (iii) the period of time within which a Parent of Eligible Student has to notify the school in writing that the Parent does not want any or all of those types of information about the student designated as directory information; and further provided that no objection has been received from the Parent to the disclosure of directory information.
3. **Pursuant to Subpoena:** The school may disclose education records in order to comply with a judicial order or lawfully issued subpoena provided that the school makes a reasonable effort to notify the "Parent" of the order or subpoena in advance of compliance.
4. **Other School Officials:** Education records may be disclosed to other school officials, including teachers, within the school whom the school has determined to have legitimate educational interest justifying access to the records. A "legitimate education interest" is "solely an interest in the educational welfare of the student within the concept of parental responsibility or the development and well-being of the child".
5. **Disclosure to the Parent or Student:** Consent is not required if the disclosure is to the Eligible Student, the Parent of a Student who is not an Eligible Student (18 years of age or older), or to the Parents of a dependent Student as defined by the IRC.
6. **Other Schools, Colleges or Universities:** Provided that the school has included a statement in its annual parental notice that the school forwards education records to other school that have requested the records, and in which the student seeks or intends to enroll, the school may then disclose education records to that other school college or university where the student seeks or intends to reenroll.
7. **Various Federal, State and Local Officials and Authorities:** While there are situations where these authorities may have access, these requests would be handled by the District office. Individual school board members ordinarily are not justified in seeking access to student education records.

This is summation and in major part an edited version of materials published in 1988 by the Arizona Department of Education. This is not an exhaustive discussion. If further guidance is needed, consult your District Office.