Amazon Demo School District
Parent & Student Handbook
2024-2025 School Year

Welcome to Amazon Demo School District!

This handbook provides important information for families with students enrolled in our district. Please review the contents carefully and keep it for reference throughout the school year.

Table of Contents:

1. Mission, Vision, and Values

Mission: The Amazon Demo School District's mission is to provide a high-quality education that empowers all students to reach their full potential and positively contribute to our community.

Vision: Our vision is for the Amazon Demo School District to be a leader in innovative, student-centered learning that prepares graduates for success in college, career, and life.

Core Values:
   i.   Student-Centered: We put the needs and interests of students first in all of our decisions and actions.
  ii.   Academic Excellence: We are committed to challenging and supporting all students to achieve their academic best.
 iii.   Equity and Inclusion: We celebrate diversity and ensure all students have access to engaging learning opportunities.
  iv.   Collaboration: We work closely with families, community partners, and one another to achieve our shared goals.
   v.   Continuous Improvement: We consistently reflect on our practices and make data-driven changes to better serve our students.

2. District Information

Amazon Demo School District serves the city of Amazon and the surrounding area. We operate 10 elementary schools, 3 middle schools, and 2 high schools, serving a total enrollment of approximately 12,000 students.

District Office Address: 123 Main Street, Amazon City, ST 12345
District Office Phone: (555) 555-1234
District Website: www.awsk12demo.com

District Leadership:
Superintendent: Dr. Jane Doe
Assistant Superintendents:
- Curriculum and Instruction: Dr. John Smith
- Operations: Ms. Sarah Johnson

Board of Education:
- President: Mr. Robert Williams
- Vice President: Ms. Samantha Garcia
- Members: Mr. Liam Patel, Dr. Olivia Hernandez, Ms. Ava Nguyen

3. Enrollment and Registration

New Student Enrollment:
To enroll a new student, parents/guardians must provide the following documents:
   i.   Birth certificate

ii.   Proof of residency (utility bill, lease agreement, etc.)
iii.   Up-to-date immunization records
iv.   Transcript/records from previous school (if applicable)

Registration for Returning Students:
Families of returning students must complete the annual online registration process before the start of each school year. This ensures we have the most up-to-date information on file.

4. Attendance Policies

Regular school attendance is essential for student success. The Amazon Demo School District attendance policy is as follows:

Excused Absences:
  i.   Illness
 ii.   Medical/dental appointments
iii.   Family emergency
 iv.   Religious observance
  v.   Pre-approved educational/family trip

Unexcused Absences:
  i.   Oversleeping
 ii.   Missing the bus
iii.   Personal business
 iv.   Non-emergency family travel

Parents/guardians must notify the school office by 9 AM on the day of an absence. Students are responsible for making up any missed work.

Tardiness: Students are expected to arrive at school on time. Excessive tardiness may result in disciplinary action.

Early Dismissal: If a student needs to leave school early, a parent/guardian must sign them out in the school office. Photo ID may be required.

5. Academic Programs and Policies

Curriculum and Instruction:
The Amazon Demo School District curriculum is aligned to state standards and designed to promote college and career readiness. Instructional practices emphasize active, engaging learning experiences.

Grading and Assessment:
- Elementary (K-5): Standards-based grading on a 4-point scale
- Middle (6-8) and High School (9-12): A-F letter grades

Students participate in state standardized testing, as well as district-level assessments to monitor progress.

Homework and Make-Up Work:
Reasonable homework assignments are given to reinforce learning. Students are responsible for completing any missed work due to absences.

Promotion and Retention:
Students must meet grade-level academic standards to be promoted to the next grade. Retention decisions are made collaboratively between the school and parents.

Special Programs:
  i.   English Learner (EL) Services
 ii.   Special Education
iii.   Gifted and Talented Education
 iv.   Career and Technical Education
  v.   Advanced Placement (AP) and Dual Enrollment

6. Student Conduct and Discipline

Student Code of Conduct:
The Amazon Demo School District has high expectations for student behavior to maintain a safe, orderly learning environment. The student code of conduct outlines rules, responsibilities, and potential consequences.

Student Conduct Expectations
Students enrolled in the Amazon Demo School District are expected to:
  i.   Behave in a manner that is conducive to learning and does not disrupt the educational environment.
 ii.   Treat fellow students, teachers, administrators, and school staff with respect, courtesy, and kindness.
iii.   Follow all school rules, regulations, and procedures.
 iv.   Attend school regularly and arrive on time.
  v.   Complete assigned coursework and homework to the best of their ability.
 vi.   Respect school property and the property of others.
vii.   Refrain from bullying, harassment, or any other behavior that could threaten the safety or well-being of others.
viii.   Dress appropriately for the school environment.
 ix.   Abstain from the use or possession of drugs, alcohol, tobacco, or weapons on school grounds or at school-sponsored events.

Prohibited Behaviors
The following behaviors are prohibited by Amazon Demo School District:
  i.   Bullying/Harassment
 ii.   Fighting/Violence
iii.   Possession of Weapons

    iv.   Alcohol/Drug Violations
    v.   Disruptive Behavior
    vi.   Academic Dishonesty

Disciplinary Measures:
The Amazon Demo School District will implement a range of disciplinary measures to address student misconduct, including but not limited to:

1. Verbal warnings and redirection
2. Temporary removal from the classroom
3. Detention before or after school
4. In-school suspension
5. Out-of-school suspension
6. Expulsion

The specific disciplinary measure(s) applied will depend on the nature and severity of the misconduct, as well as the student's prior disciplinary history. In all cases, the school administration will strive to implement disciplinary measures that are fair, consistent, and effective in modifying student behavior.

Due Process
Students facing disciplinary action will be afforded due process, including the opportunity to:

1. Be informed of the alleged misconduct and the potential consequences.
2. Present their side of the story and any relevant evidence.
3. Appeal disciplinary decisions to the appropriate school administrator or the district's Board of Education.

Parental Involvement
The Amazon Demo School District recognizes the important role that parents/guardians play in shaping student behavior and supporting the school's disciplinary efforts. Parents/guardians will be notified of any significant disciplinary actions taken against their child and will be encouraged to collaborate with the school to address behavioral issues.

7. Health and Safety

Health Services
    A. School Nurse
        i.   Each school within the district will have a licensed school nurse on staff during all operational hours.
        ii.   The school nurse will be responsible for: a. Providing basic medical care and first aid to students and staff as needed. b. Administering prescribed medications to students in accordance with parental/guardian consent and physician instructions. c. Maintaining accurate health records for all students. d. Monitoring student immunization compliance and notifying parents/guardians of any deficiencies. e. Coordinating with local health authorities to address any communicable disease

outbreaks or public health concerns. f. Providing health education and promotion activities for students and staff.
  B. Health Screenings
      i. The district will conduct the following mandatory health screenings for students: a. Vision and hearing tests annually for all students. b. Scoliosis screenings for students in grades 5-8.
      ii. Parents/guardians will be notified of any health concerns identified during the screening process and provided with recommended follow-up actions.

Safety Protocols
  A. Emergency Preparedness
      i. The district will maintain a comprehensive Emergency Operations Plan that addresses a variety of potential emergency situations, including natural disasters, accidents, and acts of violence.
      ii. All schools will conduct regular emergency drills, including fire, lockdown, and evacuation drills, to ensure staff and students are prepared to respond appropriately.
      iii. The district will provide training for staff on emergency response procedures and the implementation of the Emergency Operations Plan.
  B. Visitor Management
      i. All visitors to school facilities must check in at the main office and provide valid identification.
      ii. Visitors will be issued a visitor's pass that must be visibly worn at all times while on campus.
      iii. The district reserves the right to refuse entry or escort any visitor off campus who fails to comply with visitor management procedures or poses a threat to the safety of students and staff.
  C. Facility Maintenance
      i. The district will regularly inspect all school facilities and grounds to identify and address any potential safety hazards.
      ii. Necessary repairs and maintenance will be promptly completed to ensure the structural integrity and safe operation of all buildings, equipment, and systems.

Immunization Requirements
  A. Student Immunization Compliance
      i. All students enrolled in the Amazon Demo School District must provide proof of up-to-date immunizations as required by state law, unless they have a valid medical or religious exemption on file.
      ii. The school nurse will monitor student immunization records and notify parents/guardians of any deficiencies.
      iii. Students who do not comply with immunization requirements may be excluded from attending school until the necessary immunizations are obtained.

8. Transportation

Bus Transportation:

Free bus transportation is provided for eligible students living beyond a specified distance from their assigned school. Buses operate on set routes and schedules.

Student Expectations:
Students must follow all bus rules and listen to the driver's instructions. Misconduct may result in suspension of bus privileges.

Parking and Student Drivers:
High school students may purchase a parking permit to drive to school and park on campus. All student drivers must follow campus traffic and parking regulations.

9. Technology and Digital Resources

The Amazon Demo School District is committed to leveraging technology to enhance the educational experience for all students and support the instructional and administrative needs of the district. The following is an overview of the technology services and resources available within the Amazon Demo School District:

Student Devices and Learning Platforms
- A. 1-to-1 Student Device Program
  - a. All students in grades 3-12 are provided with a district-issued Chromebook to use for academic purposes.
  - b. Devices are configured with the necessary software and applications to support student learning.
  - c. Students are responsible for the proper care and use of their assigned device.
  - d. Families must sign an acceptable use policy. Inappropriate use may result in disciplinary action.
- B. Learning Management System (LMS)
  - a. The district utilizes a comprehensive LMS platform to facilitate online learning, content delivery, and student-teacher collaboration.
  - b. Teachers use the LMS to post assignments, share course materials, and provide feedback to students.
  - c. Students can access the LMS to view their coursework, submit assignments, and communicate with their teachers.
- C. Digital Curriculum and Resources
  - a. The district has invested in a variety of digital learning resources, including e-textbooks, educational software, and online learning modules.
  - b. These resources are seamlessly integrated into the LMS and accessible to both students and teachers.
  - c. The district continuously evaluates and updates the digital curriculum to ensure alignment with state standards and best practices in education technology.

Classroom Technology
- A. Interactive Whiteboards or Touchscreen Displays
  - a. All classrooms are equipped with interactive whiteboards or large-format touchscreen displays.

          b. Teachers can use these tools to deliver engaging, multimedia-rich lessons and facilitate interactive learning experiences.
    B. Classroom Audio Systems
          a. Classrooms are outfitted with high-quality audio systems, including speakers and microphones, to enhance sound quality and enable effective classroom instruction.
          b. These systems help ensure that all students can clearly hear and participate in classroom discussions and presentations.

Technology Support and Professional Development
    A. IT Support Services
          a. The district maintains a dedicated IT support team to provide technical assistance and troubleshooting for student devices, classroom technology, and administrative systems.
          b. Students, teachers, and staff can access IT support through a centralized help desk or by submitting service requests.
    B. Technology Integration Specialists
          a. The district employs technology integration specialists who work closely with teachers to develop and implement effective strategies for incorporating technology into the curriculum.
          b. These specialists provide ongoing professional development opportunities, one-on-one coaching, and collaborative planning to help teachers maximize the use of technology in their classrooms.

Data Management and Cybersecurity
    A. Student Information System (SIS)
          a. The district utilizes a comprehensive SIS to manage student records, enrollment, attendance, and other administrative data.
          b. The SIS provides secure access for students, parents, and staff to view relevant information and communicate with the school.
    B. Cybersecurity Measures
          a. The district provides filtered internet access and network resources to support learning. Inappropriate use of the network may result in disciplinary action.
          b. The district has implemented robust cybersecurity protocols and measures to protect the confidentiality, integrity, and availability of its technology systems and data.
          c. These measures include firewalls, antivirus software, encryption, and regular security updates to safeguard against cyber threats and unauthorized access.

The Amazon Demo School District is dedicated to integrating technology throughout its educational and operational functions to support student learning, enhance teaching practices, and improve overall district efficiency. The technology services outlined above are designed to create a modern, technologically-advanced learning environment that prepares students for success in the digital age.

10. Family Engagement

Communication:
The district and schools use a variety of communication methods, including email, text alerts, social media, and the district website. Parents/guardians should ensure contact information is up-to-date.

Volunteering:
Families are encouraged to volunteer at their child's school. All volunteers must complete a background check.

Parent-Teacher Conferences:
Formal conferences are scheduled twice per year. Additional meetings can be arranged as needed.

11. District Calendar

The district calendar, including important dates, holidays, and school breaks, is available on the district website.

We look forward to partnering with you in your child's education!