

2018-2019 Parent/Student Handbook

General Myer Elementary School Grades 3 - 5

45103 Burns Street, Fort Huachuca, Arizona 85613



Phone: 520.459.8986

Fax: 520.452.4092

Fort Huachuca Accommodation Schools
"Creating Successful Children"



2018/2019
School Info & Hours of Operation
All Schools Have Early Release on Thursdays

COLONEL JOHNSTON ELEMENTARY SCHOOL **Grades K – 2** **520.459.8798**
47121 H Avenue, Fort Huachuca, Arizona 85613
Principal: Sandy Larson
Principal's Secretary: Lisa Kyte
REGULAR SCHOOL HOURS: 8:05 A.M. - 2:15 P.M. THURSDAY EARLY, RELEASE 1:05 P.M.

JOHNSTON SCHOOL SPECIAL NEEDS PRESCHOOL: M, T, W, & F
Special Needs Preschool Morning & Afternoon Sessions

Morning Session: 8:30 A.M. - 10:30 A.M. **Afternoon Session: 12:15 P.M. – 2:15 P.M.**

GENERAL MYER ELEMENTARY SCHOOL **Grades 3 – 5** **520.459.8986**
45103 Burns Street, Fort Huachuca, Arizona 85613
Principal: Jennifer Truitt-Lewis
Principal's Secretary: Pam Jordan
REGULAR SCHOOL HOURS: 7:55 A.M. - 2:40 P.M. THURSDAY EARLY, RELEASE 1:25 P.M.

COLONEL SMITH MIDDLE SCHOOL **Grades 6 – 8** **520.459.8892**
5651 E. Smith Avenue, Fort Huachuca, Arizona 85613
Principal: Joseph Gargiul
Principal's Secretary: Glusta Williams
REGULAR SCHOOL HOURS: 7:50 A.M. - 2:55 P.M. THURSDAY EARLY, RELEASE 1:50 P.M.

DISTRICT OFFICE PERSONNEL CONTACT INFO

DIAL: 520.458.5082 and Extension Number

✉ Mark Goodman goodmanm@fhasd.org	Superintendent	Ext. 1009
✉ Susana Stinson stinsons@fhasd.org	Secretary to the Superintendent/ Human Resources	Ext. 1009
✉ Tammy Sickrey sickreyt@fhasd.org	Account Clerk/Payroll	Ext. 1003
✉ Kevin Martin martink@fhasd.org	Account Clerk/Accounts Payable	Ext. 1002
✉ Karen Nieto nietok@fhasd.org	Manager of Finance/Business	Ext. 1001
✉ Frank Bell frank.a.bell@fhasd.org	Director of Technology	Ext. 1025
✉ James Taylor taylorj@fhasd.org	Director of Spec. Ed. & Federal Programs	Ext. 1013

*On behalf of the School Board, Administration, and Staff,
welcome to Fort Huachuca Schools!*

Fort Huachuca Accommodation Schools are Arizona public schools under the Department of Education. The schools **are not** Department of Defense Dependent Schools (DoDDS). The school district is under the direction and authority of a school board and directly administered by a district superintendent. Financial support for Fort Huachuca Schools is derived from state aid and federal impact aid.

STUDENT ARRIVAL TIME

School grounds and buildings are open, and students are under supervision, fifteen (15) minutes prior to the start of their school day until dismissal time. Students *should not* arrive more than fifteen (15) minutes before the start of the school day unless prior arrangements have been made. Students leaving school prior to regular dismissal time must be picked up by a parent or an approved emergency contact.

STUDENT TEXTBOOKS/SUPPLIES

Textbooks are furnished at no expense to students. Misuse or unwarranted wear and tear of books will result in charges for repairs. If books are lost, students are responsible for the cost of the books. The District makes every effort to provide basic school supplies however, there may be occasions when a teacher will request the student bring a special item. In the event a student cannot bring an item; efforts will be made to assist in obtaining the item for the student.

STUDENT IMMUNIZATIONS

According to Arizona law, those students whose immunizations **are not** up-to-date **will not** be allowed to attend school until verification is provided to the school nurse.

TRANSPORTATION

Transportation of students is a privilege extended to students in the District, and not a statutory requirement, except for transportation of students with disabilities *as indicated in their IEP (Individual Education Program)*. Transportation funding is determined by the Arizona Department of Education and **DOES NOT** provide for transporting students within a one-mile radius of the schools. Students residing off-post must be transported to school by a parent or guardian. **Students are NOT to arrive prior to fifteen (15) minutes before school starts;** there are no staff members before that time to assist in student supervision. Students riding bicycles to school should make sure their bike is placed in the bike rack and locked to prevent loss. Transportation questions and/or inquiries should be directed to the Transportation/Maintenance Manager at: **520.458.5082** ext. 1401.

DISTRICT COMMUNICATIONS

A School Board governs the District. Governing Board Meetings are held each month and are designed to communicate with the public. Meeting agendas are posted at each school building, the District office, and on the District website www.fthuachuca.k12.az.us In addition, each school sends home monthly newsletters and all three (3) schools host a marquee which announces special events/meetings and other information.

After registration your student you will receive a Student Handbook. The Student Handbook is a guide that contains information to familiarize you with your child's school. The District makes every attempt, when possible, to place important events/information in the local newspapers (Sierra Vista Herald). We also utilize the Commander's Access Television Channel (97), radio stations, and the district website (www.fthuachuca.k12.az.us) PAO (Public Affairs Office) and PTO school facebook pages in times of inclement weather or school closings.

The Superintendent sponsors an "open door" policy. However, as in the military system, there is a chain of command. If a Parent has a concern or complaint they should speak with the Teacher first; if the concern is not resolved, the Principal would be the next person to contact. If after meeting with the Teacher and Principal, there is still no resolution, then the Superintendent may be notified. The last link in the chain would be the School Board. A School Liaison Officer is also available to assist with unresolved concerns. **The School Liaison Officer can be reached at: 520.533.0874.**

EMPLOYMENT OPPORTUNITIES

The District employs military dependents and civilians in various positions throughout the District. We encourage anyone interested in employment with the District to visit the administration office, the school sites, or the district website for vacancy announcements. **Please contact Human Resources for further information at 520.458.5082 ext.1009.**

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**FORT HUACHUCA ACCOMMODATION SCHOOLS – GMES
2018-2019 CALENDAR**

Attendance and Holidays

July 27: New Teachers Report
July 30: Teachers Report
August 31: Labor Day Holiday

September 3: Labor Day (no school)
September 13, 14: Conferences (1/2 day)

October 4: First Quarter Ends
October 5, 8: Columbus Day Holiday (no school)

November 12: Veterans' Day (no school)
November 19-23: Thanksgiving Break (no school)

December 24-Jan 4: Winter Break (no school)

January 7: Students Return to School
January 18, 21: Martin Luther King Jr. Day (no school)

February 15, 18: Presidents' Day Holidays
February 13, 14: Spring Conferences (1/2 day)

March 18-22: Spring Break (no school)

Apr 19, 22: Spring Holiday (no school)

May 23: Students Last Day

Grading and Reporting

July/August

August 1: Students' First Day of School
August 1: First Quarter Begins

September

September 13: Progress Reports (Q1)
September 27: 40th Day!!

October

October 9: Second Quarter Begins
October 18: Report Cards (Q1)

November

November 15: Progress Reports (Q2)

December

December 21: Second Quarter Ends

January

January 7: Third Quarter Begins
January 15: 100th Day !!!
January 16: Report Cards (Q2)

February

February 7: Progress Reports (Q3)

March

March 15: Third Quarter Ends
March 25: Fourth Quarter Begins

April

April 3: Report Cards Go Home
April 24: Progress Reports Issued

May

May 27 -31: Report Cards Mailed Home

Fort Huachuca Accommodation Schools
P.O. Box 12954 Fort Huachuca, Arizona 85670
(520)459-8986 Fax (520)452-4092

Dear Parents and Guardians:

On behalf of the staff at General Myer Elementary School, I am happy to welcome you to the 2018-2019 school year! We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that in order to be successful in school, our children need support from both the home and school. We know a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities.

With that in mind, you are encouraged to be an active participant at General Myer. Whether you are a classroom volunteer, a member of PTO, special event participation, or member of one of our school communities, we would love to see you! Our doors are always open.

As the Principal of General Myer, I will continue to be energized and deeply committed to making a positive difference in the lives of our children. We will accomplish this by setting high academic expectations for all children and providing supportive systems to assure they are met. By addressing school culture, setting high standards for teacher performance, increased academic expectations for all students and engaging the community, we hope that this will be a very exciting and enjoyable school year for your family.

Please use this handbook as an informational source pertaining to policies and procedures at General Myer. I look forward to meeting you and encourage you to stop by if you have any questions or concerns about our school or your student.

Sincerely,

Jennifer Truitt-Lewis, Principal

MISSION STATEMENT

We are dedicated to creating an educational environment in which every child at General Myer Elementary School is given the opportunity to receive a quality education. We care about our country by caring deeply about its children. We believe that neither race nor sex nor ethnic heritage, nor geography nor social or economic status may be used to deny a child the opportunity to acquire a solid foundation in Reading, Writing, and Mathematics, in critical thinking....and in values of friendship, responsibility, compassion, honesty, and self-esteem.



STATEMENT OF PHILOSOPHY

General Myer Elementary School's Philosophy is based on the idea that the purpose of education is to provide a continuation of essential learning. It is our ultimate goal to supply each student with basic facts and experiences. This will aid our students in becoming self-sufficient individuals mentally, physically, socially, and morally so that they can meet demands of a rapidly changing society. It is essential to instill in each student the importance of individual worth and to create a positive self-image through personal development of initiative, resourcefulness, and responsibility.

It is the intent of the faculty to lead students toward being disciplined, productive, informed and fulfilled individuals. To achieve these ideas, mutual respect and understanding must be present in the learning process on the part of all participants – the faculty and staff, parents, students and the school community.

**GENERAL MYER SCHOOL STAFF
2018 - 2019**

PRINCIPAL	JENNIFER TRUITT-LEWIS
PRINCIPAL'S SECRETARY	PAM JORDAN
SENIOR SECRETARY	DIANE JOHNSON
COUNSELOR	KATHERINE SHEFFIELD
BEHAVIOR COACH	KAYLEE WYATT
THIRD GRADE	TIFFANY JAY-CLAYCOMB MARSHA HAMRIC HANNAH MACKENZIE MINDY LEE
FOURTH GRADE	CATHERINE BOYD DANE FLOYD HELEN LAI CHRISTEN MCCRACKEN
FIFTH GRADE	VALERIE LATHROP PAM SHEROD KIM TOMLIN LYNN TOMPKINS
SPECIAL EDUCATION	RACHEL BUSIC
SPEECH	CHRISTINA HEINEMANN
OCCUPATIONAL THERAPIST	MISTY MCGUIRE
NURSE	LORA LIKINS
MUSIC	RACHEL BARON
P.E	GINGER BEAMAN
DISTRICT ELL	ROSA WARD
DISTRICT GIFTED SERVICES	NADIA WESTEN
ART	JILL FAUST
LIBRARY ASSISTANT	SPRING COLLINS
COMPUTER LAB ASSISTANT	CINDY ALLEMAN
BEGINNING BAND	REMY PEPPER
(Col. Smith School Class after school, 5 th Grade only)	
CUSTODIAL STAFF	MARTIN ROMO

ROBERTO BUSTAMANTE
PABALO VASQUEZ

SUPPORT STAFF: LINDA CAMPOS, MARCELA ENRIQUEZ, SANDRA HANKEY, MARGARET HARNEY, PATRICIA SMOLINSKI, AND BETH STOVER.

GENERAL MYER SCHOOL DAY SCHEDULE

TIME/ACTIVITY

7:40 Teacher Arrival / Earliest Arrival for Students (this includes drop-off at the gates)

7:50 * Bell indicates students will line up at appropriate wing, await teacher direction

7:55 * Children enter classroom with teacher escort

8:00 * Tardy Bell

9:25 – 9:40 * Fifth Grade Recess

9:45 – 10:00 * Third Grade Recess

10:05 – 10:20 * Fourth Grade Recess

LUNCH SCHEDULES

11:05 – 11:25

11:30 – 11:50

11:55 – 12:15

*Third Grade Lunch

*Fourth Grade Lunch

* Fifth Grade Lunch

11:25 – 11:45

11:50 – 12:10

12:15 – 12:35

*Third Grade Recess

* Fourth Grade Recess

* Fifth Grade Recess

1:25* **(Thur. only)** Dismissal – NO BAND or CLUBS

2:40* Dismissal - Grades 3 – 5

Beginning Band (5th graders at CSMS. Students bused from GMES to CSMS)

3:10 Teacher day ends

3:45 **ALL STUDENTS MUST BE DISMISSED**

*Indicated by sound of tone

EARLY RELEASE DAYS

Thursdays are early release days for teacher in-service and planning. Third, Fourth and Fifth grades will be released at **1:25**

ARRIVAL AND DISMISSAL

Attendance / Absences / Tardies:

1. According to Arizona Revised Statutes Section 15-807, it is the parent's responsibility to authorize absences of the student from school in advance. If your child is absent please call the Myer School office at 459-8986 before 8:00 A.M. on the day of the absence. If we have not received a call by that time, we will make a reasonable effort to contact a parent or guardian.
2. In case of an excessive number of days absent, the office will contact the parent or guardian. If the absences continue, the office will contact the parents and the superintendent of Fort Huachuca Schools.
3. Regular attendance is expected of all students. A student whose absence rate exceeds 10% of the number of required attendance days is considered to have missed an excessive number of school days (Statute 15-803/843). Unexcused absence for at least five (5) school days within a school year constitutes habitual truancy (FHAS Policy JHB).
4. If a student is tardy, a note is required. The student must report to the office before going to class with the note. If a student is tardy without a note, parents or guardians will be contacted.

Release of Students:

If it is necessary to pick up your child during school hours, please send a note to inform the teacher of your intentions. When you arrive to pick up your child, you must come to the school office to sign him/ her out and we will call your child to the office.

Tardiness Policy:

You should notify the school office when your child is going to be tardy. Let us know how late your child will be and indicate the reason for the tardiness.

Students who are late for school will be entered as tardy and will come under the following guidelines:

- A student coming to school late must be signed in by a parent or present a note from the parent explaining why the student is tardy.
- A student late to school must come to the office for a pass.
- A student will not be admitted to class without a pass.
- Extreme cases of tardiness will be referred to the principal and parents will be notified.

Excused Absences / Valid Cause for Absence or Tardiness Shall Be:

- Illness
- Death in the Immediate Family
- Family Emergency
- Other situations beyond the control of the student as determined by the school administration.
- Other circumstances which cause concern to the parent for the safety or health of the child.

For Your Child’s Protection:

1. Your child will not be released to anyone except his/her parents or the responsible party you have indicated on the emergency card.
2. Identification will be requested.
3. A note or telephone call is not sufficient to have your child released from school.

In most cases, when parents are divorced, both Mom and Dad continue to have equal rights where their children are concerned.

If you have a court order that limits the rights of one parent in matters such as custody or visitation, a copy of that order must be on file in the school office. Unless your court order is on file with us, we must provide equal rights to both parents.

In the event that parents leave their child in the temporary custody of a relative or friend due to out-of-town business or vacation, the school must have the name of the person responsible listed on the emergency card in the office.

BUS / TRANSPORTATION SERVICES

Bus transportation is provided for students who reside on post and live greater than a mile from the school. Please check with the office for assigned bus stops and pick-up / drop-off times, and check the school bus policy in the Policy section of this handbook.

CAFETERIA / SCHOOL LUNCH

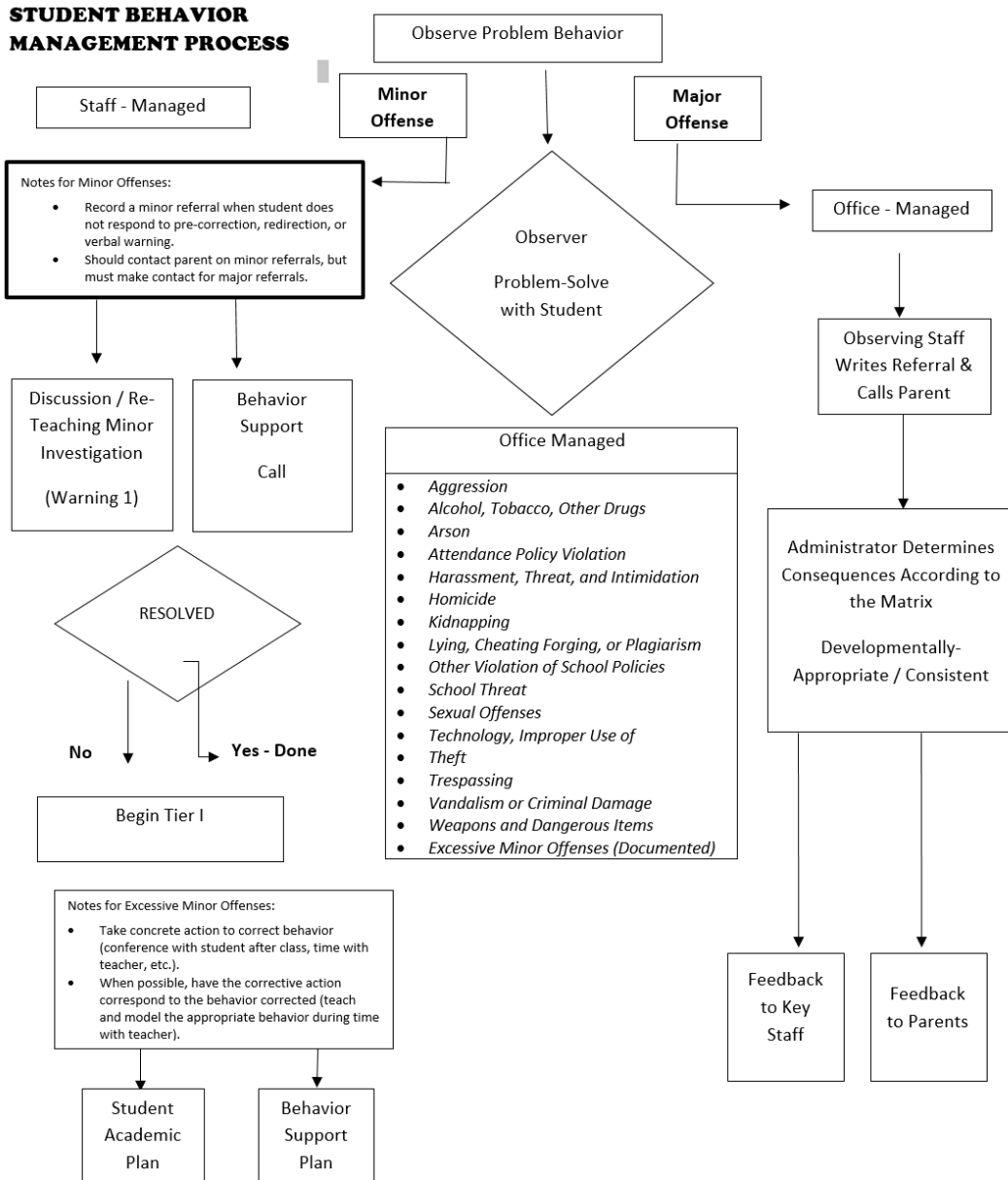
General Myer has a hot lunch program which includes milk. The cost is \$2.25 or \$.40 for a reduced lunch. Lunches may be purchased through the cafeteria Monday through Friday from 7:30 A.M. to 10:00 A.M. or online through *mySchoolBucks* portal (see the office for your student I.D. number to create your child’s account). Students will not need to remember a lunch I.D. number or carry a lunch card. Please see the information sheet provided at registration or in the office for step-by-step instructions for setting up your account. Children may also pay for school lunches with cash. Money added online may take up to 48 hours to post to your child’s account.

DISCIPLINE/POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

The Fort Huachuca Accommodation School District has adopted PBIS, Positive Behavior Interventions and Supports. The PBIS vision of our school is to educate and encourage students in an atmosphere where all can be safe, respectful, responsible and kind. Students at Myer will respect right to learn and be safe. Teachers and students will develop classroom rules that supplement the general rules listed in the PBIS Behavior Expectation Matrix that follows. The staff will direct students to follow school rules in an appropriate, responsible manner and consequences for misbehavior will be consistent and fair in order for students to be accountable for their own actions.

It is our belief that, in working together as a team, your child's education will reflect excellence and their behavior will follow our PBIS vision of Myer School.

PBIS BEHAVIOR EXPECTATION MATRIX / CODE OF CONDUCT



<u>GMES School- Wide Behavioral Expectations</u>	<u>Be Safe</u>	<u>Be Respectful</u>	<u>Be Responsible</u>	<u>Be Kind</u>
<u>Cafeteria/ Gymnasium</u>	<ul style="list-style-type: none"> • Stay in line and wait patiently. • Sit with appropriate posture when you eat. • Eat only your food. • Keep hands, feet and objects to yourself. • Keep your place in line. • Wait your turn. • Eat with your mouth closed. • Use good table manners and be kind words. • Welcome others to sit with you. 		<ul style="list-style-type: none"> • Use appropriate voice level. • Follow directions. • Get all utensils, milk, etc. when first going through the line. • Eat your food in the cafeteria. • Throw away all of your lunch trash. • Treat people the way you want to be treated. • Be a model citizen. 	
<u>Classroom</u>	<ul style="list-style-type: none"> • Be present and punctual. • Be attentive and enthusiastic. • Believe you can succeed – persevere. • Be a great citizen - model positive body language, courtesy, and kindness. 		<ul style="list-style-type: none"> • Complete assignments and turn in on time. • Follow school and classroom rules. 	
<u>Restrooms</u>	<ul style="list-style-type: none"> • Must have appropriate hall pass. • Go directly to your destination. • Treat people the way you want to be treated. • Be mindful of others’ privacy. • Keep hands, feet, and objects to yourself. • Wait your turn. 		<ul style="list-style-type: none"> • Flush the toilet. • Wash and dry your hands. • Cleanup water around the sink. • Conserve bathroom supplies. • Use quiet voice. • Keep the walls free of graffiti. • Inform adults of problems/vandalism. 	
<u>Hallway</u>	<ul style="list-style-type: none"> • Keep hands, feet and objects to yourself. • Walk on the right. • Be mindful of other students and others. • Use appropriate voice level. 		<ul style="list-style-type: none"> • Follow directions. • Go directly to your destination. • Must have appropriate hall pass. • Treat people the way you want to be treated. • Be a model citizen. 	
<u>Playground</u>	<ul style="list-style-type: none"> • Keep hands, feet and objects to yourself. • Walk on the right. • Play only approved games and follow the rules. • Share equipment and use appropriately. • Report injuries or concerns. • Stay within the playground boundaries. • Report unidentified individuals or vehicles. • Be mindful of other students and others. 		<ul style="list-style-type: none"> • Wait your turn. • Follow directions. • Go directly to your destination. • Leave lunch boxes and other non-game objects in the designated location. • First whistle, put equipment away and line up. • Ask for help immediately when needed. • Treat people the way you want to be treated. • Play fairly. • Be courteous of others’ activities. 	

<p><u>Outside area</u></p> <p><u>Bus Zone</u></p> <p><u>Traffic Circle</u></p>	<ul style="list-style-type: none"> • Go directly to your destination. • Get adult help when needed. • Report unidentified visitors. • Stay back away from moving traffic. • Move safely to the bus or car. • Be mindful of other students and drivers. • Use appropriate voice level in loading areas and on the bus. 	<ul style="list-style-type: none"> • Use kind words. • Follow directions the first time given. • Put equipment in the appropriate place on the bus. • Use conflict management skills if a problem occurs. • Treat people the way you want to be treated. • Be a model citizen.
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INCENTIVES/REWARDS:

The goal of Positive Behavior Interventions and Supports is to celebrate and recognize the appropriate behaviors to promote good behavior choices. Students receive recognitions and awards for following the “4-B’s”. One program we have is “Eagle Coupons” which students are given as they are ‘caught’ engaging in “B” activities – being safe, respectful, responsible, and kind. Students are given coupon which they fill out, tear off (half of the coupon comes home to parents) and drops in it our Eagle Award jugs. Students’ names are drawn weekly to be recognized over the PA system.

STUDENT MISBEHAVIOR – CONSEQUENCES:

The goal of disciplinary action is always focused on encouraging students to take responsibility for and control of their own behavior. Depending on the intent and/or severity of the infraction, the consequences may include the following or combination of the following:

MINOR INFRACTIONS:

Conferecing with the student: A conference will be held with the student to discuss the rule infraction, the child’s behavior, and possible strategies to avoid the infraction in the future. This is usually conducted by the teacher, staff member, or counselor. Note that students with misbehavior on the playground may need a cooling off period before they are able to talk with the adult and may be asked to sit for a few minutes prior to discussing the behavior or situation.

Formal Conference: The principal will meet with the student to discuss the issue. Parents may be contacted by phone or in writing regarding the misconduct and the content of the formal conference.

- Inappropriate Language (verbal or nonverbal)
- Unkind Words
- Lying/Cheating
- Minor Physical Contact
- Defiance
- Disruption
- Minor Property Misuse
- Repeated Minor Offenses

MAJOR or REPEATED MINOR INFRACTIONS:

Detention: Students who have repeated minor infractions or a major infraction may receive detention at recess and/or lunch time. Students will remain quiet in an assigned location (i.e. ramada, picnic tables, classroom, office).

Students receiving time out during recesses for playground rule infractions usually serve their detention time outside sitting under the ramada. Continued infractions beyond the noted repeated minor infractions on the playground will result in a behavior referral to the principal.

Students may be assigned detention after school if minor behavior infractions continue. Detention after school will take place only after parents have been notified.

Suspension: When student misbehavior warrants suspension from school, procedures outlined in policy will be followed.

- Harrassment/Bullying
- Abusive Language
- Stealing
- Aggression
- Inappropriate Display of Affection
- Fighting
- Vandalism
- Excessive Minor Offenses

DRESS CODE

At General Myer School, we believe that dressing with modesty and pride plays a great part in each individual student's success in school and in life. A student's personal appearance should be a matter of pride. Students dress should meet acceptable standards of good grooming, cleanliness, and decency.

Tops/Blouses	Footwear	Scents
<ul style="list-style-type: none">• Straps – 2 finger width• No large arm holes• No mesh• No See-through• No bare midriffs	<ul style="list-style-type: none">• Must have a back-strap• No heels/wedges higher than 1"	<ul style="list-style-type: none">• No Cologne, Perfume, or scented body spray
Skirts/Dresses/Short	Headgear	Jewelry/ Make-up
<ul style="list-style-type: none">• Fingertip length – the bottom of the hem must not be shorter than fingertip distance	<ul style="list-style-type: none">• Only worn outside Worn forwards - not allowed to be back-wards or sideways• No bandanas• No dew-rags• No sweatbands	<ul style="list-style-type: none">• No chains hanging from pants or slacks• No oversized medallions• Ear piercings must be safe – No tappers or tapper plugs, daggers, or spikes• No tattoos or make-up• Light lip gloss is acceptable
Pants		
<ul style="list-style-type: none">• No phrases printed on the backside of pants		

The principal or the designated representative is responsible for determining the acceptability of the student's personal appearance and dress.

GRADES

90-100 = A Excellent

80-89 = B Above Average

70-79 = C Average

60-69 = D Below Average

0-59 = F Failing

Arizona Academic Standards:

The standards are assessed yearly using the State directed assessment instruments. Currently Grade 3 is tested in Reading, Writing, and Math; Grade 4 is tested in Reading, Writing, Math, and Science, and; Grade 5 is tested in Reading, Writing, and Math, using the state-wide assessment instrument. As these standards are put into practice in our school, our goal is for teachers, students, and parents to clearly understand what is expected of the students. We plan to use these standards to promote academic success.

Honor Roll Criteria:

Honor Roll is calculated based on the core subjects: Reading, Mathematics, Science/Health, Social Studies, Language Arts, and Spelling. The Principal's Honor Roll requires all A's. The regular Honor Roll requires students to have earned a 3.5 grade point average with no C's in any subject. Achievement and Effort Grades must be Satisfactory or Otstanding.

Myer School has an annual Honor's Banquet for 4th and 5th grade students. 3rd grade has a separate presentation. The criterion for students being able to attend: Principal's Honor Roll (straight A's), A/B Honor roll, or a combination of Principal's Honor roll and A/B Honor roll for three out of four quarters. Evidence of grades which meet Myer's criteria for Honor Roll can be substituted for one quarter only.

HEALTH SERVICES

Myer School is served by a licensed registered nurse. The basic purpose of the nurse's office is to promote and safeguard the health and well-being of each child. Cooperation between staff, parents and school nurse are vitally important in achieving this goal. During the school year, screening for vision, hearing, height, and weight will be conducted at all grade levels. If any abnormalities are found they will be reported to the parents.

Medication:

If a child needs to take medication at school, parents must bring it to the nurse's office, with a doctor's note for any prescription medications, and complete a consent for medication form or write a note to include the child's name, the dosage, and time of day to be taken and the expected duration of treatment. By law, medicine cannot be dispensed unless it's in the original, labeled container. Medication dose must match the label on the bottle.

A signed physician's statement indicating the necessity must accompany any request for self-administration of medicine, whether it is prescription or over-the-counter medicine except in the case of medication for diagnosed anaphylaxis and breathing disorders requiring handheld inhaler devices. In these cases, the student's name on the prescription label is sufficient for the physician's recommendations. Additionally, if the medication is for anaphylaxis, allergen must be stated, i.e. "Peanuts", "Bee Stings", etc.

Over-the-counter drugs such as cough drops, Tylenol, Motrin, or Benadryl will be dispensed with parental permission only. Not all students have permission to take over-the-counter medications dispensed at school. This information and permission is listed on the Emergency Card parents fill out yearly (see the section below). Boys and girls should never bring medicine to school without the nurse's knowledge. See FHASD Policies **JICH-R**, **JLCD**, **JLCD-R**, and **JLCB**.

Student Illness:

If your child is sick with a fever (100.0), vomiting, experiencing diarrhea, they will need to be free of these illnesses for a FULL 24 hours without medication. If your child experiences any of these symptoms at school you or your *emergency contact* will be contacted to take the child home.

Emergency Cards:

All parents need to complete an emergency medical referral card for each of the children every year. Please include how the school can contact a parent or another responsible adult if your child becomes ill at school. Students will be released early due to illness or other personal reasons to only

persons indicated as responsible parties on the student emergency card. A note or telephone call is not sufficient to release your child to persons other than those listed. Identification will be required.

Please list health problems, including all allergies to food, medicine, and insect stings. Please let us know if your address, home phone, business phone or emergency phone number changes during the school year. This ensures proper care of your child in the case of illness or an emergency.

Immunizations:

Arizona law requires that immunizations recommended by the Arizona Department of Health Services be received prior to initial enrollment. A form giving the month and year youngsters were immunized against these diseases must be completed and in school files before they may be enrolled. However there is a grace period given to military families according to the Interstate Compact, allowing military families 30 days to provide immunizations or proof of immunizations.

Restricted Activities:

Sometimes parents tell us their children are unable to participate fully in exercise for one reason or another. A note from the parent is sufficient if the restriction is limited to one week or less. If activities are to be restricted for more than one week, we will need a doctor's statement.

LOSS / DAMAGE OF SCHOOL PROPERTY

Teachers and parents alike need to discuss with their children the proper care of school property. Students need to understand that the building, equipment, books, and supplies are purchased with their community tax monies. By law, parents are responsible for the damage or loss of these items. Let's teach our children to take pride in their schools and to do their best to take care of them.

LOST & FOUND / PERSONAL PROPERTY

Students are encouraged to place their names on all personal belongings such as coats, lunch boxes, sweaters, etc. Lost items will be kept in the "Lost and Found" area on campus. Students may check the lost and found for missing items. Parents are also encouraged to check for missing items when they are on campus. Unclaimed items will be donated to a local charitable organization at winter break and at the end of the school year. Students are not permitted to bring personal items such as radios, cassette players, baseballs, bats, footballs and video games, etc. to school unless the teacher requests them in writing for a particular purpose. Cell phones brought to school must be turned off and left in student backpacks and are not allowed to be used anywhere in the building or on school grounds or on school field trips. We cannot assume responsibility for the loss or damage to personal property brought to school. Your support is appreciated.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences will be scheduled for Myer School students throughout the school year. Parents will be notified of conference dates and times (see page 7). Additional conferences may be initiated at any time the parent or teacher deem necessary.

Before the Conference:

To assist you in participating in a productive conference, the following guide is available for your use. Decide what you want to ask the teacher. Discuss the forthcoming conference with your child to see if there is anything he/she would like for you to talk about with the teacher. Ideally, both parents/guardians should attend the conference. To make sure all concerns are addressed you are encouraged to bring personal notes to the conference. Attempt to get the facts about a school situation, before reacting to it.

Determine what you can tell the teacher about your child. The teacher sees only one side of your child and there maybe things you know that could help the teacher better understand certain behaviors or situations.

After the Conference:

Discuss the conference with your child sharing what you found out about his/her strengths before discussing areas that may have been identified for improvement.

PROGRAMS AND CURRICULUM

The staff will strive to educate students by encouraging thoughtful expression through activities that foster the development of high ideals, good habits, basic learning skills, and appreciation for people and cultures. It is our hope that students will develop a love of learning and the skills to form thoughtful questions and solve problems creatively. Myer School will seek and encourage parental participation and involvement in school programs including assisting in school activities.

Myer School will include the following:

1. Project and Inquiry based instructional methods including introduction to STEM (STEAM) activities, lessons, units, or programs,
2. RtI (Response to Intervention), a strategic and targeted tiered support program to address the needs of students requiring remedial and enrichment instruction,
3. A language arts program which will enable students to expand their ability to communicate verbally through enjoyable reading, writing, listening, and speaking activities,
4. Spelling instruction to assist students in learning phonics and spelling rules to apply across vocabulary development,
5. A math program which will enable students to use math through exploration, discovery, and in solving meaningful problems. The adopted curriculum is **GoMath**.
6. Social studies programs to help students see themselves as part of a larger community of neighborhood, city state, country, and world. Students will develop an understanding of and appreciation for differences in people, customs and places in the world. The integration of Social studies into the curricula supports student reading skill-development of informational text,
7. Science and health programs to stimulate thinking, encourage risk taking and willingness to experiment, and result in developing an interest in the world around us. A Science Laboratory classroom space allows students to participate in frequent 'hands-on' labs,

8. Art, Music, and Physical Education are classes for which student receive a grade of “O, S, or U” (Outstanding, Satisfactory, or Unsatisfactory),
9. The Library Media Center with a vast collection of materials. The School Librarian provides opportunities for students to enrich their school experience. Storytelling, Read across America, and Accelerated Reader are popular and well participated in by the students,
10. Services which provide for those students qualifying for special education, education of the gifted, and for students who are limited English proficient,
11. A citizenship (Character Counts) program and a peer mediation program are provided for the benefit of our students,
12. A homework club is available for students struggling with their work (based on teacher referral),
13. In the area of technology we have a computer lab for our third, fourth, and fifth grade students as well as a few computers in all classrooms. Fifth grade classes have iPads for each student and fourth grade has several iPads for each classroom,
14. A disciplined learning environment which takes into account individual social and intellectual differences, but which demands certain standard of behavior and provides a pre-determined set of consequential actions for unacceptable behaviors is maintained.

Extra-Curricular Activities:

Myer Elementary School offers several opportunities for students, parents, staff and community to be involved and educated. Depending on teacher sponsorship, we will offer:

- ART CLUB
- BAND (5th graders bused to Smith after school)
- CHARACTER COUNTS PROGRAM
- CHOIR CLUB
- CODING CLUB
- HONORS BANQUET (4th and 5th graders)
- JUMP ROPE FOR HEART PROGRAM
- LEGO ROBOTICS CLUB
- POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS (PBIS)
- RED RIBBON WEEK
- RUBIK’S CUBE CLUB
- RUNNING CLUB (At lunch time – Volunteers needed!)
- SITE COUNCIL
- STAR READING AND MATH PROGRAMS

STUDENT RECORDS

Parents have access to the school records of their children. School employees respect the privacy of student records and recognize that only important, factual information should be in the permanent records.

In addition, board policies limit information which can be given to people outside the district without permission of parents or guardians. Fort Huachuca Schools' policies on access to student's records and other parent and student rights comply with the Family Educational Rights and Privacy Act of 1974. Safeguarding children is a parental responsibility and parents are ultimately responsible for making decisions about their child's/children's safety.

Withdrawing a Student from School:

Parents are requested to notify the school office in writing or telephone at least three days prior to the last day student is in attendance. An OFFICIAL WITHDRAWAL form must be signed by the parent when a student is withdrawn from school. Students are responsible for returning all school materials, textbooks, library books, etc., upon withdrawal from school. A charge will be assessed for damaged books.

VISITORS

We welcome adult visitors at any time. We encourage parents to visit frequently and take an active part in the education of their children. Parents may arrange to visit during class time by contacting the office. Please arrange conferences to be held before or after school. To insure the security of our students and staff, all visitors must register in the office before any visit on campus. Students from other schools are not permitted to visit campus during school hours because of liability and supervision considerations.

VOLUNTEERS

Volunteers are a source of special skills, personal attention, and an extra pair of hands to help our students. Myer School has a PTO volunteer coordinator. You will be asked during registration if you will be available to volunteer. Volunteers have helped us in many ways such as: CLASSROOM HELPERS, HEALTH OFFICE ASSISTANTS, FIELD TRIP HELPERS, LIBRARY AIDES, TUTORS, PTO, SITE-BASED COUNCIL AND RUNNING CLUB HELPERS. More volunteers mean more help for our students. PLEASE let us know if you're interested in becoming a Myer School volunteer. **We'd love to have you!**

NON-DISCRIMINATION / EQUAL OPPORTUNITY

The Board of the Ft. Huachuca Accommodation School District #00 is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, and disability. This policy will prevail in all matters concerning staff members, students, the public, educational programs and services, and individuals with whom the Board does business.

SCHOOL POLICY INFORMATION

This handbook includes highlights from our district, state and national policies. A complete version of Ft. Huachuca Accommodation School District policies may be accessed online (see instructions below) or hard copies of the policy manual are available for review through the school libraries. A select group of policies are included in the next pages of the handbook. These policies may be revised at any time.

ONLINE POLICY MANUAL

Fort Huachuca Accommodation School District #00 Steps to Access On-Line Policy Manual Arizona School Boards Association

- Go to www.azsba.org
- Hover over **Policy Services** near the top of the page
- Click on **Policy Bridge**
- Click again on (red) **Policy Bridge**
- Scroll down left side and click on the arrow next to *Fort Huachuca School District*

You do not need a username or password

- **To Print** a Policy
 - click the box in front of the Policy number on the left
 - Click **Print** at the top of the window (to the right of the Search tool)

EEAEC ©
STUDENT CONDUCT ON
SCHOOL BUSES

Students are required to conduct themselves in the bus, prior to boarding the bus, and subsequent to leaving the bus in a manner consistent with established standards for classroom behavior.

When a student fails to practice proper conduct, the bus driver will inform the principal of the misconduct, which may then be brought to the attention of the parents.

Students who become serious disciplinary problems related to school transportation may have their riding privileges suspended. In such cases, the parents of the students involved become responsible for seeing that their children get to and from school safely.

Students riding on special-activity buses are under the direct supervision of the bus driver in cooperation with sponsor(s). Students who do not conduct themselves properly will be denied the privilege of riding on special-activity buses.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-341](#)

CROSS REF.:

[EEAE](#) - Bus Safety Program

[JIC](#) - Student Conduct

[JK](#) - Student Discipline

USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

Appropriate use of Electronic Information Services

The District may provide electronic information services (EIS) to qualified students, teachers, and other personnel who attend or who are employed by the District. Electronic information services include networks (e.g., LAN, WAN, Internet), databases, and any computer-accessible source of information, whether from hard drives, tapes, compact disks (CDs), floppy disks, or other electronic sources. The use of the services shall be in support of education, research, and the educational goals of the District. To assure that the EIS is used in an appropriate manner and for the educational purposes intended, the District will require anyone who uses the EIS to follow its guidelines and procedures for appropriate use. Anyone who misuses, abuses, or chooses not to follow the EIS guidelines and procedures will be denied access to the District's EIS and may be subject to disciplinary action.

Each user will be required to sign an EIS user's agreement. The District may log the use of all systems and monitor all system utilization. Accounts may be closed and files may be deleted at any time. The District is not responsible for any service interruptions, changes, or consequences. The District reserves the right to establish rules and regulations as necessary for the efficient operation of the electronic information services.

The District does not assume liability for information retrieved via EIS, nor does it assume any liability for any information lost, damaged, or unavailable due to technical or other difficulties.

Filtering and Internet Safety

The District shall provide for technology protection measures that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to use of the computers by students, harmful to students. The protective measures shall also include monitoring the online activities of students.

Limits, controls, and prohibitions shall be placed on student:

- Access to inappropriate matter.
- Safety and security in direct electronic communications.
- Unauthorized online access or activities.
- Unauthorized disclosure, use and dissemination of personal information.

Monitoring and Online Behavior

The District shall monitor online behaviors and provide all students with instruction related to appropriate online behaviors including interacting with other individuals on social networks and in chat rooms and cyberbullying awareness and response. The Superintendent shall develop and implement the District's instructional program and shall develop and implement the District's program for monitoring the use of District technologies.

The Superintendent is responsible for establishing and enforcing the District's electronic information services guidelines and procedures for appropriate technology protection measures (filters), monitoring, and use.

Adopted: June 4, 2012

LEGAL REF.:

A.R.S.

[13-2316](#)

[13-3506.01](#)

[13-3509](#)

[15-341](#)

[34-501](#)

[34-502](#)

20 U.S.C. 9134, The Children's Internet Protection Act

47 U.S.C. 254, Communications Act of 1934 (The Children's Internet Protection Act)

REGULATION

**STUDENT BULLYING / HARASSMENT /
INTIMIDATION**

The District does not tolerate bullying, harassment, or intimidation in any form. Further, the District shall investigate each complaint of bullying, harassment, or intimidation and will take appropriate, timely, and responsive action.

Bullying: Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

- A. has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- B. is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- C. occurs when there is a real or perceived imbalance of power or strength, or
- D. may constitute a violation of law.

Any student who feels he or she has been the victim of bullying, harassment, or intimidation or suspects other students of being bullied, harassed, or intimidated should file a complaint with the principal or the principal's designee or other school employee. The student's report may be provided verbally or in writing. A student's verbal report will be documented in writing by the employee receiving the report.

Any staff member who becomes aware of or suspects that a student is experiencing bullying, harassment, or intimidation shall immediately notify the principal or the principal's designee. Employees may initially give verbal notice to the principal or the principal's designee but shall submit a written report to the principal or the principal's designee within one (1) school day of the verbal report.

Reprisal directed toward a student or employee for the reporting of a case of bullying, harassment, or intimidation or a suspected case of bullying, harassment, or intimidation will not be tolerated. Students involved directly or indirectly in reprisal will be disciplined pursuant to Board Policies JK, JKD, and JKE. Any suspected violation of the law will be reported to law enforcement authorities.

Investigation of submitted complaints shall be initiated by the principal or the principal's designee as soon as is feasible, but not later than two (2) school days

after the initial report. Each investigation will be comprehensive to the extent determined appropriate by the principal or the principal's designee. In investigating the complaint, the principal or the principal's designee will maintain confidentiality to the extent reasonably possible, subject to the restrictions pertaining to disclosure of personally identifiable student information established in the Family Educational Rights and Privacy Act (FERPA).

Each investigation will be documented by the principal or the principal's designee. Documentation will be maintained by the District for at least six (6) years. In the event the District must report incidents to persons other than school officials or law enforcement, all individually identifiable information shall be redacted.

Should the principal or the principal's designee determine that bullying, harassment, or intimidation has occurred discipline will be administered pursuant to Board Policies JK, JKD, and JKE. Regardless of the outcome of the investigation the principal or the principal's designee will meet with the student who reported or was reported as being bullied, harassed, or intimidated to review the findings of the investigation. Additionally, the parent(s) or guardian(s) of the involved students will be informed of the findings of the investigation.

The Superintendent is responsible for determining the methods of information delivery to employees and students. The Superintendent shall provide to the school principals, supervisors and all other District employees the information necessary to comply with Governing Board Policy JICK. The information related to bullying, harassment, or intimidation is to include but not be limited to preventive measures, incident reporting, related support services available (proactive and reactive), student rights, employee responsibilities, and the ramifications of not reporting a bullying incident or suspicion of bullying, harassment, or intimidation. The information shall be disseminated to District personnel at the beginning of each year and as the Superintendent otherwise determines to be appropriate.

The principal or the principal's designee is responsible to ensure information related to bullying, harassment, or intimidation is disseminated to students, and parents and guardians. The information shall include but not be limited to Governing Board policy, incident reporting, support services (proactive and reactive) and student's rights. The dissemination of this information will

- A. occur during the first (1st) week of each school year,
- B. be posted in each classroom and in common areas of the school,
- C. be summarized in the student handbook and on the District website, and
- D. be provided to each incoming student during the school year at the time of registration.

The principal or the principal's designee is also responsible to ensure information is disseminated to all students who report bullying, harassment, or intimidation, including, at the time the incident is reported, a written copy of student rights, protections and support services available to the student; a copy of the report shall also be given to the student's parent(s)/guardian(s).

The principal or the principal's designee is responsible for the maintenance of documentation related to bullying, harassment, or intimidation.

**STUDENT CONCERNS, COMPLAINTS,
AND GRIEVANCES**
(To be displayed in school buildings and in student handbooks)

Students may present a complaint or grievance regarding one (1) or more of the following:

- Violation of the student's constitutional rights.
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Concern for the student's personal safety.

Complaints and grievances related to allegations of student violence, harassment, intimidation or bullying are to be filed in accordance with Board Policy JICK.

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or a school staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. *Forms are available in the school office.*
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Any question concerning whether the complaint or grievance falls within this policy shall be determined by the Superintendent.

A student or student's parent or guardian may initiate the complaint process by completing Exhibit JII-EA.

A complaint or grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

Retaliatory or intimidating acts against any student who has made a complaint under the District policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.