

2016-2017 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

2016-2017 SCHOOL INFORMATION

FORT HUACHUCA ACCOMMODATION SCHOOL DISTRICT NO. 00
P.O. Box 12954, Fort Huachuca, Arizona 85670
520.458.5082



School Info & Hours of Operation

ALL SCHOOLS have **Early Release** on **Thursdays**

Colonel Johnston Elementary School **47121 H Avenue** **459.8798**

Kindergarten, 1st and 2nd Grade

Principal **Mrs. Jennifer Truitt-Lewis** 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*

MORNING & AFTERNOON SESSIONS

8:30 - 10:30 a.m. Morning Session



12:15 p.m. – 2:15 p.m. Afternoon Session

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General Myer Elementary School **45103 Burns Street** **459.8986**

3rd, 4th and 5th Grade

Principal **Valerie Quarto** Principal's Secretary **Pam Jordan**

Regular School Hours 7:55 a.m. - 2:40 p.m. Thursday Early Release **1:25 p.m.**

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Colonel Smith Middle School **5651 E. Smith Avenue** **459.8892**

6th, 7th and 8th Grade

Principal **Sandy Larson** Principal's Secretary **Glusta Williams**

Regular School Hours 7:50 a.m. - 2:55 p.m. Thursday Early Release **1:50 p.m.**

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*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.*

ADMINISTRATION

The Fort Huachuca Schools are operated under the law of the State of Arizona. The school district is under the direction and authority of the Cochise County School Superintendent, and administered by a District Superintendent. Financial support of the schools comes from taxes of the State of Arizona, County of Cochise, and the U.S. Department of Education. Funding received from the State of Arizona and U.S. Department of Education is based upon the average daily membership of students for the year.

The Administration and Superintendent offices are located on Hines Road, Building #21110, Mrs. Bonnie Austin, Superintendent, 458-5082. The County School Superintendent's office is located in Bisbee, 432-8950.

TECHNOLOGY DIRECTOR
DIRECTOR OF SPECIAL EDUCATION
BUSINESS MANAGER
FOOD SERVICE MANAGER
TRANSPORTATION/MAINTENANCE

Mr. Frank Bell
Dr. Nancy Nicholson
Ms. Karen Nieto
Mrs. Rhonda Foster
Mr. Randy Garland

MISSION STATEMENT OF FORT HUACHUCA ACCOMMODATION SCHOOLS

The mission of the Fort Huachuca Accommodation Schools is to develop literate and responsible citizens who find joy in learning in an environment where every child has the opportunity to be successful.

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 (See page 13 “For Your Child’s Protection”)

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 will be held 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, students whose immunizations are not up-to-date will not be allowed to attend school until verification is provided to the school nurse.

According to the Interstate Compact, military families have 30 days to get immunizations or proof of immunizations. Non-military must have proof at time of enrollment.

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 provides monthly newsletters and all three (3) schools host a marquee which announces special events/meetings and other information. This Student Handbook is available online at the District website. Click on General Myer School tab.

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 (Huachuca Scout/Sierra Vista Herald). We also utilize the Commander's Access Television Channel (97), radio stations, and the district website (www.fthuachuca.k12.az.us) 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.1005.**

DISTRICT OFFICE & ADMINISTRATIVE PERSONNEL CONTACT INFO

DIAL: 520.458.5082 and Extension Number

☒ Bonnie Austin austinb@fhasd.org	Superintendent	Ext. 1009
☒ Nancy Nicholson nicholsonn@fhas.org	Director of Special Ed/ Grants Management	Ext. 1012
☒ Susana Stinson stinsons@fhasd.org	Secretary to the Superintendent	Ext. 1009
☒ Cathy Baines bainesc@fhasd.org	District Secretary	Ext. 1008
☒ Lyla Offield offieldl@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

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**FORT HUACHUCA ACCOMMODATION SCHOOLS
2016-2017 CALENDAR**

<u>Attendance and Holidays</u>	<u>Grading and Reporting</u>
July/August	
July 29: New Teachers Report Aug 1: Teachers Report	August 3: Students' First Day of School August 3: First Quarter Begins
September	
September 5: Labor Day (no school) September 14, 15: Conferences (1/2 day)	September 14: Progress Reports (Q1) September 28: 40 th Day!!
October	
October 7: Fall Holiday (no school) October 10: Columbus Day (no school)	October 6: First Quarter Ends October 7: Second Quarter Begins October 12: Report Cards (Q1)
November	
November 11: Veterans' Day (no school) November 21 – 25: Thanksgiving Break (no school)	November 16: Progress Reports (Q2)
December	
December 19 – Jan2: Winter Break (no school)	December 16: Second Quarter Ends
January	
January 3: Students Return to School January 16: Martin Luther King Jr. Day (no school) January 27: Teacher Training Day (no school)	January 3: Third Quarter Begins January 11: Report Cards (Q2) January 18: 100 th Day !!!
February	
February 17 & 20: Presidents' Day Holidays February 15-16: Spring Conferences (1/2)	February 8: Progress Reports (Q3)
March	
March 13 – 17: Spring Break (no school)	March 10: Third Quarter Ends March 20: Fourth Quarter Begins March 29: Report Cards (Q3)
April	
April 14 & 17: Spring Holiday (no school)	April 19: Progress Reports (Q4)
May	
May 25: Students Last Day	May 26 -31: Report Cards Mailed Home

LETTER FROM THE PRINCIPAL:

Dear Parents/Guardians,

Welcome to General Myer Elementary School. The Staff and I are looking forward to a great year and invite you to be an active participant with us in your child's education.

Fort Huachuca Accommodation Schools provides public education for students from kindergarten through the eighth grade; Myer School provides classes for students in third, fourth, and fifth grades.

The curriculum for each grade includes English Language Arts, Literacy (Reading, Writing, Grammar, and Spelling) Literacy, Mathematics, Science, Social Studies, and Health. You will find your student working on projects which are woven into the learning experience and not added as an additional task after the learning has taken place. Through the projects, students will engage in critical thinking as-well-as problem-solving with this interdisciplinary approach to learning.

Fort Huachuca Schools does teach to the Arizona Standards which, in Reading and Mathematics, is aligned with the Common Core Standards adopted by DOD schools. Reading and Mathematics are important for the intermediate elementary grades. Reading is a continued focus for the third graders with Arizona's "Move on When Reading" program requiring that all third graders be readers by the end of the year as determined by the State Standardized Assessment. Myer School has a third grade Reading Intervention Program to provide additional support to struggling readers. For Math, we provide a daily Math Intervention Program to all students the first thirty minutes of each day to assist students in building their math fluency and to help those students who are experiencing concept gaps.

While we do have a strong focus on content instruction underlying philosophy for instruction is to provide students with an education that teaches to the whole child. Myer School provides Art, Computer, Library/Research Skills, Music, and Physical Education classes weekly. We also provide a variety of after school clubs and teams which provide students with opportunities to experience new activities such as robotics, coding, community service, and choir. Our goal is to add to the body of skills and knowledge your child will need to become a productive, literate citizen in the 21st century.

We believe that the school and parents work together to provide students with an optimal educational experience. We have an active Site Council and PTO. We have set aside two days in the Fall and two days in the Spring for conferences, but please contact your child's teacher for a conference at any time. My door is also always open to you.

This Handbook is designed to give you quick references to key information regarding our school, policies, and procedures. Please take a few minutes to familiarize yourself with the information. If you have any unanswered questions, please call our school office (459-8986).

I look forward to meeting and working with you this year.

Mrs. Valerie H. Quarto

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
2016 - 2017**

PRINCIPAL	VALERIE QUARTO
PRINCIPAL'S SECRETARY	PAM JORDAN
SENIOR SECRETARY	LISA BOUGHTON
OFFICE CLERK	KIMBERLY KENDLE
COUNSELOR	JAN CAMPS
BEHAVIOR COACH	TRACY TEAS
THIRD GRADE	JESSICA BLAKLEY HEATHER CLAY JENNIFER KENNEDY REBECCA LOPEZ MINDY LEE
FOURTH GRADE	JUDY AKERS KACY BOWE KARI DELUNA LORRAINE DRAEGER JENNIFER GENNERO
FIFTH GRADE	HELEN LAI VALERIE LATHROP PAM SHEROD KIM TOMLIN LYNN TOMPKINS
SCIENCE/TECHNOLOGY INTEGRATION SPECIALIST	SUZI SZYMECZEK
SPECIAL EDUCATION	TERRY AGUON
SPEECH	CHRISTINA HEINEMANN
OCCUPATIONAL THERAPIST	MISTY EATON
NURSE	LORA SIAU
MUSIC	JHOVN WILLIAMS
P.E	GINGER BEAMAN
GIFTED SERVICES	DISTRICT COORDINATOR
BEGINNING BAND (Col. Smith School Class)	BETTE GALLANT
ART	JILL PETERSEN
LIBRARIAN	MARSHA HAMRIC
CUSTODIAL STAFF	MARTIN ROMO MICHELLE LOERA ROBERTO BUSTAMANTE

SUPPORT STAFF: CINDY ALLEMAN, JANET CHAVEZ, SPRING COLLINS, JANET FERRIS, SANDRA HANKEY, MARGARET HARNEY, PATRICIA SMOLINSKI, BETH STOVER, AND JOHN WEBB

GENERAL MYER SCHOOL DAY SCHEDULE

TIME/ACTIVITY

7:40 Teacher/Earliest Student Arrival

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

9:20 – 9:35 *Fourth Grade Recess

9:55 – 10:10 *Third Grade Recess

10:15 – 10:30 * Fifth Grade Recess

LUNCH SCHEDULES

11:10 – 11:30

11:35 – 11:55

12:00 – 12:20

*Third Grade Lunch

*Fourth Grade Lunch

* Fifth Grade Lunch

11:30 – 11:50

11:55 – 12:15

12:20 – 12:40

*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 for 5th graders at Smith Middle School (**Mon., Tues., Wed., Fri.**) Students will be bused from Myer to Smith.

3:10 Teacher day ends

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

5:00 Custodians secure building.

*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

Myer School 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.

CLASSROOM ASSIGNMENT PROCEDURES

In order to create an optimal classroom environment, it is necessary to examine a number of educational factors relevant to placement. The following criteria are among the factors considered when attempting to establish a well-balanced class:

1. Academic Standing
2. Boy-Girl Ratio
3. Special Education Needs
4. Balance of Class Load

In May of each school year, teachers will work with their grade level peers to establish balanced heterogeneous classes for the upcoming school year. Students will be divided among the anticipated number of classrooms considering the educational and behavioral needs of the students and reviewed by the teachers and the principal.

DISCIPLINE

Students at Myer are expected to respect every student's right to learn and be safe at school. Teachers and students develop classroom rules which supplement the general rules listed. The Myer staff will direct students to follow school rules and successfully choose appropriate behavior. Consequences for misbehavior will be consistently and fairly administered.

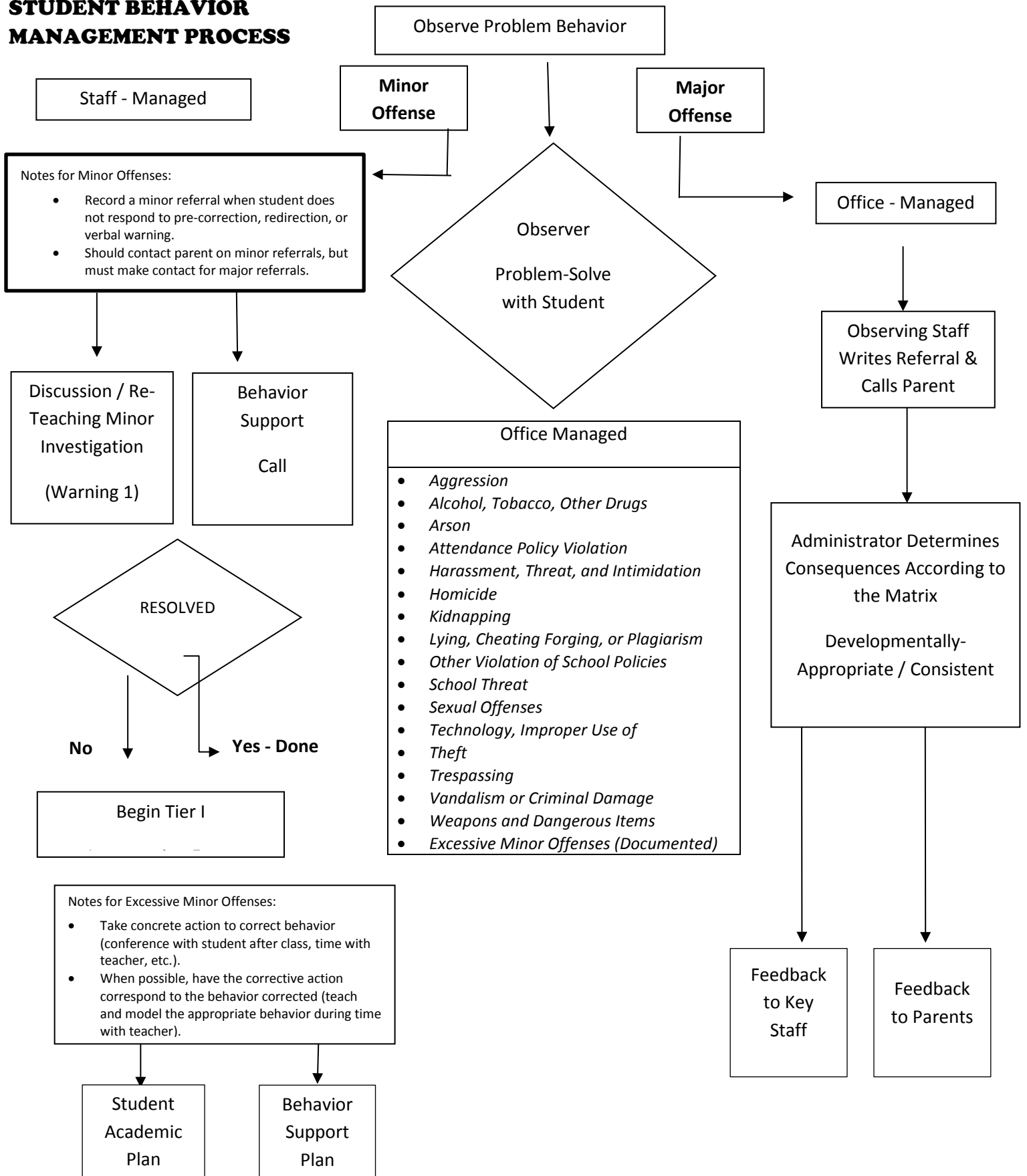
It is our belief that, in working together as a team, your child's education will reflect excellence; it is our policy that students be held accountable for their own actions.

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. • 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. • Welcome others to sit with you.
<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. • 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. • 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.

<p><u>Hallway</u></p>	<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. • 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.
<p><u>Playground</u></p>	<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. • 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. • 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.

STUDENT BEHAVIOR MANAGEMENT PROCESS



STUDENT MISBEHAVIOR

The goal of disciplinary action is always focused on encouraging students to take responsibility for and control of their own behavior. The principal's disciplinary actions may include the following procedures.

REMINDER: A conference will be held between the principal and student to discuss the rule infraction and the child's behavior. A written statement from the student may be generated.

REPRIMAND: A formal conference will be held to discuss the issue with student and appropriate school official. Parents may be contacted by phone or in writing regarding the misconduct.

FORMAL CONFERENCE: The parent will be notified either verbally or in writing as to the misconduct. The conference will be scheduled to include the parents, principal, and, if appropriate, the student. Other individuals may also be requested to attend. Appropriate courses of action will be determined after the issue has been discussed.

RESTRICTION: Infractions involving the students conduct may result in restriction at recess and lunch time. The student will not be permitted playground privileges for a period of time. Students will remain quiet in an assigned location (i.e. ramada picnic tables, classroom, office).

DETENTION: Students choose detention by deliberately breaking school rules and exhibiting gross misconduct. Detention which takes place after school will be agreed upon with parents.

TIMEOUT: At times it will be determined necessary to remove the child from the academic setting. This will be determined by the principal after considering the misconduct. Parents will be notified if the offense is serious and if the time out of class is lengthy. Parents may also be asked to accompany their child in class for a portion of the day for students who continue to misbehave.

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

ROCK THROWING - with intentions of hitting and resulting in an injury

- After-school detention
- Time-out
- Restriction in Office
- Detention

FIGHTING: We'd like Myer School to be a "NO HITTING" School. Disciplinary action for fighting may result in the following:

- Time-out
- Restriction
- Detention
- Suspension

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 – 3 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">• Leggings do NOT take the place of pants. Dresses, skirts and pants still need to be worn over leggings and meet dress code guidelines for length• 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 Outstanding

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 and hearing 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 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.

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.

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**

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.

Illness / Please note the following:

- **Fever:** Students must be fever free (under 100) without fever reducing medication for approximately 24 hours before returning to school.
- **Rash:** Students should not be sent to school with a rash without a physician's note for clearance.
- **Antibiotics:** If a health practitioner has a student on antibiotics, the student should be taking the medication for 24 hours before returning to school.
- **Vomiting /Diarrhea:** If a student is vomiting/ having diarrhea, they should stay home from school until resolved for 24 hours. Exceptions are made when a student has a non-communicable condition.
- **Tonsillitis or Strep Throat:** Until recovered and / or if on an antibiotic. A child should have had at least 24 hours of treatment and be fever free 24 hours before returning to school (without the use of Tylenol and Motrin).

LOSS / DAMAGE OF SCHOOL PROPERTY 2

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
- HOMEWORK CLUB (teacher recommendation)
- HONORS BANQUET (4th and 5th graders)
- JUMP ROPE FOR HEART PROGRAM
- LEGO ROBOTICS CLUB
- PEER MEDIATION
- POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS
- RED RIBBON WEEK
- RUBIK'S CUBE CLUB
- RUNNING CLUB
- 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.

UNATTENDED CHILDREN ON FORT HUACHUCA POLICY

Safeguarding children is a parental responsibility and parents are ultimately responsible for making decisions about their child's/children's safety. Elementary school children shall not be in self-care or home alone without adult supervision, appropriate child care provider, or baby-sitter.

Age-Specific Guidance:

- A. Elementary school children (5 years of age or older) may walk up to 1 mile unaccompanied to and from school, bus stop, or other youth activities by themselves or in groups by a pre-arranged route with parental permission. It is the responsibility of the parents to ensure that the child/children have access to adult supervision in the housing area and destination.
- B. Children ages 10 to 12 years may be left alone in an unsupervised home for a reasonable period of time **not** to exceed 4 hours. Parents will provide the child with a key; emergency telephone numbers to police, fire and hospital; a telephone number where parents can be reached; expected time of return; and name and telephone number of an adult who can be immediately available in case of emergency.
- C. Children under the age of 12, may not baby-sit, including siblings. Children 12 years of age and older, may babysit within the community during the day or evening hours (not to exceed midnight). Babysitters must be provided with emergency telephone numbers and contact information mentioned in Paragraph B above. Children under the age of 16 must **not** be left alone

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)**JICK-EB ©**

EXHIBIT

STUDENT VIOLENCE / HARASSMENT / INTIMIDATION / BULLYING

(To be displayed in school buildings and in student handbooks)

The Governing Board of the Fort Huachuca Accommodation School District believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated.

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

- 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,
- 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,
- occurs when there is a real or perceived imbalance of power or strength, or
- may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to

- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,
- exposure to social exclusion or ostracism,
- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- damage to or theft of personal property.

Cyberbullying: Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

Harassment: Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

Intimidation: Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such acts result in a substantial physical, mental, or emotional negative effect on the victim, while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Students who believe they are experiencing being bullied or suspect another student is bullied should report their concern to any staff member of the School District. School personnel are to maintain appropriate confidentiality of the reported information.

Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

Students found to be bullying others will be disciplined up to and including suspension or expulsion from school.

Knowingly submitting a false report under Policy JICK or this exhibit 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.

Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying is a violation of the law.

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)

**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

HAZING

(To be displayed in school buildings and placed in student handbooks)

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to schools within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdrawal from the school.

Definitions

"Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution
 - The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.
- "Organization" means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

Directions

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing.

In accord with statute, violations of this policy do not include either of the following:

- Customary athletic events, contests or competitions that are sponsored by an educational institution.
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.

All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

Reporting/Complaint Procedure

Students and others may report hazing to any professional staff member. Professional staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. A failure by a staff member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accord with school policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

A person who complains or reports regarding hazing may complain or report directly to the school administrator or to a professional staff member. The professional staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purpose. At a minimum the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. When a professional staff member receives the information, the staff member will transmit a report to the school administrator or supervising administrator not later than the next school day following the day the staff member receives the report/complaint.

The report/complaint will be investigated by the school administrator or a supervising administrator. The procedures to be followed are: Extension of the time line may only be by necessity as determined by the Superintendent.

- The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.

All violations of this policy shall be treated in accord with the appropriate procedures and penalties provided for in School policies related to the conduct and discipline of students, staff, and others.

**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.

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