

Colonel Smith Middle School

Fort Huachuca Accommodation
Schools 5651 E. Smith Avenue
(Building 48228) Fort Huachuca,
Arizona 85613

Dear Parents and Students:

On behalf of the outstanding staff at Colonel Smith, I would like to welcome you to the 2016-2017 school year. My name is Sandy Larson, the new Principal at CSMS. Our goal is to ensure each student is provided the highest quality of education in a supportive learning environment. Working together as a team consisting of students, parents, staff, and the community we maintain an atmosphere of excellence.

We will continue to develop critical 21st century skills in every student through integrated technology and engaging in real-world issues of study. Our teachers enhance learning by providing project-based, inquiry-based, and STEAM (Science, Technology, Engineering, Arts, Mathematics) driven instruction. The school's academic and extra-curricular achievements distinguish Smith as an exemplary middle school. I am honored to have opportunity to facilitate continued success.

We have integrated our school handbook into the Student Planners. Please take time to review the handbook section with your child. The handbook provides information regarding programs, procedures and policies. The planner is an excellent tool for students to stay well organized for success and we require all students to keep and maintain their planners in good condition.

Again, we welcome you to the 2016-2017 school year. Our wonderful professional learning community is available to ensure every student succeeds in school. CSMS is a place alive with *energy, enthusiasm,* and *high expectations!* We look forward to an EXCITING new school year!

Sincerely,

Sandy Larson

Sandy Larson
CSMS Principal

Office

Sandy Larson	Principal	larsons@fhasd.org
Glusta Williams	Principal's Secretary	williamsg@fhasd.org
Synthia Black	Senior Secretary	black@fhasd.org
Diane Johnson	Senior Office Clerk	johnsond@fhasd.org
Martha Hernandez	Counselor	hernandezm@fhasd.org

6th Grade

Christen McCracken	Social Studies	mccrackenc@fhasd.org
Open	Science	
Lauren Merkwon	Math	merkwaonl@fhasd.org
Andrea Weigle	ELA	weiglea@fhasd.org
Amy Griffor	ELA	griffora@fhasd.org

7th Grade

Open	Social Studies	
Lee Ann Howell	Science	howelll@fhasd.org
Jennifer Martell	Math	martellj@fhasd.org
Amy Sullins	ELA	sullinsa@fhasd.org
Raven Gee	ELA	geer@fhasd.org

8th Grade

Phyllis Gerben	ELA	gerbenp@fhasd.org
Ruth Merrick	Civics	merrickr@fhasd.org
Jeanette Paz-Castillo	Math	pazj@fhasd.org
Magdalena Snell	Science	snellm@fhasd.org
Santita D'Anjou	ELA	danjous@fhasd.org

Specialty Areas

Open	Music/Band/Choir	
Kristine Blocker	Art Integration	blockerk@fhasd.org
Elizabeth Jimenez	Specialist Resource	jimeneze@fhasd.org
Karl Griffor	Technology Specialist	griffork@fhasd.org
Open	Physical Educ.	
John Peralta	Physical Educ.	peraltaj@fhasd.org
Susan Jacoby	School Nurse	jacobys@fhasd.org
Suzanne Jennings	Technology Facilitator	jennings@fhasd.org
Amy McCormick	Research Specialist	mccormicka@fhasd.org
Bill Burns	Behavior Coach	burnsw@fhasd.org
Open	Spanish	
Erin Schnitger	Liaison Officer	erin.schnitger.naf@mail.mil

School Web Site

<http://www.fthuachuca.k12.az.us/smith.html>

The Fort Huachuca Accommodation School District

The Fort Huachuca Schools are operated under the Arizona Department of Education. The school district is under the direction and authority of the Fort Huachuca Accommodation Schools five-(5) member school board and administered by a district superintendent. Financial support of the schools comes from the State of Arizona and the U.S. Department of Education.

The district administration and superintendent's offices are located on Hines Road, Building #21110. The main phone number for the school district is 520-458-5082. The County School Superintendent office is located in Bisbee Arizona, 520-432-8950.

District Superintendent
Director of Special Services
Director of Technology
Manager of Finance/Business

Mrs. Bonnie Austin
Dr. Nancy Nicholson
Mr. Frank Bell
Mrs. Karen Nieto

The Mission of Fort Huachuca Accommodation Schools is to Develop Literate and Responsible Students in an Environment where Every Child has the Opportunity to be Successful.

Fort Huachuca Accommodation School District No. 00
2016/2017 School Year Calendar

Adopted at the February 10, 2016 Governing Board Meeting

JULY						
S	Mon	Tue	Wed	Thu	Fri	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JULY
29 New Teachers Report

AUGUST
1 Teachers Report
3 First Day of School

AUGUST						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY
2 - New Year's Day Holiday
3- School in Session
16 - Martin Luther King Day
18 - 100th Day of School
27 - No School/District PD

SEPTEMBER
5 - Labor Day
28 - 40th Day of School

SEPTEMBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

FEBRUARY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

FEBRUARY
17th and 20th - Presidents' Day Holidays

OCTOBER
6 - End of 1st Quarter
7 - Fall Holiday
10 - Columbus Day

OCTOBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MARCH						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MARCH
10 - End of 3rd Quarter
13 - 17 Spring Break

NOVEMBER
11 Veterans Day
21 - 25 Thanksgiving Break

NOVEMBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

APRIL						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

APRIL
14 - 17- Spring Holiday
No School

DECEMBER
16 - End of 2nd Quarter
19-30 Winter Break

DECEMBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

MAY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MAY
25 - Students' Last Day
26 - Teachers' Last Day

First/Last Day of School	
School Not in Session	
End of Quarter	
40th/100th Day	
School in Session	

Total Days 1st Semester	89
Total Days 2nd Semester	92
Total Instructional Days	181

District Information

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. The District does not receive extra funding to transport students who reside outside of this designated area. Students residing off-post must be transported by a parent or guardian. **Students are NOT to arrive prior to fifteen (15) minutes before school starts.** Staff members do not report before that time to assist in their supervision. Students riding bicycles to school must walk their bikes while on campus and 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.**

Safe transportation of students requires that all students follow bus rules and that these rules be strictly enforced.

CONDUCT ON THE BUS

1. Passengers are to remain seated while the bus is in motion.
2. Place books, parcels and musical instruments on your lap. The bus aisle must be kept clear.
3. Normal conversation is permitted, but vulgar or profane language is prohibited.
4. Do not change seats. Stay in the first selected.
5. Arms, head and other parts of the body are to be kept inside the bus
6. Throwing objects inside or out of the bus may cause an accident and is strictly prohibited.
7. Chewing gum, drinking beverages or eating food or candy is not permitted.
8. Do not mark, cut, or scratch any part of the bus.
9. Pupils shall use the emergency door and exit controls only during supervised drills or actual emergencies.

DISTRICT COMMUNICATIONS

A five member 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 and at the District Office. 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 registering 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 (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, school sites or the district website for vacancy announcements. Please contact Human Resources for further information at 458.5082 ext. 1005.

Table of Contents

Arrival and Dismissal	7
Attendance/Absence/Tardies	7-8
Assessments	8
Backpacks	8
Band	8
Cafeteria	8
Cell Phones	8
Change of Address/Phone	8
Clubs	8
Conferences	9
Counselors Office	9
Curriculum/Courses	9
Dances	9
Discipline/Student Behavior	9-10
Dress and Grooming/School Uniforms	11-13
Emergency Information	13
Extra-Curricular Programs	13
Food and Drink	13
Grades	13
Hall Passes	14
Harassment/Bullying	14
Health Services	14-16
High School Transition	16
Homework	16
Honor Roll	16
Honors Classes	16-17
Research Commons (Library)	17
Lockboxes/Lockers	17
Lost or Stolen Items	17
Lunch Passes	17
National Junior Honor Society (NJHS)	17
Open House	17
Passes-Visitors	17
Progress Reports	18
Prohibited Items	18
Promotions and Retention of Middle School Students	18
Promotion Ceremony and Dance	18
Parent Teacher Organization (PTO)	18
Public Display of Affection (PDA)	18
Registration	18-19
Saturday School	19
School Liaison Officer	19
Site Council	19
Special Education Services	19
Student/Office Hours	19
Student Council	19
Student Records	20
Summer School	20
Travel Regulations	20
Volunteers	20
District Policies	21-44

ARRIVAL AND DISMISSAL

Normal school hours are from 7:55 a.m. until 2:55 p.m. Students are asked to **not** arrive before 7:45 a.m. unless a coach or sponsor has arranged differently. **Supervision is not provided until 7:45 a.m. Students must leave the campus promptly at 2:55 (except on Thursday at 1:50 p.m.) unless they are participating in a school sponsored activity.**

ATTENDANCE/ABSENCES/TARDIES

Regular and prompt attendance is crucial to the development and education of our students. While we all know that good attendance benefits your child's education, we often overlook the importance of getting to class/school on time. When we don't expect our child to be on time, here's the message we're sending:

- * School isn't that important.
- * Rules can be broken.
- * Your child's commitment to teachers and classmates isn't that vital.
- * Being a group member doesn't entail responsibilities to the group.
- * Your child is not an important member of the school community.

State attendance requirements are rigid with respect to the number of absences a student may have from school and still be promoted to the next grade level. Absences in excess of 10% of the number of school days are considered excessive by the Arizona Department of Education. Exceptions for chronic medical conditions are made for those students where this applies. Arizona State Statute requires students who are absent without an appropriate parent/guardian excuse shall be withdrawn from school; A.R.S. § 15-901 "Withdrawals include students formally withdrawn from schools and students absent for ten consecutive school days, except for excused absences identified by the department of education."

Please try to schedule family vacations during break recess times and/or during the summer months. Excused absences are either parent excused or school excused. Students are expected to excuse or clear an absence within two school days (48 hours) of the date of the absence. Absences not excused or cleared as excused within 2 days will automatically become unexcused. In the event your child is ill or has an appointment, please contact the school attendance clerk at 520.459.8892.

ABSENCES EXCUSED/UNEXCUSED AND MAKEUP WORK/CREDIT

When a student has had an excused absence from 1-3 days in duration, the student shall have one day for each day absent to make up their schoolwork.

-In situations where the student will be absent for more than three (3) days, a parent or guardian should contact the office to obtain assignments.

-For any truancy absence, the time allotted to complete make up work and the amount of credit to be awarded will be at the discretion of each teacher.

-It is the student's responsibility to make up all assignments for classes missed in conjunction with extracurricular activities or band performances.

-Students must attend school at least 3 class periods to participate in any extracurricular program scheduled for the same day.

Tardies

Students who are on time for school are more inclined to take school commitments seriously. They respect others' time and needs. As a result, they do better in school.

Being on time is a habit all students can learn. The best way to teach it to them is to model the habit yourself.

The school will be enforcing the following school policy in relation to student tardies: The only "excused" tardies are for appointments and the parent must sign the student into the office. **All other tardies are unexcused including but not limited to: overslept, didn't want to get up, had to eat breakfast, parents fault, traffic, etc.**

1 - Warning to student

2 - Warning/first parent notification

- 3 - Behavior Support Call/second parent notification
- 4 - Admin referral/detention
- 5 - Admin referral/Sat. school
- 6+ -Admin referral consequences TBD

***Tardies, like absences, are reported in our student management system and are a part of the student record.**

ASSESSMENTS

All students at Smith take the state and/or nationally normed assessments that measures math, reading and language/writing. All students at Smith take the test to determine academic strengths and weaknesses. Baseline and Benchmark assessment results are available to parents upon request. Standardized test results are provided to parents.

BACKPACKS

Backpacks should be small enough to fit into the lockboxes provided for student use. The lockbox dimensions are 6.25 X 10.75 X 16” and cannot hold a traditional size backpack. Cinch backpacks are highly recommended. All bags that cannot fit in the lockbox will be stored in a secure area for the day. No wheels will be allowed.

BAND

Students who are involved in the Band perform at least twelve times throughout the school year, ranging from performing in front of their peers or in front of parents and members of the community. It also participates as a marching band in the annual Sierra Vista Holiday Parade. Solo and ensembles may also be incorporated into the performance schedule to allow more advanced students another venue for performing.

Students who wish to be members of the **Beginning Band** are welcome to do so at the beginning of each school year. Parents and students should commit to the program for at least one year. **Beginning Band is a class afterschool.** Therefore, students and parents need to consider that this class must take priority over any activity that takes place at or around the same time as Beginning Band. Students are expected to attend all rehearsals and for the full duration of the rehearsal. Clubs, sports or other classes including paper routes cannot conflict with this class.

CAFETERIA

The cafeteria serves hot meals for \$2.50. Free or reduced price lunches (\$.40) are available to students who qualify. Parents may purchase lunches online through our Nutri-kids program, myschoolbucks.com or pay at the cafeteria. Information about the free/reduced lunch program is available from the school office. Students wishing to go home for lunch must obtain a parent permission form from the office.

CELL PHONES

Cell phones are allowed on campus but must be turned off and secured while in the school building and/or during class or activity time. Any phones seen or heard will be confiscated and taken to the office for parent pick-up. (Teacher approved use may be allowed on a case by case basis.) **The school is not responsible for lost/stolen or damaged cell phones.**

CHANGE OF ADDRESS/TELEPHONE

It is very important that every student maintain an up-to-date address and telephone number record at the school office. Notify the school immediately if you have a change of address or telephone number during the school year.

CLUBS

Clubs are a very important part of extracurricular activities at our school. Academic Team, Science Club, Step It Up Club, Future Cities, Cyber Patriots, Dance and Drama are examples of clubs in which students may have an opportunity to participate. This list is subject to change.

CONFERENCES

For our sixth, seventh and eighth grades, we schedule formal teacher parent conferences twice a year. Conferences are held in October and again in February of each year. Letters are sent home with students to notify parents of the dates and time. These letters can also be found on the school website. Additionally, retention conferences will be held during the second semester for students at risk. The multi-disciplinary framework of the new CSMS encourages collaborative conversations. This means you may be meeting with a team of teachers during formal conferences.

Besides our formal conference times, please understand that teachers are available for individual conferences throughout the school year, should you feel it necessary. We also strongly encourage you to call (520)459-8892 or e-mail teachers if you wish to discuss issues related to your son's or daughter's performance and progress. Please contact the school office to arrange conferences.

COUNSELOR'S OFFICE

Smith Middle School's Counseling Department is designed to provide support to those students who need additional assistance in order to be successful in the school environment. Individual and group counseling services provide assistance in anger management, organization, and school transition. Special counseling services are offered as outlined in Individual Education Plans for some students receiving Special Education services. In addition, the counseling department assists regular classroom teachers by providing curriculum based guidance services in all grade levels. Assistance is also available to parents in need of information and support.

CURRICULUM/COURSES

Students are enrolled in a core curriculum of study that includes classes for mathematics, language arts, social studies, and science. All classes are aligned with the Arizona State Standards. For specific information on the standards you may access the Arizona Department of Education web site: <http://www.ade.state.az.us/standards/>. All three grades are configured to accommodate flexible learning strategies that enable large, small, and one-to-one instructional configurations. Teachers are incorporating both project-based and inquiry-based approaches to promote student higher-order thinking, problem-solving, collaboration, and communication skills. Instructional units may be presented in thematic blocks of instruction with each content area aligned to the theme and state standards our students create demonstrations, presentations, and products, along with quizzes and traditional assessments, to exhibit deep understanding of their course work. Because of our enrollment size, core teachers share all of the students. This allows a more supportive atmosphere for students which emphasizes 21st Century collaboration.

Along with our strong focus on core academics, we also offer an outstanding elective or exploratory curriculum. Exploratory classes include choir, band, technology classes, art and foreign language.

DANCES

Dances are an important part of Smith Middle School activities and several are sponsored throughout the year. The school dress code is observed for all dances, other than specially designated costume dances. Most dances run for 2 hours (3:00 – 5:00).

DISCIPLINE

BE RESPECTFUL, BE RESPONSIBLE, BE SAFE

Teachers have the authority and the responsibility to maintain discipline in the classroom.

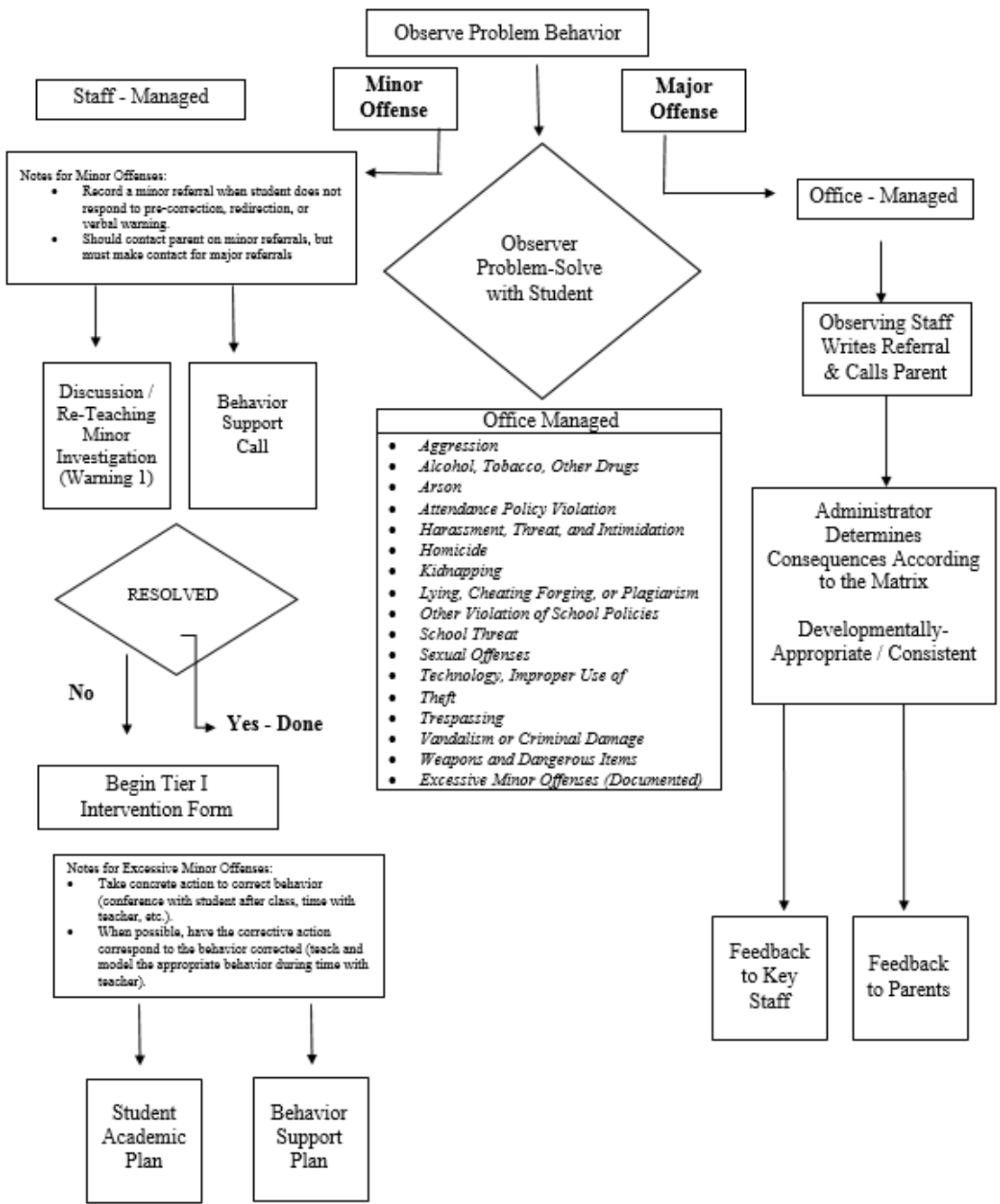
To effectively manage their classrooms teachers will as necessary:

1. Conference with the parent and student
2. Use classroom disciplinary procedures
3. Refer a student to the behavior coach
4. Refer a student to the principal

The principal is delegated the authority by the school board to administer discipline and impose consequences for

misconduct in accordance with school board policies. All school board policies are available online, see page 20. Our philosophy is to provide interventions in an attempt to assist students to make appropriate choices to avoid disciplinary actions. When discipline measures are necessary, they may include after school or lunch detention, or Saturday School assigned by the principal. The principal may also suspend students from school for up to ten days. Depending on the violation, the principal may request that the school board suspend a student for more than 10 days or that the student be expelled.

STUDENT BEHAVIOR MANAGEMENT PROCESS



DRESS AND GROOMING / SCHOOL UNIFORMS

In order to create a consistent and safe environment that is free of distractions, Colonel Smith Middle School utilizes a uniform dress code for all students. We believe that a higher standard of dress encourages greater respect for individuals, students and others, and results in a higher standard of behavior. In other words, students who come to school dressed properly will excel academically and conduct themselves appropriately while at school.

This belief is supported by research into the benefits of uniforms, though conventional wisdom suggests that mandatory uniform policies benefit students on specific behavioral issues (attendance and self-control) and academic outcomes. Uniform policies also affect school environments and student outcomes by providing a visible and public symbol of commitment to school improvement and reform.

The Fort Huachuca Accommodation Schools Governing Board recognizes that appropriate clothing worn by students and grooming practices contribute to the accomplishment of curriculum goals and the District's education program. The FHAS Board authorizes the Superintendent to promulgate and enforce school regulations prohibiting student dress or practices that:

1. Present a hazard to the health, safety, or general welfare of the student or others in the school.
2. Materially interfere with schoolwork or create disorder.
3. Are counterproductive to or disruptive to the learning process.
4. Display inappropriate or immodest slogans or pictures (pertaining to subjects such as alcohol, tobacco, cigarettes, illegal substances, profanity, vulgarity, indecency, sexually suggestive words or pictures, or language and symbols that are derogatory to any race or ethnic group).
5. Fit immodestly.
6. Constitute writing or drawings on a student's body or clothing, including temporary tattoos.

STUDENT DRESS / UNIFORM GUIDELINES

All Colonel Smith Middle School students are required to wear a school uniform. The specific uniform will be available at the Main Post Exchange in a special section that is marked for school uniforms. Parents may also purchase the school uniforms from other retailers, providing that the uniforms purchased specifically meet the criteria described in this policy.

Uniform Dress Selection (All solid colors, no logos or embroidery)

Tops: red, navy blue, white, or black

Short or long-sleeved collared **polo shirt in the approved uniform colors**. **No** pockets. Plain turtle neck sweaters and long sleeve t-shirts of the appropriate uniform colors may be worn under polos during winter months. Shirts must be appropriately sized (they are not to be longer than finger-tip length). Shirts are not required to be tucked in. The sleeves or shirt hem of the undershirt must not extend beyond the polo shirt sleeve or hem. Only one polo shirt at a time may be worn.

Bottoms: khaki/tan, navy blue, or black

Trousers, shorts, skorts, skirts, skirtalls and capri pants. No denim jeans/pants, lace, see through, jeggings, leggings, yoga style, stretch material, "skinny pants" or side pocketed-cargo style trousers, leather/leather type material or shorts. All items are to be in good condition and not be frayed, ripped, or cutoff (they must be hemmed). No outside pockets/patch pockets. The pockets must be a slit pocket. No form fitting uniforms. Pants must fit at the waist. "Sagging" or oversized pants are not permissible. Shorts, skorts, skirts and skirtalls are to be no shorter than finger-tip length.

Socks: red, white, navy blue, khaki/tan, or black

They must be one solid color. No stripes, emblems or designs. Only one pair of socks will be worn at a time.

Sweatshirts: red, navy blue, or black

Sweatshirts in the approved uniform colors are acceptable to be worn over the polo shirt, as are Smith Middle School and PTO sponsored Smith logo sweatshirts. Hoodies and hooded sweatshirts with a front zipper are acceptable, but hoods may not be worn inside of the building. The uniform polo shirt must be worn under the sweatshirts. **Sweatshirts are to be worn appropriately, i.e. may not be tied around the waist or worn over shoulders.**

Cardigan Sweaters: red, white, navy blue or black

Cardigan sweaters in the approved uniform colors are acceptable to be worn over the polo shirt. They must be one solid color. No outside pockets/patch pockets, designs, logos or sequins. Cardigans may be of the button up or pull over style.

Coats:

Appropriate jackets and cardigans are to be worn outside the building only. Trench coats are not permitted.

Belts:

Solid in school approved uniform colors and plain. Belts must be appropriately sized and not extend more than two inches beyond the first belt loop.

Hats and scarves:

Hats may only be worn outside and with the brim/beak facing forward. Scarves may not be worn due to safety concerns.

Shoes:

Students may not wear open toed shoes due to safety concerns.

PE Uniform:

The PE uniform is mandatory and consists of a solid red shirt and solid black nylon shorts or solid black sweats. No form fitting PE uniforms. The PE uniform is available in the school uniform section of the PX or when available, by the PTO. Sweatbands (head or wrist) may only be worn during PE. For safety purposes, rubber-soled shoes must be worn to PE classes and must be tied.

Accessories:

1. No sunglasses are to be worn inside the building, unless medically prescribed.
2. No bandanas or bandana print headgear, sweatbands, or du-rags of any kind may be worn on campus at any time, including after school activities and field trips.
3. Piercing for ears is permitted. Other facial/body piercings are not permitted. (cont.)
4. Necklaces may be worn but must be tucked in for safety.
5. Shoes with laces must be fully laced up and tied. The same applies to strap fasteners.
6. Any item of clothing that contains metal studs or simulated studs of any type is prohibited.
7. Leggings and footed tights may be worn only as an accessory under skirts, skorts, dresses, shorts, pants, or capris that meet uniform requirements. They must be solid white, black, or navy.

Uniform Free days:

Uniform free day dress must adhere to the spirit of our uniform guidelines. A dress code violation may disqualify a student from participating in a uniform free day.

Our expectation is that each student will be in uniform each day. Teachers check daily. Students out of uniform will be sent to the office for uniform violations. The administration reserves the right to decide on the appropriateness of student appearance, and students may be sent home until they comply with the above uniform policy.

Special Considerations:

1. Any uniform waiver based on specific religious beliefs must be submitted in writing to the school principal.

EMERGENCY INFORMATION

In case of an emergency each student is required to have on file at the school office the following information:

1. Parent(s) or guardian(s) name(s)
2. Complete and up-to-date address
3. Home phone and parent(s) work phone
4. Emergency phone number of friend/relative
5. Physician's name and phone
6. Medical alert information

Please note that, in the case of an emergency, your child **will not** be released to any individual not listed as the emergency contact for your child.

EMERGENCY RESPONSE DRILLS

Fire drills, lock downs, reverse evacuations, shelter and place drills, and emergency response drills may be conducted periodically. Detailed escape plans are posted near the door of each classroom. The school closely coordinates emergency response procedures with the Post.

EXTRA-CURRICULAR PROGRAMS

Students are strongly encouraged to participate in extra-curricular activities. Research indicates that students who participate in athletics, clubs, etc. develop a greater sense of belonging, improved socialization, and improved academic performance. **Grades, attendance and all obligations (band, library, textbooks, etc.) must be satisfied in order to participate in extra-curricular activities/fieldtrips.**

FOOD AND DRINK

Food and drinks (**with the exception of clear water bottles**) are restricted to the Student Union. Individual teachers may make exceptions for special class occasions. **Gum is prohibited on campus.**

GRADES

***Parents and students may check PowerSchool for student grades. See office for log-in information.**

The school year is divided into two semesters. Each semester is divided into two quarters, approximately nine weeks each. The four-quarter grades are averaged in each subject for a yearly grade that is recorded on the permanent transcript.

A – 90% - 100% EXCELLENT (consistently exceptional work)

B – 80% - 89% VERY GOOD (above average quality of work)

C – 70% - 79% AVERAGE

D – 60% - 69% BELOW AVERAGE (only minimum work or work quality)

F – 59% - 0 NOT PASSING (work falls below required minimum) no credit given

I – INCOMPLETE: In rare cases, an incomplete will be given. An incomplete must be changed to a grade within two weeks of the end of the grading period or it automatically changes to an F. It is the student's responsibility to check with the teacher to make certain the incomplete is changed to a grade within the two-week period.

HALL PASSES

Any student who is out of class during class time is required to have a valid hall pass and show it to any school personnel who may request to see it. A signed agenda may also serve as a hall pass.

HARASSMENT/BULLYING

(Please see Hazing Policy in the appendix of this handbook)

The entire staff at Smith is committed to providing a positive and safe school environment to ensure that every student is provided the opportunity to thrive and enjoy the middle school experience.

If you are being bullied, try these suggestions:

- ignore the bully
- tell them to stop and walk away
- if someone is bullying you, you should always tell an adult (teacher, principal, counselor, etc.)
- stay in a group of friends (Bullies hardly ever pick on people if they're with others in a group.)
- even if you think you've solved the problem on your own, tell an adult anyway, in case it happens again

HEALTH SERVICES

Students have the benefit of emergency and health education services of a registered nurse. Our school nurse provides many services to the school including:

- ❖ Nursing assessment, diagnosis, planning/treatment and/or referral for all students
- ❖ Coordinating health services with health providers within the community
- ❖ Conducting appropriate screening programs (such as vision, hearing, height, weight and blood pressure.
- ❖ Updating immunization and health records.
- ❖ Counseling in health-related areas.
- ❖ Providing health education, counseling and guidance to students, parents, teachers concerning acute or chronic health problems
- ❖ Serving as a resource person for staff and students

Illness and Emergencies

Children learn best when they healthy. Please keep your child home if they are not feeling well enough to participate in school activities. This includes excessive coughing, sneezing, body aches, and fever > 100. This will foster a quicker recuperation as well as protect other students from exposure. If a student becomes ill or injured at school the School Nurse or designee will make an assessment and contact you when necessary. It is very important to provide the school with telephone numbers of parent/ guardian and alternative numbers when parent/guardian cannot be reached. *Parents/guardian must complete an "Emergency Card" for each student each year.*

Please note the following:

- **Fever:** Students must be fever free (under 100) without fever reducing medication for approximately 24 hours before returning to school.
- Students should not be sent to school with a **rash** without a physician's note of clearance.
- If a health practitioner has a student on **antibiotics**, the student should be taking the medication for 24 hours before returning to school.
- **Vomiting:** If a student is vomiting they should stay home from school until resolved for 24 hours. Exceptions are made when a student has a non-communicable condition.

If your child has a Chronic Health Condition that will affect regular school attendance, complete a medical certification form signed by the physician and return to the school nurse or principal. The form is available at the school.

Medicines / Administering Medicines to Students. Board Policy JLCD

Under certain circumstances, when it is necessary for a student to take medicine during school hours, the District will cooperate with the family physician and the parents if the following requirements are met:

- There must be a written order from the physician stating the name of the medicine, the dosage, and the time it is to be given.
- There must be written permission from the parent to allow the school or the student to administer the medicine. Appropriate forms are available from the school office.
- The medicine must come to the school office in the prescription container or, if it is over-the-counter medication, in the original container with all warning and directions intact.

Students who have been diagnosed with anaphylaxis, breathing disorders or diabetes may carry and self-administer emergency medications including auto-injectable epinephrine, insulin, and glucagon. For breathing disorders, handheld inhaler devices may be carried for self-administration provided the pupil's name is on the prescription label, on the medication container, or on the handheld inhaler device and annual written documentation from the pupil's parent or guardian is provided that authorizes possession and self-administration.

Students may not transport prescription or OTC medicine to and from school except as described above.

There are some over the counter medications that can be given to students, by the school nurse, with the parent's written consent. These medications are given according to physician order and nurse's professional assessment and discretion. The Emergency Green Card consent form needs to be completed every school year.

Immunizations of Students (Board Policy JLCB)

Subject to the exemptions as provided by law, Arizona School Immunization requirements are required for attendance of a student in District school. A student's immunization record must be submitted prior to attendance. The record must include the month, day, and year of each dose received.

Student Wellness Policy (Board Policy JL/A.R.S. 15-242)

"The School District strives to make a significant contribution to the general well-being, mental and physical capacity and learning ability of each student while affording them the opportunity to fully participate in the educational process."

According to the Wellness Policy "all foods available in each school during the day will have as a primary goal the promotion of student health and the reduction of childhood obesity." "The goal is to influence the student's eating behaviors by providing nutrition education and create a total school environment that is conducive to healthy eating and physical activity."

All food and beverage made available on Colonel Smith Middle campus during the school day is consistent with the Arizona Nutrition Standards set forth by Arizona Department of Education. CSMS encourages the following:

- Students and parents should bring nutritional foods to school and avoid soda, candy and nutrient empty foods.
- Nutrient empty foods will not be used as a reward/incentive for academic performance.

- Food provided in the classroom will adhere to the Arizona Nutrition Standards with the exception of planned and approved celebrations.
- Food and beverages sold or provided at after school events such as dances and sports events will adhere to the Arizona Nutrition Standards.
- All fundraising projects selling food or beverages within the normal school day (before, during and after) shall follow the Arizona Nutrition Standard. It is encouraged that fundraisers sold off campus will encourage good nutrition and health.

The Arizona Nutrition Standards can be found at <http://www.azed.gov/health-nutrition/nutrition>

HIGH SCHOOL TRANSITION

Working closely with the local high school counseling departments, the eighth grade students participate in a variety of transition activities that include Career Pathways, interest inventories, schedule development, and college requirements. Although students and parents may select a different high school, preparation is provided to outline standard curriculum and electives to prepare students for a variety of high school settings, familiarizing students with requirements for graduation and transition to college, military or career goals.

HOMEWORK

Homework is an important extension of the learning that takes place in school. Homework reinforces classroom learning and can provide opportunities for independent study, research and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed. Parents can extend the use and success of a student's agenda by reviewing it periodically with the student to check on homework assignments. It is each student's responsibility to check teacher websites and complete all assigned homework and have it ready to turn in when due.

HONOR ROLL

A student must have an average of 3.5 to qualify for the honor roll. Grades in all courses are counted using the 4 point scale toward Honor Roll. Incompletes must be cleared before GPA for Honor Roll is figured.

HONORS CLASSES

Honors Class Requirements for Language Arts, Math, Science and Social Studies:

ACADEMIC REQUIREMENTS

- Student's Baseline assessment or State Standards Assessment scores
- Student must have A's or B's in the subject in question
- (Suggested) Recommendation from a previous school

TEACHER RECOMMENDATIONS

- Student must work well with others and cooperate in groups
- Student must exhibit appropriate behavior
- Student must display higher level thinking skills
- Student must demonstrate responsibility in assignment completion
- Student must be self-motivated and not require constant prompting
- Student must attend school regularly without excessive absences

CONTRACT

- Signed by parents
- Signed by student
- To assure student maintains grades consistent with those expected of honor students
- To assure student maintains behavior consistent with that expected of honor students

(LIBRARY) RESEARCH COMMONS

The middle school research commons reflects the diversity of our student body and of the nation at large in the variety of physical and digital materials available to support both the curriculum and your child's reading interests. The spectrum of perspectives, values, opinions and approaches represented in these works is broad and may come as a surprise to some. Because selections are made to serve wide differences in maturity and ability among our students, we highly recommend that you share your child's reading to both nurture his or her literary and academic growth and to open a dialogue in which you may counter or support the author's efforts in accord with your own world view. Please feel welcome to visit the research commons to experience the wonderful variety of our collections for yourselves and feel free to inform our staff of any specific accommodations you might like made for your child.

LOCKBOXES/LOCKERS

Each student will be assigned a lockbox and is responsible for their security. Lockbox assignments take place on the first day of school. The school reserves the right to search student lockers.

- Collaboration Area lockboxes – students are expected to secure their Collaboration lockboxes by closing the unit and locking the tumbler.
- Gym lock and locker – students will be issued a PE locker and expected to secure their personal items with a school issued lock. No personal locks will be permitted to secure the gym lockers.
- Athletes will be assigned a large locker during the sport's season in which they are participating.

LOST OR STOLEN ITEMS

Smith Middle School Will Not Be Responsible For Any Items Lost or Stolen On School Property. The school will assist students in trying to recover a missing item.

LUNCH PASSES

Students who live within walking distance of the campus may obtain a lunch pass to go home. This pass must be picked up at the office each day before leaving and returned to the office when the student returns. Students who obtain lunch passes are only allowed to go to their own home for lunch. They may not get passes for other students to join them.

(NJHS)

National Junior Honor Society recognizes students for outstanding scholarship, character, leadership, service and citizenship. NJHS members must maintain scholarship, attend meetings, and promote school and community service activities. Students with a cumulative 3.7 GPA are invited to apply for membership after the third quarter. They must be involved in school and community organizations and demonstrate outstanding character. A faculty committee votes on final membership. Annual induction is held during the spring quarter.

OPEN HOUSE

Parent Open House will be scheduled prior to the start of school. An information letter will be mailed home and can be found on the school website providing parents with the exact date and time. This is a great opportunity for parents to obtain an overview of their child's schedule and an opportunity for them to meet the teachers and staff. *We strongly encourage all parents to attend.*

PASSES – VISITORS

Student guest passes will not be issued. This is to preserve and maximize student's learning time. All visitors must have legitimate business and report to the office to check in.

PROGRESS REPORTS

Colonel Smith Middle School provides an online grade book which parents can access at any time in order to stay apprised of their student's progress. In addition, half-way through each quarter, parents will receive a report regarding the academic progress of their student. This gives families an opportunity to communicate any questions or concerns to their child's teacher. The report lists the grade and the teacher's recommendations for academic improvement.

PROHIBITED ITEMS

The following items are prohibited at school:

- * ipods
- * Weapons
- * Simulated weapons
- * All electronic and photo devices not approved by the staff
- * Any item or device prohibited to persons under the age of 18
- * Food/Drink in Hallways
- * Lighters/Matches
- * Any Illegal/Controlled Substance
- * Sunglasses inside the building
- * Tobacco Product
- * Cologne and Deodorant Spray

All confiscated items must be picked up by a parent in the office.

PROMOTIONS AND RETENTION OF MIDDLE SCHOOL STUDENTS

Promotions and retentions are based on an evaluation of academic, physical, social and emotional growth. The primary reasons for considering retention are:

1. Failing grades in two or more core academic areas: Language Arts, Math, Social Studies or Science.
2. Social immaturity
3. Frequent or long absences

Parents will be involved in any retention decision.

PROMOTION CEREMONY AND PROMOTION DANCE

These are special celebratory events that the school sponsors at the conclusion of the school year. To be eligible to participate in the eighth grade promotion ceremony and promotion dance a student must have satisfactorily completed the eighth grade. **The promotion events are earned *privileges*.** In some cases a student is assigned high school placement, though 8th grade academic performance has not been satisfactory. Also, students who have had significant conduct infractions during the school year may be excluded from participation. The eighth grade faculty and principal will inform any student and their parents if the student is not eligible to participate in promotion events. **The promotion dance is for Smith students only.** Guests from other middle schools or high schools may not attend. Parents of Smith students are most welcome. Please see dress code section for proper attire for the dance.

PTO

We are fortunate to have a very active and supportive parent organization. We encourage all parents to become members and PTO is always seeking parents to serve as officers and /or coordinators for different events. Activities that our PTO sponsors include but not limited to: Book fairs, Box Tops for Education, Teacher/Staff Appreciation Day, Picture Day, and other fundraising activities. You may obtain information about PTO in our front office. We also have a PTO information table set up in the library at our fall Open House. Please contact PTO President through the school at 459-8892 for more information.

PUBLIC DISPLAY of AFFECTION (PDA)

Public displays of affection between students, such as kissing and hand holding are not allowed on campus. Panther (side) hugs are permitted.

REGISTRATION

When registering new students, parents must present a birth certificate, current immunization records and previous school records (or address to send for them). By 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** that these requirements have been met.

The School Student Planner/Handbook will be issued to all students on the first day of school along with class schedules (if not picked up on schedule pick-up day) and locker assignments.

SATURDAY SCHOOL

The principal assigns Saturday school to students who have violated certain school rules. Generally, Saturday school is used as an alternative to a short term out of school suspension. Students who are assigned Saturday school must abide by the following rules:

1. Saturday school is held from 8 a.m. – 12 a.m. in the designated teacher's classroom. Students must be seated, on time, and stay the duration. **Students arriving after 8:10 will be sent home with the understanding that they may be suspended from school the next regular school day, usually that Monday.**
2. Restroom and water break will be permitted.
3. No food or drink is permitted.
4. No talking, whispering, or any type of portable electronic device
5. Students shall remain seated the entire session
6. No sleeping
7. A learning packet will be administered by the Saturday School teacher and must be completed by each student.
8. Students shall bring class work or a book to read once they have completed the learning packet.
9. Students not completing the assigned packets will be subject to possible suspension.
10. In accordance with Arizona Statutes, students may be assigned light campus clean up as part of this alternative to suspension program.
11. No electronic devices are allowed. Confiscated items will be locked in the office until parent pick-up.

SCHOOL LIAISON OFFICER

The School Liaison Officer for Ft. Huachuca is employed by the Post to assist parents and the schools on Post, as well as in the neighboring community of Sierra Vista where dependent children attend. The liaison officer acts to support strong channels of communication between the schools, parents and the Fort. An e-mail address is listed at the beginning of the handbook for the liaison officer or the office may be reached at 533-0874

SITE COUNCIL

Site Council is an advisory body comprised of parents, faculty and staff. Working as a team, the council makes recommendations regarding school improvement. The council posts its meetings in the fall. The principal serves as the chairperson. Parents interested in applying for a vacancy position on the council should contact the principal.

SPECIAL EDUCATION SERVICES

It is the responsibility of the Ft. Huachuca Accommodation School District to ensure that all children with disabilities, who reside on Ft. Huachuca, be provided a free and appropriate education. Smith Middle School is proud of its special education program. For more information, please contact the Director of Special Education, Dr. Nancy Nicholson at 458-5082.

STUDENT/OFFICE HOURS

The school day begins with a warning bell at 7:50 and the tardy bell at 7:55 a.m. School ends at 2:55 p.m. except for Thursdays when early dismissal is at 1:50. This allows for teacher training and professional development. The office is open from 7:30 a.m. to 4:00 p.m. Monday-Friday.

STUDENT COUNCIL

Smith Middle School has an active student council. The purpose of the council is to provide first-hand experience for students in the methods and procedures of democratic government. In addition, the student council sponsors special activities in the areas of academics, sports and fund raising. Student council elections are held in November.

STUDENT RECORDS

The classroom teacher and the main office keep specific records on each student. There are four different records that parents may need to refer to at some time during the year. These records include the student's permanent academic record, grade report cards, record of lunch and miscellaneous fees owed, and a daily attendance record. Please contact the school office to request information regarding these records.

SUMMER SCHOOL

Summer school is held pending available staffing and funding. Notices regarding summer school are posted during the last quarter. Summer school classes are geared towards reinforcing the academic standards in the areas of math, reading and language. **Teacher recommendation is needed for a student to attend summer school.**

TRAVEL REGULATIONS

Students participating in school-sponsored activities away from school must travel to and from the activity in school provided transportation. Parents, with the coach's or sponsor's permission, may transport their child. Any time, however, that the student is to travel with someone other than the school, the following procedures need to be followed or the sponsor/coach may not release the student.

- A. The student's parent must contact sponsor, Coach, or Principal in advance, by phone or by a written note giving special permission for that student to travel by private vehicle. Forms giving such permission and indicating who the driver may be are in the principal's office.
- B. If permission is not given prior to the activity, the parent must personally speak to the sponsor, administrator, or coach, at or after the activity and must sign the appropriate form.

VOLUNTEERS

We are fortunate at Smith to have a strong volunteer program in place. Our parent and community volunteers assist with tutoring, assemblies, the science fair, track and field tournaments, academic competitions, school dances and fundraising. For more information about volunteering at Smith please contact our volunteer coordinator through the school at 459-8892.

Fort Huachuca Accommodation School District No. 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 arrow next to Fort Huachuca School District.

You do not need a username or password

NON-DISCRIMINATION/EQUAL OPPORTUNITY

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

Inquiries concerning this policy should be referred to the Superintendent of Schools at 520-458-5082.

E-2450 © 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

**SPECIAL INSTRUCTIONAL PROGRAMS
AND ACCOMMODATIONS FOR
DISABLED STUDENTS**

(Section 504 of the Rehabilitation Act of 1973)

Each qualified student within the District who is eligible to receive regular or special education or related aids or services, regardless of the nature or severity of the condition necessitating such programs or services, shall receive free appropriate education in the District.

Identification and referral procedures:

- Any student who needs or is believed to need special education or related services not available through existing programs in order to receive a free appropriate public education may be referred by a parent, teacher, or other certificated school employee for identification and evaluation of the student's individual education needs.
- The identification and evaluation will be completed by persons knowledgeable about the student, the student's school history, the student's individual needs, the meaning of evaluation data, and the placement options. The Superintendent will monitor the identification and evaluation to ensure that qualified personnel participate.
- The District will consider the referral and, based upon a review of the student's existing records, including academic, social, and behavioral records, make a decision as to whether an evaluation under this procedure is appropriate. If a request for evaluation is denied, the District will inform the parents or guardian of this decision and of their procedural rights.

Evaluation. Evaluation of the student and formulation of a plan of services will be carried out by the District according to the following procedures:

- The District will evaluate the nature of the student's disability and the impact of the disability upon the student's education. This evaluation will include consideration of any behaviors that interfere with regular participation of a student who otherwise meets the criteria (such as age) for participation in the educational program and/or activities.
- No final determination of whether the student will or will not be identified as a student with a disability within the meaning of Section 504 will be made by the District without first inviting the parent or guardian of the student to participate in a meeting concerning such determination.
- A final decision will be made by the District in writing, and the parents or guardian of

the student shall be notified of the Section 504 procedural safeguards available to them, including the right to an impartial hearing and review.

Plan for services:

- For a student who has been identified as having a disability within the meaning of Section 504 and in need of special education or related aids and services, the District shall be responsible for determining what special services are needed.
- In making such determination, the District shall consider all available relevant information, drawing upon a variety of sources, including, but not limited to, comprehensive assessments conducted by the District's professional staff.
- The parents or guardian shall be invited to participate in District meetings where services for the student will be determined, and shall be given an opportunity to examine all relevant records.
- The District will develop a written plan describing the disability and the special education or related services needed. The plan will specify how the regular or special education and related aids and services will be provided, and by whom.
- The District may also determine that no special education or related services are appropriate. If so, the record of the District proceedings will reflect the identification of the student as a person with a disability and will state the basis for the decision that no special services are presently needed.
- A student with a disability shall be placed in the regular educational environment of the District, with the use of the supplementary aids and services, unless the District demonstrates that such placement cannot be achieved satisfactorily. The student with a disability shall be educated with those who are not disabled to the maximum extent appropriate to the individual needs of the student.
- The District shall notify the parents or guardian in writing of its final decision concerning the services to be provided.
- If a plan for providing related services is developed, all school personnel who work with the student shall be informed of the plan.

Review of the student's progress. The District will monitor the progress of the student with a disability and the effectiveness of the student's education plan annually to determine whether special education or related services are appropriate and necessary, and that the student's needs are being met as adequately as the needs of a nondisabled student.

Prior to any subsequent significant change in placement, a comprehensive reevaluation of the student's needs will be conducted.

Procedural safeguards:

- The parents or guardian shall be notified in writing of all District decisions concerning the identification, evaluation, or educational placement of students made under this policy.
- The parents or guardian shall be notified that they may examine relevant records.
- As to such decisions by the District, the parents or guardian shall have the right to an impartial hearing ("Section 504 due process hearing"), with opportunity for participation by the parents or guardian and their counsel. In the notification of any District decision concerning identification, evaluation, or placement, the parents or guardian will be advised that:
 - A request for a Section 504 due process hearing should be made within thirty-five (35) days of notice of right to file (but not less than thirty [30] days).
 - The request shall be made to:

Superintendent
Fort Huachuca Accommodation School District No. 00
Post Office Box 12954
Fort Huachuca, Arizona 85670
(520) 458-5082
 - The hearing will be held in accord with Regulation IHBA-RB. The decision may be appealed only to a federal court of competent jurisdiction.
 - Attorneys' fees are available only as authorized by law.

If a state due process hearing has been or will be held under the IDEA concerning issues relevant to the Section 504 proceeding, a hearing officer qualified as to IDEA and Section 504 proceedings may preside in a joint hearing. The issues for either IDEA or Section 504 determination shall be clearly defined at the outset, and determinations by the hearing officer will be separate and distinct.

If both the parents or guardian and the District agree that the student is not eligible for special education under the IDEA, neither party is required to exhaust administrative proceedings under the IDEA prior to the holding of a Section 504 due process hearing.

The hearing officer shall render a decision. The parents or guardian shall be notified in writing of the decision. Either party may seek review of the decision of the Section 504 hearing officer by a federal court of competent jurisdiction.

The parties shall abide by the decision of the Section 504 hearing officer unless the decision is appealed to a federal court of competent jurisdiction and the decision is stayed by the court.

**NOTIFICATION OF CONFIDENTIALITY RIGHTS REGARDING EDUCATION
RECORDS OF STUDENTS WITH DISABILITIES AND THEIR PARENTS**

Confidentiality of education records is a right of public school students and their parents. Two federal laws, the Individuals with Disabilities Education Act (IDEA), and the Family Educational Rights and Privacy Act (FERPA) provide for this right. Under these laws, "education records" means those records that are: (1) directly related to a student; and (2) maintained by an educational agency or institution or by a party acting for the agency or institution. Of course, education records are maintained on every child enrolled in a public school. The types of information gathered and maintained includes, but is not limited to: the student's and parents' names, address and telephone number; the student's date and place of birth, date of enrollment in the school, records from previous schools attended, attendance record, subjects taken, grades, school activities, assessment results, number of credits earned, immunization records, disciplinary records, if any, correspondence from parents, and child find and other screening results, including hearing and vision screening results.

In addition, for children with disabilities, education records could include, among other things, evaluation and testing materials, medical and health information, each annual Individualized Education Program (IEP), notices to parents, notes regarding IEP meetings, parental consent documents, information provided by parents, progress reports, assessment results, materials related to disciplinary actions, and mediation agreements.

The information is gathered from a number of sources including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional sources including doctors and other health care providers.

This information is collected to assure proper identification of a student and the student's parents and the maintenance of accurate records of the student's progress and activities in school. For children with disabilities, additional information is collected in order to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

The federal Family Compliance Office of the U.S. Department of Education has provided the following notice of parent's rights under FERPA.

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

- 1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect.

The principal will make arrangements or access and notify the parent or eligible student of the time and place where the records may be inspected.

- 2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible students may ask a school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent of eligible student when notified of the right to a hearing.

- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, a school may disclose education records, without consent, to officials of another school district in which a student seeks or intends to enroll.

An agency reporting a crime committed by a student with a disability shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by the appropriate authorities to whom it reports the crime. An agency reporting a crime may transmit copies of the student's special education and disciplinary records only to the extent permitted by FERPA.

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by a school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave, SW
Washington D.C. 20202-5920

A school may designate information in education records as "directory information" and may disclose it without parent consent, unless notified that the school is not to disclose the information without consent. The law defines "directory information" as follows:

The student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Notices of these rights are available, upon request, on audiotape, in Braille, and in languages other than English. You may contact the Arizona Department of Education at 602-542-3111.

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 and/or legal action.

The Superintendent shall determine steps, including the use of an Internet filtering mechanism that must be taken to promote the safety and security of the use of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Technology protection measures shall protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography or, with respect to use of computers by minors, harmful to minors. Safety and security mechanisms shall include online monitoring activities.

As required by the Children's Internet Protection Act, the prevention of inappropriate network usage includes unauthorized access, including "hacking," and other unlawful activities; unauthorized disclosure, use and dissemination of personal identification information regarding minors.

It is the policy of the Board to:

- prevent user access over the District's computer network, or transmissions of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- prevent unauthorized access and other unlawful online activity;
- prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- comply with the Children's Internet Protection Act [P.L. No. 106-554 and 47USC 254(h)].

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

As required by the Children's Internet Protection Act, 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.

Education, Supervision and Monitoring

It shall be the responsibility of all District employees to be knowledgeable of the Board's policies and administrative guidelines and procedures. Further, it shall be the responsibility of all employees, to the extent prudent to an individual's assignment to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

The Superintendent shall provide for appropriate training for District employees and for students who use the District's computer network and have access to the Internet. Training provided shall be designed to promote the District's commitment to:

- the standards and acceptable use of the District's network and Internet services as set forth in District policy;
- student safety in regards to use of the Internet, appropriate behavior while using, but not limited to, such things as social networking Web sites, online opportunities and chat rooms; and cyberbullying awareness and response; and compliance with E-rate

requirements of the Children's Internet Protection Act.

While training will be subsequently provided to employees under this policy, the requirements of the policy are effective immediately. Employees will be held to strict compliance with the requirements of the policy and the accompanying regulation, regardless of whether training has been given.

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

Adopted: date of Manual adoption

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**USE OF TECHNOLOGY RESOURCES
IN INSTRUCTION****(Safety and use of Electronic
Information Services)**

Use of the electronic information services (EIS) requires that the use of the resources be in accordance with the following guidelines and support the education, research, and educational goals of the District. Filtering, monitoring, and access controls shall be established to:

- Limit access by minors to inappropriate matter on the Internet and World Wide Web.
- Monitor the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
- Monitor for unauthorized access, including so-called "hacking," and other unlawful activities by minors online.
- Restrict access by minors to materials harmful to minors.

**Education, Supervision, and
Monitoring**

It is the responsibility of all District employees to be knowledgeable of the Board's policy and administrative regulations and procedures related to the use of technology resources. Employees are further responsible, to the extent prudent to an individual's assignment, to educate, supervise, and monitor student use of the District's online computer network use. District, department, and school administrators shall provide employees with appropriate in-servicing and assist employees with the implementation of Policy IJNDB.

As a means of providing safety and security in direct electronic communications and to prevent abuses to the appropriate use of electronic equipment, all computer access to the Internet through the District electronic information services (EIS) or standalone connection shall be monitored periodically or randomly through in-use monitoring or review of usage logs.

Access Control

Individual access to the EIS shall be by authorization only. Designated personnel may provide

authorization to students and staff who have completed and returned an electronic information services user agreement. The Superintendent may give authorization to other persons to use the EIS.

Acceptable Use

Each user of the EIS shall:

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

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

- Maintain supervision of students using the EIS.
- Agree to directly log on and supervise the account activity when allowing others to use District accounts.
- Take responsibility for assigned personal and District accounts, including password

protection.

- Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and District accounts and files by unauthorized persons.

Each user will be required to sign an EIS user agreement. A user who violates the provisions of the agreement will be denied access to the information services and may be subject to disciplinary action. Accounts may be closed and files may be deleted at any time. The District is not responsible for any service interruptions, changes, or consequences.

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

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 District 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 District 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 District 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:

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. 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 District policies related to the conduct and discipline of students, staff, and others.

**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.

J-3232 © 2011 Arizona School Boards Association JICK-EB

EXHIBIT

EXHIBIT

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 expect 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.

J-3232 © 2011 Arizona School Boards Association JICK-EB

EXHIBIT

EXHIBIT

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

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.

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.

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

The Superintendent is directed to establish procedures whereby students with sufficient concern may present a complaint or grievance regarding a violation of their constitutional rights, equal access to programs, discrimination, or personal safety provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of the 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.

A complaint or grievance may be raised 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.

Refer to Board Policy JICK for procedures applying to a complaint or grievance that alleges incidences of student violence, harassment, intimidation, or bullying.

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 or grievance. The initial complaint or grievance should be made using form JII-EA; however, a verbal complaint or grievance may be made to any school staff member. The receiving staff member shall immediately inform an administrator of the complaint or grievance.

When the initial complaint or grievance is submitted in a manner other than on the prescribed form, the administrator shall obtain from the student the particulars of the accusation and complete form JII-EA immediately thereafter. The administrator shall especially note all student-provided particulars determined by the Superintendent to be necessary for the complaint or grievance to be investigated. Any question concerning whether a complaint or grievance falls within this policy shall be determined by the Superintendent.

J-3600 © 2012 Arizona School Boards Association JII

If the receiving school administrator is included in the allegation, the complaint or grievance shall be transmitted to the next higher administrative supervisor. Failure by the staff member to timely inform a school administrator or next higher administrative supervisor of a student's allegation may subject the staff member to disciplinary action. The staff member 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.

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.

Retaliatory or intimidating acts against any student who has made a complaint under this 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.

To assure that students and staff are aware of its content and intent, a notice of this policy and procedure shall be posted conspicuously in each school building and shall be made a part of the rights and responsibilities section of the student handbook. Forms for submitting complaints are to be available to students, staff and parents or guardians in the school offices.

Disposition of all complaints or grievances shall be reported to the Superintendent and the compliance officer for discrimination if other than the Superintendent. The Superintendent will determine if the policies of the District have been appropriately implemented and will make such reports and/or referrals to the Board as may be necessary.

The Superintendent shall develop procedures for the maintenance and confidentiality of documentation related to the receipt of a student's complaint or grievance, findings of the investigation, and disposition of the matter. The documentation shall not be used to impose disciplinary action unless the appropriate school official has investigated and determined there was an actual occurrence of the alleged incident.

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.

Adopted: March 12, 2012

LEGAL REF.: A.R.S. 15-341

CROSS REF.: AC - Nondiscrimination/Equal Opportunity
ACA - Sexual Harassment
GBEB - Staff Conduct
JB - Equal Educational Opportunities
JIC - Student Conduct
JICFA - Hazing
JICK - Student Violence/Harassment/Intimidation/
Bullying
JK - Student Discipline
JKD - Student Suspension
JKE - Expulsion of Students
KE - Public Concerns and Complaints

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

A student who complains or grieves regarding constitutional rights, equal access to programs, discrimination, harassment, bullying, intimidation or personal safety issues may complain directly to the school administrator or to a professional staff member. The individual receiving the student complaint must retrieve sufficient detail from the student to complete the form designated for such purpose. When a professional staff member receives the information, the staff member will transmit it to the school administrator not later than the next school day following the day the staff member receives the complaint/grievance. If the complaint/grievance involves the school administrator the professional staff member shall forward the complaint/grievance to the next administrative level.

At a minimum the complaint/grievance shall contain the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. The written complaint/grievance should contain a requested solution and the submission should be signed and attested to by the complainant. However, an unsigned form will be processed in the same manner as a signed form.

The complaint/grievance will be investigated by the school administrator or a supervising administrator. The student shall be contacted not later than the school day following the date the school administrator's or the administrator's supervisor receives the information. The procedures to be followed are:

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the time line may only be by necessity as determined by the Superintendent.
- The investigator shall meet with the student who submitted the complaint/grievance 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 a copy of the report shall be provided to the Superintendent.

Where disciplinary action is necessary, District policies shall be followed.

**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.
- Harassment of the student by another person.
- Intimidation by another student.
- Bullying by another student.
- Concern for the student's personal safety.

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 professional 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/grievance falls within this policy shall be determined by the Superintendent.

Complaints by middle or high school students may be made only by the students on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student under this policy. A parent or guardian who wishes to complain should do so by completing the forms following Policy KE on Public Concerns and Complaints.

A complaint/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 this 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.