

# 2019-2020 Parent/Student Handbook



## General Myer Elementary School Grades 3 – 5

**45103 Burns Street, Fort Huachuca, Arizona 85613**

Phone: 520.459.8986

Fax: 520.452.4092



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## **General Myer Elementary School**

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

Dear GMES Families,

On behalf of the staff at General Myer Elementary School, I am happy to welcome you to the 2019-2020 school year! We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that in order to be successful in school, our children need support from both the home and school. We know a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities.

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

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

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

Sincerely,

A handwritten signature in purple ink that reads "Jennifer Truitt-Lewis". The signature is fluid and cursive, with the first name "Jennifer" being the most prominent part.

Jennifer Truitt-Lewis, Principal

**Fort Huachuca Accommodation Schools**  
*"Creating Successful Children"*



**2019/2020**  
**School Info & Hours of Operation**  
**All Schools Have Early Release on Thursdays**

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**COLONEL JOHNSTON ELEMENTARY SCHOOL**      **Grades K – 2**      **520.459.8798**

47121 H Avenue, Fort Huachuca, Arizona 85613

**Principal:**                      **Sandy Larson**

**Principal's Secretary:** **Lisa Kyte**

**REGULAR SCHOOL HOURS:** **8:05 A.M. - 2:15 P.M.** THURSDAY EARLY, RELEASE 1:05 P.M.

**JOHNSTON SCHOOL SPECIAL NEEDS PRESCHOOL: M, T, W, & F**

**Special Needs Preschool Morning & Afternoon Sessions**

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

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**GENERAL MYER ELEMENTARY SCHOOL**      **Grades 3 – 5**      **520.459.8986**

45103 Burns Street, Fort Huachuca, Arizona 85613

**Principal:**                      **Jennifer Truitt-Lewis**

**Principal's Secretary:** **Lisa Abrahamson**

**REGULAR SCHOOL HOURS:** **7:55 A.M. - 2:40 P.M.** THURSDAY EARLY, RELEASE 1:25 P.M.

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**COLONEL SMITH MIDDLE SCHOOL**      **Grades 6 – 8**      **520.459.8892**

5651 E. Smith Avenue, Fort Huachuca, Arizona 85613

**Principal:**                      **Joseph Gargiul**

**Principal's Secretary:** **Glusta Williams**

**REGULAR SCHOOL HOURS:** **7:50 A.M. - 2:55 P.M.** THURSDAY EARLY, RELEASE 1:50 P.M.

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**Fort Huachuca Accommodation School District No. 00**  
**2019/2020 School Year Calendar**

JULY						
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			
						1

**JULY**

- 25- New Teacher Report
- 29 Teacher Report
- 31- First Day of School

**AUGUST**

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
						21

30- Labor day Holiday

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	
						18

**JANUARY**

- 1 - New Year's Day
- 1-3 Winter Break
- 6- Student's return
- 14- 100th Day
- 20 -MLK Day
- 24- District Wide PD

**SEPTEMBER**

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					
						20

2- Labor Day Holiday

27- 40th day

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	29
						18

**FEBRUARY**

- 14-17- President's Day

**OCTOBER**

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		
						21

4 End of 1st Quarter

11- Columbus Day Holiday

14 - Columbus Day

31-1/2 Day PD

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				
						17

**MARCH**

- 13 - End of 3rd Quarter
- 16-20 - Spring Break

**NOVEMBER**

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
						15

11- Veterans' Day

25-29 Thanksgiving Break

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		
						20

**APRIL**

- 10 - Spring Holiday
- 13 - Spring Holiday
- 30- 1/2 Day PD

**DECEMBER**

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				
						15

20 End of 2nd Quarter

23 -31 Winter Break

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
						15

**MAY**

- 21- Student's Last Day
- 21 - End of 4th Quarter
- 22- Teachers Last Day

First/Last Day of School	
School Not in Session	
End of Quarter	
40th/100th Day	
PD - Half Day for Students	

Total Days 1st Semester	93
Total Days 2nd Semester	88
Total Instructional Days	181

Approved February 13, 2019

## DISTRICT OFFICE PERSONNEL CONTACT INFO

**DIAL: 520.458.5082** and Extension Number

☒ Mark Goodman <a href="mailto:goodmanm@fhasd.org">goodmanm@fhasd.org</a>	Superintendent	Ext. 1009
☒ Susana Stinson <a href="mailto:stinsons@fhasd.org">stinsons@fhasd.org</a>	Secretary to the Superintendent/ Human Resources	Ext. 1009
☒ Tammy Sickrey <a href="mailto:sickreyt@fhasd.org">sickreyt@fhasd.org</a>	Student Data/IT Specialist	Ext. 1008
☒ Karen Meracle <a href="mailto:meraclek@fhasd.org">meraclek@fhasd.org</a>	Account Clerk/Payroll	Ext. 1003
☒ Kevin Martin <a href="mailto:martink@fhasd.org">martink@fhasd.org</a>	Account Clerk/Accounts Payable	Ext. 1002
☒ Karen Nieto <a href="mailto:nietok@fhasd.org">nietok@fhasd.org</a>	Manager of Finance/Business	Ext. 1001
☒ Frank Bell <a href="mailto:frank.a.bell@fhasd.org">frank.a.bell@fhasd.org</a>	Director of Technology	Ext. 1025
☒ James Taylor <a href="mailto:taylorj@fhasd.org">taylorj@fhasd.org</a>	Director of Spec. Ed. & Federal Programs	Ext. 1007

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

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



## **DISTRICT COMMUNICATIONS**

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

The Student Handbook is available online at [fhasd.org](http://fhasd.org) or you may request a printed copy from the front office. The Student Handbook is a guide that contains information to familiarize you with your child's school. The District makes every attempt, when possible, to place important events/information in the local newspapers (Sierra Vista Herald). We also utilize the Commander's Access Television Channel (97), radio stations, the district website ([www.fhasd.org](http://www.fhasd.org)) PAO (Public Affairs Office) and the district Facebook, Twitter and Instagram pages in times of inclement weather or school closings.

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

## **EMPLOYMENT OPPORTUNITIES**

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

## **NON-DISCRIMINATION / EQUAL OPPORTUNITY**

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



**GENERAL MYER SCHOOL STAFF  
2019 - 2020**

PRINCIPAL	JENNIFER TRUITT-LEWIS
PRINCIPAL'S SECRETARY	LISA ABRAHAMSON
SENIOR SECRETARY	DIANE JOHNSON
THIRD GRADE	TIFFANY JAY-CLAYCOMB MARSHA HAMRIC HEATHER CLAY MINDY LEE
FOURTH GRADE	CATHERINE BOYD DANE FLOYD HELEN LAI CHRISTEN MCCRACKEN
FIFTH GRADE	VALERIE LATHROP PAM SHEROD KIM TOMLIN LYNN TOMPKINS
SPECIALS TEACHERS	MUSIC- RACHEL BARON P.E- GINGER BEAMAN ART- JILL FAUST LIBRARY- SPRING COLLINS COMPUTER LAB- CINDY ALLEMAN
SPECIAL EDUCATION	RACHEL BUSIC
COUNSELOR SPEECH OCCUPATIONAL THERAPIST NURSE	KATHERINE SHEFFIELD CHRISTINA HEINEMANN MISTY MCGUIRE LORA LIKINS
DISTRICT ELL DISTRICT GIFTED SERVICES BEGINNING BAND (After school, 5 <sup>th</sup> Grade only)	ROSA WARD NADIA WESTEN REMY PEPPER
CUSTODIAL STAFF	JESUS MARTAN PABALO VASQUEZ ADRIAN GARCIA

SUPPORT STAFF: KIMBERLY MCSPADDEN, MARCELA ENRIQUEZ, SANDRA HANKEY, MARGARET HARNEY, SARAH HALL, CHRISTY VANBLOKLAND AND PATRICIA SMOLINSK





**GENERAL MYER SCHOOL DAY SCHEDULE**

**TIME/ACTIVITY**

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

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

7:55 \* Children enter classroom with teacher escort

8:00 \* Tardy Bell

9:20 – 9:35 \* Third Grade Recess

9:45 – 10:00 \* Fifth Grade Recess

10:05 – 10:20 \* Fourth Grade Recess

**LUNCH SCHEDULES**

11:05 – 11:25

11:30 – 11:50

11:55 – 12:15

\*Third Grade Lunch

\*Fourth Grade Lunch

\* Fifth Grade Lunch

11:25 – 11:45

11:50 – 12:10

12:15 – 12:35

\*Third Grade Recess

\* Fourth Grade Recess

\* Fifth Grade Recess

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

2:40\* Dismissal - Grades 3 – 5

3:10 Teacher day ends

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

\*Indicated by sound of tone

**EARLY RELEASE DAYS**

**Thursdays are early release days** for teacher in-service and planning. Third, Fourth and Fifth grades will be released at **1:25**. **There will be other early release days throughout the school year and families will be notified of release times when this occurs.**



### **Attendance / Absences / Tardies:**

According to Arizona Revised Statutes Section 15-807, it is the parent's responsibility to authorize absences of the student from school in advance. If your child is absent please call the Myer School office at 459-8986 before 8:00 A.M. on the day of the absence. If we have not received a call by that time, we will make a reasonable effort to contact a parent or guardian.

In case of an excessive number of days absent, the office will contact the parent or guardian. If the absences continue, the office will contact the parents and the superintendent of Fort Huachuca Schools.

Regular attendance is expected of all students. A student whose absence rate exceeds 10% of the number of required attendance days is considered to have missed an excessive number of school days (Statute 15-803/843). Unexcused absence for at least five (5) school days within a school year constitutes habitual truancy (FHAS Policy JHB).

### **Tardiness Policy:**

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

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

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

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

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



### **Arrival of Students:**

School gates will be open at 7:40 am so that students can access the playground. Student can arrive to school via the car loop, walking/riding to school or drop off by the school bus.

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

### **Release of Students:**

At the end of the school day, students are dismissed from their classrooms and independently leave the campus via walking, bus or car loop.

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

### **For Your Child's Protection:**

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

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

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

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



### **Inclement Weather Procedures:**

General Myer Elementary School is committed to the safety and security of our students. The decision of whether the school should or should not follow the inclement weather procedures is the decision of the Administration of the School and is based on the overall concern for the children.

The purpose of this letter is to inform or remind you of the procedures that are followed when inclement weather is called.

You will receive a laminated card for you to use when picking up your child from our school during inclement weather. If you will need an extra card, please let the office know. Please keep it in your car and have it available to give to the staff member assigned to retrieve your child during inclement weather. If for any reason you misplace the card, please write the information requested on a piece of paper to hand to the staff member when asked. A new card will be made for you.

Our District has a system in place that will initiate a mass text and/or email to parents/guardians notifying you that inclement weather has been called. Please keep in mind that all efforts will be made to notify you ahead of time and with as much notice as possible.

### **Drop-off procedure: Grounds open at 7:40 am**

Use the drop off loop located at the front side of our building. All students will be directed to their classrooms where staff will be on hand to supervise and monitor students until the am bell rings.

**Pick-up procedure: All students except bus students will be car loop pickup. Release times are 2:40 pm on Monday, Tuesday, Wednesday and Friday and 1:25 pm on Thursdays. Release times do not change during inclement weather.**

We ask that no parents come into our building to pick up their child. With increased traffic, our tile in the main hall can become very slippery. For everyone's safety, we must have minimal traffic in the hallways. Please be patient and pick your child up in the normal pick-up loop.

Bus Riders will be dismissed and taken to their appropriate buses. All other students will be grouped by grade level and will be walked out by staff to their cars.

If staff members are not present in the loop, it has been determined that conditions are unsafe for dismissal. Dismissal will continue when conditions are safe.



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## **BUS / TRANSPORTATION SERVICES**

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

Transportation of students is a privilege extended to students in the District, and not a statutory requirement, except for transportation of students with disabilities *as indicated in their IEP (Individual Education Program)*. Transportation funding is determined by the Arizona Department of Education and **DOES NOT** provide for transporting students within a one-mile radius of the schools. Students residing off-post must be transported to school by a parent or guardian. Transportation questions and/or inquiries should be directed to the Transportation/Maintenance Manager at: **520.458.5082** ext. 1401.

### **PROCEDURES FOR BUS RIDERS**

#### **A. WAITING FOR THE BUS:**

- Be at your bus stop 10 minutes prior to the bus schedule.
- Stay out of the roadway and a safe distance back from the curb or highway.
- When you see the bus coming, form a line without pushing or crowding.
- Wait until the bus has stopped to get on.
- If you should miss the bus, go straight home or to your babysitter.

#### **B. BOARDING THE BUS:**

- Board the bus quickly without pushing or crowding.
- Remain a minimum of 10 feet from the bus until it is at a complete stop and the driver has indicated it is safe to board the bus.
- Always use hand railing.
- Take your seat quietly and quickly without pushing and crowding others.
- Sit well to the back of your seat, and face the front of the bus.

#### **C. WHILE THE BUS IS IN MOTION:**

- Do not walk or stand while the bus is in motion.
- Keep arms and head inside the bus.
- Never throw anything in the bus or out of the window.
- Avoid scuffling in the bus.
- Avoid unnecessary or loud talking.
- Keep the aisle clear.
- Avoid making noise or doing anything that could distract the driver.
- Obey the driver promptly and cheerfully.
- Know the location of the emergency door, and how to use it.

#### **D. LEAVING THE BUS:**

- Always wait until the bus comes to a complete stop before getting up from seat.
- Always face the front when getting off.
- Use the steps; do not jump.
- Be courteous, and do not push or crowd others.
- If it is necessary to cross the street, cross in front of the bus.

***DISCIPLINE PROCEDURES FOR SCHOOL BUS INFRACTIONS*** : The following consequences serve as guidelines regarding the minimum actions to be taken in the event of a bus referral. Consequences are assigned at the discretion of the administrator.

**1<sup>st</sup> Report:** Provide notification to the parent that a problem has occurred with list of offenses and actions previously taken by the Principal.

**2<sup>nd</sup> Report:** Potential suspension of bus privileges for up to one week or other disciplinary action as determined by Principal after consultation with Bus Driver.

**3<sup>rd</sup> Report:** Up to two weeks suspension of bus privileges determined by Principal and Driver.

**4<sup>th</sup> Report:** Loss of bus privileges for the rest of the school year, determined by the Principal and Driver.

If a student loses his/her privileges to ride the bus, it also includes riding any district bus, to include sports events or special trips.

*Please Note! Children riding the bus regularly should bring a note from their parents each time they are to go home by some other way. This will avoid misunderstandings or the possibility of a child being left at school.*



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## **CAFETERIA / SCHOOL LUNCH**

General Myer has a hot lunch program which includes milk. The cost is \$2.25 or \$.40 for a reduced lunch. Lunches may be purchased through the cafeteria Monday through Friday from 7:30 A.M. to 10:00 A.M. or online through *mySchoolBucks* portal (see the office for your student I.D. number to create your child's account). Please see the information sheet provided at registration or in the office for step-by-step instructions for setting up your account. Children may also pay for school lunches with cash. Money added online may take up to 48 hours to post to your child's account. Parents are welcome to deliver lunch money to the cafeteria daily.

# Discipline Procedures

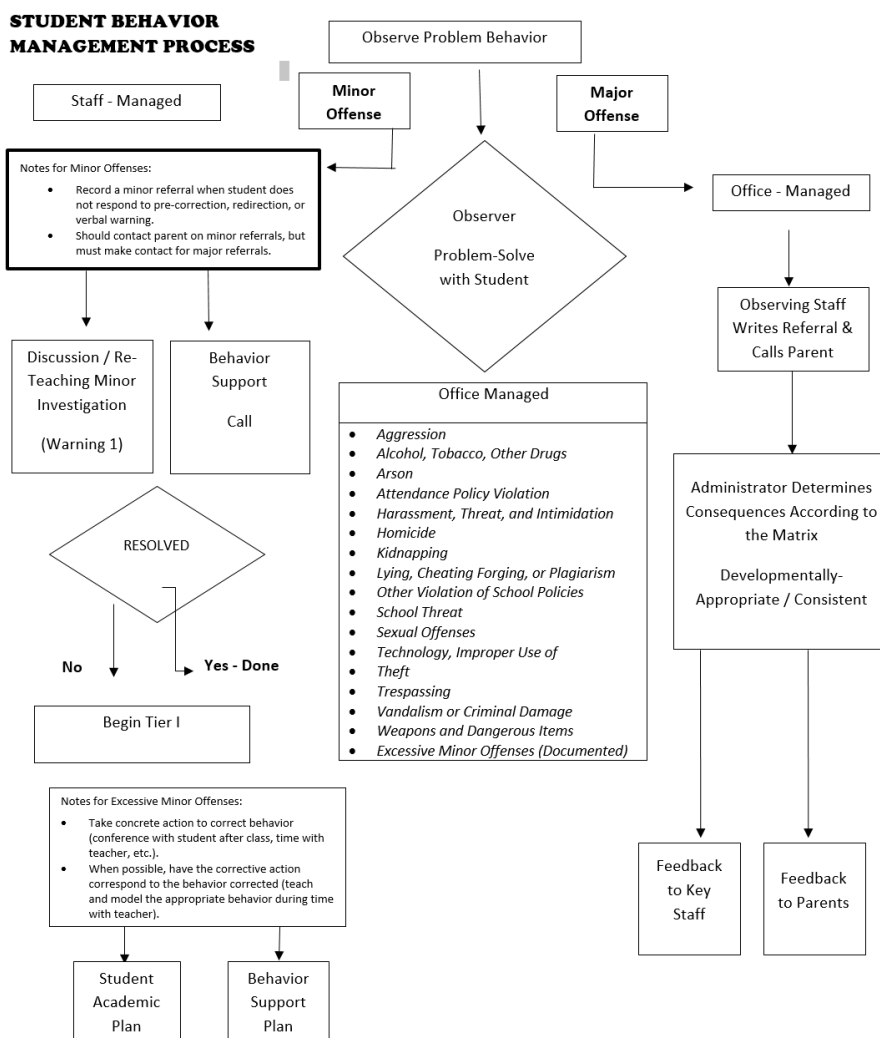


## DISCIPLINE/POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

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

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

### **PBIS BEHAVIOR EXPECTATION MATRIX / CODE OF CONDUCT**







<u>GMES</u> <u>School-Wide</u> <u>Behavioral</u> <u>Expectations</u>		<u>Be Safe</u>	<u>Be Respectful</u>	<u>Be Responsible</u>	<u>Be Kind</u>
<u>Cafeteria/</u> <u>Gymnasium</u>		<ul style="list-style-type: none"> <li>• Stay in line and wait patiently.</li> <li>• Sit with appropriate posture when you eat.</li> <li>• Eat only your food.</li> <li>• Keep hands, feet and objects to yourself.</li> <li>• Keep your place in line.</li> <li>• Wait your turn.</li> <li>• Eat with your mouth closed.</li> <li>• Use good table manners and be kind words.</li> <li>• Welcome others to sit with you.</li> </ul>		<ul style="list-style-type: none"> <li>• Use appropriate voice level.</li> <li>• Follow directions.</li> <li>• Get all utensils, milk, etc. when first going through the line.</li> <li>• Eat your food in the cafeteria.</li> <li>• Throw away all of your lunch trash.</li> <li>• Treat people the way you want to be treated.</li> <li>• Be a model citizen.</li> </ul>	
<u>Classroom</u>			<ul style="list-style-type: none"> <li>• Be present and punctual.</li> <li>• Be attentive and enthusiastic.</li> <li>• Believe you can succeed – persevere.</li> <li>• Be a great citizen - model positive body language, courtesy, and kindness.</li> </ul>	<ul style="list-style-type: none"> <li>• Complete assignments and turn in on time.</li> <li>• Follow school and classroom rules.</li> </ul>	
<u>Restrooms</u>		<ul style="list-style-type: none"> <li>• Must have appropriate hall pass.</li> <li>• Go directly to your destination.</li> <li>• Treat people the way you want to be treated.</li> <li>• Be mindful of others’ privacy.</li> <li>• Keep hands, feet, and objects to yourself.</li> <li>• Wait your turn.</li> </ul>		<ul style="list-style-type: none"> <li>• Flush the toilet.</li> <li>• Wash and dry your hands.</li> <li>• Cleanup water around the sink.</li> <li>• Conserve bathroom supplies.</li> <li>• Use quiet voice.</li> <li>• Keep the walls free of graffiti.</li> <li>• Inform adults of problems/vandalism.</li> </ul>	
<u>Hallway</u>		<ul style="list-style-type: none"> <li>• Keep hands, feet and objects to yourself.</li> <li>• Walk on the right.</li> <li>• Be mindful of other students and others.</li> <li>• Use appropriate voice level.</li> </ul>		<ul style="list-style-type: none"> <li>• Follow directions.</li> <li>• Go directly to your destination.</li> <li>• Must have appropriate hall pass.</li> <li>• Treat people the way you want to be treated.</li> <li>• Be a model citizen.</li> </ul>	

<p><b><u>Playground</u></b></p>	<ul style="list-style-type: none"> <li>• Keep hands, feet and objects to yourself.</li> <li>• Walk on the right.</li> <li>• Play only approved games and follow the rules.</li> <li>• Share equipment and use appropriately.</li> <li>• Report injuries or concerns.</li> <li>• Stay within the playground boundaries.</li> <li>• Report unidentified individuals or vehicles.</li> <li>• Be mindful of other students and others.</li> </ul>	<ul style="list-style-type: none"> <li>• Wait your turn.</li> <li>• Follow directions.</li> <li>• Go directly to your destination.</li> <li>• Leave lunch boxes and other non-game objects in the designated location.</li> <li>• First whistle, put equipment away and line up.</li> <li>• Ask for help immediately when needed.</li> <li>• Treat people the way you want to be treated.</li> <li>• Play fairly.</li> <li>• Be courteous of others' activities.</li> </ul>
<p><b><u>Outside area</u></b></p> <p><b><u>Bus Zone</u></b></p> <p><b><u>Traffic Circle</u></b></p>	<ul style="list-style-type: none"> <li>• Go directly to your destination.</li> <li>• Get adult help when needed.</li> <li>• Report unidentified visitors.</li> <li>• Stay back away from moving traffic.</li> <li>• Move safely to the bus or car.</li> <li>• Be mindful of other students and drivers.</li> <li>• Use appropriate voice level in loading areas and on the bus.</li> </ul>	<ul style="list-style-type: none"> <li>• Use kind words.</li> <li>• Follow directions the first time given.</li> <li>• Put equipment in the appropriate place on the bus.</li> <li>• Use conflict management skills if a problem occurs.</li> <li>• Treat people the way you want to be treated.</li> <li>• Be a model citizen.</li> </ul>

**INCENTIVES/REWARDS:**

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

**STUDENT MISBEHAVIOR – CONSEQUENCES:**

The goal of disciplinary action is always focused on encouraging students to take responsibility for and control of their own behavior. Depending on the intent and/or severity of the infraction, the consequences may include, but are not limited to, the following or combination of the following:

**MINOR INFRACTIONS:**

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

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

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

## **MAJOR or REPEATED MINOR INFRACTIONS:**

A progressive discipline model will be used for repeated offenses.

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

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

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

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

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



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

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

The principal, classroom teacher, or a designated representative is responsible for determining the acceptability of the student's personal appearance and dress



## **STUDENT TEXTBOOKS/SUPPLIES**

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

## **GRADING**

Standards for grading will follow district policy IKA-R, “Grading and Assessment Systems.” Students will be graded using an A-F system.

A= 90%-100%	Excellent
B= 80%-89%	Above Average
C= 70%-79%	Average
D= 60%-69%	Below Average
F= 59% or lower	Failure

### **Arizona Academic Standards:**

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

### **Honor Roll Criteria:**

Honor Roll is calculated based on the core subjects: Reading, Mathematics, Science/Health, Social Studies, Language Arts, and Spelling. The Principal’s Honor Roll requires all A’s. The A/B Honor Roll requires students to have earned an A/B average, 3.0-3.99, grade point average.

## **PARENT-TEACHER CONFERENCES**

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

## **PROGRAMS AND CURRICULUM**

The staff will strive to educate students by encouraging thoughtful expression through

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

Myer School will include the following:

- RtI (Response to Intervention), a strategic and targeted tiered support program to address the needs of students requiring remedial and enrichment instruction,
- A language arts program which will enable students to expand their ability to communicate verbally through enjoyable reading, writing, listening, and speaking activities,
- Spelling instruction to assist students in learning phonics and spelling rules to apply across vocabulary development,
- A math program which will enable students to use math through exploration, discovery, and in solving meaningful problems. The adopted curriculum is ***GoMath***.
- Social studies programs to help students see themselves as part of a larger community of neighborhood, city state, country, and world. Students will develop an understanding of and appreciation for differences in people, customs and places in the world. The integration of Social studies into the curricula supports student reading skill-development of informational text,
- Science and health programs to stimulate thinking, encourage risk taking and willingness to experiment, and result in developing an interest in the world around us. A Science Laboratory classroom space allows students to participate in frequent ‘hands-on’ labs,
- Art, Music, and Physical Education are classes for which student receive a grade of “O, S, or U” (Outstanding, Satisfactory, or Unsatisfactory),
- The Library Media Center with a vast collection of materials. The School Librarian provides opportunities for students to enrich their school experience. Storytelling, Read across America, and Accelerated Reader are popular and well participated in by the students,
- Services which provide for those students qualifying for special education, education of the gifted, and for students who are limited English proficient,
- A citizenship (Character Counts) program and a peer mediation program are provided for the benefit of our students,
- A homework club is available for students struggling with their work (based on teacher referral),
- In the area of technology, we have a computer lab for our third, fourth, and fifth grade students to share, a computer lab in each grade level hallway, as well as a few computers in all classrooms. Fifth grade classes have Chromebooks for each student, fourth and third grade have two class sets of iPads and two class sets of Chromebooks.
- A disciplined learning environment which considers individual social and intellectual difference.



## **HEALTH SERVICES**

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

### **Medication:**

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

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

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

### **Student Illness:**

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

### **Emergency Cards:**

All parents need to complete an emergency medical referral card for each of the children every year. Please include how the school can contact a parent or another responsible adult if your child becomes ill at school. Students will be released early due to illness or other personal reasons to only persons indicated as responsible parties on the student emergency card. A note or telephone call is not sufficient to release your child to persons other than those listed.

Identification will be required.

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

**Immunizations:**

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

**Restricted Activities:**

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





## **STUDENT RECORDS**

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

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

### **Withdrawing a Student from School:**

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



## VISITORS

We welcome adult visitors, that have a direct affiliation with the school, at any time. We encourage parents to visit frequently and take an active part in the education of their children. Parents may arrange to visit during class time by contacting the teacher. Please arrange conferences to be held before or after school. To insure the security of our students and staff, all visitors must register in the office before any visit on campus and must refrain from being in areas where they can come in contact with confidential or sensitive information. Students from other schools are not permitted to visit campus during school hours because of liability and supervision considerations.



## VOLUNTEERS

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



## **SCHOOL POLICY INFORMATION**

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

## **ONLINE POLICY MANUAL**

### **Fort Huachuca Accommodation School District #00**

Steps to Access On-Line Policy Manual

### **Arizona School Boards Association**

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

### **You do not need a username or password**

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

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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

## **IJNDB ©**

### **USE OF TECHNOLOGY RESOURCES IN INSTRUCTION**

#### **Appropriate use of Electronic Information Services**

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

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

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

#### **Filtering and Internet Safety**

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

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

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

#### **Monitoring and Online Behavior**

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

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

Adopted: June 4, 2012

LEGAL REF.:

A.R.S.

13-2316

13-3506.01

13-3509

15-341

34-501

34-502

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

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

**JICFA-EB ©  
EXHIBIT  
HAZING**

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

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

**Definitions**

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

- The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

"Organization" means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

**Directions**

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

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

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

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

**Reporting/Complaint Procedure**

Students and others may report hazing to any professional staff member. Professional staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. A failure by a staff member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accord with school policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any

instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

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

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

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

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



**JICK ©  
STUDENT BULLYING / HARASSMENT /  
INTIMIDATION**

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

The District, in partnership with parents, guardians, and students, shall establish and maintain a school environment based on these beliefs. The District shall identify and implement age-appropriate programs designed to instill in students the values of positive interpersonal relationships, mutual respect, and appropriate conflict resolution.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying, harassment or intimidation as defined by this policy will not be tolerated.

**Definitions**

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

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

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

- A. 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,
- B. exposure to social exclusion or ostracism,
- C. physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- D. damage to or theft of personal property.

*Cyberbullying:* Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social

networking and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

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

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

### **Prohibitions and Discipline**

Students are prohibited from bullying, harassment, or intimidation 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, harassment, or intimidation which occurs outside of the school and the school day when such bullying, harassment, or intimidation results 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.

### **Reporting Incidents of Bullying/ Harassment/Intimidation**

A student who is experiencing bullying, harassment, intimidation or believes another student is experiencing bullying, harassment, or intimidation is to report the situation to the principal or another school employee. A school employee who becomes aware of or suspects a student is being bullied, harassed or intimidated shall immediately notify the school administrator. School personnel shall maintain confidentiality of the reported information.

The initial notification of an alleged incident may be provided verbally. A detailed written description of the incident and any other relevant information must be provided on form(s) made available by the school and submitted to the principal within one (1) school day of the verbal report. Should the principal be the employee who observes, is informed of, or suspects a student is experiencing bullying the principal shall document the incident or concern in writing. Failure by an employee to report a suspected case of bullying may result in disciplinary action up to suspension without pay or dismissal pursuant to Board Policies GCQF and GDQD.

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

At the time a student reports alleged bullying, harassment, or intimidation the principal shall provide to the student who has allegedly been bullied, harassed, or intimidated a written copy of student rights, protections and support services available to the student and shall notify the student's parent(s)/guardian(s) of the suspected incident of harassment, intimidation or bullying.

The principal shall investigate *all* reports of bullying, harassment, or intimidation. If the principal determines that bullying, harassment, or intimidation has occurred, discipline will be administered pursuant to Board Policies JK, JKD, and JKE. Regardless of the outcome of the investigation the principal will meet with the involved students to review the findings of the investigation. Subject to the restrictions of the Family Educational Rights and Privacy Act (FERPA) set out in Policy JR, the parent(s) or guardian(s) of the involved students shall also be informed of the findings of the investigation.

Documentation related to reported bullying, harassment, or intimidation and subsequent investigation shall be maintained by the District for not less than six (6) years. In the event the District reports incidents to persons other than school officials or law enforcement all individually identifiable information shall be redacted. Restrictions established by FERPA on disclosure of personally identifiable student information must be observed at all times.

The Superintendent shall establish procedures for the dissemination of information to students, parents and guardians. The information will include, but not be limited to, Governing Board policies, incident reporting, support services (proactive and reactive) and student's rights. The dissemination of this information shall

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

the Superintendent shall establish procedures for the dissemination of information to District employees including, but not limited to

- A. Governing Board policy,
- B. preventive measures,
- C. incident reporting procedures,
- D. available support services for students (both proactive and reactive), and

E. student rights.

Information will be provided to staff members at the beginning of each instructional year and on the first day of employment for new employees.

The Superintendent shall establish procedures designed to protect the health and safety of students who are physically harmed as the result of bullying, harassment, or intimidation. These will include, when appropriate, procedures for contacting emergency medical services, law enforcement agencies, or both.

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.

Adopted: September 10, 2018

LEGAL REF.:

A.R.S.

[13-1202](#)

[13-1203](#)

[13-1204](#)

[13-2321](#)

[13-2916](#)

[13-2921](#)

[13-3506.01](#)

[15-341](#)

A.A.C.

[R7-2-1308](#)

CROSS REF.:

[IJNDB](#) - Use of Technology Resources in Instruction

[JJ](#) - Student Rights and Responsibilities

[JIC](#) - Student Conduct

[JII](#) - Student Concerns, Complaints and Grievances

[JK](#) - Student Discipline

[JKD](#) - Student Suspension

[JKDA](#) - Removal of Students from School-Sponsored Activities

[JKE](#) - Expulsion of Students

[JR](#) - Student Records

REGULATION

**STUDENT BULLYING / HARASSMENT /  
INTIMIDATION**

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

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

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

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

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

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

Investigation of submitted complaints shall be initiated by the principal or the principal's designee as soon as is feasible, but not later than two (2) school days after the initial report. Each investigation will be comprehensive to the extent determined appropriate by the principal or the principal's designee. In investigating the complaint, the principal or the principal's designee will maintain confidentiality to the extent reasonably possible, subject to the restrictions pertaining to

disclosure of personally identifiable student information established in the Family Educational Rights and Privacy Act (FERPA).

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

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

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

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

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

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

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

**EXHIBIT**

**STUDENT BULLYING / HARASSMENT /  
INTIMIDATION**

**COMPLAINT FORM**

**(To be filed with any School District employee who will forward this document  
to the principal or the principal's designee)**

**Please print:**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Another phone where you can be reached \_\_\_\_\_

During the hours of \_\_\_\_\_

E-mail address \_\_\_\_\_

**I wish to complain against:**

Name of person(s) \_\_\_\_\_

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. Be sure to include all relevant dates, times, and places. Additional pages may be attached if necessary.

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If there is anyone who could provide more information regarding this complaint, please list name(s), address(es), and telephone number(s).

Name	Address	Telephone Number
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**The projected solution:**

Indicate what you think can and should be done to solve the problem. Be as specific as possible.

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I certify this information is correct to the best of my knowledge.

Signature of Complainant \_\_\_\_\_ Date \_\_\_\_\_

Document received by \_\_\_\_\_ Date \_\_\_\_\_

Investigating official \_\_\_\_\_ Date \_\_\_\_\_



**JICK-EB ©**  
**EXHIBIT**

**STUDENT VIOLENCE / HARASSMENT /**  
**INTIMIDATION / BULLYING**

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

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

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

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

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

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

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

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

*Harassment:* Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual

orientation, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

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

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

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

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

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

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

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

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

### **JII © 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.

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

**JII-EB ©**  
**EXHIBIT**

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

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

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

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

Provided that:

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

The guidelines to be followed are:

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

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

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

A complaint or grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the

occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

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

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

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

**EXHIBIT**

**STUDENT DISCIPLINE**

Each principal shall establish and retain complete records of student disciplinary actions and procedures. Records regarding student disciplinary actions shall be retained for at least two (2) years after last attendance date.

The accounting for students subject to disciplinary action on discipline record card shall contain an entry of:

- A. The full name of the student.
- B. The racial/ethnic and sex designations of the student.
- C. The time, place, and date of the offense or offenses, or observed behavior.
- D. Descriptions and dates of other offenses or observed behaviors if not previously reported.
- E. The names of witnesses or others involved.
- F. Specific measures taken by person or persons reporting the offense or offenses to effect an adjustment, including the specialized help secured before referral, such as conferences with parents, conferences with the principal, and conferences with other school personnel.
- G. The name and title of the person or persons reporting the offense or offenses.
- H. The alternatives, if any, that were considered prior to the imposition of the disciplinary action taken by the principal.
- I. The final disposition of the case.
- J. The name and title of the person or persons imposing the action or actions.

The kinds of disciplinary actions for which an accounting should be kept shall include, but not be limited to:

- A. Suspensions and/or expulsion.
- B. Corporal punishment.
- C. Detention (for disciplinary reasons).
- D. Transfer to another class (for disciplinary reasons).



- E. Transfer to another school (for disciplinary reasons).
- F. Confinement with implementation of mandatory provisions.
- G. Referrals of cases to police and juvenile authorities.
- H. Others as required.

The school principal shall have the responsibility of maintaining the necessary discipline records to include:

- A. Discipline record card (each reported incident). Student discipline list (cumulative).
- B. Log of corporal punishments (each incident).
- C. Summary of corporal punishments: monthly report, retained by the principal; yearly summary, copy to the District office.
- D. Log of suspensions (cumulative).
- E. Summary of suspensions: monthly report, retained by the principal; yearly summary, copy to the District office.
- F. Log of confinement with implementation of mandatory provisions.
- G. Summary of confinement with implementation of mandatory provisions: monthly report, retained by the principal; yearly summary, copy to the District office.
- H. Log of expulsions and referrals to courts (cumulative).
- I. Log of Governing Board expulsions (each incident).
- J. Summary of expulsions: monthly report, retained by the principal; yearly summary, copy to the District office.
- K. Log of student withdrawals (cumulative).
- L. Summary of withdrawals: monthly report, retained by the principal; yearly summary, copy to the District office.
- M. Log of dropouts (cumulative): use only W5's as dropouts; use of this form is optional.

All monthly summary forms shall be completed at the close of each attendance month.

**REGULATION**

**STUDENT DISCIPLINE**

A student may be subject to disciplinary action when the student:

- Engages in conduct that is disorderly, i.e., intentionally causing public inconvenience, annoyance, or alarm, or recklessly creating a risk thereof, by:
  - Fighting or engaging in violent behavior.
  - Making unreasonable noise.
  - Using abusive or obscene language or gestures.
  - Obstructing vehicular or pedestrian traffic.
  - Creating a hazardous or physically offensive condition by any act that serves no legitimate purpose.
- Engages in conduct that is insubordinate, i.e., failing to comply with the lawful directions of a teacher, school administrator, or other school employee in charge of the student.
- Endangers the safety, morals, health, or welfare of others by any act, including but not limited to:
  - Selling, using, or possessing alcohol, drugs, or other controlled substances or drug paraphernalia.
  - Selling, using, or possessing weapons, fireworks, or other dangerous instruments or contraband.
  - Selling, using, or possessing obscene materials.
  - Using profane, vulgar, or abusive language (including ethnic slurs).
  - Gambling.
  - Hazing.
  - Engaging in lewd behavior.
- Engages in any of the following forms of academic misconduct:
  - Lateness for, missing, or leaving school or class without permission or excuse.

■ Cheating (including but not limited to copying, using unauthorized help sheets and the like, illegally obtaining tests in advance, substituting for a test-taker, and other forms of unauthorized collusion).

■ Plagiarism.

● Engages in conduct violative of the Board's rules and regulations for the maintenance of public order on school property.

● Uses personal portable electronic instruments, communication, and entertainment devices, including but not limited to cell phones, still and video cameras and equipment, recording/playback apparatus, and other electronic equipment which may be used for similar purposes, during the school day or during directed student study time unless such use has been specifically authorized by the school administrator.

● Has a record of excessive absenteeism.

● Is believed to have or actually has committed a crime.

Reasonableness of use of physical force in self-defense, defense of others, and defense of property will be considered as a mitigating factor in determining penalties for misconduct. The threat or use of physical force by a student is not reasonable (i) when made in response to verbal provocation alone, (ii) when assistance from a school staff member is a reasonable alternative, or (iii) when the degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk.

#### Permissible Penalties

The range of penalties that may be imposed for violations of student discipline rules include, but are not limited to, the following:

● Verbal warning.

● Written warning.

● Written notification to parents.

● Probation.

● Detention.

● Suspension from transportation.

● Suspension from athletic participation.

● Suspension from social or extracurricular activities.

● Suspension of other privileges.

- Exclusion from a particular class.
- In-school suspension.
- Involuntary transfer.
- Community service.
- Suspension.
- Alternative to Suspension Program.
- Expulsion.
- Alternative to Expulsion Program.

Depending upon the nature of the violation, student discipline may be progressive, i.e., generally, a student's first violation should merit a lighter penalty than subsequent violations. A District employee or agent should take into account all other relevant factors in determining an appropriate penalty. The above penalties may be imposed either alone or in combination.

#### Student Disciplinary Proceeding

Each school will establish a procedure that at a minimum will provide the principal, or the designee of the school administrator, with documentation of the teacher's reason(s) for the temporary removal of a student from class.

Refusal to readmit per A.R.S. [15-841](#):

- Upon discussion, by the administrator with the teacher, of disciplinary action implemented in conjunction with a temporary removal in accord with the rules established by the Board, the teacher will be required to state an intent to readmit or refuse to readmit the removed student. If the teacher refuses to readmit the student, the reason shall be written by the teacher, explaining the conditions used to determine the removal, and shall be provided to the administrator by the next business day following the temporary removal.
- Either of the following conditions must exist for a temporary removal per A.R.S. [15-841](#):
  - The teacher has documented that the pupil has repeatedly interfered with the teacher's ability to communicate effectively with the other pupils in the class or with the ability of the other pupils to learn.
  - The teacher has determined that the pupil's behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the other pupils in the classroom or with the ability of the other pupils to learn.
- The matter will be referred to the school placement review committee (SPRC) constituted in accord with statute if the conditions are consistent with those stated in A.R.S. [15-841](#). Within

three (3) business days following the date of temporary removal, the SPRC shall determine to either place the student in a new class or return the student to the existing class if that is the best or only practicable alternative.

- If the student is qualified for educational services under the Individuals with Disabilities Education Act (IDEA), any change in the student's individualized education program (IEP) shall be determined by the individualized education program (IEP) team in accord with federal regulations.

Any teacher, administrator, Board member, parent, or other person may report a violation of student disciplinary rules to an administrator. The administrator will then make an investigation of the charges as deemed appropriate and will institute appropriate proceedings.

This information for the maintenance of public order on school property will be publicized and explained to all students and provided in writing to parents as requested. In order to promote effectiveness of student discipline, the assistance of parents in enforcing rules for student discipline shall be invited and encouraged.

### **Involving Staff Members**

The principal is responsible for involving staff members of the school in the development of a positive plan for student discipline. All staff members are responsible for implementing the plan of student discipline for the school.