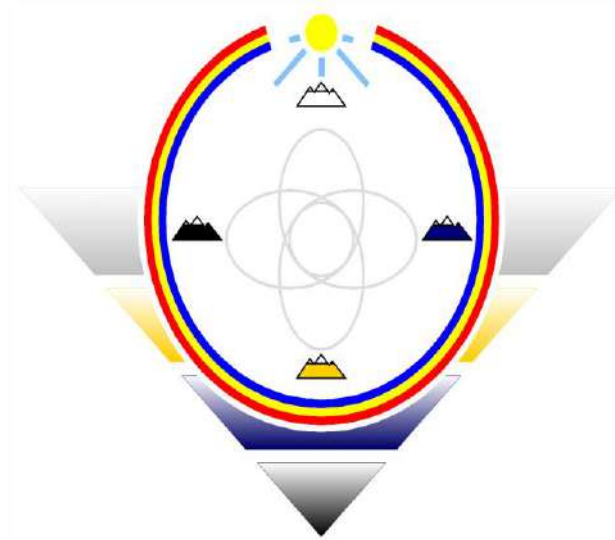


# GANADO UNIFIED SCHOOL DISTRICT

*“Success for Every Child Every Day”*

## GUSD PARENT AND STUDENT HANDBOOK: 2019-2020



The Ganado Unified School District No. 20 provides equal educational opportunities to all students and potential students without regard to race, color, national origin, sex, handicap, or Limited-English proficiency.

P.O. BOX 1757, GANADO, AZ 86505  
MAIN: (928) 755-1000  
STATUS OF SCHOOL: (928) 755-1005

**The Mission of Ganado Unified School District is to ensure all students a quality education and strengthen Dine cultural values for life-long learning.**

**The Vision of Ganado Unified School District is to be a professional learning community that focuses on students exceeding educational expectations.**

***This Agenda Belongs To:***

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/Town: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_  
School: \_\_\_\_\_  
Student Number: \_\_\_\_\_

**\*\*\*PLEASE WRITE INFORMATION IN PEN\*\*\***

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# GUSD CALENDAR

## 2019-20 DISTRICT CALENDAR

**GANADO UNIFIED SCHOOL DISTRICT**  
PO Box 1757 - Ganado, Arizona 86503 - 908.758.3000 - <http://www.ganado.k12.az.us>  
Governing Board Approved on April 11, 2019

1 School Day + 4 Teacher Days

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					

4 4th of July Holiday  
17-18 District Wide Registration Day  
18 4x10 Work Week End  
25 9-month Employees Start  
31 School Starts & 1st Quarter

18 School Days + 1 Teacher Day

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					

1-3 Winter Break  
6 No School for Prof. Development  
7 Early Release for Data Review & 3rd Quarter  
20 Martin Luther King Day Holiday

22 School Days

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					

5-9 Benchmark Testing Window

19 School Days

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					

4-5 Early Release for Parent/Teacher Conferences, 3-7PM  
17 President's Day Holiday

20 School Days

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					

2 Labor Day Holiday  
17-18 Early Release for Parent/Teacher Conferences, 3-7PM

17 School Days

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					

2-6 Benchmark Testing Window  
10 Early Release for Students  
16-20 Spring Break  
23 4th Quarter  
24 Early Release for Data Review

21 School Days

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 Early Release for Students  
4-7 Fall Break  
8 Early Release for Data Review & 2nd Quarter  
21-25 Benchmark Testing Window

22 School Days

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					

TBA AzMERIT Testing Month  
14-15 Early Release for Parent/Teacher Conferences, 3-7PM

15 School Days

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					

11 Veteran's Day Holiday  
12-13 Early Release for Parent/Teacher Conferences, 3-7PM  
25-27 Thanksgiving Break  
28-30 Thanksgiving Holiday

15 School Days + 1 Teacher Day

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					

7 PAC Parent Day  
4-8 Benchmark Testing Window  
19 Early Release for Students  
21 Early Release and Last Day of School  
22 GMS Promotion, GHS Graduation, and 9-month Employees' Last Day  
25 Memorial Day Holiday

15 School Days

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					

9-13 Benchmark Testing Window  
17 Early Release for Students  
23-31 Winter Break

180 School Days / 6 Teacher Days / 5 Snow Days

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					

91 School Days + 2 Teacher Days

# **GUSD ADMINISTRATION**

## **Governing Board Members**

Teresa M. Sells-Gorman, President

Christine Lynch, Clerk

Wanda Begay, Member

Marcarlo Roanhorse, Member

Judy James, Member

## **Superintendent**

Claudia Edgewater-Russell

## **Principals**

Jolena Burns, Ganado Primary School

TBD, Ganado Intermediate School

Leandra Begaye, Ganado Middle School

Lucille Sidney, Ganado High School

## **Mission Statement**

Our mission is to ensure all students a quality education and strengthen Diné cultural values for life-long learning.

## **Vision Statement**

Our vision is to be a professional learning community that focuses on students exceeding educational expectations.

## **GUSD GUIDING PRINCIPLES AND FOUNDATIONS OF LEARNING**

### **SIX GUIDING PRINCIPLES**

Our journey remains aided by Six Guiding Principles, or goals, that we call our “non-negotiables” and ultimately drive our District. They are:

- **Quality and Effective Leadership**
- **A Safe and Positive Learning**
- **Quality Curriculum, Instruction, and Assessment**
- **Ensuring Quality Student Performance**
- **Professional Growth for Our School Community, and**
- **Quality School, Parent, and Community Partnership**

### **THE GANADO FOUNDATIONS OF LEARNING**

In addition, the Governing Board of Ganado Unified School District has embraced a systematic improvement model called the “Ganado Foundations of Learning” that combines the Diné philosophy of life-long learning with a framework that seeks to improve student learning and clear guidance for developing and sustaining improvement throughout our schools.

#### **CRITICAL THINKING “Nitsahakees” – EAST**

Our students will be proficient in the process of problem solving, in the skills of deductive and inductive reasoning, and in the critical thinking, skills which include analyzing, evaluating, synthesizing and distinguishing fact from opinion.

#### **CAREER “Nahata” – SOUTH**

Our students will be knowledgeable about work ethics, community resources, consumer economics, and will demonstrate the skills, abilities and attitudes necessary to get and keep a job.

#### **SELF & SOCIAL AWARENESS “lina” – WEST**

Our students will demonstrate the knowledge, abilities and attitudes necessary for productive social and interpersonal relations. Therefore, our students will develop: Sensitivity to similarities and differences among ideas, cultures, and conditions; Leadership and Teaming Skills, Questioning Strategies, Adaption Strategies, A Risk Taking Experimenting Attitude, Information Gathering Strategies.

#### **RESPECT AND REVERENCE “Sihasin”– NORTH**

Our students will possess respect and reverence to live in harmony with earth, universe and all living things and to walk in beauty wherever they may be. Therefore, our students will develop: Mental and Emotional Health; Sense of Responsibility; An Awareness of Substance Abuse Prevention; Respect for the Environment; Healthful Living Strategies; Self-Respect; Sense of Spirituality.

#### **COMMUNICATION – COMBINING ELEMENTS**

Our Students will communicate effectively in a variety of language forms through a proficient use of reading, writing, speaking, and listening. Therefore, our students will develop: Clarity; Fluency; Awareness of Audience; Awareness of Purpose; An Awareness of the Variety and Wealth of Language Contexts; Attitudes Necessary for Lifelong Learning.

## **SCHOOL GOALS OF GUSD**

### **Ganado Primary & Intermediate School**

#### **Collaborative Practices:**

- a. School to School
- b. School to Home
- c. Home to School

#### **Positive Character Traits:**

##### **Six Pillars of Character:**

- i. Respect
- ii. Responsibility
- iii. Trustworthiness
- iv. Fairness
- v. Caring
- vi. Citizenship

#### **Programs:**

- 1.) At Home Reading
- 2.) Counseling Support Groups

#### **Student Recognitions:**

- 1.) Quality Awards
- 2.) Perfect Attendance

#### **G.P.S. /G.I.S. Mission Statement:**

Our goal is to prepare all students to be creative problem solvers through good learning habits so that they can build a solid educational foundation and become productive citizens.

#### **G.P.S. /G.I.S. Vision Statement:**

To provide a quality education within a safe, nurturing, challenging and respectful learning environment to enhance all student' cultural values and leadership abilities.

### **Ganado Middle School**

#### **G.M.S. Mission Statement:**

The Mission of Ganado Middle School is to educate our students at the highest possible level, prepare them for high school, and in other future endeavors, reinforce positive characteristics; and enrich their studies with our Dine Culture.

#### **G.M.S. Vision Statement:**

The Vision of Ganado Middle School is to create a bright future for all student within a positive, caring, unified environment and in the revitalization of the Dine values within our community.

## **Ganado High School**

### **Goals:**

- 1) Students and staff will be safe in the school environment.
- 2) Academic achievement, as assessed by state assessments and class achievement, will enable all students to receive a high school diploma.

### **G.H.S. Mission Statement:**

To provide a rigorous and applicable curriculum, which allows all students to succeed for college and/or careers.

### **G.H.S. Vision Statement:**

Graduate

On time, On task

Attendance over 90%

Learn

Study

## TELEPHONE DIRECTORY

### DISTRICT TELEPHONE DIRECTORY

Department	Phone Number
GUSD Main Line	(928) 755-1000
GUSD Bulletin/Weather Information	(928) 755-1005
GUSD Business Services	(928) 755-1040
GUSD Federal Programs & Grants	(928) 755-1140
GUSD Special Education	(928) 755-1020
GUSD Transportation	(928) 755-1130
GUSD Technology	(928) 755-1160

### SCHOOL TELEPHONE DIRECTORY

**Directions:**

For the department of the school you are trying to reach, dial (928) 755 followed by the final four digits designated to the department and school you are trying to reach. For example, if you are trying to contact the Ganado Intermediate School Library, you will dial (928) 755-1332.

Department	First Six Digits of Phone Number	Primary School	Intermediate School	Middle School	High School
Main Office	(928) 755-_____	1200	1300	1400	1500
Fax	(928) 755-_____	1202	1302	1402	1502
Principal	(928) 755-_____	1218	1215	1418	1518
Dean of Students	(928) 755-_____				1515
Administrative Sec.	(928) 755-_____	1211	1311	1411	1511
Athletic Director	(928) 755-_____				1558
Cafeteria	(928) 755-_____	1238	1338	1438	1538
Counseling	(928) 755-_____	1220	1320	1425	1521
Career and Tech. Ed. (CTE)	(928) 755-_____				1541
CTE Director	(928) 755-_____				1548
Library	(928) 755-_____	1231	1332	1432	1532
Nurse's Office	(928) 755-_____	1231	1331	1431	1531
Registrar/Attendance	(928) 755-_____	1207	1305	1407	1508
Security	(928) 755-_____	1110	1110	1110	1534



## **STUDENT/PARENT RIGHTS**

### **EQUAL EDUCATIONAL OPPORTUNITIES**

The right of a student to participate fully in classroom instruction shall not be abridged or impaired because of age, sex, race, religion, national origin, handicap, pregnancy, parenthood, marriage or for any other reason not related to the student's individual capabilities. The right of the student to participate in extracurricular activities shall be dependent upon his or her maintaining the minimum academic and attendance standards established by the Board, and the student's ability in the extracurricular activity.

### **NONDISCRIMINATION**

The Ganado Unified School District affirms that it does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in access or admission to, success or treatment in, any of its educational programs or activities, in accordance with Titles VI and VII of the Civil Rights Act of 1964, the Education Amendments of 1972, Title IX, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1967 as amended in 1978 and 1996, the Individuals with Disabilities Education Act, and the Americans With Disabilities Act of 1990. Additionally, a lack of English Language Skills shall not be a barrier to admission or acceptance into any program including Vocational (Career and Technology Education) or courses listed in the Course Description catalog. Employment Opportunities and Placement Assistance Services relating to Vocational (Career and Technology) Courses are available through the State Department of Economic Security and/or the Counseling office.

### **STATEMENT OF RESPONSIBILITY**

It is the responsibility of the parents and student that the student conduct him or herself so that he or she obtains the best education possible and that the rights and privileges of other students to obtain a quality education are not infringed upon. The regulations in this Handbook are set forth to help students understand their responsibilities. Parents are encouraged to help support these regulations, which are necessary to provide their children with the best education within Ganado Unified School District.

### **PRIVACY RIGHTS**

Ganado Unified School District will provide the parent of a student or an eligible student with opportunity to inspect and review the educational records of the student (an eligible student is one who has reached 18 years of age). The District must obtain the written consent of a parent or eligible student prior to releasing personally identifiable information from the education records of a student except in circumstances where federal law authorizes an exception to this requirement. A Student or the student's parents should request that inaccurate information be corrected pursuant to Governing Board Policy JR. Parents may also notify the District in accordance with Governing Board Regulation JR-R that they do not want the student's name or other identifying information published as directory information.

### **SEXUAL HARRASSMENT**

All individuals associated with the Ganado Unified School District, including, but not necessarily limited to, the Governing Board, the administration, the staff, and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment is unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or receive benefits, services, or opportunities in the school's programs. It can include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

It does not include legitimate nonsexual touching or other nonsexual conduct. Relevant factors in determining whether behavior rises to the level of sexual harassment include:

- The degree to which the conduct affected one or more students' education;
- The type, frequency and duration of the conduct;
- The identity of and relationship between the alleged harasser and the subject or subjects of the harassment;
- The number of individuals involved;

- The age and sex of the alleged harasser and the subject or subjects of the harassment;
- The size of the school, location of the incidents, and the context in which they occurred;
- Other incidents at the school.

Sexual harassment can occur by a member of the school staff to a student or to another staff member, or by a student to another student. Sexual harassment will not be tolerated at the school and should be promptly reported. Please refer to Governing Board Policy ACA *et seq.* for further information.

### **DUE PROCESS OF LAW**

Students will be afforded due process of law under District policies and procedures as set forth herein.

Students may be suspended only by the Superintendent, Principal, Dean of Students or other school officials granted this power by the GUSD Governing Board.

The Governing Board may expel a student for misconduct upon recommendation of the administration.

GUSD #20 Superintendent or Designee, Title IX Coordinator  
Ganado Unified School District, Highway 264, Ganado, AZ 86505  
928-755-1010

GHS Principal or Designee, Section 504 Coordinator  
Ganado Unified School District, Highway 264, Ganado, AZ 86505  
928-755-1510

## **SECTION I: GENERAL SCHOOL INFORMATION**

### **A. STUDENT RESPONSIBILITIES**

1. Students have the responsibility to respect the rights of all persons involved in their educational process and to exercise the highest degree of self-discipline in observing and adhering to school rules and policies and regulations.
2. Students have the responsibility to take maximum advantage of the educational process available and to seek to achieve a meaningful education.
3. Students have the responsibility to protect school property, equipment, books and other materials issued to or used by them in the instructional process. Students will be held financially responsible for any loss or intentional damages caused to school property.
4. Students have the responsibility to complete all course assignments to the best of their ability and to complete make up work in a timely manner after an absence.
5. Students have the responsibility to report to their classes at the prescribed time and with the necessary materials.
6. Students have the responsibility to help maintain the cleanliness and safety of the school buildings and property.

### **B. STUDENT RIGHTS**

1. Students have the right to a free appropriate public education.
2. Students have the right to a safe environment.
3. Students have the right to attend school in a positive environment.
4. Students have the right to express their culture and speak their language.
5. Students have the right to take academic risks without fear of ridicule.
6. Students have the right to appeal academic decisions made regarding their performance and behavior.

### **C. GENERAL EXPECTATIONS**

GUSD strives to ensure that students have every opportunity to succeed. Each student and parent/guardian is expected to understand and support the school's programs and the policies and procedures for student behavior. It is a student's choice to be a part of GUSD and following the school's policies and procedures is part of that choice. Each student has a responsibility to promote the following ideals of balance, hard work, companionship, humility, compassion, patience, cooperation, respect, and unity. From the moment a student steps on campus, they should reflect the morals and values of his/her respective family and community.

Students are expected to:

- RESPECT themselves and others at all times.
- Take RESPONSIBILITY for their actions.
- Be quiet and courteous during assemblies and fire drills.
- Be responsible for attendance and promptness to class.
- Carry a pass in the halls at all times.
- Remain on school grounds in designated areas before and after school and during lunch periods.
- Exhibit proper behavior at athletic events.
- Follow all rules appropriate to use of the cafeteria.

## SECTION II: GENERAL ACADEMIC INFORMATION

### A. District Grading Scale

Grade (Percent)	Point Scale	Meaning
A (90-100%)	4.00	Excellent
B (80-89%)	3.00	Above Average
C (70-79%)	2.00	Average
D (60-69%)	1.00	Below Average
F (0-59%)	0.00	Failing, No Credit
I		Incomplete, No Credit
WF (H.S. Only)		Withdrawal Failing, No Credit
WP (H.S. Only)		Withdrawal Passing, No Credit
NC (H.S. Only)		No Credit, Excessive Absences (9+ Days)

An “I” will be replaced with a grade based upon the work completed within two weeks following the end of a grading period. Change of grade is acceptable within two weeks following the end of a grading period.

### B. Honor Roll Qualifications

Students who earn a 3.00 Grade Point Average (GPA) or higher will be recognized on the Honor Roll. Depending on the cumulative GPA for the quarter, students will be recognized on one of the following Honor Rolls:

#### *Superintendent's Honor Roll*

4.00

#### *Principal's Honor Roll*

3.50-3.99

#### *Academic Honor Roll*

3.00-3.49

### C. Report Cards

Grade reports are the teacher's means of communicating a student's academic progress to his or her parents. The following grade reports will be used to notify the student and parent of student progress:

1. Progress Reports: academic reports will be sent home periodically by the teacher.
2. Mid-Quarter Reports: academic reports given at Parent-Teacher Conferences and/or mailed home.
3. Final Report Cards: academic report mailed home at the end of each quarter.

### **Homework Policy**

In accordance with GUSD Governing Board Policy IKB (Homework), students may be assigned homework by their teachers. It is the intention of GUSD staff to assign relevant, challenging, and meaningful homework assignments that reinforce classroom academic objectives. Homework is a necessary extension of the school day and an important part of a student's educational experience to build responsibility, self-discipline, and lifelong learning habits. Homework provides students with the opportunity to apply information they have learned, complete unfinished class assignments, and develop independence. Homework provides a positive opportunity for parents or guardians to share in their student's educational experience while providing the opportunity to create a powerful partnership between teachers and parents/guardians to ensure student success. Students and parents should be aware that homework may constitute a major portion of the overall grade; therefore, students must dedicate time to complete assignments outside of the classroom.

### D. Cheating and/or Plagiarism

Students shall not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials. Discipline under this section may result in academic sanctions in addition to other penalties.

Cheating includes, but is not limited to:

1. The use of any unauthorized assistance in taking quizzes, tests or examinations.

2. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.
3. The acquisition, without permission, of tests or other academic material belonging to a teacher.

Plagiarism includes, but is not limited to, the use, whether by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of material prepared by another person or agency engaged in selling term papers or other academic materials.

Any students caught cheating or plagiarizing will receive a failing grade on that assignment or test. The student who allows the cheating to occur (willingly provides the answers or fails to report the cheating) will receive a failing grade as well. Further discipline and disqualification from clubs, sports, and other after-school activities may be a consequence of any kind of cheating or dishonesty in school.

#### **E. Schedule Changes**

Students requesting a schedule change should make an appointment with their counselor. Class changes in a student's schedule can only be made during the first week of school each semester for semester-long classes, and the first week of school for yearlong classes. Class changes will be determined based upon the student's individual need.

Students are obligated to attend classes until authorization for the change has been approved by the administration. Any schedule change requires the signature of the counselor, teacher(s) teaching the course, parent or guardian, and the administrator.

***All signatures must be acquired before the administrator will approve the course change.***

#### **F. State Examination**

All students attending public school in the State of Arizona who are eligible will participate in the approved state exam(s) as approved by the Arizona Department of Education.

## Section III: GENERAL ATTENDANCE INFORMATION

### A. Attendance Procedures

1. Parents of students who are absent should call the student's school front office to report an absence.
2. A student returning to school after an absence must present a written note from their parent or guardian explaining the reason for the absence. This note should be turned into the attendance office on the day following the absence, or per phone call on the day of the absence, otherwise, it may be considered unexcused. The note must include the following:
  - The date(s) of the absence(s)
  - The date the note was written
  - The reason for the absence(s)
  - A signature of the parent/guardian
3. Students must get an admit slip from the attendance clerk and have it signed by the teacher(s) of the class(es) missed. It is the student's responsibility to collect all required signatures. If he or she fails in this task, the absence(s) will be counted as unexcused.

### B. Tardiness

Excessive tardiness is disruptive, denies the offending student their education and interrupts the concentration of the teacher and the other students of the class. A student is tardy when he or she is not in the classroom when the final bell rings. Tardiness is unexcused unless the student has a signed pass indicating an excused tardy from either a teacher or from the attendance office *PRIOR TO ENTERING THE CLASSROOM*. All students who are tardy must report to the attendance clerk/front office to obtain a tardy pass regardless of the time of day.

\*Excessive tardiness may also result in disciplinary consequences. Which could result in noon detention. Continued tardiness regardless of the class period, will follow progressive discipline, which may result in Out of School suspension.

*Students who are more than 15 minutes late to a class will accrue an unexcused absence for the class period.*

*High School Policy: ISS may be enacted after the 3<sup>rd</sup> tardy occurs in a given academic quarter. Additional information regarding this policy is located in the High School Individual School Policy section of the handbook.*

### C. Absences

Classroom experiences and teacher-student interactions are essential components of learning. Therefore, unless ill, students should attend school each day school is in session.

When a student accumulates 3, 5, 7, and 10 days of absences, the parent/legal guardian will be contacted by letter.

Pursuant to A.R.S. § 15-901, a student who has ten or more consecutive days of unexcused absences will be withdrawn from enrollment. The parent/legal guardian must enroll the student again before the student may resume attendance. **Parents are advised that absences in excess of 20 days may result in a referral to social services.**

Pursuant to A.R.S. § 15-807, if a student is absent without excuse or notice to the school, the school will make a reasonable effort to promptly notify the parent/legal guardian that the child is absent.

A student who participates in school-sponsored events is considered present in school.

Students who are absent from school for any reason including athletics have the responsibility to complete any missed class assignments when they return to school.

### Excused Absences

Students must have a written note from their parent or guardian explaining their absence. Excused absences might

include:

- Personal illness
- Medical or dental appointment – with appointment slip
- Serious family illness or death in the immediate family
- Verified Court appearances
- Traditional ceremony – with planning in advance unless an emergency
- Out of state educational trips
- Bad roads
- Late bus

### **Unexcused Absences**

Failure to bring a note will result in an unexcused absence. (Notes that say “Personal” or “Family Emergency” without explanation will be considered unexcused.)

Notes must be brought to the attendance office in a timely way following a student’s absence. Notes that are extremely delinquent may be considered unexcused (for example, brought in a week or more following the absence). An unexcused absence may receive a NO CREDIT for quizzes, tests or assignments given that day.

### **Trips and Appointments**

The schools of Ganado Unified School District seek cooperation from parents regarding the matter of school attendance and punctuality. Absences for the purpose of family trips and vacations are considered unexcused absences and are discouraged, with the exception for the purpose of a religious ceremony or significant cultural event. When scheduling appointments, parents/legal guardians are encouraged to make appointments after school hours when possible. If appointments are scheduled during school hours, students are expected to return to school after their appointment.

### **D. Home Study Students**

Home Study status is available if a student is expected to be absent for an extended period of time due to documented medical reasons. This may constitute the need for a 504 Plan or a Medical Leave. Only a parent/guardian may apply for home study status on behalf of the student, and approval must be made by the administration prior to the expected absence. It is the responsibility of the home study student to pick up necessary work and drop off completed work on a weekly basis to receive credit. See Policy IHBF for more information.

### **E. Student Check-Out Policy and Procedures**

Student check outs should be kept to a minimum. Students can ONLY be checked out during NON INSTRUCTIONAL time (passing period, recess, lunch, etc.), so that the student may be present for the whole class hour and to minimize class interruptions. Please plan accordingly. Student check out during instructional time needs to be approved by the Principal or designee.

To ensure the safety of students, the following policies are designed in order for GUSD to fulfill its responsibility to both students and parents/guardians, to ensure proper supervision, and create success at school.

- No student is allowed to exit the school building without officially being checked out through the attendance office. For the safety of the students, only authorized individuals listed in SchoolMaster will be allowed to checkout students. If it is planned for a student to be checked out by someone not on the checkout list, a written document must be given to the Front Office prior to the start of first period. Front office staff will then call the parent/legal guardian to verify the note. If parent/legal guardian contact cannot be made and verification as to the authenticity of the note cannot be established, the individual will not be able to check out the student.
- An individual checking out the student may be asked to provide a state issued Identification Card (I.D.) for personal identification purposes.
- A student being checked out must sign out through the attendance office. A parent/guardian must come to the attendance office and sign the attendance log. PLEASE DO NOT SEND YOUR CHILD TEXT MESSAGES TO MEET YOU IN THE OFFICE (violation of cell phone use policy). When returning to school, students should always sign in at the attendance office and obtain an excuse slip to return to class.
- The person checking out the student must be on the student’s checkout list. If a parent/legal guardian wishes to add an individual to the authorized checkout list in SchoolMaster, they may obtain a Student Information Update Form from the School Registrar’s Office.

- A student who has reached 18 years of age could be allowed to check out on his/her own during the school day with proper written justification on file from the parent/guardian.
- All students who have been properly checked out must exit the building. Checkouts will not be honored once the students are released to the buses.
- Students leaving the building at any time without authorization will be considered truant and face consequences.
- Once a student is checked out during a school day with a school activity in progress, that student becomes the sole responsibility of the parent/guardian. Parent/guardian must remain with their student or the student will be sent back to class and/or home on the bus.
- Parents/guardians are encouraged to check out their student during passing periods or lunch to alleviate disruption of instructional time. Please see your child's respective school for details.

#### **F. Late enrollment/Transfer Students**

A student who registers more than two weeks after the beginning of the semester, with no previous transfer records, is responsible for making up all work assigned prior to beginning school at GUSD. ***After two weeks have passed, all late enrollees and transfer students must see the Principal or designee. Student attendance is counted as of the first day of school. If a student is absent for ten consecutive days, he or she is automatically withdrawn.***



## **SECTION IV: GENERAL STUDENT INFORMATION AND SERVICES**

### **A. After-School Tutoring**

After-School tutoring is generally available across all school of GUSD Monday-Thursday for all students. Students who plan to stay for after-school tutoring must have a parent permission form on file with the school.

1. Tutoring may occur in the library and in designated classrooms.
2. Students must have a handbook in order to leave tutoring for any reason (restroom etc.)
3. Students are required to sign in with the tutoring teacher within FIVE minutes of the after-school bell and must remain with the teacher until the evening activity bus comes – NO EXCEPTIONS!
4. Tutoring schedules and location will be communicated weekly.

### **B. Attendance Office**

At the attendance office, students may pay for any damaged or lost textbooks, and pay other expenses owed to the school. Most textbooks will be checked out/in through the attendance office.

### **C. Bus Transportation**

Although the District is not legally required to provide transportation to students, as a courtesy, students are generally provided with transportation to and from school. The bus driver is responsible for the students on the bus. Students with serious disciplinary problems while on the bus may have their riding privileges suspended. Student responsibilities on the bus include:

- Be courteous and follow the directions of the driver at all times.
- Remain seated facing the front with your feet on the floor.
- Keep hands, feet and objects to yourself inside the bus.
- Do not display any verbal or physical behavior that disrupts the ride.
- No gum chewing, eating, drinking or smoking.
- No skateboards or items that will not fit into a backpack on the bus.
- All school rules and policies apply while on the bus.

The Transportation Department reserves the right to determine non-allowable items. All bus infraction referrals will be dealt with in accordance with the student discipline policies and regulations. Bus transportation is a privilege, not a right. Therefore, please respect and comply with all the bus safety rules.

For a complete description regarding bus conduct/discipline, please refer to the Bus Transportation under Section V: General Rules for Student Behavior.

### **D. Cafeteria**

School cafeterias across GUSD provide a FREE breakfast and lunch to students. All students are entitled to a free breakfast and lunch. A variety of food is provided during lunch including hot meals, hot and cold sandwiches and other specials. When using the cafeteria:

- Deposit all litter in containers provided.
- Leave the table and area around your eating-place in a clean condition.
- Do not take out of the cafeteria.
- Do not bring outside food into cafeteria.
- 

### **E. Deliveries for Students:**

All types of items to be delivered to students must follow these procedures:

- Items must be delivered to the Front Office with notification to the school Secretary. All individuals must sign the visitor log.
- Only individuals whom are identified on the Checkout List will be allowed to drop off items.
- For the safety of students, items may only be distributed to students by school personnel.
- Non - Food Deliveries will only be distributed during passing periods.

- **Food deliveries are discouraged due to the GUSD Food Services efforts to provide a nutritional meal to students at no cost. Food deliveries are only permitted with site administrator approval, after the lunch period.**
- Students will not be called out of class to receive items in order to preserve instructional time for all students.
- Site Administration retains the right to deny deliveries at any time.

## **F. Campus Security**

Campus security provides a safe, secure environment for everyone on the Main and High School campus. Campus security will help ensure student safety.

### **Bag/Backpack Policy**

In an effort to do all that we can to assure the safety of students, GUSD has adopted a mesh bag policy. Only mesh or clear backpacks, book bags, athletic bags, and overnight bags (for field trips) may be used by students. Bags/backpacks must be 100% mesh (including the back area and pockets). Students may use a small cosmetic bag (no larger than 8 in. x 5 in.) for personal items.

## **G. Closed Campus**

ALL schools in the GUSD are a closed campus. Unless officially given permission from the front office to leave, students must remain on campus from the time they arrive in the morning until after the last class is completed.

## **H. Electronics on Campus**

Use of electronic devices, including earphone/earbuds may be used before school, after school, and during lunch ONLY. \*On occasion, electronic devices may be used for educational purposes that will be demonstrated in the teacher's lesson plan.\*

Due to safety concerns, students will not be allowed to wear headphones during passing periods. Electronic devices are not to be visible during class time. The student use of personal music speakers is prohibited on the school campuses.

Electronic and mobile devices are expensive and the use of such items for personal purposes is not supported by GUSD. Items of value are subject to theft. Students bring these items to school at their own risk. GUSD is not responsible for lost, damaged, or stolen electronic equipment. The district will not be liable for loss, damage or theft of any personal electronic devices.

Staff may confiscate an item from a student who does not follow the above guidelines. Confiscation procedures may be found in Section I: Seizure of Mobile Devices. A parent or guardian will be required to sign out for the confiscated item.

## **I. Seizure of Mobile Devices:**

In accordance with GUSD Governing Board Policy JK-R (Student Discipline), if a student's use of their cell phone is deemed to have violated JK-R's electronic use policy, any staff member may confiscate a student's electronic device, as a permissible consequence. Any student who fails to comply with the lawful order of a staff member regarding the confiscation of an electronic device, in accordance with JK-R, may be subject to further discipline (Insubordination). In regards to the penalties imposed for a confiscated electronic device, they will follow a progressive pattern of consequence, as outlined below:

- 1<sup>st</sup> Offense: The electronic device will be returned to ONLY the parent(s)/legal guardian(s). The parent/legal guardian will be contacted. The student may be subject to further disciplinary action.
- 2<sup>nd</sup> Offense: The electronic device will be returned to ONLY the parent(s)/legal guardian(s). The parent/legal guardian will be contacted. Prior to the device being returned, a mandatory parent/student conference must be scheduled and attended with the principal and/or a designee. The student may be subject to further disciplinary action.
- 3<sup>rd</sup> Offense: The electronic device will be returned to ONLY the parent(s)/legal guardian(s). The parent/legal guardian will be contacted. Disciplinary action ranging from In School Suspension to Expulsion will be imposed.

Seizure Procedures:

- Item is confiscated by a staff member and turned in to security/front office staff.
- Each offense is to be recorded in the School Information System by Counselor/Dean of Students.

#### **J. Computers on Campus**

Please refer to GUSD Technology Acceptable Use Policy. Upon enrollment, every student must sign a User Agreement Form and return the form to the students' teacher.

#### **K. Counseling Department**

Academic Counselors are made available at each school site across GUSD. For additional information or questions, please contact the individual school's Counseling Department.

#### **L. Emergency Response Plan**

Teachers have a copy of the Emergency Response Plan and students are to follow the teacher's directions during an emergency.

#### **M. Fire Drills/Evacuations**

Fire drills are required by Arizona State regulations and will be planned by the administration. Fire drills are important to ensure students' safety in emergency situations. It is essential that when a signal to evacuate the building is given, all students:

1. Exit by the prescribed route as quickly as possible.
2. Remain with their class so that the teacher can take attendance.
3. Do not reenter the building until the administrator gives the "ALL CLEAR" signal.

**ALL STUDENTS SHOULD KEEP IN MIND THAT IT IS A CRIMINAL OFFENSE TO ENGAGE A FALSE FIRE ALARM. STUDENTS CAN EXPECT AN IMMEDIATE SUSPENSION AND/OR POSSIBLE EXPULSION IF THEY CHOOSE TO PULL A FIRE ALARM WITHOUT GOOD CAUSE.**

#### **N. Lockdown**

Lockdown procedures may be issued in situations involving dangerous intruders or incidents that may result in harm to persons inside the school building. District Lockdown procedures are outlined in the Emergency Response Plan.

#### **O. Hall Passes**

To maximize classroom instruction or for accountability purposes, students are required to use their handbooks as a hall pass.

#### **P. Health Office**

A Health Technician provides minor medical emergency care, counsels students in matters of hygiene and wellness, and keeps records of immunization health status. Students may not leave school because of illness without first reporting to the nurse assistant, at which time, a parent will be advised prior to the student being released from school. The school will take a child to the hospital only if he or she becomes ill or injured while at the school and only if, in the judgement of the school Health Technician, the illness or injury requires immediate services

#### **Medication**

For the safety of all students, prescription drugs and over-the-counter medication must be administered by approved school personnel. GUSD Policy JLCD (Medicines/Administering Medicines to Students) requires the written and signed Consent and Administration Medication form which must be completed by the parent/guardian and returned to the Health Office.

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

If appropriate documentation is provided to the School Health Office, students who provide a medical diagnosis for anaphylaxis or a breathing disorder may self-administer and possess emergency medications (*see policy JLCD*).

Additionally, students with diabetes may be eligible to carry appropriate medications and monitoring equipment and self-administer the medication (*see policy JLCD for requirements*).

Students are prohibited from giving medication to other students. All medication must be turned in and stored in the Health Technician's Office. When a refill of medication is needed, the parent/guardian is notified and the empty bottle sent home. At the end of the school year or in the case of a student withdrawal from GUSD, the parent/guardian is notified and arrangements made for the pickup of remaining medication. Any medication not picked up by the end of the school year is destroyed. No over-the counter medicine is provided in the absence of the Health Assistant. Generally, only the Health Assistant or designee administers necessary medication.

#### **Q. Inclement Weather**

In case of severe weather conditions, CALL THIS PHONE NUMBER TO SEE IF SCHOOL IS CANCELLED OR ON A DELAYED SCHEDULE: 928-755-1005 or listen to KTNN radio in Window Rock. You may also sign up for Alert Now messaging by ensuring an accurate phone number is on file with the registrar.

#### **R. Library**

School libraries are open daily. Services offered include access to books, newspapers, magazines, video and audio-visual aids, and computer services that include connectivity to the internet.

- Students must have their handbook signed by a teacher or staff member.
- Participants in the library program will be charged for damaged or lost materials.
- No food or drinks are allowed in the library.
- Inappropriate computer use will result in the loss of school computer privileges.

#### **S. Lost and Found**

Lost and found books, clothing, keys, jewelry, etc. are to be taken to the front office. The district will not be liable for the loss of any items. GUSD recommends students avoid bringing valuables to school. Additionally, the district will not be liable for loss, damage, or theft of any confiscated items.

#### **T. Lost or Damaged Materials**

Students will be required to pay the replacement costs for lost or damaged books, computers, computer accessories, and other classroom or library materials. Students will be held responsible for damages to district facilities equipment. The parent/guardian will be liable for the costs of the damage incurred by their child. Transcripts and/or Certificates of Completion may be withheld until payment for lost or damaged district property has been received.

#### **Textbooks**

Students who owe a textbook debt to the school district will be afforded the opportunity to use a classroom textbook during school hours; however, they will not be allowed to take it off school premises. Students who have not paid their textbook debt and are assigned homework are encouraged to utilize after-school tutoring to complete the assignment prior to the due date. The school may withhold transcripts or report cards if bill is unpaid.

#### **U. Parental Expectations**

Parents are encouraged to communicate with the school regarding their child or concerns they may have. If a parent wishes to see the Principal or another member of the staff, an appointment should be made 24 hours in advance by calling the school's front office. Phone calls will not be transferred to classrooms in order to avoid disruptions during regular school hours.

Parents are also urged to attend Open House and Parent Teacher Conferences to meet with their child's teacher, as well as other school events. Parents can volunteer their services to the school in the classroom, at the school, or at an event (games, dances, fundraising activities, homecoming activities, etc.). For safety purposes, parents and community members must be fingerprinted and be cleared by the Human Resource office to be involved in volunteering.

#### **V. Skateboards at School**

Skateboards are not allowed on school grounds due to safety reasons.

### W. Telephone Usage

Telephones in the administrative offices are for business use only. Upon approval by the Administrative Secretary and in emergency situations, students may be allowed the use of the telephone.

### X. Vehicle Searches

Authorized administrators or duty security officers have the authority to conduct routine patrols of student parking areas and to inspect the exteriors of student vehicles that are located on school property. The search of the interior of a student vehicle may be conducted if there is reasonable suspicion that the student is in violation of any laws or school rules. In the event such a search is conducted, proper procedures will be used and proper authorities will be contacted, including outside entities.

### Y. Student Searches

Students possess the right of privacy of person as well as freedom from the unreasonable search and seizure of property, guaranteed by the Fourth Amendment of the Constitution. The individual right, however, is balanced by the school's responsibility to protect the health, safety, and welfare of all students. Authorized school officials may conduct searches when they have reason to suspect that the health, safety, or welfare of students may be in danger. Any school official making a search or a seizure will follow these guidelines:

1. General searches of school property (including personal items found in school property) may be conducted at any time when there is reasonable suspicion for school employees to believe that an item, which violates a law or a school rule, is on school property. This search of school property may be made without the student being present.
2. Illegal items (firearms, weapons, alcohol, and drugs) or other possessions reasonably determined to be a threat to the safety or security of others, or which might possibly interfere with school purposes, may be seized by school employees.
3. Items, which are used to disrupt or interfere with the educational process, may be temporarily removed from a student's person.
4. A student's person may be searched by authorized school officials when there is reasonable suspicion to believe that the student has on his or her person illegal or other items that may interfere with school purposes.
5. For the protection of students and staff, **ALL bags in GUSD schools are required to be completely mesh or clear.** If a solid bag is found to be in the possession of a student, the bag will be confiscated. If there is reasonable suspicion that a search of the backpack would reveal evidence of a violation of a school rule or law, the bag will be subject to search. Parent pick-up will be required for all confiscated bags. Additionally, the district will not be liable for any loss, damage, or theft of any confiscated bags or items in the bag.

Please note: In an effort to keep GUSD schools and its premises free of drugs, authorities may use specifically trained, non-aggressive (K-9) dogs to sniff out and alert staff to the presence of illicit drugs, alcohol, weapons, or other illegal controlled substances, as permitted by law. Such inspections by school authorities and trained dogs may be announced or unannounced and be made at any time.

### Z. Student Interviews

School officials may question students regarding matters related to school without limitation. The parent will be contacted if a student interviewed is then subject to discipline for a serious offense. A student may decline at any time to be interviewed by the Security/ School Resource Officer.

If a child protective services worker or peace officer enters the campus requesting to interview a student attending the school, the school administrator shall be notified. Access to interview shall be granted when the child to be interviewed is the subject of or is the sibling of or is living with the child who is the subject of an abuse or abandonment investigation. The personnel of the District shall cooperate with the investigating child protective services worker or peace officer. If a student is taken into temporary custody in accordance with A.R.S. § 8-821, the child protective services worker or peace officer may be reminded to notify the student's parent of the custody, pursuant to A.R.S. § 8-

823. The child protective services worker or peace officer shall be requested to establish proper identification and complete and sign a "Form for Signature of Interviewing Officer." Six (6) hours following the relinquishment of custody by the school, school personnel may respond to inquiries about the temporary custody of the child and may, if considered necessary, call the parent.

If a peace officer enters the campus requesting to interview a student attending the school on an issue other than upon request of the school or for abuse or abandonment, the school administrator shall be notified. If the officer directs that parents are not to be contacted because the interview is related to criminal activity of the parent(s)/guardian, the school official shall comply with the request. Unless these circumstances exist the parent will be contacted and will be asked if they wish the student to be interviewed. If the parent consents the parent will be requested to be present or to authorize the interview in their absence within the school day of the request. Where an attempt was made and the parent(s) could not be reached or did not consent within the school day of the request, the peace officer will then be requested to contact the parent(s) and make arrangements to question the student at another time and place.

When a peace officer is present on the campus to interview students at the request of school authorities due to concerns for the safety of the students in the school population, parent contact shall only be made if a student is taken into custody or following the determination that the student may be subject to discipline for a serious offense. The SRO, present at the request of the school for the continued maintenance of safety and order, may interview students as necessary regarding school related issues as determined by school officials and parents will be contacted if the student is to be taken into custody or if the student is subject to discipline for a serious offense.

### **Student Arrests**

In accordance with A.R.S. § 13-3411, if a violation of the statute is found to have occurred (i.e. possession, distribution, manufacturing of drugs, etc.), the school administrator is required to immediately report the violation to a peace officer. If a peace officer comes to the school and determines that the offense warrants an arrest of the student(s), in accordance with GUSD Governing Board Policy JIH (Student Interrogations, Searches, and Arrests), school personnel will cooperate with the peace officer's request to arrest the student(s). If a violation occurs that may result in an arrest, the following procedures have been established by Governing Board Policy and shall be followed by school personnel:

- Contact Law Enforcement Regarding Violation
- Parental Notification of Violation and Discipline Rendered
- Completion of Form for Signature of Arresting Officer (*see policy JIH-EB*)
- Mail Completed form for Signature of Arresting Officer to parent(s)/legal guardian(s)

Importantly, parental consent/notification is not required for a peace officer to arrest a student. After the investigation into the violation has been completed, law enforcement has been contacted, and the student has been made aware of the discipline rendered by the school administrator, generally, parental contact will then be made.

**Please refer to the GUSD Governing Board Policy JIH et. seq. for additional information regarding Student Interrogations, Searches, and Arrests.**



## **SECTION V: GENERAL RULES FOR STUDENT BEHAVIOR**

### **A. STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES**

A student may submit any concerns, complaints, and grievances regarding constitutional rights, equal access to programs, discrimination, harassment, bullying, intimidation or personal safety issues may complain directly to the school administrator or to a professional staff member on a complaint form designated as JII-EA. The complaint/grievance will be investigated following the procedures set forth in Regulation JII-R and *JII-EB, attached hereto*.

Grievances may not be filed regarding disciplinary or other proceedings under other district policies or regulations or when otherwise prescribed by law or where beyond the Governing Board's authority to act.

Students experiencing problems (which do not rise to the level of a complaint or grievance) may report these problems to the counselor by filling out a student concern form available at the office. The counselor will meet with any students who submit a form to discuss the problems as soon as possible. If a parent/guardian would like to discuss a concern, s/he may schedule an appointment with the teacher or counselor.

### **B. HAZING POLICY**

There shall be no hazing, or solicitation to engage in hazing, of any student enrolled in the District's schools. Aiding and abetting another person who is engaged in hazing is prohibited. Hazing is defined as any intentional, knowing, or reckless act committed by a student, whether individually or with other persons, against another student, and in which both of the following apply: A. 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. B. The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm, or personal degradation. See A.R.S. § 15-2301. It is not a defense to a violation to the hazing policy if the hazing victim consented to or acquiesced in the hazing activity.

All students, teachers, and staff shall take reasonable measures within the scope of their individual authority to prevent violations of the hazing prevention policy. Students may use a student concern report form to report possible violations of the hazing policy to the school principal or may talk directly with a staff member or principal to report the concern. Staff and teachers may use the school disciplinary referral form to report possible violations to the school principal. Reports of hazing policy violations will be investigated by the school counselor and/or school principal by interviewing possible victims, possible violators, and witnesses.

Should an investigation reveal that a violation of the hazing policy did occur; students will be subject to disciplinary action based on his or her involvement. Penalties may include in-school suspension, out-of-school suspension, long-term suspension, and possible expulsion. An organization that knowingly permitted, authorized, or condoned the hazing activity may have a revocation or suspension of their permission to conduct operations at the educational institution.

Any teacher or staff who knowingly permitted, authorized, or condoned the hazing activity is subject to disciplinary action by the educational institution. Hazing involving possible physical or sexual assault will be reported to local law enforcement. Appeals must be first made to the school principal. Alleged violators may then appeal to the District Superintendent. Appeals of discipline imposed pursuant to hazing policies must be made in accordance with applicable District policies and regulations.

See also the information contained in *Policy Exhibit JICFA-EB attached to this Handbook*.

### **C. SECRET SOCIETIES POLICY**

Any student wearing, carrying, or displaying gang paraphernalia and/or exhibiting behavior or gestures that symbolize gang membership, or causing and/or participating in activities that intimidate or adversely affect the educational activities of other students, or the orderly operation of the school, shall be subject to disciplinary action.

### **D. SECRET SOCIETIES REGULATION: Gang Activity or Association**

For the purpose of Governing Board Policy JICF and Regulation JICF-R, a gang is a group of three or more people who: interact together to the exclusion of others, claim a territory or area, have a name, have rivals/enemies, and exhibit antisocial behavior - often associated with crime or threat to the community.

The type of dress, apparel, activities, acts, behavior or manner, or grooming displayed, reflected or participated in by

the student shall not:

- Lead school officials to believe that such behavior, apparel, activities, acts, or other attributes are gang related or would disrupt or interfere with the school environment or activity and/or educational objectives;
- Create an atmosphere in which the well-being of a student, staff member, or other person is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or
- Imply gang membership or affiliation by written communication, marks, drawings, painting, design, or emblem upon any school or personal property or on one's person.

If the student's dress is in violation of this regulation or Policy JICF and Regulation JICF-R, the student will be asked to make an appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal will take appropriate corrective and disciplinary action.

#### **E. HARASSMENT, INTIMIDATION AND BULLYING POLICY**

Harassment, intimidation or bullying of one student or student group by another will not be tolerated. A.R.S. §15-341 Harassment is any act or communication by verbal, electronic, mechanical, telegraphic, telephonic or written means intended to harass another.

Intimidation occurs when a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property.

Bullying is repeated acts over time that involves a real or perceived imbalance of power with the more powerful person or group attacking those who are less powerful. Bullying can be physical in form (pushing, hitting, kicking, spitting, stealing); verbal (making threats, taunts, teasing, name-calling); or psychological (social exclusion, spreading rumors, manipulating social relationships).

Students who are the victim of harassment, intimidation or bullying may file a grievance in accordance with Policy JICK. See also *Policy Exhibit JII-EB attached to this Handbook*.

All complaints will be investigated. Parents will be informed as to the results of the investigation. Records must be kept on file for six years after the incident is reported.

The school takes the position that education about these issues is of utmost importance. Every effort will be made to incorporate education about harassment, intimidation, and bullying into academic and social curriculum.

#### **F. DATING ABUSE POLICY JICL (A.R.S. 15-712.1)**

Dating abuse is a pattern of behavior in which one person uses or threatens to use physical, sexual, verbal, or emotional abuse to control the person's former or present dating partner. Behaviors used may include but are not limited to:

- Physical abuse: Any intentional, unwanted physical contact by either the abuser or an object within the abuser's control, regardless of whether such contact caused pain or injuries to the former or present dating partner.
- Emotional abuse: The intentional infliction of mental or emotional distress by threat, coercion, stalking, humiliation, destruction of self-esteem, or other unwanted, hurtful verbal or nonverbal conduct toward the former or present dating partner.
- Sexual abuse: Any sexual behavior or physical contact toward the former or present dating partner that is unwanted and/or interferes with the ability of the former or present dating partner to consent or control the circumstances of sexual interaction.
- Threats: The threat of any of the aforementioned forms of abuse, threat of disclosing private information to parents, peers, or teachers, or any other threat made with the intent of forcing the former or present dating partner to change his/her behavior.

"Dating Partner" means any person who is involved in an intimate association with another person that is primarily characterized by the expectation of affectionate involvement and that includes casual, serious and long-term dating partners."

This includes respecting and observing the teachings of Navajo culture pertaining to clan relationships.



## **G. DANGEROUS WEAPONS POLICY**

A “dangerous weapon” is any weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except that this does not include a pocket knife with a blade of less than 2½ inches in length. 18 U.S.C. §930(g)(2).

The district is a Gun-Free School Zone. Possession of a firearm, weapon or other destructive device on school grounds is a violation of State and Federal laws. Firearms are not allowed in school buildings or on school grounds at any time, day or night. See Policy JICI for definitions. No student shall go onto the school premises with a dangerous weapon, including a firearm, explosive weapon, knife, any other dangerous or illegal instrument, or any instrument simulating a weapon or represented as such. A.R.S. §13-3101

## **H. ALCOHOL AND DRUGS POLICY**

The use of (including inhalation), possession of, sale of, or being under the influence of alcoholic substances, drugs, narcotics, contraband, (including prescription or over-the-counter drugs without a prescription or in excess of the prescribed amount) or other controlled substances and/or their precursors is strictly prohibited. Drug paraphernalia are also prohibited, such as rolling papers, pipes, roach clips, coke spoons, lighter, eye drops, fragrances (sprays or aerosols), screens, bags, cans, light bulbs, matches and straws. Students who are suspected of using alcohol will be referred to the school nurse’s office and/or law enforcement authorities. Violation of the district’s alcohol and drug policy may result in a warning, reprimand, probation, suspension or expulsion in addition to other civil and criminal prosecution (See Policy JICH).

## **I. INTERFERENCE WITH OR DISRUPTION OF AN EDUCATIONAL INSTITUTION POLICY**

No student shall disrupt or interfere with normal activities, occupancy or use of any building or portion of the campus by threatening to cause physical injury to any employee or student or any other person on district property; threatening to cause damage to the school, school property or the property of any employee or student; intentionally or knowingly entering or remaining on district property for the purpose of interfering with the lawful use of property by district personnel or by others; or by committing any other act that might reasonably lead to the evacuation or closure of any district property or the postponement, cancellation or suspension of any class or other school activity (A.R.S. §13-2911).

Any student violating this policy may be long-term suspended or expelled.

## **J. PUBLIC DISPLAYS OF AFFECTIONS (PDA):**

All schools of GUSD are responsible for creating environments conducive to student learning. PDA is not conducive to student learning. Effective across all schools in GUSD, PDA is prohibited. Examples of PDA include, but are not limited to: hand-holding, hugging, kissing, etc.

## **K. DRESS CODE (JICA)**

The Governing Board recognized that each student’s mode of dress and grooming is a matter of personal style and individual preference. The district encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that positively reflects the educational environment, safety, health and welfare of themselves and others. The District reserves the right to include additional guidelines for student dress to this Handbook in the future.

### **GUSD DRESS CODE**

G.U.S.D’s overall focus is preparing students for their professional lives. In an effort to prepare students, GUSD has adopted the following dress code policy. GUSD reserves the right to add prohibited items/styles as the school year progresses.

Tops	Clothing displaying, related to, or promoting the following is prohibited:	<ul style="list-style-type: none"><li>• Racial or ethnic slurs</li><li>• Skulls, Satanism or Satanic symbols or ICP (Insane Clown Posse) logos</li><li>• Offensive messages, drugs, alcohol, and/or tobacco</li><li>• Profanity, violence or anarchy, sexual activity, or the drug culture</li><li>• Disturbing/disruptive images</li><li>• Music groups who are known to promote excessive violence, sex or drug culture, and profanity</li></ul>
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	Clothing that represents or is associated with gang membership or affiliation is prohibited:	<ul style="list-style-type: none"> <li>• Bandanas, insignias, chains, head coverings (“do-rags”, hair nets, beanies, knit cap, hanging belts (must be worn in belt loops and not to hang excessively)</li> <li>• Any colors/styles signifying a gang affiliation (can be addressed on an individual basis)</li> </ul>
	Shirts of the following style(s) are prohibited:	<ul style="list-style-type: none"> <li>• Tank tops, spaghetti straps, tube tops, halter tops, peasant tops</li> <li>• Low cut shirts/crop tops in which the belly button, bust line, or stomach/waist area is visible</li> <li>• Shirts worn off the shoulders or revealing</li> </ul>
	In order to provide a visibly safe environment, outerwear that is extremely oversized (or trench coats) may not be worn during the school day.	
	All shirts past fingertip length must be tucked in.	
	No pajama tops may be worn as outer wear.	
Pants	Leotards, spandex shorts, or leggings must be accompanied by a fingertip length shirt or skirt.	
	No skirts or short cutoffs higher than 2 inches above the knee-line are permitted.	
	No pants/jeans that are cut-up, ripped, torn, or mutilated are permitted.	
	No pajama bottoms may be worn as outer wear.	
Footwear	Shoelaces will be worn in a traditionally accepted manner (tied & not upside down)	
	Footwear must be worn at all times. Students shall follow standards of dress requirements for specific classes such as Construction Technology, Culinary Arts, Welding, Agricultural-Science, Physical Education, and Chemistry.	
Headgear	No headgear of any kind (including, but not limited to cowboy hats, caps, beanies or hoods) can be worn inside GUSD buildings or annexes by any student before, during, and after school.	
	Sunglasses are permitted outside only and are not to be worn in any configuration inside of the building at any time. Sunglasses worn improperly will be confiscated and returned only to a parent/legal guardian.	
Piercings/ Cosmetics	Jewelry shall not be worn if it presents a safety hazard to self or others. Facial piercings, excluding traditionally accepted ear piercings, are not permitted.	
	No hair coloring or spiking that distracts others from instruction. Hairstyles that may intimidate others or promote violence will not be allowed.	
	To ensure the safety of the student, hairstyles that block their vision or restrict their field of view will not be allowed.	
	No labels, patches, tattoos, or prints that have or promote political ideologies of hate or violence are permitted.	
	No chains, studding, spikes, safety pins, or any other metal item attached to the body or clothing will be allowed.	

## SECTION VI: STUDENT DISCIPLINE

The consequences for all violations will depend on the circumstances and severity of the offense and may range from a verbal warning to expulsion as determined appropriate. If a student is sent to the office, it is assumed that the student has already received a warning and a more severe consequence will be given.

### **A. GUSD Zero Tolerance Offenses**

These include but are not limited to: fighting, assault, violence, weapons, gang activities, major vandalism, drugs, leaving campus without permission, and pulling fire alarms. Zero Tolerance Offenses do not generally follow a progressive pattern of consequences and may result in long-term suspension or expulsion.

If a student is guilty of two or more major offenses, as a student of GUSD, one or more of the following may occur:

- The parent(s)/legal guardians(s) will be notified.
- The parent(s)/legal guardians(s) come in for a conference.
- The student may be placed on short-term suspension.
- The student may be placed on long-term suspension.
- The student may be expelled.

Violation	Range of Consequences
Use or intent to use Explosives, Weapons	<p>The consequences will be determined on a case-by-case basis depending on the circumstances and severity of the offense. Consequences might include but are not limited to one the following:</p> <ul style="list-style-type: none"><li>• Written warning</li><li>• 2 days' external suspension with mandatory parent/guardian conference and possible counseling</li><li>• 5 days' suspension and mandatory parent/guardian conference</li><li>• 10-day suspension with mandatory parent/guardian conference</li><li>• 3 days - Loss of Playground Privileges</li><li>• Restitution and apology</li><li>• Confiscation of object</li><li>• Alternate Placement/ISS</li><li>• Privileges with mandatory parent/guardian conference with counseling</li><li>• Remove graffiti and pay for damage caused and parent conference</li><li>• Bus referral</li><li>• Report to local law enforcement agency</li><li>• Long-term suspension</li><li>• Expulsion</li></ul>
Sexual Abuse/Harassment	
Arson	
Possession of drugs, alcohol or tobacco, drug paraphernalia and/or sale of drugs, being under the influence of drugs, alcohol or tobacco	
Physical Assault	
Theft	
Possession of Dangerous Objects (such as laser pointer, razor blade, pins, needles, etc.)	
Fighting	
Pornographic Materials	
Threatening, intimidation, bullying, verbal abuse, provoking a fight	
Profanity	
Graffiti/Vandalism	
Extortion	
Ditching/Truancy/Excessive Tardies	
Gambling	
Throwing objects: such as rubber bands, spit wads, snowballs, water balloons, food	
Disrespect/ Insubordination	
Cheating, Forgery, Plagiarism	
Inappropriate Dress	
Bus Misconduct	
Play Fighting	

### **B. Disciplinary Action for GUSD (Grades K-12<sup>th</sup>)**

- Consequences of actions may range between the stated penalties. Penalties included in the range may include but are not limited to: verbal warning, written warning, written notification to parents, parent shadows the child in school, probation, detention, suspension from transportation, suspension from athletic participation, suspension from social or extracurricular activities, suspension from other privileges, exclusion from a particular class, ISS, involuntary transfer to another class, suspension, expulsion.
- 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 when: it is made in response to verbal provocation alone, assistance from a school staff member is a reasonable alternative, or 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.

- Students are expected to obey all rules and regulations adopted by the Governing Board, and to obey any instructions given by a member of the faculty or staff relating to daily activities and/or any and all school functions. All students in school buildings, on school grounds, using district property for any educational purposes, or attending a district-sanctioned event shall not engage in any improper conduct or behaviors.
- The administration reserves the right to include other infractions and consequences that are deemed appropriate to these categories.
- All formal disciplinary action will be documented and/or recorded and the documentation and other records will be kept in the administrative files or the student's file. Depending upon the student's conduct, one or more disciplinary actions may be taken by school officials.
- If the student's behavior also constitutes a violation of Local, State or Federal law, school officials may notify the proper authorities of the violation. School officials are not required to initiate due process proceedings prior to notifying law enforcement authorities of a possible violation of a serious criminal offense or a possible serious violation of A.R.S. § 15-507 (Abuse of a Teacher or School Employee in School).
- If the police are notified, parents will be contacted as soon as practical by telephone, by letter or in person. Any action taken by law enforcement will be in addition to disciplinary action taken by the school.
- Anyone may report a violation of student conduct rules to an administrator.
- Student discipline is a critical factor in maintaining a safe environment for students and staff. While it is important that students be held accountable for their conduct, it is equally important that students and families know of their right to appeal and understand the appeal process.

### **C. Types of Consequences for Student Misconduct**

Not all actions in response to student misbehavior are disciplinary in nature and therefore they do not require a due process proceeding. Minor student behavior issues can be resolved through, for example, a Behavior Contract, which is a written agreement outlining certain remedial conditions and/or a plan of action seeking a particular solution to a student behavioral problem.

#### **Minor Disciplinary Action**

##### **Behavior Contract**

Each student must sign a behavior contract indicating that he or she will cooperate with school authorities and work on improving any unacceptable behavior. A Behavior Contract may be used for repeated offenses. After appropriate due-process is provided, a violation of this contract may result in suspension for up to nine (9) days.

Issues may also be resolved through individual or group professional counseling with a student. Counseling sessions may utilize techniques involving discussion, interviewing, and other guidance procedures.

##### **In-School Suspension (ISS)**

In-School Suspension-student spends time in ISS for a designated time or periods when the administration deems it necessary. **ISS can only be assigned by administrators or designee.**

##### **Out-Of-School Suspension (OSS) for up to Ten Days**

The student will be informed by oral or written notice that the student is subject to a short-term suspension, the reasons for the suspension and the evidence the school has of the alleged misconduct. The student shall be allowed to respond to the notice of suspension.

Parents will be notified before the student is allowed to leave campus. If no parent contact can be made, the student may be isolated until dismissal time and then given a written message to the parent/guardian.

Suspended students are not permitted to return to school or attend any school functions during the time of suspension.

When a student returns from an out-of-school suspension, the parent or legal guardian shall participate in a conference that may include the student, administrator, school counselor, and a teacher at the time of return. A phone conference may be accepted in lieu of an in-person conference.

### **Major Disciplinary Action**

#### **Long-term Suspension for more than Ten Days**

A formal letter will be either hand delivered or mailed by certified mail to the parent/guardian informing the parent/guardian that the student is subject to long-term suspension (more than 10 days). The letter will contain a statement of charges and the rule or regulation violated, the extent of the punishment to be considered and the date time and place of the formal hearing. The letter will also inform the parent/guardian of the evidence against the student, the district's witnesses and the name of the hearing officer if a hearing officer has been designated. The procedure set forth in Policy JKD will be followed for suspensions.

Suspended students are not permitted to return to school or attend any school functions during the time of suspension. A student placed on suspension will be considered as being on an excused absence.

When a student returns from an out-of-school suspension, the parent or legal guardian shall participate in a conference that may include the student, administrator, school counselor, and a teacher at the time of return. A phone conference may be accepted in lieu of an in-person conference.

#### **Expulsion**

The most serious disciplinary action is expulsion. Expelled students are permanently excluded from attending district schools and school activities, unless the Governing Board reinstates the student's privileges to attend school. Where the Superintendent has determined that the nature of the accusations against the student justify expulsion, a formal letter will be hand delivered or mailed by certified mail to the responsible parent/guardian at least five days prior to any hearing, informing the parent/guardian that the student is subject to expulsion and containing, among other things, a statement of the charges and the date, time, and place of the formal hearing.

The hearing notice, the hearing, and appeal procedures will conform to applicable legal requirements in accordance with Policies JK and JKE.

#### **Summary Suspension**

In those instances where a clear and present danger is evident, the student may be summarily suspended pending a due process hearing. In these cases, the required notice and hearing procedures as set forth in the policies will be followed as soon as possible.

This handbook serves as notice to students and parents/legal guardians of the school conduct code and discipline regulations. In order to promote effectiveness of student discipline, the assistance of parents/legal guardians in enforcing rules for student discipline is encouraged.

### **D. DISCIPLINARY DUE PROCESS PROCEDURES**

#### **Regular Education Students Suspension for ten days or less**

**Step 1:** The student will receive notice; written or oral, of the reason for suspension and the evidence the school authorities have of the alleged misconduct.

After having received notice, the student will be asked for an explanation of the situation. Authorized District personnel shall make reasonable efforts to verify facts and statements prior to making a judgment.

**Step 2:** Provided that a written record of the action taken is kept on file, authorized District personnel may:

- Suspend the student for up to ten (10) days.
- Choose other disciplinary alternatives.
- Exonerate the student.

- Suspend the student for ten (10) days pending a recommendation that the student be given a long-term suspension or expulsion.

When suspension is involved:

- A parent must be notified before the student is allowed to leave campus. If no parent contact can be made, the student may be isolated until dismissal time and then given a written message to the parents.
- A letter to the parents will be written within a reasonable time to explain the terms (including the possibility that a long-term suspension and/or expulsion is being recommended) and reasons for the suspension and to request a meeting to solicit their help.

**\*\*\*NO APPEAL IS AVAILABLE FOR A SHORT-TERM SUSPENSION\*\*\***

#### **Suspension for longer than ten days:**

**Step 3:** If the offense is one that could result in a suspension of over ten days, in addition to Step 1 and Step 2, a formal hearing will be arranged and conducted by a hearing officer or by the Superintendent.

**Step 4:** A formal letter to the responsible parent or guardian will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) at least five (5) working days prior to the formal hearing. A copy of this letter will remain on file, and the letter should contain the following information:

- The charges and the rule or regulation violated.
- The extent of the punishment to be considered.
- The date, time and place of the formal hearing.
- A designation of the District's witnesses.
- That the student may present witnesses.
- That the student may be represented by counsel at the student's/parent's expense.

If a hearing officer has been designated, the name of the hearing officer is included.

**Step 5:** A formal hearing will be held, during which the student will be informed of the following:

- Nothing in these procedures shall be construed to prevent the students who are subject to the action and their parents or legal guardians and legal counsel from attending any executive (closed) session pertaining to the proposed disciplinary action, or from having access to the minutes and testimony of such session or from recording such a session at the parent's or legal guardian's expense.
- The student is entitled to a statement of the charges and the rule or regulation violated.
- The student may be represented by counsel without prejudice.
- The student may present witnesses.
- The student or counsel may cross-examine witnesses presented by the District.
- The burden of proof of the offense lies with the District.
- Either the hearing must be recorded on tape or an official record must be kept in some other appropriate manner. In addition, parents are to be allowed to tape-record the hearing at their own expense.
- The District has the right to present evidence and witnesses, to cross-examine witnesses, and may be represented by an attorney.

**Step 6:** The decision and appeal procedure, if applicable, up on the conclusion of the hearing will be as follows:

- Upon the conclusion of a hearing by a hearing officer in which a decision of long-term suspension is made, the decision may be appealed to the Board. To arrange such an appeal, the parent(s) of the suspended student or the student must deliver to the Superintendent a letter directed to the Board within five (5) days after receiving written notice of the long-term suspension. The letter must describe in detail any objections to the hearing or the decision rendered.
- The appeal to the Board will be on the record of the hearing held by the hearing officer. If the Board determines that the student was not afforded due process rights or that this policy was not followed in



all substantive respects, the student shall be given another hearing. If the Board determines that the punishment was not reasonable, they may modify the punishment. The decision of the Board is final.

### **Special Education Students Suspension for Ten Days or Less**

Short-term suspension (ten days or less) may be used for special education students for disciplinary reasons on the same basis as for a regular education student. (It is not considered a change of placement unless there is a series of suspension totaling more than 10 days.)

**Step 1:** The student will receive notice; written or oral, of the reason for suspension and the evidence the school authorities have of the alleged misconduct.

- After having received notice, the student will be asked for an explanation of the situation.
- The authorized District personnel involved shall make reasonable efforts to verify facts and statements prior to making a judgment.

**Step 2:** Provided that a written record of the action taken is kept on file, authorized District personnel may:

- Suspend the student for up to ten (10) days.
- Choose other disciplinary alternatives.
- Exonerate the student.
- Suspend the student for ten (10) days pending a recommendation that the student be given a long-term suspension or expulsion or both.
- When suspension is involved:
- A parent must be notified before the student is allowed to leave campus. If no parent contact can be made, the student may be isolated until dismissal time and then give a written message to the parents.
- A letter to the parents will be written within a reasonable time to explain the terms (including the possibility that a long-term suspension and/or expulsion is being recommended) and reasons for the suspension and to request a meeting to solicit their help.

**\*\*\*NO APPEAL IS AVAILABLE FOR A SHORT-TERM SUSPENSION\*\*\***

### **Suspension for over ten days**

**Step 3:** If, after Steps 1 and 2 have been concluded, it is determined that the student committed the offense alleged and a suspension of a special education student for more than ten (10) days within the school year is recommended and the behaviors that led to the suspension are substantially similar, a manifestation determination conference shall be conferred. Such a conference shall be for the purpose of determining whether or not the offense is a manifestation of the student's disability.

**Step 4:** If the offense is not a manifestation of the disability of the student, the student may be suspended by following the District policies for non-disabled students, provided that educational services are continued during the period of disciplinary removal for a student with a disability qualified under the Individuals with Disabilities Education Act (IDEA). A student with a disability qualified for educational services under the American with Disabilities Act or Section 504 of the Rehabilitation Act of 1973, and not qualified under IDEA, may be suspended or expelled from school, and educational services may be ceased if non-disabled students in similar circumstances would not continue to receive educational services.

**Step 5:** If the behaviors are a manifestation of the disability of the student, the District may not extend the suspension of the student beyond a total of ten (10) days in a single school year.

An exception to the above allows for an IDEA qualified student to be given a change in placement to an interim alternative educational setting for not more than forty-five (45) days, in accord with federal law and regulation, if the removal is for IDEA defined drug or weapons offenses or is based upon a due process hearing officer's determination that serious bodily injury to the child or another is substantially likely if current placement is maintained.

## **E. GUSD TRANSPORTATION SERVICES BEHAVIOR MANAGEMENT PLAN**

The Ganado Unified School District #20 is honored to have the opportunity to educate all of GUSD #20. The Ganado School District offers the privilege of transportation services for our students. We hope to serve you and your needs to the best of our ability.

Please be advised that GUSD #20 has strict policies regarding student conduct on all district school buses. Safety is always our number one goal as a transportation department. To ensure all students arrive at school safely, we cannot allow inappropriate behavior to occur while riding our buses. The main function of the transportation department is to transport the students that attend GUSD #20 from home to school, and from school to home, as safely as possible.

### ***Levels of Misconduct***

#### **Level I**

- ( ) Failure to remain properly seated
- ( ) Loud disruptive talking and yelling
- ( ) Eating/drinking /Littering/chewing on bus
- ( ) Throwing objects on the bus
- ( ) Crossing behind the bus
- ( ) Continuously late to bus stop
- ( ) Opening window
- ( ) Other \_\_\_\_\_

#### **Level II**

- ( ) Profanity, obscene language or gesture
  - ( ) Extending head or arm out of bus window
- ( ) Vandalizing District property
  - ( ) Verbal abuse of another student
  - ( ) Defiant behavior shown to bus driver/monitor
  - ( ) Spitting on the bus
  - ( ) Throwing objects at the bus
- ( ) Other \_\_\_\_\_

#### **Level III**

- ( ) Lighting matches
- ( ) Verbal abuse/physical assault on driver or monitor
- ( ) Throwing object from the bus
- ( ) Spitting on a person
- ( ) Shoving student(s) into path of moving bus
- ( ) Physical assault on student
- ( ) Activating or tampering with emergency equipment
- ( ) Igniting smoke/stink bomb on bus
- ( ) Smoking on bus
- ( ) Bullying / Intimidation
- ( ) Weapons, simulated weapons, firearm, destructive device or dangerous instrument (on bus or at the stop)

*\* Please note, level III behaviors result in **immediate** suspension of bus privileges and escalation of the report process, as well as additional disciplinary action as assessed by school site principal.*

### **Should the Rules be Broken, the Following Consequences will be Incurred:**

#### ***First Bus Report***

Parent or Guardian will receive a phone call informing them of the behavior. A verbal warning will be issued stating that repeated reports of misconduct will result in further disciplinary action. The Bus Conduct Report will be scanned to site principal and counselor to insure they are aware of the behavior.

#### ***Second Bus Report***

Parent or Guardian will receive a phone call inviting them to attend a mandatory, in person meeting with the Transportation Supervisor, or other designated official, to discuss the behavior and expectations of bus safety. A written warning will be issued, stating that repeated reports of misconduct will result in further disciplinary action. The site principal and counselor will be invited to attend the meeting, and provided with the Bus Conduct Report, to ensure they are aware of the behavior.

#### ***Third Bus Report***

Parent or Guardian will receive a phone call inviting them to attend a mandatory, in person meeting with the Transportation Supervisor, or other designated official, to discuss the behavior and expectations of bus safety. The student's bus privileges will be suspended for 5 days. The site principal and counselor will be invited to attend the meeting, and provided with the Bus Conduct Report, to ensure they are aware of the behavior.



***Fourth Bus Report***

Parent or Guardian will receive a phone call inviting them to attend a mandatory, in person meeting with the Transportation Supervisor, or other designated official, to discuss the behavior and expectations of bus safety. The student's bus privileges will be suspended for 10 days. The site principal and counselor will be invited to attend the meeting, and provided with the Bus Conduct Report, to ensure they are aware of the behavior.

***Fifth Bus Report***

Parent or Guardian will receive a phone call inviting them to attend a mandatory, in person meeting with the Transportation Supervisor, or other designated official, to discuss the behavior and expectations of bus safety. The student's bus privileges will be suspended for the remainder of the academic year. The site principal and counselor will be invited to attend the meeting, and provided with the Bus Conduct Report, to ensure they are aware of the behavior.

## SECTION VIII: GUSD ATHLETIC HANDBOOK

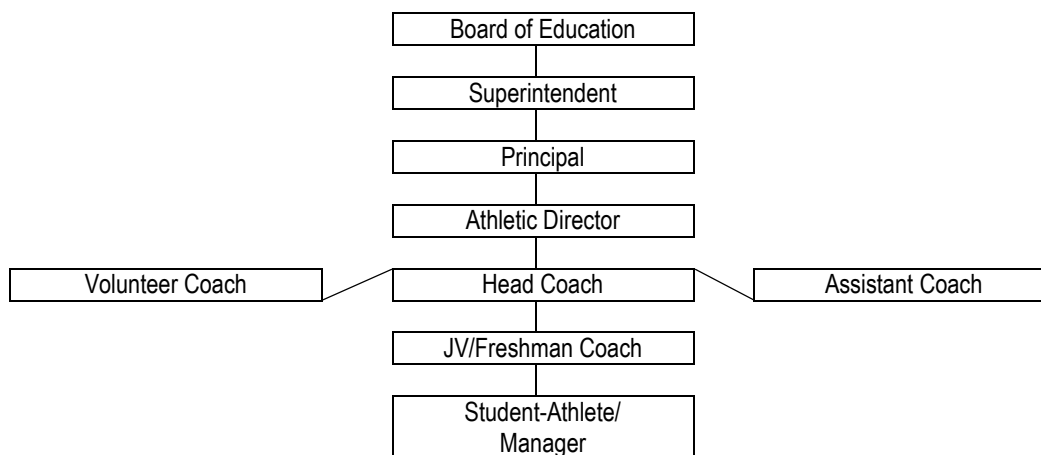
### Introduction

Welcome to the Ganado Unified School District Athletic Program. We have a positive, safe, healthy sporting environment for our program, school and community. Together as one, we will continue to build a competitive program for our student athletes.

### Purpose

This handbook is intended to provide you with information that is essential to a successful and fulfilling participation in the Ganado Athletic Program. As parents/guardians, you are vital to the success of your child's athletic career and the Ganado Athletic Program. Note: The Ganado Middle School (GMS) student athletes and parents are included into the Ganado Athletic Program. Most rules and guidelines are applicable to middle school student athletes.

### ADMINISTRATION ORGANIZATION – CHAIN OF COMMAND



### Sports/First day of practice and/or tryouts

- GHS Fall Sports
  - Cheer: August 12, 2019
  - Cross Country: August 12, 2019
  - Football: July 29, 2019
  - Volleyball: August 12, 2019
- GHS Winter Sports
  - Boys Basketball: November 04, 2019
  - Cheer: November 04, 2019
  - Girls Basketball: November 04, 2019
  - Wrestling: November 04, 2019
- GHS Spring Sports
  - Baseball – February 10, 2020
  - Softball – February 10, 2020
  - Track & Field – February 10, 2020
- GMS Fall Sports
  - Cross Country: August 19, 2019
  - Football: August 19, 2019
  - Volleyball: August 19, 2019
- GMS Winter Sports
  - Boys Basketball: November 12, 2019
  - Girls Basketball: November 12, 2019
  - Wrestling: November 12, 2019
- GMS Spring Sports
  - Baseball – February 17, 2020
  - Softball – February 17, 2020
  - Track & Field – February 17, 2020

### Governing Associations

The Ganado Athletic Program supports and participates in the Arizona Interscholastic Association (AIA) for all its high school sports as well as the Northern Arizona Interscholastic Conference (NAIC) for all its middle school sports. Items not specifically covered in this handbook will be guided by the Ganado Unified School District Parent and Student Handbook, the Ganado Unified School District Governing Policies, 3A Conference, National Federation for High School Sports (NFHS), the Arizona Interscholastic Association (AIA) and the Northern Arizona Interscholastic Conference Constitution and Bylaws.

### High School Athletics

The Ganado Athletic Program encourages you to read the AIA Constitution and Bylaws, found on the AIA website: [www.aiaonline.org](http://www.aiaonline.org). Pertinent information for the student-athlete and their parents/guardians can be found in Articles

14, 15, and 16 of the AIA Constitution and Bylaws. The athletic director is available to answer any questions, concerns, and/or clarifications of any section in the AIA Bylaws.

### **Ganado Unified School District Athletic Program Rules and Guidelines**

The Ganado Athletic Program provides a positive, safe, and healthy sporting environment. Participation in school athletics is a privilege that carries individual responsibility. These guidelines are set forth to help each student-athlete and their parent(s)/guardian(s) to meet and accept those responsibilities.

#### **A. Participation Eligibility**

1. All high school student-athletes are required to complete the online Brainbook Barrow concussion education course prior to participation in practice/try outs: <http://aiaacademy.org>. This course is required only once in high school.
2. All Student-Athletes must complete the following Sports Physical packet on an annual basis. You may renew your sports physical as early as March of every year to count toward the upcoming school year. The Sports Physical packet includes the following forms:
  - Risk Acknowledgement & Consent to Participate Forms (two pages – AIA Bylaw 15.8)
  - AIA Preparticipation Physical Evaluation Form (four pages – AIA Bylaw 15.7.2)
  - AIA Mild Traumatic Brain Injury/Concussion Acknowledgement Form (one page)
  - AIA Consent to Treat Form (one page)
3. You may find the forms at the following locations:
  - District Administration building
  - Front office of Ganado Middle School and Ganado High School.
  - Available via the Ganado Unified School District website. Download a copy from the following link: <http://ghs.ganado.k12.az.us/Athletics>
4. All student-athletes are cleared to participate only when all required forms are turned into the Athletic Director. At the beginning of each season, the Athletic Director will provide you with a tryout pass.
5. The age limit for high school students, the student cannot turn 19 before September 1<sup>st</sup> (AIA Bylaw 15.6.1), while middle school students cannot turn 15 before September 1<sup>st</sup> (NAIC Bylaw Rule 6). Student athletes enrolled in grades 6<sup>th</sup> – 8<sup>th</sup> grade may participate in middle school athletics.
6. For high school students, in order to establish eligibility, a student's initial enrollment shall be no later than the 14th official school day of the semester. If a student's initial enrollment occurs after the 14th official school day of the semester, he/she is ineligible for that semester (AIA Bylaw 15.3.4)
  - The 14<sup>th</sup> official day of school for Ganado High School is August 19, 2019. Students who transfer to Ganado High School after this day cannot join athletics for the semester (AIA Bylaw 15.3.4)
  - Should the student transfer after July 31, 2019 (first day of school) but before August 20, 2019, the student must make up the number of missed days of school before they can participate in athletics (AIA Bylaw 15.3.5).
7. All Student-Athletes must accumulate ten practice days before participation in the first contest (AIA Bylaw and NAIC Bylaw Rule 5).
  - Student-athletes whose state playoff/post season practices exceed the start of the next season's official start date will be able to count towards the ten required practices.

#### **B. Academic Eligibility**

1. Student-athletes must maintain a 68% or better in every class to be deemed eligible.
2. Ineligible student-athletes may practice during ineligibility, but cannot travel or participate in contest. It is at the coach's discretion for ineligible student-athletes to support their team from the bench during home games.
3. Any student athlete deemed ineligible three times in a season will be released from the team.
4. Student-athletes who have No Credit (NC) will be ineligible until credit is recovered.
5. Student-athletes are encouraged to take advantage of tutorials offered by teachers and online tutorial programs like ALEKS (math) and STAR/AR360 (reading).

#### **C. Transfer Students for High School Student-Athletes**

1. Steps for Filling out the Transfer Form 550
  - Visit <https://admin.aiaonline.org/public-forms/student-transfer>. If you do not have internet access, you may call the athletic director to assist in scheduling a time to utilize a school laptop/computer.

- Once submitted, the form is sent to the school the student is transferring from, where it will be reviewed and further steps are required by their representative.
- Once the form is completed by both school's representative's (athletic directors), the student's athletic eligibility will be determined by AIA.

## 2. Transfer Eligibility Dates Per Sport

- Regardless of the number of games scheduled, a student must sit out a minimum of 50% of contests (AIA Bylaw 15.10.1.1).
- If a transfer occurs during the season, the student is ineligible for one year from the date of their first attendance (15.10.1.2)
- For subsequent transfers, the student is ineligible for one year from the date of their first attendance (15.10.1.3)

## D. Home School Student-Athlete (AIA Bylaw 15.3.1.1)

1. Home schooled student-athletes are required to submit documentation verifying their home school status. All home school student-athletes must be approved by the governing board in order to participate in any GUSD athletics. Once board approved, the athletic department will provide the student-athlete with lunch/dinner, and lodging.
2. It is the responsibility of the home school student-athlete to provide their own transportation to and from practice.
3. Home school student-athletes are responsible for submitting their % grades every Friday. Failure to do so will result in an ineligibility for the following week.

## E. Student-Athlete Personal Conduct

1. Student-athletes are expected to act in a manner that positively reflects on their team, school, community, family, and staff.
2. Students-athletes have the responsibility to follow expectations set forth by the team and coaches.
3. Students-athletes have the responsibility to report to practice at the prescribed time and with appropriate active wear and equipment.
4. During the duration of a contest, student-athletes shall not leave the field, track, court, bench area, without the consent of the coach.
  - School athletic programs at all levels are subject to disciplinary action when a school team is removed from the floor or field, prior to completion of the contest (AIA Bylaw 19.3.1).
  - No player may leave the playing area and enter the spectator area of the facility to engage in any type of verbal or physical conflict. The minimum penalties for this violation includes:  
The player is ineligible to participate in all interscholastic athletics for the remainder of the school year (AIA Bylaw 16.3.3.1).
5. Student-athletes are responsible for managing their time by balancing their academics and athletics in order to minimize tardies and absences.
6. Student-athletes shall remain with the team on school grounds and/or in designated areas at all times unless released to their parent/guardian or authorized adult.
7. Student-athletes have the responsibility to report concerns to their coach.
8. Students have the responsibility to maintain their personal health and cleanliness.
9. Student-athletes have the responsibility to complete any missed class assignments when they return to school from an athletic event.
10. Student athletes have the responsibility to follow polices stated under Public Displays of Affections (PDA). PDA is prohibited. Examples of PDA include, but are not limited to: hand holding, hugging, kissing, etc. (Section V: General Rules for Student Behavior).
11. Student-athletes have the responsibility to follow polices stated under Dress Code (Section V: General Rules for Student Behavior).
  - Exceptions for pants during contest include: spandex shorts as it is recognized as athletic uniform code for cross country, volleyball, wrestling, and track and field.

## F. Practices/Tryouts

1. Team practice schedules are at the discretion of the coach. Practices shall not be scheduled for Sunday (AIA Bylaw 14.2.1).
2. The tryout process is at the discretion of the coach. This includes number of days, and the assessment/evaluation of skills.
3. The team roster limit is at the discretion of the coach and shall not exceed the following recommendations:

High School Sports	Athlete to Coach Ratio	Number of coaches	Roster Limit	Teams
Baseball	15 to 1	2	22	Varsity
Basketball	15 to 1	4	15	Varsity, JV, & Freshman
Cheer	15 to 1	1	15	Varsity
Girls/Boys Cross Country	15 to 1	3	22	Varsity & JV
Football	11 to 1	6	20-40	Varsity & JV
Softball	15 to 1	2	22	Varsity
Girls/Boys Track & Field	12 to 1	4	24	Varsity & JV
Volleyball	15 to 1	3	15	Varsity, JV, & Freshman
Wrestling	12 to 1	3	24	Varsity & JV
Middle School Sports	Athlete to Coach Ratio	Number of coaches	Roster Limit	Teams
Baseball	15 to 1	2	18	Varsity
Basketball	15 to 1	2	15	Varsity & JV
Girls/Boys Cross Country	15 to 1	3	20	Varsity & JV
Football	11 to 1	4	22	Varsity & JV
Softball	15 to 1	2	18	Varsity
Girls/Boys Track & Field	11 to 1	3	22	Varsity & JV
Volleyball	15 to 1	3	15	Varsity, JV, & Freshman
Wrestling	11 to 1	3	22	Varsity & JV

- Closed practice is at the discretion of the coach.
- All student-athletes have five practice days to decide which sport they wish to participate in each season, without penalty. The count of five days will begin once all sports practices officially begin.
- Upon quitting a team, the student athlete will not be allowed to join another sport until the current/regular season is completed. All equipment must be returned immediately to the coach or athletic director.

#### G. Attendance

- Student-athletes on travel with the team to events are considered present in school.
- Student-athletes must be in attendance to all class periods the day of a contest in order to participate.
- A student returning to practice after an absence must present a written note from a health care provider, doctor, parent/guardian, or teacher. This note should be turned into the coach on the day following the absence, otherwise, it may be considered unexcused. The note must include the following:
  - The date(s) of the absence(s)
  - The date the note was written
  - The reason for the absence(s)
  - A signature of the parent/guardian
- Excused absences might include:
  - Personal illness
  - Medical or dental appointment – with appointment slip/statement
  - Serious family illness or death in the immediate family
  - Verified Court appearances
  - Traditional ceremony
  - Out of state educational trips
  - Bad roads/inclement weather
  - Tutoring
  - Other school sponsored events
- Absences for the purpose of family trips and vacations are considered unexcused. Three unexcused absences to practice/contests will result in removal from the team.
- Student-athlete accountability before the first eligibility grade check includes the monitoring of attendance. Should a student-athlete accumulate three or more unexcused absences to school, it will result in non-participation until grade checks are given.

#### H. Grade Check Procedures

- The student-athlete is responsible for maintain academic eligibility, bringing his/her grade up to eligibility requirements, and getting appropriate signatures in the Ineligibility Waiver process.
- Semester grades are reported by teachers to the athletic director every Friday. Grade checks will begin in the second week of contest(s) for each sport.
- A list of ineligible submissions will be provided to the coaches and the athletic director to view.
- Coaches are responsible for notifying student-athletes of their ineligibility status. Coaches will provide

student-athletes with the Ineligibility Waiver Form and ensure student-athletes understand the steps to become eligible.

5. It is at the teacher's discretion to complete the Ineligibility Waiver Form. Student-athletes and parent/guardians shall understand that completing the Ineligibility Waiver Form is a process. Parent/guardian are welcome to contact teachers via email or by a set appointment.
6. After obtaining all signatures on the Ineligibility Waiver Form, it is the student-athletes responsibility to return the completed waiver form to their coach. It is the coach's responsibility to ensure the Athletic Director receives a copy before participation in any contest.
7. It is at the coach's discretion to allow a student-athlete to travel despite a completed Ineligibility Waiver Form.

#### I. Student-Athlete Wellbeing

1. Physical health: also known as physical trauma, is damage to the body caused by external force. This may be caused by accidents, falls, hits, weapons, etc.
  - Student-athletes shall report all injuries to the coach and to their parent(s)/guardian(s) immediately.
  - All coaches are first-aid certified and will provide appropriate treatment as needed. Parents/guardians will be notified of any treatment provided.
  - If an injury is in need of urgent medical attention, an ambulance/ EMT will be called, and parent(s)/guardian(s) will be notified.
  - GUSD is not responsible for any medical expenses.
  - In the event that an injury exceeds three (3) days, student athletes are required to seek medical assistance. Clearance from the same medical facility/doctor must be received before returning to practice or competition.
2. Mental health: includes our emotional and psychological well-being. It affects how we think, feel, and act. It also helps determine how we handle stress, relate to others, and make choices.
  - Student-athletes and parent/guardians are encouraged to report any feelings of their child being overwhelmed, stressed, depressed, hopeless, worthless, agitated, socially isolated and/or lonely, etc. to the coach and to their parent(s)/guardian(s) immediately.
  - Initial referrals for psychological evaluations may come from certificated staff members or parents, or from the student (GUSD Policy JLDA). Parents/guardian are recommended to seek counseling for their child, depending on the severity of the emotional and psychological well-being of their minor child.
  - Upon assessment and recommendation of the mental health screening in a nonclinical setting or mental health treatment on a minor, to resume athletic participation, parents/guardians shall provide documentation to ensure the health and wellbeing of the student-athlete in the athletic environment.

#### J. Behavior Contract

1. Student-athletes have the responsibility to respect and comply with all rules. A behavior contract is utilized to support the student athlete in their behavior.
2. Should a teacher/staff contact the coach or athletic director regarding disciplinary referrals and/or minor offenses, student-athletes are required to complete a behavior contract indicating the he or she will cooperate with school personnel and work on improving any unacceptable behavior.
  - a. The Behavior Contract shall be addressed to teacher/staff who reported the disciplinary referral.
  - b. Before participation in a contest, the behavior contract will require acknowledgement signatures from the teacher/staff, coaches, and turned into the principal and/or athletic director.
3. A behavior contract is limited to three offenses per season before released from the team.

#### K. Electronics

1. Students bring these items to school at their own risk. The athletic department is not responsible for lost, damaged, or stolen electronic equipment. The athletic department will not be liable for loss, damage or theft of any personal electronic devices.

#### L. Equipment/Uniform



1. The head coach shall determine the checkout and return of equipment and uniforms.
2. Students have the responsibility to protect school property, equipment, uniforms, and other materials issued to or used by them.
3. Students will be held financially responsible for any loss or intentional damages caused to school property. The value of loss or damaged equipment and/or uniform will be added to the student's school debt.
4. Student-athletes will not be cleared for another sport until all equipment/articles are returned, replaced, or paid for monetarily. Equipment may be returned to the coach or the athletic director.
5. Equipment that could unintentionally cause harm to others are not allowed on the regular school bus. Examples of equipment include and not limited to helmets, bats, shot put, discus, javelin, etc.

#### M. Game Day Expectations

1. Student-athletes are to remain on school grounds by reporting to their designated areas.
2. Student-athletes of the respective sport may enter free of charge into the home contest. Student-athletes are responsible for entering facilities through the admission entrance and provide their team pass to enter free of charge. Student-athletes who do not provide proof of a team pass will not be allowed to enter unless acknowledged by a coach or administrator.
3. Students-athletes are responsible for planning ahead by bringing their own beverages/food items upon entering the contest. Parents/guardians will not be allowed to bring in beverages/food items.
4. It is at the coach's discretion to enforce a team dress up day for contests. All dress codes policies stated under Dress Code (Section V: General Rules for Student Behavior) will apply.

#### N. Playing Time

1. Playing time/selection of team is at the coaches' discretion.

#### O. Locker rooms

1. Student-athletes are responsible to lock up their personal belongings utilizing locker storage areas provided at all facilities. Student-athletes shall purchase personal combination locks and are responsible for keeping their key/code safe.
2. The athletic department will not be liable for the loss of any personal items. It is advised that lockers are not shared and items of value are kept with you.

#### P. Duty to Report

1. Any student-athlete, coach, or parent who witnesses unsafe behavior are required to utilize the chain of command to report behaviors.

#### Q. Energy Drinks

1. Student-athletes shall not be in the possession of energy drinks.
  - 1<sup>st</sup> offense: suspension from upcoming practice/contests
  - 2<sup>nd</sup> offense: released from the team

#### R. Out of Season/Summer Opportunities

1. Out of season and open activities will be under the direction of a board approved coach, sponsor and/or authorized personnel.
2. Only students who attend GUSD are allowed to attend open activities. Middle School student-athletes may not participate in high school open activities until they have promoted from the 8<sup>th</sup> grade.
3. Student-athletes shall meet the requirements of the participation eligibility before participation.
4. Out of season activities and summer practices shall not overlap the times of seasonal sports.
5. Student-athletes cannot practice or compete with other teams during the respective sports season of practice and competition. For individual sports (cross country, wrestling, and track and field), student-athletes may not enter into any competition outside the school team during the season. Any student violating this policy will be released from the team.
  - A student who is a member of a school team shall not practice or compete with any other group, club, organization, association, etc., in that sport during the interscholastic season of competition (AIA Bylaw 14.4.1A)
  - Any student violating the above rule shall forfeit his/her eligibility for a minimum of the balance of the season for that sport or up to a maximum of one calendar year (AIA Bylaw 14.4.1A)
6. Students not affiliated with GUSD Athletic teams, who wish to enter unattached or individually may do so at the discretion of their parent/guardians. Students shall not be affiliated with the school.

- Any student who competes outside of their school team during the season of sport, must compete UNATTACHED (AIA Bylaw 14.4.1.2)
  - A student competing as an individual and in his/her name shall not be coached by, transported by, financed by, or chaperoned by the school or school personnel. He/She shall not be identified as a representative of the school. He/She shall not use any school equipment when competing (AIA Bylaw 14.5.1)
7. Student-athletes and parents who seek nominations or recommendations toward all-star like competition, must do it at their own discretion. The district shall refrain from supporting and/or recommending a student-athlete to outside all-star competitions during the academic school year.
- The member schools of the AIA oppose all-star competition during the school year and shall oppose all efforts of any organization, agency or individual to establish such competition. (AIA Bylaw 14.7.1)
  - During the school year, administrators and coaches shall decline any invitation to participate in all-star competition, shall refrain from recommending any student athlete for all-star competition and shall refuse to provide use of any high school facility for all-star competition, unless specifically sanctioned by the Executive Board (AIA Bylaw 14.7.2)

#### S. Overnight Trips

1. Student-athletes may not be checked out until the completion of the athletic event.
2. Student-athletes are expected to follow all rules set forth by the coach, which include and are not limited to curfews, phone, television, and internet rules.
3. Hotel property (such as blankets and pillows) stays in the room at all times.
4. Any damages done to the hotel room should be reported immediately to the coach.
5. Any damages or fees incurred by a student must be paid in full by the student-athlete and/or their parent/guardian.
6. Violations of the above will result in and are not limited to: non-participation in the next overnight trip or dismissal from the team.

#### T. Student-Athlete Searches

1. Authorized school officials may conduct searches when they have reason to suspect that the health, safety, or welfare of students may be in danger.
2. For the protection of students and staff, athletic bags in GUSD schools are required to be completely mesh or clear. Additionally, the district will not be liable for any loss, damage, or theft of any confiscated bags or items in the bag.  
For a complete description regarding student searches, please refer to the Student Searches under Section IV: General Student Information and Services.

#### U. Serious Offenses (See Sections V: General Rules for Student Behavior further information)

1. Hazing
  - There shall be no hazing, or solicitation to engage in hazing, of any student enrolled in the District's schools. Aiding and abetting another person who is engaged in hazing is prohibited. Hazing is defined as any intentional, knowing, or reckless act committed by a student, whether individually or with other persons, against another student, and in which both of the following apply
  - All complaints will be handled per district policy.
2. Harassment, Intimidation, and Bullying Policy
  - Harassment, intimidation or bullying of one student or student group by another will not be tolerated. A.R.S. §15-341
  - Harassment is any act or communication by verbal, electronic, mechanical, telegraphic, telephonic or written means intended to harass another.
  - Intimidation occurs when a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property.
  - Bullying is repeated acts over time that involves a real or perceived imbalance of power with the more powerful person or group attacking those who are less powerful. Bullying can be physical in form (pushing, hitting, kicking, spitting, stealing); verbal (making threats, taunts, teasing, name-calling); or psychological (social exclusion, spreading rumors, manipulating social relationships).
  - All complaints will be handled per district policy.
3. Dating Abuse Policy



- Dating abuse is a pattern of behavior in which one person uses or threatens to use physical, sexual, verbal, or emotional abuse to control the person's former or present dating partner. Behaviors used may include but are not limited to physical abuse, emotional abuse, sexual abuse, and threats.
  - All complaints will be handled per district policy.
4. Dangerous Weapons Policy
- A "dangerous weapon" is any weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except that this does not include a pocket knife with a blade of less than 2½ inches in length. 18 U.S.C. §930(g)(2).
  - The district is a Gun-Free School Zone. Possession of a firearm, weapon or other destructive device on school grounds is a violation of State and Federal laws. Firearms are not allowed in school buildings or on school grounds at any time, day or night. See Policy JICI for definitions. No student shall go onto the school premises with a dangerous weapon, including a firearm, explosive weapon, knife, any other dangerous or illegal instrument, or any instrument simulating a weapon or represented as such. A.R.S. §13-3101
  - Any student-athlete violating this policy will be released from the team.
5. Alcohol and Drugs Policy
- The use of (including inhalation), possession of, sale of, or being under the influence of alcoholic substances, drugs, narcotics, contraband, (including prescription or over-the-counter drugs without a prescription or in excess of the prescribed amount) or other controlled substances and/or their precursors is strictly prohibited. Drug paraphernalia are also prohibited, such as rolling papers, pipes, roach clips, coke spoons, lighter, eye drops, fragrances (sprays or aerosols), screens, bags, cans, light bulbs, matches and straws. Students who are suspected of using alcohol will be referred to the school nurse's office and/or law enforcement authorities. Violation of the district's alcohol and drug policy may result in a warning, reprimand, probation, suspension or expulsion in addition to other civil and criminal prosecution (See Policy JICH).
  - Any student-athlete violating this policy will be released from the team.

#### V. Sportsmanship

1. At all contests, student-athletes, parents, coaches, and spectators are expected to adhere to the principles of good sportsmanship at all times. Good sportsmanship is displaying cooperation, self-control, fairness, respect for one's opponent, and graciousness in winning or losing
2. There should be no vulgar, derogatory, profane, or other inappropriate language.
3. There should be no verbal or negative gestures that indicate taunting of the officials, opponents, and their fans.
4. Student-athletes and parents should be supportive and positive while cheering for their team.

#### W. Social Media

1. Student-athletes are expected to represent themselves and the athletic department with honor, dignity and integrity at all times. This includes interaction in the media, social networking websites and in other online environments. As a condition of being a student-athlete, student-athletes must abide by the following rules related to the use of the internet and social networking sites:
  - Any postings or communications via social networking websites which disrupt either the educational or athletic environments or which advocates the violation of any school or team policy would be unacceptable.
  - Student-athletes may not post any pictures, information or other content that might cause embarrassment to themselves, fellow student-athletes, teams, coaches, the athletic department, and school district.
  - Student-athletes may not suggest, share, and post any content online that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual, teammate, team, coach, athletic department, and school district.
2. The failure to do so will be considered a violation in which will result in disciplinary action by the Athletic Department.

- 1st Offense - Parent meeting with the head coach and the Athletic Director. Consequences will be determined based on the severity of the infraction, which may include a suspension from practice, contests, and/or released from the team.
- 2<sup>nd</sup> Offense - Parent meeting with the head coach and the Athletic Director. Consequences will include dismissal from the team for the season and/or ineligible for athletics for the remainder of the school year.

#### X. Suspensions

1. Student-athletes serving Out of School Suspensions (OSS) will be released from the team/season.
2. Student-athletes serving Internal School Suspensions (ISS) cannot participate in athletics until their assigned detention is served. Additionally, the student-athlete must complete a behavior contract before competing.

#### Y. Team Photos

1. All team members who do not plan on purchasing personal photos will still take part in the team photo.

#### Z. Awards

1. High School Athletic Awards Ceremonies will be held at the end of each fall, winter, and spring season for student-athlete recognition.
  - Only varsity athletes will letter once they complete a varsity season, they will not receive additional letters thereafter.
  - Each varsity athlete will receive a letter and pin from their respective sport.
  - Student-Athletes who have been pulled up at the end of the season for regional and/or state playoffs are not considered to letter.
  - Student-athletes who completed a season will receive a Ganado Hornet Athletic apparel. They will not receive an additional apparel thereafter.
  - At the end of the year, one male and one female three sport student-athlete shall be recognized in the following areas:
    - Highest GPA
    - All-around athlete
  - Managers, film crew, etc. positions will not qualify towards these recognitions.
2. Middle School Athletic Pot locks will be held at the coach's discretion for student-athlete recognition.

#### AA. Parent/Guardian Conduct

1. Parents/guardians are expected to support athletic/team expectations by helping their child to understand rules and consequences.
2. For each season, parents/guardians are expected to attend the seasonal Parent Athletic Meetings to meet with their child's coach.
3. Parents/guardians are encouraged to track their child's grades and attendance using FamilyLink.
4. Parents/guardians shall not interfere with the team during the duration of the contest.
5. Unless consent is given by the coach, parents/guardians and spectators shall not leave the bleacher/spectator area to enter onto the field, track, court, bench area, locker room, and coach's office.
6. Parents/guardians should not approach the coach regarding concerns at the conclusion of a contest.
7. Utilizing the chain of command, parents/guardians shall make an appointment 24 hours in advance to communicate concerns at the respective level regarding their child. Only legal parents/guardians listed in SchoolMaster can request a meeting and may only address matters pertaining to their child. A written statement will be required BEFORE all meetings can be scheduled. Statements should include:
  - a. Date/Time of incident
  - b. Individuals involved
  - c. If applicable, statements from witnesses.
8. To ensure timely accountability of matters, it is the responsibility of the parent/guardian to address concerns within two weeks of the date of the incident.
9. Parents/Guardians and spectators may be subject for removal from an athletic contest by GUSD security or local law enforcement.
  - Spectator Behavior–In the event that spectators, parents, or other non-school personnel initiate or use profanity in cheers or cheers having the intent of sounding profane, single out opposing players personally and/or heckle them by directing derogatory or profane statements or chants at them, use racist remarks, direct offensive cheers/chants at opposing cheering sections, or engage in physical

conflict or other threatening or aggressive behavior with school personnel, officials, players, coaches, or other spectators, the school(s) involved shall utilize all available law enforcement resources to prosecute such offenders, and shall take all reasonable actions to help ensure that future similar incidents do not occur, such as temporarily or permanently prohibiting the offender(s) from attending future contests (AIA Bylaw 16.3.4).

9. Unsportsmanlike conduct will result in a warning. Before resuming attendance at athletic events, parent/guardians will be required to complete the online course, *Positive Sport Parenting* on the NFHS Learn website: <https://nfhslearn.com/courses>.
10. The continuation of unsportsmanlike conduct will result in banishment of the individual(s) from all athletic contest(s) for that season.

#### BB. Emergency Action Plan

1. Coaches have a copy of the Emergency Response Plan and students-athletes are to follow the coaches' directions during an emergency.

#### CC. Transportation/Travel

##### 1. Activity Bus Run

- A temporary or permanent pass is required to get on the activity bus.
- Upon release from practice, it is the student-athlete's responsibility to get on the bus in a timely manner. Activity bus run departure from the middle school is at approximately 5:30 pm and at the high school; 6:00 pm.
- Basketball season may consist of two sessions for the high school teams. Early practices are able to utilize the activity bus runs while late practices must be dependent upon parent drop off and pick up.

##### 2. Check out from a contest

- Parents/guardians may utilize the "Authorized Adult" section of the *Risk Acknowledgement & Consent to Participate Form*, parents/guardians may designate individuals listed in SchoolMaster to sign out their child after a school sponsored game or event.
- For the safety of the students, only authorized individuals listed in SchoolMaster will be allowed to checkout student-athletes. If it is planned for a student-athlete to be checked out by someone not on the checkout list, a written document (handwritten or email) from the parent/guardian must be given to the coach prior to departure of an athletic event. Coaches shall verify all written statements by contacting parents/guardians.
- It is at the high school coaches' discretion to have parent/guardians sign out their child upon returning from a contest or following a home contest.
- It is required of the middle school parents/guardians to sign out their child upon returning from a contest or following a home contest.
- An individual checking out the student may be asked to provide a state issued Identification Card (I.D.) for personal identification purposes.
- Authorized Adults will not be allowed to release your child to a third party.
- Once a student-athlete is checked out, they become the sole responsibility of the parent/guardian or authorized adult.

##### 3. Departure/Return

- To participate in a traveling contest, student-athletes are required to travel to school sponsored events via district transportation vehicles.
- Exceptions for parents/guardians to transport their child include unforeseen emergencies and transportation from a previous school related function.
- All exceptions must be approved prior by the athletic director and/or principal.
- Student-Athletes cannot be picked up or dropped off along the route to a contest.

4. Although the District is not legally required to provide transportation to students, as a courtesy, students are generally provided with transportation to and from school/athletic events. The bus driver is responsible for the students on the bus. Students with serious disciplinary problems while on the bus may have their riding privileges suspended. Student responsibilities on the bus include:

- Be courteous and follow the directions of the driver at all times.
- Remain seated facing the front with your feet on the floor.
- Keep hands, feet and objects to yourself inside the bus.
- Do not display any verbal or physical behavior that disrupts the ride.

- No gum chewing, eating, drinking or smoking.
- All school rules and policies apply while on the bus.

The Transportation Department reserves the right to determine non-allowable items. All bus infraction referrals will be dealt with in accordance with the student discipline policies and regulations. Bus transportation is a privilege, not a right. Therefore, please respect and comply with all the bus safety rules. For a complete description regarding bus conduct/discipline, please refer to the Bus Transportation under Section V: General Rules for Student Behavior.

#### DD. Personal Vehicle

Student-athletes who utilize their personal vehicles are required to follow the high school policies. See Section C. Student Drivers, Section IX: Individual School Policies and Procedures.

## SECTION IX: INDIVIDUAL SCHOOL POLICIES AND PROCEDURES

### A. GANADO PRIMARY AND INTERMEDIATE SCHOOLS

#### ***CHILD FIND PROGRAM***

Federal law, P.L. 94-142 requires the district to make every effort possible to identify all children within the district above the age of three years who might have special capabilities or other exceptional needs. If you are aware of any such children, please stop by the elementary school office.

#### ***CLASSROOM PLACEMENTS***

Parents are invited to discuss placement concerns at the end of the current school year for the following school year. However, in order that all children and teachers participate in an equitable educational program, the following Student Placement Procedure has been established.

1. Before any parental requests are honored, students are placed on class lists without regard to teacher to achieve near equal distributions of the following grouping:
  - a. academic ability: above, on, and below grade level
  - b. language proficiency ranges;
  - c. special needs students; and
  - d. male and female;

When class lists have been constructed, the Principal randomly assigns each class list to a classroom teacher for the following year. The school Principal is responsible for the final educational placement of all children.

2. Parents who wish to have input in educational decisions are always welcome to participate. Parental requests must be in writing stating specific reasons for placement in a particular classroom. However, action on parental requests for certain teachers or programs depends on the availability of classroom space, the child's special needs or qualifications for such programs, and the educational impact of the requests on the entire school's ability to function smoothly.
3. A written request or lack of request will have no effect on the care given to each child's placement.
4. Parents are cautioned not to request placement or non-placement based on what they may have heard about a teacher. Just as each child is unique, so is each teacher. An experience that other parents may have had with their children may be totally different from what your children could have with the same teacher.
5. Requests for a child not to be placed with another student, for whatever reason, should be noted in writing to the child's present classroom teacher. Parents should be aware that other considerations may prevent the honoring of such request.
6. Parents of incoming kindergarten students may indicate placement requests at registration.
7. No classrooms already considered full will be over enrolled to make room for requests nor will any child be removed from a classroom already made to make room for another child. However, if so desired, a child may be placed on a waiting list for that class in the event an opening occurs.
8. All parent requests will be strongly considered, but there will be no individual responses. Please do not ask to be called if your request is not honored.
9. A parent-teacher conference is strongly recommended when there is a placement concern.

#### ***ENROLLMENT OF KINDERGARTEN AND FIRST GRADE STUDENTS***

According to State law, a child must be five years of age by September 1<sup>st</sup> to be admitted to Kindergarten and six years of age by September 1<sup>st</sup> to be admitted to first grade. It is important for parents to realize that all class placements are tentative for all newly enrolled students, until the child can demonstrate the ability to meet Ganado Elementary promotion criteria which was necessary for the advancement of all other students promoted to that grade.

A child is not officially enrolled unless all of the following are completed: (1) immunization records or proof of exemption; (2) birth certificate; (3) proof of guardianship; (4) proof of residency and (5) prior educational records are received and that the latter support grade placement. In addition, a child's census number is helpful for determining eligibility purposes. No child will be enrolled until the immunizations are completed or initiated as required by law.

### ***PROMOTION REQUIREMENTS BY GRADE***

Ganado Primary School does not favor the retention of children, however, the school does have promotion standards that every child should strive to meet. The grade level standards are reflective of National and State grade level standards and therefore may appear to be difficult for some students to meet. Parents are encouraged to confer frequently with the teacher about their children's progress and learning. A teacher may recommend retention if the child has excessive absences. Per A.R.S. §15-701, the state of Arizona requires a student not be promoted from the third grade if the student scores far below the third grade level on the AzMERIT statewide assessment.

### ***REPORT CARDS AND OTHER PARENT REPORTS***

Report cards are issued to parent four (4) times each year after each nine-week grading period. During each grading period, parents will receive a report card with comments. During each reporting period, parents may receive a curriculum narrative (parent letter) which will explain the curriculum covered during that marking period. Contact the Principal if you do not receive a report card for your child.

In addition, parents may receive other reports as needed to inform parents of student progress between report cards. Parents are encouraged to set up conferences with the teacher and to share information regarding your child's progress. Please come in regularly to monitor your child's progress and come in with specific questions to make the time with your child's teacher most useful. Conferences with your child's teacher can be arranged at any time during the school year.

### ***RULES OF GENERAL CONDUCT AND RESPONSIBILITIES FOR STUDENTS***

All students are expected to demonstrate satisfactory standards of conduct which include, but are not limited to the following:

- Respect yourself and others.
- Respect the earth and all living things.
- Behave the way you want others to behave.
- Don't hurt anyone physically or emotionally.
- Students must obey lawful directions of school staff members.
- Students may not have unauthorized items in school including: firecrackers, spray paint, toxic or noxious substances, real or pretend tobacco, alcohol or drugs, real or pretend knives, guns, rubber band shooters, or water guns. These items will be confiscated and will not be returned.
- Use the restroom as intended, respect the privacy of others, do not stand on toilets.
- Walk. Do not run in the school building.
- No gum allowed.
- No pushing or shoving.
- Play safely and avoid rough-housing.
- Do not run in front, behind, or in between the swings.
- Do not jump or flip off of swings.
- Swing only forward and backward in a seated position.
- Tackle football is not permitted.
- No roller blades, roller skates, or skateboards on Ganado Elementary School property.
- Students are not permitted to run down the slide
- Students are not allowed to run on playground equipment.

All students have the responsibility to:

- Protect the rights of others to study and to learn (no put downs);
- Attend school daily unless ill or legally excused;
- Be on time to all classes;
- Obey school rules (a copy is available upon request);
- Volunteer information and cooperate with school staff in disciplinary cases;
- Complete all in-class and homework assignments and to meet deadlines;



- Respect public property and carefully use and return all materials and equipment;
- Come to class with necessary books and materials;
- See that school correspondence to parents reaches home; and
- Do your personal best.

If a student continually chooses not to follow a rule and is sent to the office by a staff member, a letter will go home to the parent and must be returned with a parent's signature. The School Board policy on Discipline prohibits the use of corporal punishment (spanking, paddling, etc.) as a means of discipline for children whose behavior(s) cannot be controlled or corrected through parent contact or positive behavior supports. Discipline will be imposed in accordance with school district policies. If the misconduct is also a violation of local, Arizona or Federal law, the proper authorities will be notified in addition to any discipline imposed by the school. Ultimate decisions regarding disciplinary action are imposed by the Principal.

### ***SCHOOL HOURS AND SUPERVISION***

School begins daily at 8:00 am. All K-5 students will be released at 3:00 pm daily. Buses will depart from main campus around 3:20 pm. Staff at the school report to playground duties at 7:15 am and there is no supervision of playground after school. For those reasons, we ask for parents' cooperation and assistance by having their children arrive at school no sooner than 7:15 am. This will help ensure the safety of all students.

Elementary school students are required to leave school grounds when school is over. They are not to remain at school unless prior approval has been obtained from the Principal. If you choose to allow your child to come to school before or to return to school after normal school hours, then you must realize that the safety of your child is your responsibility.

### ***TIME OF DAY REQUIRED***

For the purposes of the Arizona Department of Education in order for a student to be counted in attendance all day, the student must attend at least three-quarters of the instructional day. Lunch and recess cannot be counted. A student who attends at least one-half of the instructional day, but not more than three-quarters, is considered present for only 1/2 the day.

## **B. GANADO MIDDLE SCHOOL**

### ***ACADEMIC INTERVENTIONS***

Academic interventions are held to open the communication lines between the student, parent/guardians, teachers and principal. Academic interventions can be requested when a concern arises. The overall goal of an academic intervention is to create a plan for success for each student, both behaviorally and academically.

### ***GRADE REPORT PERIODS***

These reports will notify the student and parents of student progress.

- Progress Reports – academic reports are available via FamilyLink and may be accessed at any time by parents.
- Mid-Quarter Reports – academic reports given at Parent-Teacher Conferences and/or mailed home
- Final Report Cards – grades/academic report mailed home at the end of the quarter

### ***FAMILY LINK***

Parents will have access to student academic standing in their classes by accessing FamilyLink. Students and their parent/guardian will be provided with an account. It will be the student's responsibility to keep their login information in a location that is easily accessible for use. The creation of a FamilyLink account will provide students with the ability to track their progress in class daily, as long as the student has access to technology at school or their home. Students and parents may view grades, attendance, and teacher comments in FamilyLink. An email link is also available for communicating with the teacher regarding a student's progress.

### ***PROMOTION – RETENTION (REGULAR EDUCATION)***

The School District has standards that students must achieve in reading, writing, communication, science, social studies and mathematics for promotion to the next grade (Board Policy - IKE). In addition to meeting the course requirements, grades, (including exploratory classes) teacher-principal recommendations, attendance, and other data



will be taken into consideration for retention and promotion. A decision to retain a student will be made after a careful study of facts relating to all phases of the student's growth and development, and should be in the best interest of the student. (A.R.S. § 15-701 (E) and A.R.S. 15-342(11))

Every effort will be made by all school personnel (Teachers, Principal, Counselor, and Attendance Clerk) to assist those students who are at risk of being retained. The teachers will be responsible for identifying these students and making the appropriate referrals for intervention as early as possible. The parents and Principal will be informed of students who are identified as at risk for retention, parent conferences will be held during regularly scheduled parent/teacher conferences and at other times as deemed necessary during the school year.

Any student who has a cumulative grade point average of 1.75 or below will be strongly considered for retention. Excessive absences/tardies will also be taken into consideration.

No decision to retain a student shall be made without student and parent involvement. Every effort will be made to contact the parents/guardians on the progress of their student. Teachers shall make the final recommendation to retain a student after consultation with the principal, input from other staff members, and parents when possible. Students and their parent(s) shall be involved throughout the retention determination process if possible.

Parent(s)/Guardian(s) may request in writing that the Governing Board review the school's decision pursuant to A.R.S. § 15- 342(11).

### ***PROMOTION – RETENTION (SPECIAL EDUCATION)***

The retention of an ESS student will be considered when they do not meet the requirements of the student's alternative curriculum set forth in their IEP. This is in accordance with A.A.C. R7-2-301 and R7-2-401.

Students who do not meet regular promotion requirements must meet the course of study and promotion requirements for special education under the guidance of A.A.C. R7-2-401. Students that are in need of special educational services will be assigned a case manager to establish an IEP.

Any student unable to meet regular academic requirements for promotion must meet the requirements of an alternative curriculum derived from the regular curriculum, which will be developed by a multidisciplinary team on an individual basis. Students placed in special education program will complete the course of study as prescribed in the individual promotion plan and implemented through their individual education program. Course work will be presented at a level commensurate with the student's ability. The student's permanent file shall identify the courses completed through special education; however, the student will receive the standard certificate of promotion.

### ***TEACHER ASSIGNMENTS***

Once a student is assigned to a teacher, class assignments will not be changed unless a recommendation and determination is made by the Principal.

## **C. GANADO HIGH SCHOOL**

### ***GRADUATION REQUIREMENTS***

A student must have a minimum of twenty-two (22) credits in order to graduate (R7-2-302.02).

#### ***Requirements for SY 2019-2020***

English	4 credits
Mathematics	4 credits
Science	3 credits
Social Studies	3 credits
CTE or Fine Arts	1 credit
PE and Health	1 credit
<u>Electives</u>	<u>6 credits</u>
<b>Total</b>	<b>22 credits</b>

The following are also requirements that students must meet:

- Arizona Civics Test – pass with a minimum score of 60%.
- Education and Career Action Plan (ECAP) – reflects a student's current plan of coursework, career aspirations,

and extended learning opportunities in order to develop the student's individual academic, career goals and postsecondary plans.

- Instruction and Hands-on Training in Cardiopulmonary Resuscitation – training sessions in cardiopulmonary resuscitation, through the use of psychomotor skills in an age-appropriate manner. A student may be excused from the instruction on cardiopulmonary resuscitation at the request of either:
  - A. The pupil's parent.
  - B. A pupil who provides written documentation that the pupil has previously received training in or is currently certified in cardiopulmonary resuscitation.
  - C. The pupil's individualized education program team, if the pupil is a child with a disability as defined in A.R.S. § 15-731 and if the individualized education program team makes a determination to excuse the pupil from the instruction.

Certain colleges/universities and/or scholarships may have additional requirements, please consult with your counselor for proper post-secondary planning.

### ***STUDENT CLASSIFICATION***

One unit of credit (for two semester courses) or ½ unit of credit (for one-semester courses) can be earned by successfully passing a fifty-five (55) minute class. Classes will be conducted daily following a 6 period 55-minute schedule.

Grade classification is determined by class cohort listed below:

- Freshman – Class of 2023
- Sophomore – Class of 2022
- Juniors – Class of 2021
- Seniors – Class of 2020

\*If a student does not meet their graduation requirements when he/she is a senior, they will be considered a fifth-year senior) \*

### ***HONORS WEIGHTED COURSES***

Honors level courses have higher rigor and expectations for independent student work; therefore, they are given more weight in comparison to general level courses. The grade received in Honors courses will be given the designated weight in the computation of the Grade Point Average (GPA).

**A= 4.5                  B=3.5                  C=2.5                  D=1.0                  F=0**

### ***CONCURRENT ENROLLMENT /DUAL CREDIT/ADVANCE PLACEMENT (AP) WEIGHTED COURSES***

Concurrent Enrollment and Dual Credit Programs allow students to take college courses, earning college credit, while still in high school. In order to participate in the program, students must meet requirements set by GHS and the colleges. Students should contact the Academic Counselor if they are interested in these programs.

High School students enrolling in courses for concurrent college credits must meet satisfactory placement requirements. Enrollment for concurrent classes at Northland Pioneer College ("NPC") will be on the first day of NPC college classes and withdrawal from those classes shall be no later than the last day of the fourth week of classes as specified in the NPC Student Handbook. Students wanting to withdraw from classes will need parental permission with the concurrence of the teacher and Academic Counselor prior to approval by the Principal. A class taken for concurrent credit at a college or university for up to 3 credits is equivalent to ½ credit earned at GHS.

Concurrent grading for NPC courses will be based on the dual grading scale with a grade earned for high school credit and a grade earned for college credit. The high school grade will be assessed at ten (10) percentage points higher than the college grade. The student's NPC transcript will display the actual percentage earned throughout the course. As in all college courses, the NPC final grade must be a minimum of a "C" to count toward an associate degree or transfer to an accredited college.

The grade received in these courses will be given the designated weight in the computation of the Grade Point Average (GPA).

**A= 5.0                  B=4.0                  C=3.0                  D=1.0                  F=0**

## ***STUDENT ATTENDANCE***

GHS recognizes the importance that consistent school attendance can have on a child's education. It is a fact that students who attend school regularly learn more and are more successful in school than students who do not. School attendance is the responsibility of the student and his/her parents/guardians. Parents who make regular school attendance a priority also are helping their children learn to accept responsibility.

An absence is when a student arrives ten (10) or more minutes after the tardy bell to any class period.

### **Tardy Policy**

Between each class period, students are afforded five minutes to get to the next class. After the tardy bell, students are expected to be in their classroom. Due to the safety concerns of running in the hallway for students and staff, a student who runs, jogs, skips, etc., will be marked tardy to the class period. In short, it is the student's responsibility to manage time effectively to allow them enough time to arrive to the next class by only walking.

Tardies are disruptive to the educational process in the classroom. As a result, in an effort to deter students from being tardy, Ganado High School will adopt the following disciplinary consequences outlined below:

- 1<sup>st</sup> – 3<sup>rd</sup> tardy - No disciplinary action will be taken
- 4<sup>th</sup> tardy - Student will be assigned one day of lunch detention
- 5<sup>th</sup> tardy - Student will be assigned one day of In-School Suspension (ISS)
- 6<sup>th</sup> tardy - Student will be assigned two days of ISS, Behavior Contract, Parent will be invited to meet with the Dean of Students and the School Counselor
- 7<sup>th</sup> tardy - Student will be assigned three days of Out of School Suspension (OSS)
- 8<sup>th</sup> tardy - Student will be assigned six days of OSS
- 9<sup>th</sup> tardy - Student will be assigned ten days of OSS
- 10<sup>th</sup> tardy - Student will be assigned ten days of OSS and be recommended for a Long-Term Suspension

As an important note, the amount of tardies a student accumulates and the pattern of discipline a student receives will be reset at the beginning of each quarter.

## ***NO CREDIT DUE TO ABSENCES***

Students who exceed 9 days of absences (excused or unexcused) may receive No Credit for each course. Beginning in the 2019-2020 School Year, **GHS will no longer utilize the credit appeal process and expect all students and parents to take responsibility for student attendance.**

Parents/Guardians will receive notification of excessive absences on the 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup>, and 10<sup>th</sup> absence.

Students with a chronic health condition which may keep them away from school must procure a Medical Certification of Chronic Health Conditions form from the attendance office for their doctor to complete and return to the school. Students not completing this form will not be given consideration for chronic health problems when deciding loss of credit issues.

## ***HALF-DAY HIGH SCHOOL STUDENT ENROLLMENT***

In accordance with A.R.S. § 15-901, in order for a high school student to be identified as a “full-time” student, they must be enrolled in a minimum of four high school courses. Students who seek to “limit” the number of courses they take per a given year must meet the following requirements:

- Notify their academic counselor in writing of their intent to take a reduced course load
- Arrange a parent/student meeting with their designated academic counselor and the principal
- Be in good academic standing (on-track to graduate, etc.)

Students who are given permission to take a reduced number of courses, must adhere to the following guidelines:

- Courses to be taken must meet 1st-4th period.
- After lunch, the student must leave school premises for the remainder of the day (“half-day” students are not permitted to return to campus during instructional hours at any time).
- Before leaving campus for the day, students must check themselves out through the front office.

**Failure to adhere to the guidelines above may result in disciplinary consequences ranging from a verbal warning to expulsion.**

#### ***DESIGNATED AREAS FOR BREAKFAST/LUNCH:***

For the safety of the students, during breakfast and lunch, students will only be allowed in the following areas:

- Cafeteria
- Cafeteria Patio (during lunch only)
- Grand Avenue
- Library (during lunch only)

Students are expected to adhere to following guidelines:

- Unless a student has a written pass from a teacher, students will not be allowed in the any other area during breakfast or lunch.
- Ramp areas on both the east and west end of Grand Avenue must remain accessible at all times. This means students should not linger on the ramp or around the ramp.
- During breakfast and lunch, for safety of the students, students will not be allowed to sit on the stairs at either the east or west end of Grand Ave.
- The front office and the area above the stairs is off-limits during breakfast and lunch.

#### ***FAMILYLINK***

In order to facilitate student scheduling, a FamilyLink account will be required from all GHS students. It will be the student's responsibility to keep their login information in a location that is easily accessible for use. The creation of a FamilyLink account will provide students with the ability to track their progress in class daily, as long as the student has access to technology at school or their home. Students and parents may view grades, attendance, and teacher comments in FamilyLink. An email link is also available for communicating with the teacher regarding a student's progress.

#### ***AFTER SCHOOL ACTIVITIES (TUTORING/CREDIT RECOVERY/CLUBS/ATHLETICS, ETC)***

Attendance at after-school tutoring sessions is a privilege, not a right. The principal and/or designee reserves the right to forbid any student from after-school tutoring. The following procedures will be adhered to:

- Prior to 1:00 p.m., students will sign up with individual teachers in their classroom. After 1:00 p.m., students will no longer be allowed to sign up for tutoring. Teachers will submit the signup sheet by 1:30 p.m. to the front office to inform the school of who will be staying after school.
- Students must be in their assigned classroom for tutoring or credit recovery by 3:30 p.m. Attendance will be taken by the teacher. If students are not in their classrooms by 3:30 p.m., they shall be marked tardy by their teacher. If a student is tardy for tutoring, they will lose all privileges for attendance at after school activities for a duration of one week.
- Once students leave the building, they will not be allowed to reenter the building. This includes the time from dismissal to 3:30 p.m.
- During tutoring, there will be no individual restroom passes allowed. Students should utilize the five minutes after the dismissal bell to use the restroom and gather belongings. Students should not be wandering the hallways or school premises after school. (If emergencies arise, passes will be handled on an individual basis by the classroom teacher.)
- Students will be expected to adhere to all policies and procedures and remain on-task for the entirety of the tutoring/credit recovery session.
- **As a safety precaution, students may not allow students back into the building at any time. A student who is found to have let a student back into the building will be barred from attending tutoring for the remainder of the semester.**

Students found to have violated the school's tutoring policy will be subjected to the discipline outlined above. All other school violations will be handled through the school referral process and subsequent disciplinary consequences, including the suspension of after school privileges for the remainder of the year.

## ***CREDIT RECOVERY (SUMMER SCHOOL)***

When funding is available, a summer school session may be held for students in need of credit recovery. Please be aware that the school is limited to twenty-five licenses; therefore, the class will be limited to twenty-five students. Students will be chosen for credit recovery using a predetermined order (school personnel reserves the right to make changes to the policy on a case-by-case basis). The order of the credit recovery list will be determined by the date students turn their packets in for the program and the student's cohort. The order for selection into the credit recovery program will be as follows:

- Seniors (Cohort 2020)
- Juniors (Cohort 2021)
- Sophomore (Cohort 2022)
- Freshman (Cohort 2023)
- Returning Seniors (Cohorts 2017, 2018, 2019)

For students on the waiting list, when seats become available, they will be filled using the order on the waiting list. As a general rule, the earlier a student turns in their completed packet, the better chance they have of being enrolled in the credit recovery program during summer school.

Please be aware, students who accumulated a total of two absences will be unenrolled from the program. Tardies or leaving early from the program will be handled on a case-by-case basis by the teacher.

## ***LOCKER POLICY/REGULATION (SEARCHES)***

Students are assigned academic lockers through the Dean of Students' Office. Physical Education (PE) staff assign PE lockers. In order to accommodate students, lockers will be made available for students to rent at no cost. Due to the number of lockers available, it is not possible to assign a locker to every student. Lockers will be assigned on a first come, first serve basis by the Dean of Students or designee.

Students are expected to adhere to all policies and regulations concerning lockers, which are outlined in the form students fill out during the locker assignment process. Students are expected to use only their assigned lockers. The misuse and sharing of lockers may result in the loss of privileges. Additionally, in accordance with GUSD Governing Board Policy JIH (Student Interrogations, Searches, and Arrests), lockers may be subject to a search by school officials without prior notice or student consent.

**The school assumes no responsibility for items taken from lockers. It is advised that lockers are not shared and items of value are kept with you.**

## ***PARENT DROP OFF/PICK-UP BEFORE AND AFTER SCHOOL***

Due to safety concerns for students, parents who pick-up or drop-off students before or after school will be required to so accordingly in the parking lot on the north side of the high school. A sign indicating the proper pick-up and drop-off location will direct parents to the authorized pick-up/drop-off zone. During the following instructional hours (8:00am-3:00pm), however, parents/authorized individuals may park on the east side of the high school to check a student out of school.

## ***STUDENT DRIVERS***

All drivers must stop at the security checkpoint. Student Drivers who will be driving a privately owned vehicle to school must register with the Security Department and provide the following:

- Valid driver's license
- Current vehicle registration
- Proof of insurance with the student's name on policy.
- Student Vehicle Registration Form (can be obtained in the Security office)

Students who fail to register their vehicles or who fail to follow GUSD Policy JLIE Student and Automobile Use and Parking and related procedures may have their vehicles towed away at the student or vehicle owner's expense.

Additional procedures include the following:

1. Students must park in the student parking lot which is on the North side between the Pavilion and the school building.
2. Students are not to park in the faculty parking lots.
3. Students may not sit in parked cars upon arriving at school or during school hours.
4. Alcohol or illegal drugs are not to be used or kept in vehicles and violations will be treated in the same manner as if used inside the school building.
5. Any student found violating any state, local, or school regulation concerning driving on school property will receive disciplinary action.
6. The speed limit in all parking areas is 5 miles per hour.
7. Passengers are limited to siblings only and must be listed on the registration form.
8. Students who fail to follow these procedures may have their vehicle towed away at the student or vehicle owners' expense. In addition, disciplinary action may be taken.

### ***HALL PASS PROCEDURES***

Hall passes are only allowed between the first twenty (20) minutes and the last ten (10) minutes of each class period. The only accepted hall pass will be the log in the student handbook that students must have signed by the teacher when the student leaves the classroom such as to the restroom, library, office, etc. Staff will only sign the hall pass log after the student presents their school ID Card. Misuse of hall pass privileges is referred to the Dean of Students for corrective action. Teachers may also revoke hall pass privileges.

### ***FIELD TRIPS/EXTRA-CURRICULAR ACTIVITIES***

Before a student is allowed to go on a school field trip, the student must have a "Parent Permissions Form" signed by the parent/guardian and on file with the school at the Registrar's Office. Students must also meet grade/behavior eligibility requirements. All school rules are applicable to students while they are on school-related trips.

### ***GENERAL GUIDELINES FOR ASSEMBLIES***

Assemblies are provided as part of the student's learning experience and enjoyment. To help make assemblies enjoyable for the entire audience, as well as the presenter of the assembly, show respect by remaining quiet and being a good listener. Attending assemblies is considered a privilege. Teachers and teacher aides will assist with monitoring assemblies. Areas will be designated for seating by grade level. Security will handle monitoring of hallways from the beginning to the end of the assembly. All school and district policies still apply.

### ***CLASS/CLUB MEETINGS***

GHS is committed to offering a wide range of extra-curricular activities for students. Extra-curricular activities are an important component of students' overall education and open to all students at GHS. Students are encouraged to take part in campus activities. GHS encourages students to explore and form various clubs yearly. In order to form a club students must have a staff sponsor and student council approval. Class/Club meetings focus on student data, election of class/club officers, planning activities, student input for program implementation, setting class goals, and other topics as needed.

### ***ADULT STUDENTS/EMANCIPATION***

A student establishes adulthood upon reaching the age of eighteen (18). This allows a student to represent their self as an adult. Parental consent is no longer necessary. As part of this process, emancipated students are required to complete the Dependent Disclosure to Parents/Guardians and Consent to Release Information Form to allow records and information to be released to anyone including his/her parent/guardian. The form will not expire and is referenced should the student withdrawal from GHS. The student may amend the information at any time with the Registrar.

GHS recognizes that students having guardians may also be recognized as establishing adulthood provided certain criterion exists. In order to be recognized as an adult, students cannot be a ward of the court or have any active legal custodial matters at the time of their eighteenth (18th) birthday. Should a student have active judicial custody matters, a legal document must be furnished to GHS prior to allowing a student to be recognized as an adult. When doubt arises in determining if a student is emancipated, GHS will not allow a student to represent him/herself until the school has been fully informed regarding the student's welfare.



## **SECTION X: DISTRICT POLICIES**

The following Ganado Unified School District Governing Board Policies is not an exhaustive list of all GUSD Governing Board Policies. The GUSD Parent and Student Handbook contains the following GUSD Governing Board Policies for the convenience of both the parent(s)/legal guardian(s) and the student(s). The following GUSD Governing Board Policies that are included are: JH, JHB, JI-R, JIC, JICA, JICA-R, JICB, JICFA, JICG, JICH, JICK, and JK-R.

### **A. JH-STUDENT ABSENCES AND EXCUSES**

The regular school attendance of a child of school age is required by state law. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons include illness, bereavement, other family emergencies, and observance of major religious holidays of the family's faith.

In the event of a necessary absence known in advance, the parent is expected to inform the school; if the absence is caused by emergency, such as illness, the parent is expected to telephone the school office. When a student returns to school following any absence, a note of explanation from the parent is required.

#### **When Absent from School**

State law mandates that the school record reasons for all student absences. Therefore, when a student is absent, it will be necessary for the parent to call the school on or before the day of the absence in order to advise the school as to the reason for the absence. When it is impossible to call on the day of the absence, the school should be notified on the morning the student returns, in time for the student to obtain an admission slip prior to the student's first class. All absences not verified by parental or administrative authorization will remain unexcused.

If a parent does not have access to a phone, either at home or at work, a note will be accepted for verification purposes.

For absences greater than one (1) day in length, the school should be notified each day of the absence.

All personnel will solicit cooperation from parents in the matter of school attendance and punctuality, particularly in regard to the following:

- The scheduling of medical and dental appointments after school hours except in cases of emergency.
- The scheduling of family vacations during school vacation and recess periods.

The school may require an appointment card or a letter from a hospital or clinic when the parent has not notified the school of an appointment of a medical or dental nature. School administrators are authorized to excuse students from school for necessary and justifiable reasons.

### **B. JHB-TRUANCY**

A child between the ages of six (6) and sixteen (16) failing to attend school during the hours school is in session is truant unless excused pursuant to A.R.S. 15-802, 15-803, or 15-901.

*Truant* means an unexcused absence for at least one (1) class period during the day. This includes absence from any class, study hall, or activity during the school day for which the student is scheduled.

Unexcused absence for at least five (5) school days within a school year constitutes habitual truancy. The Superintendent will establish procedures to identify and deal with unexcused absences, beginning with notification of parents. Continued violation may lead to discipline of the child and/or referral of the parent to a court of competent jurisdiction.

### **C. JI-R: STUDENT RIGHTS AND RESPONSIBILITIES**

All students are entitled to enjoy the basic rights of citizenship that are recognized and protected by laws of this country and state for persons of their age and maturity. Each student is obligated to respect the rights of classmates, teachers, and other school personnel. District schools shall foster a climate of mutual respect for the rights of others. Such environment will enhance both the educational purpose for which the District exists and the educational program designed to achieve that purpose.

All District personnel shall recognize and respect the rights of students, just as all students shall exercise their rights responsibly, with due regard for the equal rights of others and in compliance with the rules and regulations established for the orderly conduct of the educational mission of the District. Students who violate the rights of others or who violate rules and regulations of the District or of their school are subject to appropriate disciplinary measures designed



to correct their own misconduct and to promote adherence by them and by other students to the responsibilities of citizens in the school community.

The following basic guidelines of rights and responsibilities shall not be construed to be all-inclusive, nor shall it in any way diminish the legal authority of school officials and the Governing Board to deal with disruptive students.

### ***Rights***

- Students have the right to a meaningful education that will be of value to them for the rest of their lives.
- Students have the right to a meaningful curriculum and the right to voice their opinions, through representatives of the student government, in the development of such a curriculum.
- Students have the right to physical safety, safe buildings, and sanitary facilities.
- Students have the right to consultation with teachers, counselors, administrators, and anyone else connected with the school if they so desire, without fear of reprisal.
- Students have the right to free elections of their peers in student government, and all students have the right to seek and hold office in accordance with the provisions of the student government constitution and in keeping with the extracurricular guidelines of the District.
- Students have the right to be made aware of administrative and/or faculty committee decisions and to be aware of the policies set forth by the Governing Board and school.
- Legal guardians or authorized representatives have the right to see the personal files, cumulative folders, or transcripts of their children who are under the age of eighteen (18) years. School authorities may determine the time and manner of presentation of this information.
- Students' academic performance shall be the prime criterion for academic grades; however, noncompliance with school rules and regulations may affect grades (e.g., unexcused absences).
- Students shall not be subjected to unreasonable or excessive punishment.
- Students have the right to be involved in school activities, provided they meet the reasonable qualifications of sponsoring organizations, state organizations, and school regulations.
- Students have the right to express their viewpoints in accordance with District Policy JICEC - Freedom of Expression.
- Married students share these rights and responsibilities, including the opportunity to participate in the full range of activities offered by the school, and shall be subject to the rules and regulations of the school.

### ***Responsibilities***

- Students have the responsibility to respect the rights of all persons involved in the educational process and to exercise the highest degree of self-discipline in observing and adhering to school rules and regulations.
- Students have the responsibility to take maximum advantage of the educational opportunities available and seek to achieve a meaningful education.
- All members of the school community, including students, parents, and school staff members, have the responsibility to promote regular attendance at school.
- Students have the responsibility to protect school property, equipment, books, and other materials issued to or used by them in the instructional process. Students will be held financially responsible for any loss or intentional damage caused to school property.
- Students have the responsibility to complete all course assignments to the best of their ability and to complete make up work after an absence.
- Students have the responsibility to help maintain the cleanliness and safety of the school buildings and property.
- Students have the responsibility to present themselves in class at the prescribed time and with the necessary material

## **D. JIC: STUDENT CONDUCT**

The Superintendent will establish regulations governing the conduct of students in school, traveling to and from school, at school functions, or affecting the school order. In establishing these regulations, the Superintendent may consult with student or staff committees. In addition to compliance with regulations established by the Superintendent, students are expected to obey all rules and regulations adopted by the Governing Board, and to obey any order given by a member of the faculty or staff relating to school activities.

A student shall be defined as any person who is enrolled in an educational program provided by or approved by the District and carried on in premises owned or controlled by the District.

Students shall not engage in improper behavior, including but not limited to the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Board.
- Threatening an educational institution by interference with or disruption of the school per A.R.S. 13-2911 and 15-841.
- Physical abuse of or threat of harm to any person on District owned or controlled property or at District sponsored or supervised functions.
- Damage or threat of damage to property of the District, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on District controlled premises.
- Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.
- Unlawful use, possession, distribution, or sale of tobacco, alcohol, or drugs or other illegal contraband on District property or at school-sponsored functions.
- Conduct or speech that violates commonly accepted standards of the District and that, under the circumstances, has no redeeming social value.
- Failure to comply with the lawful directions of District officials or any other law enforcement officers acting in performance of their duties, and failure to identify themselves to such officials or officers when lawfully requested to do so.
- Knowingly committing a violation of District rules and regulations. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Engaging in any conduct constituting a breach of any federal, state, or city law or duly adopted policy of the Board.
- Carrying or possessing a weapon on school grounds.

In addition to the general rules set forth above, students shall be expected to obey all policies and regulations focusing on student conduct adopted by the Board. Students shall not engage in any activities prohibited herein, nor shall they refuse to obey any order given by a member of the faculty or staff who is attempting to maintain public order. Any student who violates these policies and regulations may be subject to discipline up to expulsion, in addition to other civil and criminal prosecution. These punishments may be in addition to any customary discipline that the District presently dispenses.

Local law enforcement shall be notified by the Superintendent regarding any suspected crime against a person or property that is a serious offense as defined in 15-341, involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury to employees, students or others on school property. The authority of the Superintendent to establish regulations covering students may be delegated to principals for their individual schools.

#### **E. JICA-STUDENT DRESS**

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance except when their choices affect the educational program of the schools or the health and safety of others.

The Board authorizes the Superintendent to develop and enforce school regulations prohibiting student dress or grooming practices that:

- Present a hazard to the health or safety of the student or to others in the school.
  - Materially interfere with school work, create disorder, or disrupt the educational program.
  - Cause excessive wear or damage to school property.
  - Prevent students from achieving their educational objectives.
  - Represent membership in a gang.
- Obscene language or symbols, or symbols of sex, drugs, or alcohol on clothing are expressly prohibited.

#### **F. JICA-R: STUDENT DRESS**

The District encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others.

- Only tailored shorts and skirts that are hemmed may be worn in grades kindergarten (K) through twelve (12).
- Bare midriffs, halter tops, and spaghetti straps are not acceptable past the third grade.
- Bare feet are never acceptable. In the interests of student safety, shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, et cetera.
- Jewelry shall not be worn if it presents a safety hazard to self and/or others.

- Profane or defamatory writing on clothing or jewelry is not acceptable.
  - No bandannas of any color, size, or shape may be carried or displayed in any classroom or at any school activity. This also includes simulations of anything representing "colors."
  - No headgear may be worn (by staff members or by male or female students) in a classroom, except for properly approved occupational safety headgear required for special classes.
  - Gang-related personalization is not permitted on hats, on items of clothing, or on one's person.
  - Obscene language or symbols, or symbols of drugs, sex, or alcohol on clothing are expressly prohibited.
- Exceptions for special activities or health considerations may be preapproved by the administrator. Students who volunteer for extracurricular activities, such as athletics, band, chorus, et cetera, are subject to the standards of dress as defined by the sponsors of such activities.

#### **G. JICB: CARE OF SCHOOL PROPERTY BY STUDENTS**

Each student is expected to take pride in the physical appearance of the school. Teachers and students should be observant at all times to prevent damage or destruction of school property. Any marking or marring of school property should be reported to the office at once.

No student shall damage or deface any property belonging to the District. The type of discipline that may be imposed for damage to school property by students depends upon the circumstances. Students may be subject to discipline for willful damage or destruction of school property.

If any minors engage in conduct that results in damage to District property, the District may institute formal charges for the purpose of having the court order the minors, or their parents, to make full or partial restitution to the District in accordance with law.

#### **H. JICFA: HAZING**

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

"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 education 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.

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.

Students and others may report hazing to any professional staff member.

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

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 and staff in the school offices.

Disposition of all reports/complaints shall be reported to 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.

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

### **JICFA-EB: HAZING Reporting/Complaint Procedure**

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

The report/complaint will be investigated by the school administrator or a supervising administrator. The procedures to be followed are:

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the time line may only be by necessity as determined by the Superintendent.
- The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.

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

### **I. JICG: TOBACCO USE BY STUDENTS**

The possession or use of tobacco products, tobacco substitutes, electronic cigarettes, other chemical inhalation devices, or vapor products is prohibited in the following locations:

- School grounds.
- School buildings.
- School parking lots.
- School playing fields.
- School buses and other District vehicles.
- Off-campus school-sponsored events.

The Superintendent may establish procedures necessary to implement this policy. Disciplinary penalties for the possession or use of tobacco or similar products (including any inhaled tobacco substitute) may include, but are not

limited to, suspension of the student from school or a recommendation for expulsion when there is evidence of repeated and continuous violation of this policy.

Under the provisions of A.R.S. 36-798.03, a person who violates the prohibition is guilty of committing a petty offense.

#### **J. JICH: DRUG AND ALCOHOL USE BY STUDENTS**

Students on school property or at school events shall not knowingly breathe, inhale or drink a vapor-releasing substance containing a toxic substance, nor shall a student sell, transfer or offer to sell or transfer a vapor-releasing substance containing a toxic substance.

The nonmedical use, possession, distribution or sale of

- alcohol,
- drugs,
- synthetic drugs,
- counterfeit drugs, or
- imitation drugs,

on school property or at school events is prohibited. *Nonmedical* is defined as "a purpose other than the prevention, treatment, or cure of an illness or disabling condition" consistent with accepted practices of the medical profession.

Students in violation of the provisions of the above paragraph shall be subject to removal from school property and shall be subject to prosecution in accordance with the provisions of the law.

Students attending school in the District who are in violation of the provisions of this policy shall be subject to disciplinary actions in accordance with the provisions of school rules and/or regulations.

For purposes of this policy, "drugs" shall include, but not be limited to:

- All dangerous controlled substances prohibited by law.
- All alcoholic beverages.
- Any prescription or over-the-counter drug, except those for which permission to use in school has been granted pursuant to Board policy.
- Hallucinogenic substances.
- Inhalants.
- Synthetic, counterfeit or imitation drugs.

■ A compound or substance, regardless of its contents, compound or substance, that produces in the user an experience, effect and/or display of effects that mimic the experience, effect and/or display of effects produced by substances controlled or prohibited by law, or that is represented as producing in the user such experiences or effects.

#### **Medical Marijuana**

The conditions which follow are applicable to a District student who holds an identification as a medical marijuana cardholder issued by the Arizona Department of Health Services for the medical use of marijuana as set out in the Arizona Revised Statutes (A.R.S.).

The District will not refuse to enroll a student or otherwise penalize a student for being a medical marijuana cardholder unless failure to do so would cause the school to lose a monetary or licensing benefit under federal law or regulations.

A student medical marijuana cardholder shall not possess or engage in the use of marijuana on District property, in a District vehicle, or at a District-sponsored event.

A student medical marijuana cardholder is subject to, without bias, the same code of conduct and disciplinary standards applicable to all District students.

If District officials have a reasonable belief a student may be under the influence, in possession of or distributing medical marijuana in a manner not authorized by the medical marijuana statutes law enforcement authorities will be informed.

#### **K. JICK: STUDENT VIOLENCE/HARASSMENT/INTIMIDATION/BULLYING**

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

- 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.

### **Prohibitions and Discipline**

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 bullying 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**

A student who is experiencing bullying, or believes another student is experiencing bullying, 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 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 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 the principal shall provide to the student who has allegedly been bullied a written copy of student rights, protections and support services available to the student and shall notify the student's parent(s) of the report.

The principal shall investigate *all* reports of bullying. If the principal determines that bullying 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 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

- occur during the first (1st) week of each school year,
- be provided to each incoming student during the school year at the time of the student's registration,
- be posted in each classroom and in common areas of the school, and
- 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
  - Governing Board policy,
  - Preventive measures,
  - Incident reporting procedures,
  - Available support services for students (both proactive and reactive), and
  - 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. 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.



## **L. JII-R STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES**

A student who complains or grieves regarding constitutional rights, equal access to programs, discrimination, or personal safety issues may complain directly to a school administrator, or to a school staff member within thirty (30) days of an alleged occurrence. The initial complaint or grievance should be made using form JII-EA, however, a verbal complaint or grievance may be made. When a school staff member receives the information, the staff member will immediately inform a school administrator. If the complaint or grievance involves a school administrator the staff member shall forward the complaint or grievance to the next administrative level.

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

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

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

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the time line may only be by necessity as determined by the Superintendent.
- The investigator shall meet with the student who submitted the complaint or grievance at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the principal and/or the Superintendent as circumstances warrant.
- A confidential record of each complaint and grievance made pursuant to Policy JII shall be maintained at the District office. The record shall include a copy of the complaint or grievance filed by a student, findings of the investigation, and the disposition of the matter.
- Unless a determination has been made by the appropriate investigating official that the reported incident actually occurred, the record shall not be used for the imposition of discipline.

Where disciplinary action is necessary, 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.

## **JII-EB STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES**

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.

## **M. JK-R: 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).
- 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.

- Gambling.
- Hazing.
- Engaging in lewd behavior.

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.
- Confinement with implementation of mandatory provisions.
- 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.

## Ganado Unified School District Technology Policies for Students/Staff

### 1-6300 IJND TECHNOLOGY RESOURCES (Movies/Videos/Electronic Materials)

It is the policy of the District that there is educational value in utilizing movies and videos in classrooms only when such movies and videos extend and/or reinforce the concepts being taught and have been planned for in advance. Parents or guardians of students enrolled in the District shall have access in advance to instructional materials, learning materials and activities currently in use, or being considered for use, in the District.

The District shall obtain signed, written consent from a student's parent or guardian before using video, audio or electronic materials that may be inappropriate for the age of the student.

The Superintendent shall develop regulations governing the use of movies/videos in the classroom.

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### 1-6311 IJND-R TECHNOLOGY RESOURCES (Movies/Videos/Electronic Materials)

Movies, videos and electronic materials with ratings other than for general audiences of all ages are not to be shown in classrooms or at any District facility (this includes buses and motels where students are present) except when:

- The movie, video or electronic material has been previewed by the teacher or other certificated staff member.
- The movie, video or electronic material has been determined to not contain material that is objectionable or inappropriate for the age group to which it is intended to be shown.
- The responsible school administrator has approved the use of the movie, video or electronic material prior to its showing.
- The teacher or other certificated staff member has provided advance notification to each student's parent(s), or other responsible adult, of the title of the movie, video or electronic material and the date on which it will be shown.
- When a movie, video or electronic material has a rating the above advance notification will include the rating and the source providing the rating.
- A student whose parent(s) or other responsible adult has provided notice of their disapproval will not be permitted to view the movie, video or electronic material.

Parents or guardians have the right to have advance access to instructional materials, learning materials and activities currently in use, or being considered for use, in the District.

Parents have the right to request that their child not view any movie or video, regardless of its rating or the purpose for which it is to be shown.

A parent or guardian who objects to any learning material or activity on the basis that it is harmful includes objection to a material or activity because it questions beliefs or practices in sex, morality, or religion or, because of sexual content, violent content, or profane or vulgar language, may request to withdraw that student from the activity or from the class or program in which the material is used and request an alternative assignment.

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### 1-6400 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 and/or legal action.

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

include online monitoring activities.

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

It is the policy of the Board to:

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

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

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

#### Filtering and Internet Safety

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

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

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

#### Education, Supervision and Monitoring

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

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

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

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

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

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#### 1-6411 IJNDB-R REGULATION USE OF TECHNOLOGY RESOURCES IN INSTRUCTION (Appropriate Use of Electronic Information Services)

Acceptable use of the electronic information services (EIS) requires that the use of the resources be in accordance with the following guidelines and support the education, research, and educational goals of the District. The user must:

- Use the EIS for educational purposes only.
- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Abide by all copyright regulations.
- Not reveal home addresses or personal phone numbers.



- Understand that electronic mail is not private.
- Not use the network in any way that would disrupt the use of the network by others.
- Understand that many services and products are available for a fee and acknowledge the responsibility for any expenses incurred without district authorization.
- Not use the EIS for commercial purposes.
- Follow the District's code of conduct.
- Not attempt to harm, modify, or destroy software or interfere with system security.

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

- Maintain supervision of students using the EIS.
- Agree to directly log on and supervise the account activity when allowing others to use a personal account.
- Take responsibility for personal accounts, including password protection.
- Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal accounts by unauthorized persons.

Each user will be required to sign an EIS user's agreement. A user who violates the provisions of the agreement will be denied access to the information services and may be subject to disciplinary action. 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.

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

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#### 1-6431 IJNDB-EA EXHIBIT USE OF TECHNOLOGY RESOURCES IN INSTRUCTION USE OF COMPUTERS, THE INTERNET, AND ELECTRONIC MAIL AGREEMENT AND PERMISSION FORM

The Ganado Unified School District No. 20 (hereinafter referred to as School) is pleased to offer students and staff (hereinafter jointly referred to as Users) access to a computer network for electronic mail and the Internet. To gain access to e-mail and the Internet, all Users must sign this Agreement and students must obtain parental permission as verified by the signatures on the form below. Should a parent prefer that a student not have e-mail and Internet access, use of the computers is still possible for more traditional purposes such as word processing.

##### **What is Possible?**

Access to e-mail and the Internet will enable staff and students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the School are to use Internet resources for constructive educational goals, Users may find ways to access other materials. The School believes that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, the School supports and respects each family's right to decide whether or not to apply for access.

##### **What is Expected?**

Users are responsible for appropriate behavior on the School's computer network just as they are in their work, classroom, or on the school playground. Communications on the network are often public in nature. General School rules for behavior and communications apply. It is expected that Users will comply with School standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked and further disciplinary action may be taken if abused. The User is personally responsible for his/her actions in accessing and utilizing the School's computer resources. The Users are advised never to access, keep, or send anything that they would not want their supervisors, parents, or teachers to see.

##### **General Conditions for Use**

**Privacy.** Network storage areas may be treated like School lockers. Network administrators may review communications to maintain system integrity and ensure that Users are using the system responsibly and within the School's policies and guidelines.

**Storage capacity.** Users are expected to remain within allocated disk space and delete e-mail or other material which take up excessive storage space.

**Illegal copying.** Users should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from the network administrator. Nor should students copy other



people's work or intrude into other people's files.

*Inappropriate materials or language.* No profane, abusive, or impolite language should be used to communicate not should materials be accessed which are not consistent with the rules of School behavior. A good rule to follow is never view, send, or access materials which you would not want your supervisors, teachers, and parents to see. Should Users encounter such material by accident, they should report it to the network administrator or their teacher immediately.

### **Rules for Usage**

These are rules and guidelines to follow to prevent the loss of network privileges and/or disciplinary action.

- Do not use a computer to harm other people or their work.
- Do not damage the computer or the network in any way.
- Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
- Do not violate copyright laws. Copyrighted material may not be placed on the system without the express permission of the author who must be credited for the material. Copyrighted material may be downloaded for a User's use only.
- Do not view, send, or display offensive messages or pictures.
- Do not share your password with another person.
- Do not waste limited resources such as disk space or printing capacity.
- Do not trespass in another's folders, work, or files.
- Adhere to the rules of Internet etiquette set forth in the School's Internet policy.
- Read and adhere to the School's Internet policy attached hereto.
- Do not reveal your home addresses or personal telephone number or the addresses and telephone numbers of students, staff, or colleagues.
- Do notify an adult immediately if, by accident, you encounter materials which violate the Rules of Appropriate Use. ■ Be prepared to be held accountable for your actions and for the loss of privileges and disciplinary action if the Rules of Appropriate Use are violated.

# 2019-2020 GUSD PARENT AND STUDENT HANDBOOK AGREEMENT FORM

Student Name: \_\_\_\_\_

ID #: \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_

## Parent/Guardian

I have read, understood and explained the information contained within this handbook to my child. I will, to the best of my ability ensure that my child upholds the standards as addressed in the Ganado Unified School District Parent and Student Handbook: 2019-2020.

Parent/Legal Guardian Name: \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Student

I have read the handbook and will uphold and abide by the rules contained within Ganado Unified School District Parent and Student Handbook: 2019-2020.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\*\* TO BE TURNED INTO THE FRONT OFFICE\*\*\***

**REVERSE SIDE TO BE RETURNED TO THE FRONT OFFICE**

# 2019-2020 GUSD PARENT AND STUDENT HANDBOOK AGREEMENT FORM

Student Name: \_\_\_\_\_

ID #: \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_

## Parent/Guardian

I have read, understood and explained the information contained within this handbook to my child. I will, to the best of my ability ensure that my child upholds the standards as addressed in the Ganado Unified School District Parent and Student Handbook: 2019-2020.

Parent/Legal Guardian Name: \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Student

I have read the handbook and will uphold and abide by the rules contained within Ganado Unified School District Parent and Student Handbook: 2019-2020.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\*\* STAYS IN THE HANDBOOK\*\*\***