

Mohawk Valley School

District No. 17

# Student Handbook



Website: [www.mohawkvalleyschool.org](http://www.mohawkvalleyschool.org)

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# KIND hearts • FIERCE minds • BRAVE spirits



## Academic Standards

Each grade level follows the AZ College and Career Readiness Standards (AZCCRS) in all subject areas. The student's report card is evidence that a student has mastered grade-level standards.

## Attendance

Attendance and scholastic achievement go hand in hand. Parents are urged to see that their children attend regularly, except when illness, personal emergency, or religious reasons create good reasons for non-attendance. A parental note explaining absence must be sent with students when they return to school. When a student is absent, the parent must notify the school by 10:00 am either by text, phone, note, or in person. Absences greater than eighteen (18) days a year are considered excessive and may result in a need for retention, remediation and/or disciplinary action. Truancy policies may be enforced after five (5) unexcused absences. Excused and unexcused absences count against perfect attendance.

- **Tardies:** Prompt arrival at school is expected of all students. Late arrival disrupts classes and causes loss of instructional time. Any student who arrives after 8:10 am is considered tardy. Tardies counts against perfect attendance. *See Discipline Charts for consequences of excessive tardiest. Excessive tardiness may result in truancy action.*
- **Truancy Policies:** Mohawk Valley School participates in the Yuma County Attorney's Office Truancy Program. This program is designed to monitor those students who have chronic absences or tardiness. When students are tardy, they must report to the office for a late pass. This late pass ensures the student's name will be removed from the daily absentee report.

We are interested in educating all our students and are willing to work with parents/guardians in correcting a child's truancy problem. If other problems are contributing to unexcused absences and/or tardies that we may be able to help with, we welcome the opportunity to work with parents/guardians. Excessive tardies will be treated as absences and will follow truancy policies.

*Arizona law requires that a parent or legal guardian must ensure that their minor child between the age of six and sixteen is in school for the full-time school is in session, unless otherwise legally excused pursuant to A.R.S. 15-802 or 15-803.*

## Books

Books are furnished by the school district. They become the responsibility of students to maintain and return at the end of the year. Students are responsible for paying for their lost or damaged textbooks and library books. Please treat all books with respect. Library books are property of the Yuma County Library. Current Yuma County Library Cards will be converted to a Roll School Library ID. With this ID students will only be able to check out books at Mohawk Valley School Library. No library cards will be sent home, they will be kept at the school library. Yuma County Library rules, policies and fees will apply for lost or damaged books.

## 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.

## **Definitions of Bullying:**

**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, and 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 Superintendent 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.

**Campus Hours**

Students are not allowed on campus before 8:05 am. School will be in session from 8:10 am – 3:00 pm. Early dismissal will be on Wednesdays at 1:00 pm. As soon as students are released they should leave campus unless they are under the supervision of an adult. The school grounds must be cleared after dismissal.

**Care of School Property**

Students are expected to take care of school property, including desks, books, walls, chairs, furniture, and other items which are a part of the equipment of the school. Costs of damage to school property may be charged to the parents of the student who owes the damage.

**Cell Phones**

Cell phones can be disruptive to the educational environment and/or adversely impact school safety. Since each classroom is equipped with a phone and the school office phone is available for student use, using personal cell phones without consent is unnecessary during school hours. We request that parents/guardians, who wish to allow their child to bring a cell phone for before or after school use, observe the following guidelines:

- Cell phones should not be used during the school day, without staff consent.
- The school will not be responsible for lost, stolen or damaged cell phones.

- On the first violation of cell phone policy, the cell phone may be confiscated and returned to the student at the end of the school day. Following a second violation, the cell phone may be retained for pick up by the parent/guardian.

Cell phones are a valuable technology tool and may be used from time to time in some circumstances under supervision and direction from teachers for educational purposes.

### **Child Find**

The MVS District offers special services for children between the ages of 3-5. If you feel your child has a delay in language and coordination or in other areas, please contact the school office at (928) 785-4942 if you have any questions. Screening and evaluation are free. All information contained in the screening or evaluation is confidential.

### **Children's Belongings**

Students bring personal property to school at their own risk. All personal items (such as coats, sweaters, books, lunch boxes) should be marked with the child's name. Money sent from home should be placed in a sealed envelope with the name and amount on the outside. Trading, selling, exchanging or giving the property of one student to another is discouraged. No undesirable items (such as pocket knives, laser pointers, noise makers, etc.) that could injure others or create disturbances are to be brought to school. If contraband is brought to school, it will be confiscated.

### **Civil Rights Act**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

### **Colors and School Mascot**

Mohawk Valley School's mascot is a Brave and the school colors are maroon and gold. We encourage our students to identify with these symbols as a representation of our school pride and spirit!

### **Dances**

All rules governing the campus, including dress code, apply to student dances. Parents are always welcome to attend school dances.

### **Detention after School**

Various corrective actions may be used to discipline students who disrupt classrooms or otherwise violate school policies. After-school detention may be necessary. If we choose to keep your child after school, you will be notified. In some cases, it may be the responsibility of the parent to provide transportation home for students who are kept after school.

### **Disciplinary Actions**

We encourage, promote and teach appropriate behavior. Students are expected to behave in a responsible way. We promote and orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Students who become involved in areas of problem behavior may be subject to disciplinary actions. Depending upon the severity of the problem, one or more of the following actions may be taken by the school officials. All actions will consider severity and circumstances of the incident. (*See Discipline Guide p. 11-14*)

1. **Informal talk:** A school official, teacher or administrator will talk to the student and try to reach an agreement regarding how the student should behave.
2. **Conference:** A formal conference is held between the students and one or more school officials.
3. **Parent Involvement:** Parent(s)/Guardian(s) may be notified of disciplinary actions by telephone, personal contact, letter or certified letter. A conference may be conducted between the student, his/her parent(s)/guardian(s), appropriate school personnel, and any other individuals concerned.
4. **Closure from Classes:** The student is closed from classes, but remains at school during these class periods, or receives appropriate disciplinary actions, such as: assignment to in-school suspension, suspension of privileges (including bus) or community service.
5. **Loss of Privilege:** The student may be excluded from a specific activity during or after school including, but not limited to recesses, sports activities, field trips, classroom events, promotion ceremony, etc.

6. **In-School Suspension:** (An alternative to remaining off campus for a violation of the discipline code.) Students' assigned in-school suspension should report immediately to the front office when arriving on campus. The student will sit in an area of supervised isolation for ISS. Breakfast and lunch will be made available to the student. Participation in all school activities may not be allowed for the assigned student of the day(s) spent in in-school suspension.
7. **Community Service:** Students have may be assigned community service duties on school property, isolated from other students and supervised by a staff member as a disciplinary measure. Parents will be notified of community service prior to implementation.
8. **Law enforcement involvement:** School officials are not required to initiate or complete due process procedures prior to notifying police authorities. If law enforcement or authorities are notified, parents will be contacted by phone or certified notice as soon as possible. Any action taken by law enforcement authorities will be in addition to action taken by the school. School administration will cooperate with probation, parents, and law enforcement on joint disciplinary efforts.
9. **Suspension/Expulsion:**
  - **Step 1.** The student will receive notice, written or oral, of what he is accused of doing and the evidence the school authorities have of the alleged misconduct. Once the student has received notice, he/she will then be given the opportunity to explain their version of the situation. The principal shall make reasonable efforts to verify facts and statements prior to making a judgment.
  - **Step 2.** The Administration may suspend a student for not more than ten (10) days at a time. Due process shall be followed in all cases regarding suspension or expulsion exceeding ten (10) days.
  - **Step 3.** A student who is suspended from school for disciplinary reasons is not permitted to attend any school activities during or after school hours. If a student violates these rules the student is subject to an extension of the suspension.
  - **Step 4.** Authority for student long-term suspension or expulsion rests with the board approved Hearing Officer and/or School Board. Should the Administration conclude that a long-term suspension or expulsion be made; the parent or guardian shall be officially notified that an action for long-term suspension/expulsion is being initiated. The notice shall state the circumstances for long-term suspension or expulsion action as well as advise student and parent of their rights. The notice shall also state the time, date, and location of the hearing to be held before the Board.
  - \* *The Special Education Department will be consulted for students with an I.E.P. to ensure all actions are in accordance with IDEA Statutes and Regulations*

### **Dress Code**

The District encourages students to take pride in their attire as it relates to the school setting and see school as a "work place." It is the responsibility of parents to determine the appropriate dress for their student. However, students should not wear apparel that will distract the learning process. Students should dress in a manner that is appropriate for the school setting, in addition to the following guidelines, taking into consideration the educational environment, safety, health and welfare of self and others.

- Shorts and skirts need to have a five (5) inch inseam.
- Bike shorts and leggings need to be worn with a shirt that covers at least part of the front and back area. Students in PreK-3<sup>rd</sup> may wear bike shorts as long as a shirt comes to just past the waist.
- Jeans with holes are allowed as long as no undergarments are showing.
- No pajama bottoms are to be worn unless on special dress up days.
- Tank tops must cover all undergarments. Students in PreK-3<sup>rd</sup> may wear spaghetti straps.
- Tops must be long enough so that midriff does not show.
- Net shirts or see through shirts are not acceptable if they show undergarments.
- 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. Rubber flip flops are not safe and are not acceptable.
- Jewelry shall not be worn if it presents a safety hazard or learning distraction to self and/or others.
- Profane or defamatory writing on clothing or jewelry is not acceptable. Obscene language or symbols, or symbols of drugs, sex, tobacco or alcohol on clothing are expressly prohibited.
- No bandannas of any color, size or shape are to be worn or carried or displayed in any classroom, school property, or at any school activity. This also includes simulations of anything representing "colors."
- Gang-related personalization is not permitted on items of clothing or on one's person.
- No hats, caps or other head garments will be allowed at school except for properly approved occupational safety headgear required for special classes or on special "hat days" or "spirit days" in conjunction with announced school activities. However, during these activities, cap or hat days, hats will not be worn in buildings.

Exceptions for special activities, educational disabilities or health considerations may be pre-approved by the administrator.

In addition to the above guidelines, students who are involved in extra-curricular activities such as athletics are subject to the standards of dress as defined by the sponsors of such activities.

When there is disagreement between parents, student and certified staff, the administration will need to make a decision as to whether attire is appropriate for school. A teacher may also restrict the manner of dress or length of hair when it pertains to the health or safety of a student in the teacher's specific instructional area.

### **Electronic Devices**

To prevent loss or damage, electronic devices (phones, iPod, iPad, mp3 devices, electronic tablets, kindles, etc.) should not be brought to school or after school, unless they are authorized by staff as part of a class assignment. Unauthorized electronic devices at school may be taken and turned into the office. Repeated offenses may result in further disciplinary actions including requiring parents to pick up devices at the office. Occasionally, devices may be brought and used for instructional purposes. The school will not be responsible for lost or stolen items either authorized or not authorized.

### **Eligibility**

Students will need to maintain passing grades and performance in all classes to be eligible for sports and activities. Students may also become ineligible for sports and activities due to inappropriate behavior as well as poor grades.

### **FERPA (Family Privacy and Right to Inspect Records)**

FERPA is a federal privacy law that gives parents certain protections with regard to their children's educational records, such as report cards, transcripts, disciplinary records, contact and family information, and class schedules. As a parent, you have the right to review your child's education records and to request changes under limited circumstances. To protect your child's privacy, the law generally requires schools to ask for written consent before disclosing your child's personally identifiable information to individuals other than you. *Refer to page 15 for FERPA laws.*

### **Field Trips**

Field trips are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will need to sign the Parent Signature Form sent home in the beginning of the year packet giving permission to participate in all field trips during the school year. Individual field trip information will be provided by teachers and/or sponsors.

### **Grades/Grading**

Grading and grades align with the AZ College and Career Readiness Standards (AZCCRS). Report cards are intended to keep students and parents informed of both academic performance and classroom production. There will be two grades per subject on the report card, one grade for production and one grade for standards. Grades are not the traditional "percentage grade" but rather a final mark of performance on specific standards or classroom production. Grades are as follows:

- *HM – High Meets*
- *MS – Meets Standards*
- *DS – Developing Standards*
- *BS – Below Standards*

### **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 prompted to District schools within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered "student" until graduation, transfer, promotion or withdrawal from the District school.

### **Definitions:**

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

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

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

***Directions:***

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing. In accord with statute, violations of this policy do not include either of the following:

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

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

***Reporting/Complaint Procedures***

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

A person who complains or reports regarding hazing may complain or report directly to the school administrator or to the 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 and 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 or complaint will be investigated by the Administrator or supervising Administrator. The procedures to be followed are:

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

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

**Health Services**

1. Only first aid and emergency illness are cared for at school. Written permission from a parent or legal guardian must be on file in the school office before medication may be taken at school. The school office should be consulted in case of injury or illness during the school day.
2. For illness or injury at school requiring immediate medical attention, the school office may advise the parent to see their family physician.
3. Medication: Under certain circumstances, when it is necessary for a student to take medicine during school hours, the District will cooperate with the family physician and the parents if the following requirements are met:
  - There must be a written order from the physician stating the name of the medicine, dosage, and the time it is to be given.
  - There must be written permission from the parent to administer the medicine to the student.
  - The medicine must come to the District office in its original prescription container.



## **Homeless**

If a family lives in any of the following situations, in a shelter, in a motel or campground due to the lack of an alternative adequate accommodation, in a car, park, abandoned building, or bus or train station, doubled up with other people due to loss of housing or economic hardship, school-age children may qualify for certain rights and protections under the federal McKinney-Vento Act. If you believe a child may be eligible, contact Mohawk Valley School to find out what services and supports may be available. There also may be supports available for preschool-age children.

## **Homework Guidelines**

Homework will be assigned consistent with the maturity, special needs, and potential and achievement level of the individual student. Homework serves an important purpose in your student's school life. It is a means of reviewing and reinforcing the lessons taught in school. Homework is also a way to help students develop work and study habits that will assist them throughout their years spent in school. If the student has trouble with a homework assignment and cannot complete it, parents are encouraged to contact the teacher.

## **Honor Awards**

Honor Awards change based on current school wide goals and focus.

## **Illness**

If your child should become ill in school, you will be contacted to come and take him/her home. It is important that you notify the school when you have a change of address or telephone number at home or business and if there is a change in the name or telephone number of the person to be contacted if you are not available. When your child is ill the evening before or day of school, please keep him/her at home. Children who run a fever, vomit, experience diarrhea, coughing, or sore throat or other cold/flu related symptoms are not ready for a rigorous day at school. They need at least 24 hours rest before returning to school.

## **Immunizations**

The Yuma County Health Department sponsors immunizations each year. Arizona Law requires proof of proper immunization as part of school enrollment. Students cannot be enrolled without proper and up-to-date immunization records.

## **Inappropriate Display of Affection**

There should not be any unnecessary or inappropriate public display of affection. (Examples are hugging, kissing, or embracing.) Discipline consequences may be assigned for inappropriate display of affection.

## **Instructional Television and Programs Via Internet**

### ***Movies/Videos:***

It shall be the policy of the District that there is educational value in utilizing movies and videos in classrooms only when such movies and videos reinforce the concepts being taught and when they have been planned for in advance. Parents have the right to request that their child not view any movie/videos.

## **Lice**

There is occasionally an incident of pediculosis (head lice) among children. We examine the hair of suspected cases and may exclude students from school during treatment. Excluded pupils will be returned to school after treatment. Inspection of the hair and scalp must show that treatment has been effective. Your pharmacist can recommend a suitable shampoo. A fine-tooth comb should be used daily to remove nits. Some prevention hints:

1. Warn pupils not to lend their comb or brush to anyone. Have your child leave his or her comb and brush at home.
2. Check and launder child's clothing.
3. Advise your child not to try on other children's clothing.
4. If you purchase or receive clothing for your child, wash it before your child wears it.

## **Lunch/Breakfast Program**

Mohawk Valley School will be offering healthy meals to all students at no cost to include breakfast and lunch. On our website, you will find our breakfast and lunch options. Current adult and guest prices, which include both adult and student guests, can be found on our website. All students are encouraged to eat breakfast and lunch. The morning routine has been changed so that all students will be offered breakfast in the cafeteria.

## **Nutrition Standards**

### ***School Meals***

The school meal programs aim to improve the diet and health of schoolchildren, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while

accommodating cultural food preferences and special dietary needs. MVS District will participate and comply with the current USDA Dietary Guidelines for the National School Lunch Program.

### ***Celebrations, Rewards and Fundraising***

Arizona Law (ARS 15-242) states that all food and beverages served to students in grades K-8 must meet the USDA's Smart Snacks in Schools guidelines. These guidelines apply to school sponsored events, celebrations and parties, classroom snacks provided by parents, and classroom rewards and incentives.

Policy on food and beverage related fundraisers sold to students on school campus during the school day, including the frequency and duration of exempt fundraisers as appropriate. Our fundraising efforts are consistent with our wellness policy. Our policy supports us in choosing fun and healthy fundraisers.

### ***Drinking Water***

Students are highly encouraged to bring and carry (approved) water bottles filled with ONLY WATER with them throughout the day. NO energy drinks, sodas, or juices. *Reference Local Wellness Policy.*

### **Make-up Work**

The school may provide makeup work for absences. Students or their parents are responsible for requesting make-up work immediately upon the students return to school. If dates of a student's absence are known in advance, the teacher should be notified and planned assignments may be given.

### **National Junior Honor Society**

The National Junior Honor Society is the nation's premier organization established to recognize outstanding middle level students. More than just an honor roll, NJHS serves to honor those students who have demonstrated excellence in the areas of scholarship, service, leadership, character, and citizenship.

Students in grades 6 - 8 who meet the requirements for membership outlined by their school's chapter are eligible to be invited for membership. They are selected through an evaluation process done by teachers, staff and administration.

### **Parent/Teacher Conferences**

Conferences will be held twice per school year. Sharing information about your child with his/her teacher will enable us to provide a learning program that will best meet the needs of your child. A parent may request a conference with their child's teacher at any time during the school year. Please call the school for an appointment if a conference is desired. Likewise, a teacher may sometimes find it necessary to request a special conference with a parent. Please make every effort to meet with the teacher upon their request.

### **Physical Education/Organized Play**

Physical Education is an important part of the educational experience. The development and maintenance of a healthy body is essential for physical well-being and good mental health. We also believe that attitude development is an important part of education. We will attempt to create an atmosphere for the development of leadership, sportsmanship, and congeniality through our physical education/organized play program. Physical education/organized play classes will be provided for all students. Students need to wear proper shoes and clothing for activity participation.

### **Progress Reports**

About midway through the nine-week grading period or as needed, progress reports may be sent home for those students who are falling behind. The purpose is to inform parents of any problem in a student's academic or behavioral progress before the report card is issued. If parents or students have questions about a progress reports or current grade standing, they should contact the classroom teacher.

### **Promotion Exercise Guidelines**

The certificate presented to our eighth graders when they complete all requirements of the grammar school curriculum is a promotion certificate. It is needed to enter high school.

### **Respect for All**

All individuals like to be treated with respect and courtesy. It is very important that students accept the responsibility for conducting themselves in the best possible manner each school day. With this attitude, they will become more and more successful in school. Disrespect shown by students or staff members will be referred to the superintendent's office. If disrespectful behavior continues, a conference with parents, student, teacher(s), and the superintendent may be arranged. In some cases, it may be necessary to send the student home for a day or more to give everyone an opportunity to try to resolve the problem. Finally, it may be necessary to start formal procedures for suspension.

## **Special Education**

Under the direction of the Arizona Department of Education Division, Mohawk Valley School provides special education programs for students who qualify within the official classification. Students previously enrolled in a special education program may be placed automatically with parent authorization, provided previous testing and placement forms are current and in compliance with special education guidelines. Students may be recommended for testing for special education placement by parents, classroom teachers, resource room teachers, and special education consultants. Conferences will be held with the parents concerning parental rights and program guidelines. All student placements are in strict adherence to federal and state guidelines. Any questions concerning special education may be directed to the school principal or special education director. Discipline issues may be modified according to I.E.P.

## **Sports**

Students in grades 5<sup>th</sup> – 8<sup>th</sup> can participate in school sports (4<sup>th</sup> graders are invited if necessary). The following sports are offered: Football, Volleyball, Basketball, Baseball, Softball, Soccer and Track. Game days are typically on Wednesdays at 2:00 pm with one tournament per season. Eligibility requirements apply. (*See Eligibility on page 5*). Students who do not participate in sports and would like to attend home games **MUST** be accompanied by an adult.

## **Supplies**

The school furnishes items directly associated with the requirements of the instructional program; however, students are responsible for making good use of these supplies and urged to make sincere effort not to be wasteful. Students may complement those materials with their own pencil, notebook, etc. Supply lists may be sent home by teachers requesting specific supplies for grade-level/classroom needs.

## **Transportation**

While the district operates a bus program to furnish transportation, it does not relieve parents or students from the responsibility of supervision before the child boards the bus in the morning and after the child leaves the bus. Only when the child boards the bus in the morning does he or she become the school's legal responsibility and responsibility shall end when the child is delivered to the regular bus stop. When it is necessary for a child to deviate from his normal routine, a note or call from the parents or legal guardian must be presented to the front office secretary, the child's teacher or bus driver.

These changes include staying after school for a special event, riding, or walking to an address other than the student's own, being picked up by someone when the student usually rides the bus, leaving early, etc. **Please notify the office by 1:00 pm or by 11:00 am on early dismissal days, of bus notes and/or changes.** ALL SCHOOL RULES/POLICIES PERTAIN TO BUSES. Students being transported are under the authority of the bus driver and shall observe the following standards:

1. Obey driver's instructions.
2. Keep aisles clear.
3. Remain in assigned seat until stopped.
4. Keep everything inside the bus.
5. Talk quietly - Do not yell or use profanity.
6. Keep your hands to yourself. Be courteous.
7. Do not throw anything.
8. No food or beverages.
9. Maintain orderly conduct at bus stops.

**\* Punishment will depend upon severity. Refer to Discipline Guide.**

## **Vision and Hearing Screening**

Each year students are given a vision and hearing screening. Should we discover that your child has a problem with vision and/or hearing, you will be notified.

## **Visitors**

1. Parents are welcome to visit school. As a courtesy, please attempt to make prior arrangements before your visitation.
2. All visitors must check in through the school office before going to the classrooms and the playgrounds. Visitors need a visitor pass.
3. Visitors should be careful not to disturb teachers while they are engaged in instructional activities.
4. The administration will be happy to accompany parents on their visitation, if parents need more information.
5. Smoking or the use of tobacco in any form or drinking alcoholic beverages on District premises is prohibited at all times and events.

### **Volunteers**

If you wish to volunteer please contact the school office for more information.

### **Withdrawal from School**

Pupils withdrawing from school should obtain a withdrawal form from the office and follow instructions to get it signed and completed.

# DISCIPLINE GUIDE

## Kindergarten – 4<sup>th</sup> Grade

Level I			
Offense	1 <sup>st</sup> Occurrence	2 <sup>nd</sup> Occurrence	Repeated Occurrences
Verbal Aggression	Warning Time-Out Activities Suspension	Time-Out and /or Loss of Privilege Activities Suspension	Parent Involvement In-School Suspension and/or Detention
Disruption	<i>(Depends of Severity)</i> Parent Involvement Activities Suspension Time-Out	Time-Out and /or Loss of Privilege Activities Suspension	Parent Involvement In-School Suspension and/or Detention

Level II			
Offense	1 <sup>st</sup> Occurrence	2 <sup>nd</sup> Occurrence	Repeated Occurrences
Vulgarity/Profanity Obscene Gestures Physical Aggression	Parent Involvement Written Warning Time-Out Loss of Privilege	Parent Involvement Time-Out and /or In-School Suspension	Parent Involvement Detention and/or Suspension
Theft	Parent Involvement Written Warning Time-Out Loss of Privilege	Parent Involvement Restitution or Community Service	Parent Involvement Restitution or Community Service Detention or In-School Suspension
Insubordination Disrespect to any Living Thing	Parent Involvement Written Warning Loss of Privilege	Parent Involvement Time-Out and /or In-School Suspension Written Apology Community Service	Parent Involvement Detention or In-School Suspension
Defacing or Destruction of Property	Restitution or Community Service Warning and/or Loss of Privilege Parent Involvement	Loss of Privileges Parent Involvement Suspension and/or Restitution and/or Community Service	Parent Involvement Detention or In-School Suspension and/or Community Service
Technology Misuse	Parent Involvement Written Warning	Parent Involvement Loss of Privilege	Parent Involvement Detention and/or Suspension
Tardy	1-3 Tardies in a Quarter Warning	3-6 Tardies in a Quarter Parent Involvement Loss of Privilege Detention	6+ Tardies in a Quarter Parent Involvement Suspension Truancy Intervention

These are just some of the examples in which the administration may discipline the students.

***All actions taken will consider the severity and circumstances of the incident.***

***\* Chronic Level Offenders will be administered Level II Punishments***

***\* Reference policy JK, JKD, JKE for Out-of-School Suspension of K-4<sup>th</sup> grade students***

**5<sup>th</sup> – 8<sup>th</sup> Grades**

<b>Level I</b>			
<b>Offense</b>	<b>1<sup>st</sup> Occurrence</b>	<b>2<sup>nd</sup> Occurrence</b>	<b>Repeated Occurrences</b>
Disrespect to any Living Thing, Including Cursing or Inappropriate Language Cheating Profanity	<i>(Depends of Severity)</i> Warning Classroom Level Consequences	Parent Involvement Activities Suspension Time-Out and/or In-School Suspension	Parent Involvement Level 2 Consequences 1-3 Days In-School Suspension Suspension
Disruption Disorderly Conduct Defiance Insubordination	<i>(Depends of Severity)</i> Parent Involvement Activities Suspension Time-Out	Level 2 Consequences Parent Involvement 1-3 Days In-School Suspension	Level 2 Consequences 3-5 Days In-School Suspension Suspension
Defacing or Destruction of Property Dangerous Items	Parent Involvement Confiscation Restitution or Community Service Activities Suspension Time-Out and/or In-School Suspension	Restitution or Community Service Level 2 Consequences 1-3 Days In-School Suspension Parent Involvement	Restitution or Community Service Level 2 Consequences 3-5 Days In-School Suspension Parent Involvement
Theft (Minor) Items Less than \$5.00 (Pencils, Pens, etc.)	Restitution or Community Service Time-Out and/or In-School Suspension	Restitution or Community Service Level 2 Consequences 1-3 Days In-School Suspension Parent Involvement	Restitution or Community Service Level 2 Consequences 3-5 Days In-School Suspension Parent Involvement
Inappropriate Display of Affection	Written Warning	Written Referral Parent Involvement Loss of Privilege	Parent Involvement Activities Suspension In-School Suspension
Dress Code Violation	If Indecent, Child will be required to Change Clothes Written Warning	Parent Involvement Change Clothes Written Warning	Not Admitted to Class Unless Clothing Meets Criteria Send Home or In-School Suspension
Chewing Gum	Written Warning	Community Clean-Up Activities Suspension	Community Clean-Up Activities Suspension
Technology Misuse	Parent Involvement Written Warning	Parent Involvement Loss of Privilege	Parent Involvement Loss of Privilege In-School Suspension Long-Term Suspension
Tardy	1-3 Tardies in a Quarter Warning	3-6 Tardies in a Quarter Parent Involvement Loss of Privilege Detention	6+ Tardies in a Quarter Parent Involvement Suspension Truancy Intervention

These are just some of the examples in which the administration may discipline the students.  
*All actions taken will consider the severity and circumstances of the incident.*

*\* Chronic Level Offenders will be administered Level II Punishments*

5<sup>th</sup> – 8<sup>th</sup> Grades

Level II			
Offense	1 <sup>st</sup> Occurrence	2 <sup>nd</sup> Occurrence	Repeated Occurrences
Threatening Harassment Hazing	Parent Involvement (Depends on Severity) 1-5 Days Suspension Activities Suspension	5-9 Days Suspension Activities Suspension Parent Involvement	Recommendation for Long-Term Suspension or Expulsion
Ditching	1 Day In-School Suspension	1-5 Days In-School Suspension Parent Involvement	3-9 Days Out of School Suspension
Physical Aggression Verbal Aggression Bullying	<b><i>Possible Law Enforcement Involvement Parents Must Come Immediately or Will Hold until Parent Notification</i></b>		Recommendation for Long-Term Suspension or Expulsion Level III Consequences
	1-5 Days Suspension (Discretion) Depends on Severity and Circumstances	5-9 Days Suspension (Discretion) Depends on Severity and Circumstances	
Fight Instigator	1-3 Days Suspension	3-5 Days Suspension	Recommendation for Long-Term Suspension or Expulsion
Destruction of Property	3-5 Days In-School Suspension Restitution or Community Service	5-9 Days In-School Suspension Restitution or Community Service Parent Involvement	Recommendation for Long-Term Suspension or Expulsion Police Involvement
Tobacco/Vaping	1-3 Days Suspension Parent Involvement	3-5 Days Suspension	Recommendation for Long-Term Suspension or Expulsion
Stealing ( <i>Major</i> ) Items More than \$5.00 in Value (Clothing, Jewelry, etc.)	Restitution or Community Service 1-5 Days In-School Suspension Parent Involvement Police Involvement - <b><i>(Discretion of Severity)</i></b>	Restitution or Community Service 1-5 Days In-School Suspension Parents Reinstate Police Involvement - <b><i>(Discretion of Severity)</i></b>	Recommendation for Long-Term Suspension or Expulsion Police Involvement
Defamation Surreptitious Photographing or Recording	Parent Involvement Loss of Privilege Suspension	Parent Involvement Loss of Privilege Suspension	Recommendation for Expulsion

These are just some of the examples in which the administration may discipline the students.

***All actions taken will consider the severity and circumstances of the incident.***

***\* A student with multiple infractions may be referred to a Hearing Officer approved by the Governing Board for Long-Term Suspension or Expulsion***

## 4<sup>th</sup> – 8<sup>th</sup> Grades

Level III		
Offense	1 <sup>st</sup> Occurrence	2 <sup>nd</sup> Occurrence
Display/Possession of Weapons	Parent Involvement 1-10 Days Suspension Possible Recommendation for Long-Term Suspension or Expulsion Depending on Circumstances	Recommendation for Long-Term Suspension or Expulsion
Use of Weapon *	Parent Involvement 1-10 Days Suspension Possible Recommendation for Long-Term Suspension or Expulsion Depending on Circumstances	Recommendation for Long-Term Suspension or Expulsion
Intent/Threat to Use Weapon	Parent Involvement 1-10 Days Suspension, Possible Recommendation for Long-Term Suspension or Expulsion Depending on Circumstances	Recommendation for Long-Term Suspension or Expulsion
Possession of Alcohol or Drugs	Parent Involvement 1-10 Days Suspension, Possible Recommendation for Long-Term Suspension or Expulsion Depending on Circumstances	Recommendation for Long-Term Suspension or Expulsion
Use or Intent to Use Drugs or Alcohol	Parent Involvement 1-10 Days Suspension, Possible Recommendation for Long-Term Suspension or Expulsion Depending on Circumstances	Recommendation for Long-Term Suspension or Expulsion
Distribution or Intent to Distribute Drugs or Alcohol	Parent Involvement 1-10 Days Suspension, Possible Recommendation for Long-Term Suspension or Expulsion Depending on Circumstances	Recommendation for Long-Term Suspension or Expulsion

***Level III offenses include police involvement.***

These are just some of the examples in which the administration may discipline the students.

***All actions taken will consider the severity and circumstances of the incident.***

### **Weapons in School (Policy JICI)**

\* Weapon means any of the following:

1. A firearm
2. A knife – (length of at least 2.5 inches)
3. A destructive device – Any device other than a firearm that will convert to expel a projectile, such as a BB/pellet gun, slingshot, bow, or crossbow.
4. A dangerous instrument – anything other than a firearm, knife, or destructive device that is carried or possessed by a student for the purpose of being used or being available for use to cause death or inflict serious physical injury.



## Annual Notification to Parents Regarding Confidentiality of Student Education Records

**The Family Educational Rights and Privacy Act (FERPA)** is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school within 45 days of a request made to the school administrator. Schools are not required to provide copies of records unless it is impossible for parents or eligible students to review the records without copies. Schools may charge a fee for copies.
- Parents or eligible students have the right to request in writing that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
  - ❖ School officials with legitimate educational interest:
    - A school official is a person employed or contracted by the school to serve as an administrator, supervisor, teacher, or support staff member (including health staff, law enforcement personnel, attorney, auditor, or other similar roles); a person serving on the school board; or a parent or student serving on an official committee or assisting another school official in performing his or her tasks;
    - A legitimate educational interest means the review of records is necessary to fulfill a professional responsibility for the school;
  - ❖ Other schools to which a student is seeking to enroll;
  - ❖ Specified officials for audit or evaluation purposes;
  - ❖ Appropriate parties in connection with financial aid to a student;
  - ❖ Organizations conducting certain studies for or on behalf of the school;
  - ❖ Accrediting organizations;
  - ❖ To comply with a judicial order or lawfully issued subpoena;
  - ❖ Appropriate officials in cases of health and safety emergencies; and
  - ❖ State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, sports participation (including height and weight of athletes) and dates of attendance unless notified by the parents or eligible student that the school is not to disclose the information without consent.

**The Individuals with Disabilities Education Act (IDEA)** is a federal law that protects the rights of students with disabilities. In addition to standard school records, for children with disabilities education records could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

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

For additional information or to file a complaint, you may call the federal government at (202) 260-3887 (voice) or 1-800-877-8339 (TDD) OR the Arizona Department of Education (ADE/ESS) at (602) 542-4013. Or you may contact:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5901	Arizona Department of Education Exceptional Student Services Washington, D.C. 20202-5901 1535 W. Jefferson, BIN 24 Phoenix, AZ 85007
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This notice is available in English and Spanish on the ADE website at [www.ade.az.gov/ess/resources](http://www.ade.az.gov/ess/resources) under forms. For assistance in obtaining this notice in other languages, contact the ADE/ESS at the above phone/address.