

R.O.A.R

Responsibility Ownership Attitude Relationships

First Quarter

--	--	--	--	--	--	--	--	--	--

5th signature and every signature thereafter results in detention

Comments:

Second Quarter

--	--	--	--	--	--	--	--	--	--

5th signature and every signature thereafter results in detention

Comments:

Third Quarter

--	--	--	--	--	--	--	--	--	--

5th signature and every signature thereafter results in detention

Comments:

Fourth Quarter

--	--	--	--	--	--	--	--	--	--

5th signature and every signature thereafter results in detention

Comments:

Responsibility Ownership Attitude Relationships

R.O.A.R

T=Tardy

Tanque Verde Unified School District

2300 N. Tanque Verde Loop Road 749-5751

<http://www.tanqueverdeschools.org/>

Administration

Dr. Scott Hagerman, Superintendent

Adam Hamm, Business Manager

Claire Place, Community Liaison

Keith Wick, Human Resources

Tanque Verde Elementary School	Principal TBD	749-4244
	Assistant Principal Kim Hubbard	
Agua Caliente Elementary School	Principal Sherri Rosalik	749-2235
Emily Gray Junior High School	Principal Greg Miller	749-3838
	Assistant Principal Adam Steiner	
Tanque Verde High School	Principal A.J. Malis	760-0801
	Assistant Principal TBD	

Governing Board

Carlos Ruiz, President

Jeffrey Neff, Clerk

Steven Auslander, Member

Susan Fry, Member

Jeremy Schalk, Member

Tanque Verde Unified School District does not discriminate on the basis of race, color, national origin age, sex or disability, in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning the School's compliance with the regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA), may contact the Assistant Superintendent or Human Resources.

El Distrito Escolar Unificado de Tanque Verde no discrimina en base a raza, color, edad nacionalidad, sexo o discapacidad en la admisión o acceso a, o tratamiento o empleo en sus programas y actividades. Cualquier persona que tenga preguntas acerca del cumplimiento de la escuela con los reglamentos de aplicación del Título VI del Acta de Derechos Civiles de 1964 (Título VI), Sección 504 de la Ley de Rehabilitación de 1973 (Sección 504), o el Título II de la Americans with Disabilities Act de 1990 (ADA), pueden comunicarse con el Asistente del Superintendente o humano Recursos.

Welcome to Emily Gray Junior High School

Bobcats – R.O.A.R

Responsibility, Ownership, Attitude, Relationships

Emily Gray Junior High School is proud to welcome you into our tradition of excellence in student achievement and community involvement. Our staff is committed to the mental, physical, and social growth of our students as they mark these important milestones in their education.

The junior high school has the specific task of meeting the individual needs of early adolescent students and in so doing serves as a unique transition between elementary and high school. The personal and psychological needs of its students, their daily behavior, the development and reinforcement of their study skills, their physical fitness and their self-concept are as important in the curriculum as their academic development. Accordingly, the school establishes attainable goals for its students and provides positive reinforcement for attainment.

Campus Hours

The Emily Gray campus is open for student arrival at 7:50 am. Before this time, there is no supervision provided for students. Please plan your arrival for 7:50 am or later. The campus is locked at 4:00 pm and access is only provided on an as-needed basis.

Student Transportation

It is the policy of Tanque Verde Unified School District to provide transportation for students of the District as follows:

- Students who live more than one mile from their school.
- Students living within the one-mile radius of their school but are subject to routes that are hazardous or difficult and no other arrangements can be provided.
- Special education students whose disabilities require transportation as indicated in their individual education programs.

Student Pick-Up and Drop-Off

For student safety reasons parents are not to enter the bus loop off of Tanque Verde Rd., parents are also asked to avoid the transportation lot and transportation entrance area for pick up or drop off. Please see our website for complete pickup and drop-off procedures pertaining to our two designated drop off areas. You may use the EGJH parking lot loop to pick up and drop off your children, or the Tanque Verde Baptist Church Parking lot loop off of Tanque Verde Loop Road.

Waiting for and Exiting the Bus

1. Be at your bus stop at least five (5) minutes prior to your scheduled time.
2. Form a line at a safe distance from the curb or road while waiting for the bus.
3. Respect the property on which your bus stop is designated.
4. Use the handrail and each bus step when entering and exiting the bus.
5. Remain seated until the bus comes to a complete stop.
6. Always walk in front of the bus when crossing the street or highway and look both ways before crossing.
7. The bus driver requires a signed note from your parent or guardian if you have to get off at a stop other than your own.

Bus Courtesy

1. Quietly take your seat.
2. Talk to your friends in a normal voice. Address the bus driver only in case of an emergency.
3. Windows will be opened and closed upon request of the bus driver.
4. Keep your head and arms inside the bus and your feet on the floor.
5. Remain seated until the bus comes to a complete stop.
6. No food or drinks are allowed on the bus without the driver's permission.
7. No glass containers are allowed on the bus.
8. Pets and animals are not allowed on the bus. Children must arrange for private transportation when carrying them to and from school.
9. Each student will assist the driver by placing litter in a trash receptacle designated by the driver.

Bus Discipline Plan

If a student violates behavior or safety standards while riding the bus, the bus driver will prepare a "School Bus Incident Report." This report will be submitted for disciplinary action. A variety of consequences may be imposed to address the infraction:

- Counseling
- A conference and/or disciplinary action without loss of riding privileges.
- A conference and/or disciplinary action with a loss of riding privileges for not less than ten (10) and not more than thirty (30) school days.

The consequences applied will depend on the severity of the infraction and the recommendations of the bus driver. Parents will be notified by telephone and/or in writing about the incident and the subsequent consequence(s).

A student who feels he or she has been treated unfairly or unjustly punished under this plan may appeal to the school principal and/or the Superintendent for recourse. If a hearing is requested, the student may be accompanied by the parents and/or legal counsel. The district personnel that will participate in the hearing include, but are not limited to, the bus driver who initiated the action, the Transportation Director, the Principal, and the Superintendent.

All rules that are mentioned above will be in place during athletic trips. With the addition that boys and girls will be kept separate both to and from the event. Coaches will be required to sit in between the boys and girls during the trip.

IF YOU ARE EXPERIENCING ANY TRANSPORTATION PROBLEMS, PLEASE NOTIFY YOUR BUS DRIVER FIRST. IF YOU REQUIRE FURTHER ASSISTANCE, PLEASE CALL THE TRANSPORTATION DEPARTMENT AT 749-9640.

Lost or Found Property

Anything brought to school is the responsibility of the student. If you feel your property has been lost or stolen, contact the school office. However, there is no guarantee he/she will be able to recover the lost or stolen item or secure the replacement of it. The best rule to follow is: *If you don't want to lose it, don't bring it to school.*

Lockers

Lockers are provided for student use and placed throughout the campus. Locks will be provided at registration for a yearly rental fee of \$5.00. By accepting a lock and locker assignment the student and parent accept financial responsibility for damage that arises from misuse or abuse of the locker.

Because lockers are not secured, students who place items in their lockers overnight or over weekends and holidays do so at their own risk. It is also required for security reasons students never share a locker with another student or allow another student knowledge of their locker combination. The locker must be locked at all times with the rented lock. Lockers without locks will be emptied and locked by security staff.

School officials reserve the right to inspect any locker at any time, and to gain access by any means necessary. School officials may change locker assignments or revoke locker privileges if lockers are not maintained in a neat and clean fashion or if a student abuses or misuses or vandalizes his/her locker.

Backpacks

It is imperative to ensure the safety of the classroom walkways, that student backpacks must fit completely beneath the student's assigned chair or desk when materials needed for the class period are removed to the desktop. Any backpack that is too large to fit in the assigned space will not be permitted in the classroom, classrooms with limited space for backpacks may also individually require that backpacks be stored in lockers.

Backpacks must have two straps that each fit over student's shoulders. Bags with handles, such as totes and sacks, are not acceptable substitutes for backpacks.

Electronic Devices

The staff and administration recognize that most students possess a variety of electronic devices, including cell phones, media players, and gaming devices. Students may bring these items onto campus but do so solely at their own risk. **In the event of theft or damage to any such device, it is the policy of the administration not to investigate.**

Though we do not prohibit electronic devices from our campus, there are restrictions on their use in the school setting. **Cell phones are to be powered off and put away during class periods. No electronic device is to be powered on and used during class periods, except as requested by the teacher or administration.** Any electronic device that creates a visible or audible distraction during a class will be immediately confiscated by the teacher and passed to administration. **Electronic devices may be used before school, during lunch, and after school only.** Upon a first confiscation the principal and student will hold a conference about the infraction. Upon a second occurrence the parent must collect the device from the office with the student. Upon the third infraction, the device will be banned from the campus for the remainder of the school year.

Taking a photo, audio, or video recording, of a teacher, staff member or student without their full knowledge and consent is a violation of policy and may also be a violation of the law in certain circumstances. Any such behavior will be treated as a violation of the TVUSD Discipline Matrix and subject to disciplinary action.

Schedules/Schedule Change

Students are instructed to make informed choices about their courses and to carefully review the course selections for the upcoming school year. Course requests, submitted the previous spring, determine staffing, class sizes and the structure of the master schedule. Request for schedule changes will be considered only for extenuating circumstances. Parent permission is required for all schedule changes. Reasons that may be considered include:

- Medical reasons
- Course required for compliance with special needs documentation

Requests for schedule changes based on the reasons listed above may be made to the counseling department during the first 5 days of each quarter. All requests for schedule changes are subject to limitations due to class size. Students must remain in scheduled classes until they are notified of approval by receiving a printout of a new schedule.

Attendance and Academic Policies

Absences- When sickness or other obligations make an absence necessary; we request that a student's parent telephone the office by 9:00 a.m. the morning of the absence. **The attendance telephone number is 749-3950.** The state and county require that the school keep data as to the reasons students are absent from school. For this reason you will be asked about the specifics of your child's absence. For example some of the categories that are tracked are: colds, stomach flu, out of town, doctor appointments, or injuries.

If we do not receive a phone call, we will try to verify the absence by calling a parent. If that is not possible, the student must bring a written note giving a reason for the absence upon their return. Unverified absences will be coded as truant two school days after the student's return. If you need to call before 7:30 a.m. or after 4:00 p.m. please call 749-3950 or 749-3838 and leave a message.

Excused Absences-

- Personal illness (absences longer than five consecutive days require medical documentation).
- Doctor/Dental appointments with documentation from the professional. **Please consult the calendar in this tracker and make every effort to schedule appointments on non-school days.**
- Serious illness of a family member.
- Death of a family member.
- Required court appearance.
- Specific absences when the district is notified in advance such as boys' chorus or non-school district competitions. A written petition to the principal is required at least one week previous.
- Religious holidays.

Consecutive Absences- If a student is absent more than one day, the parent needs to call every day of the absence. The office will not assume the child is still sick. Students absent for ten consecutive days without notification will be dropped from the school's attendance registers.

Unexcused Absences- An unexcused absence will occur when there is no telephone or written notification of the absence within two school days. This type of absence may be deemed as truant and could be reported as so. Teachers are not required to allow students to make up work missed during an unexcused absence. **Please do not put your child in a situation where he or she might lose credit.**

Known Absences- If parents insist upon removing a student from class for "leisure" purposes or vacations, they should understand that:

- 1 - Teachers are not required to provide any work in advance. The student has a day for each day missed to complete the classroom work/homework. It is entirely up to the student to obtain the missed work and seek additional assistance at the teachers' convenience.
- 2 - If parents/students expect homework to be provided in advance, teachers will expect this work to be completed by the date of the student's return. If homework is not completed by the date of the student's return, it will be considered late.
- 3 - Tests need to be made up within five school days after returning, even if the absence exceeds five days.
- 4 - Prior to the absence, notification must be from the parent (directly) to the school office, not student to teacher.

Loss of Grade- A student who is absent for ten (10) or more class sessions during a semester of the school year may be subject to a loss of credit or loss of grade, and/or may be required to repeat the class or classes (i.e., placement determination). The process for loss of credit, loss of grade, and placement determination is as follows: the parent(s) shall be notified in writing after the student's sixth (6th) and eighth (8th) absence in any class or classes during a semester. Such notice shall identify the class or classes and dates on which the student was absent, and the notice shall also indicate that a total of ten (10) absences will result in the student and parent being called before an administrative review board. The parent shall be informed of the time and date of the hearing and any other pertinent information. The review board shall consist of the principal, or designee, and appropriate faculty members. At the hearing, the student and/or the parents may present information that tends to demonstrate that special academic or other appropriate allowances warranted an exemption from the application of loss of credit and/or loss of grade and to determine placement.

Excessive absences will result in the following consequences:

Six (6) absences - First (1st) notice

Eight (8) absences - Second (2nd) notice

Ten (10) absences - Review board hearing

Appeals - If the parent(s) of the student are dissatisfied with the decision of the administrative review board, they may follow due process procedures through the Superintendent, and, if still dissatisfied, to the Governing Board. The appeal shall be by letter delivered to the Superintendent, such letter shall describe in detail all objections to the administrative review board's decision and procedures. If an appeal is carried through to the Governing Board, the decision is final. The student may remain in class pending the outcome of any hearing or appeal.

Truancy- Any unauthorized absences from any class, or activity during the school day for which the student is scheduled. It also includes any after-school special-help session or disciplinary session that the student has been directed to attend. Truancy is a violation of state and local attendance laws and is considered a serious offense. **Please remember that TVUSD is following the guidelines that the state and county government have set.** The school will notify the parent(s) of intent to take action and enforce the truancy laws. A minimum of three (3) un-excused absences will result in the school forwarding violations to the appropriate authority.

Tardy- A student is tardy if he/she is not in the classroom, prepared to work, when the final bell rings. When a student is tardy to class, the teacher will sign the students' Behavior Track card. When the card reaches five signatures, the student will be assigned a detention. A student must have a pass in order to have an excused tardy.

Arriving Late/Tardy to School- Students are encouraged to be on time to school every day. If a student arrives late to school they must be signed in at the office by a parent/guardian. Lateness due to health appointments documented by an appointment card will also be excused.

Leaving Early- If a student has to leave early from school, the student must be signed out in the office by the parent or guardian before leaving campus. Office personnel will not allow students to sign out themselves. Proper notification is required before students may leave with adults other than their parent or guardian.

Grading Policy

The following are the grading scales used for grades and citizenship marks in all classes.

Mark / Explanation	Scale	Mark	Explanation
A - Excellent	90-100%	I	Incomplete
B - Above Average	80-89%	NM	No Mark
C - Average	70-79%	NC	No Credit
D - Below Average	60-69%		
F - Failing	0-59%		

Mark	Explanation
O	Outstanding
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory
W	Withdrew

If the grade of *incomplete* is given, the student has ten school days from when grades are due to make up the work. If this is not done, credit will not be given and the incomplete will transfer to an “F”. Exceptions to this policy may be made at teacher/administrator discretion in long-term illness situations.

Grading Periods- Grades (A, B, C, D, F) are given every nine weeks.

Progress/Quarter Reports- In order to achieve the most timely delivery of student information and to ensure good stewardship of public funds, Emily Gray will provide printed/mailed copies of Interim Progress Reports and Quarterly Grade Reports **only as requested** through our offices. Students and parents are expected to monitor grading information through StudentVUE/ParentVUE.

It is our purpose to educate students and help them meet our competency standards. In an attempt to make sure all Emily Gray students are successful, teachers will clearly explain all standards and expectations.

Homework Policy

The purpose of homework is to help students develop good study/work habits while reinforcing the daily curriculum being taught. Due dates are given to help students learn to manage their time and to assist parents in structuring home study periods. Students should assume that homework assignments are to be completed by the date specified by the instructor unless special arrangements have been made with the teacher. When absent, students/parents should refer to each teacher's web page for information about assignments. The student will be given the time equivalent to the length of the absence to make up missed work. For example, if the student is absent 3 days, the student has 3 days to make up the missed assignments. This policy only applies to assignments given during the absence.

Retention and Failure

Retention and Failures are outlined by district policy IKE-RA 7200-23. Students in grade 7 who do not achieve a passing grade in eleven (11) of the possible fourteen (14) semester units may be considered for retention. Students in grade 8 who do not achieve a passing grade in ten (10) of the fourteen (14) units may be considered for retention. Notification is sent out no later than the midpoint of the 4th quarter and parents are made aware of the possible recommendation to retain. Students who fail an academic core subject will retake the course in summer school or be placed in supplemental courses the following school year.

Sports

The following sports are available

<u>Season 1</u>	<u>Season 2</u>	<u>Season 3</u>	<u>Season 4</u>
Flag Football, Cross Country	Boys Basketball	Girls Basketball	Boys Baseball
Girls Volleyball	Girls Soccer	Boys Soccer	Girls Softball

Extracurricular Activities and Eligibility

Activities- Students may participate in after school athletic programs, if eligible. All forms in the athletic packet must be on file. A student may not participate in practice, tryouts, or a game without clearance.

Fees- A \$35.00 extracurricular activity fee per activity was approved by the school board. The fees are capped at \$70.00 per semester, \$105.00 per year.

Extracurricular Participant Responsibilities

Social Behavior

- Students who participate in extracurricular activities represent the Tanque Verde School District, therefore, they must display excellent citizenship, display respect for authority and use appropriate language at all times.
- **If a student is assigned after school detention, detention takes precedence over games and practices. If a student misses a detention the student is ineligible to compete in games until the detention is served.**
- Students who are suspended either in school or out of school shall be ineligible during the suspension period. In severe cases students will be removed from their extracurricular activity.

Academic Eligibility Requirements

- Student must be passing all classes (No F's) and maintain a 'C' average (2.0 average on a 4.0 scale).
- Eligibility checks will be done by the administration at quarter grades and interim reports.

Regaining Eligibility

Students may petition for eligible status through the administration after five school days. Once eligibility status is regained, the student will remain eligible until the next grading period. Individual coaches and teachers may institute more frequent grade checks as they deem necessary.

- First time ineligible athletes may not travel to away games or suit up for home games. They may practice.
- If an athlete becomes ineligible a second time that student may **not travel** to away games, may **not attend home games, and may not practice.**
- Further ineligibility may result in an athlete being removed from the team.

Attendance Eligibility

Students involved in extracurricular activities must attend a minimum of 50% of the number of classes they have scheduled on a given day in order to practice/compete/perform at that day's scheduled event (eg: athletic competition, fine arts performance, etc.). Any exception to this policy must be approved by school administration.

Student Responsibilities

Students have the right to a meaningful education that will be of value to them for the rest of their lives. In order to facilitate this all Emily Gray students share the following Student 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 materials.

Student Dress

The District staff has the obligation to maintain a climate conducive to study, to protect the health and safety of students, and to regulate appearance to the extent that it is not destructive or disruptive to the educational process. According to A.R.S. 15-841(A): ("Pupils shall comply with the rules...") Therefore, students and parents have the responsibility to see that students are dressed in compliance with the District dress code as designated in this document.

The school dress code will be enforced throughout the year, during school hours, and at school sponsored activities. If there is any question of the appropriateness of a student's dress, that student will be referred to the administration for final determination of appropriateness. Failure to comply with the dress code shall result in disciplinary action. A continual violation of the school District dress code will be considered defiant and insubordinate behavior and will result in more severe disciplinary action. The following are the dress guidelines to be followed by all students in the Tanque Verde School District:

Hats: Hats, headgear, caps, beanies, sun visors, etc., must be worn forward as intended and must be taken off indoors.

Shirts: All shirts should cover to the shoulder. Skin should not be exposed, i.e. bellies, back, upper chest, torso. Backless, midriff, transparent shirts or plunging necklines are not permitted. **No undergarments may show.** Wearing any apparel that depicts alcohol, drugs, gangs, tobacco, sex, political statements, guns and/or weapons, any act illegal or hazardous to one's health, or which the site administration deems inappropriate, may not be worn.

Pants: Pants must be worn at the waist. Jeans must be in good repair, no excessive holes. **No undergarments may show. Size should be appropriate. Clothing shall be clean and in good repair.**

Shorts: In addition to the waist requirements (see Pants), shorts should fall no more than 7 inches above the knee. **No undergarments or pocket liners may show.**

Dresses and Skirts: Dresses and skirts, including top of slits, should fall no more than 7 inches above the knee. Dresses must cover to the shoulder. Backless, midriff, transparent dresses or plunging necklines are not permitted. **No undergarments may show. Size should be appropriate.**

Footwear: There are to be no bare feet. Slippers, stocking feet, or metal cleats on soles of shoes, etc., are prohibited.

Belts: Belts must be tucked into belt loops and may not hang down.

Piercings: Visible piercings are limited to ears.

Pajamas are not allowed except on specially designated days as determined by the site administrators.

Physical education uniforms are to be worn for P.E. classes only. If found in violation of any part of the dress

code, students may be asked to wear their P.E. uniform for the remainder of the school day.

The administration of each school reserves the right to require students to change clothing that does not comply with the District dress code. If there is any question of the appropriateness of a student's dress, that student will be referred to the administration for final determination of appropriateness.

Emily Gray Student Conduct

Students are expected to behave in a manner conducive to the learning environment while on school campus. This includes no running, yelling, screaming, or disrupting classes in any way.

Cheating/Plagiarism: Emily Gray Junior High has a zero tolerance policy regarding cheating, plagiarism and academic dishonesty. Students who copy, submit, or claim credit for any work that is not their own will face consequences. In addition, students who provide work for other students to copy will also face consequences. Consequences are: first offense will result in a zero and a verbal reprimand; second offense will result in a zero and a detention; third offense will result in a zero and an in school or out of school suspension.

Public Displays of Affection: No public displays of affection (PDA). This includes kissing of any kind, hand holding, and inappropriate touching/hugging.

Weapons/Dangerous Items: Emily Gray Junior High has a no tolerance policy regarding weapons and dangerous items. Weapons or dangerous items are not allowed on school campus. Possession of any weapons and/or dangerous items as outlined in the Discipline Matrix will result in an automatic suspension.

R.O.A.R.

At Emily Gray we are committed to our students building positive relationships and doing the right thing. Our students are encouraged to conduct themselves by the principles of R.O.A.R.

Responsibility – Be on Time, be prepared, be on task, be safe.

Ownership – Own your behavior, make the best choice, accept consequences, apologize, “own up.”

Attitude – Be yourself, be positive, show school pride.

Relationships – Care about yourself, others, school and community.

These are the rules that apply while anywhere on our campus:

1. Be on time
2. Be respectful
3. Be prepared
4. Follow dress code
5. Be safe
6. No gum

Please note that these are general guidelines for student expectations, additional standards of behavior are implied. Teachers also have classroom rules that apply to the specific circumstances of their class.

Bullying Definitions & Reporting

Emily Gray Junior High prohibits bullying in any form on school property, in a school vehicle, or at a school-sponsored activity or event.

"Bullying" is defined as: Any intentional gesture or any intentional written, verbal, or physical act or threat that is sufficiently severe, persistent, or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

1. Harming a student or staff member, whether physically or mentally;
2. Damaging a student's or staff member's property;
3. Placing a student or staff member in reasonable fear of harm to the student or staff member; or

4. Placing a student or staff member in reasonable fear of damage to the student's or staff member's property; or;
5. Cyberbullying which means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and Web sites.

School Districts are required by Federal Law to protect the privacy rights of students under the age of 18.

Bullying Review Process

Students have several options for reporting bullying: 1) They may contact administration or the school counselor ANYTIME, 2) Anonymous online reporting (see school website), or they may complete a "Bobcat Bully form. Students will complete the form and return it to the bully box in the library or the nurses office.. The following procedures will be implemented in reviewing data:

- The school counselor reviews all "Bobcat Bully forms."
- Students will see the school principal for immediate threatening acts of bullying requiring discipline.
- The school counselor will provide counseling interventions to help students learn self control, conflict resolution and problem solving techniques.
- Mandatory education/interventions will be provided for repeat offenders.

Consequences of Behavior

In order that school staff members may ensure a good climate for education, it is necessary that student conduct and behavior be maintained at a high level. It is the responsibility of the School Board and school administration to define to students and parents what is expected in terms of desirable conduct and behavior.

The purpose of any rule or regulation regarding student behavior is primarily one of ensuring that the ongoing education of one student is not interrupted, impaired, or made difficult by the overt act of another. As a general statement, all students attending Emily Gray Junior High will be expected to observe commonly accepted rules of courtesy in their associations with students, teachers, administrators, and other school employees whether in the classroom or on the campus.

Continued and willful breach of courtesy by a student will be brought to the attention of the parents for advisement and assistance in developing a solution to the problem.

Detentions- A student may receive an after school detention for egregious or repeated infractions of the school rules. If a student is issued 5 detentions during the school year, every infraction thereafter, the student may be issued In-School Suspension (I.S.S.) for the entire day. **After school detentions are on Mondays, Tuesdays and Thursdays from 3:40 p.m. to 5:00 p.m.** The student will receive a *white detention slip that must be signed by the parent or guardian* and given to the detention monitor.

- Students are to be silent during detention. Students should work on school assignments or read silently.
- All electronic devices must be powered off and put away during detention.
- If a student has a missed detention they will not be allowed to go on field trips or extracurricular trips.

Please help us keep our students accountable by not making appointments, etc. on the day your child serves detention.

Guest teachers are rare and sometimes difficult to find; a detention is automatically given if students misbehave while a substitute is employed.

It should be kept in mind that every effort is made by teachers and other school employees to utilize methods of positive reinforcement in dealing with student behavior problems. The School Board has, however, made provision for dealing with the more severe kinds of problems whereby sterner measures may be taken as a final attempt to correct the problem.

In-School Suspension - In some instances students may be suspended in-school. When given in-school suspension students will be allowed no social contact with other students during the regular school day which includes, but is not limited to, lunch and break times. In-school suspension gives each student the opportunity to correct the inappropriate

behavior they exhibited. Specific rules governing in-school suspension will be explained to the student upon entrance. **Failure to comply with the rules will warrant additional in-school suspension or out-of-school suspension.**

Under certain conditions it can be in the best interest of a student or other students of a school, for a student to be denied the privilege of attending school.

Short term Suspension- Board policy provides that authorized administrative personnel may suspend a student from school for a period of up to ten (10) days. Due process shall be observed in that oral or written notice and an explanation of the charges shall be given.

Long term Suspension- Board policy provides that authorized administrative personnel may suspend a student from school for a period greater than ten (10) days if the behavior is a threat to the welfare of the school. Due process shall be observed in that oral or written notice and an explanation of the charges shall be given. Students shall be given an opportunity to present their side. In each instance of a suspension the student will be allowed to make up missed tests or assignment.

TVUSD POLICY KD - STUDENT SUSPENSION

A student may be removed from contact with other students as a temporary measure.

The authority to suspend a student for up to ten (10) days, after an informal hearing is held, rests with the Superintendent. This authority may be delegated to other administrators. If a danger to students or staff members is present, the Superintendent may immediately remove the student from school, with prior contact with the parents and with a notice and hearing following as soon as practicable. Each suspension shall be reported to the Governing Board, within five (5) days, by the person imposing it. [A.R.S. [15-843](#)]

In all cases, except summary suspension where a clear and present danger is evident, the student shall remain in school until applicable due process procedures are instituted. In *no* instance shall students be released early from school unless parents have been notified.

The Superintendent may designate a hearing officer for suspension hearings.

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.
 - The authorized District personnel shall make reasonable efforts to verify facts and statements prior to making a judgment.
- *Step 2:* Following Step 1:
 - 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 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 from a short-term suspension.

Suspension for over ten days:

- *Step 3:* If the offense is one that could result in a suspension of over ten (10) 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 student's expense.
- If a hearing officer has been designated, the name of the hearing officer.

- *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 bias to the student.
- 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 cross-examine witnesses, and may be represented by an attorney.
- *Step 6:* The decision and appeal procedure, if applicable, upon 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 [10] 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.)

- *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:* Following Step 1:
 - 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 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 from a short-term suspension.

Suspension for over ten days

If a special education student is recommended for a suspension of more than ten (10) days during the school year (a possible change in placement), a manifestation determination conference must be held.

- *Step 3:* A recommended suspension of a special education student for more than ten (10) consecutive days, or a series of suspensions totaling more than ten (10) days, may constitute a change of placement and shall require a manifestation determination conference. 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 students in general, 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 Americans 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 nondisabled students in similar circumstances do 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 the initial ten (10) school days.

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 injury to the child or another is substantially likely if current placement is maintained.

Any interim alternative educational setting must be selected so as to enable the child to continue to progress in the general curriculum, although in another setting, and to continue to receive those services and modifications, including those described in the child's current IEP; and include services and modifications which are designed to prevent the behaviors for which the placement was made from recurring. (Caution: refer to IDEA statutes and regulations before implementing the exception.)

Alternative to Suspension

Students meeting the following requirements may participate in an alternative to suspension program described below at the determination of the Superintendent:

- Suspension from school has been determined as the punishment for an offense and any appeal has been denied.
- The immediate suspension was not due to:
 - Fighting or engaging in violent behavior
 - Threatening an educational institution
 - Selling, using or possessing weapons, firearms, explosives, or dangerous instruments
 - Making a bomb threat

- Engaging in arson

- The student has not served more than one (1) short-term suspension or alternative to suspension of ten (10) days or less during the current academic year.
- The student has admitted to or taken responsibility for the act upon which suspension was imposed in a written statement signed by the student and attested to by the student's parent or guardian.
- The student and parent or guardian has received a written admonition that the suspension as originally determined will be imposed summarily and in its entirety should the student violate the conditions or requirements of the Alternative to Suspension Program. (*Note: Follow appropriate dismissal procedures.*)
- Parent(s) or guardian(s) shall agree to participate by:
 - Providing transportation as necessary to and from the program location.
 - Furnishing meals prepackaged or purchasing same for the student.
 - Establishing and monitoring in consultation with the school a supervisory routine limiting the student's contact to that which is necessary with other students and friends during the program.

The Alternative to Suspension Program is to be one of social isolation. It shall be discipline intensive, requiring academic work and as determined may involve community service, groundskeeping, and litter control. Parents will participate by providing support and supervision.

- Students will be isolated from others by means of barriers or distance at a location determined by the District. No participation in any school sponsored activity will be permitted during the program.
- Communication by students with others will be limited to adult District staff or as directed by the adult supervisor on duty.
- Ordered study time will be established for each student consistent with the number of classes in which the student is enrolled, divided proportionately through the academic day.
- Students are confined to their assigned areas and seats except as designated by the supervisor. All personal maintenance will be planned and approved by the supervisor.
- Students are to bring all books, workbooks, paper and necessary instruments for each class in which they are enrolled to the program daily and take the same material home each day of the program.
- Protocols for implementation of the Alternative to Suspension Program following the requirements above may be established by the administrator at each location.

Procedures and Conditions for

Readmission of Students Suspended

for More Than Ten Days

Early readmission procedures

The Superintendent may authorize early readmission of a student suspended for more than ten (10) days. The student shall be considered for readmission only upon completion of the major portion of the suspension (usually one [1] day more than half [1/2] with consideration for the grading period or academic division as necessary). The following conditions must be met:

- A written request must be submitted to the Superintendent on behalf of the student by the student's

parent or guardian asking for readmission and requesting a meeting to determine any requirements.

- Accompanying the written request shall be a summary of the student's activities and accomplishments during the suspension period written and signed by the student and signed and attested to by the parent or guardian. (Parents of elementary grade students may prepare the summary.)
- The request shall include a signed statement from local law enforcement officials that there have been no infractions of local or state codes for which the student could have been charged during the period of the suspension.
- At the time of the meeting to review the request the student may be required to explain the incident or incidents leading up to the suspension.
- The determination to allow readmission may be based on, but not limited to, the following elements:
 - The age of the student.
 - The frequency, type, and relative magnitude of previous misbehavior by the student.
 - The relative severity of the event(s).
 - Whether the student's behavior violated civil or criminal laws.
 - The degree to which the incident(s) interfered with the educational process.
 - The extent to which the event created endangerment to the student, others or property.
 - Special intellectual, psychological, emotional, environmental and physical characteristics of the student.
 - The student's attitude concerning the event(s).
 - The expressed intent concerning the student's future behavior.
- Should early readmission be granted, the student, with parent or guardian affirmation, shall agree to the following conditions:
 - Regular attendance—no unexcused absences.
 - No violation of school rules or policies.
 - Attendance at after school events for the remaining term of suspension only with prior approval of the administration.
 - Completion of all class tasks in timely fashion, as directed.
 - Student will receive supervision before and after school by parental arrangement, travel directly to school and from school, and report immediately to a supervisor for the balance of the term of the suspension.
- The student and parent or guardian shall receive a written admonition that failure in the conditions required for early readmission will mean summary imposition of the remainder of the suspension, and additional punishment if indicated by the disciplinary policies and procedures of the District.