

ROUND VALLEY ELEMENTARY SCHOOL

Mailing Address: P.O. Box 610

Springerville, AZ. 85938

Physical Address: (165 South Brown St. - Eagar, AZ.)

Telephone: (928) 333 - 6600 - FAX (928) 333-6619

<http://www.elks.net/>

Student Name _____

Address _____

Telephone # _____

RVES MISSION STATEMENT

In partnership with our community and students, it is our mission at RVES to provide high-quality academic and social learning experiences that will foster continued success for our young learner as they advance through their school career.

Our purpose is to help students reach their potential:

1. By providing high quality instruction in a safe and welcoming environment.
2. By providing a solid foundation of fundamental skills from which to build upon.
3. By teaching student responsibility for personal and academic growth.
4. By developing social skills with their peers in a secure environment with help from parents and school staff.

To assist students in their pursuit of a quality education, guidelines for student behavior must be established. It is impossible to design a rule to fit every situation; this set of guidelines will provide a basis for dealing with disciplinary issues. RVES 'Guidelines for Student Behavior' will follow Title 15 of Arizona Revised Statutes Education Code and Arizona Law coupled with local District Policy.

Students should remember that they are responsible for their own actions. If their actions violate school rules, District policy, or state law, they must accept the consequences.

The following pages describe the RVES Guidelines for Student Behavior. Students may be counseled by teachers or administration at any time regarding their behavior. Please accept their advice as valuable and understand that the intent is to help and to maintain order in the school setting.

An online copy of the Guidelines for Student Behavior can be found at www.elks.net; paper copies are available upon request. It is the student's responsibility to share these regulations with their parents. District policy and state law are available for review in the administration office.

GENERAL INFORMATION

RESPONSIBILITIES OF STUDENTS

Each student is expected to respect the rights and privileges of other students, teachers, and district staff. Student responsibilities for achieving a positive learning environment at school or school sponsored activities will include:

1. Attending all classes, daily and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being properly attired in accordance with the dress code.

4. Exhibiting an attitude of respect toward others.
 5. Conducting oneself in a responsible manner.
 6. Refraining from violation of the code of student conduct.
- JF, JF(R), JFC(1), ARS 15-841

ADMISSIONS: STUDENTS ENROLLING IN RVUSD MUST ADHERE TO THE FOLLOWING ADMISSION REQUIREMENTS:

1. A student enrolling in school may not be admitted into school on the same day of enrollment. A representative of RVES will call the sending school to determine the academic status of the student.
2. Students under suspension or expulsion from another district will not be admitted to RVUSD. A student who is not in compliance with a condition of disciplinary action imposed by any other school or with a condition imposed by the juvenile court shall not be admitted. Acceptance for enrollment may be revoked upon finding the existence of any of these conditions. ARS 15-841 (c)
3. The person enrolling a student must complete the following before the student will be admitted.
 - a. Student enrollment form completed in full by the parent or guardian.
 - b. Primary / home language survey completed by the parent.
 - c. School immunization record completed by the parent.
 - d. Submit birth certificate and shot record.
 - e. Proof of residency form.
4. A conference with the parent, student, counselor, teacher and if necessary, administration, must be held to determine student grade placement. JECD, JEC, JEC(2), ARS 15 - 841

ATTENDANCE REQUIREMENTS

Compulsory Attendance Law. Students must attend at least 90% of each class scheduled in a school year to qualify to receive credit. Classes missed due to school-approved activities are excluded. Administrators are authorized to excuse additional absences for extended illness, injury or extenuating circumstances upon satisfactory verification. Excused absences are absences from school that have been authorized by school authorities. Although an absence may be accepted as "excused" by school authorities, the absence still remains as part of the student's absentee record. If you are not in attendance in class without a reasonable excuse, it will be considered truancy, (ditch) and local law officials and/or child protective agencies may be contacted. JEA, JEA-E Truancy, defined as confirmed unexcused absences from any class, or other activity scheduled as part of the regular school day will result in disciplinary action and probable loss of credit resulting in grade level retention. Due process, as prescribed by policy, is available to all students. JEA, ARS 15-803

ABSENCES DURING STATE TESTING DATES

Parents are strongly encouraged to schedule family trips, etc., before or after state mandated testing dates. The state mandated test is an important measure indicating student progress and in some cases can help us in determining student placement for the following year. This test also helps us make decisions regarding the effectiveness of our instruction.

For school year 2014 – 2015, testing dates are *anticipated* to be April 13 – 23. Please call the school office (333-6600) if you need further information regarding test dates and possible absences during that time.

STEPS TO FOLLOW WHEN ABSENT FROM SCHOOL

1. Parents, please call the office (333-6600) before 9:00 a.m. on the day a student is absent. When the student returns they will be required to give to the attendance clerk, a written note from parent or guardian giving name, date, number of days absent and reason for absence. The homeroom teacher (office at RVES) will keep these notes on file for the year. Students who are unable to obtain a parent note will be counted unexcused until such note is reviewed by school officials.
2. Make immediate plans to do all make-up work. Your grades will reflect your attendance if you do not make-up missed assignments. Teachers may make reasonable time limits for make-up work. Please note that classes may have a “participation” component to the overall grade. This percent of the grade may not be made up. Excessive absences may reflect adversely on this portion of the students overall grade.
3. We strongly urge that all students having doctor, dental, or legal appointments during school time, secure a written note from the doctor or legal personnel you have visited. JEA

STATE TRUANCY LAW

The Arizona State Law states that it is unlawful for any child between the ages of six and sixteen years of age to fail to attend school during the hours school is in session, unless there is a valid excuse. The child will be considered truant when there is not a good reason for not attending school. If a parent fails to ensure that the child attends school, the law states that they are guilty of a class 3 misdemeanor. When the parent does not provide a valid excuse for the child’s absence law officials may cite the parent/guardian for violation of the State Truancy Law, child protective agencies may also become involved. ARS 15-802(E)

TARDY TO CLASS

On occasion students may be tardy. If you are tardy to any class, the teacher of that class will make note of it and the tardy policy will be followed. If you are tardy to school you must report to the office for a tardy slip. Please be on time to class. JE

AWARDS / STUDENT RECOGNITION

RVES is a great place for students to learn and grow and we want everyone, students and teachers alike, to take pride in our school. To help promote a feeling of pride and self-worth and to establish a positive place for students to learn, we encourage students and staff to be aware of the good things that others do. To help foster this attitude and environment the following recognition will be used:

Good Behavior (Elk Awards)

All school employees will have access to “Good Behavior Awards”, which can be distributed to students whenever students demonstrate positive behavior. These citations can be used as incentives in the classroom. The school employee will sign it and give it to the student. The student will place his /

her name on the citation and deposit it in a box in the office. Weekly/Monthly drawings will be held.

BUS POLICY / BUS SAFETY PROGRAM

A.A.C. R17-9-104 states, with respect to the authority of bus drivers, "Passengers shall comply with all instructions given to them by a school bus driver. A passenger or non-passenger who has boarded the school bus and refuses to comply with the school bus driver’s instructions may be surrendered into the custody of a person who is authorized by the school to assume responsibility for the passenger or non-passenger." Student behavior on a school bus should be the same as that in a well ordered classroom with the exception that students are free to talk, but with no loud voices. Student behavior should be the result of a cooperative effort among the adults assigned to the activity. While the safety and orderly conduct of students and other passengers is the responsibility of the driver, the details of a trip are the responsibility of the staff member in charge of the group... “. EEA-E-R , A.A.C. R17-9-104

BUS RULES

1. ALWAYS be at least five minutes early to the bus stop.
2. ALWAYS stand back from the curb.
3. ALWAYS obey the bus driver’s instructions and seating chart. Seating charts are mandatory by law.
4. ALWAYS stay properly seated with your back against the seat back, your legs facing forward and all parts of your body out of the aisle.
5. ALWAYS keep the us aisles/emergency exists clear of all objects.
6. ALWAYS keep head, hands, feet and objects to yourself and inside the bus.
7. ALWAYS talk quietly, use respectful language – NO PROFANITY.
8. ALWAYS cross at least 10 feet in front of the bus. NEVER cross without the driver telling you to cross. NEVER cross behind the bus.
9. NEVER bring animals, insects, skate board, glass containers, weapons, tobacco, alcohol, drugs or balloons on the bus. Balls and bas need to be in a backpack or a ball bag, not in a plastic bag. Music instruments need to be held in your lap.
10. NEVER crawl under the bus!

CLOSED CAMPUS

The campus of Round Valley Elementary School will operate as a closed campus school. No student is authorized to leave the campus or be in the parking area at any time unless he/she has permission from the administration. Failure to comply with this rule shall result in immediate and serious disciplinary action by school officials which may include suspension. Students who walk home for lunch must have a written note from the parent and prior approval from the administration. Approval will be given only for the student to walk to his/her home, not to any other establishment, i.e. convenience store, restaurant, etc. However, **because our students are of such a young age, we strongly discourage walking home for lunch even if they live in the immediate area.** Students going to the doctor or dentist shall, at the time of returning, present a doctor’s note certifying the student’s visit to the doctor or

dentist. After securing permission, a student must sign out and sign back in (in the office) if he/she leaves the school grounds during school hours. Disciplinary action will be administered to the student who violates this rule.

DRESS CODE

The District's dress code is established to maintain a safe, orderly environment for students and staff. The dress code is intended to assist with the prevention of disruption, safety hazards, and to teach personal hygiene. The dress code for Round Valley Schools is as follows:

1. The Administration reserves the right to consider a student's attire inappropriate or distracting. Students who violate the dress code will be asked to change their clothes or will be sent home. Persistent dress code violations will result in suspension from school.
2. Clothing or jewelry which refers to or displays writing or pictures that communicate pornographic ideas, gang affiliation, obscene gestures or language, or the advertisement of drugs, tobacco or alcoholic beverage, are prohibited.
3. No chains (such as wallet chains) are allowed.
4. Hats/caps are not to be worn in the buildings.
5. Bandanas are prohibited.
6. "Sagging" pants are prohibited. The waistline of the pant is to be worn on the person's waist, not below. The crotch must fit properly. The pant must fit without a belt. If a belt is worn it is to be secured in the pant belt loops.
7. Long shirts worn to cover "sagging", will be required to be tucked in.
8. Shorts or skirts must reach at least mid thigh in length (NOTE): **finger tip measurement is not a guide**). Cutoffs, spandex, and other tight fitting articles of clothing are prohibited as outside garments. Holes or slits in clothing are prohibited (this includes wearing spandex, etc. underneath the outer clothing).
9. Clothing that displays or suggests gang involvement or activity is prohibited. This sends a challenging message of intimidation, threat, and fear, and is a disruption and interference in the education of students.
10. Clothing, such as tank tops, sheer blouses, mesh shirts, tube tops, and halter tops, bare midriffs, crop tops, and sleeveless loop garments are prohibited. Normal movement of the body should not reveal breasts, abdomen, buttocks or the groin area.
11. Sunglasses are not to be worn in the building. The exception is to have a Dr.'s prescription for the sun glasses to be worn for a period of time.
12. Shoes must be worn at all times. House shoes or thongs are not allowed. JFCA

ELEMENTARY SCHOOL STUDENTS

The dress code listed above applies to our elementary students. We do however have a few specifics regarding dress code for our younger student.

- Because our students are on the playground, and the play equipment area (swings, slides, etc.) has a bedding of wood chips underneath, it is important that students wear proper shoes. No sandals, flip-flops are allowed as the wood chips/dirt/gravel gets

inside the shoe. A closed-toe shoe such as a gym shoe is recommended. We also recommend that students do not wear shoes with heels.

- Dress/skirts – students do need to wear shorts underneath. Our younger students (especially kindergarten and 1st grade) tend to be on the floor for certain activities (reading groups/circle time, etc.). Shorts underneath the dress ensures proper coverage.

ELIGIBILITY POLICY - Extra and Co-Curricular Activities

Our 3rd and 4th grade students can participate in **wrestling** upon request by the middle school athletic department and approval from the elementary school administration. Other athletic and co-curricular opportunities are available to the student once they are in middle school.

Participation in extra/co-curricular activities is a privilege extended to all students who are willing to take the responsibility for meeting the minimum eligibility requirements.

1. Extra/co-curricular activities are defined as:
 - a. All competitive activities that involve more than one school and where a winner or rating is determined (e.g., athletic events, music competitions, vocational competitions).
 - b. Those activities held in conjunction with graded class responsibilities
2. Where credit is given in a co-curricular class (e.g., music, vocational), students who participate in **non-competitive** events (e.g., half-time performances for band, local concerts, school plays and activities of a noncompetitive nature), and the activity does not require a loss of school time, are not required to meet extracurricular eligibility requirements. It is expected that performance in the non-competitive event(s) is a part of the student's grade for credit. If a student is ineligible for participation in a certain event, other assignments need to be provided in lieu of the event. (Policy JJJ-R)
3. Students participating in co-curricular events of a competitive nature (e.g. regional/state competitions) are expected to meet eligibility requirements. Students must also meet eligibility requirements for any event if it requires a loss of class time.
4. Students participating in field trips or excursions (e.g. ski trips, music tours) are expected to meet eligibility requirements.
5. The ***minimum** academic requirements for participation in field trips, excursions, extra and co-curricular activities are:

- If on the following week the student has a grade of “F”, he/she will then be ineligible for participation.

Example: week 1 – the student has a D or F in a class. “Warning-not ineligible”

This warning week is meant to prevent surprises for students, coaches, and parents due to rapid grade decline. With this two-week cycle, students have the opportunity to improve low grades prior to becoming ineligible.

* Some activities may require stricter grade performance.

6. Any student having outstanding fees will be ineligible until those fees are paid.
7. A student not meeting eligibility requirements will be ineligible to participate from Monday through Saturday of the following week. The student’s parents/guardian are to be notified by their ineligible youth.

Example: Ineligibility grades are generated on Friday. These grades effect the following Monday through Saturday.
8. It is the student’s responsibility to check their grades and eligibility status by communicating with their teachers on a weekly basis.
9. Teachers are usually available each regularly scheduled school day from 7:30 a.m. – 8:00 a.m., and from 3:10 p.m. – 3:40 p.m. to assist students who wish to work on improving their grades. Other times may also be arranged between students and teachers.
10. Eligibility for special education students will be determined on a case-by-case basis, depending on individual needs as documented in the Individualized Education Plan (IEP).
11. The cultural traditions of students will be considered when establishing or enforcing rules related to participation in extra/co-curricular activities.

EQUAL EDUCATIONAL OPPORTUNITIES

No officer or employee of the district, when acting or purporting to act in an official capacity, shall refuse to permit any student to participate in any school program because of the student’s race, religion, color, sex, or national origin. The district shall comply with federal law concerning education of the handicapped in the areas of educational setting, evaluation, and placement, and procedural safeguards. AC, JB

GRADING SCALE

The following grading scale will be used:

A+	98.0 - 100 %
A	93.0 - 97.9 %
A-	90.0 - 92.9 %
B+	88.0 - 89.9 %
B	83.0 - 87.9 %
B-	80.0 - 82.9 %
C+	78.0 - 79.9 %
C	73.0 - 77.9 %
C-	70.0 - 72.9 %
D+	68.0 - 69.9 %
D	63.0 - 67.9 %
D-	60.0 - 62.9 %
F	59.0 - 00.0 % Failing
I	Incomplete
S	70.0 – 100
N	0 – 69.9
P	60 - 100

Honor Roll

The Principals Honor Roll requires students to have a 3.5 grade point average or better on a 4.0 scale.

(A=4.0 B=3.0 C=2.0 D=1.0)

The following academic subjects will be included:

- | | |
|------------------------|--------------------|
| (a) Science - Health | (b) Mathematics |
| (c) English - Spelling | (d) Social Studies |
| (e) Reading | |

HOMEWORK POLICY

It is the conviction of the staff at Round Valley Elementary School that meaningful homework is an important part of the educational process. The purpose of homework is to:

1. Reinforce and supplement classroom learning
2. Teach responsibility in the learning process
3. Teach students to use resource material
4. Provide for parental involvement
5. Aid in reaching class goals and objectives
6. Develop study/organizational skills.

Homework will be assigned by teachers as necessary. Students will usually have the opportunity to begin their homework in class. This will allow the teacher to provide guided practice and answer student questions. Parents are invited to call the school to have their questions answered concerning homework.

Extra Study Opportunities: Teachers are available to help with your assignments before and after school. When you need help, talk to your teacher and arrange for a specific time so that both of you can be prepared. A few minutes of extra instruction saves hours of confused study. IKB

Completion of Assignment Policy: Should a student be absent from class, for any reason, that student has the responsibility to meet with his teacher and develop a plan to make-up missed assignments. A completion date will be set by the teacher and student. Reasonable expectations of the weight of the work and time to complete are to be taken into consideration. ARS 15-843(C)

Opportunity to make up low scores or missing assignments: It will be the discretion of the teacher if a low score can be raised. It will also be the discretion of the teacher

if missing assignments can be turned in beyond the original due date. Assignments generally have due dates and students are expected to meet this expectation of timeliness.

HOMELESS STUDENTS, RIGHTS OF

The school district shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and unaccompanied youth, applied to all services, programs, and activities provided or made available.

A student may be considered eligible for services as a "Homeless Child or Youth" under the McKinney-Vento Homeless Assistance Act if he or she is presently living:

- In a shelter, temporary shared housing, or transitional living program
- In a hotel/motel, campground, or similar situation due to lack of alternatives
- At a bus station, park, car, or abandoned building
- In temporary or transitional foster care placement

According to the McKinney-Vento Homeless Act, eligible students have rights to:

Immediate enrollment: Documentation and immunization records cannot serve as a barrier to the enrollment in school
Remain enrolled: in his/her selected school for the duration of homelessness or until the academic year upon which they are permanently housed.

Participate in programs: for which they are eligible, including Title I, National School Lunch Program, Head Start, Even Start, etc.

Transportation Services: A McKinney-Vento eligible student attending his/her School of Origin has a right to transportation to and from the School of Origin.

Dispute Resolution: If you disagree with school officials about enrollment, transportation, or fair treatment of a homeless child or youth, you may file a complaint with the school district. The school district must respond and attempt to resolve it quickly. During the dispute, the student must be immediately enrolled in the school and provided transportation until the matter is resolved. The Homeless Liaison will assist you in making decision, providing notice of any appeal process, and filling out dispute forms.

For more information, refer to

<http://www.ade.az.gov/asd/homeless/> or contact:

Homeless Liaison @ Special Services
Round Valley Unified School District

165 Brown Street

Eagar, AZ. 85025

Telephone (928) 333-6680 or

AZ Dept. Ed. Homeless Coordinator

Mattie McVey

1435 W. Jefferson Street,

Phoenix, AZ 85007

Telephone (602) 542-4963

MEALS/CAFETERIA (lunch & breakfast)

Students may partake of the breakfast and lunch meals offered at RVES. Meals may be paid for in advance or on a meal-by-meal basis. All paperwork and moneys for meal purchase will be handled through the central kitchen (333-6880) or the RVES kitchen. RVIS meal prices for 2014-2015: breakfast \$1.00, lunch \$2.50. Please note that costs are subject to change.

PARENTAL ASSISTANCE

1. Make every effort to provide for the physical needs of the student.
2. Teach the child to pay attention and obey the rules.
3. Make sure the child attends school regularly, and promptly report and explain absences and tardies to the school.
4. Encourage and lead the child to develop proper study habits at home.
5. Participate in parent-teacher conferences to discuss the child's progress.
6. Keep informed of school policies and academic requirements of school programs.
7. Make sure the student is appropriately dressed at school and school related activities in compliance with the school dress code.
8. Discuss report cards and school assignments with the student.
9. Bring to the attention of school authorities any learning problem or condition that may relate to the student's education.
10. Maintain up-to-date home, work, and emergency telephone numbers and other applicable information at the school.
11. Make sure the student attends school tutorials when required or as the need arises.
12. Submit a signed statement that he/she understands and consents to the student responsibilities outlined in this plan.
13. Cooperate with school administrators and teachers.
14. Keeping informed through a team effort, school, student, and parent communication with teachers on a regular basis to keep informed of student efforts and behavior that will be beneficial to the student. Note: If you have a concern about your child, do not wait to be contacted by the school. You are invited and encouraged to visit your child's class(s). Please stay apprised of your child's progress. Communication with the school is a vital component of your child's success.

IKAD

PERMISSION TO LEAVE SCHOOL

Leaving school during the day is discouraged. If the student can handle the task before or after school hours, permission to leave will not be granted. Students will not leave to go home to get forgotten items, but may call someone to bring them to school. Students will not go home to change for field trips, choir, band, athletics etc. Students must learn to plan ahead and work around their other responsibilities.

PRAYER - STUDENTS RIGHTS

A public school student has an absolute right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt the instructional or other activities of the school. A person may not require, encourage, or coerce a

student to engage in or refrain from such prayer or meditation during any school activity. A moment of silence shall be required at the beginning of first hour class each day. IND

SCHOOL JURISDICTION

The district has jurisdiction over its students during the regular school day and while going to and from school, to include district transportation. The district's jurisdiction includes any activity during the school day on school grounds, attendance at any school related activity, regardless of time or location, and any related misconduct, regardless of time or location. JFC (1)

STUDENT RIGHTS

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. Students shall exercise their rights responsibly in compliance with the rules established for the orderly conduct of the district's educational mission. Students who violate the rights of others or who violate district or school rules will be subject to disciplinary procedure. JF, JF(R)

STUDENTS WITH HANDICAPPING CONDITIONS

IEP and MET meetings are the responsibility of the School Administrator and appropriate Special Education personnel. Scheduling must first be coordinated with the principal. Each handicapped student's Individual Education Plan (IEP) shall address the student's specialized needs. Discipline will follow applicable IDEA procedures. AC, JB, IGBA, JGD/JGE/JFA

SPECIAL EDUCATION

If parents believe that their child, because of disability, qualifies for special education or related services, they may contact the Special Education Office, 333-6680, RVES office (333-5852) or talk to the student's teacher or the building principal. Based on this referral, the District will determine whether the child should be evaluated for such services. If the child is evaluated and results indicate services are required, the child will receive an appropriate placement. Parents have procedural safeguards at each of the above steps should they disagree with the District's actions.

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

Students may present a complaint or grievance regarding a violation of their constitutional rights, equal access to programs, discrimination, harassment, or personal safety provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and the procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is with authority to act. A complaint or grievance may be raised regarding one or more of the following:
 - Violation of the student's constitutional rights.
 - Denial of an equal opportunity to participate in any program or activity for which the student qualifies.
 - Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.

- Concern for the student's personal safety.' JII, JII-R
- Guidelines for this process are found within the school board policy manual in the Principal's office.

TEXTBOOKS, Care of

Textbooks are the property of the school district and are on loan to the student. Students are responsible for the **appropriate care** of their textbooks. If a textbook is lost, the student will be charged the replacement cost of the book. All returned textbooks will be assessed for damage. (A student returning a textbook with torn pages, covers, or graffiti, may be required to pay full replacement cost for the book). Students who fail to return textbooks and materials to the school will be charged the full purchase price to replace lost or missing books and materials. Grades and report cards will be held until all materials are returned or payment is received. Students are encouraged to pay fines prior to enrolling in RV schools the following school year.

TOYS, ELECTRONICS, etc. (Leave at Home)

The following items are prohibited on campus: skateboards, water guns, toys, bandanas, sunglasses, any gang related items, or any item that disrupts learning. I-pods, video games, etc. are also prohibited. These items may not only be distracting, but are also attractive for theft potential. Parents may claim items from the Administration one time, and then they will be held until the end of the school year if taken. **Please leave your toys at home.**

STUDENT HEALTH

NURSE/ HEALTH OFFICE

The school nurse is scheduled to be at RVES on an every other day basis.

1. Students should report all school injuries to the nurse or administration office.
2. Students should report any abnormal condition of skin (rash, sore eyes, sore on face or body, ringworm of the body or scalp and itching of the scalp or body) or contagious disease affecting other members of the family. Students who have been home with a contagious disease should report to the nurse's office before returning to class.
3. In an emergency or upon becoming ill, students should report to the nurse's office.

MEDICATIONS

The school nurse is frequently asked to administer medication to school children. Under certain circumstances (when necessary during school hours) the school may cooperate according to the following requirements and in accordance with Arizona law. The following must be adhered to:

1. Medication must be prescribed by a physician.
2. The medication must come to the school office in the prescription container as put up by the pharmacist. Written directions from the physician or pharmacist must state the name of the patient, the name of the medicine, the dosage, and the time it is to be administered.
3. Written permission is given to the school from the parent to administer the medication.
4. An administrator may designate a school employee to administer the medication.

5. For the protection of the students, no medicine (including non-prescription drugs) should be brought to school. Exceptions may include students who self-administer emergency medications, such as handheld breathing devices and auto-injectable epinephrine. See the nurse or administration office for specific policy. ARS 15-344

OVER THE COUNTER MEDICATION (OTC) will be available on an “as needed” basis (e.g., Tylenol for headache). Parental permission is required for the nurse or trained office staff to administer the OTC medication. These medications are for **limited** use only. Any student that needs continued therapy of OTC medications must provide their own medication in its original container and a signed prescription or physician’s note requesting it be given.

ILLNESS

If you are too ill to stay in school, ask your teacher for a pass to see the nurse. If the nurse decides that you should go home, the health office will make arrangements to get you home. You may not leave school during the day unless you have a note from the nurse or the office/Administrator. If a nurse is not available immediately, your parent/guardian will be called to assist you.

LEAVING SCHOOL DUE TO ILLNESS

If a student becomes ill during the school day, he/she must obtain a slip or hall pass from the classroom teacher to go to the Health Center. Any student needing to leave campus for illness must check out through the nurse and office.

STUDENT CODE OF CONDUCT

HANDBOOK

STUDENT CODE OF CONDUCT GUIDELINES

The objective of the district is to provide students with a quality educational program, which encourages the acquisition, exchange, and application of ideas. This objective may be achieved only in an environment, which promotes cooperation and is free from disruptions, which interfere with the educational process. The district is committed to the rights of students recognized and protected under state and federal law, but it also expects students to behave in an appropriate manner and to contribute in a positive way to the school community. A proper balance between rights and responsibilities is essential if the District is to provide an educational system, which allows students to develop to their fullest potential.

The Student Code of Conduct is available online at www.elks.net. Hard copies can be obtained upon request at the school office. A statement signed by the parent / guardian and the student, that they understand and consent to the responsibilities and other provisions of the Code of Conduct will be kept on file at each campus to document acknowledgment. It will be the sole responsibility of the student to have both their signature and their parent/guardian signature and the form must be submitted to the homework teacher. Failure to comply with these requirements will not relieve students and parents of adherence to the code of conduct. ARS 15 - 843 (M), (N)

CONDUCT VIOLATIONS

Violations of the following offenses are considered **serious**. When necessary the appropriate law enforcement agencies will be notified for possible criminal prosecution.

ACADEMIC DISHONESTY JFC (1)
Cheating, forgery, plagiarism etc.

ALCOHOL JFC (1), JFCI
The use, possession, or distribution of alcoholic substances. This includes off campus consumption and then being on district property.

ALTERNATIVE EDUCATION SETTINGS

Students may be removed to an alternative education setting if the principal determines:

1. The student's presence in the regular classroom presents a danger of physical harm to the student or others.
2. The student has engaged in serious or persistent misbehavior that violates the Student Code of Conduct.

ARSON JFC (1), JFC (1) R (1)
The malicious or fraudulent burning of property

ASSAULTS JFC (1)
A person commits assault by: Intentionally, knowingly or recklessly causing any physical injury to another person; or intentionally placing another person in reasonable apprehension of imminent physical injury; or knowingly touching another person with the intent to injure, insult or provoke such person. ARS 13-1203, 13-1204

Students are prohibited from assaulting anyone on school property or at any school - related event. An assault is defined as:

1. Intentionally, knowingly, or recklessly causing bodily injury to another person.
2. Intentionally, or knowingly threatening another with imminent bodily injury.
3. Intentionally, or knowingly causing physical contact with another when the student knows or should reasonably believe that the other will regard the contact as offensive or provocative Violation of the Assault policy may result in **suspension or expulsion.** JFC (1), ARS 13-1203

BULLYING (Peer Harassment) JFCF ARS 15-2301

The definition of bullying is:

A pattern of one or more of the following:

- a) Gestures, including but not limited to obscene gestures and making faces.
- b) Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors. Electronic communication includes but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking through the use of a telephone, mobile phone, computer, or other electronic device.

- c) Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.
- d) Repeatedly and purposefully shunning or excluding from activities.

Where the pattern of behavior is exhibited toward a student, more than once, by another student (or group of students), and occurs or is received by a student while on school property, at school-sponsored activities, at any designated school bus stop.

The pattern of behavior must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance

BUS RULES

1. ALWAYS be at least five minutes early to the bus stop.
2. ALWAYS stand back from the curb.
3. ALWAYS obey the bus driver's instructions and seating chart. Seating charts are mandatory by law.
4. ALWAYS stay properly seated with your back against the seat back, your legs facing forward and all parts of your body out of the aisle.
5. ALWAYS keep the us aisles/emergency exists clear of all objects.
6. ALWAYS keep head, hands, feet and objects to yourself and inside the bus.
7. ALWAYS talk quietly, use respectful language – NO PROFANITY.
8. ALWAYS cross at least 10 feet in front of the bus. NEVER cross without the driver telling you to cross. NEVER cross behind the bus.
9. NEVER bring animals, insects, skate board, glass containers, weapons, tobacco, alcohol, drugs or balloons on the bus. Balls and bas need to be in a backpack or a ball bag, not in a plastic bag. Music instruments need to be held in your lap.
10. NEVER crawl under the bus!

CHRONIC OFFENSES JFC(1), FJC (1)-n(1)

The District defines "chronic" to be two or more violations of the discipline code in general, or repeated occurrences of the same violation. **Please understand that discipline consequences will be progressive in nature.** Progressive means penalties will increase in severity as a student accumulates discipline violations. Some violations will begin with more severe consequences.

DISRUPTION OF CLASSES OR DISRUPTION OF LAWFUL ASSEMBLY JFC (1)

Conduct and/or behavior which is disruptive to the orderly educational procedure and process of the school. Conduct by students either in or out of class which for any reason, whether because of time, place, or behavior, disrupts the educational environment of others is prohibited. **Students at Round Valley Schools have a right to learn.** Class

disruption will not be tolerated and students who persistently disrupt class will face serious disciplinary consequences, which may include **suspension or expulsion, and/or legal charges pressed.**

ELECTRONIC DEVICES

The use of any electronic device for illegal means is considered a serious offense. Student's use of an electronic device for illegal, improper use of, or if its use causes distractions in any way to the educational environment of the school, it is prohibited. All electronic devices seized will be returned only to the parent. Also included in this policy are other electronic devices, such as but not limited to: games, videos, ipods, cameras, cellular phones, radios, C.D. players, paging devices (beepers). To use electronic equipment provided by RVES, ***Students must sign the electronic agreement from the School District prior to using computers.***

CELLULAR PHONE and ELECTRONIC DEVICES

Electronic devices may only be used in class with teacher permission (grade levels 5-12). Cell phones or other electronic devices are not allowed at the elementary level (k-4).

At the 5th – 12th grade level, cell phones are to be turned off or placed on silent mode while inside the school and are not to be displayed or utilized at all during school hours. Cell phones may be used before school, during lunch and after school. If these devices are utilized, they may be secured by the school staff and held until a parent/guardian retrieves the device from the school administration in addition to disciplinary action.

Consequences for violation of this policy are as follows and are in effect for the entire year (not per semester):

- 1st offense: cell phone is taken and given to office secretary; cell phone is released to student at the end of the day.
- 2nd offense: cell phone is taken and given to office secretary; student's parents are notified; cell phone will be released to parent/guardian.
- 3rd offense: cell phone is taken and given to office secretary; student's parents are notified; cell phone is released to student after 30 calendar days.

Additional consequences will occur for a student who not only violates the policy but also uses the phone in such a way that breaks other school rules.

The school is not responsible for the loss, theft, or damage of these items. These items tend to be of high demand and are easily lost or stolen.

ELECTRONIC EQUIPMENT, Misuse of:

Any person using district electronic equipment must have on file an Electronic Use Agreement form prior to any use of said equipment. Students failure to sign said form may delay their ability to use electronic equipment to do assignments given by teachers. Any use of school district electronic equipment that is not part of a curriculum assignment is strictly prohibited and

will be considered a zero tolerance status. Consequences may include loss of credit and/or loss of privileges, suspension or expulsion. IIBGA, IIBGA-R, IIBGA-E

EXHIBITING DISRESPECT, IN ANY MANNER, TOWARD SCHOOL EMPLOYEES KGB

Refusal to comply with reasonable requests of school personnel. **Arizona law makes it illegal to insult, abuse or assault a teacher or other school employee(s) while they are engaged in the execution of official duties.** ARS 15-507

FIGHTING JFC (1)

Two or more parties choosing to engage in a physical confrontation.

FIGHTING / MUTUAL COMBAT / INTIMIDATION

Students shall not fight, push, intimidate or otherwise abuse other students. For the purpose of reprimand, suspension and expulsion for fighting / mutual combat / intimidation shall include but not limited to the following types of conduct:

1. Exhibiting behavior that intentionally, knowingly or recklessly causes any physical injury to another person.
2. Exhibiting behavior that intentionally places another person in reasonable apprehension of immediate physical injury.
3. Intending to injure, insult, or provoke another person by knowingly touching him/her.
4. Acting together (two or more) in a way that recklessly uses force or violence that disturbs the normal operation of the Round Valley Intermediate School, any school sponsored activity or threatens to create a disruption or injury to students, guests or employees of the Round Valley District Schools.
5. Engaging in fighting, violent or seriously disruptive behavior.
6. Use of abusive or offensive language or gestures in any manner likely to provoke physical retaliation.
7. Refusing to obey a reasonable order of any employee of the Round Valley School District to disperse when issued to maintain public safety and to avoid injury or harm to persons or property.
8. Threatening by word or conduct to cause physical injury to another person or serious damage to property.
9. Threatening to use or using physical force against another in response to a verbal statement. JFC (1)

FORGERY JFC (1), JFC (1) R (1)

Writing and using the signature or initials of another person without that person's permission.

HAZING JFCF ARS 15-2301

Hazing is prohibited, it is against the law. Any person aiding or abetting another person who is engaged in hazing is prohibited. It is not a defense to a hazing prevention policy if the hazing victim consented to or consented in the hazing activity. All students, teachers and staff shall take reasonable measure within the scope of their individual authority to prevent violations of the hazing prevention policy. Any hazing is to be reported to the administration immediately. A report to the appropriate agency will be made. Hazing is

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

HARASSMENT / SEXUAL MISCONDUCT ACA

Sexual harassment is defined by the Educational Code as "unwelcome sexual advance, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature made by someone from or in the work or educational setting."

DRUG POLICY - ZERO TOLERANCE

RVUSD believes that student use of alcohol and illicit drugs is both illegal and harmful. Consequently, the district has established a code of student conduct that prohibits the use, sale possession, and distribution of alcohol and illicit drugs (including abuse able glue or aerosol paint or their inhalants) by students on school premises or as part of any school activity, regardless of its location. This prohibition extends to the student being under the influence / or in possession of any of these substances. The student need not be legally intoxicated. Compliance with this code of conduct is mandatory, and students will be disciplined if they are found to have violated this code of conduct. The district's policies provide strict disciplinary sanctions for alcohol and drug related offenses. Students may be short term suspended, long-term suspended or expelled if deemed necessary. In addition, students will be referred to appropriate law enforcement officials for criminal prosecution. All necessary means will be used in combating drug use on school property which may include the use of drug dogs within the schools. JFCI-R

DRUGS, OR IMITATION SUBSTANCE JFCI, JHC, JHCD, JFC (1) - R (1), ARS 13-3451

The use (including inhalation), possession, or distributive transaction of non-prescribed drugs, prescribed drugs, narcotics or other noxious substances. This includes off-campus use and then being on district property. The use, possession or distribution of anything representing non-prescribed drugs. **Imitation** means a drug, or substance which does or does not contain a controlled substance, but by appearance, would lead a reasonable person to believe that it is a controlled substance or drug.

DRUG USE JFCI, JHC, JHCD, JFC(1)-R(1)

The use, distribution, sale or possession of alcohol and/or illicit drugs, including inhalants, of any kind is strictly forbidden. This prohibition extends to the student being under the influence of any of these substances while on school property or at school extracurricular events. Round Valley Unified School District observes a Zero Tolerance Drug Policy. Violation of this policy will result in:

- a. Initial suspension of ten school days, with an extended suspension of 45 additional days dependent upon circumstances of the violation

and/or election to concur with the below stated counseling requirements:

- b. Option that parents arrange for outside counseling sessions for the student as part of the disciplinary process in lieu of the additional 45-day suspension:

- (1) Parents are responsible for scheduling the appointments with the counseling agency. The first contact with the counselor must be made within three working days after being notified by the school of the infraction. The counseling sessions must be completed within a reasonable time as determined by the counselor.
- (2) A meeting to include the parent, student, counselor and administration will be held prior to student resuming to school to resume classes.
- (3) The counselor will be asked to confirm the students participation in the counseling services provided and offer a statement on the students ability to conform to normal school environment and student expectation demands. The counselor will also be asked to propose recommendations in behalf of the student to allow the student success at school. These may include: further counseling sessions, rehabilitation program, a monitoring program, etc.

OR -

- c. Possible criminal charges may be filed.

DISRESPECT/DEFIANCE OF AUTHORITY KGB, ARS 15-507

Refusal to comply with reasonable requests of school personnel. Arizona law makes it illegal to insult, abuse or assault a teacher or other school employee while they are engaged in the execution of official duties.

EXTORTION, COERCION, OR BLACKMAIL JFC (1)

The solicitation of money, or something of value, from another person, in return for protection, or in connection with a threat to inflict harm.

GANG ACTIVITY OR INVOLVEMENT, PROHIBITED

A gang is defined as follows:

For the purpose of this policy a gang is a group of three or more people who:

1. Interact together to the exclusion of others
2. Claim a territory or area
3. Have a name
4. Have rivals / enemies
5. Exhibit antisocial behavior - often associated with crime or a threat to the community.

Arizona Law defines “**Gang Member**” as follows: An individual who meets two **(2) of the following seven (7) criteria:** (ARS 13-105)

1. Self-Proclamation
2. Witness of testimony or official statement
3. Correspondence: Written or Electronic

4. Paraphernalia or photographs
5. Tattoos
6. Clothing or colors
7. Any other indicia of street gang membership

GANG ACTIVITY OR ASSOCIATION - ZERO TOLERANCE

It is well known that the presence of gangs and/or gang activities causes a substantial disruption of, or material interference with, school and school activities. Any student who displays by apparel or behavior any gang involvement or suggestion of gang involvement, constitutes a disruption of, and interference with, the educational process. **For this reason, Round Valley School Board has an absolute zero tolerance for any gang activity in the RVUSD.** Any student who displays by apparel or behavior any gang involvement or suggestion of gang involvement. **Prohibited gang activity or gang involvement is described as:**

1. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, graffiti, or other things that are evidence of membership or affiliation in any gang.
2. Committing any act or omission, or using any speech, either verbal or nonverbal gestures, handshakes, hand signs, etc.) showing membership or affiliation in a gang.
3. Using any speech or committing an act or omission of an act to promote the interest of any gang or gang activity, including but not limited to:
 - a. Soliciting others for membership in any gang
 - b. Requesting any person to pay for protection or otherwise intimidating or threatening any person
 - c. Committing any other illegal act or other violation of school district policies.
 - d. Inciting other students to act with physical violence upon any other person.
 - e. Engaging in concert with others in intimidating, fighting, assaulting, or threatening to assault others.
 - f. Intimidation or jump in activities. Any student suspected of any gang activity, may be subject to questioning from the State Gang Task Force, or other law enforcement agencies.

GANGS AND GANG ACTIVITY OFFENSES

A student suspected of gang activity will be referred to the appropriate authorities, which may include the Arizona State Gang Task Force, and an investigation will be conducted. **A student found guilty of a gang related offense will be short term suspended with a hearing set for possible further disciplinary action which may include long term suspension and/or expulsion.**

PUBLIC DISPLAY OF AFFECTION JFC (1)

Any over - familiar display of affection.

LOITERING ARS 13-2905(5)

A person who is present in or about a school building or grounds after a reasonable request to leave. Does not have any reason or relationship of custody or responsibility for a pupil or student or other legitimate reason to be there. pupil or student or other legitimate reason to be there.

ROBBERY OR THEFT JFC (1)

Taking or concealing property that belongs to others.

LYING JFC (1)

Giving false information or information calculated to mislead.

SKATE BOARDING ON DISTRICT PROPERTY

ARS 15-341(A)(4)

Skateboards are not allowed on district property.

SUBVERSIVE THREAT(S) / OR ACTIVITY

ARS 12-3110, ARS 13-1202(A)(2), ARS 13-1201(A), ARS 13-2916

A student shall not threaten to destroy, damage, or harm school property or persons. This includes threatening to use any device of a violent, harmful, destructive nature such as bombs or any type of weapon. Endangerment where panic causes a risk of physical injury is prohibited. Suspension or expulsion may be invoked.

THREATS, VERBAL ABUSE, INTIMIDATION ARS

113-1202 JFC (1)

Statements or actions which intimidate or injure another person.

TOBACCO USE - ZERO TOLERANCE

By law and by district policy, the use of tobacco is not acceptable or permitted on campus or at any time during school hours or at school - sponsored activities - day or night (this includes parking lots, cars). Violation of the tobacco policy may result in **suspension or expulsion**. Possession or use of tobacco in any form (cigarettes, cigars, snuff, chewing tobacco, etc.) is prohibited to students at all times on any and all campuses, including parking lots, school buses, etc. Possession is the mere handling of tobacco regardless of length of time in that student's possession. Many times the student tells officials they were just holding the tobacco for a friend and it's not really theirs. Understand, you are still in possession of the tobacco regardless of whom it may belong to. A student on any campus when observed with tobacco of any form on his person or in his locker shall give it to the teacher or principal when asked. Refusal to do so shall result in disciplinary measures. If there is reason or cause to suspect a student is in possession of or is using tobacco in any form, that student will be required to surrender it to school officials. The purpose of "no smoking" and "non possession of any form of tobacco" policy on school campuses is for the benefit of all students who can be influenced to begin a hazardous habit that can affect their health during their life space.

TOBACCO OR DRUG POLICY, VIOLATION OF JFCG,

JFCI, JHC, JHCD, JFC (1) - R (1) The use, distribution or possession of tobacco of any kind.

TRUANCY / TARDY / UNEXCUSED ABSENCES (Ditching) JEDA, JFC (1)- R (1)

Failure to attend or arriving late to a scheduled class or appointment.

VANDALISM OR DAMAGE TO SCHOOL PROPERTY

Students shall not vandalize or otherwise damage or deface any property, including furniture and other equipment, belonging to or used by the district or district schools. Parents or guardians of students guilty of damaging school property **shall be liable for damages** in accordance with law. Students shall be responsible for the care and return of state - owned property and may be charged for replacement costs of damaged property. ECAB, JFCB, JFC(1), JFC(1)R(1), ECAB, ARS 15-842

WEAPONS - ZERO TOLERANCE

A student shall not go onto the school premises with a firearm (rifle, gun, pistol) explosive weapon, or knife unless pursuant to written regulations or written authorization of the district. The student shall not interfere with normal activities, occupancy, or use of any building or portion of the campus by exhibiting, using, or threatening to exhibit or use the firearm, explosive weapon or knife. Students are also prohibited from bringing to school or school related activities, any objects that could be considered weapons or used as a weapon. Weapons include, but are not limited to:

1. Fireworks of any kind
2. Any form of rifles, gun, pistol, toy guns, etc.
3. Razors, knives (blade length greater than 2 1/2")
4. Clubs, bats, nightsticks, oriental wooden or metal devices, etc.
5. Metallic knuckles
6. Chains
7. Any other object used in a way that threatens to inflict bodily injury on another person
8. Any chemical dispensing device such as, but not limited to, mace, pepper spray, etc. The possession or use of articles not generally considered weapons is prohibited, including but not limited to, pellet guns and BB guns, when, in the principal's or his designee's judgment, a reasonable premonition of danger exists to the student in possession, other students, staff, or school property by virtue of possession or use. School district personnel will use metal detectors when appropriate as determined by District policy. Violation of the weapons policy may result in **suspension or expulsion**. JFCJ

GENERAL GUIDELINES FOR ASSESSING DISCIPLINE PENALTIES

Please understand that discipline consequences will be progressive in nature. Progressive means penalties will increase in severity as a student accumulates discipline violations. **Note:** Students/parents, severe or ongoing discipline violations will begin with more severe consequence.

Chronic Offenses

The district defines chronic to be two or more violations of the discipline code in general or repeated occurrences of the same violation. JFC (1), JFC (1)-R (1)

Discipline consequences

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

- Verbal or written warning

- Parent shadow of student
- Detention
- In - School Suspension
- Emergency Removal
- Short Term Suspension
- Long Term Suspension
- Expulsion
- Alternative education setting, if available

STUDENT WITHDRAWAL TO AVOID DISCIPLINARY CONSEQUENCES

If a student withdraws from school to avoid disciplinary action and then wishes to re - enroll at a later date, the disciplinary consequences must still be fulfilled upon admittance to school. Failure to comply will result in non-admittance to school. ARS 15-843 (E)

EMERGENCY REMOVAL OF STUDENTS

Students may be removed from regular classes or district premises for non-disciplinary health, welfare, and safety reasons when the administration determines that an emergency exists. Reasons constituting an emergency include, but are not limited to:

1. Being under the influence of alcohol or other drugs
 2. Being highly agitated
 3. Suffering from any other condition that temporarily threatens the student's welfare, or other individual's welfare.
- Any student removed from school for a reason shown above who is in a condition that threatens his own welfare or the welfare of others shall be released to the parent, the parent's representative, or other proper authority, including, but not limited to law enforcement officers and medical personnel.

ARRESTED STUDENTS

If a student at school is subject to arrest or apprehension by a law enforcement officer, the principal, or designee shall deliver the student into the officer's custody. The principal, School District Officer (SRO), or Police Officer will make a reasonable attempt to notify the parents. JEDB

NOTIFYING POLICE

School officials are not required to initiate or complete due process procedure prior to notifying police authorities. If police authorities are notified, parents or guardians may be contacted by telephone or certified letter. Any action taken by police authorities will be in addition to action taken by the school.

INTERROGATIONS AND SEARCHES

Interrogations: The District has legal custody of students during the school day and during approved curricular and extracurricular activities. It is the responsibility of the school administration to make an effort to act on behalf of parents in their absence with respect to interrogations by law enforcement officials. A parent may, or a school administrator may, be present during these interrogations except when interviews are conducted by a child protective services worker pursuant to A.R.S. 8-224(B) and 8-546.01(C)(2).

Searches: The administration has the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety, and welfare of the student(s) exists. (Students have no reasonable expectancy of privacy, and lockers, desks, storage areas, etc., may be inspected at any time with or without reason, or with or without notice, by school personnel) JIH, 13-3881, 13-3883

DISRUPTION OF LAWFUL ASSEMBLY / DISRUPTION OF CLASS

No student or group of students acting in concert may willfully engage in disruptive activity or disrupt a lawful assembly on the campus or property of any school in the district. Conduct by students, either in or out of class, that for any reason whether because of time, place, or manner or behavior materially disrupts class work or involves substantial disorder or invasion of the rights of other students or employees at school or school related activities is prohibited. Student demonstrations and similar activities shall be prohibited when there is evidence that may reasonably lead school authorities to predict substantial disruption of, or interference with, normal school operations or approved school activities.

RESPONSIBILITIES AND ROLES OF SCHOOL RESOURCE OFFICERS (POLICE) when provided

The RVUSD promotes a "Safe School" concept. A School Resource Officer (SRO) is a member of the school staff and assists the our schools in the following:

1. Helping to maintain a safe, orderly, effective school environment
3. Act as truant officer.
4. Respond to administrative concerns and directives
5. Conduct interviews, searches, make juvenile referrals and arrests as needed. The SRO and other Law Enforcement agencies have the legal right to conduct investigations in the school at any time without parental permission. District personnel shall cooperate fully with the police and other law enforcement agencies. Administrators and teachers have the right to question students regarding their conduct or the conduct of others. School officials may search a student or a student's property with reasonable suspicion or with the student's voluntary consent. Vehicles on school property are also subject to search. Areas such as lockers, which are owned and controlled by the district. Searches of student's outer clothing and pockets may be conducted if suspicion exists. There will be no "strip searches" conducted by school officials and/or school personnel. JFG, KN

PHYSICAL RESTRAINT OF STUDENT Any district employee may, within the scope of the employees duties, use and apply physical restraint to a student that the employee reasonably believes is necessary in order to:

1. Protect a person, including the person using physical restraint from physical injury
2. Obtain possession of a weapon or dangerous object
3. Protect property from serious damage

CONSEQUENCES FOR NON-COMPLIANCE OF DISTRICT BUS STANDARDS

Students who do not comply with District standards will not be allowed to ride the bus. The following are the terms of suspension / expulsion of breaking bus rules:

1. First referral to principal, the student may not be allowed to ride a bus for a **minimum** of five (5) days
2. Second referral to principal, the student may not be allowed to ride the bus for ten (10) days
3. Third referral to principal, the student may not be allowed to ride the bus for a minimum of one (1) semester or one (1) month, whichever is longer. **NOTE:** Under Arizona law, parents/guardians are liable for damage done to District property by their children. Parents will be charged for such damage.

STUDENT RIGHTS - DUE PROCESS

All students have the right to follow school rules and procedure. All students are entitled to due process. Due process means notice and a hearing. There are certain procedures which school officials must follow prior to taking appropriate disciplinary action. Under some circumstances, there are also procedures which students must follow if they do not agree with the school's actions. Hopefully, students will never be in a situation where due process procedures are needed. If a student is faced with possible suspension or expulsion, the appropriate due process procedure will be implemented. The following summary is only provided to acquaint students, parents or guardians with existing procedure.

SUSPENSIONS

No student during his/her suspension period may:

1. be on school grounds
2. attend any school-sponsored activity on or off campus
3. attend any after school program on campus at any school district facility

Short Suspension

A short suspension is ten (10) days or less. The notice and hearing required for a short suspension is more informal and abbreviated than for a long suspension or expulsion. Also, the notice can be oral and need not be put in writing. The school administrator has the right to suspend a student for ten (10) days or less. In cases of this type, an informal hearing between the administrator, student and any other appropriate persons will be conducted. The administrator will inform the student of the alleged conduct that is considered a violation of the rules. The student will be given an opportunity to respond. If, after the hearing is completed, the administrator decides that a short suspension is appropriate, it will become effective immediately. The administrator will *attempt* to notify parents or guardians by telephone before this action is taken. There is no right to appeal a short suspension. The administrator can, in addition to imposing a short suspension, recommend to the Superintendent that a long suspension be imposed. The short suspension will nevertheless take place immediately. If the Superintendent approves a long suspension, a formal hearing may be requested and will take place before it is imposed.

Long-Term Suspension

A long-term suspension is eleven (11) days or more.

The school administrator will recommend to the Superintendent that the student be suspended for more than (10) days. Parents or guardians are welcome to meet with the Superintendent to discuss the situation in an informal setting. The notice that such a meeting is requested must be given by the parents or guardians to the Superintendent within two (2) working days of receiving the notice of intent to impose a long-term suspension. A formal hearing will be held to invoke a long-term suspension. A request for the formal hearing must be made within five (5) working days after notice has been mailed regarding a potential long suspension. The hearing will be held at the district level by an appointed hearing officer. Written notice to parents or guardians of the recommendation for a long suspension will include instructions regarding the due process procedure. A long suspension will not take effect until the formal hearing has been held, and a decision is made by the hearing officer. If the hearing officer imposes the long suspension, then an appeal may be made to the Governing Board by sending a written notice of appeal to the Board within five (5) days after the Hearing officer's decision. ARS 15-840, 841

Expulsion

Expulsion means the permanent withdraw of the privilege of attending a school unless the Governing Board reinstates that privilege. The student can be suspended for ten (10) days immediately. Expulsion will take effect after a formal hearing is held and the Governing Board has made its decision. Written notice will be sent to the parents or guardians that the school administrator has recommended to the Governing Board expulsion of the student. The Governing Board will decide in executive session whether to hold a hearing or to designate a hearing officer to conduct a hearing. The officer will, if appointed, hear the evidence, prepare a record, and bring a recommendation to the Board for action. Only the Governing Board can expel a student. The parents or guardians and any student subject to expulsion will be given written notice of the time and place for the hearing at least five (5) working days prior to the hearing. ARS 15-840, 841

QUESTIONS OFTEN ASKED ABOUT RVUSD RULES

1. WHAT IS A WEAPON?

A weapon is: any firearm, explosives, fireworks, chains, a knife with a blade 2-1/2 inches long, or knife of any length which has a locking mechanism. A simulated weapon which may be used to represent an actual weapon. A destructive device which is designed to expel a projectile such as a BB/pellet gun, slingshot, bow, or crossbow, or a collection of parts that could be used to assemble a destructive device. A dangerous instrument being available for use to inflict physical injury. Explosives, fireworks, and chains may be included as a weapon.

2. WHAT IS MEANT BY POSSESSION?

The definition of possession includes but is not limited to holding, carrying and/or storing an object. Students are responsible for the items in the lockers issued to them, and for

items in backpacks and in automobiles parked on school property.

3. WHAT IS CONSIDERED DRUG PARAPHERNALIA?

Any instrument which can be used for the smoking of drugs and any products commonly associated with marijuana use. Razor blades and mirrors found together in suspicious circumstances can be interpreted as drug paraphernalia. A razor blade is also considered a weapon. Also, any article or instrument that law enforcement verifies as drug paraphernalia.

4. I ONLY HAD A FEW SIPS OF ALCOHOL, WHY AM I IN TROUBLE?

The rule states possession or use of alcohol or an illegal substance results in disciplinary action from the school and or legal action from the police. The Arizona Revised Statutes does not list an amount, it simply states possession of or any amount consumed is a violation.

5. WHAT IS ASSAULT AND BATTERY?

Assault occurs when one person threatens another person and has the means to carry out the threats. Battery refers to the actual contact one-person makes with another.

6. I DIDN'T START THE FIGHT, HE / SHE HIT ME FIRST. WHY AM I IN TROUBLE?

The school's stand is that it takes two people to fight and both are responsible for his / her part in that fight. Both students may be short or long term suspended. Students who feel a fight might potentially occur are encouraged to seek the assistance of counselors and administrators who have been trained in conflict resolution.

7. WHY IS MY DISCIPLINE MORE SEVERE THAN THE OTHER PERSONS?

Depending upon the nature of the violation, student discipline shall be progressive, i.e. generally a student's first violation may merit a lighter penalty than subsequent violations (if a student has other discipline notices the penalty will be more severe than the student who has none). Discipline may also be weighed by the circumstances of the violation.

8. WHAT DO YOU MEAN BY DISRESPECT? (DEFIANCE OF AUTHORITY)

Disrespect can mean the use of profanity, vulgarity, disobedience, refusing to give your name or lying about your name. It can occur in the classroom, on campus or at a school activity.

9. WHEN AM I CONSIDERED TARDY?

If a student is not in **their assigned seat** when the tardy bell rings the student is tardy and will receive disciplinary action.

10. WHAT IS SEXUAL HARASSMENT?

Sexual harassment is defined by the Educational Code as "unwelcome sexual advance, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature made by someone from or in the work or educational setting."

11. WHY CAN'T WE BRING AND RIDE OUR SKATE BOARDS ON CAMPUS?

Skate boarding on campus has led to destruction of school property and loitering. It may be a financial liability for the school if an accident should occur. Our insurance company discourages the school to give permission to skate on school property.

12. WHY CAN'T WE WEAR THE CLOTHING WE CHOOSE?

The dress code is intended to prevent any disruption, distraction, and intimidation, to avoid safety hazards and teach personal hygiene.

13. WHY DO WE HAVE A CLOSED CAMPUS?

Schools are responsible for the student to and from school, and for the student's safety while at school. A closed campus enables the school to provide better supervision of students during the school day.

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;

<p>Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5901</p> <p>Arizona Department of Education Exceptional Student Services 1535 W. Jefferson, BIN 24 Phoenix, AZ 85007</p>

- 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;

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:

This notice is available in English and Spanish on the ADE website at 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.

FERPA

Annual Notification to Parents Regarding Confidentiality of Student Education Records and School Directory Information. FERPA requirements are contained within the Individual with Disabilities Education Act (IDEA)

This handbook is written as a guide to students and parents. Nothing contained herein should be taken to supersede RVUSD policy, Federal or State law.

ROUND VALLEY ELEMENTARY SCHOOL

K – 4TH GRADE

GENERAL GUIDELINES FOR BEHAVIOR

(A complete code of conduct can be found on our website; www.elks.net)

The following is a list of behavior offenses that we *typically* see at the elementary level. Other behaviors may occur that violate school district policy and state law and consequences would be administered as necessary.

1. Bullying: examples of bullying may include - a pattern of name calling, not allowing another student to be a part of playing, pushing/shoving/tripping, saying bad things about another student, teasing another student, threatening other students.

2. Cell Phones: cell phones are not allowed at our elementary school.

3. Cheating: examples of cheating may include - copying another students work.

4. Destroying Property: examples may include breaking things, writing on furniture, walls.

5. Disrespect toward staff: examples may include talking back to an aide or teacher, not doing what you have been directed to do.

6. Disrupting Class: examples may include - acting in such a manner that it interferes with the teacher's instruction and other students learning, talking out and being noisy, moving about the room without permission, bothering other students.

7. Fighting: physically hitting other students.

8. Lying: not being honest and telling the truth.

9. Matches/fire: do not bring matches or lighters to school.

10. Sexual conduct: examples may include touching yourself or another student in a private area. This includes inappropriate behavior in the restrooms.

11. Theft: taking things that are not yours.

12. Toys, Electronic Devices: do not bring these items to school. They can be stolen or broken by others.

14. Unfair Play: examples include not playing by fairly during recess on the playground, not taking turns on the playground equipment, not letting others play, cutting in line.

Consequences for the above violations may include:

- Warning
- Phone call to parent
- Loss of recess time (detention)
- Suspension

Bus Rules:

- a. **ALWAYS** be at least five minutes early to the bus stop!
- b. **ALWAYS** stand back from the curb!
- c. **ALWAYS** obey the bus driver's instructions and seating chart.
Seating charts are Mandatory by Law!

- d. **ALWAYS** stay properly seated with your back against the seat back, your legs facing forward and all parts of your body out of the aisle!
- e. **ALWAYS** keep the bus aisles/emergency exits clear of all objects!
- f. **ALWAYS** keep head, hands, feet and objects to yourself and inside the bus!
- g. **ALWAYS** talk quietly, use respectful language—**NO PROFANITY!**
- h. **ALWAYS** cross at least 10 feet in front of bus. **NEVER** cross without the driver telling you to cross. **NEVER** cross behind the bus!
- i. **NEVER** bring animals, insects, skate boards, glass containers, weapons, tobacco, alcohol, drugs or balloons on the bus. Balls & bats need to be in a backpack or a ball bag, not in a plastic bag! Instruments in lap!
- j. **NEVER, NEVER CRAWL UNDER THE BUS!!!!**

ELEMENTARY SCHOOL STUDENTS - Dress Code

The dress code listed in prior pages of this document applies to our elementary students. We do however have a few specifics regarding dress code for our younger student.

- Because our students are on the playground, and the play equipment area (swings, slides, etc.) has a bedding of wood chips underneath, it is important that students wear proper shoes. No sandals, flip-flops are allowed as the wood chips/dirt/gravel gets inside the shoe. A closed-toe shoe such as a gym shoe is recommended. We also recommend that students do not wear shoes with heels.
- Dress/skirts - students do need to wear shorts underneath. Our younger students (especially kindergarten and 1st grade) tend to be on the floor for certain activities (reading groups/circle time, etc.). Shorts underneath the dress ensures proper coverage.

Failure to follow bus rules may result in loss of bus riding privileges.

ROUND VALLEY UNIFIED SCHOOL DISTRICT NO. 10

“Where Education is a Community Effort”

RAISING EXPECTATIONS

GRADES 3 THROUGH 8

REWARDS

1. Students who “meet” the reading, writing, math, or science (4th, 8th grade) sections of the AIMS test will receive a certificate.
2. Students who “meet” all sections of the AIMS tests and “exceed” the standard on one or more tests will receive a framed certificate and T-shirt.
3. Students who “exceed” all three sections of the AIMS tests will receive a plaque.

REQUIRED INTERVENTIONS/REMEDIATION

Based on student academic performance in the classroom, students may be required to attend one or more of the following interventions:

1. Tutoring
2. Summer School (a fee will be charged).
3. Additional academic courses in lieu of Specials or Elective classes.
4. Private or Commercial Tutoring pre-approved by the principal.

Also, based on math academic performance, students will be scheduled into a “Reteach or Enrichment” class during the week. The Reteach class will assist students needing additional instruction on content taught the prior week. The Enrichment class provides advanced learning opportunities on specific math concepts.

GRADES K – 8

EXCESSIVE ABSENCES

Arizona Compulsory Attendance Law (ARS 15-803) requires students to attend school at least 90% of the school year. Round Valley Schools are scheduled for 144 instructional days. To qualify for credit or grade level promotion, students may not miss more than 14 days (or 14 absences in a specific class) during the school year.

Because regular school attendance promotes learning and achievement; the following will be required of students who have seven or more absences in a semester (or 7 or more absences in a specific class).

1. Attend a mandatory “Credit Appeals/Retention” meeting that includes the teacher, administration, parent, and student.
2. Complete and sign an “Attendance Contract” that specifies conditions of any future absence.
3. Exceeding 14 absences may result in grade level retention or loss of class credit.

CONSEQUENCES K-8

**Students who fail to successfully complete required interventions/remediation will be retained

Notes:

- Individual schools may choose to implement complementary positive and negative consequences for all testing programs.
- Special Education students requiring interventions will be referred to the IEP team.
- Students will be treated as individuals and principals will have the authority to make exceptions.
- Any retention decision may be appealed to the Governing Board, as per board policy.

Round Valley Elementary School
Student Handbook and Code of Conduct 2014 – 2015
Signature Page

I have received and received the RVES K-4th grade General Guidelines for Behavior, Student Dress Code, and Raising Expectations Policy. A full copy of the Student Handbook/Code of Conduct is available to me at www.elks.net. A hard copy is available at my request from the school office. I understand the expectations set forth in this document.

Parent signature

date

*Student signature

date

This page to be turned in to the classroom teacher or administrative office.

*student signature not required at kindergarten, 1st, 2nd grade levels; only the parent signature is needed.