

PRINCIPAL'S MESSAGE

Welcome to the Home of the Gila Monsters! We are committed to providing a supportive, caring, and highly motivational learning environment where students are academically challenged to master the **Arizona College and Career Readiness Standards**. We expect our students to follow the **Monster's Mantra to Be Engaged, Be Respectful and Be Responsible**.

Every student is issued a planner at the beginning of the year. We recommend that the planner be kept in a 3-ring binder. The planner should be completed daily and will be checked by the AIMS Prep teacher weekly. Students who lose their planner will be charged \$5.00 for a replacement planner.

ACADEMIC REQUIREMENTS

The daily schedule consists of **seven** classes and a lunch/AIMS Prep period. Sixth grade students are required to take Math, Science, Social Studies, English, Physical Education and an elective wheel comprised of **art, music and Plato**. Students may choose to take band or AVID instead of this elective. Seventh and eighth grade students are required to take Math, Science, Social Studies, English, and Physical Education. Electives are Art, Band, Plato, Family and Consumer Science, **Yearbook and AVID**. **Intramurals and Eighth Grade Teacher Assistant** positions are available with teachers' recommendations. **Students who are not proficient in English may be assigned to four language classes specifically designed for EL learners.** **Students who have not met the reading standards will be assigned to a reading block.** Students are required to maintain a passing grade in 3 out of the 4 academic classes and demonstrate progress toward meeting the Arizona State Standards in order to be promoted to the next grade.

PHYSICAL EDUCATION

All students are required to take a Physical Education class. It is our goal to help our students develop individual commitments to life-long physical fitness. In order to facilitate this effort, students are required to dress out in a PE uniform. A lock and locker are provided by Gila Vista for student use while in PE. The lock should be secured at all times in order to secure personal property. Uniforms are available for \$18.00.

GRADING SYSTEM

Progress Reports will be sent to parents at the mid-point of each grading period. Report Cards are sent at the end of each quarter. Parents may request parent-teacher conferences by calling 502-7100.

Grade Scale:	AZ State Standards
90-100 = A	4 = Exceeds
80-89 = B	3 = Meets
70-79 = C	2 = Approaches
60-69 = D	1 = Falls Far Below
Under 60 = F	

HOMEWORK

Homework is viewed as a way to help the student practice the lesson that was introduced in the classroom. It is intended as a reinforcement of subject matter. The amount of homework may vary from student to student. **Reading outside of class is an expectation for all students as part of the Reading Counts program. Students below grade level are asked to read at least one book per week. Students at or above grade level are asked to read at least one book every two weeks.**

POLICIES

A. ABSENCES AND TARDIES

Parents are to notify the school when a student is absent by calling the office at 502-7100. Notification should be made by 9:00 A.M. each day. Our automatic calling system will call the homes of our absent students who do not have an excused absence. **Any student returning to school without parental notification of absence may be subject to disciplinary action. A written note explaining the absence is required upon the return to school.** Parents may request class work for students who miss three (3) or more days. Examples of excused absences are: personal illness, family emergency, funeral, doctor or dental appointment, and required court appearance. Unexcused absences are: taking care of ill family members, babysitting, missing the bus, oversleeping, car problems, etc. **Parents will be notified when students reach their fifth and tenth absences. Students with more than ten may be referred to the Juvenile Court for truancy.** Attendance is taken at the beginning of each class. Any student arriving tardy to school needs to report to the school office to obtain a tardy pass to class. Excused tardies are: illness, and doctor/dental appointments. Unexcused tardies are: missing the bus, oversleeping, car

problems, etc. A student who consistently has unexcused tardies or unexcused absences to any class period may be subject to disciplinary action.

B. VISITORS

All visitors, including family members and former students, are required to check in through the Principal's office for authorization to visit on campus.

C. WITHDRAWALS

All costs for lost or damaged books and property must be paid so that report cards, certificates, and records can be forwarded to the new school. The school should be notified one week prior to withdrawal.

D. FIRE DRILLS

Drills are unannounced but are held regularly during the year to provide acquaintance with the warning system. The procedure will be outlined and explained by each teacher at the beginning of the school year.

DISCIPLINE CODE

A copy of the District Code is provided to each student for review by parent and student.

Students who have violated school and/or classroom rules may receive disciplinary action which is appropriate for the particular offense. Efforts will be made to communicate with parents to help prevent further misconduct by students. It is the responsibility of each student to respect the rights of staff members, students and all others who are involved in the educational process. No student has the right to interfere with the education of other students. With this in mind, the district has developed policies and procedures that govern student behavior. Disciplinary actions **may** include the following:

1. Warning by teacher or administrator
2. Class consequences assigned by teacher
3. Fifteen (15) minute teacher assigned lunch detention
4. Lunch Detention (full lunch period)
5. After School Detention (assigned by teacher or administrator)
6. In-School Suspension Program (assigned by administrator)
7. Bus Suspension (assigned by transportation staff)
8. Out of School Suspension (assigned by administrator)

Other disciplinary actions may be assigned at the discretion of the administration. Students who are assigned to the In-School Suspension Program or who receive an Out of School Suspension, may not attend extracurricular activities on the days that they are assigned. Students who are assigned to disciplinary actions 6, 7, or 8 are not allowed to attend movie nights or other special activities. Severe misconduct or repeated misconduct will result in more severe disciplinary actions. Parental support for school assigned disciplinary actions is extremely important in the process of modifying student behavior. Students failing to serve any assigned disciplinary action will receive additional consequences until the original disciplinary action is served.

CAMPUS REGULATIONS

A. CLOSED CAMPUS

Students are required to stay on campus from the time they arrive in the morning until they have been dismissed or have embarked on the bus. Students are not to leave campus during school hours without parental and school consent. Students who request to leave campus early or at lunch must be picked up by their parent or guardian.

Students are not to be on campus before 7:45 A.M. They are to leave campus after dismissal unless participating in a school function.

B. BICYCLES

Bicycles are to be walked while on campus and left on the bike rack. Helmets are required. Once the bikes are locked, students are to leave the bike area.

C. CARE OF SCHOOL PROPERTY

Students are required to take proper care of all school buildings, books and other school equipment. Damage to the property of fellow students will not be permitted. The student and his or her parents will be held liable.

D. DRESS CODE

Gila Vista students are required to wear the adopted school uniform. The uniform top must be a polo shirt with collar. It may be Forest Green, Heather Gray or White in color. Undershirts must be tucked in. The uniform bottom may be in the form of pants, shorts, capris, skorts, or skirts or jumpers. **Pants or shorts must not have**

holes, be distressed or frayed. Leggings, sweats, gym shorts or yoga pants are not acceptable. The color may be black, khaki or blue denim. When standing, the finger tips must touch the bottom of the shorts, skirts or skorts. Pants must be the correct size and worn at the waist of the student. Outerwear must be a solid color (black, white, forest green or gray) and have a zipper or buttons. Pullover sweatshirts are not permitted. The polo must be visible. Caps and hats are not permitted. Slippers and flip flops are not permitted. Belts may not hang down. Monster Pride shirts are permitted on Fridays and on other designated days. Uniform optional days may occur throughout the year. Failure to adhere to teacher or administrative requests concerning the uniform code may result in disciplinary action.

E. BUSES

Students should be at the designated school bus stop on time and should wait until the bus comes to a complete stop before attempting to enter.

While on the bus, students should follow the posted bus rules and directions of the driver at all times. Any misconduct on the bus can cause the driver to be distracted and jeopardize the safety of the students on the bus.

Bus Rules:

1. A current Gila Vista I.D. is required to ride the bus. If you have lost your I.D. you may get a temporary bus pass until your I.D. can be replaced.
2. You are to ride your assigned bus. You must exit at your assigned stop. You may not ride another bus without Permission.
3. Follow directions of driver.
4. Remain in the bus seat when the bus is in motion.
5. Speak in a normal tone of voice. Shouting or the use of profanity is not permitted.
6. Keep hands, feet, and other objects to yourself.
7. Treat the driver and other students with respect.
8. Offenders of bus rules may be denied bus privileges.

F. PROHIBITED ARTICLES

Tobacco, alcohol, drugs, weapons, paintballs, skateboards, rollerblades, toy

guns, chains, permanent markers, whiteout, laser pointers, aerosol spray cans and other items considered dangerous or unsafe are not permitted on campus. Proper measures will be taken for the control of these by school authorities and staff members.

To avoid theft, loss, or damage, students are not to bring valuable items to school unless such items are part of a class project or assignment. Calculators are allowed in classes by permission of the classroom teacher. **Electronic games and iPods are prohibited on campus. Cellular phones are discouraged, but if they are brought to campus, they are to be in the off position at all times. The owner accepts all risks involved with the possession of these items. If these items interrupt the instruction in the classroom or violate the rights of others, disciplinary action, including temporary confiscation may take place.** All food and drink items including gum, sunflower seeds, candy, flavored toothpicks, sodas etc. are prohibited. Clear water bottles are permitted during warm weather.

STUDENT SERVICES

A. CAFETERIA

A hot lunch program is offered to students. Menus are displayed in the cafeteria and in classrooms. Students who do not qualify for free lunch may pre-pay their lunch account in the cafeteria from 7:45 A.M. to 8:10 A.M., pay for lunch at the register or bring lunch from home. Students are responsible for their own lunch and lunch money. The student may not charge lunches to the cafeteria. Students are required to conduct themselves in a safe and orderly manner, maintain cleanliness, and show proper courtesy to students and school employees.

B. COUNSELING SERVICES

The counselor is a source of a wide variety of information, a helper, a friend, an advocate and someone in whom students can confide. It is best to sign up in the office to see the counselor, but in emergencies, students may ask their teacher for a pass to the counselor's office. **Students should always check with any teachers involved to make sure that the counselor's appointment will not interfere with work in class.**

C. LIBRARY

Our school library is open from 8:00 A.M. until 3:30 P.M. for both individual and class use. Students are expected to respect the rights of others by behaving according to school/library rules, promptly returning items borrowed, and paying for lost items.

Students are to have the expressed permission of the classroom teacher in order to visit the library during class time.

D. NURSE

A registered nurse is assigned to a cluster of schools in our area. A nurse or health aide will be on duty at Gila Vista to provide first aid in case of illness or injury occurring at school. Parents will be notified when a student needs to be taken home or to a doctor's office for further attention. The nurse or health aide conducts mandatory screening of students' vision, hearing, etc., as well as counseling and brief health assessments. Students are not to leave campus without the approval of the nurse, health aide, Principal, or Principal's designee. **A student must acquire a pass from a teacher to be excused from class to see the nurse or health aide.**

Although we encourage students to be at school everyday, sometimes health concerns prevent this from being possible. Please read the Health Information forms for some general guidelines in dealing with common student illness and the administering of medications.

All medications, including tylenol and inhalers, are to be kept in the health office. Although the health aide and the nurse work under comprehensive standing orders of a physician, written permission for dispensing medication is encouraged to be kept on file in the health office.

E. Insurance

Insurance coverage for accidents occurring at school or at home are available for a nominal fee. These policies are recommended for students who do not have health insurance coverage.

ACTIVITIES

A. ASSEMBLIES

Assemblies are scheduled during the year

for the benefit of students. Students are expected to conduct themselves in an orderly and respectful manner. Clapping is the proper form of approval given a speaker or entertainer. Talking, whispering, whistling, and booing are discourteous and have no place in assemblies.

B. SCHOOL MOVIE NIGHTS

All rules governing the campus apply to the movie nights. Students are not required to wear the school uniform, but the dress should be appropriate for school. Additional rules and procedures will be issued and distributed to students and parents prior to the dance or movie night. Movie nights are from 7:00 P.M. to 8:45 P.M. Attendance at school movie nights is conditional upon student behavior prior to the activity.

C. ATHLETICS

Athletics are a special area of Physical Education in which boys and girls may voluntarily try out and participate in competitive sports held between junior high schools in the area. Students must meet academic eligibility requirements and have a current physical examination on file to participate. Currently, funding for athletics is provided by a combination of district contributions, parent booster club fundraisers, Arizona Tax Credit contributions and pay to play contributions by individual athletes. The continuation of the athletic events is contingent upon adequate funding.

D. INTRAMURALS

Activities are planned during lunch to provide positive, fun activities for all students. All students are encouraged to participate.

E. MONSTER MADNESS

Monster Madness is a student incentive program designed to reward students for attendance, punctuality, completed assignments and good behavior. Students who qualify will receive weekly recognition and work toward semester recognition.

F. AWARDS

Certificates or plaques are given to those students who excel in scholarship, athletics and attendance. Students will earn Honor Roll if they have no D's or F's and their grade point average is a 3.00 (B) or above. Special Awards are given to students who earn Honor Roll, Straight A's

or Perfect Attendance all four quarters.

G. MONDAY STAFF DEVELOPMENT

In order to provide time for staff development, students will be released at 1:49 P.M. on Mondays.

H. I.D. CARDS

Once ID cards are issued, students are expected to present them when entering a movie night, riding the bus or when asked to do so by a staff member. Lost ID cards must be replaced at a cost of \$3.00.

I. Rotating Schedule - Gila Vista operates a rotating schedule with each day starting with a different period (i.e. Day 1 begins with 1st period, Day 2 begins with 2nd period, etc.

Parent Signatures

1st Mid-Term

1st Quarter

2nd Mid-Term

2nd Quarter

3rd Mid-Term

3rd Quarter

4th Mid-Term

**BELL SCHEDULE
2014 - 2015**

1st Period	8:15 - 9:03
2nd Period	9:07 - 9:55
3rd Period	9:59 - 10:47
4th Period	10:51 - 11:39
1st Lunch	11:39 - 12:09
1st AIMS Prep	11:43 - 12:13
2nd Lunch	12:13 - 12:43
2nd AIMS Prep	12:13 - 12:43
6th Period	12:47 - 1:35
7th Period	1:39 - 2:27
8th Period	2:31 - 3:19

**MONDAY SCHEDULE
2014 - 2015**

1st Period	8:15 - 8:50
2nd Period	8:54 - 9:29
3rd Period	9:33 - 10:08
4th Period	10:12 - 10:47
6 th Period	10:51 - 11:26
1st LUNCH	11:26 - 11:56
1st AIMS PREP	11:30 - 12:00
2nd LUNCH	12:00 - 12:30
2nd AIMS PREP	12:00 - 12:30
7th Period	12:34 - 1:09
8th Period	1:13 - 1:49

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect.

The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the records as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personal information contained in the student's education record except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with

whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. Parents have the right to file a complaint with the US Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue
SW Washington, DC 20202-4605

