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# Elementary Family Handbook 2014 - 2015

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# Combs

J.O. Combs Unified School District

Learning Today, Leading Tomorrow

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A Community of Empowered Learners for the 21st  
Century

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# J.O. Combs Unified School District

301 E. Combs Rd. □ San Tan Valley, AZ 85140 □ 480-987-5300

[www.jocombs.org](http://www.jocombs.org)

<b>Elementary School Locations and Contact Information</b>	
<p><b>Combs Traditional Academy</b>                      37327 N. Gantzel Rd.                      Principal – Marcus Berkshire  <b>480-987-5320 – Main Office</b>                      480-987-5320 – Attendance                      480-987-5009 – Fax</p>	<p><b>Ellsworth Elementary School</b>                      38454 N. Carolina Ave.                      Principal – Tammy Stimatze  <b>480-882-3520 – Main Office</b>                      480-882-3520, Press 1 – Attendance                      480-987-8250 – Fax</p>
<p><b>Jack W. Harmon Elementary School</b>                      39315 N. Cortona Dr.                      Principal – Ames Singley  <b>480-882-3500 – Main Office</b>                      480-882-3501 – Attendance                      480-888-9143 – Fax</p>	<p><b>Kathryn Sue Simonton Elementary School</b>                      40300 N. Simonton Blvd.                      Principal – Bradley Shepstead  <b>480-987-5330 – Main Office</b>                      480-987-5331 – Attendance                      480-987-5281 – Fax</p>
<p><b>Ranch Elementary School</b>                      43521 N. Kenworthy Ave.                      Principal – Susan Kruse  <b>480-882-3530 – Main Office</b>                      480-882-3530, Press 1 – Attendance                      480-655-6412 – Fax</p>	<p><b><u>SCHOOL HOURS</u></b>  <b>K-6 Elementary Schools 8:15 am – 3:05 pm</b>                      Wednesday Early Release 8:15 am – 1:35 pm                      Half Day Release 8:15 am – 11:15 am                      AM Kinder 8:15 am – 11:05 pm                      AM Kinder Wed. Early Release 8:15 am – 10:15 am                      PM Kinder 12:15 pm – 3:05 pm                      PM Kinder Wed. Early Release 11:35 pm – 1:35 pm</p>
<p>Superintendent – Dr. Gayle Blanchard, Ed.D.                      Assistant Superintendent – Dr. Patty Rogers, Ed.D.</p>	
<h2 style="margin: 0;">A Community of Empowered Learners for the 21<sup>st</sup> Century</h2>	

**Governing Board:**

*Regular School Board meetings are scheduled the second Wednesday of each month at 6:00 p.m. Special Study Sessions are usually scheduled for the fourth Wednesday of each month at 6:00 p.m. Parents, friends, and community members are invited and encouraged to attend these meetings. Meeting dates and times are subject to change so please check with the school or district secretary for current information. Governing Board agendas are posted outside the District Office and in the School Office.*

**Special thanks to our current Governing Board Members for their dedication to our students and the J.O. Combs Unified School community.**

**President      Mrs. Shelly Hargis**  
**Clerk            Mrs. Kathy Bourgeois**

**Member        Mrs. Patricia J. Pinckard**  
**Member        Dr. Gary Kemp, Ed.D.**  
**Member        Mr. Rhett Homan**

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# Getting To and From School

To ensure the safety of each student, please instruct your child in the following safe practices.

## ***Walking To and From School:***

- **Students should arrive at school no earlier than twenty minutes before school starts.** There is no supervision on school grounds until that time.
- Walk on the sidewalk at all times. If there is not a sidewalk, use the left side, facing oncoming traffic.
- Never cross between parked cars.
- Students should leave the school grounds immediately after dismissal unless they are taking part in an organized after-school activity.
- Please inform the office and teacher, well ahead if your child will be changing their regular means of coming to or from school.

## ***Bicycles/Scooters/Rollerblades To and From School:***

With parental permission, students in second grade or above may ride their bicycles/scooters/rollerblades to school. Parents who want their K-1 students to ride a bicycle to school must meet with the principal and then sign a responsibility form, which outlines the conditions allowing this to occur. The rules listed below should be followed for riding to school:

- Helmets are strongly encouraged.
- Start early enough so that he/she can arrive on time.
- Use only designated crosswalks to cross the street and walk your bicycle across the street.
- Rollerblades must be stored in a student's backpack.
- Upon reaching the school grounds, walk your bike or scooter to the designated storage area.
- Lock your bicycle or scooter. The school is not responsible for the protection of students' bicycles or scooters.
- Skateboards, motorized scooters, and shoes with wheels are not allowed.

Notwithstanding the above, a principal may alter the above guidelines because of a localized safety situation.

## ***Student Drop Off and Pick Up:***

Parents should drop off and pick up their children in the designated area on the campus. Do not block driveways, student crosswalks, or parking places. On rainy days, please arrange in advance for a specific area to meet your child. Parents should be orderly and mannerly when picking up their children.

## ***Bus Transportation:***

Refer to Policy JICC, JICC-R, JICC-EA, JICC-EB or contact your school for more information.

The District provides bus transportation for all students who live one mile or more from school. For High School and Middle School, it is one and one half miles. For safety reasons, the District encourages parents to supervise their children at the bus stop.

Transportation provided by the District is a privilege. Inappropriate conduct at bus stops, on district vehicles, or in the process of boarding or exiting from a vehicle may result in student disciplinary action including, but not limited to loss of transportation privileges.

## ***Behavior on the School Bus and at the School Bus Stop***

For the purpose of providing safe transportation for all students, the following guidelines must be observed:

1. Students are to obey the bus driver at all times.
2. Students should stand off the roadway while waiting for the school bus.
3. Students are required to be at their scheduled bus stop at least ten (10) minutes prior to their scheduled stop time.
4. Students must cross the roadway ten (10) feet in front of the school bus.
5. Students may only ride on their assigned route unless a parent/guardian has written a note and it has been stamped, dated, and initialed by the school office. Most buses cannot accommodate additional riders.
6. Students must board and depart only at their designated bus stop
7. Students must act respectful and appropriate while waiting for the school bus.
8. Students must give their proper name when requested by the bus driver or monitor.
9. Students must remain seated at all times while the bus is in motion.
10. Students must remain silent at railroad crossings.
11. No food or drink except water bottles on the bus.
12. Students shall not carry or consume any controlled substance or any beverage containing alcohol.
13. Students may not write on seats or vandalize district property. Parents will be held responsible for repairs or replacements.
14. No glass containers will be allowed on the school bus.
15. The school bus shall not transport any animals of any kind on the school bus; this includes school projects.
16. Students shall not carry on or transport in a school bus an explosive device, gun, knife, or weapon of any kind.
17. Students shall not carry a skateboard, roller blades, scooters, or balloons on the school bus.

**Depending on the offense the criteria for disciplinary action is as follows;**

- Verbal warning on bus and/or student conference with transportation discipline representative.
- Student conference with transportation representative and phone call home to parent/guardian.
- On-campus consequence or suspension from bus riding privilege, depending on seriousness of actions.
- Revocation of riding privileges for remainder of semester.
- Physical altercations between students on the bus may result in immediate bus suspension and will be turned over to site administration immediately.

**Consequences will be given on a case by case basis, but the above criteria will be the guideline.**

## Attendance

**Refer to Policy JE and JE-R or contact your school for more information.**

Regular attendance and punctual arrival at school are two habits that dramatically impact student achievement. Absences and tardiness are disrupting for all students.

### ***Absences:***

- Students who are not in school 90% (18 absences) of the school days may be retained. Documentation and successful completion of the grade level is required before a student will be considered for promotion. Students who are not in school 90% of the school days in which they have been enrolled may be reported to the county as truant.
- All students should be in class every day unless they are ill. It is very important that the school be notified as soon as possible if a student will be absent. If the school is not called, school personnel will attempt to contact parents as to why the child is not in school. An early call to the school's attendance will save staff time and help ensure the child's safety.
- If notification is not received, the student will be given an unexcused absence. The student must then present a note, signed by the parent, to the school attendance clerk stating the date and reason for the absence.
- Parents are urged to schedule doctor, dentist, and other appointments for students at times outside the school day. (Remember Wednesday Early Release day is at 1:35 p.m.) This will reinforce the importance of school and will prevent the student from getting behind in class work.
- When requesting work missed during an absence, please contact the school office before 11:00 a.m. to provide adequate time for the teacher to prepare materials to be sent home or picked up at the end of the school day.

### ***Tardy/Early Departure:***

A grade K-6 student will not be considered absent if the student is present at least three-quarters of the school day. However, if the student is absent up to one-quarter of the school day, the student will be considered tardy or an early departure. To maintain validity of the District's K-6 perfect Attendance Award program, five tardies or five early departures will count as one absence.



## ***Signing Students Out:***

- For the safety and protection of the child, a student will only be released from the classroom before the regular dismissal time when the parent comes to the office and signs the child out.
- ***Students will not be released on the basis of a telephone call.***
- Students will only be released to persons authorized by the parent and those individuals specifically listed on the Emergency Information Card. Picture Identification may be required to sign any child out. For a student to be released to anyone other than those listed on the Emergency Information Card, the school will require specific written authorization from the parent.

## ***Custody:***

- In most cases, both parents shall be given reasonable access to their children at school and to their children's official school records. Exceptions to this will be made in cases where there are court orders restricting the rights of one parent to access a child and or child's official school record.
- ***It shall be the responsibility of the parent who has a court order restricting the rights of the other parent to notify school officials of the conditions and to provide school officials with a current copy of the court order.***
- In cases in which a person other than the parent has been granted guardianship, the legal guardian shall be responsible for notifying school officials of the conditions of the guardianship and for providing school officials with all pertinent written documentation of changes.

## ***Student Records:***

**Parents have access to their children's school records. School employees observe confidentiality of student records and recognize that only important, factual information should be in permanent records.**

The policy and procedures for maintaining students' school records is governed by a federal law, the Family Educational Rights and Privacy Act (FERPA). Student and family privacy rights are carefully protected to ensure that records are used only for educational purposes and in the child's best interest.

FERPA and District policy do not require parent permission for release of a specific type of student record information called "Directory Information." When such releases are for educational school-related purposes the information could include the following:

- |                          |                              |                                 |
|--------------------------|------------------------------|---------------------------------|
| • Student's name         | • Class designation          | • Extracurricular participation |
| • Student's address      | • Previous district attended | • Parent's name                 |
| • Student's phone number | • Student's photograph       | • Serious discipline violations |
| • Date of birth          | • Achievement or honors      |                                 |

**If you need to prevent us from using Directory Information described previously, notify your child's principal in writing.**

Most of the information contained in FERPA is about ensuring that you and students who are 18 years of age or older (“eligible students”) are afforded certain rights with regard to the student’s records. They are:

- The right to inspect and review the student’s educational records within 45 days of the day the District receives a request for access.
- The right to request the amendment of the student’s records that the parent or eligible student believes is inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in student’s educational records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202-4605.

### ***Transfers and Withdrawals:***

If you plan to move, let the school know at least three days in advance. The school will prepare transfer materials to help the student get started at the new school.

## **School Procedures**

### ***Dress:***

The responsibility for student dress and grooming is that of the student and their parents. The following guidelines are recommended: (*Policy JICA, JICA-R*)

- Students shall not wear clothing, jewelry, or hair styles that can be hazardous to them in school activities. Grooming and dress that are likely to create a disruption or disturbance of classroom order are discouraged. Students are encouraged not to wear make-up. Hats are not permitted in the building. They may be worn outside at recess time.
- There shall be adequate coverage of the body. Short shorts, bathing suits, halter tops, midriff tops, tube tops, spaghetti straps, undershirts, mesh or sheer garments, etc., are not considered adequate coverage. Pictures and/or words on any garment and jewelry must be in good taste with nothing that is obscene, vulgar or promotes anything that is illegal or considered gang related.
- Clothes will fit ... “sagging” clothes are not acceptable.
- Students may be sent home if dress or grooming is inappropriate or disruptive.

### ***Permission to Photograph/Videotape:***

**The District reserves the right** to have students interviewed, photographed or have their picture displayed in the news media, District publications or on the Internet, unless the parents refuse the participation of these activities in writing.

## ***Emergency Procedures:***

The District has procedures in place to handle emergency and crisis situations. All schools have regular drills for students to practice lockdown and evacuation procedures, as well as bus evacuation drills. In the event of a civil emergency, the District will work closely with the local emergency response team. The District has SchoolMessenger and an emergency alert on the website to assist staff, students and parents in preparing for, responding to, or recovering from a crisis. During a crisis situation the District will provide updated information on the District's website home page, [www.jocombs.org](http://www.jocombs.org) and by phoning 480-987-5329.

Parents are required to complete an emergency referral card for each child enrolled. This information must be updated annually and kept current throughout the year. You must include information about how to contact you or another responsible adult if your child becomes ill or is injured at school. List all health problems, allergies to foods, medicine, insect stings, etc. It is important to notify the office of your address, home phone, business phone, pager, cellular phone, email address, or emergency number where you can be reached. As your situation changes during the year, please make sure to update your child's emergency information.

## ***Pets and Other Animals:***

Pets are only allowed on campus for educational purposes with permission from the principal. Animals will not be transported on school buses.

## ***School Visitations:***

- The District welcomes adult visitors. Parents who wish to schedule classroom observations should make an appointment at least twenty-four hours in advance. The principal may accompany the classroom observer.
- All visitors to the school campus are required to first sign in at the office and provide picture identification to receive a visitor's badge.
- Volunteers are welcomed and encouraged – for more information, please contact the Administrative Assistant for additional information on being a volunteer. Volunteers must sign the volunteer log at the front desk. Volunteers in the classroom or in the school are not allowed to have young children accompany them. This policy ensures safety, minimizes classroom interruptions and promotes full concentration of both students and volunteers/visitors on the learning activity.
- In order to preserve the educational process, visits will be limited.
- Children from other schools are not allowed to visit or attend school with Combs students during school hours.

## ***Transportation Changes***

Parents should contact the front office prior to 1:00PM if you need to make a change to your child's afternoon transportation. This will allow us to ensure that your child is safely in the correct location at the end of the day for them to go home.

## ***Conduct While on School Property:***

School property includes all school campuses and properties, bus stops, all vehicles under the control of the district, and the premises of all school sponsored curricular or extra-curricular activities.

Parents are encouraged to be active participants in their child's education. A partnership between parents and the school requires meaningful and appropriate communication. As such, we must be civil in our discourse.

This requires that:

1. No one disrupt or attempt to interfere with the operation of a classroom or any other area of a school.
2. School rules for access and visitation are strictly obeyed.
3. Legitimate obligations and time constraints are respected.
4. Information that might help reach our common goal is shared. This includes information about safety issues, academic progress, changes that might impact a student's work or events in the community that might impact the school.

## ***Classroom Celebrations/Food***

Teachers and administrators are important role models and are encouraged to practice healthy eating behaviors and be physically active. The District recognizes that occasional celebrations are a tradition at school. Staff and parents alike are encouraged to support a healthy environment throughout the District.

Anyone wishing to supply food or beverage for a celebration should;

1. support a healthy environment by purchasing from a commercial source. Due to concerns regarding food allergies, no home baked / prepared products are allowed.
2. buy individually wrapped items to avoid bare hand contact with the food. If the items are not individually wrapped, an adult wearing disposable gloves, must serve the food.

## **Health Information**

There is a health aide at each school. They are able to administer first aid, medications, and will periodically check vision, hearing, and conduct scoliosis screening tests. They may serve as a resource person for the classroom teacher by helping teach cleanliness, dental care, basic safety, and good health practices. Health services are provided in order to identify students whose health problems may now, or in the future, affect their education. School personnel make every effort to comply with physician's recommendations. Physical exams must be obtained from a physician.

- Any student with a temperature of 100.0 degrees or more will not be allowed to attend school. When a student is sent home from school with a fever, the student may not return to school until fever free without fever medication for twenty-four hours.
- Parents are requested to keep students home if the following symptoms are present: nausea and vomiting, diarrhea, elevated temperature, red or inflamed eyes, cold symptoms, skin rash unless it has been diagnosed by a physician as noninfectious, headache or other pain. If any of these symptoms occur while at school, the parent will be contacted and the student will be sent home.
- State law requires that students be excluded from school if they are suspected of having a communicable disease.

## ***Immunizations:***

No student will be allowed to enroll in school without being fully immunized as mandated by the Arizona Department of Public Health and an original/verified copy of your child's immunizations from the doctor has been submitted. Please check with health office staff regarding your child's immunization status. The required immunizations include:

- 4 DPT – 5 doses needed if 4<sup>th</sup> dose was given prior to 4<sup>th</sup> birthday
- 3 OPV – 4 doses needed if 3<sup>rd</sup> dose was given prior to 4<sup>th</sup> birthday
- 2 MMR
- Hepatitis B Series
  - 1<sup>st</sup> dose required to enter school
  - 2<sup>nd</sup> dose due 30 days after 1<sup>st</sup> dose
  - 3<sup>rd</sup> dose due 5 months after 2<sup>nd</sup> dose
- Requirements for 6th Grade Students 11 years and older:
  - To prepare for this requirement, all continuing 5<sup>th</sup> grade students will be notified of the 6<sup>th</sup> grade requirements prior to the summer before 6<sup>th</sup> grade so that immunizations can be received over the summer. New 6<sup>th</sup> grade students will be advised at enrollment or as soon as possible after enrollment so that they can receive the additional immunizations prior to their starting school.
  - All 6th grade students 11 years of age and older are required to have one dose of Tdap vaccine if 5 years have passed since their last dose of tetanus/diphtheria containing vaccine
  - All 6th grade students 11 years and older are also required to have one dose of Meningococcal vaccine (MCV).

### **Children may be exempted:**

- If a physician certifies that one or more of the immunizations would endanger the child's life.
- If the parents submit a signed statement that immunizations are contrary to their religious or personal beliefs.

A verified immunization record which includes the month, day and year the child was immunized against these diseases must be presented at the time of enrollment. Although the law allows exemptions, the County Health Department may request we exclude your child from school should there be an outbreak of any of these diseases.

## ***Lice Checks:***

In the event that a child in the school is found to have lice/nits, the Health Aide will check all other children in the classroom, as well as the child's siblings/friend in other classrooms. The check may involve the entire school. Students found to have lice/nits are required to go home and be treated with an appropriate lice treatment. Students will not be admitted back to class until the Health Aide determines that the student is lice/nit free.

## ***Medication:***

Medications will be administered in the Health Office only if it must be administered during school hours. Medications to be given two to three times per day are to be given at home, unless specifically ordered by the doctor to be given during school hours.

Medications must be delivered to the Health Office by the parent. The medication must be in the original container from the pharmacy (pharmacies will provide a duplicate container for school use upon request). The appropriate consent form for giving medication at school must be completed and signed by the parent and the physician.

- Medication will not be given the first and last hour of the school day to avoid any possibility of overdose.
- Any student who has crutches, a wheelchair, or another assistive walking device must have signed permission from a medical doctor.
- If for any reason you feel your child should have restricted Physical Education activities, please provide the school Health Aide with a doctor's statement, giving the reason and the length of the restriction. This information will be forwarded to both the classroom and P.E. teacher.

## ***Emergency Cards:***

Parents must make arrangements to pick up a child who is ill. For your child's protection, please update your child's emergency card as soon as changes occur. In this way we are assured that your child is safely released to the person you designate.

## ***Child Abuse Reporting:***

Arizona Revised Statute 13-3629 states that all school personnel are obligated to report suspected abuse, including teachers, support staff, and administrators. This obligation arises when observation or disclosure provides "reasonable grounds to believe" that a minor is a victim of child abuse, non-accidental injuries, physical neglect, or sexual abuse. All school personnel must "immediately report or cause a report to be made" of suspected child abuse to the police and/or Child Protective Services (CPS).

# **Curriculum, Instructional Time, Homework and Assessments**

## ***Curriculum:***

J.O. Combs Unified School District has designed curriculum based upon the Arizona State Standards, which identifies specific objectives in the following subject areas: reading, written communication, social studies, mathematics, science, health, music, and physical education.

### ***Instructional Time:***

- Each grade level has designated uninterrupted instructional time. During this time the school protects instructional time by ensuring classes are not interrupted with announcements or messages from home.
- When you have messages, materials, lunch money, etc., please bring them to the school office and the school will relay these to the classroom.
- Please try to schedule appointments outside of the instructional day.

### ***Homework:***

- The purpose of homework is to provide additional practice on previously introduced skills or to enrich classroom experiences. Homework includes such activities as brief drills, reading, collecting information, sharing ideas with parents and guardians and providing projects/assignments in which students must utilize their time in creative thought.
- Your child's teacher will provide guidelines for homework.

### ***Assessment of Learning:***

It is the belief of the J.O. Combs Unified School District that an open line of communication between home and school should be maintained at all times to increase student growth and success. In order to ensure that students are being challenged academically, their performance is assessed continuously using a variety of measures:

- Stanford 10 Referenced Test for grade 2
- AIMS Dual Purpose Assessment (DPA) for grades 3-6
- District bench mark testing
- DIBELS reading assessments
- STAR Reading and Math

### ***Report Cards:***

A quarterly report card's primary function is to communicate information to parents about their child's current achievement status in regard to learning objectives in each curriculum area. A mid-progress report will be sent midway through each quarter. The report card will be sent home at the end of each quarter. Parents will be given information at the beginning of the year on how to access their child's grades online in order to allow parents to monitor their child's progress.

### ***Parent Conferences:***

- Formal conferences are scheduled during the fall and spring. Parent/teacher conferences are a time to talk about areas that are strengths for the student as well as the areas in which improvement is needed. The conference time allows parents and educators an opportunity to plan and work together so that the child can benefit the most from his or her educational experience.
- Conference dates can be found on the School calendar and website.
- Parents with other concerns should contact the classroom teacher for an appointment.

## ***Promotion and Retention:***

According to Arizona Revised Statute Policy I-7350, although the teacher will consult with the parents and principal of the school, the teacher shall have the authority to determine the promotion or retention of his/her students. If a parent chooses not to accept a decision of the teacher as provided in State Statute, the parent may request in writing that the Governing Board review the teacher's decision. The Governing Board may review the teacher's decision and may decide to overrule that decision.

## ***Field Trips:***

Field trips are encouraged as an extension of concepts taught in the classroom. Parents and community members will be asked to serve as chaperones and to assist with supervision. **No siblings will be allowed on field trips.** Only students exhibiting responsible behavior may go on a field trip.

- Educational field trips are designed to augment instruction in a class.
- It is the philosophy of the District that all field trips meet the educational objectives of the District. The trips are carefully planned and coordinated and do not seriously disrupt the educational program.
- Prior to each trip, the teacher shall provide parents with information concerning the purpose and destination of the trip, date, and time of departure and estimated time of return.
- Parental permission slips must be signed by a parent and turned in to the teacher in charge before the trip takes place.

# **Additional Programs for Students**

## ***Preschool & Pre-K Programs***

Children learn through experience and discovery. Our goal is to prepare children to enter kindergarten with a healthy self concept and a positive attitude toward school and learning. The Kindergarten Prep program is exciting and unique in many ways. Your child will learn in a positive, child-oriented environment with a hands-on active approach toward learning.

## ***Before & After School Child Care***

Combs Kidz is an affordable, safe, exciting, and fun before and after school child care program. Trained, creative, and caring staff members supervise the children as they participate in a variety of planned, stimulating activities that promote each child's physical, emotional, social, and intellectual growth and development. Some of the program opportunities include a homework center, reading center, organized games, outdoor play activities, board games, and arts and crafts.

## ***After School Enrichment Classes***

A variety of classes is offered throughout the year and includes Chess Emporium, Young Rembrandts, Hip Hop Dance, Cheerleading, Building Bonanza and NFL Flag Football.



## Summer Camp Programs

Preschool Camp for children 3-5 years old and K-6 Kidz Camp for children who completed K-6th grade in the current year. Camp is also convenient for Summer School students immediately following Summer School dismissal. At camp, children enjoy arts, crafts, reading, board games, indoor and outdoor sports, technology lab, math fun, guest presenters, educational videos, theme days, science projects, and group activities.

## Student Code of Conduct

Please refer to Governing Board policies at [www.jocombs.org](http://www.jocombs.org) or contact your school for more information:

- Student Conduct – JIC
- Dress Code – JICA, JICA-R
- Drug and Alcohol Use by Students – JICH, JICH-R
- Secret Societies/Gang Activity – JICF, JICF-R
- Tobacco Use by Students – JICG
- Weapons in School – JICI
- Student Violence/Harassment/Intimidation/Bullying – JICK, JICK-EB

**A search of a student may occur when the administrator has reasonable grounds to believe that the student possesses a dangerous, prohibited or illegal substance or object and/or presents a threat to other students, school personnel, or property. The search shall be confined to outer clothing, purses, book bags, cell phones and the information contained therein, etc. Any other body search is inappropriate in the school setting.**

A Code of Student Conduct is used in our elementary schools and as a guideline for student discipline. It was developed to help your child receive quality instruction in an orderly educational environment. In addition to appropriate behavior at school, students must exhibit proper behavior on their way to school, on their way home, on the bus, and when participating in school activities. Students who do not adhere to appropriate behavior are subject to both District and school discipline policies. The school needs your cooperation in this effort. Therefore, please (1) review and discuss the Code of Student Conduct with your child and (2) sign the signature sheet.

**Note:** *Failure to return this acknowledgement and pledge will not relieve a student or the parent/guardian from being responsible for knowing or complying with Code of Student Conduct rules.*

## Character Counts!

Character education is the deliberate effort to help people understand, care about, and act upon core ethical values. An intentional and comprehensive character education initiative provides a lens through which every aspect of school becomes an opportunity for character development.

**Benefits:**

- It promotes character development through the exploration of ethical issues across the curriculum.
- It develops a positive and moral climate by engaging the participation of students, teachers and staff, parents and communities.
- It teaches students how to solve conflicts fairly, creating safer schools that are free of intimidation, fear, and violence, and are more conducive to learning.

**The following character traits are essential for students to compete locally, nationally, and internationally. These traits should be modeled and maintained by adults and students.**

- **Respect** – Showing high regard for self, others, and property.
- **Responsibility** – Being accountable for individual behavior.
- **Trustworthiness** – Being truthful in words and actions.
- **Caring** – Showing concern for the well-being of others.
- **Fairness** – Demonstrating impartial, unbiased, and equitable treatment for all.
- **Citizenship** – Being an informed, responsible, and caring participant in the community.

## ***Section A – Factors Considered in Determining Appropriate Discipline:***

### **Potential Aggravating Factors**

- **The severity of the actual result of the conduct.**
- **The potential and actual jeopardy to the members of the educational community and their property resulting from the misconduct.**
- **The extent of the disruption or potential disruption to the educational environment.**
- **The attitudes of the student and parent concerning the misconduct and potential disciplinary consequences.**
- **The repetition of incidents of misconduct either with or without disciplinary intervention between the separate incidents.**
- **Whether the student’s behavior violated civil or criminal laws.**

### **Potential Mitigating Factors**

- **The age of the student.**
- **The ability of the student to understand that the conduct was prohibited.**
- **The ability of the student to understand the potential risk of the misconduct to the health and/or safety of others and their property.**
- **The ability of the student to understand the potential of the disruption to the institution.**
- **The ability of the student to understand the potential for disciplinary consequences.**
- **Reasonableness of use of physical force in self defense, defense of others, and defense of property.**
- **Frequency, type, and magnitude of previous misbehaviors by the student.**
- **Special intellectual, psychological, emotional, environmental, or physical characteristics of the student.**

The threat or use of physical force by a student is not reasonable when:

- Made in response to verbal provocation alone.
- Assistance from a school staff member is a reasonable alternative.
- The degree of physical force used is disproportionate to the circumstances or exceeds the need to avoid injury to oneself, to others, or to preserve property at risk.

### **Section B – Disciplinary Responses**

The following chart shows the minimum and maximum range of disciplinary action that will be taken for each problem area. These statements are guidelines only and do not limit the judgment of the administrator who must assess the situation based on the previously outlined factors. “These policies and procedures will apply to all students traveling to, attending, and returning from school, and while visiting another school or at a school-sanctioned activity and may be imposed if the student’s behavior affects the school order.” (Policy JK) \* items will be reported to the Arizona Department of Education as part of required Arizona Safe Schools reporting and \*\* items are also required to be reported to local law enforcement.

<b>VIOLATION</b>	<b>DEFINITION</b>	<b>SCOPE/CONSEQUENCE</b>	<b>CHARACTER COUNTS</b>
<b>ABSENCE WITHOUT PERMISSION</b>	Any absence which has not been both excused by a parent or legal guardian and approved by the appropriate school official.	Conference-Suspension	Citizenship/Responsibility
<b>ACADEMIC INTEGRITY (Cheating, fabrication, plagiarism)</b>	Copying work of others and submitting it as your own or securing teacher materials or work in a dishonest way.	Teacher Resolution-Suspension	Trustworthiness
<b>ALCOHOL (Use, possession, distribution, purchase, sale)</b>	The use, possession, or sale of alcoholic substances or other harmful substances represented as such, and related paraphernalia.	Suspension-Expulsion	Responsibility/Citizenship
<b>ARSON**</b>	Intentional damaging of a school or personal property by knowingly causing a fire or explosion.	Restitution-Expulsion	Responsibility/Citizenship
<b>ASSAULT**</b>	A physical attack that includes actual and intentional touching/striking of another person against his/her will or intentionally causing physical injury to an individual.	Suspension-Expulsion	Caring/Fairness

<b>BULLYING*</b>	Repeated acts over time that involves a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Can be physical, verbal, or psychological.	Conference-Expulsion	Respect/Caring
<b>BUS MISUSE</b>	Failure to adhere to bus rules.	Conference-Bus/School Suspension	Respect/Responsibility
<b>DANGEROUS ITEMS*</b>	Any instrument or object possessed or used that may cause harm or intimidate any person. This may include but is not limited to Combustibles, Air Soft Guns, Knives with blades less than 2.5 inches, Laser Pointers, Razor Blades. A dangerous item used to cause bodily injury to, or threaten, or intimidate another person may be classified as a weapon and must be reported to law enforcement.	Suspension-Expulsion	Responsibility/Caring
<b>DEFIANCE/INSUBORDINATION</b>	A student will obey the lawful direction of any authorized staff member while in school, participating in a school activity or on school property. All students are expected to behave in a respectful manner. This includes, but is not limited to, complying with the direction or instruction of a staff member, not walking away from a staff member while being spoken to, speaking to staff in an appropriate manner and completing all assigned work.	Conference-Expulsion	Respect/Responsibility

<b>DISRUPTIVE BEHAVIOR</b>	Engaging in behavior that causes an interruption in a class or activity, including loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; or sustained out-of-seat behavior.	Conference-Suspension	Responsibility/ Respect
<b>DRESS CODE VIOLATION</b>	A student will maintain personal attire and grooming standards that promote safety, health, and acceptable standards of social conduct, and does not disrupt the educational environment. This includes student clothing that that materially and substantially disrupts classes or other school activities, including but not limited to gang articles of clothing. Please refer to the dress code on page 9. (Policy JICA)	Conference Requesting Change of Clothes-Suspension	Respect/ Responsibility
<b>DRUGS (Use, possession, distribution, purchase, sale)</b>	The use (including inhalation), possession, or sale of marijuana, drugs (including over-the-counter & prescription), narcotics, or other harmful substances represented as such, and related paraphernalia.	Suspension-Expulsion	Responsibility/ Citizenship

<b>ELECTRONIC DEVICES</b>	Misuse or abuse of electronic devices to photograph, film, videotape, digitally record or by any other device produce images of students and staff and/or distribute or publish any of the above without the consent of the person depicted and/or without the person's knowledge. While it is becoming increasingly popular for students to post material on web sites such as Facebook, please be aware that if material posted, either at home or at school, is viewed as harassment or disruptive to the educational environment, students will be subject to disciplinary action.	Conference-Expulsion	Respect
<b>ENDANGERMENT*</b>	Recklessly endangering another person with a substantial risk of imminent death or physical injury.	Conference-Expulsion	Trustworthiness/ Respect/ Caring
<b>FIGHTING*</b>	Mutual participation in an incident involving physical violence, where there is no major injury. Verbal confrontation alone does not constitute fighting.	Conference-Expulsion	Citizenship/Caring
<b>FIRE ALARM MISUSE**</b>	Intentionally ringing a fire alarm when there is no fire.	Conference-Suspension	Responsibility
<b>FIREARMS**</b>	Possession, use, or distribution of any weapon designed to, or which may be readily converted to expel a projectile by act of explosive. This includes the frame or receiver of any such weapon and destructive devices and also includes, but is not limited to handguns, rifles or shotguns.	Suspension-Expulsion	Responsibility/Caring
<b>FORGERY</b>	Falsely or fraudulently making or altering a document.	Conference-Suspension	Citizenship

<b>GANGS/NEGATIVE GROUP AFFILIATION</b>	An organized association of persons (3 or more) that has a common name, signs, symbols, and colors, whose members engage in disruptive or other negative behavior. Activities, acts, behaviors that display or imply gang affiliation or participation are strictly prohibited.	Conference-Expulsion	Responsibility/Caring/Fairness
<b>GAMBLING</b>	Participating in games of chance for the purpose of exchanging money or goods.	Conference-Expulsion	Responsibility
<b>HARASSMENT, NONSEXUAL*</b>	Verbal, physical or psychological acts of aggression relating to a person's race, ethnicity, religion, gender, disability or sexual orientation.	Conference-Suspension	Respect/Caring
<b>HAZING*</b>	Any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student committed in connection with an educational organization that contributes to a substantial risk of or causes potential physical injury, mental harm or degradation.	Conference-Expulsion	Respect/Caring

<b>TECHNOLOGY MISUSE</b>	A student will refrain from inappropriate use of school system computers or from utilizing the J.O. Combs Internet Site without proper authority. This includes unauthorized use of sign-on codes, the school telephone system, communication of threats or implied threats, and unauthorized attempts to contact any J.O. Combs computer site from any computer station. This also encompasses any activity or distribution of information from home or school computers that would constitute a violation of the Code of Student Conduct or a violation of law, such as, but not limited to bullying or harassment. Publication on the Internet is considered distribution regardless of the location of the computer where the offending content was published. See the Electronic Information Services User Agreement.	Conference-Suspension	Trustworthiness
<b>INDECENT EXPOSURE OR PUBLIC SEXUAL INDECENCY*</b>	Inappropriate exposure of oneself to another or engaging in sexual activity	Conference-Expulsion	Respect/Caring
<b>INTIMIDATION/ THREAT</b>	When a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property.	Conference-Expulsion	Responsibility
<b>PORNOGRAPHIC, PROFANE AND/OR VIOLENT MATERIAL</b>	A student will not possess or distribute any pornographic or profane material, including but not limited to pictures, magazines, CDs, DVDs, and sexually explicit or graphically violent materials.	Conference-Expulsion	Respect/ Citizenship



<b>PROFANITY</b>	Verbal messages that include swearing, name calling, or use of words in an inappropriate way.	Conference-Suspension	Respect
<b>PUBLIC DISPLAY OF AFFECTION</b>	Any intimate physical contact, including but not limited to kissing and prolonged hugging.	Informal Talk-Suspension	Respect
<b>ROBBERY**</b>	Using force or threatening to use force to commit a theft.	Conference-Expulsion	Respect/ Responsibility/ Citizenship/ Trustworthiness
<b>SCHOOL THREATS**</b>	Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff.	Conference-Expulsion	Responsibility
<b>SEXUAL ABUSE**</b>	Intentionally or knowingly engaging in sexual contact with a minor.	Expulsion	Respect/Caring
<b>SEXUAL ASSAULT**</b>	Intentionally or knowingly engaging in sexual contact without consent.	Expulsion	Respect/Caring
<b>SEXUAL HARASSMENT (WITH OR WITHOUT CONTACT)*</b>	The unwelcome sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature made by a student to another student or by a student to a staff member.	Conference-Expulsion	Respect/Caring
<b>SIMULATED WEAPON</b>	Any simulated firearm made of plastic, wood, metal or any other material which is a replica, facsimile, or toy version of a firearm or any object such as a stick or finger concealed under clothing and being portrayed as a firearm.	Conference-Expulsion	Responsibility/Caring

<b>TARDY</b>	Failing to be at a designated location at a specified time. Repeated acts of tardiness may be considered Defiance/Insubordination.	Conference-Suspension	Responsibility
<b>THEFT/ EXTORTION</b>	Taking or attempting to take money or property belonging to another person or the school with the intent to permanently deprive the victim of his or her possessions.	Conference-Expulsion	Respect/ Responsibility/ Citizenship/ Trustworthiness
<b>TOBACCO (Use, possession, distribution, purchase, sale)</b>	The use, possession, or sale of smoking tobacco, smokeless tobacco, or electronic cigarettes or similar devices and related paraphernalia.	Suspension-Expulsion	Responsibility
<b>TRESPASSING</b>	Entering or remaining on school grounds or facilities without authorization or invitation and with no lawful purpose for entry. This includes students under suspension or expulsion and unauthorized persons who enter or remain on campus or school board facilities after being directed to leave by the chief administrator or designee of the facility, campus, or function.	Conference-Expulsion	Citizenship
<b>VANDALISM*</b>	Willful destruction or defacement of school or personal property.	Conference-Expulsion	Responsibility/ Respect/ Citizenship
<b>WEAPONS**</b>	Any instrument or object possessed or used to inflict harm on another person or to intimidate any person. This may include but is not limited to: nunchakus, brass knuckles, Chinese stars, billy clubs, electrical weapons or devices, knives with blades at least 2.5 inches long. Weapons are strictly prohibited.	Conference-Expulsion	Responsibility/Caring

## ***Student Violence/Harassment/Intimidation/Bullying***

J.O. Combs Unified School District believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The District further believes a school environment inclusive of these traits maximizes student achievement, fosters student personal growth, and helps students build a sense of community that promotes positive participation as members of society.

To assist in achieving a school environment based on the beliefs of the District, bullying, harassment or intimidation as defined by Board Policy JICK will not be tolerated.

***Bullying:*** Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that:

- Has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- Is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- Occurs when there is a real or perceived imbalance of power or strength, or
- May constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to:

- Verbal written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,
- Exposure to social exclusion or ostracism,
- Physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- Damage to or theft of personal property.

***Cyberbullying:*** Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, or by means of an individual's personal electronic media and equipment. Cyberbullying may include threats, hate speech, ridicule or posting false statements to humiliate a student.

***Harassment:*** Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religion, color, national origin, sex, disability, gender identity, or sexual orientation, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

***Intimidation:*** Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such bullying results in a substantial physical, mental, or emotional negative effect on the victim while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

A student who is experiencing bullying, or believes another student is experiencing bullying, or the parent of such student, is to report the situation to the principal or another school employee.

Reprisal by any student or staff member directed toward a student or employee related to the reporting of a case of bullying or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to disciplinary consequences.

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

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion.

Law enforcement authorities shall be notified any time District officials have reasonable belief that an incidence of bullying is a violation of the law.

## ***Electronic Information Services User Agreement***

**Acceptable Uses.** I understand and agree as follows:

1. The EIS System has been established for a limited educational purpose and may only be used for educational purposes. The term "educational purposes" includes classroom activities, career or professional development, limited high-quality personal research and other work related purposes. I may not use the system for entertainment purposes (unless specific written permission is given for this purpose), commercial purposes or political lobbying. I am expected to follow the rules set forth in the District's disciplinary code and the law. In addition to this Agreement, use of the EIS System is governed by Governing Board Policy IJNDB and Administrative Regulation IJNDB-R, copies of which are available at each school office.
2. The EIS System has not been established as a public access service or a public forum. Therefore, the District has the right to place reasonable restrictions on the material accessed or posted through the system. I am expected to follow the rules set forth in the District's Policies and Administrative Regulations and the law. I realize that all E-mail can be recorded and stored along with the source and destination of the E-mail, and that messages are not necessarily deleted when I delete them.

**Unacceptable Uses:** To prevent unacceptable use of the EIS System, I understand and agree as follows:

**1. Personal Safety or the Safety of Others**

- a. I will not post personal contact information about myself or others (i.e., names, addresses, telephone numbers, school address, etc).
- b. I will not meet with someone I meet online.
- c. I will promptly tell my teacher or school principal if I receive any message that is inappropriate or makes me feel uncomfortable.

**2. Illegal Activities**

- a. I will not attempt to gain unauthorized access to the EIS System or any other computer system through the EIS System or go beyond my authorized access. I will not attempt to log in through another person's account or access another person's files.
- b. I will not attempt to disrupt the EIS System or destroy data by spreading viruses or by any other means.
- c. I will not use the EIS System to engage in any other illegal or inappropriate acts (drug or alcohol purchase, distribution or sale, criminal gang activity, threatening conduct, etc.).

**3. Plagiarism and Copyright Infringement**

- a. I will not plagiarize works I find on the Internet. Plagiarism is taking the ideas or writing of others and presenting them as if they were mine.
- b. I will respect the rights of copyright owners. Copyright infringement would occur if I inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate uses of that work, I will follow those requirements. If I am unsure of whether I may use a work, I will request permission from the copyright owner. I will ask a teacher or EIS System administrator if I have questions.
- c. I will not download copyrighted music or video content or use the Districts resources to reproduce or share copyrighted content unless authorized by an EIS System administrator.

**4. Language**

- a. I will not use obscene, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.
- b. I will not post information that could cause damage or danger of disruption to the educational environment or operations of the District.
- c. I will not engage in personal attacks, including prejudicial or discriminatory attacks on individuals or groups. I will not harass others. Harassment is persistently acting in a manner that distresses or annoys another person. If I am told by someone to stop sending them messages, I will immediately stop.
- d. I will not knowingly or recklessly post false or defamatory information about a person or organization.
- e. I will not post chain letters or engage in "spamming" (sending unnecessary messages to a large number of people).

**5. System Security**

- a. I am responsible for my individual account. I will not provide my password to another person or use another person's password unless I have obtained prior written permission to do so from my teacher (for a student) or an EIS System administrator (for an employee).
- b. I will not permit another person to use my account or use another person's account unless I have obtained prior written permission to do so from my teacher (for a student) and an EIS System administrator (for an employee).

- c. I will immediately notify my teacher or the EIS System administrator if I have identified a possible security problem.
- d. I will not download any software unless I have obtained prior written permission to do so from my teacher (for a student) and an EIS System administrator (for an employee).
- e. I will follow the District virus protection procedures when downloading software that I have been given prior written permission to download, to protect against the inadvertent spread of computer viruses.
- f. I will not attempt to harm or destroy data of another user or any other agencies or networks connected to the EIS System. This includes, but is not limited to, uploading or creating computer viruses.
- g. I will not attempt to repair or relocate District owned Technology Resources without prior written approval. All requests for repair or service will be channeled through the District Technology Services Help Desk.
- h. I will have all portable information systems and educational technology resources assigned to me (such as notebook computers and peripheral or companion devices) at allocated sites during school hours unless prior written approval has been received.

## **6. Inappropriate Transmission of and Access to Material**

- a. I will not transmit or access material that is profane or obscene (i.e. pornography), that advocates illegal acts, or that advocates violence or discrimination towards others (i.e. hate literature).
- b. If I mistakenly access inappropriate information, I will immediately tell a teacher (for a student), or my supervisor (for an employee) so they know I did not intentionally access the information.
- c. I will transmit communications using only District approved and District managed communication systems. I will not use free, web-based mail, messaging, videoconferencing or chat services, except in special cases where arrangements have been made in advance and written approval has been received by the District's authorized supervisory personnel.
- d. The development and posting of all web pages or personal sites must be pre-approved in a manner specified by the District's Technology Services Department. Material placed on web pages must relate to school and career preparation activities.
- e. I am responsible for any expenses incurred while using services or products not authorized by the District.

## **7. Appropriate Email Use**

- a. I will be brief. Few people will bother to read a long message.
- b. I will use accurate and descriptive titles in my communications, so people will know what it is about before they read it.
- c. I will address the most appropriate audience for my message, not the widest.
- d. I will remember that humor and satire is very often misinterpreted.
- e. I will remember that if I post to multiple groups, I will specify all groups in a single message.
- f. I will site references for any facts that I present.
- g. I will not attack correspondents; I will persuade them with facts.
- h. I will exercise good judgment and care to ensure that I do not repost messages or otherwise use the EIS system in a manner that will embarrass, hurt or harm others.
- i. I will send professional messages, use spell-check, use correct grammar and appropriate punctuation in all e-mail communications. Writing in all capital letters is perceived as "yelling" the message.
- j. The Superintendent or the Principal must approve an "All User" e-mail prior to transmission.

## My Rights

I understand that the District may restrict my speech for valid educational or business reasons. The District will not restrict speech on the basis of a disagreement with my opinions. I understand and agree that:

1. I have **no right of privacy** with respect to the EIS System, including software, E-mail or Internet access. My parents can request to see the contents of my E-mail files at any time (applies to students under 18 years).
2. Routine maintenance and monitoring of the EIS System may lead to discovery that I have violated District Policies, Administrative Regulations, this Agreement or the law.
3. An individual search will be conducted if there is a reasonable suspicion that I have violated this Agreement, District Policy, Administrative Regulation or the law. The investigation will be reasonable and related to the suspected violation.
4. The District will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted using the EIS System.
5. If I am alleged to have violated this Agreement, District Policy IJNDB or Administrative Regulation IJNDB-R or the law in my use of the EIS System, I will be provided with notice of the suspected violation and an opportunity to present an explanation of what occurred. If the alleged violation also involves a violation of other provisions of the District's disciplinary code, it will be handled in a manner described in the disciplinary code.
6. The District reserves the right to restrict or revoke my use of the EIS System at any time, if deemed within the District's best interest.

## School Related Criminal and Civil Laws

**Parents Liability:** Upon complaint of the Governing Board, the parents of minors who have damaged school property shall be held liable for all damage caused by their children.

**Abuse of School Employee:** It is a violation of the law for a person to knowingly abuse a school employee on school grounds or while the employee is engaged in the performance of school-related activities.

**Interference with the Peaceful Conduct of an Educational Institution:** A person commits interference with the peaceful conduct of educational institutions by knowingly:

- Going upon or remaining upon the property of any educational institution in violation of any rule of such institution, or for the purpose of interfering with the lawful use of such property by others or in such manner as to deny or interfere with the lawful use of such property.
- Refusing to obey a lawful order given by school officials.

**Possession, Use or Sale of Drugs On or Near School Grounds (Drug-Free Zone):** It is unlawful for a person to intentionally be present with one or more persons within 300 feet of a school or its surrounding grounds, or a school bus stop to possess, use, or sell marijuana, a dangerous drug, or a narcotic drug. It is unlawful for a person to intentionally be present on a school bus to possess, use or sell marijuana, a dangerous drug, or a narcotic drug.

**Search and Seizure and Search of Student Property:** School personnel may lawfully conduct searches when they have reasonable grounds to believe that the search will reveal a violation of school rules or produce evidence of unlawful activity. Searches conducted by school personnel shall be reasonable related to the objective of the search. (*Policy JIH and JIH-EA*)

**Interviews:** It is the responsibility of the school administration to make an effort to act on behalf of parents in the absence with respect to interrogations by law enforcement officials, except in cases of suspected child abuse/neglect.

If a police law enforcement official appears on campus requesting to interview a student attending the school, the school administrator shall be notified and the school office shall contact the student's parents. The parents will be asked if they wish the student to be interviewed and, if so, will be requested to be present or to authorize the interview in their absence. A parent may be present during an interview except when interviews are conducted by a child protective services worker pursuant to A.R.S. 8-2234 and 8-546.01.

If the parent(s) cannot be reached, the law enforcement officer should be requested to notify the student's parents. The arresting officer will be asked to complete and sign a "Form for Signature of Arresting Officer." School personnel shall make every reasonable effort to make sure parents have been notified that a student has been taken into custody. The personnel of the District shall cooperate fully with the police.

**Police Involvement:** School Officials are not required to initiate or complete due process procedures prior to notifying law enforcement officers. If law enforcement officers are notified, parents will be contacted by administration, unless the police direct otherwise. Any action taken by law enforcement officers will be separate from disciplinary action taken by the School District.

## Notices

### **Annual Notification to Parents Regarding Confidentiality of Student Educational Records (FERPA):**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g:34 CFR Part 99) is a Federal law that protects the privacy of student educational records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's educational 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 educational records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools will charge a copy fee of \$.10 per page.



- Parents or eligible students have the right to request that a school correct records which 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 record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School Officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and state and local authorities, within a juvenile justice system, pursuant to specific state law;
  - State and local authorities, within a juvenile justice system, pursuant to specific state law.
- Federal Law also requires that high schools release directory information of juniors and seniors to military recruiting agencies unless the school or district has been notified by the parent not to disclose the information without consent.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone numbers, date and place of birth, honors and awards, sports participation (including height and weight of athlete), and dates of attendance unless notified by the parents that the school is not to disclose the information without consent. J.O. Combs Unified School District does not release directory information of students for commercial purposes unless it has been determined by the Superintendent to be in the best interest of both the student and the District.

***Permission to Photograph/Videotape:*** The JO Combs Unified School District reserves the right to have students interviewed, photographed or have their picture displayed in the news media, district publications or on the Internet. If you do not want any or all of the information/images of your son/daughter released, you must notify the school annually in writing. Please refer to the school site for specific "opt out" forms for this purpose.

### ***Child Find:***

The intent of Child Find is that all children from birth through age 21 with delays or disabilities are located in order to receive the support and services they need. J.O. Combs Unified School District and the Arizona Early Intervention Program are responsible for identifying eligible children and providing services needed for them to reach developmental milestones and educational standards.

Identification/screening procedures shall be completed within 45 calendar days after enrollment for each kindergarten student and for new students enrolling without appropriate screening records. The screening helps identify any areas of concern that need to be evaluated. In order to receive early intervention or special education services, a child must be evaluated to determine that there is a delay or disability that meets eligibility requirements under state definitions.

If needed, the child is evaluated using state criteria for specific delays or disabilities. If eligible, the Arizona Early Intervention Program or J.O. Combs Unified School District will offer early intervention or special education services according to the child's needs.

- Early intervention support and services assist families of children who are eligible by helping children ages birth to three years develop to their full potential. In Arizona, early intervention services are provided through the Arizona Early Intervention Program (AzEIP). Contact AzEIP at 602-532-9960 if you have a child 0-3 years of age that you suspect may have a disability.
- Preschool special education services for children ages 3-5 provide special strategies to help children reach their developmental milestones. Contact the Special Education Department at 480-987-5321 if you have a child 3-5 years of age that you would like screened for possible delays.
- Special education services for school-age children in kindergarten through the age of 21 provide specialized instruction and services to assist children in the education environment. Contact your child's school if you have a school age student that you suspect may have a disability.

### ***The Students with Disabilities Covered by Section 504:***

Section 504 of the Rehabilitation Act is a civil rights statute that prohibits discrimination against disabled persons in any of the District's programs or activities. A student is protected by Section 504 if he/she has or has had a physical or mental impairment, which substantially limits a major life activity or is regarded as disabled by others.

J.O. Combs Unified School District will determine eligibility and provide appropriate accommodations and services to students who are covered by Section 504. The District will also ensure that no student with a disability is excluded from participation in, or be denied the benefits of services, programs, or activities of the school due to the disability that qualified the student for protection under Section 504. Further information may be obtained from the District's Student Services office, 480-987-5321.

### ***Individuals with Disabilities Education Act (IDEA):***

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 (IEP) 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.

### ***Prohibited Sexual Harassment:***

J.O. Combs Unified School District takes very seriously any violations of its Governing Board Policy ACA, Sexual Harassment. Sexual harassment is a form of discrimination in educational opportunities on the basis of sex. It is prohibited by Title VII of the federal Civil Rights Act of 1964, by Title IX of the Educational Amendments of 1972, by the Arizona Civil Rights Act, and by District policy. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. This includes employee to student actions, student to employee actions, and student-to-student actions. If you feel you have been sexually harassed or you know someone who has been sexually harassed, you should immediately report it to your teacher, Dean of Students, school principal, or to the District Assistant Superintendent for Curriculum K-12. The District will take immediate steps to investigate complaints and to take appropriate remedial action. Sexual Harassment by students will not be tolerated and will result in disciplinary action.

### ***Non-Discrimination:***

J.O. Combs Unified School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in its programs and activities. (The following person has been designated to handle inquiries regarding non-discrimination policies: Compliance Officer of J.O. Combs Unified School District, 301 E. Combs Rd., San Tan Valley, AZ 85140, 480-987-5300.)

### ***McKinney-Vento Homeless Assistance Act:***

Every homeless student shall have access to the same educational opportunities as students who are not homeless. The Superintendent has designated a liaison for the homeless students who will carry out duties per the McKinney-Vento Homeless Act. A student identified as homeless, by the liaison, will have the right to: immediate enrollment, school selection, remain enrolled in their school of origin, participate in programs for which they are eligible, transportation assistance and dispute resolution. For homeless status qualification or more information, refer to: [www.ade.az.gov/schooleffectiveness/specialpops/homeless](http://www.ade.az.gov/schooleffectiveness/specialpops/homeless), Policy JFABD, or contact the J.O. Combs Unified School District homeless student liaison or a school counselor.

### ***Returned Check Policy:***

When a check is written payable to J.O. Combs Unified School District, the check writer is giving authorization to electronically debit the check writer's account in the event the check is unpaid and returned. The amount debited shall be the amount of the returned check plus a \$35.00 fee, as allowed by law.

### ***Important Notice to Parents Concerning Student Injuries:***

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child be injured at school. The school district does not provide medical/accident insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal guardians. The district carries only legal liability insurance. The district does make student medical insurance available to families for their individual purchase. Brochures outlining the coverage and premiums are handed out at the beginning of the school year and are available at the school office. Parents, please be prepared to pay for your child's possible medical expenses.

### ***Important Notice Concerning Student Confinement:***

In some situations teachers may temporarily remove a student from a class. A teacher may temporarily remove a student to the principal, or to a person designated by the school administrator, in accord with rules established for the referral of students and under the conditions of A.R.S. 15-841, when applicable. Under A.R.S. 15-843, disciplinary policies involving the confinement of students will require prior written parental notification. If applicable the prior written notice will occur either in the I.E.P. process or in a written student behavior contract. The School is exempt from prior written parental consent if a school principal or teacher determines that the student poses imminent physical harm to self or others. The school principal or teacher shall make reasonable attempts to notify the pupil's parent or guardian by the end of the same day that confinement was used (Policy JK, Student Discipline).

### **Child Nutrition Program**

J.O. Combs School District participates in the National School Lunch/Breakfast program. Nutritious meals are served each day. All meals served must meet guidelines established by the U.S. Department of Agriculture.

### ***Free/Reduced Applications:***

One application per household is required each year. You will be notified in writing of your status. Please allow 10 days for response. Qualifying students receive one breakfast meal and one lunch meal daily. Applications are accepted anytime during the year. Online application information will be made available prior to the start of school.

### ***Management of Lunch Accounts:***

Charging accounts is not allowed. Students are notified at least 3 meals before they run out of money. Each time they purchase a meal the computer will alert them they will need money. They will get a stamp saying "Lunch \$". Please talk to your child about remembering to let you know when accounts get low.

### ***EzSchoolpay.com:***

On-line payment option - You will need to call for your student's ID number to begin. Parents are able to check student accounts online and set up email reminders that will alert them to student account and activities. E-mail for student number to [dkishpaugh@jocombs.k12.az.us](mailto:dkishpaugh@jocombs.k12.az.us).

### ***Soda Pop Rule:***

Drinking of carbonated beverages such as soda pop is not allowed when purchasing a school lunch. As mandated by the U.S.D.A. soda pop will be taken away.

### ***Policy for Forgotten Lunch:***

For students who forget their lunch or lunch money a cheese sandwich, fruit, and milk will be provided.

***Food Allergies:***

Students with food allergies that affect a vital life function are permitted to request meal modifications when a medical authority completes a USDA required form. Forms are available from the school cafeteria manager, health assistant, or district office. They must be completed and signed by a physician. A new form is required each year. Parents and nutrition service staff are encouraged to make the school office aware of all students' allergies.

***Menus:***

Menus are available at your student's school at the front office or from the cafeteria. Menus are also available online through the J.O. Combs district website, [www.jocombs.org](http://www.jocombs.org) or [www.combsnutrition.com](http://www.combsnutrition.com). Prices are listed on the menus.

***Returned Checks:***

A \$35.00 fee is charged for each returned check. The students account will be affected if fees are not paid.

**WE WELCOME PARENTS TO COME AND EAT LUNCH WITH THEIR CHILD.**

## Honor Roll Information

### **Scholar of Distinction** (Grades 1-6) 98 – 100%

In an effort to recognize and promote academic excellence, students will be eligible for Scholar of Distinction recognition based on the following criteria:

1. Scholar of Distinction is to be computed quarterly.
2. Students must have an average score of 98% and above each core subject area: Math, Reading, Language Arts, Science, Social Studies.
3. Students must maintain a satisfactory rating or above in each special: Music/Band, PE, and Technology.
4. A “Needs Improvement” will disqualify a student from the Scholar of Distinction.

### **Principal’s Honor Roll** (Grades 1-6) 90 – 97%

In an effort to recognize and promote academic excellence, students will be eligible for Principal’s Honor Roll recognition based on the following criteria:

1. Principal’s Honor Roll is to be computed quarterly.
2. Students must have an average score of 90% in each core subject area: Math, Reading, Language Arts, Science, Social Studies.
3. Students must maintain a satisfactory rating or above in each special: Music/Band, PE, and Technology.
4. A “Needs Improvement” will disqualify a student from the Principal’s Honor Roll.

### **Honor Roll** (Grades 1-6) 84% - 89%

In an effort to recognize and promote academic excellence, students will be eligible for Honor Roll recognition based on the following criteria:

1. Honor Roll is to be computed quarterly.
2. Students must have an average score of 84% in each core subject area: Math, Reading, Language Arts, Science, Social Studies.
3. Students must maintain a satisfactory rating or above in each special: Music/Band, PE, and Technology.
4. A “Needs Improvement” will disqualify a student from the Honor Roll.

### **School Recognition** (Grades K-6)

The purpose of School Recognition is to recognize the academic effort and improvement of K-6 grade students who meet their individual and teacher created classroom goals.

Teachers may recommend a student for this honor based on academic effort and level of improvement during the quarter. Students may be working below grade level but achieving satisfactory progress at their academic level.

# Family Educational Rights and Privacy Act

Dear Parents:

The J.O. Combs School District has developed procedures for the collection, storage, use, and transfer of information in student educational records to ensure the confidentiality of the information, parents' and students' rights to privacy and the parents' access to those records. Those procedures are in compliance with the Family Education Rights and Privacy Act (20 United States Code, Sections 1232g and 1232h) and the supplemental Federal regulations (34 C.F.R., part 99); and Arizona Revised Statutes, Section 15-141.

Student education records are essential to the instruction, guidance, and educational progress of individual students. Such records are also a means for the evaluation and improvement of school programs. **\*FERPA FORM- Do NOT sign if you would like your child's picture in the yearbook.**

The students' records maintained by the District may include, but are not limited to, identifying data, report cards and transcripts of academic work, standardized achievement test scores, attendance data, reports of psychological tests, health data, teacher observations, and behavior reports. These records are maintained in the office of the District under the supervision of the principal, and are only available to the teachers and staff members working with the student.

If your son or daughter should transfer to another school, these records will be sent to the new school upon its request. Otherwise, records are not released to most agencies or persons without prior written consent of the parent (although the law identifies some exceptional circumstances in which consent is not required).

You have the right to inspect and review all educational records related to your child, including a listing of persons who have reviewed or have received copies of the information. Parents who wish to review their children's record should contact the principal for an appointment. Copies of student records may be requested, for which the District may charge the cost of copying unless the fee prevents the parent from exercising the right to inspect the record.

If you believe information in the record file is inaccurate or misleading, you have the right to request that a correction be made and to add comments of your own. If at any time an agreement concerning such a correction cannot be reached between the principal and the parent, you may request a hearing by a hearing officer to be named by the District.

You will be informed when personally identifiable information is no longer needed to provide service to your child. The law requires that the information be maintained for two years after the date the child is last enrolled in the District.

Federal law permits a parent to file a complaint with the Family Educational Rights and Privacy Act Office in Washington D.C., if you believe public school records policies and statutes are being violated.

# **Awareness Contract**

*This information is presented in order to ensure the safety and well being of all students at J.O. Combs Unified School District. It is meant to ensure that all students and parents/guardians have received communication regarding the Governing Board’s special policies and consequences dealing with drug/alcohol abuse, dangerous item/deadly weapons, the attendance policy, and the Electronic Information Services (EIS) Student Acceptable Use Policy (AUP). The Family Handbook and these policies can be located at [www.jocombs.org](http://www.jocombs.org).*

The signatures below indicate we have received communication regarding the following Governing Board policies and the consequences for violations of Governing Board policies:

- Policy JB-R regarding harassment (e.g., sexual, race, color, national origin, religion, or disability).
- Policy EEAE-C regarding student conduct on district vehicles. Riding the bus is a privilege not a right. Suspension of bus riding privileges does not relieve the parent of the responsibility of sending a child to school.
- Policy JIC – Student Conduct.
- Policy JK – Student Discipline.
- Policy JICH regarding drug/alcohol abuse. We understand that drug/alcohol abuse includes illegal drugs, alcohol, prescription drugs and other mind-altering substances. Abuse includes the possession, use, distribution, sale or purchase of any of the above.
- Policy JICI regarding dangerous instruments and deadly weapons in school.
- Policy JICF regarding negative student group or gang affiliation.
- Policy JICK regarding student violence/harassment/intimidation/bullying.
- Electronic Information Services Student Acceptable Use Policy.
- A student must be in attendance at least 90% of the time. Excessive absences may result in a truancy referral and/or retention (Policy JE-R). Excessive absences include excused and unexcused absences.
- Receipt of and/or notification of access to the Student Handbook on the J.O. Combs Unified School District’s website outlines other student conduct policies such as fighting, assaults, threats, bullying, inappropriate language, smoking, attendance, tardies, dress code, insubordination, etc.

**If the student is found in violation of these policies and agreements, he/she may be suspended or expelled from school. By signing this document, we are indicating that we are aware of these policies and that our signatures will be in force for the 2014-2015 school year. We understand that at any time, if further clarification is needed, we will contact the school principal.**

Student Printed Name \_\_\_\_\_ Grade \_\_\_\_\_

Teacher \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Printed Name \_\_\_\_\_