

Combs Traditional Academy

2016-2017 Parent/Student Handbook



A Tradition of Excellence

Dear Combs Traditional Academy Students and Families,

Welcome to Combs Traditional Academy! I am excited to embark upon this educational journey with you and look forward to the learning that will occur within our walls over the course of the school year. This handbook is written to familiarize you with the different aspects of our program. Please read through this carefully with your children.

As you can see from our Mission, Vision, and Philosophy, Combs Traditional Academy is committed to ensuring your child will be challenged with a rigorous, accelerated learning environment, while also ensuring that they learn the skills necessary for them to become responsible members of society.

In order to achieve this, it is necessary to have concise purposes, clear curriculum standards, an environment conducive to learning, and parents involved in the education of their children. It is a joint effort of students, teachers, and parents that will make our school a true Learning School.

Thank you for making Combs Traditional Academy your choice for your child's education!

Marcus Berkshire

Principal

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Mission:

To provide a rigorous academic focus for all students in a collaborative environment that emphasizes responsibility and respect.

Vision:

Students will develop the essential skills to become higher level thinkers that will empower them to become respectful, self-disciplined, conscientious, and self-motivated leaders of society.

Knight's Code (Our Motto):

Rigor, Responsibility, Respect

We are committed to:

- *Nurturing children*
- *Providing children with good role models*
- *Setting high expectations for all*
- *Perseverance*
- *Excellent teaching*

J.O. Combs Unified School District

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

www.jocombs.org

Elementary School Locations and Contact Information

<p>Combs Traditional Academy 37327 N. Gantzel Rd. Principal – Marcus Berkshire 480-987-5320 – Main Office 480-987-5320 – Attendance 480-987-3473 – Fax</p>	<p>Ellsworth Elementary School 38454 N. Carolina Ave. Principal – Tammy Stimatze 480-882-3520 – Main Office 480-882-3520, Press 1 – Attendance 480-987-8250 – Fax</p>
<p>Jack W. Harmon Elementary School 39315 N. Cortona Dr. Principal – Angie Beauchene 480-882-3500 – Main Office 480-882-3501 – Attendance 480-888-9143 – Fax</p>	<p>Kathryn Sue Simonton Elementary School 40300 N. Simonton Blvd. Principal – Chasity Cruz 480-987-5330 – Main Office 480-987-5331 – Attendance 480-987-5281 – Fax</p>
<p>Ranch Elementary School 43521 N. Kenworthy Ave. Principal – Susan Kruse 480-882-3530 – Main Office 480-882-3530, Press 1 – Attendance 480-655-6412 – Fax</p>	<p><u>SCHOOL HOURS</u> K-6 Elementary Schools 8:15 am – 3:05 pm Wednesday Early Release 8:15 am – 1:35 pm Semester Release 8:15 am – 12:00 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 21st 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. Bob D'Elena

Curriculum

A sequential curriculum will be utilized in the areas of language arts, math, and reading. New material is introduced each year, which builds upon the previous year's curriculum. The Arizona State Standards will remain as the Combs Traditional Academy's framework. Quality teaching strategies will infuse the relationship of the subject matter to real world situations.

Generally, curriculum in the areas stated will be textbook based. Curriculum selected for each subject area will reflect the Combs Traditional Academy philosophy and the importance of basic skills acquisition.

Integrated Language Arts

The language arts program's foundation will be based on the Spalding Method using *The Writing Road to Reading* along with the guidance of *Succeeding in Reading with the Spalding Method Teacher's Guide*. Spalding integrates direct instruction in listening, speaking, spelling, writing, and reading. The Spalding mission is to develop skilled readers, critical listeners, accomplished speakers, spellers, writers, and lifelong learners. A strong emphasis on grammar, both oral and written, will be stressed.

All teachers and administrators at Combs Traditional Academy will have completed, or be enrolled in, the Spalding I course within five months after the date they are hired.

The language arts program will integrate the following components:

1. Spelling

Spelling is a phonics-based program with emphasis on daily written and oral phonics drills. Phonics with Spalding manuscript and/or cursive handwriting will be directly taught and maintained as standardized penmanship for all grade levels. Students in third through fifth grades are expected to write primarily in cursive.

At the beginning of the school year students' proficiency in phonograms and spelling will be evaluated, and students may need remediation.

2. Vocabulary

Vocabulary development will be emphasized during spelling and in all content areas. Dictionary and thesaurus skills will also be taught.

3. Composition

In accordance with grade level expectations, each student will participate in creative writing experiences as well as written book reports and research papers. Written assignments will include narratives, expository, and informative-narratives. Teachers will encourage students' creativity while maintaining high expectations for grammar, spelling, punctuation, and neatness. Rubrics will be used as a scoring tool to evaluate these composition genres as well as the use of correct grammar, writing mechanics, and neatness.

4. Reading/Literature

Reading skills will be developed utilizing quality literature, the *Harcourt Trophies Reading Series*, *Succeeding in Reading with the Spalding Method Teacher's Guide*, and various expository texts along with the phonics skills learned in spelling and handwriting. A strong emphasis will be placed on listening and reading comprehension, literary appreciation, passage structure, and mental actions.

Each class may be read to daily for enjoyment. This activity will not exceed 15 minutes.

Students will have Silent Sustained Reading (SSR) each day in conjunction with the Accelerated Reader (AR) program. Each student will have a library book available at his/her desk to read at all times. Detailed book reports are required throughout the year. The number of reports is determined by each grade level. Detailed book reports will be on books

approved by the teacher within the students' personal reading level range. Students will not be allowed to repeat book reports from previous years.

Required AR goals and books will be equally divided into the four grading periods. At second through fifth grades, students will set reading goals. AR points and individualized reading goals will be monitored by every second through sixth grade classroom teacher and students will receive a reading test grade for AR.

- Students will be required to fill out a reading log daily. Parents will monitor and initial the log.
- Teachers will monitor and conference with students on a weekly basis regarding students AR progress. Parents will be informed of their child's progress with regular communication from the teacher and through Accelerated Reader Home Connect.

5. Oral Communication

Appropriate listening, speaking, and memorization exercises will be required at each grade level. Students will memorize and recite material appropriate for their grade. The teacher may select quality poetry or prose, sections from the constitution or other patriotic memory pieces, or a relevant piece that highlights an area of study. Students will receive credit for completion of the memorization exercises. The goal of this activity is not simply to memorize and recite, but to practice fluency and expression in recitation.

Grades K-2 one item each grading period
Grades 3-6 two items each grading period

Mathematics

Mathematics will include the mastery and practical application of basic mathematical principles. Students will understand that mathematical problems have absolute answers and that precision and accuracy are required. The use of calculators to complete class work or homework will occur only when directed by the teacher.

The mathematics basic facts program will be taught to the mastery level using drill, repetition, and memorization to achieve appropriate accuracy and speed. Grade level year-end goals/expectations are as follows:

Grade 1 (+, -) 30 problems in 1 ½ min. Grade 2 (+, -, ×) 100 problems in 4 min.

Grade 3 (+, -, ×, ÷) 100 problems in 3 ½ min. Grade 4 (+, -, ×, ÷) 100 problems in 3 min.

Grade 5 (+, -, ×, ÷) 100 problems in 2 ½ min. Grade 6 (+, -, ×, ÷) 100 problems in 2 min.

The *Saxon* math program, along with hands on activities and practice with manipulatives, will be utilized at all grade levels. The math program will be accelerated one year at all grade levels.

In order to provide students with additional enrichment opportunities, teachers will also use the *Mountain Math* program as determined by each grade level.

Social Studies/History/Geography/Government

The history and government program consists of the study of ancient history, American history, Arizona history, world history, and grade level appropriate current events. Geography may include the study of place, location, regions, relationships within places, and map skills appropriate to grade levels.

Science

Science will include the application of scientific principles in the areas of physics, chemistry, life science, and earth and space sciences. Students will use the FOSS (hands-on) Science program kits to construct understandings of science concepts through hands-on activities.

Special Area Classes

1. Library

A library program for grades kindergarten through six will be provided by a qualified para-professional. Instruction will occur in separate facilities specifically designed for library services.

The library program will:

- correlate library skills for each grade level with classroom curriculum. The librarian will be aware of classroom activities that relate to specific library skills and reinforce those skills.
- encourage students in all grades to obtain public library cards.
- provide a specific time during non-class hours to return and check out library books.
- encourage parents to volunteer as library aides.

2. Music

Music will be taught by a qualified music specialist.

The music program will:

- emphasize music appreciation, music history, note reading, composition, rhythm, instrument identification and choral skills.
- include the opportunity for students to perform during music instruction.

3. Physical Education

Physical education (PE) for grades one through six will be a required subject. PE will be taught by a qualified physical education specialist. The program will instruct each student in various physical skills to promote good health and lifelong involvement in physical activities.

Appropriate athletic/PE (Tennis, Running, or Basketball) shoes are required to participate in class. Open-toed shoes, or shoes exposing any skin will not be permitted. Shoes must have a soft, non-marking, standard-sized sole (no platform or high-heeled shoes). Shoes will also be tied tightly/correctly to promote safety of the owner and others around them.

Water bottles are encouraged for PE classes but must not be a distraction in the classroom. Only WATER is permitted in a water bottle. Flavored water or other drinks are not permitted at school.

4. Technology

Technology class will introduce students to the basics of computer use, keyboarding, and the use of various software programs for academic purposes.

Curricular Activities

Curricular activities are activities conducted during regular school hours. Specific activities will include assemblies, classroom parties, field trips, and flag observances. Other academic-related activities may include Art Masterpiece lessons, Battle of the Books, Junior Achievement, the science fair, spelling bee, and teacher-directed activities.

Students are expected to be well-behaved during all curricular activities. A student may be excluded from a curricular activity at the discretion of the teacher or principal. Games and recreational activities will be related to an academic endeavor.

Assemblies

There will be no more than four general assemblies during the school year.

Classroom Parties

Classroom parties will be limited to a maximum of three (3) per school year. The parties will be held the last hour of the school day when possible. The celebrations will generally include a winter, a Valentine's, and an end-of-the-year party. Student birthdays will not be celebrated during class time, but will instead be celebrated during lunch or recess time.

Field Trips

1. Field trips will be related to the curriculum and appropriate to students' grade level.
2. One field trip may be scheduled with the principal's approval each year. Under special circumstances, and with prior approval from the principal, teachers may schedule additional field trips.
3. Teachers should ensure that similar field trips are not repeated at different grade levels.
4. The teacher will preview material pertinent to the field trip.
5. Teachers will provide clear objectives and assignments for field trips. Teachers may require students to take notes and/or collect data for reports.
6. Arrangements for the field trip, parent notification, transportation, lunch, and adult chaperones will be made at least two weeks in advance.
7. Parents and community members will be asked to serve as chaperones and to assist with supervision. **No siblings will be allowed on field trips.**
8. Only students exhibiting responsible behavior may go on a field trip.

Success Club

The purpose of Success Club is to reward students and/or classes for good behavior and assignment completion during the school week. Teachers who choose to use Success Club will create criteria, based upon good behavior/assignment completion, for their students and/or class to earn Success Club. If a student or class earns Success Club, it will be conducted during the last thirty minutes of the regular classroom day on Friday. Success Club will be supervised by the teacher and will consist of educational activities.

Examples of appropriate Success Club activities include educational films, filmstrips, board games, puzzles, and art projects. Activities outside the teacher's classroom such as sporting activities must have prior approval of the principal.

Spelling Bee and Battle of the Books

Students in the 3rd – 6th grade will have the opportunity to participate in a classroom and/or schoolwide Spelling Bee. 5th & 6th grades will have the opportunity to participate in the Battle of the Books.

Extracurricular Activities

Extracurricular activities are an integral part of the Combs Traditional Academy. These activities may include orchestra, band, chorus, running club, drama, sports, yearbook, and Student Council. Extracurricular activities will be conducted

before or after regular school hours or during lunch and will not be graded, with the exception of band and orchestra. Achievement certificates and awards may be given to recognize participation.

Band and Orchestra

To be eligible to participate in these extracurricular activities, specific academic and behavior standards are required. Students and parents will be expected to sign a behavior contract. Failure to abide by the requirements in the contract will result in removal from the program. Students who elect to participate in these groups, either before or after regular school hours, will have the opportunity to perform or participate in special activities during the school year. Students who consistently arrive late or are not picked up on time following these activities will be removed from the program.

Homework/Assignments

Homework is assigned to aid each student in time management, personal responsibility, skills practice of concepts taught in class, the strengthening of basic skills, developing study skills, developing initiative, and fostering independent learning. The homework policy will further keep parents involved in their child's academic progress, and the Combs Traditional Academy curriculum.

Homework will be assigned Monday through Thursday of each week, except before a holiday. Daily homework will be due at the beginning of the next school day. Friday homework may be given to finish long-term assignments in the upper grades.

Types of homework assigned may include:

- completing work started in class,
- weekly spelling,
- writing themes, short stories, or compositions,
- drilling and practicing specific skills,
- researching for long-term projects,
- memorizing material to be recited in class,
- listening, observing, and evaluating radio, TV, forums, concerts, and other programs related to courses,
- conducting interviews and gathering information from authoritative sources,
- working on notebooks, maps, and other projects related to course activities.

In addition to a specific homework assignment, students are expected to spend 15 to 30 minutes in additional reading related to the Accelerated Reader Program as well as other quality literature. The student may be read to, may read silently, or may read to parents or others in the home.

Your child may experience difficulties if they have excessive absenteeism. During new or difficult concepts, students may require more time than is stated above. Please contact your child's classroom teacher with specific concerns.

Teacher Responsibilities

The teacher will:

- provide appropriate feedback.
- assign meaningful and grade level appropriate homework.
- make every attempt to keep homework consistent in all classes at a particular grade level.
- take into account long-term assignments when assigning daily homework.
- ensure that all homework is a review of classroom assignments.
- respond in a timely manner to homework concerns.
- send home weekly graded assignments.

Student Responsibilities

The student will:

- keep an accurate record of assignments on daily log or agenda.
- have necessary materials to complete assignment.
- complete assignments on time.
- do their own work.
- apply and practice skills learned in class.
- strive for the highest quality work possible.
- Communicate difficulties to parents and teachers.

Parent Responsibilities

The parent will:

- provide the proper conditions suitable to study
- read all communications regarding homework.
- ensure proper materials and supplies are available for completing assignments.
- encourage systematic study.
- show interest in the assignment.
- commend satisfactory progress.
- check his/her child's homework for accuracy, completeness, and neatness.
- supervise completion and correction of inaccurate and untidy work
- sign homework assignment sheet as required.
- utilize the "comment section" of the daily homework slip/planner to communicate as necessary.
- contact the teacher in a timely manner when homework concerns arise.

Homework Hints and Suggestions for your child

- Find a private place to work, undistracted by TV, videos, siblings, etc.
- Reserve time each evening for long-term projects.
- Pay careful attention in the classroom. It is critical that each child utilizes available class time to avoid falling behind.
- Record accurate information on homework sheets in your best handwriting.
- Organizational skills are essential. KEEP HOMEWORK IN A NEAT FOLDER AND CLEAN OUT DAILY.
- Be positive! Remember that the goal of homework is to review and reinforce what your teacher has taught.
- If a concept is new, or the student is new to our school, try working in shifts or using a timer. Short concentrated efforts at new concepts will alleviate added stress on the children and parents.
- Be flexible! Try something new or different to help your children understand their homework.
- Praise your child for his or her efforts!
- Lastly, if the frustration level escalates, and both parent and child are frustrated, Stop! Take a break from the homework, and if you can, try again later. Otherwise, add a note to the bottom of the homework sheet, advising the teacher of the situation.

Long-term Assignments (assigned more than one week in advance)

Examples of long-term assignments include, but are not limited to, book reports, poems/recitations, science projects, research papers, and current events.

Failure to turn in a long-term assignment by the due date will result in a 0 percent (0%) for students at all grade levels. NO MAKE-UP WILL BE GIVEN.

When a student is absent, long term assignments are due at the beginning of class the first day the student returns.

Absent and Late Work

It is required that all assignments be completed. All students will be provided one day for each absent day to make up missed assignments, not including long-term assignments. Work not completed by the assigned time will be considered late; however, teachers will use their discretion to determine guidelines in acceptance of late assignments due to extenuating circumstances.

Kindergarten-3rd Grade The assignment will be marked down 10% for each day it is late. After two days, a 0% will be given.

4th-6th Grades Assignments one day late will receive a 69% only if the work is of C quality or better. Thereafter, a 0% will be given.

School Services

Combs Traditional Academy offers services to enhance school unity, parental involvement, and an environment that promotes student success, care, and safety. Services will include, but are not limited to Fundraising, Parent-Student-Teacher Policy book, and parent volunteers.

Special Education Services

We welcome all students and feel it is important for parents to understand that the Traditional Academy's special education program follows the "inclusion model." The inclusive service model instructs students with disabilities in general education classes on a full-time basis. Only students requiring speech will be served on a pull-out basis. Appropriate and individualized special education needs are provided in the general education classes. A qualified student in the inclusion model typically would only require weekly or monthly monitoring by special education staff.

The Traditional Academy is a fast-paced learning environment with rigorous academic expectations, a well-defined curriculum, and a non-pullout model. If a student's IEP designates the need for resource room services, the Combs Traditional Academy is not the appropriate service site for the student. However, the neighborhood JO Combs Elementary schools do provide pull out resource services.

Any specific questions can be directed to the District's Special Education Dept. at 480-987-5321.

Fundraising

The Combs Traditional Academy Parent Teacher Organization (PTO) may direct one major fundraiser each school year. Families are encouraged to participate together in this activity. Door-to-door sales by students are strongly discouraged.

Other fundraising activities on campus involving students will take place before school, after school, or at lunchtime, and must be approved by principal.

Transportation

J.O. Combs Unified School District will provide only limited bus transportation for CTA students.

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.

K-6 After School Enrichment Classes – A variety of classes are offered throughout the year and include 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.

School Organizations and Committees

The success and operation of the Combs Traditional Academy is due, in part, to the attendance and participation of parents, teachers, and administrators in school organizations and committees; therefore, participation is strongly urged.

Parent-Teacher Organization (PTO)

This volunteer parent-teacher organization meets each month to support academic endeavors. PTO activities include fundraising, building school community and spirit, and the governance of the school and its functions. The PTO officers are elected by the membership, and a board representative will serve on the Site Council. Parents who choose to bring their child to PTO meetings must provide immediate supervision.

Site Council

A school site council will be established at the CTA to provide a cooperative procedure for determining goals and educational philosophies of the school. The council, like all other governance or administrative units of District, operates within the guidelines of District Governing Board policy, budget, ethics, and law. This governing body is organized with representation of parents and staff to uphold the educational foundation of the school. The Site Council meets regularly and establishes committees on which parents may serve. **Children are not to attend Site Council meetings.**

Membership

The Site Council membership will consist of:

- the school principal (ex officio member),
- other Staff representatives,
- a PTO representative,
- other community representatives.
- Membership should be representative of the population in the geographic area of the school, as well as each of the grade levels.
- Ad hoc committees may be appointed by the Site Council. The findings of these committees will be reported to the council, after which the committee will be discharged.
- The term will be one year for all community representatives.
- The chairperson and secretary will be elected by the membership of the council.

Meetings

- The council will meet regularly and more often if business dictates.
- Operating procedures of the council will be determined by the council.
- Minutes of each council meeting will be taken, and the results of actions will be distributed to the members and will be made available to the general public. Minutes of the previous meeting will be available in the school office.

Policies and Procedures

Dress Code

An enforced dress code will contribute to the academic environment. Just as dress codes address professional standards in the workplace, the Combs Traditional Academy dress code promotes the purpose of academics. All students are expected to dress in a neat attractive fashion reflecting pride in themselves and their school. It is both the parents' and the child's responsibility to ensure compliance with these standards. The dress code options are as follows:

MONDAY – THURSDAY:

GIRLS:

Bottoms:

- **Pants** – Plain dark navy blue or khaki
- **Shorts/culottes/skirts** – Must be of modest length—approximately to the knee
- **Capris** – Plain dark navy blue or khaki –leggings are not permitted
- **Dress/jumper** – Plain navy blue or khaki (no pin stripes, designs, or red) Jumpers must have a dress code appropriate shirt underneath. No pants under the jumpers; tights or leggings are acceptable.
- No tight fitting or big/baggy bottoms will be allowed.
- Tights – navy blue, red, or white – *Leggings are permitted only when worn underneath approved dress code bottoms.*

Tops:

- SOLID navy blue, red or white shirts
- All shirts must be solid in color with no pin stripes or logos of any kind with the exception of a Combs Traditional Academy-specific logo shirt.
- A collar and sleeves are required.
- When long-sleeved shirts are worn under the collared shirt, the shirts must be red, white, or navy blue.
- All shirts must be tucked in.

All jewelry will remain on the owner. Jewelry will be worn in the manner designed. Pierced body jewelry, other than earrings in the ears, is not to be allowed.

Hair will be neatly groomed. Appropriate hairstyles and cuts, as well as natural hair colors, are acceptable. Bangs will be worn above the eyebrows or pinned away from the eyes.

No face make-up or eye make-up will be worn at school, including tattoos.

BOYS:

Bottoms:

- **Pants** – Plain dark navy blue or khaki
- **Shorts**– Must be of modest length-approximately to the knee
- No tight fitting or big/baggy bottoms will be allowed.

Tops:

- SOLID navy blue, red or white shirts
- All shirts must be solid in color with no pin stripes or logos of any kind with the exception of the CTA logo shirts.
- A collar and sleeves are required.
- When long-sleeved shirts are worn under the collared shirt, the shirts must be red, white, or navy blue.
- All shirts must be tucked in.

Hair will be neatly groomed and trimmed. Hair length will not be longer than the ear lobes on the side or fall below the collar in the back. Bangs will be worn above the eyebrows. No hair tails are permitted. Appropriate hairstyles, cuts, or colors are acceptable. No headbands, hats, or caps will be worn at school except hats approved by the teacher or principal for protection from the sun on the playground.

No earrings or pierced body jewelry will be worn at school. Students may not wear tattoos.

FRIDAYS:

Tops must have a background color that is red, white, or navy blue.

Students are encouraged to wear their spirit shirts. No collars are required but they must have sleeves. All shirts must be tucked in.

Students may wear blue jeans that are appropriately fitting and without holes.

OUTERWEAR:

Outerwear, including sweaters and sweatshirts, worn in the classroom must be predominantly navy, red, or white. Outerwear worn outside and not inside the building may be any color.

SHOES:

Shoes must adhere securely at the heel and be tied properly if they were designed to do so. (Flip-flops and heelys are not acceptable). Open-toed shoes are acceptable as long as they adhere to the heel.

On scheduled P.E. days, students are expected to wear tennis shoes to ensure safety. Issues of improper dress are addressed by the teacher. Repeat offenders will be counseled by the principal.

Parents

Parents are urged to discuss the dress code with their children to foster thorough understanding. If questions occur, the school nurse, teacher, or principal may be contacted.

In support of the dress code, parents are asked to wear modest attire when on campus for lunch, visiting classrooms, or volunteering.

Faculty and Staff

The faculty, staff, and administration are expected to set good examples of appropriate dress as outlined in the J.O. Combs Unified School District faculty and staff dress code. Faculty and staff may dress in attire appropriate for their specific duties.

Getting To and From School

Due to the nature and location of our campus, we will not have a crossing guard available before and after school, therefore we discourage students from walking or riding their bikes/scooters to school.

Drop-off and Pick-up of Students

Students should arrive at school no earlier than twenty minutes before school starts. There is no supervision on school grounds until that time.

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.

Visiting the office during drop-off or pick-up times

Parents needing to park their car to come into the school during drop off or pick-up times will carefully pass the line of cars on the left, and park in an established parking space. Do not leave cars unattended in the drop off or pick-up lines.

Bus Transportation:

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

The District provides bus transportation on a limited basis for Combs Traditional Academy students. 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 your 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 the 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.

Signing Students Out:

- For the safety and protection of this 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 will 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 will 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 will 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
- Student's address
- Student's phone number
- Date of birth
- Class designation
- Previous district attended
- Student's photograph
- Achievement or honors
- Extracurricular participation
- Parent's name
- Serious discipline violations

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.

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 patterns 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. They will get a stamp saying "Lunch \$". Please talk to your child about remembering to let you know when accounts get low. Help keep the cost down of lunches, remember to send lunch money for your child's lunch account!

EzSchoolpay.com:

On-line payment option. You will need to call for your student's ID number to begin. Checking account balance is a great benefit on-line. E-mail for student number to 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.

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 or 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.

Outside Food

Parents are always welcome to join their child at lunch and bring a lunch for their child. Sharing of food or lunch with children other than your own is prohibited at Combs Traditional Academy. If you or your child would like to share lunch with their classmates, it should be done with the entire classroom and arrangements must be made in advance with their classroom teacher.

Birthdays

If you would like to celebrate your child's birthday, parents must make arrangements with their child's teacher in advance. Birthdays will be celebrated during recess, lunch, or snack time. We realize that parents may wish to bring home-baked treats to school. However, due to a number of issues, such as food allergies, etc., serving home-baked foods to students is prohibited.

School Visitations

Parents are welcome to visit their child's classroom at any time. However, it is expected that they will not interfere with the ongoing educational programs. Please contact your child's teacher at least twenty-four hours in advance to ensure that instructional disruptions are kept to a minimum. The principal may accompany the classroom observer. Other adult visitors are requested to contact the principal to make arrangements for visitation. All visitors are required to check in at the front office upon arrival and provide picture identification to receive a visitor's badge. Student visitors are not permitted on campus.

Phone Calls to Teachers

If parents would like to talk with their child's teacher, they should call the school office either before classes begin or after students are dismissed. To facilitate good communication and ensure security, each teacher has a phone in his/her classroom. During instructional hours, you may leave a message for the teacher to ensure that interruptions in class time are kept to a minimum. The teacher will make every effort to return the call on the same day or within 24 hours. If an emergency occurs during the school day, please call the school's main office and our office staff will assist you.

Students' Use of the Telephone

Students will not be permitted to use the school telephone unless it is an emergency or for a matter the school officials deem necessary. We believe that remembering homework and musical instruments, etc. is the student's responsibility. Therefore, phone calls for situations like these are not allowed. In addition, please make arrangements for after school activities with your child at home (e.g., Boy Scout meetings, friends' birthday parties, etc.).

Volunteers

Parents, grandparents, and other volunteers are invited and encouraged to participate in the school program as a volunteer. We encourage parents to volunteer in their child's classroom or with school-wide programs. Please contact your child's teacher or the front office if you are interested in volunteering. Volunteers are asked to sign in at the front office and wear a visitor badge. **Volunteers 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 on the learning activity.

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.jcombs.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.

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.

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.
- All students requiring crutches, wheelchairs or any type of assistive device for walking will need a prescription/order from their doctor, turned into the school health assistant or nurse, before the child may return to school with that assistive device.
- Students who obtain any injury to the head during the school day will be evaluated by the Health office staff and the parent will be called. School policy requires that this child not be allowed to walk home or ride the bus home on the day of the injury unless special arrangements and permission is arranged through the Health Office. Arrangements will need to be made to have the child picked up from school.

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 4th dose was given prior to 4th birthday
- 3 OPV – 4 doses needed if 3rd dose was given prior to 4th birthday
- 2 MMR
- Hepatitis B Series
 - 1st dose required to enter school
 - 2nd dose due 30 days after 1st dose
 - 3rd dose due 5 months after 2nd dose

- Requirements for 6th Grade Students 11 years and older:
 - To prepare for this requirement, all continuing 5th grade students will be notified of the 6th grade requirements prior to the summer before 6th grade so that immunizations can be received over the summer. New 6th 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 policy and/or Child Protective Services (CPS).

Student Code of Conduct

Please refer to Governing Board policies at 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 will 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 acts 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 or 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.

Possible Disciplinary Consequences:

Conference - Student will have a conference with a staff member to address an inappropriate student decision that has occurred.

Lunch Detention (LD) - LD is utilized as a lower level disciplinary consequence. When assigned LD, the student reports to a designated area during his/her lunch where he/she will have the opportunity to eat lunch and will use the remaining time to reflect on being a student of character.

In-School Suspension (ISS) - ISS may be utilized as an alternative to OSS. The administrator may elect to assign this as a means of providing a consequence for specific discipline categories.

Out of School Suspension (OSS) - OSS is used to address inappropriate behavior and decision making and may be assigned for 1-10 days. When suspended, students cannot participate in any school-related activity or be on any campus in the district. Any work missed may be made up; the suspension does not count against the allowed absences within the attendance policy.

VIOLATION	DEFINITION	SCOPE/CONSEQUENCE	CHARACTER COUNTS
ABSENCE WITHOUT PERMISSION	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
ACADEMIC INTEGRITY (Cheating, fabrication, plagiarism)	Copying work of others and submitting it as your own or securing teacher materials or work in a dishonest way.	Teacher Resolution- Suspension	Trustworthiness
ALCOHOL (Use, possession, distribution, purchase, sale)	The use, possession, or sale of alcoholic substances or other harmful substances represented as such, and related paraphernalia.	Suspension-Expulsion	Responsibility/ Citizenship
ARSON**	Intentional damaging of a school or personal property by knowingly causing a fire or explosion.	Restitution-Expulsion	Responsibility/ Citizenship
ASSAULT**	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
BULLYING*	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

BUS MISUSE	Failure to adhere to bus rules.	Conference-Bus/School Suspension	Respect/ Responsibility
DANGEROUS ITEMS*	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
DEFIANCE/ INSUBORDINATION	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
DISRUPTIVE BEHAVIOR	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

<p>DRESS CODE VIOLATION</p>	<p>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)</p>	<p>Conference Requesting Change of Clothes- Suspension</p>	<p>Respect/ Responsibility</p>
<p>DRUGS (Use, possession, distribution, purchase, sale)</p>	<p>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.</p>	<p>Suspension-Expulsion</p>	<p>Responsibility/ Citizenship</p>
<p>ELECTRONIC DEVICES</p>	<p>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.</p> <p>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.</p>	<p>Conference-Expulsion</p>	<p>Respect</p>

ENDANGERMENT*	Recklessly endangering another person with a substantial risk of imminent death or physical injury.	Conference-Expulsion	Trustworthiness/ Respect/ Caring
FIGHTING*	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
FIRE ALARM MISUSE**	Intentionally ringing a fire alarm when there is no fire.	Conference-Suspension	Responsibility
FIREARMS**	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
FORGERY	Falsely or fraudulently making or altering a document.	Conference-Suspension	Citizenship
GANGS/NEGATIVE GROUP AFFILIATION	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

GAMBLING	Participating in games of chance for the purpose of exchanging money or goods.	Conference-Expulsion	Responsibility
HARASSMENT, NONSEXUAL*	Verbal, physical or psychological acts of aggression relating to a person's race, ethnicity, religion, gender, disability or sexual orientation.	Conference-Suspension	Respect/Caring
HAZING*	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

TECHNOLOGY MISUSE	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
INDECENT EXPOSURE OR PUBLIC SEXUAL INDECENCY*	Inappropriate exposure of oneself to another or engaging in sexual activity	Conference-Expulsion	Respect/Caring
INTIMIDATION/ THREAT	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

MINOR AGGRESSIVE ACT	Pushing, shoving, tussles, minor physical confrontations	Detention-Expulsion	Responsibility/Caring/ Fairness
PORNOGRAPHIC, PROFANE AND/OR VIOLENT MATERIAL	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
PROFANITY	Verbal messages that include swearing, name calling, or use of words in an inappropriate way.	Conference-Suspension	Respect
PUBLIC DISPLAY OF AFFECTION	Any intimate physical contact, including but not limited to kissing and prolonged hugging.	Informal Talk-Suspension	Respect
ROBBERY**	Using force or threatening to use force to commit a theft.	Conference-Expulsion	Respect/ Responsibility/ Citizenship/ Trustworthiness
SCHOOL THREATS**	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
SEXUAL ABUSE**	Intentionally or knowingly engaging in sexual contact with a minor.	Expulsion	Respect/Caring

SEXUAL ASSAULT**	Intentionally or knowingly engaging in sexual contact without consent.	Expulsion	Respect/Caring
SEXUAL HARASSMENT (WITH OR WITHOUT CONTACT)*	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
SIMULATED WEAPON	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
TARDY	Failing to be at a designated location at a specified time. Repeated acts of tardiness may be considered Defiance/Insubordination.	Conference-Suspension	Responsibility
THEFT/ EXTORTION	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
TOBACCO (Use, possession, distribution, purchase, sale)	The use, possession, or sale of smoking tobacco, smokeless tobacco, or electronic cigarettes or similar devices and related paraphernalia.	Suspension-Expulsion	Responsibility

TRESPASSING	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
VANDALISM*	Willful destruction or defacement of school or personal property.	Conference-Expulsion	Responsibility/ Respect/ Citizenship
WEAPONS**	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, and 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
- e. my teacher (for a student) and an EIS System administrator (for an employee).
- f. 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.
- g. 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.
- h. 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.
- i. 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 will 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 will 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 will be notified and the school office will 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 will make every reasonable effort to make sure parents have been notified that a student has been taken into custody. The personnel of the District will 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 identified, located, and evaluated to receive the support and services they need. J.O. Combs Unified School District and the Arizona Early Intervention Program are responsible for “finding” eligible children and providing services needed for them to reach their developmental milestones or meet their educational needs.

Identification/screening procedures will be completed within 45 calendar days after enrollment for each kindergarten student and new student enrolling without appropriate screening records. The screening helps “identify” any areas of concern that need to be evaluated further. In order to receive early intervention or special education services, a child must be evaluated to confirm they have a delay or disability that falls 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 Director at 480-987-5321 if you have a child 3-5 years of age that you suspect may have a disability.
- 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 local 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 504 Coordinator.

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 will 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, 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 will 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).

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 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.

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 2016-2017 school year. We understand that at any time, if further clarification is needed, we will contact the school principal.

Additionally, by signing below you indicate that you are aware of the nature of the Combs Traditional Academy program and its expectations for students and parents. You understand that:

- The Combs Traditional Academy program is an accelerated and rigorous program.
- Students will have homework daily and are expected to come to school prepared each day.
- Students are expected to maintain and exhibit appropriate behavior that does not distract from another student's ability to learn.
- Parent involvement is an expectation, including, but not limited to helping in school, participating in PTO, or working with your child at home.

Student Printed Name _____ Grade _____

Teacher _____

Parent Signature _____ Date _____

Parent Printed Name _____