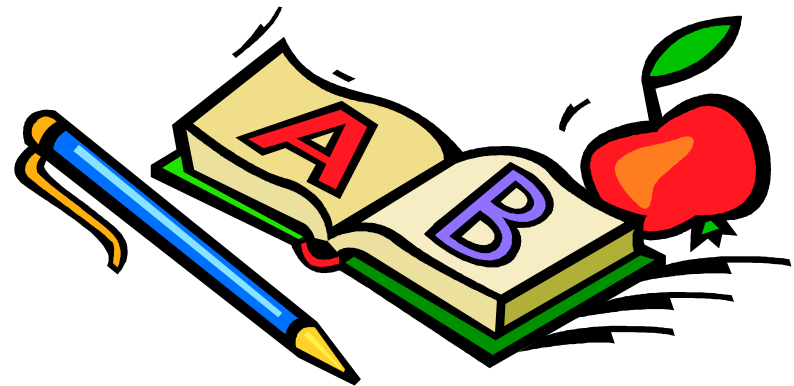


Any question concerning whether the complaint/grievance falls within this policy shall be determined by the Superintendent.

Complaints by middle or high school students may be made only by the students on their own behalf. A parent or guardian may initiate the complaint process on behalf of any elementary school student.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) days from the date of the occurrence of the alleged incident.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.



STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

Students may present a complaint or grievance regarding one or more of the following:

- Violation of the student’s constitutional rights.
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies,
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Harassment of the student by another person, or
- Concern for the student’s personal safety.

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or professional staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. *Forms are available in the school office.*
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Mission Statement

The purpose of Mohawk Valley School is to encourage our students to strive for EXCELLENCE and to prepare them to become productive citizens in the technological, multicultural world of the 21st Century.

School Hours

Mohawk Valley School will be in session from 8:00 a.m. to 3:00 p.m., Tuesday through Friday. 8:00 a.m. – 1:30 p.m. on Mondays. Other schedule changes will be announced prior to the release and are also noted on the school calendar.

Attendance

If a student is ill or must be absent from school, parents should call the school before 8:00 a.m. and send a written excuse with the student upon his/her return to school. The school phone number is 785-4942. Students may not participate in any extracurricular activities if they have been absent from school that day.

Tardiness

Students who are late to school must sign-in at the office before reporting to class. Excessive tardiness will be addressed by administration.

Truancy

An unauthorized absence from school is considered a truancy. This includes an unexcused absence from any class or school activity during the school day, any after-school special help session or any disciplinary session that the student has been directed to attend. Truancies may be reported to the proper authorities.

Perfect Attendance

Students will be recognized as having perfect attendance while attending Mohawk Valley School. To be considered for Perfect Attendance Awards, students must be in attendance every day school is in session. Tardies and early checkouts will count against perfect attendance UNLESS THE ABSENCE IS DOCUMENTED BY A DOCTOR'S WRITTEN EXCUSE. Students must also maintain a "C" grade average to qualify for a chance to win prizes which are donated by the Parent Involvement Group.

Field Trip Requirements

Established requirements must be met to participate in field trips. Chaperones must meet state licensure requirements to attend with the classroom students. Approved chaperones, classroom students and teachers are the **ONLY** participants allowed on field trips.

Parent Responsibilities

Parents must observe and follow procedures and guidelines as established in the 2013-2014 student handbook.

Liability Insurance

Liability Insurance is provided through Arizona School Risk Retention Trust.

Medical Administration Procedures

Students will immediately see our Principal's Secretary who will assess and treat the problem within State regulations. Any other medical problem/emergency will result in immediately contacting the parent or guardian.

State Inspection Reports

Anyone who would like to request a copy of the inspection report may do so in the school office.

Confidentiality

The right to inspect and review education records and the release of or access to such records, other information, or instructional materials will be consistent with federal law in the Family Educational Rights and Privacy Act, Title 20, United States Code, sections 1232g and 1232h, the USA PATRIOT ACT, NCLB, and with federal regulations issued pursuant to such act.

Annual Notification

Parents have the following rights:

- The right of the parent or an eligible student to inspect and review the student's education records.
- The intent of the District to limit the disclosure of personally identifiable information contained in a student's education records, including disciplinary records, except by the prior written consent of the parent or eligible student or under certain limited circumstances as permitted by the FERPA, the USA PATRIOT Act or the NCLB Act.
- The right of the parent or eligible student to seek to correct parts of the school education records that the student or the parent believes to be inaccurate, misleading, or in violation of student rights. This right includes the right to a hearing to present evidence that the record should be changed if the District decides not to alter it according to the parent's or eligible student's request.
- The right of the parent or eligible student to file a complaint with the U.S. Department of Education if they believe the District has violated the FERPA.

Required student records (regular and special education) will be prepared in a manner consistent with the laws and the requirements of the Uniform System of Financial Records (U.S.F.R.). Retention periods and disposition of records shall be as specified in the U.S.F.R.

The District will comply with the provisions of the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA), the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT ACT), AND THE No Child Left Behind Act of 2001 (NCLB) in the establishment, maintenance, correction and disposition of student records.

The Board directs the Superintendent to establish procedures for such compliance, including informing parents, students, and the public of the contents. The Superintendent will implement procedures as required by law and will establish procedures for dealing with violations.

If a parent or eligible student believes that the District is violating the FERPA, that person has a right to file a complaint with the U.S. Department of Education. The address is:

The Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605
Telephone number: (202) 260-3887

In adopting this policy it is the intent of the board that the policy and related procedures be implemented immediately. Copies of the policy and procedures will be available for parent and eligible student review in the District office.

Student Dress Code

The District encourages students to take pride in their attire as it relates to the school setting. It is the responsibility of parents to determine the appropriate dress for their student; however, students should not wear apparel that will distract the learning process. Students should dress in a manner that is appropriate for the school setting, in addition to the following guidelines, taking into consideration the educational environment, safety, health and welfare of self and others.

- Only tailored shorts and skirts that are hemmed, and extend the finger tips (arms and hands extended on the sides).
- Bare midriffs, bike shorts/pants, muscle shirts, net shirts without an undershirt, undergarments that show, shorts with split-outs of one (1) inch or more, pajama bottoms, halter tops and spaghetti straps are not acceptable.
- Bare feet are never acceptable. In the interests of student safety, shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as Physical Education, etc.
- Jewelry shall not be worn if it presents a safety hazard or learning distraction to self and/or others.
- Profane or defamatory writing on clothing or jewelry is not acceptable.
- No bandannas of any color, size or shape are to be worn or carried or displayed in any classroom, school property, or at any school activity. This also includes simulations of anything representing “colors.”
- No hats, caps or other head garments will be allowed at school except for properly approved occupational safety headgear required for special classes or on special “hat days” or “spirit days” in conjunction with announced school activities. However, during these activities, cap or hat days, hats will not be worn in the classroom. Hats or caps will be taken away if worn during unauthorized days.

CONTINUED ON PAGE 4

- Gang-related personalization is not permitted on items of clothing or on one's person.
- Obscene language or symbols, or symbols of drugs, sex, tobacco or alcohol on clothing are expressly prohibited.
- All blouses/shirts must be long enough to be tucked in and stay in waistbands. (we do not want to see bare skin around the waist when students sit and or stretch their arms.
- Dress or hygiene items that are disruptive to the operation of the school or offensive to any staff member will not be tolerated.

Exceptions for special activities, educational disabilities or health considerations may be pre-approved by the administrator.

In addition to the above guidelines, students who are involved in extra-curricular activities such as athletics are subject to the standards of dress as defined by the sponsors of such activities.

Personal Items at School

Toys, electronic devices, skateboards or any personal articles not necessary for school or which interferes with the learning process are to be left at home. Cell phones will be allowed in backpacks if they are not used or seen during the school day. Cell phones and electronic games may be allowed on some field trips, but only with teacher/coach approval. Banned items seen at school will be taken away and parents will be required to pick these items up from the office. These items will not be returned to the student.

Fees and Lost Book Policy

Official student report cards will not be released until all outstanding fees are paid (Lost or damaged library book, textbooks, P.E. clothing or equipment). Parents of students who do not return text or library books will be charged the full replacement cost of each book.

Prohibited items:

- Skateboards and other large items, unless prior approval from principal
- Insects, reptiles, or other animals shall not be transported in a school bus [A.A.C.R17-9-104]

Exit from the bus:

- Remain seated until the bus has reached its destination and comes to a complete stop.
- Do not push or crowd when leaving the bus.

Crossing the highway:

- If you must cross the road, walk to a point about ten (10) feet in front of the bus but do not cross until you can see that the driver has indicated that it is safe to do so.
- As you cross the road, look continuously to the right and left. At an intersection, look in all directions.
- Cross at right angles. Never cross the highway diagonally.
- Walk briskly across the road, but do not run.
- Never cross the road behind the bus.

Accident or other emergency:

- In case of an accident or emergency, older students should help the driver to maintain order and assist younger students.
- Stay in the bus unless otherwise directed by the driver.
- If you have to leave the bus, stay in a group and obey the driver's instructions.
- Do not expose yourself or others to needless hazard.

Procedures followed upon student misbehavior on school bus:

- When a student misbehaves on a bus from the first time, the driver will explain to the offender the necessity for good behavior.
- If, after talks and warning, the rider continues to violate the rules, the driver will inform the student that the rule violation will be reported to the Superintendent. This report will include the use of a written form that lists the offense and the action taken by the Superintendent.

Board the bus:

- Line up in single file parallel to the roadway, with younger students in front, so they can board first.
- Wait until the bus comes to a complete stop before attempting to get on board.
- Board the bus quickly but without crowding or pushing.
- Never run on the bus, as the steps or floor maybe slippery, especially in wintertime. Place your foot squarely on the step, not on the edge, and use the handrail.
- Be particularly careful if you are carrying books or parcels, as it is difficult to see the steps and to hold the handrail.
- Go directly to your seat and sit straight, well to the back of the seat, and face the front of the bus.

Conduct on the bus:

- The bus will not move until all passengers are seated.
- Remain seated throughout the trip, and leave your seat only when the bus has reached its destination and comes to a complete stop.
- Keep your books and parcels on your lap or put them under the seat or on the luggage rack.
- Keep the aisle clear.
- Do not talk to the driver except in case of emergency.
- Avoid doing anything that might disturb or interfere with the driver. Refrain from loud or boisterous talking or yelling.
- Never stick hands, arms, head or feet out of the windows on the bus.
- Do not open windows without the driver's permission.
- Do not throw anything within the bus or out of a window; you might injure a pedestrian or force a motorist to make dangerous maneuver.
- Do not touch the emergency door or exit controls or any of the bus safety equipment.
- Eat at home or school, but not on the bus.
- Obey promptly the directions and instructions of the school bus driver.

Visitors to School

ALL visitors to school **MUST** report to the school office and sign in upon arrival and departure. Name tag/badges will be issued. A request for "visitation" shall be made to the teacher and administrator prior to the visit so as to avoid any conflicts with the school schedule.

In recognition of higher safety and security measures to protect children and staff in schools, the Mohawk Valley School will tighten procedures to create a closed campus and minimize "children" exposure to adults other than their parents or educators. Therefore, all children must be dropped off at the front entrance of the school. Parents of children who need to walk their children to their classroom at the start of the school year must obtain a visitors tag/badge and sign-in in the front office.

Student Evaluation

A district-developed grading system will be used. Teachers will keep careful records of the grades assigned to students. The following Grade Scale will be used:

Kindergarten

E = Excellent

G = Good

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

First – Eighth Grades

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 65 – 69

F = 64 or below

Superintendent's List

Students must have all grades of "A" to be placed on the Superintendent's List. There can be no grade below an "A" on the report card.

“A”/“B” Honor Roll

To be eligible for the “A”/“B” honor roll a student cannot have any grades of “C’s”, “D’s” or “F’s” on the report card.

Parent Conferences

Parent/Teacher Conferences will be conducted twice a year. Dates and times will be announced. The Superintendent will establish procedures to schedule conferences. In addition, parents shall have an opportunity to schedule conferences with teachers at other times during the school year.

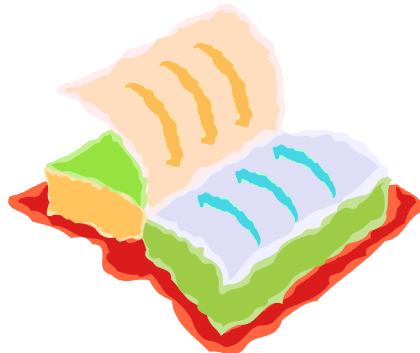
Homework

It is the responsibility of the student to complete and hand in all homework assignments on time. Teachers shall notify Parents if missing or late homework becomes a problem.

Makeup Opportunities

If a student is absent from school, the following procedures shall be followed:

- Upon return to school, it will be the student’s responsibility to ask for makeup work and arrange to make-up missing tests.
- If the teacher is unable to give the student makeup work (i.e. assignment concerning a classroom movie, etc.) the student will not be held responsible for that makeup assignment.



Student Fund Raising Activities

Fund raising activities by students on school premises or elsewhere as a representative of the school will be permitted only when connected with specific school activities approved by the Superintendent.

Participation in contests or fund raising activities shall be governed by the following criteria:

- The aim of the activity shall benefit youth in educational, civic, social and ethical development.
- The activity shall not disrupt regularly planned instruction.

The proceeds of all fund raising activities shall be deposited in the Student Activity Fund and funds from such activities shall be used only as specified in the Uniform System of Financial Records.

Fund raising is limited. The Eighth Grade class will be given priority in all fund raising activities to support the Eighth Grade class trip.

Field Trips

Established requirements must be met to participate in field trips.

Invited chaperones, classroom students and teachers are the **ONLY** participants allowed on field trips.

E-2281 BUS SAFETY PROGRAM EEAE-EA

Arriving at pickup point:

- Be on time. Leave home in good time so that you will arrive the pickup point before the school bus.
- If you have to walk along the road to reach the bus stop, walk on the left side facing oncoming traffic.
- Walk on the shoulder of the road where possible, and not on the traveled portion.
- If other students are waiting at the bus stop, get in line without pushing or crowding and stay off the roadway.

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.

Reporting Incidents of Bullying

A student who is experiencing bullying, or believes another student is experiencing bullying, is to report the situation to the Superintendent or another school employee. A school employee who becomes aware of or suspects a student is being bullied shall immediately notify the school administrator. School personnel shall maintain confidentiality of the reported information.

Extracurricular Programs

Definitions: Extracurricular Activities

Extracurricular Activities are all interscholastic activities that are of a competitive nature and involve more than one school, where a championship, winner or rating is determined; and, endeavors for which no credit is earned in meeting graduation or promotional requirements, and are of a continuous and ongoing nature, organized, planned or sponsored by the district consistent with district policy. Activities that are co-curricular, (i.e. integral part of a credit class), shall be exempt from the rule.

Eligibility Requirements

To be eligible to participate in extracurricular activities students must complete all work with a passing grade for the week, 5 school days, before the activity.

The teacher or coach will notify parents of students who are ineligible to participate in extracurricular activities.

Team Sports

The purpose of Interscholastic Athletics is both educational and recreational. The school sports program should encourage participation by as many boys and girls as possible and should always be conducted with the best interests of the participants as the first consideration.

District participation in Interscholastic Athletics shall be subject to approval by the Board. This shall include approval of membership in any leagues, associations or conferences and of any new agreements with other schools for a series of games or events.

NO BULLYING ALLOWED

Individual students shall observe the following rule for participation:

- The student shall have written consent of Parents or Guardians for the interscholastic sport in which he/she engages.
- The Superintendent shall set up other rules for participation, such as those governing academic standing, in accordance with policies of the District and pertinent regulations.

Beginning in the fifth (5th) grade, students may elect to participate in the Inter-School Team Sports Program.

Boys

Flag Football
Basketball
Baseball
Track
Soccer

Girls

Volleyball
Softball
Basketball
Track
Soccer



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.

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, religious orientation, 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.

Prohibitions and Discipline

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 equipment 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

The District, in partnership with parents, guardians, and students, shall establish and maintain a school environment based on these beliefs. The District shall identify and implement age-appropriate programs designed to instill in students the values of positive interpersonal relationships, mutual respect, and appropriate conflict resolution.

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

Definitions

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.

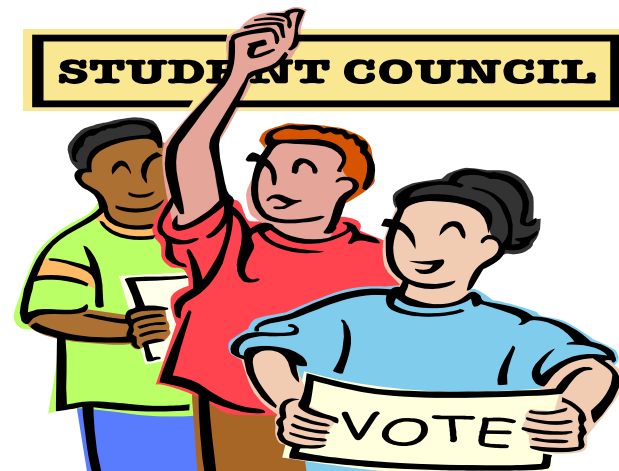
Student Performances

Any public performance given by a student or a group of students representing Mohawk Valley School must obtain permission from the Administrator. The performance shall contribute to the educational program.

Officers of the Student council shall consist of a President, Vice-President, Secretary and Treasurer. Officers will be elected each spring from the upcoming seventh and eighth grade class. All teachers in grades fourth through eighth shall sign nominating petitions.

Students in grades fourth through seventh are allowed to vote for the next year's officers.

An officer or representative shall be removed from office for repeated failure to attend meetings, failure to represent his/her group fairly, failure to carry out his/her duties or any other actions which are detrimental to the welfare and best interest of the school.



There shall be no hazing, solicitation to engage in hazing or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to District schools within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a “student” until graduation, transfer, promotion or withdrawal from the District school.

Definitions

“Hazing” means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student and in which both of the following apply:

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

“Organization” means an athletic team, association, order, society, corps, cooperative, club or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

Directions

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing.

In accord with statute, violations of this policy do not include either of the following:

- Customary athletic events, contests or competitions that are sponsored by an educational institution.

- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.

All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

Reporting/Complaint Procedure

Students and others may report hazing to any professional staff member. Professional staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. A failure by a staff member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accord with District policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

**J-3200 © JICK
STUDENT VIOLENCE / HARASSMENT /
INTIMIDATION / BULLYING**

Discipline will be determined on a case to case basis.

The Governing Board believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Board 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.