

Parent and Student Handbook SY' 2015 – 2016

Pinon Accelerated Middle School
6th – 8th Grade



Pinon Accelerated Middle School – School Vision

We envision Pinon Accelerated Middle School as a safe learning community that provides all students a quality education integrating the Beauty Way of Life.

Pinon Accelerated Middle School – Mission Statement

All Pinon Accelerated Middle School staff will provide rigorous instruction, integrate relevance, establish positive relationships, and teach responsibility in a supportive learning community.

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School and District Contact Information

District Office	(928) 725-3450
Superintendent	(928) 725-2101
Special Education	(928) 725-2130
Personnel Office	(928) 725-2115
Transportation Services	(928) 725-2120
Food Services	(928) 725-2103
Security Department	(928) 725-2170
Middle School Principal	(928) 725-2300
Middle School Assistant Principal	(928) 725-2305
Middle School Office	(928) 725-2301
Middle School Attendance	(928) 725-2311

School Website: <http://www.pusdatso.org>

Governing Board Policies (GBP):
<http://lp.ctspublish.com/asba/>

The information on the following pages is a summary of District Policies and School Procedures and Practices. If you have questions regarding the District's official policies or regulations or would like a copy of a policy or regulation, it is advisable to request this information from the school's main office as the District Policies and Regulations are revised periodically. Each school has a District Policy Manual, which contains the most current policies and regulations. This information can also be obtained at the District Office.

Section I: Welcome

WELCOME TO PIÑON MIDDLE SCHOOL

Founded in 1984, the Piñon Middle School is the largest middle school in Piñon. Teachers, administrators and staff are committed to providing quality education for approximately 300 students in sixth grade through eighth grade. The District adheres to an open enrollment policy that aligns with Arizona State Statutes.

The school year begins with a progress check using the NWEA Test (Northwest Evaluation Association) and the AZELLA Test (Arizona

English Language Proficiency Exam) for students who indicate their first language is other than English. Most roads into and out of Piñon are currently unpaved roads. There is one, excellent paved road that is accessed from Highway 191 north of Ganado. Piñon School District #4 has 27 daily bus routes that cover 2,095 miles. There are also after school activity buses from Monday through Thursday. The bus routes range from 8 to 140 miles round trip. It is estimated that 95% of these roads are dirt roads.

We have seven classrooms at each grade from Sixth grade to Eighth grade level. Students rotate through Special Classes consisting of Computer SmartLab, Physical Education, Navajo Culture, Navajo Literacy, Social Studies, Science, and Arts. We have a total of 25 teachers in our school.

The District's comprehensive systems of instruction and evaluation target high achievement for students as well as accountability for this achievement on the part of the staff. Student learning is the main priority in the Piñon School District. Every student is treated as an individual with unique abilities and needs. Communication is a key component to achieving success and the Piñon Middle School maintains a website at <http://www.pusdatsa.org/> in order to provide on-going connections between home and school. Parents are encouraged to monitor their child/children's progress and attendance under the PowerSchool menu. Computers are available at Chapter Houses and in the school for parents to use to access their child's records.

The District works in partnership with families and the communities at large to provide the quality education the parents want for their children and to meet the needs of the community as a whole. We believe in District's philosophy: All students can and will learn and that all teachers can and will teach.

Volunteers

School and District volunteers provide a tremendous service for the students and staff and the District encourages volunteer participation in the schools. The varied talents and expertise of parents and community members greatly enhance the educational process. Areas where volunteers can help include tutoring, special presentations, assisting in the classroom and joining District and site councils and committees.

If you are interested in volunteering opportunities, please contact the school office at (928) 725-2301.

Leadership Team

The PAMS Leadership Team is an active organization that is made up of teachers and administrators. The purpose of this team is to discuss relevant issues pertaining to PAMS and to advise the administration on these matters.

Assemblies

All students will attend all school sponsored assemblies unless notified otherwise by school administration.

Board Meetings (PUSD)

The PUSD Governing Board meets on the first Monday of each month. The meetings are held at 4:00 PM at the District Board Room. If you have questions in regards to board meetings please call the Superintendent's office at (928) 725-2101.

Section II: Academics

Special Education

Grades reporting the achievement of students in special education classes will reflect the student's abilities and their individual progress. The permanent record cards for such students shall indicate enrollment in special education for those classes. Parents of special education students shall be counseled regarding the grading system in order to avoid misinterpretation of the achievement grade (GBP: IHBA).

Honor, Principal, and Superintendent Roll

Students in grades 6-8 earning a 3.0 or better Grade Point Average (GPA) for the semester will be recognized on the Honor Roll. In the computation of the GPA, the lowest grade acceptable toward a 3.0 will be a "C". Students earning a 3.0 or better average will be recognized on the following Honor Roll List:

- 4.00 – Superintendent Honor Roll
- 3.50 – 3.99 Principal Honor Roll
- 3.00 – 3.49 Honor Roll

Regular Education - The School District has standards that students must achieve in reading, writing, science, and mathematics for promotion to the next grade.

Other considerations for promotion include standardized test scores, teacher grades, teacher/principal recommendations, attendance, and other pertinent data.

A decision to promote or retain a student will be made after a careful study of facts relating to all phases of the student's growth and development, and should be in the best interest of the student.

Every effort will be made by all school personnel (Teachers, Principal, and Student Support Facilitator) to assist those students who are at-risk of being retained to meet promotion standards for that grade. The teacher is responsible for identifying these students, providing the necessary interventions and for making the appropriate referrals for intervention as early as possible. The parents and Principal will be informed of students who are identified as at-risk as early as possible in the school year. Parent conferences will be held during regularly scheduled parent-teacher conference days and at other times as deemed necessary.

No decision to retain a student shall be made after April 15th without student and parent involvement. Late enrollees may receive special consideration.

Final decisions on promotion and retention shall be made by mid-May. Teachers shall make the final recommendation to retain a student after consultation with the Principal, input from other staff members, and parents. Students and their parents shall be involved throughout the process. Parents may appeal the decision to the Governing Board as pursuant to the Arizona Statutes.

In addition to the above, such decisions, when applied to students enrolled in special education, shall be on a case-by-case basis, consistent with the I.E.P. (Individual Educational Plan) and in accordance with A.A.C. R7-2-301 and R7-2-401 (GBP: IKE-RA, IKE-RB)

Special Education (GBP: IKE-RA, IKE-RB)

Students who do not meet regular promotion requirements must meet the course of study and promotion requirements for special education under the guidance of A.A.C. R7-2-401. The programs for such students may need modifications, which may include, but are not limited to:

- Curricular, Method, Evaluation or Materials modification
- Additional time to complete requirements
- Course substitution

Any student unable to meet regular academic requirements for promotion must meet the requirements of an alternative curriculum derived from the regular curriculum, which will be developed by a multidisciplinary team on an individual basis. Students placed in special education will complete the course of study as prescribed in the individual promotion plans and implemented through their I.E.P. (Individual Educational Plan). Course work will be presented at a level commensurate with the student's ability. The student's permanent file shall identify the courses completed through special education; however, the student will receive the standard certificate of promotion.

Support Services Available

To provide intervention and to determine the needs of the students, the teachers will submit "Student Screening Instrument" forms on or before the 45th day of school, or 45th day from date of student entry. The parents are expected to extend cooperation by attending the meetings and doing what is determined to be in the best interest of their children.

Copies of Board policies concerning student records may be obtained from the District Office or from the Principal's office. Student records may be reviewed and inspected in the Principal's office.

Student records may be released with the consent of parents to officials of other school districts in which the student seeks or intends to enroll upon the written request of those districts

The District will not release information contained in a student's education records, other than directory information, to any third parties except its own officials, unless such parties agree that the information will not be re-disclosed without the prior written consent of the parent or eligible student.

Teacher and Program Assignments (GBP: JG, JG-R)

Once a student is assigned to a teacher or program, class assignments will not be changed unless recommended by all the teachers involved and approved by the Principal. Classes are created in order to be balanced and beneficial for all students. The Board Policy is that students will not be moved to another class based on a parent's request alone.

Section III: Student Conduct and Behavior

Changes and additions to PAMS rules and regulations will be made as the need arises. PAMS Administration may change consequences based on the severity of the infraction. However, no regulation will be established, which is not clear and precise in its meaning or intent.

Discipline

Students are subject to disciplinary action if infractions occur:

1. In any PAMS classroom
2. To and from PAMS
3. On the PAMS campus
4. During any PAMS activity or athletic event, including trips to and from the activity or event
5. Any other time the student is under the jurisdiction of representing PUSD

Severe Classroom Disruptions

The following behaviors in a classroom will result in immediate referral to a Principal and probable severe discipline:

1. Commits or threatens to commit physical harm to another student or adult.
2. Damages or destroys student, teacher, or school property.
3. Defiantly refuses to get to work or uses profanity towards the teacher.
4. Unsafe or reckless use of school materials or equipment.
5. Engages in behavior that keeps the classroom from functioning.

Possible Disciplinary Actions

Parent Conference: A formal conference between the parent/guardian(s), the student, and the Principal(s) usually results in a behavior contract. This could result in reinstatement of the student; other appropriate disciplinary actions will still be imposed.

Short-Term Suspension (OSS): A temporary dismissal from the privilege of school participation. A student under this type of suspension may not be present on PAMS campus nor participate in, practice for or attend any school activity. Suspensions may range from one (1) to ten (10) days off campus. All days served in suspension count as excused days absent.

Long Term Suspension (LTS): Removal from school for a specific period of time longer than 10 days and up to one year or more. Requires formal hearing before a hearing officer. The student and his/her parents or legal guardian have the right to call witnesses, question school officials and present information on behalf of the student.

Expulsion: Permanent dismissal from school. Student may petition the Governing Board after two semesters out of school to be reinstated. Requires a formal hearing with the same rules as LTS. However, an appeal may be made to the Governing Board by the student, parent and/or legal guardian.

Student Dress Code (GBP: JICA, JICA-R), Approved 6/23/11

Pinon Accelerated Middle School is a place for learning. Therefore, the students of PAMS are expected to dress for learning and success. Violations of the dress code will result in action of the student discipline process as outlined later in this handbook. Use the following as a guide to dressing for learning at Pinon Accelerated Middle School.

Students arriving at school dressed in violation of dress will be subject to disciplinary action. The District encourages students to take pride in their attire as it related to the school setting. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others.

- Pants, shorts, skirts, sweatpants, wind pants, and skorts:
 - Color: Blue jean, tan, or black.
 - Shorts, skirts, and skorts will not be shorter than three inches above the knees.
 - Shall be worn at the waist, not baggy or oversized. Shorts, skirts, and skorts will not be shorter than 3 inches above the knee. No hanging chains or belts.
 - No leggings or jaggings's
 - No Blue, Teal or Red shoes, socks, belt, or laces as these are considered as gang colors
- Shirts:
 - Color: Teal, black, gray, or white.

- With or without collar.
- Only Pinon School logos are permitted.
- No cleavage showing. (Visible chest area)
- Bare midriffs, halter-tops, and spaghetti straps are not acceptable.
- Shall not extend more than three inches below the waist and not to be oversized.
- Footwear:
 - In the interest of student safety, shoes must be worn at all times.
 - Bare feet are never acceptable.
 - Closed shoes are to be worn for any type of physical activity, such as physical education, etc.
 - No slippers or flip-flops shall be worn.
- Jackets and Sweaters
 - Color: Teal, black, gray, or white.
 - Zippered or pullover.
 - Shirt underneath must be dress code approved.
 - Only sweatshirts and sweaters can be worn in the classroom.
- Headgear:
 - No hats, beanies, do-rags, bandanas, sunglasses, or other head covering may be worn in the classrooms and school buildings, except for properly approved occupational safety headgear required for special classes. No Hats or Caps should be left in the backpack
- No black on black on top and bottom wears.
- Jewelry shall not be worn if it presents a safety hazard to self and/or others.
- No bandana of any color, size, or shape may be carried or displayed in any classroom, school building or at any school activity. This includes simulations of anything representing "colors."
- Gang-related personalization is not permitted on hats, on items of clothing, or on one's person.
- Obscene language, skeleton, or symbols of sex and violence, or alcohol/drug on clothing is expressly prohibited.

Exceptions for special activities or health considerations may be pre-approved by the administrator

Electronic Devices:

Electronic devices are NOT ALLOWED during instructional time. Students should not bring any electronic devices to school including, CD or DVD players, electronic games, iPods, iPads, cell phones, or other electronic devices that could disrupt or disturb the learning environment. Devices will be confiscated for parent pick up.

Student Conduct on School Buses (GBP: EEAEC, JICC)

Bus riding is a **privilege** extended to students through Board policy. Students shall conform to all policies and regulations relating to conduct on school buses. Students being transported are under the bus drivers' authority and shall observe the following standards:

- Obey driver's instructions
- Driver may assign seats
- Keep aisle clear
- Remain in the same seat until the bus stop
- Keep all body parts inside the bus
- Throwing objects is not allowed
- Talk quietly – don't yell or use vulgar or abusive language.
- Be courteous
- No weapons allowed
- No smoking or chewing tobacco
- No alcohol and drugs

- Maintain orderly conduct on the bus
- No food or drinks on the bus
- Use trash can in the bus
- After boarding the bus, students may not leave the bus
- Hands and feet to yourself

To enforce safety rules, school personnel and bus drivers will use the **District Bus Conduct Form** and report all incidents to the Assistant Principal.

Students' failure to exercise appropriate behavior at all times could result in bus privileges being suspended or revoked for a specified length of time. Bus drivers will work in conjunction with students, parents, and school officials to maintain a safe and orderly environment so as to ensure safe transportation to and from school.

Students may be suspended, or expelled from the school for violations of the above rules of conduct. Students who cut, deface or otherwise damage any school property may be suspended or expelled from school (GBP: JIC).

Parent Liability – Under Arizona Law, parents are liable for damage done to school property by their children. Parents will be charged for the cost of such damage.

Tobacco Use by Students (GBP: JIC-G)

The possession or use of tobacco products is prohibited in the following locations:

- School grounds
- School buildings
- School parking lots
- School playing fields
- School buses and other District vehicles
- Off-campus school-sponsored events

Drug and Alcohol Use by Students (GBP: JICH)

The non-medical use, possession, or sale of drugs on school property or at school events is prohibited. *Non-medical* is defined as "a purpose other than the prevention, treatment, or cure of an illness or disabling condition" consistent with accepted practices of the medical profession. For the safety of our students and school, the school may conduct drug testing.

Students in violation of the provisions of the above paragraph shall be subject to removal from school property and shall be subject to prosecution in accordance with the provisions of the law.

Students attending school in the District who are in violation of the provisions of this policy shall be subject to disciplinary actions in accordance with the provisions of school rules and/or regulations. For purposes of this policy, "drugs" shall include, but not be limited to:

- All dangerous controlled substances prohibited by law
- All alcoholic beverages
- Any prescription or over-the-counter drug, except those for which permission to use in school administered by the school nurse has been granted pursuant to Board policy
- Hallucinogenic substances
- Inhalants

Drug paraphernalia means all equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging,

repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a drug in violation of this chapter (A.R.S. § 13-3415 F. 1.).

Any student who violates the above may be subject to suspension, or expulsion, in addition to other civil and criminal prosecution.

Weapons in School (GBP: JICI)

No student shall carry or possess a weapon or simulated weapon on school premises without authorization by a school administrator. No student shall use or threaten to use a weapon or simulated weapon (toy) to disrupt any activity of the District. The terms weapon or simulated weapon, are defined in District policy.

A student who violates this policy by carrying or possessing a firearm shall be placed in an alternative education program for a period of not less than one (1) year, suspended for a period of not less than one (1) year, or expelled and not be readmitted within a one-year period, if ever. The Governing Board, in its sole discretion, may modify the one-year duration of such disciplinary action on a case-by-case basis.

A student who violates this policy by any means, other than carrying or possessing a firearm, shall be subject to disciplinary action, including but not limited to expulsion.

Disciplinary action against a student with one (1) or more disabilities shall be applied on a case-by-case basis in accordance with District policies and state and federal special education laws.

Weapon means any of the following:

- A firearm
- A knife, other than a folding pocketknife with a blade length of not more than 2-1/2 inches that cannot be locked in an open position
- A destructive device
- A dangerous instrument
- Simulated weapon

Simulated Weapon means an instrument displayed or presented as a weapon.

Firearm means any of the following:

- Any loaded or unloaded gun that will, that is designated to, or that may readily be converted to expel a projectile by the action of an explosive
- The frame or receiver of any such firearm
- Any firearm muffler or silencer
- Any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive charge of more than one-fourth (1/4) ounce, a mine or similar device
- Any combination of parts that could be readily assembled to form a firearm

Destructive Device means:

- Any device other than a firearm that will, or is designated to, or may be readily converted to expel a projectile by any means of propulsion, such as a BB/pellet gun, slingshot, bow or crossbow
- Any collection of parts that could be readily assembled to form a destructive device

Dangerous instrument means an instrument anything other than a firearm, knife, or destructive device that is carried or possessed by a student for the purpose of being used or being available for the use to cause death or inflict serious physical injury.

School premises means the school, school grounds, school buses or any premises, grounds or vehicles used for school purposes and includes premises where school sponsored events (for example, athletic games and competitions, music competitions, etc.) are held away from District property.

Deadly weapon means any weapon designed for lethal use, including a firearm.

Secret Societies/Gang Activity (GBP: JICF)

For the purpose of District policy, a gang is a group of three (3) or more people who:

- Interact together to the exclusion of others
- Claim a territory or area
- Have a name
- Have rivals or enemies
- Exhibit antisocial behavior – often associated with crime or threat to the community

The type of dress, apparel, activities, acts, behavior or manner, or grooming displayed, reflected or participated in by the student shall not:

- Lead school officials to believe that such behavior, apparel, activities, acts or other attributes are gang related or would disrupt or interfere with the school environment or activity and/or educational objectives
- Present a physical safety hazard to self, students, staff members or other employees
- Create an atmosphere in which the well-being of a student, staff member, or other person is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence; or
- Imply gang membership or affiliation by written communication, marks, drawing, painting, design, or emblem upon any school or personal property or on one's person.

If the student's dress is in violation of this regulation or a District policy, the Principal, Assistant Principal, or Student Support Facilitator will ask the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The Principal or Assistant Principal will take appropriate corrective and disciplinary action.

Student Understanding of the Behavior Requirements

Teachers will show and discuss the Behavior Requirements with students on the following schedule:

- Every day for the first two weeks of the school year
- Once a week until Christmas
- Once a month or as needed (example: when a new student is enrolled) until the end of the year.
- All teachers will enforce the procedures to the fullest, across all grade levels!

The 6 Pillars of Character

Trustworthiness – Integrity, Honesty, Promise-keeping, and Loyalty

Respect – Treat others, as you want to be treated. Courtesy, Autonomy, Dignity. Show respect at all times to everyone.

Respect for the building – Do not write on the walls; let an adult know if you see any vandalism; everyone must work together to keep this school beautiful!

Responsibility – Don't blame others for your mistakes. Choose your actions carefully. Take responsibility for everything you do. It is your duty. Accountability. A pursuit of excellence.

Fairness – Knowing that fair doesn't mean equal. Impartiality. Openness. Consistency.

Caring – Kindness. Compassion. Empathy.

Citizenship & Community – Lawfulness (follow the rules). Common good and decency. Taking care of the environment. Community – Knowing that we all have to work together to make this school great.

General School Policies, Procedures, and Practices

Hallway Procedures

- Walk with eyes and body forward
- One foot on floor at all times
- Quiet feet and voices
- Hands to yourself
- Respect personal space
- Go directly where you need to go
- Use water fountain correctly

Classroom Procedures

- Always walk
- Use materials correctly
- Always keep hands and feet to yourself
- Use good manners
- Take care of yourself and others
- Take care of classroom
- Be ready and prepare to learn
- Do your best
- Complete all classwork and homework

Classroom Passing Times and Sweep

The Pinon Accelerated Middle School has implemented a school wide program commensurate with the Pinon High School to ensure that students arrive to class on time during each passing period. Hall Monitors, teachers, and staff are in the hallway during each classroom passing time to assist students with getting into their classroom in a timely manner. There is a two-minute passing time in which students promptly proceed directly to their next class. Once the bell rings, the teachers close their locked classroom doors. Late arriving students are then swept and sent to the library where they will be held for fifteen minutes at the onset of the class period. The librarian assists with informing students of policies and practices associated with excessive tardies. No students are allowed to use the restroom during the passing period and must wait until the appropriate time during each class period.

Restroom Privileges

No student may be denied the use of the restroom. School policy enforces restroom use only during the following times each class period: fifteen minutes after each class begins and before the last fifteen minutes of each class. Students are required to sign in and out in each classroom and carry a restroom pass with them as they may be stopped by the Hall Monitor. Under normal circumstances, there is a three-minute restroom time permitted. Exceptions may be made upon request of the classroom teacher. There is no restroom use permitted during passing periods.

Assembly Procedures

- Wait for your teacher's directions before standing and dismissal
- Look for the quiet signal and share it with others
- Respect the person that is talking by remaining silent
- Students proceed to the assembly as a group with the teacher
- Students are required to sit as directed with their class and teacher
- Be a good listener
- Use bathroom before arrival
- Sit quietly

Lunchroom Procedures

- Always walk
- Keep hand and feet to yourself
- Walk silently to and from cafeteria
- Talk softly
- Look for quiet signal
- Respect personal space while at tables and in line
- Use your manners
- Dispose of trash correctly
- Keep table area clean

Restroom Procedures

- Use toilets, soap dispenser, sinks responsibly
- Keep feet on floor (no hanging)
- **Privacy for self and others**
- Keep the walls and stall free from writing
- Use bathrooms quickly and quietly
- Wash and dry hands
- **FLUSH TOILET AND URINAL!**
- Keep it clean and do not wet your hair
- Do not run the hand dryer unless actively drying your hands
-

Bus Procedures

- Keep your body parts inside the bus
- Sit facing forward at all times
- Keep aisle free
- Follow all directions
- Notice silent signal
- Be polite to everyone
- Be respectful of personal property and bus property
- Keep your bus clean
- Use restroom before getting on the bus

Library Procedures

- No running or playing
- No tipping chairs
- Use soft voices
- Respect others
- Be respectful of school property
- Take care of books and materials
- Use book markers

Student Discipline (GBP: JK)

A student may be subject to disciplinary action when the student engages in conduct that is disorderly, i.e., intentionally causing public inconvenience, annoyance, or alarm, or recklessly creating a risk thereof. The following are behaviors that may result in disciplinary actions. The behavior correction is not limited to the ones stated. **Depending upon the severity of offense, the progressive consequences may change. Grade Level teachers will have conferences with the students as additional step (Behavior Court) at any stage of the discipline process: We will follow Due process while implementing progressive discipline.**

Due process: A student must be given notice of charges against him or her and an opportunity to respond before a suspension occurs. Long-term suspension or expulsion requires a hearing. The specific procedures applicable to a suspension or expulsion are provided in the District Policy Manual.

Excessive Tardies: Arriving at school or class after the scheduled start time.

Consequences for excessive tardies: Varies from Conference with Administration after 3 tardies to 10 days of OSS, attendance contract, and referral to Peacemaking.

Truancy/Ditching: The state of Arizona requirement for school attendance and definitions for truancy are as follows: A.R.S. 15-803 School attendance; exemptions; definitions.

1. It is unlawful for any child between six and sixteen years of age to fail to attend school during the hours school is in session, unless either:
 - a. The child is excused pursuant A.R.S. 15-802, subsection D or A.R.S. 15-901, subsection A, paragraph 6, subdivision ①.
 - b. The child is accompanied by a parent or person authorized by a parent.
 - c. The child is provided with instruction in a home school.
2. A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child as defined in A.R.S. 8-201. Absences may be considered excessive when the number of absent days exceeds ten percent of the number of required attendance days prescribed in A.R.S. 15-802.
3. As used in this section:
 - a. "Habitually truant" means a truant child who is truant for at least five school days within a school year.
 - b. "Truant" means an unexcused absence for at least one class period during the day.
 - c. "Truant Child" means a child who is between six and sixteen years of age and who is not in attendance at a public or private school during the hours that school is in session, unless excused as provided by this section.

Consequences for truancy and ditching: Progressively varies from late pass with warning to 10 days of OSS, parent escort, Revisit AC, behavior contract, Referral to Peacemaking, LTS/expulsion

Disorderly Conduct: A person commits disorderly conduct if, with intent to disturb the peace or quiet of a neighborhood, family or person, or with knowledge of doing so, such a person:

Insubordination/Defiance: Student engages in refusal to follow directions, talks back, or delivers socially rude interactions.

Disruption: Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; notice with materials; horseplay or roughhousing; or sustained out-of-seat behavior.

Consequences for Disorderly Conduct, Insubordination/Defiance, and Disruption: Varies from Student Teacher conference to 10 days of OSS after 10 referrals, parent escort, 2 Week Behavior monitoring, Revisit BC, Referral to Peacemaking.

Verbal Provocation: Use of language or gestures that may incite another person or other people to fight.

Consequences for Verbal Provocation: varies from Conference with Administration to Parent Teacher Conference, Parent escort,

behavior contract, school Counseling, revisit BC, 1-10 days of OSS, Referral to Peacemaking.

Dress Code: Please refer to dress code on pages 4 & 5 of the handbook

Consequences for Dress Code Violation: varies from Confiscated Apparel, Conference with the Administration, Parent Conference, Parent Escort, Behavior Contract, Revisit BC, 1-10 days of suspension

Bus Violations: Noncompliance with published bus rules is prohibited. Discipline will be referred to Head of Transportation and include anything from community service to loss of bus privileges for the year. Bus transportation is a privilege not a right.

Consequences for Bus Violation: varies from Warning from the Bus driver, behavior contract, Behavior Contract, Behavior monitoring, Parent Conference, Loss of bus privilege, OSS up to 10 days

Cheating: To deprive of something valuable by the use of deceit or fraud, to influence or lead by deceit, trick, or artifice

Lying: To make an untrue statement with intent to deceive, to create false or misleading impression.

Forgery: Falsely and fraudulently making or altering a document.

Plagiarism: To steal and pass off the ideas or words of another as ones' own.

Consequences for Cheating, Lying, Forgery, and Plagiarism: vary from Student-Teacher Conference, Conference w/AP, Parent Conference, 1 WK Behavior Monitoring, School Counselor Recommendation, Behavior Contract, Parent Escort, OSS from 1-10 days

Minor Aggression: Student engages in non-serious but inappropriate physical contact, i.e., hitting, poking, pulling or pushing. Other behaviors that may be considered under this violation are running in the building, hallways, or corridors, pulling a chair from underneath of another person, or other behaviors that demonstrate low-level hostile behavior.

Recklessness: Unintentional, careless behavior that may pose a safety or health risk for others.

Consequence for Minor Aggression and Recklessness: vary from Conference with AP, Behavior Contract, Parent Conference, Parent Escort, 1 WK Behavior Monitoring, School Counseling, Revisit BC, 1-10 days of OSS, CPS referral, Rec for LTS/EXP, Peacemaking

Technology Violation: Accessing the Internet without proper authorization, changing or altering protocols. Other tampering includes disconnecting or changing the configurations that cause the computer not to function.

Consequences for Minor Aggression, Recklessness, Technology Violation: vary from Conference w/AP, Parent Conference, Limited Computer Privileges, Removal of Specified Computer Privileges, Behavior Monitoring, Revisit BC, 1-10 days of OSS

Falsifying Info/ID and Petty Theft (\$100 and under)

Consequences for Falsifying Info/ID and Petty Theft (\$100 and under): Vary from Conference with Administrator, behavior contract, Parent conference, monitor and revisit the BC, Parent Escort, 1-10 days of OSS, Referral to CPS/Police

Verbal Abuse: Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way. Includes verbal abuse of peers and staff.

Consequence for Verbal Abuse: vary from Conference with the Administration, Parent Conference, Parent Escort, Behavior Contract, School Counseling, Recommendation for Peacemaking, 1-10 days of OSS, Revisit of BC, Recommendation for LTS/Expulsion

Vulgar Language

Consequences for Vulgar Language: vary from Conference with the Administration, Parent Conference, Parent Escort, Behavior Contract, School Counseling, Recommendation for Peacemaking, 1-10 days of OSS, Revisit of BC, Recommendation for LTS/Expulsion

Ethnic Slurs

Consequences for using Ethnic Slurs: vary from Conference with the Administration, Parent Conference, Parent Escort, Behavior Contract, School Counseling, Recommendation for Peacemaking, 1-10 days of OSS, Revisit of BC, Recommendation for LTS/Expulsion

Contraband: Items that are considered disruptive or harmful to the educational process, facilities or to others. Prohibited items are:

- Skateboards/Rollerblades on campus before school or during school hours (pick up after school)
- Water devices (will not be returned)
- Permanent markers (will not be returned)
- Energy drinks and soft drinks (will not be returned)
- Opened food (i.e., Hot Cheetos) (will not be returned)
- Unopened water and ice tea (pick up after school)

Consequences for Contraband: vary from Confiscation by the teacher/staff to be submitted to the office, picked up after school; pick up by parents, behavior contract, 1-10 days of OSS, parent escort, recommendation for LTS/expulsion

Electronic Devices (if using during school hours)

Consequences for using electronic devices during school hours: vary from vary from Confiscation by the teacher/staff to be submitted to the office, picked up after school; pick up by parents, behavior contract, 1-10 days of OSS, parent escort, recommendation for LTS/expulsion

Leaving School Grounds without permission: Leaving school grounds or being in an "out-of-bounds" area during regular school hours without permission of the principal or principal designee. Students who leave without permission create a serious legal liability problem for the district.

Consequences for Leaving School Grounds without permission: vary from Parent conference, Parent escort, behavior contract, 1-10 days of OSS, Counseling, revisit of behavior contract, police contact, recommendation for LTS/expulsion

Public Display of Affection (PDA): Kissing, holding hands, sexual touching, close body proximity or other displays of affection in violation of school policy.

Consequences for PDA: vary from Conference with administration, parent conference, behavior contract, parent escort, counseling, revisit of BC, 1-10 days of OSS, recommendation for LTS/expulsion

Theft (More than \$100): 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. A person commits theft if, without lawful authority, the person knowingly:

- Controls property of another with the intent to deprive the other person of such property; or
- Concerts for an unauthorized term to use services or property of another entrusted to the defendant or placed in the defendant's possession for a limited, authorized term or use; or
- Obtains services or property of another by means of any material misrepresentation with intent to deprive the other person of such property or services; or
- Comes into control of lost, mislaid or misdelivered property of another under circumstances providing means of inquiry as to the true owner and appropriates such property to the person's own or another's use of another's use without reasonable efforts to notify the true owner; or
- Controls property of another knowing or having reason to know that the property was stolen; or
- Obtains services known to the defendant to be available only for compensation without paying or an agreement to pay the compensation or diverts another's services to the person's own or another's benefit without authority to do so.

Consequence for Theft (more than \$100 value): vary from initial minimum 1-3 days of OSS, parent conference, parent escort, behavior contract, police report, recommendation for peacemaking, Recommendation for LTS/expulsion

Combustible: Students is in possession of substance or object that is readily capable of causing bodily harm or property damage, i.e., matches, lighters, firecrackers, gasoline, and lighter fluid.

Consequences for Combustible: vary from initial minimum OSS of 3 days, parent conference, parent escort, behavior contract, behavior monitoring, police report, recommendation for peacemaking, recommendation for LTS/expulsion,

Graffiti/Tagging: Writing on walls, drawings or words that are scratched, painted, or sprayed on walls or other surfaces in public places.

Vandalism: Willful destruction or defacement of personal or school property.

Consequences for Graffiti/Tagging and Vandalism: vary from initial 5 days of OSS, parent conference, parent escort, behavior contract, behavior monitoring, recovering the cost of repair, police report, recommendation for peacemaking,

recommendation for LTS/expulsion, 2nd offense 10 days of suspension

Alcohol Violation: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes being intoxicated at school, school – sponsored events and on school-sponsored transportation.

Drug Violation: The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation or importation of any controlled drug or narcotic substance or equipment and devices used for preparing or taking drugs or narcotics. Includes being under the influence of drugs at school school-sponsored events and on school-sponsored transportation. Category includes over-the-counter medications if abused by the student. This category does not include tobacco or alcohol. "Drug" means any narcotic drug, dangerous drug, marijuana or peyote (A.R.S. 13-3415). "Drug paraphernalia" means all equipment, products, and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a drug violation of this chapter (A.R.S. 13-3415 F.1.)

Drugs:

- Inhalants
- Prescription Drugs (Inappropriate use of)
- Illicit Drugs
 - Ecstasy
 - Cocaine or Crack
 - Hallucinogens
 - Heroin
 - Marijuana
 - Methamphetamines
 - Other illicit drug
 - Unknown drug
- Drug paraphernalia
- Substance represented as illicit drug

Tobacco Violation: The possession, use, distribution or sale of tobacco products (cigarettes, mini cigars, e-cigarettes, etc.) on school grounds, at school-sponsored events and on school-sponsored transportation (Paraphrased from: A.R.S. 36-798.03). A person who knowingly sells, gives or furnishes cigars, cigarettes or cigarette papers, smoking or chewing tobacco, to a minor, and a minor who buys, or has in his possession or knowingly accepts or receives from any person, cigars, cigarettes or cigarette papers, smoking or chewing tobacco of any kind, if guilty of a petty offense (A.R.S. 13-3622).

Consequences for Alcohol, Drug, and Tobacco violation: Initial OSS of 5 days, parent conference, police report, behavior contract, recommendation for peacemaking, parent escort, recommendation for LTS/expulsion with 10 days of OSS with second offense

Firearm (including Destructive Devices): Any weapon, including a starter gun, which will be or is designed to or may be readily converted to expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon, any firearm muffler or silencer or any destructive device.

"Firearm" means any loaded or unloaded handgun, pistol, revolver, rifle, shotgun or other weapon that will expel, is designed to expel or may readily be converted to expel a projectile by the action of an explosive. Firearm does not include a firearm in permanently inoperable condition.

- Handgun or Pistol
- Shotgun or Rifle
- Starter Gun
- Destructive Devices includes: Bombs and Grenade
- Other Firearm or Destructive Device

Destructive Device: A category of firearm that includes and explosive, combustible or poisonous gas. This includes bombs, grenades, mines, and rockets.

Dangerous Instrument:

Anything other than a firearm.

- Billy Club
- Brass Knuckles
- Knives
- Nun chucks
- Ninja Blades
- Air Soft Gun
- B.B. Gun
- Laser Pointer
- Letter Opener
- Mace
- Paintball Gun
- Pellet Gun
- Razor Blade or Box Cutter
- Simulated Knife
- Taser or Stun Gun
- Tear Gas
- Rubber Bands
- Other Dangerous Item

Simulated Firearm/Weapon: Any simulated firearm/weapon made of plastic, wood, metal or any other material, which is a replica, facsimile, or toy version of a firearm/weapon.

Consequences for Firearm (including Destructive Devices, Destructive Device, Dangerous Instrument, Simulated Firearm/Weapon): (first offense): 10 days of OSS, parent conference, police notification, recommendation for LTS/expulsion, CPS referral

Endangerment: A person commits endangerment by recklessly endangering another person with a substantial risk of imminent death or physical injury. Endangerment involving a substantial risk of imminent death is a class 6 felony.

Consequences for Endangerment: (first offense): 10 days of OSS, parent conference, police notification, and recommendation for LTS/expulsion, CPS referral

Intent to Fight/Fighting: Mutual participation in an incident involving physical violence, where there is no major injury. Verbal confrontation alone does not constitute fighting.

Consequences for Intent to Fight/Fighting: Initial 5 days of OSS, parent conference, parent escort, behavior contract, school counseling, recommendation for peacemaking, police report, subsequent offense includes up to 10 days of suspension with recommendation for LTS/expulsion

Assault: A person commits assault by:

- Intentionally, knowingly or recklessly causing any physical injury to another person; or
- Intentionally placing another person in reasonable apprehension of imminent physical injury; or
- Knowingly touching another person with the intent to injure, insult or provoke such person.

Consequences for Assault: *Initial 5 days of OSS, parent conference, parent escort, behavior contract, school counseling, recommendation for peacemaking, police report, subsequent offense includes up to 10 days of suspension with recommendation for LTS/expulsion*

Aggravated Assault: A person commits aggravated assault if the person commits assault as defined in section 13-1203 under any of the following circumstances:

- If the person causes serious physical injury to another,
- If the person uses a deadly weapon or dangerous instrument,
- If the person commits the assault after entering the private home of another with the intent to commit assault
- If the person is eighteen years of age or older and commits the assault upon a child the age of fifteen years or under,
- If the person commits the assault knowing or having reason to know that the victim is a peace officer, or a person summoned and directed by the officer while engaged in the execution of any official duties,
- If the person commits the assault knowing or having reason to know the victim is a teacher or other person employed by any school and the teacher or other employee is upon the grounds of a school or grounds adjacent to the school or is in any part of a building or vehicle used for school purposes, or any teacher or school nurse visiting a private home in the course of the teacher's or nurse's professional duties, or any teacher engaged in any authorized and organized classroom activity held on other than school grounds.

Consequence for Aggravated Assault: (first offense) *10 days OSS, Parent Conference, Police Notification, Rec for LTS/EXP, CPS Referral*

Bullying/Cyber Bullying/Non-Sexual Harassment: Bullying is repeated acts over time that involves a real or perceived imbalance of power with more powerful child or group attacking those who are less powerful. Bullying can be physical form (e.g., pushing, hitting, kicking, spitting, stealing); verbal (e.g., making threats, taunting, teasing, name-calling); or psychological (e.g., social exclusion, spreading rumors, manipulating social relationships).

Hazing: Violations of hazing prevention policies adopted pursuant to this section 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.

"Hazing," means any intentional, knowing or reckless act committed by a student, whether individually or in a 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 other similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

Threat/Intimidation: When a person indicates by word or conducts the intent to cause physical injury or serious damage to a person or their property. A person commits threatening or intimidating if the person threatens or intimidates by word or conduct:

- To cause physical injury to another person or serious damage to the property of another; or
- To cause, or in reckless disregard to causing, serious public inconvenience including, but not limited to, evacuation of a building, place of assembly or transportation facility; or
- To cause physical injury to another person or damage to the property of another in order to promote, further or assist in the interests of or to cause, induce or solicit another person to participate in a criminal street gang, a criminal syndicate or a racketeering enterprise.

Threatening or intimidating pursuant to subsection A, paragraph 1 or 2 is a class 1 misdemeanor, except that it is a class 6 felony if the offense is committed in retaliation for a victim's either reporting criminal activity or being involved in an organization, other than a law enforcement agency, that is established for the purpose of reporting or preventing criminal activity. Threatening or intimidating pursuant to subsection A, paragraph 3 is a class 4 felony.

Consequences for Bullying/Cyber Bullying/Non-Sexual Harassment, Hazing, Threat/Intimidation: *vary from 1-10 days of OSS, parent conference, parent escort, behavior contract, police notification, school counseling, recommendation for peacemaking, CPS referral, recommendation for LTS/expulsion*

Indecent Exposure: A person commits indecent exposure if he or she exposes his or her genitals or anus or she exposes the areola or nipple of her breast or breasts and another person is present, and the defendant is reckless about whether the other person, as a reasonable person, would be offended or alarmed by the act.

Consequences for Indecent Exposure: *vary from 1-10 days of OSS, parent conference, parent escort, behavior contract, police report, school counseling, recommendation for peacemaking, recommendation for LTS/expulsion*

Pornography: Pornography is the sexually explicit depiction of persons, in words or images, created with the primary, proximate aim, and reasonable hope, of eliciting significant sexual arousal on the part of the consumer of such materials.

Consequences for Pornography: *vary from 1-10 days of OSS, parent conference, parent escort, behavior contract, police report, school counseling, recommendation for peacemaking, recommendation for LTS/expulsion, CPS referral*

Negative Group Affiliation: Specific attitudes and actions of a student affiliated with a negative group typically include most of the following:

- May or may not have a recognized leader.
- Do most things together, especially socially.
- Stick together on issues.
- Act bored, disinterested, or imposed upon by teacher ideas, suggestions, or requirements.

- Involve themselves in each other's problems; therefore, perpetuate each other's problems.
- Claim loyalty and righteousness if reprimanded. All the interference they cause is in the name of friendship.
- Likely to confront authority as a group when one member has been disciplined.
- Usually uncooperative, and possibly hostile.
- As a group, likely to be either very good or very poor students.
- Conduct themselves as though no other individuals exist in the school, including other students.
- Not objective. They turn-off to everything, sometimes without even knowing what they are doing.

Consequences for Negative Group Affiliation: vary from 1-10 days of OSS, parent conference, parent escort, behavior contract, police report, school counseling, recommendation for peacemaking, recommendation for LTS/expulsion, CPS referral

Burglary (2nd/3rd): A person commits burglary in the second degree by entering or remaining unlawfully in or on a residential structure with the intent to commit any theft or any felony therein.

Consequences for Burglary (2nd/3rd): vary from 1-10 days of OSS, parent conference, parent escort, behavior contract, police report, school counseling, recommendation for peacemaking, recommendation for LTS/expulsion, CPS referral

Trespassing: To enter or remain on a public school campus or school board facility 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 a campus or school board facility after being directed to leave by the chief administrator or designee of the facility, campus or function.

Consequences for Trespassing: vary from 1-10 days of OSS, parent conference, parent escort, behavior contract, police report, school counseling, recommendation for peacemaking, recommendation for LTS/expulsion, CPS referral

Arson: A.R.S. 13-1703. Arson of a structure or property. A person commits arson of a structure or property by knowingly and unlawfully damaging a structure or property by knowingly causing a fire or explosion.

Consequences for Arson: (first offense) 10 days OSS, Parent Conference, Parent Escort, Police Notification. Rec for LTS/EXP

Homicide: Includes first-degree murder, second-degree murder, manslaughter or negligent homicide. Intentionally or recklessly causing the death of another person.

Kidnapping: A person commits kidnapping by knowingly restraining another person with the intent to:

- Hold the victim for ransom, as a shield or hostage; or
- Hold the victim for involuntary servitude; or
- Inflict death, physical injury or a sexual offense on the victim, or to otherwise aid in the commission of a felony; or
- Place the victim or a third person in a reasonable apprehension of imminent physical injury to the victim or such third person.
- Interfere with the performance of a governmental or political function.
- Seize or exercise control over any airplane, train, bus, ship or other vehicle.

Kidnapping is a class 2 felony unless the victim is released voluntarily by the defendant without physical injury in a safe place prior to arrest and prior to accomplishing any of the further enumerated offenses in subsection A of this section in which case it is a class 4 felony. If the victim is released pursuant to an agreement with the state and without any physical injury, it is a class 3 felony. If the victim is under fifteen years of age kidnapping a class 3 felony punishable pursuant to section 13-604-01. The sentence for kidnapping of a victim under fifteen years of age shall run consecutively to any other sentence imposed on the defendant and to any undercharged term imprisonment of the defendant.

Consequences for homicide, Kidnapping: (first offense) 10 days OSS, Parent Conference, Parent Escort, Police Notification. Rec for LTS/EXP

School Bomb/Chemical Threat: 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 property, or to harm students. A.R.S. 13-2911.

Consequences for homicide, School Bomb/Chemical Threat: (first offense) 10 days OSS, Parent Conference, Parent Escort, Police Notification. Rec for LTS/EXP

Fire Alarm

Consequences for Fire Alarm: (first offense) 10 days OSS, Parent Conference, Parent Escort, Police Notification. Rec for LTS/EXP

Sexual Harassment/Abuse/Assault: Sexual harassment is unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or to receive benefits, services, or opportunities in the school's program. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Relevant facts in determining whether behavior rises to the level of sexual harassment include:

- The degree to which the conduct affected one or more students' education.
- The type, frequency and duration of the conduct.
- The identity of a relationship between the alleged harasser and the subject or subjects of the harassment.
- The number of individuals involved.
- The age and sex of the alleged harasser and the subject or subjects of the harassment.
- The age and sex of the alleged harasser and the subject or subjects of the harassment.
- The size of the school, location of the incidents, and the context in which they occurred.

The following steps will be taken for students who report a sexual assault:

1. Write down verbal report given by student and have student write a statement in the presence of an Administrator.
2. Call Security in case the perpetrator is in the building.
3. Report the incident to Chinle Police at (928) 674-2111/2112.
4. Call parent and inform parent to take the student to Pinon Clinic for sexual assault check.
5. Call Pinon Clinic to inform them that the student will be coming for a sexual assault check.

6. Complete a SCANS form and fax to Chinle Social Services at (928) 674-5740 (fax number)
7. Notify school counselor or a school psychology of the incident for future counseling services.
8. Document the incident in PowerSchool.

Consequences for Sexual Harassment/Abuse/Assault: (first offense) 10 days OSS, Parent Conference, Parent Escort, Police Notification. Rec for LTS/EXP

Burglary (1st): A person commits burglary in the first degree if such person or an accomplice violates the provisions of either 13-1506 or 13-1507 and knowingly possesses explosives, a deadly weapon or a dangerous instrument in the course of committing any theft or any felony.

Consequences for Burglary (1st): (first offense) 10 days OSS, Parent Conference, Parent Escort, Police Notification. Rec for LTS/EXP

Armed Robbery: A person commits armed robbery if, in the course of committing robbery as defined in section 13-1902, such person or an accomplice:

- Is armed with a deadly weapon or a simulated deadly weapon; or
- Uses or threatens to use a deadly weapon or dangerous instrument or a simulated deadly weapon.

Robbery: Using force or threatening to use force to commit a theft or while attempting to commit a crime. A person commits robbery if in the course of taking any property of another from his person or immediate presence and against his will, such person threatens or uses force against any person with intent either to coerce surrender of property or to prevent resistance to such person taking or retaining property.

Consequences for Armed Robbery, Robbery: (first offense) 10 days OSS, Parent Conference, Parent Escort, Police Notification. Rec for LTS/EXP

Section IV: Attendance

Attendance Policy (GBP: JE)

PAMS expects all students to be in attendance every class period of every school day to take advantage of every opportunity for a quality education. The State Law requires regular school attendance of all children of school age. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons.

In the event of a necessary absence known in advance, the parent is expected to inform the school; if the absence is caused by emergency, such as illness, the parent is expected to telephone the school office. When a student returns to school following any absence, a note of explanation from the parent is required. The District has designated 180 instructional days for this school year.

Absences shall be excused only for the following reasons:

- Student's Illness
- Prearranged dental or doctor appointments
- Death of an immediate family member
- Observance of traditional Navajo ceremonies
- Major religious holidays of the family's faith
- Adverse weather

The persons responsible for monitoring the attendance policy are attendance clerk, classroom teacher, and assistant principal/principal.

Excessive Absence or Truancy

Truancy is defined as constantly missing more than five instructional days without permission of parent/guardian. Attendance technician will send out notices at 3, 5, 7, and 9 absences. These notices indicate the number of absences that are recorded in the computer. Should you have any questions about the notice please contact the attendance technician. The home visits will be made the student support facilitator and classroom teacher.

Upon the second unexcused absence notice in a quarter, parents/guardians will be required to attend a parent conference with the Principal/Assistant Principal, teacher, and attendance clerk.

Excused Absence

An excused absence means that students will be permitted to make up their class assignments or request homework prior to leaving school. Parents are encouraged to have a doctor's statement for their child if he/she is restricted from P.E. class for more than a week. A written note is sufficient for less than a week. Teachers and coaches are responsible for all school activity absence(s), using the following procedure:

- Email list of student participants to attendance clerk at least one day prior to activity.
- Email copies to all students' teachers one day prior to activity.

Tardies

Tardies are unexcused unless the parent contacts the teacher or the office.

After three unexcused tardies in a quarter, the student will be required to meet with the Student Support Facilitator. After the three additional unexcused tardies, the parent will be required to meet with the Principal/Assistant Principal.

Custody (GBP: JF, JFAA)

Parents and Guardians who wish to enroll students at PUSD must have legal custody of that child is living with someone other than their parent(s), a court ordered guardianship document must be provided prior to the student being accepted for enrollment. Contact the PAMS Attendance Registrar at (928) 725-2311.

In most cases, separated parents have equal rights to their children. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office. Unless your court order is on file with us, we must provide equal rights to both parents.

When Absent from School (JH)

State law requires that the school record a reason for all student absences. When a student is absent, it is necessary for a parent to call the school to explain the absence. When it is impossible to call on the day of the absence, the school should be notified on the morning the student returns, in time for the student to obtain an admission slip prior to the student's first class. All absences not verified by parental or administrative authorization will remain unexcused.

If a parent does not have access to a phone, either at home or at work, a note will be accepted for verification purposes.

For absences greater than one (1) day in length, the school should be notified each day of the absence.

All personnel will solicit cooperation from parents in the matter of school attendance and punctuality, particularly in regard to the following:

- The scheduling of medical and dental appointments after school hours except in cases of emergency.
- The scheduling of family vacations during school vacation and recess periods.
-

The school may require an appointment card or a letter from a hospital or clinic when the parent has not notified the school of an appointment of a medical or dental nature. School administrators are authorized to excuse students from school for necessary and justifiable reasons.

Absence Notification

The attendance technician shall make a reasonable effort to promptly telephone and notify parents or guardians of a student in grades sixth (6) through eighth (8) **within two (2) hours after the first class** in which the student absence is unexcused or authorization of absence from the parent or person having custody of the student has not been provided to the school office.

The District and its Board, employees, or agents are not liable for failure to notify.

Further, on or before the enrollment of a student in grades six through eight, the District shall notify parents or other persons who have custody of a student of their responsibility to authorize any absence of the student from school and to notify the school in advance or at the time of any absence. The District also requires that at least one (1) telephone number, if available, be given to the school office so that a "reasonable effort to notify by telephone" may be accomplished. This telephone number, if available, shall be provided at the time of enrollment of the student in the school. The parents or guardians of a student shall promptly notify the school of any change in this telephone number.

Attendance Awards

Attendance recognition is given to students at the end of each Semester. Students maintaining "perfect" and "best" attendance throughout the school year will receive a special recognition and award an annual school awards assembly. Perfect Attendance Award – "0" Absences.

Student of the Month Awards

Every month of school there will be "Students of the Month" awards for each grade level. In order to qualify for this award, a student must:

- Have no more than two absences during the month;
- Have no discipline referrals during the month;
- Have no tardy violations during the month;
- Have teacher recommendations based on observed behavior in and out of the classroom.

At the conclusion of the month, the grade level team will recommend two students from the grade levels based on the above criteria.

Early Release from School (GBP: JLIB)

Student Dismissal Precautions

No student will be removed from the school grounds, from any school building, or from any school function during school hours except by a person authorized to do so by the student's parent or by a person who has legal custody of the student, except, as **A.R.S. 8-303, 8-304, and 8-802 shall apply.**

Before a student is removed, the person seeking to remove the student must present, to the satisfaction of the Principal or designee, evidence of proper authority to remove the student. If any police or court official requests the dismissal of a student during school hours, parents should be notified as soon as possible.

Student Release Requirements

At the time of school admission, the Principal or designee, must complete the student's permanent record form, which will identify the student's legal name and the name, address, and telephone number of the student's lawful custodian(s).

Before releasing a student during the school day, the Principal or designee shall be responsible for the verification of the identity of any lawful custodian or any representative seeking release of a student.

If a lawful custodian, as indicated on the student's permanent record, is not recognized by sight, the Principal or designee shall require satisfactory identification before such release. If there is a doubt, release may not be granted.

In the case of a written or verbal authorization by a lawful custodian of record, the Principal or designee shall require satisfactory verification of the message as being from the lawful custodian of record. If there is a doubt, release may not be granted.

If an unauthorized person refuses to honor the decision of the Principal or designee, the Principal shall call the Security. If, in the granting of a release of a student, a change in the record of the student's lawful custodian(s) becomes apparent and is verified to the satisfaction of the Principal or designee, such change shall immediately be entered on the student's permanent record.

If any police or court official requests the release of a student during school hours, parents should be notified as soon as possible.

Closed Campus (GBP: JHCA)

The Piñon Unified School District is considered to be closed campus. Students may not leave the school grounds during school hours, including lunchtime. The Principal or designee must approve exceptions.

Withdrawals (GBP: JFC)

A withdrawal form shall be presented to the parent or legal guardian of a student who may or must withdraw from school. The withdrawal form shall include space for the reason for withdrawal and the signature of an official of the school from which the student has withdrawn. Reasons for withdrawal may include:

- Parents or legal guardians moving from the District or to an area served by another school.
- Expulsion or long-term suspension by the Board. Upon withdrawal, the student shall return all books and other school property.

Section V: Other School

Visitors to School (GBP: KI)

Parents are encouraged to visit the schools. All visitors to the school must report to the school office upon arrival for a pass. In visiting a classroom, parents must realize that the teacher's first responsibility is to the class as a whole and the teacher will be unable to converse at any length with the visitor. If a conference is desired, contact the teacher for an appointment. The teacher will make arrangements with the parent for a conference either before or after school hours.

No person may enter onto school premises, including visits to a classroom or other school activity, without approval by the Principal.

No person will be allowed to conduct or attempt to conduct any activity on school premises who has not received prior approval by the Principal.

Anyone who is not a student or staff member of the District, and is in violation of this policy, may be asked to leave the property of the District. Failure to comply with the lawful directions of District officials or of the District security officers or any other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so, will be in violation of District regulations. Failure to obey such instructions may subject the person to criminal proceedings applicable under law.

Student and Parent Rights

Custodial and Non-Custodial Parental Rights and Responsibilities

The District honors all current court orders or decrees pertaining to custody situations. **It is the responsibility of adults having custody of a student to submit to the school a current certified copy of the effective court order or decree.**

In sole custody situations, the custodial parent has the right to determine the student's education unless the custody decree provides otherwise. Where parents share joint legal custody, neither parent's rights are superior with regard to determining the child's education unless specified otherwise by the court or parents in the final judgment or order.

Custody is irrelevant to a parent's rights to see their child's educational record, such records are available to any parent unless the District has been provided a court order, state statute, or legally binding document that specifically terminates a parent's rights to see the child's educational records. The District shall not act merely on the desire of one parent to prevent the other parent from seeing the student.

Special Education Services (GBP: IHB)

The Piñon School District has specific responsibilities under the Individuals with Disabilities Education Act, Arizona Revised Statutes, Title 15, and Sections 761-772 and under Section 504 of the Rehabilitation Act of 1973 to identify, evaluate and provide a free, appropriate public education for qualified children with disabilities. These laws define a child with a disability as any child who has a mental, emotional or physical disability; and because of the disability needs, requires special education and related services.

Disability includes, but is not limited to: autism, emotional disability, hearing impairment, other health impairments, specific learning disability; mild, moderate or severe sensory impairment, orthopedic impairment, preschool moderate delay, preschool severe delay, preschool speech/language delay, speech

language impairment, traumatic brain injury and visual impairment.

In order to fulfill its obligation under Section 504, the Piñon Accelerated Middle School recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system.

Federal and state laws entitle you to certain rights as a parent of a child who may need or is receiving special education services. Some of these rights include:

1. Eligible children aged 3-21 must receive a free, appropriate public education at no expense to the parents, which may include services in a private or residential school in some cases.
2. The right to educational services that are based on an evaluation of the child's special needs and the educational performance in school.
3. The right to receive specialized instruction or services specially designed to meet the child's individual educational needs.
4. The right to participate in extracurricular and nonacademic activities unless determined by your child's team that such participation would be inappropriate and/or not in your child's best interest as documented in the individual educational plan (IEP).
5. The right of parents or guardians to be included in making decisions about their child's educational needs and to approve the educational plans for their child.
6. If you have a newborn infant or toddler under the age of three, and believe the child may have developmental delays or disabilities, call Arizona Early Intervention Services at 602-493-6260.

Information regarding special education services can be obtained from the school Principal.

If the parent or guardian disagrees with the determination made by the professional staff of the District, he/she has a right to a hearing with an impartial hearing officer to contest the determination.

If there are questions, please feel free to contact the Director of Special Services, 928-725-2130.

Family Education Rights and Privacy Act (GBP: JI): Please see Attachment I for the purpose of "Notice for Directory Information" at the end of the handbook.

Student Rights and Responsibilities (GBP: JI)

All students are entitled to enjoy the basic rights of citizenship that are recognized and protected by the laws of this country and state for persons of the age and maturity. Each student is obligated to respect the right of classmates, teachers, and other school personnel. The school shall foster a climate of mutual respect for the rights of others. Such environments will enhance both the educational purpose for which the District exists and the educational programs designed to achieve that purpose.

All District personnel shall recognize and respect the rights of students, just as all students shall exercise their rights responsibly with due regard for the equal rights of others and in compliance with the rules and regulations established for the orderly conduct of the educational mission of the District. Students who violate the rights of others or who violate the rules and regulations of the District or of their school are subject to appropriate disciplinary

measures designed to correct their own misconduct and to promote adherence by them and other students to the responsibilities of citizens in the school community.

The following basic guidelines of rights and responsibilities shall not be construed to be all-inclusive, nor shall it in any way diminish the legal authority of school officials and the Governing Board to deal with disruptive students.

RIGHTS: Students have the right:

- To a meaningful education that will be of value to them for the rest of their lives
- To a meaningful curriculum
- To voice their opinions in the development of the curriculum
- To consultation with teachers, counselors, administrators, and anyone else connected with the school if they so desire without the fear of reprisal
- To physical safety, safe buildings, and sanitary facilities
- To free election of their peers in student governments; to seek and hold office within the provisions of the District and Student Council Constitution
- To be made aware of administrative and/or faculty committee decisions and to be aware of the policies set forth by the Governing Board and School
- To be involved in school activities provided they meet the reasonable qualifications of sponsoring organizations and school regulations

LEGAL GUARDIANS or their authorized representatives have the right to see the personal files, cumulative folders or transcripts of their children who are under the age of 18 years. School authorities may determine the time and the manner of presentation of this information.

Detention of Students (GBP: JKB-JKB-R)

Teachers may keep students after school to make up work or for disciplinary reasons. The names of students to be kept after school will be reported to the parents not later than 12:00 p.m. each day.

Students may be kept after school only if prior notice has been given to their parents, and only on days when the District provides a late bus. Teachers are responsible to see that all students are released on time to board the late bus.

Reasonable detention during break-time, noon, or at the close of the school day is permitted, provided that appropriate consideration is given to student transportation, weather, and other extenuating circumstances. However, a student shall not be denied the privilege of eating. Detention should not exceed the time until the Activities Bus run is available or the parent picks up the student.

Intervention: A student may be detained for providing academic intervention if the student is not complying with the directions of the teacher to complete his classwork.

School/District Communications

Communication efforts between home and school are vital to the school and to the District. These efforts result in a clear and better understanding of the classroom, school and procedures in place in the District. An informed parent can help their children succeed in school. Parent should check with their children to make sure they are receiving updates in a timely manner from the school and the District through the following sources:

- School letters;
- District letters.

- Special publications
- PUSD's Website, www.pusdata.org, is updated monthly with school, district and employment information.

Corporal Punishment (GBP: JKA)

The use of corporal punishment is prohibited in Piñon Accelerated Middle School. Corporal punishment is the deliberate infliction of pain intended as correction or punishment.

STUDENT ACADEMIC PERFORMANCE shall be the prime criterion for academic grades; however, noncompliance with school rules and regulations may affect grades (e.g. attendance)

RESPONSIBILITIES: Students have the responsibility:

- To respect the rights of all persons involved in the educational process
- To exercise the highest degree of self-discipline in observing and adhering to school rules and regulations
- To take maximum advantage of the educational opportunities available and seek to achieve a meaningful education
- To protect school property, equipment, books, and other materials issued to or used by them in the instructional process. Students will be held financially responsible for any loss or intentional damage caused to school property.
- To complete all course assignments to the best of their ability
- To complete make-up work after an absence
- To maintain the cleanliness and safety of the school buildings and property
- To present themselves in class at the prescribed time and with the necessary materials

ALL MEMBERS OF THE SCHOOL COMMUNITY INCLUDING PARENTS, STUDENTS, and SCHOOL STAFF MEMBERS have the responsibility to promote regular attendance at school.

Student Interrogations, Searches, and Arrests (GBP: JIH)

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment of the Constitution. This individual right, however, is balanced by the school's responsibility to protect the health, safety and welfare of all of its students.

Arizona State Law # ARS 8-224 and ARS 8-546 state that:

School employees may conduct searches when they have reason to suspect that the health, safety or welfare of students may be in danger. Any school employee making a search or a seizure will follow these guidelines:

- General searches of school property (including personal items found in or on school property) may be conducted at any time when there is reasonable suspicion for school employees to believe that something that violates a law or school rule is on school property. A search may be made without the student being present.
- Illegal items (firearms, explosive devices, weapons, and drugs) or other possessions reasonably determined to be a threat to the
- Safety and security of others, or which may interfere with school purposes may be seized by school employees.
- Items that are used to disrupt or interfere with the educational process may be removed from a student's person.
- A student's person may be searched by school employees when there is a reasonable cause to believe that the student

has on his/her person illegal items or other items that may interfere with school purposes.

- The school maintains ownership of student lockers. The school may and will search student lockers on a periodic basis to protect the health, safety and welfare of all students.
- Motor vehicles parked on school property may be searched by school employees when there is a reasonable cause to believe the health, safety or welfare of students might be in jeopardy.
- Suspension/Expulsion – Due Process
- Suspension/Expulsion procedures and student due process rights are covered by School Board policy and regulations.

Police Interrogations and Arrests (GBP: JIH)

The Governing Board recognizes that compulsory attendance laws impose on the Governing Board the custodianship of the public school children of the District while they are present in the schools (*in loco parentis*). Because of this responsibility, when a Child Protective Services Worker or Peace Officer interviews a student, specific procedures are followed. **Forms for the signature of the Police Officers are in the School Office.**

Exclusion/Exemption from School Attendance (GBP: JHD)

Students may be exempted from school for chronic health conditions. See the Principal or the counselors for the complete policy, forms and referral information.

Food Services

The Piñon Accelerated Middle School provides both breakfast and lunch operates on a self-supporting basis. We provide nutritionally balanced meals for students each school day.

The District takes part in the National School Lunch and Breakfast programs and provides free and reduced price meals according to Federal guidelines. Pre-printed applications will be sent home with students during the first week of the school year or you may pick up a copy in the school's office. Menus are available at the front office.

Library Media Services

Piñon Middle School has a well-equipped library media center that serves to provide resources for the curriculum at every grade level. The goals are to instill a lifelong love of literature and reading in every student and provide research skills for the Information Age. The library media center program is designed to equip students with self-directed research and reference skills in cooperation and conjunction with the school's teaching staff. All students are eligible, within school guidelines, to check out materials for home use. Parents are encouraged to work with the library personnel to develop an individualized reading program for their children.

Title VII – Indian Education

Title VII provides for the planning, development and implementation of education programs to meet culturally related academic needs of American Indian/Alaska Native students. Title VII enhances community outreach, parent training/empowerment, curriculum enrichment and professional development training for teachers relative to Indian issues.

HEALTH SERVICES

School Nurse/Health Technician

Every school in the Piñon School District provides a variety of health services delivered by a school nurse or health technician.

Services include medication and health care management, care for accidents and injuries, health education programs, and coordinating screening activities in the area of vision, hearing and scoliosis. In addition, many schools have established linkages with community health agencies.

Immunizations

All students need to be up to date on immunizations or the school nurse will send them home. Subject to the exemptions in A.R.S. 15-873, immunization against each of the following diseases is required for attendance of any child in any school:

- Diphtheria.
- Tetanus.
- Pertussis.
- Poliomyelitis.
- Rubella (measles).
- Mumps.
- Rubella (German measles).
- Hepatitis A, recommended for a child two (2) through five (5) years of age in a public-school-based day care program or preschool in Maricopa County.
- Hepatitis B.
- Haemophilus Influenza b (Hib).
- TDAP, if the student has reached 11 years old.
- Meningococcal.
- HPV, recommended.

Any child is in compliance with the requirements if the child has met the criteria of the appropriate immunization schedule as recommended by the Department of Health Services or is actively in the process of meeting such criteria as evidenced by having received one (1) dose of each of the required immunizations and having established a schedule for completion of the required immunizations.

A child shall not be allowed to attend school without submitting documentary proof to the school administrator unless the child is exempted from immunization pursuant to section 15-873. Upon enrollment, schools shall forbid attendance of (suspend) any student not meeting the requirements for immunization or exemption from immunization

Vision, Hearing and Scoliosis Screening

School-aged children are screened for vision, hearing and scoliosis problems in accordance with Department of Health Services guidelines with the goal of removing health related barriers to learning. Each school plans, organizes, and implements the screening programs. Parents are informed of the results and the criteria used to determine the pass/fail status. School-based screenings are only done for specific areas and, therefore, should not be viewed as a replacement for routine wellness examinations by the child's primary health care provider.

Emergency First Aid or Illness

The nurse, health technician, teacher, or a member of the office staff gives emergency first aid. If the student is seriously injured and needs medical attention, the parent is contacted and so advised. When the parent cannot be located, the school will exercise its legal option to act in the place of the parent and secure emergency treatment.

When students become ill at school, they are sent to the school health center. If it is necessary for students to leave school, the parent is contacted. The student is kept in the health center until the parent or guardian arrives. No student may walk home when he or she is ill. Parents are urged to keep a child home when they suspect illness. By instituting treatment at once, long illnesses may be prevented.

Emergency Information

It is very important to keep the student's emergency information current. The following information is provided on the emergency information on PowerSchool:

- Current home addresses and telephone numbers.
- Place of employment and phone number of both parents/guardians.
- Name, address and phone number of person(s) responsible for the child in the event parents cannot be located immediately if an emergency occurs.
- Ailments such as diabetes, epilepsy, cardiac disease, asthma and allergies are some of the diseases that should be noted on health records and discussed with the school nurse.

Change of Address

If your telephone number or address changes, it is very important that you notify us immediately so that we have current information in order to communicate with you in case of an emergency and to send important information home.

Administering Medicines to Students

Under certain circumstances, when it is necessary for a student to take medicine during school hours, the District will cooperate with the family physician and the parents if the following requirements are met:

- There must be a written order from the physician stating the name of the medicine, the dosage, and the time it is to be given.
- There must be written permission from the parent to allow the school or the student to administer the medicine.
- Appropriate forms are available from the school office.
- The medicine must come to the school office in the prescription container or, if it is over-the-counter medication, in the original container with all warnings and directions intact.

The District reserves the right, in accordance with procedures established by the Superintendent, to circumscribe or disallow the use or administration of any medication on school premises if the threat of abuse or misuse of the medicine may pose a risk of harm to a member or members of the student population.

This policy and any related policies or amendments to such policies shall be forwarded to the District liability insurance carrier for review.

Prescription Drugs

For occasions when it is necessary for a student to receive a prescription drug during the school day, the following procedure has been established to ensure the protection of the school and the student and to assure compliance with existing rules and regulations:

Administration by School Personnel

- A physician must prescribe the medication.
- The parent or guardian must provide written permission to administer the medicine to the student. Appropriate forms are available from the school office.
- The medication must come to the school office in the prescription container as put up by the pharmacist. Written directions from the physician or pharmacist must state the name of the patient, the name of the medicine, the dosage, and the time it is to be given.
- An administrator may designate a school employee to administer the medication.

- Each administration of prescription drugs must be documented, making a record of the student having received the medication.
- Drugs must be kept in their original containers in a locked medicine cabinet.
- The medication will be delivered back to parents only.

Self-Administration

- When the physician feels it is necessary for the student to carry and self-administer the medication, the physician shall provide written recommendations, to be attached to the signed parent permission form.
- The parent or guardian must provide written permission for the student to self-administer and carry the medication.
- Appropriate forms are available from the school office.
- The medication must come in the prescription container as put up by the pharmacist.
- The only permissible medications approved to self-administer are normally Epipen and/or Albuterol inhaler. No other medications are permitted.

Over-the-Counter Medication

When it is necessary for a student to receive a medicine that does not require a prescription order but is sold, offered, promoted, and advertised to the general public, the following procedure has been established to ensure the protection of the school and the student:

Administration by School Personnel

- The parent or guardian for the administration of specific over-the-counter drugs must provide written permission.
- Any over-the-counter drug or medicine sent by the parent to be administered to a student must come to the school office in the original manufacturer's packaging with all directions, dosages, compound contents, and proportions clearly marked. This includes all over-the-counter items such as Visine Eye Drops, aspirin, Tylenol, and any other products for the safety of our students.
- Any type of inhalants and chemical items brought to school for classroom use, including, but not limited to, permanent markers, Sharpies, moth balls, white-out correction fluid, art glitter, and others, must be left with the Assistant Principal before entering the school for parent pick up. These items are not allowed at school due to serious health concerns.
- An administrator may designate a school employee to administer a specific over-the-counter drug.
- Each instance of administration of an over-the-counter drug must be documented in the daily log.
- Over-the-counter drugs must be kept in their original containers in a locked medicine cabinet.

Self-Administration

- The parent or guardian for the administration of specific over-the-counter drugs by the student must provide written permission.
- Over-the-counter drugs or medicine sent by the parent to be administered by the student must be kept by the student in the original manufacturer's packaging, with all directions, dosages, compound contents, and proportions clearly marked.
- The student's physician shall determine necessity for self-administration of an over-the-counter drug or medicine and must be verified by a signed physician's statement attached to the parent or guardian permission form, indicating the specific drug or medicine.

Note: The school system has 504 plans that can be processed and implemented for the short term and long term sickness/disabilities/needs

Protection of Students

Use or administration of medication on school premises may be disallowed or strictly limited if it is determined by the Superintendent, in consultation with medical personnel, that a threat of abuse or misuse of the medicine may pose a risk of harm to a member of the student population.

The student shall take extraordinary precautions to keep secure any medication or drug, and under no circumstances shall make available, provide, or give the item to another person. The student shall immediately report the loss or theft of any medication brought onto school campus. Violation of this regulation may subject the student to disciplinary action.

Student Accident/Emergency Transportation

A student requiring emergency medical treatment from the Pinon Clinic Emergency Medical Technicians (EMTs) may be transported by the Pinon EMT Squad to a local medical facility. If such action is necessary, the cost transportation and/or treatment will be the responsibility of the student's parent/guardian. PUSD will not pay for emergency treatment on site or EMT transport.

In the event of a student needing transport the following procedures will be observed:

1. Parents or Emergency Contacts will be notified regarding the transport of the student and the destination of the emergency facility.
2. A gender appropriate staff member from the school site will accompany the student in the event that a Parent or Emergency Contact is unavailable to escort the student.
3. Upon arrival at the emergency facility a Parent or Emergency Contact must be present in order for the student to be released from the staff members custody.

Contests of Students

Student participation in contests shall be limited to activities and events that relate to the educational needs and interests of students and do not promote private or commercial interests

Students Performances/Exhibits/Competition (GBP: JJC)

Any student or group of students planning to give public performances representing the District shall first secure the permission from the principal. Such performances shall be in keeping with the general goals and objectives of the educational program.

- Funds, if collected, shall be credited to the appropriate student activities fund account.
- The participation in the project will not deprive students of time needed in acquiring basic skills.
- The regular schedule will not be interrupted unless the majority of the students benefit through their participation.
- The activity shall contribute to the educational program.

Limited Open/Closed Forum

Student meetings may be held in the schools of the District that offer instruction in grades seven and eight or above under a "limited open forum" insofar as the District has a procedure defined as limited open forum under the provisions of Title VII, the Equal Access Act, Section 801, the District schools shall offer to students a fair opportunity to conduct meeting using school facilities.

Released Time for Religious Instruction

Students at the school may be granted released time to attend religion classes near the school campus with the written consent of the parent or guardian and that the released time does not interfere with the student's normal schedule. For more information see GBP JHCB.

Student Concerns, Complain, 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.
- Concern for the students' personal safety

Provided that:

- The topic is not the subject of disciplinary or other proceeding 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 with thirty calendar days of the time the student knew or should have known that there were grounds of the complaint/grievance.
- The complaint/grievance shall only be made to an administrator or other 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 an otherwise required by law.

Any questions you may have concerning whether the complaint/grievance falls within this policy, shall be determined by the Superintendent.

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

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty calendar 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 it 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 Involvement in Decision Making

A primary task of the school is to create a simulating learning climate that develops the active involvement of students in their education and develops a spirit of inquiry. This climate is created when students work together with the school staff in such activities as planning and evaluating school programs. The District encourages student involvement that will enhance:

- Achievement of the course goals, improvement of the courses of study, and planning of classroom activities
- Freedom of expression, recognizing that every privilege and right has a corresponding responsibility
- Student participation in assembly programs and school-sponsored forums of interest
- Participation in student government organizations that provide students with a voice in school affairs
- Co-curricular or extracurricular activities that broaden their educational experiences.

Student Government

The organization of student councils in all schools is encouraged.

- Student government is expected to be "of the students, by the students, for the students," representing the student in the school in communications with the administration and in the organization of student activities.
- Members of student councils are to be elected democratically.
- The rights and responsibilities of the council should be clearly set forth by the school.
- Each student council must have a faculty advisor.

Missing Student Procedure:

1. Attempt to locate student in/around the building.
2. Ask friends of the missing student if they know where the student could/can be located.
3. Inform Security at (928) 725-2170.
4. Notify bus drivers to be on lookout for the missing student.
5. Give thorough description of the student to Security and Bus Drivers.
6. If student is not found, parents will be contact and instructed to report the missing student to Chinle Police.
7. School will report the missing student to Chinle Police.
8. Document the incident in Power School.

Counseling Services

The counseling program at PAMS includes Academic, Social, and Intervention Counseling. Parents and students are encouraged to set up an appointment to talk with the Counselor whenever the need arises to do so. Referrals can be made through the PAMS

counseling office to HIS or Behavioral Health with parent permission.

Emergency Procedures

There are times that school may be called off or shortened due to weather. The district will announce cancellations over local radio stations KTNN-AM 660 and KAFF-FM 92.9. Please feel free to call PHS if you have questions about cancellations and **keep your contact number current with the attendance office.**
Lunch/Breakfast

PUSD operates on the free breakfast and lunch program. You are invited to call the PAMS cafeteria at (928) 725-2320 if you have questions about the food service program.

Safety Drills

Safety drills are held on a monthly basis. Students will follow the fire regulations and go to the exits as quickly and orderly as possible. Exit routes are posted in every classroom.

Personal Property Liability

PUSD is not responsible for stolen. Lost and/or damaged personal property. Parents/Guardians will be notified and charged for the cost of such damage.

Security Officers

PUSD employs security officers to monitor the PUSD campus daily. The security officers work in conjunction with the PAMS staff and act as agents of the district in issues of safety and control. Cooperation with security is expected from everyone on the PAMS campus.

Pinon Middle School

P.O. Box 839
Pinon, Arizona 86510
(928) 725-2301

2015 – 2016 Student Handbook Pinon Accelerated Middle School Student and Parent Agreement * Return to PAMS Front Office *

Print Child's Name: _____ Grade: _____

I have read, understood, and agree to abide by the Pinon Accelerated Middle School Student Handbook. I agree to adhere to all of the rules, regulations, and policies as outlined in the Pinon Accelerated Middle School Student Handbook.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____