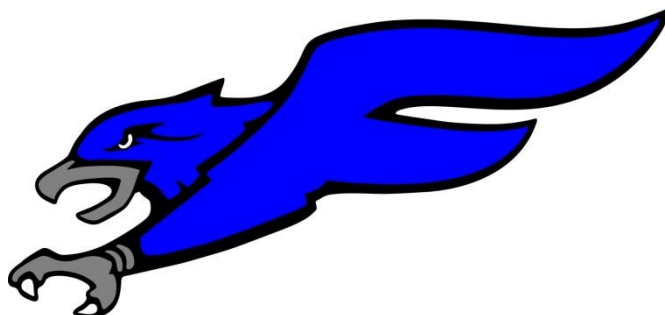


# **Four Peaks Elementary School Fountain Hills Middle School Handbook & Policy Supplement 2015 - 2016**



## **Home of the Falcons**

Fountain Hills Middle School  
15414 N. McDowell Mountain Rd.  
Fountain Hills, AZ 85268

Reception / Office.....(480) 664-5414  
Absence Line .....(480) 664-5490  
Fax .....(480) 664-5499  
Health Office .....(480) 664-5402

Office Hours .....7:25 a.m. to 4:00 p.m.  
FHMS School Hours .....7:45 a.m. to 2:20 p.m.  
Four Peaks School Hours .....8:50 a.m. to 3:30 p.m.

## **ATTENDANCE**

If your child is unable to attend school, please report this on our attendance line by 7:30 a.m. (MS) / 8:30 a.m. (FP). An unreported absence will result in an automated phone call from the school to the parent at home or at work. If phone contact has not been made with the school, the parent should send a note to the teacher the morning the student returns to school. Your child will receive an *unexcused* absence if the school is not contacted by a parent or guardian within 48 hours of the absence.

Homework assignments for absent students can be found online under the “Communicator” tab. Formal homework requests are not necessary.

## **ACADEMIC RECOGNITION**

### **Middle School**

Principal’s List: Quarterly GPA of 4.0

Honor Roll: Quarterly GPA of 3.5 to 3.99

### **Four Peaks Elementary**

Principal’s List: All A’s

Honor Roll: All A’s and B’s

## **ARRIVAL AND DEPARTURE**

The following guidelines will help ensure the safety of all. Please discuss these guidelines and emphasize the safety factors with your child:

- Cross streets only at crosswalk corners on the way to and from school. Obey all traffic signs and crossing guard’s directions immediately.
- Bikes should be walked on and off the school grounds and placed into the bike racks and locked.
- Students may not be on campus prior to 7:25 a.m. (MS) / 8:35 a.m. (FP). Supervision of students begins at that time.
- Students are expected to arrive at school on time. Tardy students cause disruption to the educational rights of other students. Excessive tardies can result in disciplinary action (refer to Student Rights & Responsibilities Handbook).
- Students are to leave the school building and grounds immediately upon dismissal.
- Students staying for sports events are required to abide by school rules. All students staying for any after school event are also required to be supervised by an adult (teachers do not have this responsibility).

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

Please follow these guidelines for student safety and traffic flow:

- Use the student “drop-off” area by the gym to drop off or pick up students
- Do NOT pick up or drop off students in the area in front of the administration building
- Do not block traffic while waiting for a student. Pull forward in line.
- If you are unable to wait along the curb due to heavy traffic, do not double-park and expect your child to enter the traffic lane while crossing in between cars. Instead, park your car in the lot and walk to the sidewalk to meet your child to escort him/her to your vehicle. Do NOT park and call your child to your vehicle.
- Do not park in designated handicapped parking spaces unless your vehicle carries that designation. Park only in parking spaces – red curbs means no parking is allowed.
- Do not enter the “Exit” or “Bus Only” areas

Students who are dropped off or picked up at the parent pick up area are to walk through the gate that is assigned. Students may not be dropped off or picked up in front of the administration building or the bus lane during arrival and dismissal times.

Students who ride a bike to school are to walk their bike along the sidewalk and lock their bike in the bike rack by the administration office.

## **BICYCLES**

Students who ride bicycles must assume all responsibilities and risks involved. Bicycles must be parked and locked in the bicycle rack. Parents assume the responsibility for bikes at school. Each student must have his/her own lock. Students are to walk their bicycles while on campus and in school crosswalks.

## **BULLYING**

Our school district prohibits the bullying of any student during any school-related or school-sponsored program, or on the school bus. This also includes threats made outside of school hours which are intended to be carried out during any school-related or school-sponsored program or activity.

Bullying may consist of kicking, hitting, biting, pinching, hair pulling, making threats, persistent name calling, teasing, spreading rumors, and making racial slurs or obscene gestures.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such acts result in a substantial physical, mental, or emotional negative effect on the victim, while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

### **Disciplinary Consequences for Bullying or Harassment:**

- 1st incident: Conference with teacher or administrator and call to parent/guardian
- 2nd incident: Minimum 3 day suspension
- 3rd incident: Minimum 5 day suspension
- 4th incident: Discipline hearing and long-term suspension and/or expulsion

Law enforcement authorities shall be notified any time school officials have a reasonable belief that an incidence of bullying is a violation of the law. Students who believe they are experiencing being bullied or suspect another student is bullied should report their concern to any staff member. School personnel will maintain appropriate confidentiality of the reported information. *See page 10 of the FHUSD Handbook for the entire Bullying policy.*

## **BUS CONDUCT**

The school bus is an extension of the school and the same rules apply regarding discipline and general conduct. For the complete bus policy, see the FHUSD handbook (pages 16-17).

- Obey the bus driver at all times
- Stand a safe distance from the curb or street
- Always cross *in front* of the bus when crossing the street by a school bus,
- Sit quickly and quietly upon boarding
- Remain facing forward in your assigned seat while the bus is moving
- The aisle is not to be blocked at any time with backpacks, legs, or feet
- No eating or drinking
- Don't yell or use profanity

### **Disciplinary Consequences for Bus Conduct Infractions:**

- 1st incident: Written notice from driver or administration and will be placed on "probation" with an assigned bus seat for a minimum of two weeks
- 2nd incident: Loss of bus privileges for a minimum of two weeks
- 3rd incident: Loss of bus privileges for the remainder of the school year

## **CAFETERIA MEALS**

	BREAKFAST
FHMS	7:25-7:40
4 PEAKS	8:35-8:50

	LUNCH
4 <sup>th</sup>	12:00-12:35
5 <sup>th</sup>	12:25-1:00
6 <sup>th</sup> & 7 <sup>th</sup>	10:27-11:00
8 <sup>th</sup>	11:00-11:30

Money can be added to student accounts electronically through the district's website at [www.FHUSD.org](http://www.FHUSD.org).

Breakfast is served every day. Students participating in the school breakfast program must assume the responsibility to be in class on time. Students who are not finished with breakfast at the first bell will be required to take their breakfast to class. In the event of late bus arrivals, breakfast will be served to those students upon arrival to school.

Parents are always welcome to join us for lunch. Please sign-in at the office before entering campus. Parents are not permitted on the playground or field during recess.

Students must keep all food items within the eating area and follow the other rules posted in the cafeteria. Our school is a closed campus during lunch and all other times. Free and reduced lunch applications are available in the office and must be renewed annually. Students must keep their lunch account PIN number confidential. Cafeteria accounts are not allowed to accrue negative balances. Students with accrued negative balances may be denied making further credit purchases until the account is brought current. *Eighth grade students with outstanding balances at the year's end may not participate in the promotion ceremony.*

## **CELL PHONES AND ELECTRONIC DEVICES**

Cell phones, games, and similar devices must remain turned off and stored out of sight in all academic areas unless directed by staff to the contrary. The use of cell phones and electronic devices is permitted before school, after school, and during lunch. Headphones/earbuds are to be stored out of sight. Violations will result in confiscation of the item. A three-strike rule applies to cell phone and electronics devices:

- 1st Incident: Student picks up item in office at the end of the school day
- 2nd Incident: Parent picks up item in office as soon as they can
- 3rd Incident: Student drop off and pick up item in office daily for the remainder of the year

FHUSD is NOT responsible for personal items that are lost or stolen on campus or at school sponsored activities. Theft of such items may be referred to the Maricopa County Sheriff's office.

## **CLASSROOM INTERRUPTIONS**

Interruptions to classroom instruction are detrimental to the learning environment. Make sure your child knows how he/she is getting home before the start of the school day. Reminder calls for your child are disruptive to the learning of others. If an emergency happens, we will do our best to help. We encourage you to make a "how to get home plan" for your child and then keep the same plan every day.

Parents must schedule classroom visits and teacher conferences. Please contact your child's teacher by email or through the front office receptionist to schedule a specific date and time for an appointment.

## **COUNSELING**

Students may speak to the counselor by formal appointment or by stopping by her office. Permission slips are available for students who request ongoing sessions with the counselor. The counselor can be reached at (480) 664-5421.

## **DELIVERIES**

Non-school related deliveries for students are not accepted by our office. Balloons and flowers are not permitted on the school bus. Students are not permitted to order food for delivery at school.

## **DETENTION**

Students who are assigned detention as a consequence for infractions of the school safety plan must acquire permission to stay after school from a parent or guardian, and arrange for transportation home. Students with outstanding detentions may be assigned a mandatory study hall during an assembly. Students with multiple detentions may be suspended for habitual disregard of school rules.

## **DRESS CODE**

The Governing Board believes there is a relationship between proper dress and student conduct. A student's attire must reflect appropriateness for the occasion. Exceptions to the dress code for special activities or health considerations may be pre-approved. Students who volunteer for extra-curricular activities such as sports, band, and dance are subject to the dress code standards as defined by the coach or director. Students should refrain from wearing any type of clothing which creates negative attention. All hats must remain stored in a backpack during the school day.

All Middle School PE students are required to dress out into uniform in order to participate in PE.

The health office has clean, gently used shirts and shorts for students who need to change clothes at school in order to comply with our school's dress code. Students will sign out replacement items and leave the original item with the health office for retrieval at the end of the school day. Dress code violations result in a 30 minute detention. Repeat dress code violations may result in daily check-in with school administration upon arrival on campus. Final decisions regarding the inappropriateness of student attire are determined by Four Peaks/FHMS administration.

<b><u>SHIRTS</u></b> <ul style="list-style-type: none"><li>• Covers undergarments</li><li>• Straps are at least 1.5" wide</li><li>• Covers back and midriff</li><li>• No visible cleavage</li><li>• School-appropriate slogans and logos only</li><li>• No images of Hatchetman, gun, knife, drug, alcohol, profane, obscene, gang, or hate related symbols</li></ul>	<b><u>PANTS</u></b> <ul style="list-style-type: none"><li>• Waistband worn at the waist</li><li>• Covers undergarments</li><li>• No exposed skin above the fingertip level</li><li>• Leggings &amp; yoga pants must be worn with fingertip length top</li><li>• No pajama pants</li></ul>
<b><u>FOOTWEAR</u></b> <ul style="list-style-type: none"><li>• No slippers or bare feet</li><li>• Sneakers required in PE class</li><li>• No shoes with wheels</li></ul>	<b><u>HEADWEAR</u></b> <ul style="list-style-type: none"><li>• Hats, headbands, hoods are stored upon entry into the building</li><li>• Headwear is subject to confiscation and parent pick-up</li></ul>
<b><u>SHORTS and SKIRTS and DRESSES</u></b> <ul style="list-style-type: none"><li>• Are at least fingertip length or have a 5" inseam</li><li>• Covers undergarments</li><li>• Dresses cover midriff and back with at least 1.5" straps</li><li>• Bike style shorts must be worn with fingertip length shirt</li><li>• Opaque tights can be worn with short skirts, shorts, and dresses</li></ul>	<b><u>ACCESSORIES</u></b> <ul style="list-style-type: none"><li>• No heavy chains</li><li>• Sunglasses are stored upon building entry</li><li>• Earbuds are stored during class periods</li><li>• No images of Hatchetman, gun, knife, drug, alcohol, profane, obscene, gang, or hate related symbols</li><li>• Items are subject to confiscation and parent pick-up</li><li>• School IDs must be kept in backpacks in order to present to a bus driver or teacher when asked for identification</li></ul>

## **ELIGIBILITY STANDARDS**

The school will sponsor dances, field trips, sports activities, and other extra-curricular events during the year. Fees associated with each activity may be waived as scholarships are available by contacting the school's office. Students may be excluded from field trips for behavioral and/or academic reasons. Specific requirements are determined by each grade level team hosting the event. Please contact the health office regarding medications that must accompany the student on the field trip. All athletic fees, activity fees, dance fees, and field trip fees are NON-REFUNDABLE.

### **Middle School Athletics**

- Students must submit all physical forms, athletic doctrines and parent consent forms PRIOR to any try-outs, practices, or participation in any sport.
- To be eligible to participate in FHMS athletics students must be passing all classes. Grade checks are completed every two weeks. Students who are failing a class at a reporting period are ineligible until their cumulative course grade for every class is at least 60%. Ineligible students are allowed to practice but cannot participate in games. Students with one or more failing grades (in any class) may be removed from any team.
- School athletics is considered to be a privilege and being a student-athlete carries additional responsibility and behavior expectations. Students who violate school rules may be held out of athletic events and contests based on the severity of the violation at the discretion of the FHMS administration. In addition students who receive 3 or more detentions in a quarter may be removed from the team.
- Student-athletes who are suspended or who are on a probationary period after suspension are not eligible to participate in any athletic activities (practices or games) at any time on the days of their suspension or the probation period.

### **Middle School Dances**

To be eligible to attend, students must:

- Be enrolled at FHMS or be homeschooled within our boundaries. Visitors are not allowed.
- Have paid any appropriate non-refundable admission fees by the deadline
- Have their current student ID at the door
- Not leave until the dance is over. Chaperones are positioned at all exits.
- Be picked up immediately following the dance.

Students that have been suspended, or absent due to illness on the day of the dance, may not attend the dance. Dances are a privilege and students with disciplinary actions may not be allowed to attend dances.

### **Field trips**

To be eligible to attend, students must:

- Have current enrollment at FHMS
- Have a completed permission slip for the event by the deadline
- Pay any appropriate non-refundable admission fees by the deadline
- Have no current probation periods or restrictions based on behavior or grades

### **Overnight field trips**

To be eligible to attend, students must:

- Have current enrollment at FHMS
- Have a completed permission slip for the event by the deadline
- Pay any appropriate non-refundable admission fees by the deadline

- Students with failing grades or poor behavior may not be eligible

### **Incentive Activities**

Each quarter, special events for students who are in good academic and behavioral standing for the quarter may occur. These events are a reward for students with high grades, good behavior, and excellent attendance. The eligibility requirements will be stated at the beginning of each quarter and students who do not meet these requirements will NOT be eligible to participate in that quarter reward event.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

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

### **The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.**

Parents of eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

### **The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate.**

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

### **The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure to without consent.**

One exception, which permits disclosure without consent, is disclosure to school official with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

### **The right to opt out publication of non-confidential student directory information.**

During the school year, District staff members may compile non-confidential student directory information, such as the student’s name, mailing address, e-mail address, class designation (grade level), extra-curricular participation, weight and height (if on an athletic team), enrollment dates, awards received, and photographs.

If you do not want any or all of the above-designated information about your son/daughter to be released to any person or organization without your prior signed and dated written consent, you must notify the District in writing by completing and submitting an Opt Out form. These forms are available in the FHMS office or online at [WWW.FHUSD.ORG](http://WWW.FHUSD.ORG). A new form must be submitted every year. If the School District does not receive this

notification from you within the prescribed time, it will be assumed that your permission is given to release your son/daughter's designated directory information.

**The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

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

**FOOD IN CLASSROOMS**

According to the Maricopa County Department of Environmental Services, food brought in to the classroom for snacks and parties must come from a commercial source and cannot be homemade. Items should be individually wrapped to avoid bare hand contact with the food. If the items are not individually wrapped, such as cookies or cupcakes from a bakery, an adult wearing disposable gloves must serve the food.

**EMERGENCY INFORMATION SHEET**

Every child must have Emergency Information on file at the school. It is vital that we have current phone numbers and emergency contacts listed for every student. Should your address, phone numbers, or email addresses change during the school year, please notify the school office.

**GUM**

Chewing gum is NOT allowed on campus. Maintenance costs to remove discarded wads of chewed gum from school walkways, carpet, walls, tile, and furniture are high and warrant a gum ban on school grounds. Repeated gum violations are considered defiance and will result in disciplinary action.

**HEALTH OFFICE**

The Health Office provides first aid and medical care primarily for illness or injuries that occur during the school day. It is not a primary care facility like a doctor's office. While the health assistant does not make a medical diagnosis or prescribe medication or treatment, medication and treatment prescribed by a physician may be given in the health office.

**Disease Prevention/Immunizations:** Written proof of compliance with immunization requirements is a part of the registration process in Arizona Schools. State and Federal Law mandates that school-age children be immunized to prevent certain diseases. If you are unsure of the requirements for Immunization, see your doctor, visit the School Health Office or call the Maricopa County Health Dept. at (602) 506-6767 or (602) 263-8856 for locations of clinics and hours of operation. Immunizations are free of charge for children under the age of 18. Exemption forms are available from the health office.

**Parent and Emergency Contacts/Health History:** Parents are required to complete Emergency Contact and Health History Forms for each of their children every year. These forms contain vital information should your child become ill or injured at school. Students will be released to ONLY those persons indicated on the form. Photo ID is required to pick up any child during the day at school.

**Student Illness:** If a student feels ill during the school day, they should report their complaint to the classroom teacher for referral to the Health Assistant. Students are not to contact their parents directly via cell phone regarding illness unless prior arrangements have been made with the Health Assistant. Please keep your child home if they have a fever, diarrhea, vomiting, deep cough, or a potentially communicable disease. Children with a fever of 100 degrees or more must be fever-free for 24 hours without the use of fever reducing medications before returning to school. If your child has been diagnosed with a contagious illness, please contact the Health Office so parents of other students in the class



can be notified. Please call your child's doctor for advice on an ill child. Do not send ill students to school to be evaluated by the Health Assistant. She is neither a medical doctor nor a registered nurse.

**Medication:** In compliance with ARS 15-344 and ARS 32-1901, over-the-counter medications are not available in the Health Office. Tylenol, ibuprofen, Calamine, Neosporin, topical or oral Benadryl, cough drops, antacids or any like remedies are NOT stocked. Students are not permitted to have medication in their possession at any time without a specific prior written arrangement with the Health Assistant.

Prescription medications must be in an original prescription container labeled for the student with a current date. The label must state directions that coincide with the request being made by the parent.

Over-the-counter medications needed by students during the school day must be checked in to the Health Office by a parent/guardian. Requests must be in agreement with the manufacturer's directions or have a superseding physician's order. Herbal preparations must have a doctor's order. It is the responsibility of the parent/guardian to pick up any unused or discontinued medications promptly from the Health Office. At the end of the school year, any medication remaining in the Health Office will be discarded.

**Excusals from P.E.:** Students requesting to be excused from P.E. class must bring a note signed by their parent to the Health Assistant. Any request for an excuse for three or more PE classes must be accompanied by a physician's written order. All injuries requiring any type of orthopedic support or device on campus must be reported with a medical excuse and cleared through the Health Office.

**Chronic Health Conditions:** Contact the Health Assistant immediately if your child has been diagnosed with a chronic health condition. Information regarding FHUSD protocols/procedures necessary to ensure a healthy and safe environment for your child during the school day will be provided.

## **HOMEWORK POLICY**

Generally, total homework should be equal to approximately 10 minutes times their grade level on a weeknight. 6th grade should expect about 60 minutes total time to complete homework, 7th grade should expect 70 minutes, and 8th grade should expect about 80 minutes. Honors classes have their own homework expectations which typically exceed the 10 minute rule. Parents should contact the teacher if homework exceeds these guidelines.

- Homework assignments will not be assigned on weekends or extended school breaks
- Homework assignments and expectations recognize individual student differences, abilities, achievement levels and needs
- Homework is not restricted to written assignments; students should study and/or review notes and text daily

In addition, students should plan on reading chapter books or novels 20 minutes each night.

## **LIBRARY**

The Library will be open during posted hours with issued passes. Students may check out books for a period of two weeks. Students with overdue books will be notified and will be unable to checkout additional books until all overdue books are returned. It is a student's responsibility to pay for lost or damaged books. Students should not loan a library book to another student. *Eighth grade students with outstanding balances for book replacement at year's end may not participate in the promotion ceremony.*

Books are selected for our library using recommend reading lists for grades 4th - 12th. Every effort is made to send students home with books that contain appropriate content for their age but also at the appropriate reading level. Many students read at higher levels than their grade. The higher the reading level, the greater chance the book will contain profanity, sexual situations, or violence) that Young Adult novels occasionally have.

Please review the books your child chooses to read and make the decision on whether or not the material contained in the book is appropriate for your child. [www.ARBOOKFINDER.com](http://www.ARBOOKFINDER.com) is a valuable resource in determining whether or not a book is appropriate.

### **LOCKERS**

PE and band students are assigned locks and lockers that are located in the gym/classroom. Our district does not assume liability for any student property stored in lockers. Items too large to fit inside lockers may be stored in a teacher's office by request. Lockers may be searched by administration at any time. Replacement locks are \$5.

### **MAKE UP WORK DUE TO ABSENCE**

Students are responsible for getting missing assignments after an absence. Students will have twice the number of days absent to make up the work. Work assigned prior to an absence is due upon returning to school. Missed tests, assigned prior to the absence, will be taken upon return to school. Suspended students must turn in work assigned during suspension immediately upon return to school. Each week's Communicator, with the homework assignments listed, is posted on our website.

### **MANDATORY STUDY HALL OR ALTERNATE ACTIVITY**

A student may be ineligible to participate in an extra-curricular activity occurring during a school day due to misbehavior, poor grades, or outstanding detentions. Ineligible students may be assigned a supervised mandatory study hall as an alternative to attending the scheduled activity.

### **PARENT REQUESTS FOR MESSAGES & DELIVERIES**

In an effort to reduce interruption to instructional time, as well as promote responsibility and accountability with our students, we will only allow eye glasses, water bottles, medically required items and lunches to be dropped off for students. Forgotten homework assignments, backpacks, PE uniforms, sports equipment, projects and musical instruments will NOT be accepted or held for students at the front office. Also, parents should make after school pick-up plans with their child before he/she arrives at school so that any messages for students are for emergencies only. Our office staff will NOT relay non-emergency messages to students. Thank you for your cooperation in this effort to improve the educational environment for all of our students.

### **P.E. UNIFORMS**

Students are required to change into a PE uniform in order to participate in PE class. PE uniforms are \$20 and include a shirt and shorts. PE locks are provided for individual lockers located in locker rooms. Gently used uniforms and loaner uniforms are available from the PE coaches at request. Students are required to dress out for PE class in order to participate. A detention will be assigned for failure to dress out for PE. *Eighth grade students with outstanding balances for missing locks may not participate in the promotion ceremony.*

### **PHONE USAGE**

Office and classroom phones will not be available for the personal use of students. Students may use cell phone before and after school as well as during lunch. Phone usage is prohibited during instructional time without the permission of staff.

## **PLAYGROUND RULES**

In order to have a safe playground environment, it is necessary to have consistent rules for students.

- No bad language, rudeness and disrespectful tones of voice
- When the bell rings, stop play immediately
- Bathrooms should be used during recess time.
- Play only in designated areas on playground
- No throwing of balls or other items in any areas other than the playground or field
- Never leave the playground without permission
- Report injuries to the duty staff immediately
- No games that include pulling or tugging at clothing
- No “play fighting” and NO TAG
- No throwing rocks or swinging backpacks
- No running on sidewalks or stairways
- No climbing or hanging from fences or trees
- No food, candy, or drinks other than water

### **Disciplinary Consequences for Playground Infractions:**

1st incident: Sit out for remainder of recess

2nd incident: Sit out of recess the next day

3rd incident: Sit out of recess for 5 days

## **POWERSCHOOL STUDENT INFORMATION SYSTEM**

PowerSchool is a web-based student information system used to connect home and school. PowerSchool gives parents and students access to real-time information (like grades and attendance information) and provides a secure way to communicate with teachers from home.

Begin by obtaining your child’s PowerSchool username and password. The username and password are provided the 1<sup>st</sup> week of school and ARE case sensitive. This password is unique to each child and will be used for the entire time that your child attends a FHUSD school. We can only give passwords to parents/guardians who come into the office and request this information in person with a photo ID. We will never give this information over the phone due to the highly confidential student information that PowerSchool contains.

## **PROBATIONARY PERIOD FOLLOWING A SUSPENSION**

Students returning to school after a suspension have a minimum ten school day probationary period. During this time, the student may not participate in field trips, assemblies, or dances. Release from probation includes subsequent and consecutive discipline free school days and any applicable restitution.

## **PROMOTION / RETENTION POLICY**

Promotion at the end of the school year to the next grade is permitted when students have passed all core subject classes (English, mathematics, science, and social studies) with cumulative (year-end) averages of at least 60%. Summer school may be recommended when mastery is not accomplished by the end of the school year.

## **PROMOTION CEREMONY FOR 8<sup>TH</sup> GRADE**

Eighth graders must pass all four core classes with a cumulative average of at least 60% at the close of grades for the current school year to be eligible to participate in the promotion ceremony. Participation in the 8th grade promotion ceremony is optional. Students who are suspended on the day of the promotion ceremony or are in a probationary period after a suspension are not eligible to participate in the promotion ceremony.

Students who owe money for lost /damaged text or library books, lost PE or band locks, overdue lunch fees, or other items, may not be eligible to participate in the promotion ceremony. *All fees are due by the end of the school day on the day before the promotion ceremony.*

## **P.T.O.**

The Fountain Hills Parent Teacher Organization benefits the students and learning environments at Four Peaks Elementary School and Fountain Hills Middle School. It is their purpose to provide support for our children's educational needs and to promote open communication between the administration, teachers, and parents. Their Mission: "Our success is your child's success!" For more information about PTO, visit [www.FHUSDPTO.org](http://www.FHUSDPTO.org).

## **REPORT CARDS / PROGRESS REPORTS**

Report cards will be posted at the end of each nine-week quarter. Progress reports and report cards will be posted on PowerSchool for students and parents to view and a Connect Ed phone will alert parents that this information has been posted online. Parents who are unable to access PowerSchool can request a hard copy of these reports by contacting the front office.

## **SAFETY AND CHECKOUT PROCEDURES**

Policies and procedures have been put in place to keep our students safe. These include:

### **Crosswalks and Crossing Guard:**

Crosswalks and a Crossing Guard are provided to help insure student safety to and from school. Students are expected to use crosswalks appropriately (see Student Rights & Responsibilities Handbook), be respectful, and accept and follow the crossing guard's directions.

### **Early Release of Students:**

If it is necessary to pick up a child during school hours, parents come to the office first to sign him/her out. We will then call the child to the office. Please schedule doctor and dentist appointments after school hours in order to avoid disruption of the educational setting.

### **For Your Child's Protection, We Will:**

- Require you to show identification when checking your child out early.
- Not release your child to anyone except his/her parents or the responsible party you have identified on the emergency card. It is the parent/guardian's responsibility to keep the information on this card current by notifying the school of any changes.
- Not accept a note or a telephone call as means by which to release your child early from school.

### **Campus Access:**

All gates are locked during the school day. All parent and community members who wish to be on campus before, during, and afterschool, must sign-in and wear a visitor badge while on campus.

## **SILENT WITNESS BOX**

A silent witness box for anonymous reporting of any kind is located at the front desk.

## **STUDENT IDs**

Students will receive a free school issued identification card at the start of the school year. Students need to keep their ID on their person at all times when on campus and school buses. Students need their ID to check out school library books, attend dances on campus, and to prove enrollment for any reason throughout the year. Students who lose their ID can purchase a replacement ID for \$5.00.

## **SUBSTITUTE TEACHERS**

Our substitute teachers are guests on our campus and must be treated with respect and courtesy. Offenses committed by a student in a classroom supervised by a guest teacher will result in the appropriate consequence as determined by the classroom teacher and/or school administration.

## **TARDIES**

Students are expected to arrive on time to school and to each class every day. Students who arrive late cause interruption for the teacher as well as the students who have arrived on time. Tardy students miss important instruction. Elementary and middle school children depend on the adults in their lives to help them develop habits of punctuality that will impact learning. School begins at 7:40 a.m. for FHMS and 8:50 a.m. for Four Peaks Elementary. Excessive tardies may result in disciplinary action and referrals to our truancy officer.

## **TEACHER / STAFF PROTECTIONS**

Employees of a school are protected by state statute against threats and abuse from students and parents as described by Arizona Revised Statute 15-507. Threats, profanity, vulgarity, and aggressive language or behavior toward a staff member may result in suspension or expulsion. Students who do not respond to interventions and repeatedly interfere with the teacher's ability to communicate effectively with the other pupils in the class or with the ability of other pupils to learn, or the student's behavior is so disruptive or abusive that it seriously interferes with the learning or safety of others may be temporarily removed from class. A teacher may refuse to readmit a student per A.R.S 15-841.

## **TECHNOLOGY**

Technology is one way our school enhances our mission to teach the skills, knowledge, and behaviors students will need to succeed. These technologies may include, but are not limited to, district-provided equipment as well as personal devices. With these new opportunities come new responsibilities. We want students to embrace appropriate use of technology so they may become responsible digital citizens.

### **Definition of "Technology"**

For the purpose of BYOT, Technology means "privately owned wireless and/or portable electronic handheld equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, Personal Digital Assistants (PDA's), handheld entertainment systems or portable information technology systems that can be used for word processing, wireless internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc."

### **Internet**

Only the internet gateway provided by the school may be accessed while on campus. Personal internet connective devices including, but not limited to, cell phones/cell network adapters are not permitted to be used to access outside internet sources at any time during the school day.

### **Security and Damages**

Responsibility to keep the personal technology secure rests with the individual owner. FHUSD is not liable for any device stolen or damaged on campus. FHUSD cannot replace or provide financial restitution for any stolen or damaged personal technological device. If any technological device is stolen

or damaged, the issue will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that skins (decals) and other custom touches are used to physically identify your personal technology from others. Additionally, protective cases for technological devices are encouraged. Parents should initiate location apps whenever possible.

### **Bring Your Own Technology(BYOT) & Responsible Use Principles(RUP)**

- May be used only with permission of the staff member in charge.
- Should be in silent mode while on school campuses and while riding school buses.
- May not be used to cheat on assignments or tests, or for non-instructional purposes (such as making personal phone calls and text/instant messaging).
- May not be used to record, transmit, or post photographic images or video of a person, or persons on campus during school activities and/or hours for non-instructional purposes.
- May only be used to access files, applications or internet sites which are relevant to the classroom curriculum. Non-instructional games are not permitted.

### **Students acknowledge that:**

- The district's network filters will be applied to one's connection to the internet and attempts will not be made to bypass them.
- Bringing on premises or infecting the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the RUP.
- Processing or accessing information on school property related to "hacking," altering, or bypassing network security policies is in violation of the RUP.
- The district has the right to collect and examine any device that is suspected of causing problems or is the source of an attack or virus infection.
- Printing from personal technology will not be possible at school.
- Personal technology must be charged prior to bringing it to school and must run off its own battery while at school.
- The district is NOT responsible for stolen or damaged personal technological devices.
- The district is NOT responsible for the maintenance or repair of any personal technology.
- The district is NOT responsible for any cost incurred due to use of personal technology.

*See page 7-8 of the FHUSD Handbook under "Computers, Telecommunication & Network Resources" for complete district policy.*

## **TELEPHONE USE**

It is important that classroom interruptions be kept to a minimum. It is the responsibility of the student to check at the office for forgotten lunches and/or homework. Students will not be called from class to answer phone calls or to pick up forgotten items. Messages will be delivered in cases of emergency.

Each teacher has a direct phone line to their classroom. The teacher will give his/her number to parents at the beginning of the school year. Calls to teachers should be limited to before and after school. Teachers will not be called from their classes to answer the telephone except in emergencies. If you find it necessary to call at a time other than before or after school, you may leave a voice mail message by calling the teacher's direct phone number. During school hours, the number will ring to the teacher's voice mail. The teacher will call you back at his/her earliest opportunity. Contact the front office if you experience difficulties connecting with a teacher.

Students should not expect to make general use of the telephone. This rule will be strictly enforced. After-school activity arrangements should be made prior to arrival at school.

## **TEXTBOOKS**

FHUSD furnishes free required textbooks and related printed materials for class. Students are responsible for the care of their textbooks, workbooks, and novels provided to them. The assigned textbooks issued to students for home use must be returned at the end of the school year. There are replacement costs for damaged and missing books. *Eighth grade students who lose or damage textbooks are required to pay the related fees in order to participate in the promotion ceremony.*

## **VISITORS**

Parents are encouraged to visit school. All visitors must report to the school office upon arrival. For those who wish to visit a classroom during the day, it is preferred that the teacher and principal be contacted in advance to arrange a day and time for such visit so as to avoid any conflicts with the school schedule.

At no time may a visitor audio record, videotape, or photograph in the classroom without expressed permission of the teacher and/or administrator.

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, arrangements must be made for an appointment to occur either before or after school hours. Parents or guardians are frequently invited to attend special events on campus. All visitors for this purpose must sign into the front office and receive temporary identification with a visitor's identification sticker or badge.

No person may enter onto school premises, including visits or audits to a classroom or other school activity, without approval by the principal. Neither will any person be allowed to conduct nor attempt to conduct any activity on school premises that has not had prior approval by the principal (GB Policy KI-R).