

Holbrook Jr. High School Discipline Code Signature Sheet
2020-2021

I have received, read, and reviewed with my child the student code of conduct for Holbrook Jr. High School.

Signature of Parent/Guardian

Date

Printed Name of Parent/Guardian

Date

I agree to follow the student code of conduct for Holbrook Junior High School.

Signature of Student

Grade

Date

Printed Name of Student

Grade

Date

Welcome to HJHS

Holbrook Junior High School is a 6th, 7th, and 8th grade school located in Holbrook, Arizona. The middle school years are a time for growing, changing, and learning. Our goal is to have a school where every student can learn and each person is respected, valued, and challenged. All students are expected to be responsible for their behavior, to respect each other and school property, and to be ready to learn each day. Working together for excellence is what makes Holbrook Junior High the best junior high school. We are glad you are here!

AVID (Advancement Via Individual Determination)

Holbrook Junior High is working towards becoming an AVID demonstration school. AVID's mission is to close the achievement gap by preparing all students for college readiness and success in a global society. More information about AVID is available at the school or at the following link: avid.org

Holbrook School District Mission Statement

Helping **U**nique **S**tudents **D**evelop to their best potential
Utilizing all available resources for success
Standing united with
Diversity as our strength

Motto

No less than your best!

Vision Statement

Holbrook Jr. High School will shape students' futures by creating a secure learning environment that maximizes their creative, intellectual, emotional, social and physical development.

Mission Statement

Holbrook Jr. High School students will be provided a solid education enabling a minimum of 75% of the students to achieve a 75% or better on each standards-based assessment.

HJHS Roadrunners are Respectful, Responsible, and Reliably Safe

GUIDING PRINCIPLES OF HOLBROOK JUNIOR HIGH SCHOOL

The 7 Habits of Highly Effective Teens

Habit 1: Be Proactive

Take responsibility for your life.

Habit 2: Begin with the End in Mind

Define your mission and goals in life.

Habit 3: Put First Things First

Prioritize and do the most important things first.

Habit 4: Think Win-Win

Have an “everyone-can-win” attitude.

Habit 5: Seek First to Understand, Then to Be Understood

Listen to people sincerely.

Habit 6: Synergize

Work together to achieve more.

Habit 7: Sharpen the Saw

Renew yourself regularly.

Indian Policies and Procedures

The Holbrook School District provides an opportunity for the Navajo Tribe and parents of Indian children to provide their views on the District's educational program and activities, including recommendations on the needs of their

children and on how the District may help those children realize the benefits of the educational programs and activities. [34CFR222 .94(a)(2)]. Holbrook Governing Board policies IHBJ, KJG and KJGA outline policies related to Indian Participation in the educational programs at HUSD #3. In addition the Holbrook School District implements Indian Policies and Procedures that are located on the Holbrook District website.

Parents and tribal officials may receive information about participation of Native American students, academic information for Native students and programs and funding for Native American students on a monthly basis as part of the Indian Education Committee meetings that occur every third Wednesday of the month. Meeting schedules and locations are posted at www.holbrook.k12.az.us under Departments and Native American Education. In addition, duly called Governing Board meetings in October, March and June include opportunities for Indian community participation. An annual Achievement and Participation report will be available at these meetings, at monthly Indian Education Committee meetings and on the district website at www.holbrook.k12.az.us.


Additional information on Impact Aid may be requested at the Holbrook District Office at 1000 N. 8th Ave, Holbrook, Arizona or by contacting Mr. Jacob Boyle at (928) 524-6144.


Holbrook USD #3 works cooperatively with tribal communities to ensure all students receive a high quality education. HUSD #3 Governing Board policies IHBJ, KJG, & KJGA provide opportunities for Indian participation. In addition, Indian Policies and Procedures which includes tribal consultation may be located on the HUSD #3 district website.

Holbrook Junior High School Student Expectations *Policy JI-Student Rights & Responsibilities*


Holbrook Junior High School implements the Positive Behavior Interventions and Support (PBIS) Program. PBIS is a research-based framework that has been proven to improve school climate, reduce problem behavior, and increase academic instructional time in schools. Two primary areas of emphasis in PBIS are prevention and instruction of social behavior. PBIS is based on the idea that when students are taught clearly defined behavioral expectations and provided with **predictable responses to their**

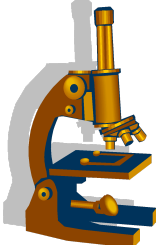
behavior, both positive and corrective, all students are more likely to meet those expectations. (For additional information go to www.pbis.org)


Roadrunners	Are Respectful	Are Responsible	And Reliably Safe
<div>Hallway/ Transition Time</div> <div></div>	<div>Be aware of others</div> <div>Use polite language</div>	<div>Use quiet voices</div> <div>Have handbook at all times</div> <div>Move to class on time</div> <div>Keep hands, feet and objects to self</div>	<div>Stay to the right in the hallway</div> <div>Walk at all times</div> <div>Open doors slowly</div>
<div>Routines & Procedures</div>	<div>Walk on the right side of the halls and use appropriate entrance and exit doors.</div> <div>Keep walking so everyone can get to class in a timely manner.</div> <div>If you are waiting for a teacher, face your classroom door and put one shoulder to the wall. (6th grade)</div> <div>All supplies are to be carried with you to class to eliminate going back and forth between classes after passing time is over.</div>		


Bathrooms	Respect privacy	Always flush	Wash hands
<div></div>	<div>Respect yourself</div>	<div>Keep walls and stalls clean</div> <div>Use the restroom quickly and quietly</div> <div>Report any problems to the office.</div>	<div>Report problems to an adult</div> <div>Use restrooms for intended purposes</div>

Routines & Procedures	Custodial staff will ensure that all restrooms are properly equipped with paper towels, toilet paper, and hand sanitizer/soap at all times.
-----------------------	---------------------------------------------------------------------------------------------------------------------------------------------

Computer Labs 	Enter and exit class orderly and quietly	Push in your chairs Be on task	Always follow AUP rules
	Wait your turn patiently	Have a signed AUP (Acceptable Use Policy) on file	
	Use quiet voices	Use equipment appropriately	
Routines & Procedures	Sit in assigned seat Log on Listen and follow directions Log off before leaving		

Science Lab 	Enter and exit class orderly and quietly	Push in chair Be on task	Stay in assigned seat Report any suspicious or unsafe behavior
	Wait your turn patiently Use quiet voices Respect others' work areas	Use equipment appropriately Perform ONLY authorized activities Follow all instructions Report all accidents	Keep hair out of experiments Keep all food and drinks out of lab Keep tables and lab area clean Keep aisles clear of clutter
Routines & Procedures	Sit in assigned seat Listen and follow directions Wear appropriate clothing and safety equipment		

Roadrunners	Are Respectful	Are Responsible	And Reliably Safe
Cafeteria 	<p>Use good manners and kind words</p> <p>Use indoor voices</p> <p>Be an active listener when directions are given</p> <p>Clean up your area</p>	<p>Wait in line patiently</p> <p>Keep all food and drinks in the cafeteria unless otherwise assigned</p> <p>If you are eating with a teacher get your lunch and go to your teacher's room</p> <p>Place recyclables in proper containers</p>	<p>Eat your food-not your neighbor's</p> <p>Walk at all times</p> <p>Stand single file in lunch line</p> <p>Make healthy choices</p>
Routines & Procedures	<p>Restroom – Only four students allowed in the restroom at a time.</p> <p>Lunch detention – If assigned lunch detention go directly to the ISI room. Lunch will be delivered to the ISI room.</p>		


Student Drop-off/Pick-up area 	<p>Follow adult directions.</p> <p>Keep hands, feet, and objects to self.</p>	<p>Start your day with breakfast.</p> <p>Go to your destination choice: (Quad, Library, Tutoring, Office)</p>	<p>Walk at all times.</p> <p>Park and lock bikes.</p> <p>Skateboards can be stored in the inner-office area</p>
----------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------

Routines & Procedures	<p>7:30-8:00 Drop off on 3rd Street</p> <p>Students do not leave campus once they arrive</p> <p>Busses load/unload on Buffalo Street in the bus zone</p> <p><u>Dismissal procedure:</u></p> <ul style="list-style-type: none"> ✓ 3:30- reservation bus riders report to bus area ✓ 3:30-students who walk or get picked up are dismissed and exit through main entrance of A Building ✓ 3:35-students riding town busses report to bus area ✓ 3:35-students participating in sports report to the gym ✓ 3:35-students participating in afterschool activity or tutorial report to designated areas
-----------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Assembly and Special Events	<p>Listen respectfully</p> <p>Applaud at appropriate times</p> <p>Remain seated and quiet</p>	<p>Focus on the presentation</p> <p>Sit in designated areas</p>	<p>Enter and exit quietly</p> <p>Wait for dismissal instructions</p> <p>Keep hands, feet, and objects to self</p>
Routines & Procedures	<p>Sit in the proper designated areas in the gym:</p> <ul style="list-style-type: none"> * 6th grade at north wall * 7th grade at west wall * 8th grade at south wall <p>Wait to be dismissed</p> <p>Use “one clap” for students at awards assembly until each group is finished being introduced and then give a general applause at the end of each category.</p>		

Roadrunners	Are Respectful	Are Responsible	And Reliably Safe
Office	Wait patiently Use good manners State your purpose politely	Ask for permission to use the phone Wait quietly for your turn	Use chairs and tables appropriately Follow staff directions
Routines & Procedures	Report to the office for an admit slip after an absence. Be polite and patient when asking to speak with a counselor, principal, or to use the phone.		

Quad	Use kind words and actions Respect school and other's property Engage in appropriate activities.	Follow adult directions Pick up litter Stay within boundaries Be responsible for your own property Use problem solving skills	Report unidentified visitors Report injuries or concerns Dress appropriately according to weather Engage in appropriate activities for designated area Pick up trash
Routines & Procedures	Use outside or cafeteria restrooms-DO NOT USE <u>A</u> BLDG! Ask for permission to enter the <u>A</u> building		

Gym 	Practice good sportsmanship Share equipment and space	Return equipment promptly Wear appropriate uniforms Follow the rules of the game Pick up litter	Use equipment appropriately Must have adult supervision at all times Keep belongings secured in locker Only use bleachers on the west side of gym Only wear sneakers on the gym floor
Routines & Procedures	Quietly enter and exit walking single file. Listen and follow directions.		
	Use a quiet voice	Return books when due.	Move calmly and quietly
	Wait patiently to check out books or use the computer Push chair in when leaving table	Treat books respectfully Use library time appropriately	Push chair in when leaving

Library Routines & Procedures	Return books before checking out a new one. Use shelf markers when previewing a book. Know your ID number and Lexile levels. Take care of books. Check out only two books at a time. Reading Counts books have a green sticker on the binder.
---------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Note to Parents:

The success of each student at HJHS is due to the involvement of parents in their child's school. We strongly encourage parents to work closely with their child, provide guidance on a daily basis, and initiate communication with the teachers. Every child deserves a partnership of adults working together in their best interest.

Student Planner

At the beginning of the year, each student will be issued a student planner. The planner is an organizational tool and must be taken to each class every day because it also serves as the official hall pass. Students are to record their assignments, school activities, and class project timelines. In addition, the planner serves as a communication tool between home and school, helping parents and teachers support student success together.

Holbrook Unified School District #3 Family-School Partnership

The Holbrook Family-School Partnership's mission is to provide opportunities for the school, families, and students to actively participate in the educational process through a variety of activities and events; as well as, through multiple forms of communication that will enable each child to be successful in school.

What is a Family-School Partnership?

The Holbrook Family-School Partnership is a school to family and family to school initiative that involves sharing of ideas, establishing open, two-way communication between the school, family, and community, and instigating shared decision making in efforts to involve everyone in our students' education. The Holbrook Family-School Partnership--schools, families, and the community--recognizes that a child's education is a responsibility shared by all. To ensure all students are successful in their academic endeavors, schools and families must work as knowledgeable partners.

The Holbrook Family-School Partnership meets two times per year to discuss school and district related issues and is designed as a team approach to develop the best methods in making direct connections between the family and school environments. All meetings will be announced and posted on the school and district websites. ***Policy ABBA Parental Involvement***

The Holbrook Family-School Partnership believes:

- ✓ Every child deserves a quality education.
- ✓ All participants should work towards the best interests of the child.
- ✓ There should be a positive environment for the parents, school, and students to enhance the educational process.
- ✓ There should be honest and open communication between the parents, teachers, and students.
- ✓ It is a responsibility of the parents, teachers, and students to become involved in the educational process.

Our community's diversity is a strength we can build upon to establish programs and practices that enhance family involvement and reflect the specific needs of students and their families. Programs and practices will be comprehensive and coordinated in nature with the intent to create the most effective educational environment for all students.

The Holbrook Family-School Partnership meets once a month to discuss school related issues and is designed as a team approach to develop the best methods in making direct connections between the family and school environments. Meetings will be held quarterly at each school site. Meeting dates will be posted on the school's web page.

What are the Family-School Partnership's goals?

- 1) Holbrook's Family-School Partnership will provide support for effective family involvement programs and practices through specific activities that enhance the understanding and implementation of effective family to school and school to family partnerships.
- 2) Once adopted, pertinent components of the Family-School Partnership policy and goals will be included in each school's student handbook. In addition, family involvement activities and services will be promoted through the local media, brochures, and the HUSD #3 website.
- 3) Holbrook's Family Involvement Partnership will assist schools with the implementation of the six standards for meaningful family involvement:

- a) Communicating
- b) Parenting
- c) Student Learning
- d) Volunteering
- e) School Decision-making and Advocacy
- f) Collaborating with the Community

These standards, developed by the National Parent Teacher Organization, were designed to help school and parent leaders develop dynamic parent involvement programs that are meaningful, well planned and long-lasting. The “National Standards for Parent/Family Involvement Programs,” provides detailed information and quality indicators for effective family-school partnerships and will be used as a guideline for establishing Holbrook’s Family-School Partnership.

- 4) Holbrook’s Family-School Partnership will address barriers that hinder family-school partnerships and identify strategies to overcome those barriers.
- 5) Holbrook’s Family-School Partnership will develop yearly action plans to ensure that family-school partnerships are progressive throughout the district.
- 6) Holbrook’s Family-School Partnerships will work with school personnel, site council members, and community members to effectively communicate family-school initiatives.

What is meant by Family-School Partnerships?

Family partnerships can be defined in many different ways from attending parent conferences and school performances to more foundational needs such as:

- ✓ Ensuring that children are at school every day and are on time to school
- ✓ Making education a priority
- ✓ Setting a routine and providing a space for completion of homework assignments
- ✓ Maintaining communication with school and teachers
- ✓ Reading to or with children every day

Schools can promote effective family partnerships by:

- ✓ Providing avenues for regular, two-way and meaningful communication
- ✓ Promoting parental involvement and providing various resources for parents
- ✓ Encourage families to play an integral role in assisting in each student’s learning
- ✓ Welcoming families in the school
- ✓ Providing opportunities for families to participate in educational decisions

Working together, schools, families, and the community can best support children's educational needs by:

- ✓ Ensuring basic physical, social, and health needs are met
- ✓ Setting goals and expectations
- ✓ seeking children's best interest in all decision making
- ✓ expressing positive attitudes

What are some barriers preventing effective Family-School Partnerships?

Holbrook's Family-School Partnership recognizes the barriers to meaningful family involvement and has a commitment to address those barriers in order to best meet the needs of families and students. Among the primary barriers identified are the following:

- distance and transportation
- technology and communications access
- time and competing priorities
- socio-economic status and job commitments
- intimidation factors (i.e. lack of education, poor literacy skills, personal insecurities, or adverse educational experiences)
- health issues or lack of child care

We also acknowledge that schools must work to break down barriers such as:

- inadequate communication
- lack of a welcoming atmosphere (including an open and welcome environment within the school, a warm reception by all staff, and accessibility to buildings)
- lack of planning or resources to provide transportation and child care, as well as holding meetings and activities at times conducive to the greatest participation
- addressing language needs through interpreters and written translations

PARENTS' BILL OF RIGHTS*
(Enacted by the 49th Arizona Legislature,
2nd Regular Session (2010)
Session Law SB1309, Chapter 307
Arizona Revised Statutes 1-601 and 1-602)
Parents' Rights Protected

The liberty of parents to direct the upbringing, education, health care and mental health of their children is a fundamental right. This state, any political subdivision of this state or any other governmental entity shall not infringe on these rights without demonstrating

that the compelling governmental interest as applied to the child involved is of the highest order, is narrowly tailored and is not otherwise served by a less restrictive means.

Parents' Bill of Rights; definition

All parental rights are reserved to a parent of a minor child without obstruction or interference from this state, any political subdivision of this state, any other governmental entity or any other institution, including, but not limited to, the following rights:

The right to direct the education of the minor child.

All rights of parents identified in Title 15, including the right to access and review all records relating to the minor child.

The right to direct the upbringing of the minor child.

The right to direct the moral or religious training of the minor child.

The right to make healthcare decisions for the minor child, including rights pursuant to sections 15-873, 36-2271 and 36-2272, unless otherwise prohibited by law.

The right to access and review all medical records of the minor child unless otherwise prohibited by law or the parent is the subject of an investigation of a crime committed against the minor child and a law enforcement official requests that the information not be released.

The right to consent in writing before a biometric scan of the minor child is made pursuant to section 15-109.

The right to consent in writing before any record of the minor child's blood or deoxyribonucleic acid is created, stored or shared, except as required by section 36-694, or before any genetic testing is conducted on the minor child pursuant to section 12-2803 unless authorized pursuant to section 13-610 or a court order.

The right to consent in writing before the state or any of its political subdivisions makes a video or voice recording of the minor child, unless the video or voice recording is made during or as a part of a court proceeding, during or as part of a forensic interview in a criminal or child protective services investigation or to be used solely for any of the following: § Safety demonstrations, including the maintenance of order and discipline in the common areas of a school or on pupil transportation vehicles. § A purpose related to a legitimate academic or extracurricular activity. § A purpose related to regular classroom instruction. § Security or surveillance of buildings or grounds. § A photo identification card.

The right to be notified promptly if an employee of this state, any political subdivision of this state, any other governmental entity or any other institution suspects that a criminal offense has been committed against the minor child by someone other than a parent, unless the incident has first been reported to law enforcement and notification of the parent would impede a law enforcement or child protective services investigation. This paragraph does not create any new obligation for school districts and charter schools to report misconduct between students at school, such as fighting or aggressive play, that are routinely addressed as student disciplinary matters by the school.

The right to obtain information about a child protective services investigation involving the parent pursuant to section 8-807. This section does not authorize or allow a parent to engage in conduct that is unlawful or to abuse or neglect a child in violation of the laws of this state. This section does not prohibit courts, law enforcement officers or employees of a government agency responsible for child welfare from acting in their official capacity within the scope of their authority. This section does not prohibit a court from issuing an order that is otherwise permitted by law. Any attempt to encourage or coerce a minor child to withhold information from the child's parent shall be grounds for discipline of an employee of this state, any political subdivision of this state or any other governmental entity, except for law enforcement personnel. Unless those rights have been legally waived or legally terminated, parents have inalienable rights that are more comprehensive than those listed in this section. This chapter does not prescribe all rights of parents. Unless otherwise required by law, the rights of parents of minor children shall not be limited or denied.

For the purposes of this section, "parent" means the natural or adoptive parent or legal guardian of a minor child.

Parental Involvement

It is our belief that parents and families play an important role in student success. The Holbrook School District encourages parental participation in all aspects of the K-12 school experience.

Parents have the opportunity to serve in an advisory role by becoming active on the school's site council. Each site council is composed of parents, teachers, community members, and an administrator. Meetings are held the last Monday of the month and are subject to open meeting laws and the public is invited to attend. *Policy ABAA Parental Involvement*

Holbrook Junior High School has been designated as a Title I school with a school wide plan. All students at Holbrook Junior High School are considered Title I students and are eligible for supplemental education services which have been developed by a committee of teachers, administrators, and parents.

To: All Parents

From: Holbrook Unified School District *Policy ABAA*

We are pleased to notify you that in accordance with the *Elementary and Secondary Education Act* (ESEA), you have the right to request information regarding the professional qualifications of your child's teacher. Specifically, you may request the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or substitute status.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to receive this information, please contact the school's principal, Dr. Jeri McKinnon, at (928) 524-3959

2020-2021 Title I School -Parent Compact

Policy ABAA Parental Involvement

Holbrook Junior High School envisions the highest level of success for every student. We make the commitment to motivate, to challenge, and to inspire students to become the best they can be. This goal is most successfully achieved when parents, students and teachers work together. As partners, we share a common goal---to support academic success and to instill a sense of pride in achievement. Our commitment to work together with that goal in mind communicates the value of education to your child.

School Responsibilities

Holbrook Junior High School will:

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet Arizona’s student academic achievement standards as follows:**
 - Alignment of curriculum with Arizona State Standards
 - Assure that all teachers meet Properly Certified Teaching status
 - Encourage teachers to access professional development to improve teaching and learning
 - Use materials that support the curriculum
 - Provide interventions for students who do not respond to typical instruction
 - Implement teaching strategies that address the identified needs of learners
 - Administer assessments that align with Arizona State Standards and that carefully monitor student progress
 - Use assessment data to inform and guide instruction
 - Maintain a safe and healthy learning environment that allows students to be engaged and active learners
 - Administer a comprehensive program review process that continually monitors effectiveness
- 2. Hold parent-teacher conferences twice a year during which this compact will be discussed as it relates to the individual child’s achievement. Specifically, conferences will be held:**
 - At the end of the 1st 9 weeks of school (Fall) and at the end of the 3rd 9 weeks of school (Spring).
- 3. Provide parents with frequent reports on their children’s progress. Specifically, the school will provide reports as follows:**
 - Four times a year at the end of each 9 weeks of school
 - As needed throughout the year
 - Online 24/7 through the Infinite Campus Parent Portal
- 4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:**
 - At all scheduled parent/teacher conference times, by appointment
 - By phone before or after the school day for teachers, during the school day for administrators (voice mail available)
 - By written request for a phone or direct conference
 - By email

5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:

- Through coordination with classroom teacher and principal
- Serve on the school's Site Council Committee
- Participate in annual Title I parent meeting to provide input

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- Contact the school with any concerns.
- Work with the school so my child can gain full potential from the educational experience.
- Help teach responsible behavior to my child.
- See that my child attends school regularly.
- Encourage daily reading, interactive activities, and limit television/video games.
- Stress the importance to my child to do their best.
- Set aside the time each day for homework.

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement to achieve Arizona's high standards. Specifically, we will:

- Arrive at class on time
- Bring all necessary items to class
- Complete and return all class and homework assignments on time
- Demonstrate a positive attitude
- Know and obey classroom/school wide rules
- Respect people and property
- Use all technological items appropriately

Non-discrimination statement *Policy JB Equal Education Opportunity*

Holbrook Jr. High School, Holbrook School District, and the Holbrook School Board are committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, and/or disability. This policy will prevail in all matters concerning students, staff members, the public, educational programs and services, extracurricular activities, and individuals with whom the school,

district, or school board does business. The lack of English language skills will not be a barrier to admission and participation in the educational and extra-curricular programs at HJHS. The principal will be the Title IX and Section 504 Coordinator for Holbrook Jr. High School. For information, call the Principal at 928-524-3959.

Student Admissions

Students (except homeless) enrolled in the school for the first time will be asked to produce one of the following proofs:

- Certified copy of the child's birth certificate.
- Copy of the child's immunization record
- Proof of Residency (Refer to Registration Packet)
- Certificate of Indian Blood (CIB) if applicable

The parent, guardian, or surrogate will be given thirty (30) days to provide documentation requested as listed above. If documentation is not provided, a letter will be sent to notify the parent, guardian, or surrogate that unless the documentation is provided within ten (10) days, the local law enforcement agency will be notified. **Policy JF, Student Admissions**

Open Enrollment

The District has an open-enrollment program as set forth in A.R.S. 15-816 *et seq.* The open enrollment program described in this policy shall be placed on the District website and made available to the public on request. **Policy JFB**

Non resident students

Students whose parents live outside the Holbrook District must file an annual Open Enrollment Attendance application for admission and have permission from the Governing Board to attend Holbrook Schools.

Transportation of the nonresident student to and from school is the responsibility of the parent/guardian. It is the responsibility of the parent to notify the school of any change of address affecting the student's residency status.

2020-2021 BELL SCHEDULES

Daily Bell Schedule

Warning Bell	8:00
1 st Period	8:05-9:05
GRAB-N-GO BREAKFAST	9:05-9:15
2 nd Period	9:15-10:15
3 rd Period	10:19-11:19
4 th Period	11:23-12:23
<u>LUNCH</u>	
SIXTH GRADE	12:08-12:38
SEVENTH & EIGHTH GRADES	12:23-12:56
5 th Period	1:00-2:00
6 th Period	2:04-3:04
7 th Period	3:08-3:30

Assembly Bell Schedule

Warning Bell	8:00
1 st Period	8:05-8:50
GRAB-N-GO BREAKFAST	8:50-9:00
2 nd Period	9:00-9:45
3 rd Period	9:50-10:35
4 th Period	10:40-11:25
5 th Period	11:30-12:23
LUNCH	
SIXTH GRADE	12:08-12:38
SEVENTH/EIGHTH GRADES	12:23-12:56
6 th Period	1:00-1:40
7 th Period	1:45-2:25
ASSEMBLY	2:30-3:30

Early Release Bell Schedule

GRAB-N-GO BREAKFAST	7:30-7:55
Warning Bell	8:00
1 st Period	8:05-8:41
2 nd Period	8:45-9:21
3 rd Period	9:25-10:01
4 th Period	10:05-10:41
5 th Period	10:45-11:21
6 th Period	11:25-12:06
LUNCH	
Reservation bus riders	11:50
Students who walk or get picked up	12:00
Town bus riders	12:10

Registration

Pre-registration will be conducted in the spring. Students who need individual guidance should make an appointment to talk to the counselor. Parent signatures are required on registration forms, which indicate parent approval of a student's schedule. Students who do not turn in registration forms signed by the parent/guardian will be placed in classes according to availability.

Class Schedule Changes

At the time of registration, students at HJHS should make certain that their program for the coming year has been carefully planned. This should eliminate, in most cases, the need for schedule changes. However, in cases where a valid reason for a schedule change

does exist, those changes will be made in the following manner:

1. No schedule changes will be allowed after the second week of first semester and the first week of second semester without administrative approval.
2. In order to change a schedule, the student must:
 - a. obtain a change of schedule form from the counselor/administrator, secure the signature of the teacher whose class the student expects to enter,
 - b. secure the signature of the teacher whose class is being dropped,
 - c. secure the signature of the parent,
 - d. secure the signature of the counselor/administrator.
3. A schedule change, after the initial two-week deadline has passed, can be made only with administrative approval when such a change is deemed in the best interest of the student.

Withdrawal from School

State law and Policy JFC requires a withdrawal form, which must be signed by the parent or guardian and an attendance officer of the school. The student must have the withdrawal signed by all his/her teachers, counselor, nurse, athletic director, librarian, attendance secretary, secretary, and principal. Withdrawal is complete when the student has cleared all debts with the office.

Promotion Requirements and Considerations

The Holbrook Unified School District, Policy JG, requires that promotion of students be based upon predetermined standards. Students must pay all fees before they will be allowed to participate in promotion rehearsal and ceremony. This includes library, textbooks, club fees, and uniforms. There are four basic areas that are considered when making a determination as to whether a student will earn a promotion from one grade level to the next.

The areas of consideration are:

- * **Student Performance** (grades earned by the students)
In order for a student to earn promotion, the student must pass a specific number of classes or subjects. *Classes at the Junior High are not weighted for course content complexity. In order to pass a class or subject, the student must earn a grade of 60% or higher.
- * **Attendance** (attendance of at least 85% of the days that school is in session is required). The principal may retain students that miss more than 10% of the required school days (18 or more absences)
Principal/Teacher Recommendation (The principal and teacher will collaborate to determine whether a student is promoted or retained.)
- * **Mastery of Arizona State Standards** - The specific minimum standards, which must be met in each of the four areas listed above, are explained as:

**PROMOTION AND RETENTION OF STUDENTS
(Promotion or Retention of Elementary Students;
High School Course Pass or Fail)
Regular Education
IKE**

The District is dedicated to the continuous development of each student. Year to year promotion of a student in grades one (1) through eight (8) will be based upon standards for each basic subject area as identified in the course of study. The District may conduct a ceremony to honor pupils who have been promoted from the eighth (8th) grade. The District standards that students must achieve shall include accomplishment of the standards in reading, written communication, mathematics, science, and social studies adopted by the State Board of Education. The promotion of a student from grade three (3) shall be conditioned on the satisfaction of the applicable competency requirements prescribed by A.R.S. 15-701 and depicted in Administrative Regulation IKE-RB.

In addition to these standards, test scores, grades, teacher-principal recommendations, and other pertinent data will be used to determine promotion. Retention of students is a process that is followed when the professional staff, in consultation with the parent, determines it to be in the best interests of the student.

Though primary grades are suggested as the most appropriate time, retention may be considered at any grade level. When circumstances indicate that retention is in the best interest of the student, the student will have individual consideration, and decisions will be made only after a careful study of facts relating to all phases of the student's growth

and development. The student's academic achievement level and mental ability are important, but physical and social characteristics are also important factors. A decision should be based on sufficient data, collected over a period of time and motivated by a desire to place students in school programs where they will be the most successful.

The earning of credit for a high school course is based on the student's satisfactory completion of the course academic requirements as demonstrated by the student's course grade. Periodic grade reports shall inform the student and the student's parent(s)/guardian(s) of the student's progress in a course. The teacher should further inform and confer with the student's parent(s)/guardian(s) whenever the student's lack of satisfactory progress in the course indicates a trend toward the student receiving a failing course grade. No course credit is granted for a failing grade.

- **Note:**
High School course credit may also be withheld if the student's absences exceed ten (10) per semester. These guidelines are in line and consistent with those of the high school requirements and expectations. The decision will be made on a case-by-case basis and will include the reason(s) for the excessive absenteeism as well as the grades earned.

Student Performance Policy IKA, IKAB Grades are cumulative through all four quarters of the school year) The *grading system* at HJHS is as follows: A=90%-100%, B=80%-89%, C=70%-79%, D=60%-69%, F=59% or below. Students are issued progress reports as follows:

- 1st quarter progress report
- 1st semester grade
- 3rd quarter progress report
- Final grade

Required Courses Policy IIE

8th Grade

English /Pre-Advanced Placement English	1 class
Math/Pre-Advanced Placement Math	1 class
Science	1 class
Social Studies /Pre-Advanced Placement Social Studies	1 class
Elective Classes to include Real Game – Careers/ECAP	2 classes semester

Minimum points to be considered for promotion = 4 classes

Students must receive a passing grade (60% or higher) in math, science, social studies, and English to be considered for promotion/participation in promotion activities.

7th Grade

English / Pre Advanced Placement English	1 class
Math/ Pre-Algebra	1 class
Science	1 class
Physical Education	1 class
Social Studies / Pre-Advanced Placement Social Studies	1 class
Elective Classes (4 semester classes or 2 year-long classes)	4/2 classes

Minimum points to be considered for promotion = 4 classes

Students must receive a passing grade (60% or higher) in math, science, social studies, and English to be considered for promotion

6th Grade

Science	1 class
Social Studies	1 class
Math/Advanced Math Courses.....	1 class
Language Arts/Reading/Writing	1 class
Mini-series courses: Keyboarding, Physical Education, Art, Industrial Arts	

Minimum points to be considered for promotion = 4 classes

Students must receive a passing grade (60% or higher) in math, science, social studies, and English to be considered for promotion.

**Students have the opportunity to attend choir/band.*

Teacher Recommendation: The classroom teacher is the person who is in the best position to determine whether a student shall be promoted to the next grade level or not. State Law gives a student’s teacher this authority. Therefore, this area is given one of the highest priorities when promotion is being considered.

Mastery of Arizona State Standards: The State of Arizona has identified specific standards that must be “mastered” by a student before they can be promoted to the next grade level. Students who do not score a 3 (Proficient) or 4 (Highly Proficient) in math and English Language Arts (ELA) on the AzMERIT assessment will be placed in courses to assist them in progressing towards a score of 3 or 4.

Committee of Review: If a student is scheduled for retention because of failure to meet any of the above minimum standards, the parents may request in writing, within five days of failure notification, a review of the decision. When the school receives such a request, a Committee of Review will be called to consider any information, which the student or his/her parent(s) feels may be pertinent to

a decision concerning promotion. After hearing any additional information, which may be presented, the Committee may either re-affirm the original decision to retain the student, or it may overturn the earlier decision and recommend a promotion.

Homework Procedure Policy IKB Homework

Homework may not be given as a penalty. Generally home assignments should not exceed 10 minutes per grade level, ex: 6th grade 60 minutes, 7th grade 70 minutes, etc.. More homework than this may be assigned to students who need to make up assignments or who didn't complete their work at school.

HUSD's Gifted Education Program-Policy IHBB Gifted Education

HUSD's gifted education program is designed to provide appropriate services for students who require differentiated educational programs and/or services beyond those normally provided by the regular school program. Our program complies with Arizona Law that mandates that school districts identify gifted students as those scoring at the 97th percentile on a state approved test of reasoning ability. All students scoring at the 97th percentile or above on any one of the three batteries of the Cognitive Abilities Test and/or the RAVEN test administered by Holbrook Unified District personnel will qualify for placement. The tests are administered three times a year. Please contact the school principal if you have any questions regarding the gifted program.

Attendance Policy

Consistent with state law and District Policy JE, Holbrook School District #3 subscribes to the philosophy that the parent/guardians are primarily responsible for the attendance of their children. **(ARS 15-802) 15-802. School instruction; exceptions; violations; classification; definitions:**

A. Every child between the ages of six and sixteen years shall attend a school and shall be provided instruction in at least the subjects of reading, grammar, mathematics, social studies and science. The person who has custody of the child shall choose a public, private, charter or home school as defined in this section to provide instruction.

B. The parent or person who has custody shall do the following:

1. If the child will attend a public, private or charter school, enroll the child in and ensure that the child attends a public, private or charter school for the full time school is in session.

State law requires that a parent or guardian authorize a student's absence from school and notify the school in advance or at the time of the absence. This notification saves the school time and helps to protect the child. If a student is absent and the school has not been notified, the school will do its best to contact the parent by phone. It is vital that the school have one or more phone numbers to contact a parent/guardian during the school day. If a phone number changes, inform the school right away.

When it is impossible for the parent or guardian to notify the school in advance or at the time of the absence, please notify the school that the absence was authorized on the morning the student returns to school. If no notice or authorization is received within one day of the student's return, the absence shall be considered unexcused.

State auditing procedures require that when a student is absent due to a doctor or a dentist appointment, the office must have a statement from the physician or dentist on file. If a doctor/dentist statement is not submitted to the office, a "parent authorized" code will be marked on the student's attendance record instead of a "doctor's appointment."

Attendance Guidelines

Under District Policy JH, legal excuses for absences from school include the following:

1. Personal illness: The school may require a certificate from the attending physician.
2. Illness in the family: It is expected that the student's work will be kept current.
3. Quarantine: The absences arising from this condition are limited to the length of the quarantine as determined by the proper health official.
4. Death of a relative: The absences arising from this condition are limited to three days unless reasonable cause is shown by a relative or parent for a longer absence.

5. Observance of a religious holiday: Any student may be excused if the reason for the absence is for the purpose of observing a religious holiday consistent with that person's beliefs or creed.

Pursuant to A.R.S. §15-901(A)(1), "...excused absences shall be identified by the Department of Education...". The Department of Education defines an excused absence as being an absence due to illness, doctor appointment, bereavement, family emergencies and out-of-school suspensions. The Department of Education delegates the decision of family vacations as an excused absence to individual school districts and charter holders. All absences in excess of a cumulative 10% (18 days) of the instructional days for the school year shall be reported as unexcused. Statute does not prohibit the reenrollment of a student withdrawn after 10 consecutive unexcused absences. However once a student crosses the 10% (18 days) threshold, all absences shall be reported as unexcused regardless of multiple enrollments within the same LEA.

Definite unexcused absences:

Uninformed absence, ditching, no clean clothes, missing the bus, bus suspension,
shopping, hunting, working, vacation, babysitting, oversleeping, out of town.

Steps to Follow When Absent

1. The parent or guardian should phone the school (524-3959) and notify the office of the absence prior to 10:00 a.m. on the day of the absence. Absences not verified within 48 hours of the student's return to school will be considered "truancy" and referred to the school administration for disciplinary action.
2. The parent or guardian should write an excuse giving the name of the student, the date, the dates of the absence, the reason for the absence, and his/her signature.
3. The student presents the note to the attendance clerk prior to 8:05 on the day of his/her return. **This must be done before going to first period.**
4. All missed work must be made up. It is the responsibility of the student to ask for the work that was missed and turn it in as directed by the teacher. The student will have a minimum of one day per each day

absent to make up assignments missed. The maximum time to make up assignments is to the end of the current reporting period (every 4½ weeks) unless special arrangements are made between the student, parent, teacher and principal.

5. Zeros will be entered in the grade book until missed assignments are made up.

Attendance Reporting and Procedures

Under District Policy JH, school absences will be monitored closely by school personnel. Parents will be given a copy of attendance procedures at the time of registration. Students having perfect attendance are recognized at the end of each quarter, each semester, and the end of the year.

When a student is absent and parents have not notified the school, the attendance clerk and a member of the Attendance (“A”) Team will make every effort to contact the parent by phone or home visit to verify the absence. More than four (4) absences in a nine (9) week period (one quarter) are considered excessive and can result in failure of one or more classes. On the occurrence of the sixth (6), twelfth (12), and (15) fifteenth absence, a registered letter will be sent to the parent stating that absences are excessive and may result in a failing grade. On the occurrence of the (18) eighteenth absence, parents will be notified of excessive absences, and will be required to attend a due process hearing, with school officials, where documentation will be received and policies will be reviewed and Arizona laws cited. Absences following the due process hearing could result in a citation for “excessive absences.”

Extended School Day for excessive absenteeism

Attendance at school is vital to students’ success at all levels of education. Each absence results in missed information, knowledge gaps, and the stress of making up work without the necessary classroom instruction. **Students who reach the 10% threshold of 18 absent days, will be offered extended school days in an attempt to provide the needed support and instruction. Two extended school days will be assigned for each single day of absence beyond the 10% (18 days) threshold. The extended school day will be held from 3:30 p.m. to 6:00 p.m.**

Closed Campus

- The school campus is closed during the school day and at lunchtime.
- Students are considered to be “on campus” when the bus drops them off on Buffalo Street or *parents drop them off on 3rd Avenue in the drop off zone*, as well as when a student walks on to campus.
- Students who participate in after school activities may not leave campus prior to the after school activity.
- Students can only be checked out of school by parents or legal guardians. The school WILL NOT release a student to someone other than the parent or legal guardian without the consent, either in writing or via telephone/email, of the parent or legal guardian. There will be no exceptions to this policy.
- No student will be allowed to leave campus in the morning or during lunch, unless a parent or guardian checks them out of school.
- Any student caught off campus, during lunch, at a restaurant or store, not accompanied by a parent or guardian, will be considered ditching.
- Students cannot be in any parking areas.

Sign Out Procedures for Leaving Campus

If it is necessary for a student to leave campus during school hours because of an emergency, he/she must be signed out in the office by the parent, guardian, or authorized adult. The school nurse can be contacted by the office for anyone who becomes ill during the school day. Failure to sign out properly may be construed as ditching by the school, resulting in discipline proceedings. When a student returns to school, he/she must report to the office and sign in.

Transportation-Policy EE

Students being transported are under the authority of the bus driver and shall observe established and appropriate standards of classroom behavior and dress while riding a bus. “ Please communicate with your child’s respective school if there are any bus stop changes by 2 pm each day. If there are changes, please be sure to have an adult present to pick up your child.

Students shall also observe the following specific standards:

1. Obey driver's instructions.
2. Keep aisles clear.
3. Remain seated until the scheduled stop.
4. Keep hands, arms, feet, legs and head inside the bus.
5. Talk quietly. Do not yell or use vulgar or abusive language.
6. Keep hands off others. Be courteous.

7. Do not throw anything inside the bus or from the bus.
8. Do not eat or drink unless allowed to do so by the bus driver.
9. Do not carry animals, glass containers, weapons, tobacco, alcohol or drugs on the bus.
10. The use of music devices are not permitted on the bus. Students must wear ear plugs to listen to music.
11. Sit in assigned seats if seats are assigned.
12. Maintain appropriate standards of conduct while traveling to and from school and at the bus stop.
13. Be at the designated bus stop five minutes prior to pick up. "
14. We ask that parents and students **NEVER** pursue the bus if missed, buses will only stop at assigned bus stops due to safety reasons.
15. For safety purposes, **ONLY** students may board the school bus; no one else will be allowed to board the bus for any reason.

In addition, all bus rules are posted in the buses and will be enforced by the bus driver. The school bus is considered an extension of the classroom; therefore, behaviors contribute to safety, please discuss this with your child. All student conduct rules apply on all school buses. Transportation to school is a privilege not a right.

School Bus Conduct Procedure

School board policy requires students to conduct themselves prior to boarding, on the bus, and subsequent to leaving the bus in a manner consistent with established standards for classroom behavior. **Under Arizona Law it is a privilege-not a right to ride a school bus and all school bus riders are under the direct control of the bus driver and subject to his/her instructions. Students who miss the scheduled departure time will be required to supply their own transportation home.**

When a student does not conduct him/herself properly, the bus driver will speak to the student about their behavior and inform the student's principal of the misconduct. The student's conduct may then be brought to the attention of the parents.

In the event that a child is suspended from riding the bus, whether it is short term or long term, the parents of the student(s) involved become responsible for

transportation to and from school.

Students riding on special activity buses are under the direct supervision of the bus driver in cooperation with the monitor. Students who do not conduct themselves properly will be denied the privilege of riding on special activity buses.

Special Education Busing

Students with disabilities who require transportation, as indicated in their respective individual education programs maybe eligible for special education busing to and from school. This is contingent on the needs of the child and the Special Education Director.

Students who reside within a mile of school where there is no evidence of a hazardous or difficult routes exist, are considered to be a Walker. *Policy EEAA Walkers*

Denial of Bus-Riding Privileges

The building administrator may deny bus-riding privileges for inappropriate/disruptive behavior. A reasonable effort will be made to notify the parent prior to the denial taking place.

Student Services Awards

Top ten percent. To be eligible for the top 10% of the 8th grade class, a student must have been in attendance at HJHS during their entire seventh and eighth grade years. The top 10% will be figured by using the grade point average (GPA) for the 4 quarters of the seventh grade year and the first 3 quarters of the eighth grade year. These will be averaged for a final GPA. In case of a tie, sixth grade GPA's will be used. If a tie cannot be broken, the students will hold the same ranking.

Honor Roll Policy IKD To be eligible, the student must have a "B" average. One "C" will be allowed, which must be offset by at least one "A", no "D" or "F" grade is allowed. Students who earn placement on the *Honor Roll* every grading period throughout the entire school year will be recognized with a special certificate at the Annual Honors Assembly.

Superintendent's List. To be eligible, the student must have straight "A's". Students who earn placement on the *Superintendent's List* every grading period throughout the school year will also be awarded a special certificate or pin for this accomplishment.

Perfect Attendance. Perfect attendance is perfect attendance. Students will be in attendance from 8:05 a.m. to 3:20 p.m. with no tardies, brief checkouts, or early checkouts. Lunch checkouts are not an absence if returned on time. Students will be recognized at the end of each 9-week period. Special recognition will be given at the End of the Year Awards Ceremony to those students who had perfect attendance all year.

End of Year Awards. Teachers honor students for high achievement. The teacher of each class determines the criteria for these awards.

Athletic Awards. These awards are listed in the athletic handbook.

Other awards and/or prizes are given by civic organizations that wish to honor HJHS students with high achievement in different areas.

Infinite Campus Parent Portal

The IC Parent Portal provides real-time access to announcements, assignments, attendance, grades, schedules and more. Parents can see what is currently happening in their child's classrooms so they can understand, monitor, and participate in their child's educational process. Usernames and passwords are issued to parents at registration. If any issues arise parents can call the office for assistance.

Student Assistance Program (SAP)

SAP is a school-based program that includes a systematic effort to identify, assess, support and educate students with issues that affect a student's social and emotional health and possible impact upon their academic performance. The SAP provides support services for students seeking to develop healthy coping skills, learning to make positive lifestyle choices, and substance abuse. Each

peer-support group meets *once a week for eight weeks*, either during regular school hours or after school and is co-facilitated by staff members who have been specially trained in the SAP. Referrals to the SAP may be made by staff, parents, students, or self-referrals. The referral forms are located in the waiting area of the front office or you may contact the junior high school counselor or the principal to obtain a referral form

Health Office

The health office is located next to the library entrance. Emergency care is provided by a school nurse or health aide for students who become ill or injured at school. Students must secure a pass from their teacher before visiting the health office during class hours. Students are never excused to go home unless a parent is contacted by the school attendance secretary or the health personnel. The health office should be informed of any special or serious medical needs or conditions that pertain to students. Every student must have an Emergency Release Form on file in the health office.

Epidemic/Infestation Prevention

The Holbrook School District is a social organization in which students and staff closely interact and associate. As a result, it is important that any communicable illnesses are reported to the schools immediately. Parents have the obligation to report instances of MRSA, pink eye, lice, bed bugs, and any other such illnesses or infestations that may be spread from home to school. Students will not be allowed to attend school, under certain conditions, while the student has a condition that could spread to other students or staff. The Holbrook School District will be diligent in communicating any epidemics or infestations that may occur within each school or throughout the District. All student and employee health related policies may be found in Policy J Students.

Concussions/Head Injuries

A concussion is a brain injury that is caused by a bump or blow to the head. Symptoms of a concussion are as follow:

- Appears dazed or stunned
- Is confused
- Forgetful
- Moves clumsily
- Slow to respond
- Loses consciousness

- Changes in behavior
- Headache or pressure in head
- Nausea or vomiting
- Dizziness
- Double or blurred vision
- Sensitivity to light and/or noise
- Confusion

School personnel will contact parents/guardians immediately and parents/guardians will be advised to seek medical treatment.

Health Activities

The school nurse performs scoliosis screening on all 7th grade students in the spring. This is a simple visual exam of the students back to check for curvature of the spine. If you do not want your child screened, contact the nurse's office. The 7th grade students are given one hour of instruction on growth and development by the nurse (girls) and the male physical education teacher (boys). If you do not want your child to participate, contact the nurse's office.

Medication at School: Under District Policy JLCD, a school nurse or officestaff member may administer a single dose of medication, drug or treatment package in its original container when:

1. The medication has been prescribed by a physician.
2. The medication is in the original, labeled container with directions regarding its administration.
3. The medication is accompanied by a written and signed request from the student's parent/guardian for its administration to the student.
4. The medication is maintained at all times in the custody of a school nurse or office personnel.

STUDENT RECORDS Policy JR-EB

DESIGNATION OF DIRECTORY INFORMATION

During the school year, District staff members may compile non-confidential student directory information specified below.

According to state and federal law the below-designated directory information

may be publicly released to educational, occupational or military recruiting representatives without your permission. If the Governing Board permits the release of the below-designated directory information to persons or organizations who inform students of educational or occupational opportunities, by law the District is required to provide the same access on the same basis to official military recruiting representatives for the purpose of informing students of educational and occupational opportunities available to them, unless you request in writing that the school not release the student's information without your prior signed and dated written consent. *If you do not object to the release of any and all of the below-designated information in writing, then the District must provide military recruiters, upon request, directory information containing the student's names, addresses and telephone listings.*

If you *do not* want any or all of the below-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 checking off any or all of the rejected information, signing the form at the bottom of this page, and returning it to the Principal, within two (2) weeks of receiving this form. 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's/daughter's designated directory information.

To: (Name of school's principal)

I *do not* want **any or all** the information I have ☒ below concerning (student's name) _____ designated as directory information and released to any person or organization without my prior written consent:

- ☐ Name ☐ Address ☐ Telephone listing ☐ Electronic mail address
- ☐ Date and place of birth ☐ Photograph ☐ Dates of attendance ☐ Grade level
- ☐ Honors and awards received ☐ Major field of study
- ☐ Enrollment status (e.g., part time or full time)

- ☐ Participation in officially recognized activities and sports
- ☐ Weight and height of members of athletic teams
- ☐ Most recent educational agency or institution attended

(Parent/guardian signature)	(Date)	
-----------------------------	--------	--

Annual Notification to Parents Regarding Confidentiality of Student Education Records [34 C.F.R. 300.612]

Dear Parent:

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. The Governing Board has established written policies regarding the collection, storage, retrieval, release, use, and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents' and students' rights to privacy. These policies and procedures are in compliance with:

The Family Education Rights and Privacy Act; Title 20, United States Code, Sections 1232g and 1232h; and the Federal Regulations (34 C.F.R., Part 99) issued pursuant to such act; Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT ACT); ESSA Act of 2001 (NCLB); The Individuals with Disabilities in Education Act; 20 U.S.C. Chapter 33; and the Federal Regulations (34 C.F.R. Part 300); and Arizona Revised Statutes, Title 15, sections 141 and 142

Student education records are collected and maintained to help in the instruction, guidance, and educational progress of the student, to provide information to parents and staff members, to provide a basis for the evaluation and improvement of school programs, and for legitimate educational research. The students' records maintained by the District may include - but are not necessarily limited to, identifying data, report cards and transcripts of academic work completed, standardized achievement test scores, attendance data, reports of psychological testing, health data, teacher or counselor observations, and verified reports of serious or recurrent behavior patterns.

These records are maintained in the office of the District under the supervision of the school administrator and are available only to the teachers and staff members working

with the student. Upon request, the School discloses education records, including disciplinary records, without consent to officials of another school district in which a student seeks or intends to enroll. Otherwise, records are not released to most agencies, persons or organizations without prior signed and dated written consent of the parent [34 C.F.R. 99.7]. The signed and dated written consent may be in electronic form under certain conditions [34 C.F.R. 99.30].

STUDENT WELLNESS (Policy JL)

The School District strives to make a significant contribution to the general well-being, mental and physical capacity, and learning ability of each student while affording them the opportunity to fully participate in the educational process.

The District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Healthy eating is demonstrably linked to reduced risk for mortality and development of many chronic diseases as adults.

To ensure the health and well-being of all students, the Board shall promote and monitor student wellness in a manner that the Board determines is appropriate in the following areas:

- *Nutrition Guidelines:* All foods available in each school during the day will have as a primary goal the promotion of student health and the reduction of childhood obesity. All guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture, as those regulations and guidance apply to schools.
- *Nutrition Education:* The goal is to influence students' eating behaviors by providing nutrition education that is appropriate for students' ages; reflects students' cultures; is integrated into health education or core curricula; and provides opportunities for students to practice skills and have fun.
- *Physical Activity:* The goals for physical activity are to provide opportunities for every student to develop the knowledge and skills for specific physical activities, to maintain students' physical fitness, to ensure students' regular participation in physical activity, and to teach students the short- and long-term benefits of a physically active and healthful lifestyle.
- *Other School-Based Activities:* The goal is to create a total school environment that is conducive to healthy eating and physical activity.
- *Evaluation:* A primary goal will be to regularly (at least annually) evaluate the effectiveness of this policy in promoting healthy eating and changing the program as appropriate to increase its effectiveness.

- *Parent, Community and Staff Involvement:* A primary goal will be to engage family members, students, and representatives of the school food authority, the Governing Board, school administrators, and the public in development and regular review of this school policy.

The Superintendent is directed to develop administrative regulations to implement this policy, including such provisions as may be necessary to address all food and beverages sold and/or served to students at school (i.e., competitive foods, snacks and beverages sold from vending machines, school stores, after-school programs, and funding-raising activities and refreshments that are made available at school parties, celebrations and meetings), including provisions for staff development, family and community involvement and program evaluation. Regulations and exhibits created for the purpose of implementing this policy shall be considered, in effect, to be an extension of this policy.

Adopted: date of manual adoption

LEGAL REF.: A.R.S. **15-242**

The National School Lunch Act (**42 U. S. C. 1751** *et seq.*) and the Child Nutrition Act (**42 U.S.C. 1771** *et seq.*), as amended.

EBAA
**REPORTING OF HAZARDS/
 WARNING SYSTEMS**
(Pesticide Application Notice)

The intent of this policy is to ensure that students, employees, and parents/guardians receive adequate notice prior to pesticide application.

In accord with A.R.S. 15-152, the District shall:

- A. Provide notice of pesticide application during a regular school session to students, employees, and parent/guardians, given in a form reasonably calculated to provide a warning at least forty-eight (48) hours prior to such application.

- B. Provide for oral notification to pupils and employees during the regular school session.
- C. Provide written, electronic or telephonic notification to parents or guardians at least forty-eight (48) hours prior to the application of pesticides.

Pest-control applicator(s) employed by the District shall provide the school contact person with notice at least seventy-two (72) hours prior to the date and time the application of pesticides is to occur, including in such notice the brand name, concentration, rate of application, pesticide label, material safety data sheet, the area or areas where the pesticide is to be applied, and any use restrictions required by the pesticide label. Prior to the application, the applicator shall provide the school contact person with a written pre application notification containing the following information:

- A. The brand name, concentration, rate of application, and any use restrictions required by the label of the herbicide or specific pesticide.
- B. The area or areas where the pesticide is to be applied.
- C. The date and time the application is to occur.
- D. The pesticide label and the material safety data sheet.

In case of pesticide applications performed for or by public health agencies or emergency applications because of immediate threat to the public health, the licensed applicator shall give the school office oral and, if possible written notice, with posting of the areas to be treated in accord with A.R.S. 32-2307.

The Superintendent may require the pest-control applicator to fill out and make all required postings in accord with statute and with District policy and regulation. The name and telephone number of the applicator shall be attached to any posting. Only a certified applicator may apply pesticides at a school. The Superintendent shall prepare regulations for the implementation of this policy.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

15-152
32-2301
32-2307
32-2311.01

CROSS REF.:
IKEA- Make up Opportunities

Name of pesticide	Concentration levels	Rate of Application	Restrictions
Talstar P	.03%	.5 fl. oz./1,000 sq. ft.	Cannot be sprayed higher than 3 feet on wall surfaces. Cannot be sprayed on surfaces not protected from rain or sprinklers. May be sprayed on eaves and overhangs.
Areas sprayed	Date and Time of Application	Where to locate the pesticide labels and material safety sheet	
Baseboards behind furniture, in cabinets, and closets. No walls exposed directly to students.	Every third Monday and fourth Tuesday of each month after 4:00pm.	Each school office, the district office, and the grounds/ maintenance building.	

Pesticide Use

"In an effort to provide a safe and sanitary learning environment free of insects, spiders and other pests Holbrook Unified School District utilizes pesticides on the campuses. The pesticides are applied professionally, after school hours, no earlier than 4:00pm, on the **third Monday and the fourth Tuesday of each month**. We limit application to the exterior walls and foundation, eaves, and overhangs as needed. No pesticides are applied higher than three feet on any wall. Interior spaces are only spot sprayed in problem areas not accessible to children such as behind furniture, inside cabinets, or in closets. The pesticide used is **Talstar P** at a concentration of 0.03% and applied at a rate of 0.5 fluid ounce per 1,000 square feet. A posting at each school site is made 24 hours prior to application of any pesticide. A fact sheet can be found at each school office, the district office, and the grounds/maintenance building with information including potential hazards with exposure, proper application, first

aid, storage guidelines, etc. On occasion, persistent issues may require the utilization of an alternate pesticide. At that point, the 24 hour notice will be updated and posted at each site where application is expected noting the alternate chemical to be applied. If your student has a known allergy to a pesticide please communicate this to the school office secretary and nurse for noting on your student's record."

Library

The library is located at the south end of the "A" Building. It is provided for the use of all HJHS students. Students may use the library during regular class hours with prior arrangements of the teacher and with a pass. The library will enforce "quiet hours" at all times. There are no fines for overdue books; however, students who keep materials "overdue" forfeit all library privileges until the records are clear. Lost or damaged books will be paid for to clear library records. Students must pay all fees prior to promotion.

Student Council Policy JIBA Student Government

The purpose of the Student Council is to initiate and to plan the students' extra-curricular activities. It serves to unite all organizations for the benefit of all.

Scheduling of Student Activities

To schedule an activity on the activity calendar, the sponsoring group must obtain a student activity request form from the student council sponsor. The activity request must be submitted to the student council and the administration 2 weeks prior to the planned activity. In order to be considered by the student council and the administration, all activity requests must have a class or club sponsor signature.

Dances, Clubs, and Incentive Activities

1. Dances may be scheduled during the school year.

2. Faculty chaperones will require student passes to be shown prior to admittance. Students must have a signed permission slip from a parent/guardian before receiving a pass to attend any after school activity.
3. Students who leave the building during a dance will not be permitted to return.
4. A faculty sponsor will deny admission to any student who has been drinking alcoholic beverages.
5. Without the necessary chaperones, no dances, clubs, or incentive activities will be allowed.
6. Persons who are not enrolled students of Holbrook Jr. High School may not attend dances, clubs, or incentive activities.
7. All students attending a Holbrook Jr. High dance, club, or incentive activity will follow the "Dress Code."
8. Students with less than 70 behavior points or are "off campus suspended" will not be allowed to attend any after school activity.

Interscholastic Athletics

The following sports are offered:

Softball	Basketball	Football	Soccer (intramural)	Volleyball
Track	Wrestling			

Under Policy JJIB, students are eligible to participate in these programs which feature competition against neighboring junior high schools if they meet the following standards:

- May not be fifteen (15) years old prior to September 1, of the current school year.
- Birth Certificate is recommended.
- Students must have a physical on file.
- Insurance - Either purchase a school plan or parents sign they have family insurance coverage.
- Parent Permission – Parents' signature on the form provided allowing the student to participate in the Interscholastic Athletic program.

Discipline:

Maintain 70 points or higher on the school's behavior code. Any criminal act may result in the loss of eligibility for the remainder of the school year, season, or whichever is deemed appropriate. If the athlete is prosecuted and/or arrested for a criminal act, the athletic director and coach, with input from the principal, have the authority to suspend or remove the athlete from the team.

Maintain proper grades according to the Academic Eligibility code:

Grades are checked every Monday at 7:30 a.m. by the athletic director.

Any student athlete with a failing grade in any class will be given a warning week that week. Any student athlete with a failing grade in any class the very next week will be ineligible for competition that week. The period of ineligibility will be from that Monday through the following Sunday.

Any student athlete with a failing grade in any class for a 3rd consecutive week may be dropped from the team. This will be determined at the discretion of the coach, athletic director and administration. The following will be considered:

- Is the activity conflicting with the student's academic progress? (Data to prove)
- Is the activity serving as a motivator for students to improve academic performance? (Data to prove)
- The length of season remaining

On Monday, after grade checks are completed, a student who has been ineligible will become eligible if all grades are passing; unless they have been released from the team.

If a student is failing one week in any class and all grades are passing the second week, the student athlete becomes eligible to participate. If a student athlete receives a failing grade in the 3rd week or later, the student will receive another warning. Ineligibility requires two consecutive weeks with a failing grade in any class.

Student athletes assigned to after school tutoring must attend tutoring for half of the time. During the other half, they may attend practice. If tutoring falls on the day of a game, the student athlete must acquire prior approval to participate from the athletic director/principal to change the tutoring day.

Attendance—Student athletes are expected to attend all classes on a daily basis:

Any athlete who has missed any part of a school day due to a non-illness related absence, that has not been pre-excused, is not eligible to attend practice or a

contest that evening.

Friday attendance in school is required for participation in a Saturday contest unless prior approval is obtained from the building principal.

Students that are found to be truant from any class during the season may be suspended from participating in the next scheduled contest. Habitual truancy may result in removal from the team.

Students are expected to be in class on the day after a late return from an event. Students who are not in school may be considered truant unless excused by the school.

Awards

An athletic award is a symbol of athletic accomplishment, good sportsmanship, and observance of athletic policies. The following are awards that will be given by coaches at the end of each season:

- Participation Certificate – All athletes receive a participation certificate upon completion of their sport.
- Scholar Athlete – Certificates will be given to each athlete who has a GPA of 3.5 or higher during the grading period of that sports season. The athlete can have no violations of team rules or have been removed from the team.
- Team Scholar – Certificates will be given to each athlete on a team that has acquired an average GPA of 3.1 or higher.

End of the Year Awards

Sarita Lewis Award – This award goes to one 8th grade male or female student athlete who exemplifies the qualities of leadership, sportsmanship, determination, athletic skill, etc. The student athlete must have participated in all four seasons, be nominated by a coach, and receive a majority vote of the coaches. Grades will be taken into consideration. The student will receive a certificate and a 5” x 7” plaque.

Male and Female Scholar Athlete of the Year – The 8th grade student must participate in all 4 seasons and have maintained a 3.5 GPA or higher for the

school year. They must be nominated by a coach and receive a majority vote by the coaches. A 3” medallion on a red, white, and blue ribbon and a certificate will be given at the end of the year.

Male and Female Athlete of the Year – The 8th grade student must participate in all 4 seasons, be nominated by a coach, and receive a majority vote by the coaches. A 3” medallion on a red, white, and blue ribbon and a certificate will be given at the end of the year.

Certificate of Participation – A certificate of participation will be given to all 8th grade students who participated in all 4 seasons.

General Information

Fire, Lock Down, Hit the Deck, Tornado, and Bus Evacuation Drills

Upon hearing the signal, students will follow proper procedures posted in each classroom. All drills must be taken seriously at all times with all movements being done in a neat and orderly manner. After all is clear, the call to return to classes will be given over the P.A. system.

Textbooks

The Holbrook School District provides textbooks that can be checked out from the teacher. If a book is lost, stolen, damaged, or destroyed, the replacement cost will be charged to the student to whom the book was issued. If the student finds the lost textbook at a later date, the amount the student paid will be reimbursed minus damages.

Student Surveys

Consistent with policy JRR, at the beginning of every school year, every school district and charter school shall obtain written informed consent from the parent of a pupil to participate in any survey pursuant to A.R.S. [15-117](#) for the entire year. A parent of a pupil may at any time revoke consent for the pupil to participate in any survey pursuant to subsection A of section [15-117](#). For any pupil who is at least eighteen years of age, the permission or consent that would otherwise be required from the pupil's parent pursuant to this section is required only from the pupil. All surveys conducted pursuant to subsection A of section

[15-117](#) shall be approved and authorized by the school district or charter school. The school district or charter school is subject to the penalties prescribed in subsection L of section [15-117](#). A teacher or other school employee may not administer any survey pursuant to subsection A of section [15-117](#) without written authorization from the school district or charter school.

Hall Passes

Any time a student needs to be out of a class, they must have a properly signed handbook/planner with the date and time. No student should be in the hall or out of class without a handbook. (One handbook per student)

Telephone

School telephones are to be used only for school business and with the consent of the office staff. They are to be used before school, at lunch, and after school. Emergencies are always the exception.

Visitors

If you wish to bring a visitor to Holbrook Jr. High School arrangements should be made through the principal two weeks in advance with written permission from all teachers involved, and a visitor's pass obtained. Visitor passes will be issued only to those who are currently enrolled in a junior high school. Students on suspension from school will not be issued a visitor's pass. Visitor passes will not be issued for dances. Students not enrolled at HJHS are not allowed on school grounds from 7:45 a.m. to 3:30 p.m.

General Rules

Acceptable Use Policy-(AUP)-For computers

Holbrook Jr. High School is dedicated to bringing the very best in education to our students. With the technology capabilities of the district, a whole new world of information is available. Students have access to current information easily and can share information with other schools, colleges, organizations, and students around the world. With this capability comes responsibility. Holbrook schools must maintain our network and the integrity of education. Before a student can have access to the Internet, they must have a signed copy of the AUP on file with the school each year. Parents must also sign this form. A copy of the full acceptable use policy is provided with the signature sheet. Parents

and students should be aware of the following “conditions of use” within this policy:

- 1) Any cost or expenses incurred by the district, including reasonable attorney’s fees, due to the improper downloading, purchasing, or transmission of material or information in violation of any local, state, or federal laws becomes the express liability of the parent/guardian.
- 2) Costs incurred by the district for vandalism or any malicious attempt to harm or destroy another’s data, the district network or other agencies’ networks become the express liability of the parent/guardian. This includes the deliberate uploading, downloading or creation of computer viruses.
- 3) Use or misuse of information obtained on the Holbrook School District #3 network is “at your own risk.”

A complete copy of the Acceptable Use Policy can be obtained from the Holbrook Jr. High main office or the district web page www.holbrook.k12.az.us. Consequences for AUP violations may include loss of computer privileges for a designated period of time plus any additional violations as applicable per the HJHS student handbook.

BULLYING

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

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

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

- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyber bullying,
- exposure to social exclusion or ostracism,

- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- damage to or theft of personal property.

Cyberbullying: Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other internet communications, on school computers, networks, forums, and mailing lists, or other District owned property, and by means of an individual's personal electronic media and equipment.

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

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

HAZING

Under Policy JICFA and ARS 15-341 and 15-2301, there shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to District schools within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdrawal from the District school.

Definitions

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

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

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

Directions

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing. In accord with statute, violations of this policy do not include either of the following:

- Customary athletic events, contests or competitions that are sponsored by an educational institution.
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.

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

Reporting/Complaint Procedure

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

A person who complains or reports regarding hazing may complain or report directly to the school administrator or to a professional staff member. The professional staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purpose. At a minimum the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. When a professional staff member receives the information, the staff member will transmit a report to the school administrator or supervising administrator not later than the next school day following the day the staff member receives the report/complaint.

The report/complaint will be investigated by the school administrator or a supervising administrator. The procedures to be followed are:

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the timeline may only be by necessity as determined by the Superintendent.
- The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.

All violations of this policy shall be treated in accord with the appropriate procedures and penalties provided for in District policies related to the conduct and discipline of students, staff, and others. (see reporting form in the back of the handbook)

SEXUAL HARASSMENT POLICY

All individuals associated with the Holbrook District #3, including; but not limited to, the Governing Board, the administration, the staff, and the students, are expected to conduct themselves at all times, so as to provide an atmosphere free from sexual harassment.

1. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when made by a member of the school staff to a student or to another staff member, or when made by a student to another student where: Such conduct has the purpose or effect of substantially interfering with an individual's education or work performance, or creating an intimidating, hostile, or offensive employment or education environment.
2. Sexual harassment may include, but not limited to:
 - a. Suggestive or obscene letters, notes, jokes, invitations, derogatory comments, slurs, epithets, assault, touching, impeding or blocking movement, leering, gestures, or display of sexually suggestive objects, pictures, or cartoons.
 - b. Continuing to express sexual interest after being informed that the interest is unwelcome (reciprocal attraction between peers is not considered sexual harassment).
 - c. Engaging in coercive sexual behavior to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.
 - d. Anyone who is subject to sexual harassment, or who knows of the occurrence of such conduct, should inform the compliance officer, as provided in ACA-R (counselor, dean of student, or principal).
3. A substantiated charge against a student in the district shall subject the student to disciplinary action, which may include suspension or expulsion.
4. All matters involving sexual harassment complaints will remain confidential. Ref: ARS 41-1461 et seq. Title VII, Sect. 703; Title IX; Fed. Reg. 74676.

STUDENT CONDUCT ON BUS (Policy EE)

Purpose/Intention: Under District Policy JICC, the purpose of this procedure is to provide a safe environment for those students and staff who ride on the

Holbrook School District buses.

Procedure: The school board requires students to conduct themselves, prior to boarding the bus and subsequent to leaving the bus, in a manner consistent with established standards for classroom behavior. Under Arizona Law, it is a privilege, not a right, to ride a school bus, and all the school bus riders are under the direct control of the bus driver and subject to his/her instructions. When a student does not conduct him/herself properly, the bus driver will speak to the student about their behavior and inform the Principal of the misconduct. The student's misconduct may then be brought to the attention of the parents. Jr. High students will not receive any warnings prior to issuance of a Bus Conduct Report. Students who are issued a Bus Conduct Report may have their bus riding privileges suspended. In such cases, the parents of the student(s) involved become responsible for transportation to and from school. Students who miss the scheduled departure time will be required to supply their own transportation home. Students riding on special activity buses are under the direct supervision of the bus driver in cooperation with the monitor. Any student wishing to ride an activity bus must have a written pass issued by the coach or sponsor before being allowed to board the bus. Students without a pass will not be allowed to board the bus. Students who do not conduct themselves properly will be denied the privilege of riding on special activity buses.

STUDENT RISK ANALYSIS

The Holbrook Unified School District is dedicated to ensuring our schools have a culture of student safety and student success. Any student that demonstrates identifiable deficiencies in the areas of substance abuse, violence, academics, and antisocial behaviors will be analyzed through a student risk analysis assessment. Each school will develop procedures for a risk analysis; as well as, implement interventions, with assistance from the parents, prior to recommending expulsion from the school. The intent of a student risk analysis is to help the student and parents seek interventions for personal, academic and social deficiencies that may exist in students attending our schools. It is critical that students demonstrate positive behaviors on our campuses. Any behaviors that demonstrate potential risks to students, staff or the overall education

institution will be addressed immediately.

Bicycles, Skateboards, Skates

Bicycles, skateboards, skates, can be brought to school, but may not be used on the school campus. All bicycles must be locked in the bike rack; skates and skateboards brought onto campus must be stored in the office during school hours. Skates and skateboards being used will be confiscated if on campus during school hours. Battery operated skateboards, scooters, hover boards, etc. are not permitted on school campus.

Electronic/Music Devices

Music devices may be used before school, during lunch, and after school in a responsible manner. The devices that are confiscated will be returned at the end of the day on the first violation and to the parents on any following violations. The school will accept no responsibility for lost or stolen devices.

Snowballs, Water balloons, Rocks

Throwing water balloons, snowballs, rocks, or any other object is a danger to the safety and welfare of other students and will result in disciplinary action.

Cell Phones and/or any Communication Devices

Cell phones and/or any communication devices must be stored in the cell phone holder located in each classroom. Students are permitted to use their electronic device between classes, before and after school, during lunch, and in class for educational purposes at the direction of the teacher. However, if any student is found to be using the device inappropriately it will be confiscated and returned at the end of the school day upon the first infraction. Any further infractions the parent/guardian will have to retrieve the device from the school. If inappropriate use of a device continues, the student may lose the privilege of having it at school. Under (ARS 13-3019): Surreptitious photographing, videotaping, filming or digitally recording or viewing is strictly prohibited:

A. It is unlawful for any person to knowingly photograph, videotape, film, digitally record or by any other means secretly view, with or without a device, another person without that person's consent.

B. It is unlawful to disclose, display, distribute or publish a photograph, videotape, film

or digital recording made in violation of subsection A of this section without the consent or knowledge of the person depicted.

A violation of subsection A or B of this section could result in a class 5 felony.

Food and Drink

Students are not to consume food or drinks on campus except in the designated areas and/or designated times. Energy drinks, carbonated beverages, or other non-approved drinks by the state nutrition guidelines will not be allowed on campus. This includes any flavored drinks or powdered mixes. Sports drinks (i.e., Gatorade, PowerAde, and Propel), no larger than 12 oz. may be consumed at lunch in the cafeteria. Water bottles filled with water that are less than 20 oz. may be allowed in the classroom at principal approval (See Wellness Policy JL).

Flowers, Balloons, etc.

Flowers, balloons, and other gifts brought or delivered to school will be held until the end of the 7th period.

Teachers may have other rules not covered in this handbook for their individual classrooms.

Conduct of Students-Policy JIC

In addition to the general rules set herein, the student is expected to obey all rules and regulations adopted by the Board of Education for their conduct. Students shall not engage in any activities prohibited herein nor shall he or she refuse to obey any order given by a member of the faculty or staff who is attempting to maintain public order.

Any student who violates these rules and regulations will be subject to warning, reprimand, suspension, or expulsion, in addition to other civil and criminal prosecution.

LEGAL REF.: A.R.S. 13-2911, 15-341(27), 15-507, 15-521, (A) (4), 15-841, 15-842, 15-843.

CROSS REF.: JIA/JIC/JICA/JICB/JICC/JICFA/JICG/JICH/JICI/ JKA/ JKB/ JKD/JKDA/JKE—Student Discipline—Student Suspension/Expulsion/Due-Process Rights; KGB—Public Conduct on School

Property

Discipline Terms

Definition of terms:

Alcohol: The use, possession or distributing of alcoholic substances; also, student may not consume alcohol off campus and then return to district property or attend a district function.

Arson: Deliberately setting fire to a building or other property.

Beep Downs: Students will be given a “Beep Down” for minor discipline 53 infractions. On the third (3) “Beep Down” for the same infraction the student will be referred to the office for disciplinary action.

Bullying: *See page 48*

Bus Violation: To interrupt, disturb, or break the rules on a school vehicle in transit.

Dangerous Object: Any object or device that can cause injury or death.

Dangerous Weapon(s): The Holbrook Unified School District is dedicated to creating safe school environments. Each school campus is dedicated as a “Weapons Free Zone”. Any student that attends school or school events in possession of a weapon will be dealt with through local policy enforcement; as well as, possible police intervention. It is critical that parents are involved by communicating the importance of not possessing a weapon while on campus. The following details outline some basic information pertaining to weapons on school campuses:

Definition of a weapon: *Any instrument designed for lethal use that is used or displayed as a weapon or used to frighten or intimidate. The term includes a firearm, knife, or destructive device. “Firearm” means any loaded or unloaded pistol, revolver, rifle, or shotgun whether the projectile is expelled by gunpowder, pressurized air, or other source. A knife is considered a weapon regardless of the length of the blade or ability to be locked. Any knife is considered a weapon.*

The possession of dangerous devices/weapons may result in nine days of Off Campus Suspension, plus a discipline hearing for recommendation to the School Board for additional disciplinary action which may include expulsion. This action will be determined through a threat analysis and complete investigation of surrounding circumstances and intent of the

person in possession.

Disorderly Conduct: Personal behavior that disturbs the regular or normal functions of an event.

Ditching: Absence without parent/guardian knowledge at any time during the school day.

Dress Code: *Details on page 64* **Policy JICA Student Dress**

Due Process

Relative to student discipline, due process means that school officials must follow certain notice and hearing procedures before a student can be suspended or expelled. In some situations, there are procedures, which students may follow if they do not agree with the school's actions. Hopefully, students will never be in a situation where due process is needed. If a student is faced with a possible suspension or expulsion, the appropriate due process will be implemented.

Extortion: The solicitation of money or something of value from another person in return for protection or in connection with a threat to inflict harm.

Fighting: The act of overcoming or resolving a problem with another person by engaging in physical conflict.

Forgery: Falsely and untruthfully making or altering a document, a signature or any other instrument.

Gambling: Risking money, etc., on the outcome of something involving chance.

Gang Activity: An association of three or more persons who form an allegiance to each other or for a common purpose and engage, either individually or collectively, in an antisocial, unlawful, illegal, and/or criminal behavior.

Harassment: unwanted and hurtful actions. It can include unwelcome conduct such as verbal abuse, graphic or written statements, threats, physical assault, or other conduct that is threatening or humiliating

Hazing: Any act that injures, degrades, or disgraces—or tends to injure, degrade, or disgrace—any student. A full description of the hazing policy is on page 49.

Illegal Drugs: The use (including inhalation), possession, or distribution of any non-prescribed drug, narcotic, or other noxious substance. This includes off campus use and then being on district property or at a district function. It also

includes use, possession, or distribution of drug paraphernalia and/or imitating the use of a non-prescribed drug, narcotic, or other noxious substance.

Inappropriate Language (Profanity): The use of language, which is not suitable, fitting, or proper for the particular occasion.

Insubordination: Defiance of school rules or authority, insults, profanity, obscene gestures or language.

Loitering: Any person who annoys or molests a child, or who, without legitimate reason therefore loiters on the grounds of any public school at which children are in attendance or within three hundred feet, thereof, shall be deemed a vagrant, and upon conviction fined not more than five hundred dollars, imprisoned in the county jail not more than six months, or both. (ARS 13-2905)

Lying: To make an untrue statement with intent of creating a false or misleading impression.

Physical Assault: A physical attack to hurt an individual.

Public Display of Affection (PDA): Any student engaging in sitting on laps, kissing, or any other personal contact on school grounds or during school events.

Sexual Harassment: Unwanted sexual or gender based behavior that occurs when one person has formal or informal power over the other.

Theft: The act of stealing. The unlawful taking away of another person's property without their consent.

Threats/Intimidation: An expression of intention to inflict evil, injury, or damage.

Tobacco: The use, distribution, or possession of tobacco of any kind.

Trespassing: An unwarranted, unlawful, and illegal act committed on the person, property, or rights of another.

Truancy: (Policy JHB) An unexcused absence for at least one class period during the day (ARS 15-803).

Vandalism: The willful or malicious destruction or defacement of public (school) or private property.

Short-Term Suspension: A short suspension is 1 to 9 days. The notice and hearing required for a short suspension is more informal and abbreviated than for a long suspension or expulsion. There is no legal right to appeal a short suspension. The administrator may immediately suspend a student when the student's presence creates a danger to any student or school personnel. As soon as the danger subsides, the due process procedures for suspension shall be initiated.

Long Term Suspension: A long-term suspension is 10 days or more when a student engages in behavior that is in violation of the rules and regulations set by the school. A formal hearing will be set by the Superintendent to determine length of suspension.

Expulsion: An expulsion is the permanent withdrawal of the privilege of attending a school, unless the Governing Board reinstates that privilege. Only the Governing Board can expel a student. Expulsion shall take effect only after a formal hearing is held, and the Governing Board has made a decision to expel. Written notice shall be sent to the student and parent that the administration has recommended to the Governing Board that the student be expelled. The student and parents shall be given notice of applicable due process procedures. All expulsion hearings shall be conducted by a hearing officer who shall hold a closed hearing to protect the privacy of the student unless the parent requests that it be open to the public. The parent and any student subject to expulsion shall be given written notice of the date, time, and place for the hearing at least five working days prior to the hearing. The Board is the ultimate authority in the district and is not bound to accept the hearing officer's recommendation. If a recommendation for expulsion is made, the decision may be appealed to the Board at the time the Board considers the recommendation.

Appeals: JGDJGE/JFA (1)

Short-term Suspension: No appeal is available from a short-term suspension.

Long-term Suspension: The parent of the suspended student or the student must deliver to the Superintendent a letter directed to the Board within five (5) days after receiving written notice of the long-term suspension. The letter must describe in detail any objections to the hearing or the decision rendered.

Police Involvement: School officials are not required to initiate or complete due process procedures prior to notifying law enforcement officers. If law enforcement officers are notified, the principal or assistant principal will attempt to contact parents by phone. A certified letter will be sent if a parent cannot be reached by phone. Every effort will be made to contact parents/guardians as soon as possible. Any action taken by law enforcement officers will be in addition to action taken by the school district. **Policy JIH Student interrogation, searches, and arrests**

School Resource or Other Law Enforcement Officers on Campus

Cooperation with law enforcement agencies is desirable, keeping in mind the

rights of pupils and parents. This cooperation must recognize the functions of the schools, be in harmony with the Constitution of the United States, the laws of Arizona, and recognize the potential enrichment that law enforcement agencies can make in the educational program.

Interviews: Interviews of pupils by law enforcement officers who show proper identification will be permitted during the school day only when interviews during non-school hours are impossible, impractical, or would unduly interfere with law enforcement. Efforts will be made to notify the parent, guardian, or other adult person having the care and custody of the child when and if appropriate, and at the discretion of the interviewing officer. In the event that an interview is conducted on the school premises, the principal or his representative will be present during the interview. (District Policy JIH)

Arrests: Custody and/or arrest may be conducted by a police officer after he/she has shown proper identification and credentials.

Holbrook Jr. High Discipline Policy

As young adults, students at Holbrook Jr. High School are responsible for their own behavior. The degree of success that a student experiences as he/she adjusts to life at Holbrook Jr. High School is a fair measure of that student's level of maturity. The vast majority of students have no trouble managing their personal behavior.

The following guidelines have been developed for a safe and orderly school environment. If a problem should occur, teachers, guidance personnel, administrators, police and parents may be involved in conferencing, counseling, and advising the student involved.

We are committed to the ideal that all students will be successful and get along well as they follow the rules of behavior at Holbrook Jr. High School. Students who are referred to the office will be dealt with according to the approved policies.

Students will begin the school year with 100 points. Points will be deducted from this 100 points based on the level of the infraction and the number of infractions on that level. Students who have lost a minimum of 31 points

during the school year will meet with the Principal and/or Student Services, and/or Counselor to begin the process of replacement points and a behavior contract will be signed.

Students who lose 100 points during the school year, without replacement points, have lost the privilege of continuing as a student in good standing and will have the following options:

1. Withdraw from Holbrook Jr. High School, and enroll in another
2. institution.
3. Be placed in the school's alternative learning environment (TLC).
4. Be referred to the hearing officer for a long-term suspension hearing and/
5. Be referred to the Holbrook School District Board of Education for
6. possible long-term suspension or expulsion from Holbrook Public Schools.

Points of Clarification:

- All procedures will be in accordance with Holbrook Unified School District policy.
- Corporal punishment is not allowed in Holbrook Schools.
- The term "parent" is used to mean a parent or legal guardian.
- Students returning from Off-Campus Suspension (OCS) must have a parent-administrator conference prior to attending class.
- Any inappropriate acts that violate the law or are not specifically covered in this plan will be dealt with by the administration. Any extreme violations, in any category, may be dealt with more severely than the code prescribed. Police may be notified.

Students who have 70 or more points will be allowed to participate in athletics, dances, clubs and incentive activities during the school year and 8th grade promotion ceremony at the end of the school year. Students who are below 70 points will not be allowed to participate in these activities. Students may do community service, attend after school tutoring, or use the classroom point sheet to replace points and become eligible for activities.

Students, who are in the alternative program for any reason, may earn the privilege to participate in athletics, dances, clubs, and incentive activities during the school year, or the promotion ceremony. Students will only be removed

from the alternative program at the end of a semester.

Replacement of Discipline Points: A student may replace points by successfully completing any of the following:

- a. Completing a classroom point replacement sheet. Teachers will initial for being in class on time, cooperating in class, and turning in required work. One point can be earned for every 5 signatures. Point replacement sheets can be picked up from student services.
- b. Clean the cafeteria at lunch and improve his/her point total by 1 point per day. This will be monitored by the administrator on duty.
- c. Attend after school tutoring. The appropriate form will be filled out by the teacher in charge. Improve his/her point total by 1 point per 15 minutes of tutoring.
- d. Complete a community service project. The student can improve his/her point total by 1-15 points based on completing an individual, pre-approved community service project. The sponsoring group must provide evidence of completion to the school.
- e. Participate in a counseling program either at school, with Community Counseling or any other program. The student can improve his/her point total by 1 point for every 15 minutes of counseling. The counselor will turn in the appropriate form with the number of points to be replaced. In all cases a form will be filled out and returned to the office by a supervising adult.

Description of Discipline

Lunch Detention: Lunch detention is intended to serve as a beginning level of behavior modification for minor misbehavior. Students will be served a lunch from the school's cafeteria. *Ala carte, McDonald's, Burger King, etc., are not acceptable for students in lunch detention.*

In-School Intervention: ISI is intended to serve as a middle level of behavior modification for minor or repeated misbehavior. A day in ISI is devoted to completing academic assignments and addressing behavior issues.

Off-Campus Suspension: OCS is intended as a consequence for serious or repeated offenses. The student is not allowed on the school campus during the period of suspension.

Community Service: The student is assigned to work on campus with a school district staff member for a period of time.

Parent at School: The parent is required to attend school with their child. If parents do not attend classes with their child, the penalty will be converted to a term of OCS.

Intervention: An intervention is a discipline technique used at the initial stages of discipline. Some examples of intervention strategies are:

- Student behavior contract
- Student and/or Parent Counseling
- Mediation with a counselor or administrator

Cell Phones, Music Devices, and/or any Communication Devices

A “Beep Down” will be issued on each of the first two office referrals and the cell phone will be confiscated and taken to the office. On the third infraction students will receive a disciplinary referral for improper use of a cell phone and will be prohibited from carrying a cell phone on the HJHS campus during the school day. Violation of this code will result in the following:

1. Five (5) days lunch detention and a loss of 10 behavior points;
2. A one (1) day in-school intervention and a loss of 15 behavior points;
3. Three (3) days in-school intervention and a loss of 15 behavior points;
4. Five (5) days in-school intervention and a loss of 15 behavior points;
5. One (1) day out-of-school suspension and a loss of 25 behavior points;
6. Three (3) days out-of-school suspension and a loss of 25 behavior points;
7. Five (5) days out-of-school suspension and a loss of 25 behavior points.

AUP Violations

The following consequences will be administered to those that fail to comply:

- 1st Violation – One week computer suspension plus loss of discipline points.
- 2nd Violation – Two weeks computer suspension plus loss of discipline points.
- 3rd Violation – Three weeks computer suspension plus loss of discipline points.
- 4th and Subsequent Violations – Four weeks computer suspension plus loss of discipline points.

Any violations reportable to the police will result in a student losing a semester or more of computer access and a loss of 25 points for each infraction.

Dress Code (Policy JICA) (See Matrix for Discipline Codes)

1. Any clothing or the way clothing is worn that is disruptive to the educational environment is not acceptable.
2. Shorts, skirts, and dresses worn to school or school activities must have hemlines that are no shorter than mid-thigh.
3. Sagging pants are prohibited. The waistline of the pants is to be worn on the person's waist, not below. The pants must stay on the waist without a belt.
4. Students will not be allowed to wear oversized clothing. Oversized shirts and coats may not be worn in such a manner as to conceal sagging clothing or to provide concealment for items inappropriate for school (electronic devices, weapons, substances, etc.)
5. Shirts/tops with less than a 2 inch shoulder strap, exposing the abdomen, low cut tops, spandex shorts/pants as outerwear, and any see-through clothing, without the appropriate undergarment, are not acceptable.
6. Pajamas are not permitted to be worn at school unless it is an announced school approved activity.
7. Obscene language or symbols, symbols of drugs, tobacco, sex, violence, satanic symbols, alcohol, racial supremacy or gang affiliation on any type of clothing, jewelry, or bandanas is expressly prohibited.
8. In the interest of student safety, house slippers shall not be worn at school. Closed toe shoes must be worn for Industrial Arts and athletic shoes for PE must be worn at all times.
9. Jewelry and chain material shall not be worn if it presents a safety hazard to self and/or others.
10. Regardless of gender, no headwear/cover may be worn in the school buildings. Hats may be worn with bill facing forward on campus, outside of buildings, regardless of gender.
11. Sunglasses, except for prescription eyewear, may not be worn in the building.
12. Dress code violations may result in a change of clothes.
The administration reserves the right to determine prohibitive dress at any time in order to maintain a safe and appropriate learning environment.

Tardies:

Students are expected to be in the classroom when the tardy bell rings. A

“Beep Down” will be given on the first and second tardy. The consequences for tardies on and after the third tardy will be as follows

- 1st Referral – 1 day of lunch detention.
- 2nd Referral – 2 days of lunch detention.
- 3rd Referral – 1 day of in-school intervention.

- 4th Referral – 2 days of in-school intervention.
- 5th Referral – 2 days of in-school intervention. Parent conference, students may be escorted to class.

In addition to the consequences listed, the student will have 5 points deducted for the first and second referral; 10 points for the third, fourth, and fifth; and 15 points for the sixth and any subsequent referrals. Academic work will be done during all detentions. These consequences are for the first semester. The student

will start with 0 tardies at the beginning of the following semester.

Beep Downs

Students will receive a “Beep Down” for minor disciplinary infractions. On the third (3) “Beep Down” for the same infraction the student will be referred to the office for disciplinary action.

DISCIPLINE CODES

- | | | |
|----|-----|------------------------------------------------|
| 1. | A.. | Office/Conference/Counseling and/or |
| | B. | Lunch Detention |
| 2. | A | Lunch Detention and/or |
| | B. | Parent Conference |
| 3. | A. | One day of ISI (In-School Intervention) and/or |
| | B. | Class period detention and |
| | C. | Parent conference |
| 4. | A. | Class period detention or |
| | B. | Two days ISI or |
| | C. | Parent attends one day of school with student |
| 5. | A. | One day of Off Campus Suspension or |
| | B. | Three days of ISI or |
| | C. | Parent attends two days of school with student |
| 6. | A. | Two days of OCS or 4 days ISI or |
| | B. | Parent attends two days of school with student |
| 7. | A. | Three days of OCS or 5 days ISI or |
| | B. | Parent attends two days of school with student |
| 8. | A. | Five days of OCS |
| 9. | A. | Nine days of OCS and; |

B. Student is scheduled for a disciplinary hearing for long-term suspension.

10. Nine days of OCS, plus disciplinary hearing for recommendation to the School Board, for additional disciplinary action which may include expulsion

INFRACTIONS/DISCIPLINE

The following tables list behaviors and actions not compatible with the safe and orderly operation of Holbrook Jr. High School. The list is intended to be comprehensive, but may not be complete. Any student action, not included on these tables, may be subject to disciplinary action in accordance with district policy.

Discipline Levels

Level One										
Points lost for each referral	5-10									
	Discipline Code									
A. Failure to complete assigned detention/consequence.	1	2	3	4	5	6	7	8	9	
B. Missing bus after school	1	2	3	4	5	6	7	8	9	
C. Littering	1	2	3	4	5	6	7	8	9	
D. Swearing/Use of profanity in writing or gestures.	1	2	3	4	5	6	7	8	9	
E. In restricted areas before school, during lunch, and prior to bus departure.	1	2	3	4	5	6	7	8	9	
F. Candy, gum, snack foods	1	2	3	4	5	6	7	8	9	
G. Dress Code Violations	1	2	3	4	5	6	7	8	9	
H. General disruptions in class, assembly, cafeteria, school activity, bus, etc.	1	2	3	4	5	6	7	8	9	
I. Disruptive Objects	1	2	3	4	5	6	7	8	9	
J. Tardies in excess of three	1	2	3	4	5	6	7	8	9	
K. AUP violation	1	2	3	4	5	6	7	8	9	

Level Two						
Points lost for each referral	15-20					

	Discipline Code					
A. Forgery of notes / fake phone calls / untruthful acts/cheating	3>4	5	6>7	8	9	10
B. Inappropriate behavior (i.e. Contact with another student, instigating a confrontation, play fighting, profanity)	3>4	5	6>7	8	9	10
C. Riding an activity bus without prior approval.	3>4	5	6>7	8	9	10
D. Insubordination	3>4	5	6>7	8	9	10
E. Use of rubber bands, water guns, snowballs, shaving cream, mud, rocks, pins, needles, etc.	3>4	5	6>7	8	9	10
F. Carrying and/or using cigarette lighter, matches	3>4	5	6>7	8	9	10
G. Failure to identify self to school employee	3>4	5	6>7	8	9	10
H. Energy drinks / carbonated beverages / caffeinated drinks	3>4	5	6>7	8	9	10
I. Public Display of Affection (PDA)	3>4	5	6>7	8	9	10
J. Leaving class and/or campus without permission	3>4	5	6>7	8	9	10

Level Three					
Points lost for each referral	25				
	Discipline Code				
A. Harassment, Intimidation, Bullying, Threatening or Verbal Abuse	6>7	8	9	10	
B. Theft (Restitution and/or police called)	6>7	8	9	10	
C. Insubordination, Disrespect of school Employee	6>7	8	9	10	
D. Gang Activity	6>7	8	9	10	
E. Physical assault / fighting (Police may be called)	6>7	8	9	10	
F. Providing False Information	6>7	8	9	10	
J. Truancy	6>7	8	9	10	

Level Four					
Points lost for each referral	35				

	Discipline Code		
A. Open / Persistent defiance of authority	8	9	10
B. Vandalism (Restitution and/or Police called)	8	9	10
C. Physical attack / Endangerment with bodily harm (Police called)	8	9	10
D. Graffiti on school property (Police called)	8	9	10
G. Extortion (Police called)	8	9	10
H. False fire alarm (Police called)	8	9	10
I. Endangerment	8	9	10
K. Trespassing	8	9	10

Level Five A		
Police will be called for all referrals		
Points lost for each referral	50-70	
	Discipline Code	
A. Hazing	8	10
B. Unlawful use, possession, distribution, or sale of tobacco, vapor/nicotine pens, alcohol, or drugs or other illegal contraband on District property or at school sponsored functions.	8	10
C. Possession of or distributing pornographic/indecent material.	8	10
D. Aiding/abetting another student who is using marijuana/drugs	8	10
E. Hazing	8	10
F. Threatening harm on school employee	8	10

Level Five B		
Points lost for each referral	120	
	Discipline Code	
A. Arson	10	

B. Bomb threat	10	
C. Physical assault of an employee	10	
D. Possession / Use of explosives	10	
E. Use of any instrument as a weapon	10	
F. Possession / use of a weapon, dangerous device, or firearm.	10	
G. Sale or distribution of a controlled substance	10	
H. Indecent exposure / Intimate acts	10	
I. False fire alarm (Police called)	10	
J. Making a school threat (Police /parents will be notified)	10	

Drug Use/Possession Violations:

1st Offense: In addition to the suspension, the police will be called, the student will participate in counseling, and the student will be placed on a behavior contract.

2nd Offense: During any period of enrollment at HJHS including any subsequent period of enrollment, nine days out of school suspension, due process hearing, and recommendation to the Governing Board for expulsion.

Drug Sale/Distribution Violations:

1st Offense during any period of enrollment at HJHS including any subsequent period of enrollment: Nine days out of school suspension, due process hearing, and recommendation to the Governing Board for expulsion.

Weapons Possession:

The Holbrook Unified School District is dedicated to creating safe school environments. Each school campus is dedicated as a “Weapons Free Zone”. Any student that attends school or school events in possession of a weapon will be dealt with through local policy enforcement; as well as, possible police intervention. It is critical that parents are involved by communicating the importance of not possessing a weapon while on campus. The following details outline some basic information pertaining to weapons on school campuses:

Definition of a weapon: Any instrument designed for lethal use that is used or displayed as a weapon or used to frighten or intimidate. The term includes a firearm, knife, or destructive device. “Firearm” means any loaded or unloaded pistol, revolver, rifle, or shotgun whether the projectile is expelled by gunpowder, pressurized air, or other source.

A knife is considered a weapon regardless of the length of the blade or ability to be locked. Any knife is considered a weapon. The possession of dangerous devices/weapons may result in nine days of Off Campus Suspension, plus a discipline hearing for recommendation to the School Board for additional disciplinary action which may include expulsion. This action will be determined through a threat analysis and complete investigation of surrounding circumstances and intent of the person in possession.

Event Rules

Under District Policy JJB, to assure appropriate behavior at athletic and other events, the following guidelines will serve as appropriate reminders to all students.

Holbrook Roadrunner spectators are:

Respectful

- Cheers on the teams
- Wins graciously/loses with dignity
- Shows good character and sportsmanship
- Respects event officials
- Respects guests to our campus

Responsible

- Throws trash in proper containers
- Follows school rules

Reliably Safe

- Keeps hands and feet to themselves
- Keeps all walkways clear
- All elementary age children are accompanied by an adult

Auditorium/Concert Etiquette

Performance/Concert etiquette refers to the manners used during any type of performance. An audience gives performers an opportunity to perfect their art. As they perform, the audience becomes an important factor in the quality of the performance.

Respectful

- Audience remains quiet,
- Applauds at appropriate times,
- Participates at appropriate times,
- Remains seated during performances



- Removes headwear inside the building

Responsible

- Remains quiet
- Discards food, gum, drinks, and trash before entering the Performing Arts Center
- Keeps feet on the floor
- Turns off / Silences electronic devices

Reliably Safe

- Walk at all times while in the center
- Keep hands and feet to themselves

SEARCH AND SEIZURE

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

1. General searches of school property (including personal items found in or on school property) may be conducted at any time when there is reason to believe that something that violates a law or school rule is on school property. This search of school property may be made without the student being present.
2. Illegal items (firearms, explosive devices, weapons, drugs) or other possessions reasonably determined to be a threat to the safety, security of others, or might possibly interfere with school purposes may be seized by school employees.
3. Items which are used to disrupt or interfere with the educational process may be removed from a student's person.
4. A student's person may be searched by school employees when there is reason to believe that the student has on his/her person illegal items or other items that may interfere with school purposes.
5. The school maintains ownership of student lockers. The school may and will search students' lockers on a periodic basis to protect the health, safety, and welfare of all student

RIGHTS OF HOMELESS STUDENTS Policy JFABD

The Holbrook School District shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have

access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and unaccompanied youth, applied to all services, programs, and activities provided or made available.

A student may be considered eligible for services as a “Homeless Child or Youth” under the McKinney-Vento Homeless Assistance Act if he or she is presently living:

- In a shelter, temporary shared housing, or transitional living program
- In a hotel/motel, campground, or similar situation due to lack of alternatives
- At a bus station, park, car, or abandoned building
- In temporary or transitional foster care placement

According to the McKinney-Vento Homeless Act, eligible students have rights to:

- **Immediate enrollment:** *Documentation and immunization records cannot serve as a barrier to the enrollment in school.*
- **School Selection:** *McKinney Vento eligible students have a right to select from the following schools:*
 - The school he/she attended when permanently housed (School of Origin)
 - The school in which he/she was last enrolled (School of Origin)
 - The school in the attendance area in which the student currently resides (School of Residency)
- **Remain enrolled** *in his/her selected school for the duration of homelessness, or until the academic year upon which they are permanently housed.*
- **Participate in Programs** *for which they are eligible, including Title I, National School Lunch Program, Head Start, Even Start, etc.*
- **Transportation Services:** *A McKinney-Vento eligible student attending his/her School of Origin has a right to transportation to and from the School of Origin*
- **Dispute Resolution:** *If you disagree with school officials about enrollment, transportation or fair treatment of a homeless child or youth, you may file a complaint with the school district. The school*

district must respond and attempt to resolve it quickly. During the dispute, the student must be immediately enrolled in the school and provided transportation until the matter is resolved. The Homeless Liaison will assist you in making decisions, providing notice of any appeal process, and filling out dispute forms.

For more information, refer to:

Alfred Clark, Home Liaison
Holbrook Unified School District #3
PO Box 640
Holbrook, Az 86025
(928) 524-6144 ext. 1011

CONDUCT OF PERSONS USING SCHOOL DISTRICT PROPERTY

The Holbrook Schools are for enrolled students or official visitors only.

Criminal trespass in the State of Arizona is a class 3 misdemeanor: ARS

13-1502. Possible penalty: up to

30 days imprisonment and/or up to a \$500 fine.

Other violations include:

1. Interference with peaceful conduct of educational institutions - Class 1 misdemeanor ARS 13-2911.
2. Disorderly conduct - Class 1 misdemeanor - ARS 13-2904
3. Loitering - Class 1 misdemeanor - ARS 12-2905.

All persons using school property for any purposes shall not engage in:

1. Any conduct to obstruct, disrupt, or interfere, with teaching, service, administrative or disciplinary functions, or any activity sponsored or approved by the Board.
2. Physical abuse of or threat of harm to any person on school district owned or controlled property or at school district sponsored or supervised functions.
3. Threat of damage or damage to property of the school district, regardless of the location; threat of damage or damage to property of a member of the community or a visitor to the school, which such property is located on school district controlled premises.
4. Forceful or unauthorized entry to or occupation of school district facilities, including both building and grounds.
5. Unlawful use, possession, distribution, or sale of drugs, alcohol, and other illegal contraband on school district property or at school sponsored functions.

6. Conduct or speech, which violates commonly accepted standards of the school district, and which under the circumstances, has no redeeming social value.
7. Failure to comply with the lawful directions of school district officials or of school district security officers or any 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.
8. Knowingly violate school district rules and regulations. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulation shall be sufficient proof that the violation was done knowingly.
9. Any conduct constituting a breach of federal, state or city law, or a duly adopted regulation of the Board.

Student Concerns, Complaints, and Grievances

Under District Policy, students may present a complaint or grievance regarding one or more of the following:

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

Provided that:

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

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or professional staff member.
- The person receiving the complaint will gather information for the complaint form.

- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. *Forms are available in the school office.*
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

The Superintendent shall determine any question concerning whether the complaint/grievance falls within this policy.

Complaints by middle or high school students may be made only by the students on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student. A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) days from the date of the occurrence of the alleged incident. Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

SECTION 504 POLICY

Section 504 is a Civil Rights Statute that guarantees non-discrimination of a handicapped individual in the United States under any program or activity receiving Federal financial assistance [104.4]. Section 504 defines handicapped [104.3 (j) (1)] as any person who:

- Has a physical or mental impairment which substantially limits one or more major life activities;
- Has a record of such an impairment; or
- Is regarded as having such impairment.

Major life activities [104.3 (j) (2) (ii)] means functions such as:

- Caring for one's self
- Performing manual tasks
- Walking
- Seeing
- Hearing
- Speaking

- Breathing
- Working
- Learning

In school terms, the handicap must impede the student's ability to access or demonstrate learning. If you believe a non-Special Education student is challenged by a handicap that impedes his/her ability to access or demonstrate learning, please contact the building Principal for information regarding a 504 plan.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Family Policy Compliance Office (FPCO) Home

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

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (specific letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

News Media

During the school year, the news media occasionally will ask to interview or photograph students participating in school activities. If you have concerns, please contact the principal and notify them you would prefer that your child not be interviewed or photographed.

To: All Parents

From: Holbrook School District

As a parent of a student in the Holbrook Unified School District, under the ESSA Act of 2015, you have a right to know the professional qualifications of the teachers who instruct your child. The ESSA Act gives you the right to ask

for the following information about each of your child's classroom teachers:

- Whether the State of Arizona has licensed or qualified the teacher for the grades and subject he or she teaches.
- Whether the teacher is teaching under an emergency permit or other provisional status by which state licensing criteria have been waived.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please contact Brenda Mangum at 928-524-6144.

Student Protest Guidelines

In the event that a student protest/demonstration should occur on School campuses the following guidelines must be adhered to:

1. Student demonstrations must be peaceful.
2. Student demonstrations must be coordinated with the school principal/superintendent.
3. Student demonstrations must be non-disruptive to the educational environment.
4. Student demonstrations must be student-led.

LJNDB © USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

Appropriate use of Electronic Information Services

The District may provide electronic information services (EIS) to qualified students, teachers, and other personnel who attend or who are employed by the District. Electronic information services include networks (e.g., LAN, WAN, Internet), databases, and any computer-accessible source of information, whether from hard drives, tapes, compact disks (CDs), floppy disks, or other electronic sources. The use of the services shall be in support of education, research, and the educational goals of the District. To assure that the EIS is used in an appropriate manner and for the educational purposes intended, the District will require anyone who uses the EIS to follow its guidelines and procedures for appropriate use. Anyone who misuses, abuses, or chooses not to follow the EIS guidelines and procedures will be denied access to the District's EIS and may be subject to disciplinary and/or legal action.

The Superintendent shall determine steps, including the use of an Internet filtering mechanism, which must be taken to promote the safety and security of the use of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Technology protection measures shall protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography or, with respect to use of computers by minors, harmful to minors. Safety and security mechanisms shall include online monitoring activities.

As required by the Children's Internet Protection Act, the prevention of inappropriate network usage includes unauthorized access, including "hacking," and other unlawful activities; unauthorized disclosure, use and dissemination of personal identification information regarding minors.

It is the policy of the Board to:

- A. prevent user access over the District's computer network, or transmissions of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- B. prevent unauthorized access and other unlawful online activity;
- C. prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- D. comply with the Children's Internet Protection Act [P.L. No. 106-554 and 47 U.S.C. 254(h)]. © 2017 by Arizona School Boards Association

Each user will be required to sign an EIS user's agreement. The District may log the use of all systems and monitor all system utilization. Accounts may be closed and files may be

deleted at any time. The District is not responsible for any service interruptions, changes, or consequences. The District reserves the right to establish rules and regulations as necessary for the efficient operation of the electronic information services. The District does not assume liability for information retrieved via EIS, nor does it assume any liability for any information lost, damaged, or unavailable due to technical or other difficulties.

Filtering and Internet Safety

As required by the Children's Internet Protection Act, the District shall provide for technology protection measures that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to use of the computers by students, harmful to students. The protective measures shall also include monitoring the online activities of students.

Limits, controls, and prohibitions shall be placed on student:

- A. Access to inappropriate matter.
- B. Safety and security in direct electronic communications.
- C. Unauthorized online access or activities.
- D. Unauthorized disclosure, use and dissemination of personal information.

Education, Supervision and Monitoring

It shall be the responsibility of all District employees to be knowledgeable of the Board's policies and administrative guidelines and procedures. Further, it shall be the responsibility of all employees, to the extent prudent to an individual's assignment to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, and the Protecting Children in the 21st Century Act. The Superintendent shall provide for appropriate training for District employees and for students who use the District's computer network and have access to the Internet. Training provided shall be designed to promote the District's commitment to: © 2017 by Arizona School Boards Association

- A. the standards and acceptable use of the District's network and Internet services as set forth in District policy;
- B. student safety in regards to use of the Internet, appropriate behavior while using, but not limited to, such things as social networking Web sites, online opportunities and chat rooms; and cyberbullying awareness and response; and compliance with E-rate requirements of the Children's Internet Protection Act. While training will be subsequently provided to employees under this policy, the requirements of the policy are effective immediately. Employees will be held to strict compliance with the requirements of the policy and the accompanying regulation, regardless of whether training has been given. The Superintendent is

responsible for the implementation of this policy and for establishing and enforcing the District's electronic information services guidelines and procedures for appropriate technology protection measures (filters), monitoring, and use.

Parent Notification Parents will be notified of the policies regarding the use of technology and the Internet while at school. Parents will also be notified of their ability to prohibit the student from the use of technology and the Internet while at school in which covered information may be shared with an operator pursuant to A.R.S. 15- 1046. This does not apply to software or technology that is used for the daily operations or administration of a local education agency or Arizona Online instruction programs authorized pursuant to A.R.S. 15-808. Adopted: date of Manual adoption LEGAL REF.: A.R.S. 13-2316 13-3506.01 13-3509 15-341 15-808 15-1046 34-501 34-502 20 U.S.C. 9134, The Children's Internet Protection Act 47 U.S.C. 254, Communications Act of 1934 (The Children's Internet Protection Act) © 2017 by Arizona School Boards Association

USE OF TECHNOLOGY RESOURCES IN INSTRUCTION ELECTRONIC INFORMATION SERVICES USER AGREEMENT

Details of the user agreement shall be discussed with each potential user of the electronic information services (EIS). When the signed agreement is returned to the school, the user may be permitted use of EIS resources.

A parent may prohibit his or her child from the use of technology and the Internet by not signing the Electronic Information Services User Agreement. The child will be prohibited from the use of any district or school provided electronic information services.

Terms and Conditions

Acceptable use. Each user must:

- A. Use the EIS to support personal educational objectives consistent with the educational goals and objectives of the School District.
- B. Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- C. Abide by all copyright and trademark laws and regulations.
- D. Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- E. Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school employed persons.
- F. Not use the network in any way that would disrupt the use of the network by others.
- G. Not use the EIS for commercial purposes.
- H. Follow the District's code of conduct.
- I. Not attempt to harm, modify, add/or destroy software or hardware nor interfere with system security. © 2017 by Arizona School Boards Association
- J. Understand that inappropriate use may result in cancellation of permission to use the educational information services (EIS) and appropriate disciplinary action up to and including expulsion for students.

In addition, acceptable use for District employees is extended to include requirements to:

- A. Maintain supervision of students using the EIS.
- B. Agree to directly log on and supervise the account activity when allowing others to use District accounts.

- C. Take responsibility for assigned personal and District accounts, including password protection.
- D. Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and District accounts and files by unauthorized persons.

or

Personal responsibility. I will report any misuse of the EIS to the administration system administrator, as is appropriate.
I understand that many services and products are available for a fee and *acknowledge my personal responsibility for any expenses incurred without District authorization.*

Network etiquette. I am expected to abide by the generally acceptable rules of network etiquette. Therefore, I will:

- A. *Be polite and use appropriate language.* I will not send, or encourage others to send abusive messages.
 - B. *Respect privacy.* I will not reveal any home addresses or personal phone numbers or personally identifiable information.
 - C. *Avoid disruptions.* I will not use the network in any way that would disrupt use of the systems by others.
 - D. *Observe the following considerations:*
 - 1. Be brief.
 - 2. Strive to use correct spelling and make messages easy to understand.
 - 3. Use short and descriptive titles for articles.
 - 4. Post only to known groups or persons.
- © 2017 by Arizona School Boards Association

Services

The School District specifically denies any responsibility for the accuracy of information. While the District will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the electronic information services (EIS) is used and bears the risk of reliance on the information obtained.

I have read and agree to abide by the School District policy and regulations on appropriate use of the electronic information system, as incorporated herein by reference. I understand and will abide by the provisions and conditions indicated. I understand that any violations of the above terms and conditions may result in disciplinary action and the revocation of my use of information services.

Name _____

Date _____

Signature _____

(Student/Employee) _____

School _____

(Grade if student) _____

Note that this agreement applies to both students and employees.

The user agreement of a student who is a mave the signature of a parent or guardian who has read and will uphold this agreement.

Parent or Guardian Cosigner

As the parent or guardian of the above-named student, I have read this agreement and understand it. I understand that it is impossible for the School District to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired by use of the electronic information services (EIS). I also agree to report any misuse of the EIS to a School District administrator. (Misuse may come in many forms but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, or other issues described in the agreement.)

I accept full responsibility for supervision if, and when, my child's use of the EIS is not in a school setting. I hereby give my permission to have my child use the electronic information services.

Parent or Guardian Name (print) _____

Signature _____ Date _____

Note: This material is written for informational purposes only, and not as legal advice. You may wish to review the policy references and consult an attorney for advice.

JICK-EA EXHIBIT EXHIBIT STUDENT VIOLENCE / HARASSMENT / INTIMIDATION /
BULLYING COMPLAINT FORM (To be filed with any School District employee who will forward this
document to the principal or the principal's designee)

Please print: Name _____ Date _____

Address _____

Telephone _____

Another phone where you can be reached _____

E-mail address _____

I wish to complain against:

Name of person(s) _____

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. Be sure to include all relevant dates, times, and places. Additional pages may be attached if necessary.

If there is anyone who could provide more information regarding this complaint, please list name(s), address(es), and telephone number(s). Name Address Telephone Number

The projected solution: Indicate what you think can and should be done to solve the problem. Be as specific as possible.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

I certify this information is correct to the best of my knowledge.

Signature of Complainant _____ Date _____

Document received by _____ Date _____

Investigating official _____ Date _____