

JOYCE CLARK MIDDLE SCHOOL



STUDENT HANDBOOK 2023 - 2024

Joyce Clark Middle School Student Handbook

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MESSAGE FROM THE ADMINISTRATION

Dear Joyce Clark Coyotes,

It may be hard to believe but Joyce Clark Middle School was established over forty years ago. Since its founding, Joyce Clark Middle School has offered students a wonderful transition between elementary and high school. We are the bridge between the two, and while our time is short, it is impactful. The mission of Joyce Clark Middle School is to provide a safe, positive, and engaging learning environment. We promote academic and behavioral excellence through trusting, respectful relationships and a variety of opportunities, which prepare all students for life and future growth. At Joyce Clark Middle School, we want to bring fun instruction and lessons to you. Learning is an ongoing adventure, and at Joyce Clark we trust you will embrace our school culture and become actively engaged in our community. I hope you have enjoyed a wonderful summer and are relaxed, recharged, and ready to start a new school year.

Joyce Clark's administration team has an open door policy. If you have any questions, concerns, or just need someone to talk to, please contact the administration office at 520-515-2930 or email to JCMS.admin@svps.k12.az.us. We are here for you and will help you on your academic journey.

Welcome to 2023-24!

A handwritten signature in black ink that reads "Kathryn Wright".

Kathryn Wright
Principal

A handwritten signature in black ink that reads "John Skarhus".

John Skarhus
Assistant Principal

STATEMENT OF NONDISCRIMINATION

The Governing Board is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, and disability. This policy will prevail in all matters concerning staff members, students, the public, educational programs and services, and individuals with whom the Board does business. Discrimination includes harassment. Staff members or students who are found to have violated this policy are subject to discipline.

REF: Policy AC: Nondiscrimination/Equal Opportunity; Policy ACA: Sexual Harassment; Policy JICK: Student Violence / Harassment / Intimidation / Bullying.



MISSION STATEMENT

The mission of Joyce Clark Middle School is to provide a safe, positive, and engaging learning environment. We promote academic and behavioral excellence through trusting, respectful relationships and a variety of opportunities, which prepare all students for life and future growth.

VISION STATEMENT

JCMS Inspires Excellence for All

CODE OF CONDUCT

School is a place where students receive instruction in a safe and orderly environment. Students are expected to be respectful, cooperative, and responsible for their actions. Students, parents/legal guardians/legal guardians, and school personnel share the responsibility for creating a respectful, positive school setting.

This Code of Conduct is designed to encourage positive behavior and to protect those on our campus. Most students will never have serious discipline problems. Many students will be given positive recognition. Staff members will determine which students, individually or collectively, have demonstrated commendable behavior.

The Sierra Vista Unified School District does not employ confinement as a disciplinary technique unless specified in a student's IEP Behavior Modification Plan. Disciplinary action against a student with one or more disabilities shall be applied on a case-by-case basis in accordance with district policies and state and federal special education laws. (Policy JICI)

The code applies to the students on the Joyce Clark Middle School campus, direct routes to and from school, on school buses, and at any school sponsored activity. "Victory with Honor" is practiced and enforced by all our athletic instructors and staff members. Video cameras may be used to record student behavior.

PBIS

Be Safe Be Respectful Be Responsible

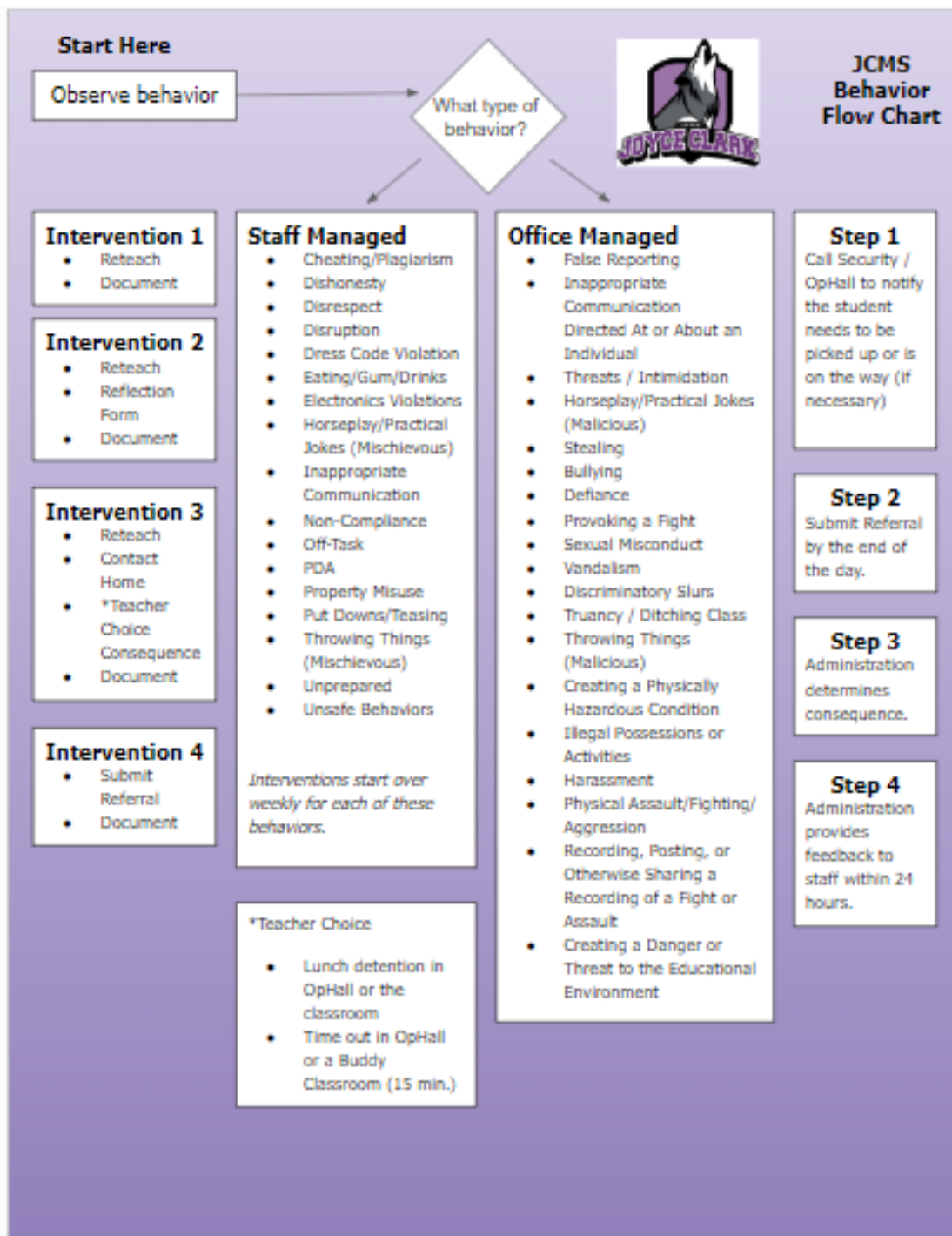
Joyce Clark Middle School is dedicated to supporting our students and their positive behaviors. Staff throughout the site have the ability to award students points who demonstrate safe, respectful, and responsible behaviors. Points can be traded in for items, activities, etc. offered by our amazing PBIS team. Remember, be safe, be respectful, be responsible!



PBIS Expectation Matrix

Expectations	Be Safe	Be Respectful	Be Responsible
Classroom/Library	Keep hands, feet, and objects to self Use materials and equipment appropriately (Edith)	Use kind words & actions Be a respectful listener Use technology appropriately Follow dress code	Keep area clean Be on time Be prepared Complete assignments
Cafeteria & Ramada	Keep hands, feet, and objects to self Walk	Use kind words & actions Use inside voices Wait your turn Follow dress code	Keep area clean Pick up after ourselves
Restroom (Flush, Wash , Dry, Goodbye)	Wash hands	Use kind words & actions Flush Respect Privacy Follow dress code	Keep area clean Report Issues Leave when finished
Hallways	Keep hands, feet, and objects to self Walk	Use kind words & actions Use inside voices Follow dress code	Keep area clean Follow arrows
Field	Play safely Stay out of the trees	Use kind words & actions Display sportsmanship Follow dress code	Keep area clean Pick up after ourselves Eat only at ramada/cafe Return to classroom on time
Library Ramada / Sidewalks (AKA before and after school)	Keep hands, feet, and objects to self Walk	Use kind words & actions Follow dress code	Keep area clean Return to classroom on time
Front Office	Keep hands, feet, and objects to self	Use kind words & actions Use inside voices Wait your turn Follow dress code	Keep area clean Have permission to be here Keep information private
PE Areas	Keep hands, feet, and objects to self Use materials and equipment appropriately	Use kind words & actions Use technology appropriately Follow dress code Display sportsmanship	Keep area clean Be on time Be prepared Complete assignments Fully Participate

JCMS BEHAVIOR FLOWCHART



GENERAL SCHOOL INFORMATION

SCHOOL SCHEDULES

Regular Schedule 2023-2024																
A Lunch					B Lunch					C Lunch						
	Start	End	length	Passing		Start	End	length	Passing		Start	End	length	Passing		
O Period	9:00 AM	9:19 AM	0:19	0:05		O Period	9:00 AM	9:19 AM	0:19	0:05		O Period	9:00 AM	9:19:00 AM	0:19	0:05
1st Period	9:24 AM	10:20 AM	0:56	0:05		1st Period	9:24 AM	10:20 AM	0:56	0:05		1st Period	9:24:00 AM	10:20:00 AM	0:56	0:05
2nd Period	10:25 AM	11:21 AM	0:56	0:00		2nd Period	10:25 AM	11:21 AM	0:56	0:05		2nd Period	10:25 AM	11:21 AM	0:56	0:05
3rd A Lunch	11:21 AM	11:51 AM	0:30	0:05		3rd Period	11:26 AM	11:56 AM	0:30	0:00		3rd Period	11:26 AM	12:22 PM	0:56	0:05
4th Period	11:56 AM	12:52 PM	0:56	0:05		4th B Lunch	11:56 AM	12:52 PM	0:56	0:05		4th Period	12:27 PM	1:23 PM	0:56	0:00
5th Period	12:57 PM	1:53 PM	0:56	0:05		5th Period	12:57 PM	1:53 PM	0:56	0:05		5th C Lunch	1:23 PM	1:53 PM	0:30	0:05
6th Period	1:58 PM	2:54 PM	0:56	0:05		6th Period	1:58 PM	2:54 PM	0:56	0:05		6th Period	1:58 PM	2:54 PM	0:56	0:05
7th Period	2:59 PM	3:55 PM	0:56	0:05		7th Period	2:59 PM	3:55 PM	0:56	0:05		7th Period	2:59 PM	3:55 PM	0:56	0:05


Wednesday Schedule 2022-2023																
A Lunch					B Lunch					C Lunch						
	Start	End	length	Passing		Start	End	length	Passing		Start	End	length	Passing		
7th Per	9:00 AM	9:45 AM	0:45	0:05		7th Per	9:00 AM	9:45 AM	0:45	0:05		7th Per	9:00 AM	9:45 AM	0:45	0:05
1st Per	9:50 AM	10:33 AM	0:43	0:05		1st Per	9:50 AM	10:33 AM	0:43	0:05		1st Per	9:50 AM	10:33 AM	0:43	0:05
2nd Per	10:38 AM	11:21 AM	0:43	0:00		2nd Per	10:38 AM	11:21 AM	0:43	0:05		2nd Per	10:38 AM	11:21 AM	0:43	0:05
3rd A Lunch	11:21 AM	11:51 AM	0:30	0:05		3rd Per	11:26 AM	12:09 PM	0:43	0:00		3rd Per	11:26 AM	12:09 PM	0:43	0:05
4th Per	11:56 AM	12:39 PM	0:43	0:05		4th B Lunch	12:09 PM	12:39 PM	0:30	0:05		4th Per	12:14 PM	12:57 PM	0:43	0:00
5th Per	12:44 PM	1:27 PM	0:43	0:05		5th Per	12:44 PM	1:27 PM	0:43	0:05		5th C Lunch	12:57 PM	1:27 PM	0:30	0:05
6th Per	1:32 PM	2:15 PM	0:43			6th Per	1:32 PM	2:15 PM	0:43			6th Per	1:32 PM	2:15 PM	0:43	

Half Day Schedule 2022-2023																
A Lunch					B Lunch					C Lunch						
	Start	End	length	Passing		Start	End	length	Passing		Start	End	length	Passing		
6th Per	9:00 AM	9:30 AM	0:30	0:05		6th Per	9:00 AM	9:30 AM	0:30	0:05		6th Per	9:00 AM	9:30 AM	0:30	0:05
7th Per	9:35 AM	10:00 AM	0:25	0:05		7th Per	9:35 AM	10:00 AM	0:25	0:05		7th Per	9:35 AM	10:00 AM	0:25	0:05
1st Per	10:05 AM	10:30 AM	0:25	0:00		1st Per	10:05 AM	10:30 AM	0:25	0:05		1st Per	10:05 AM	10:30 AM	0:25	0:05
2nd Per	10:30 AM	11:00 AM	0:30	0:05		2nd Per	10:35 AM	11:00 AM	0:25	0:05		2nd Per	10:35 AM	11:00 AM	0:25	0:05
3rd A Lunch	11:05 AM	11:30 AM	0:25	0:05		3rd Per	11:05 AM	11:30 AM	0:25	0:00		3rd Per	11:05 AM	11:30 AM	0:25	0:05
4th Per	11:35 AM	12:00 PM	0:25	0:05		4th B Lunch	11:30 AM	12:00 PM	0:30	0:05		4th Per	11:35 AM	12:00 PM	0:25	0:00
5th Per	12:05 PM	12:30 PM	0:25			5th Per	12:05 PM	12:30 PM	0:25			5th C Lunch	12:00 PM	12:30 PM	0:30	

PASSING TIME: Five minutes are allowed for passing from class to class.

2023-2024 School Calendar

July 19, 2023 **7th Grade Registration and Coyote Prowl**
July 20, 2023 **8th Grade Registration and Coyote Prowl**
July 21, 2023 **Make up Registration and Coyote Prowl**
October 19, 2023 **Parent Teacher Conference**
October 20, 2023 **Parent Teacher Conference**



2023-2024 School Calendar

July	August	September	October	November	December	January 2024	February	March	April	May	June
S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

1st Quarter - 47 days; 2nd Quarter - 41 days; 3rd Quarter - 45 days; 4th Quarter - 47 days

No School

Half Days for Buena

Half Days for K-12

Early Release Every Wednesday

Half Days K-6

School Times

Elementary	Joyce Clark	Buena
<i>Regular Day-</i> 8:00am - 2:15pm	<i>Regular Day-</i> 9:00am - 3:45pm	<i>Regular Day-</i> 7:20am - 2:45pm
<i>1/2 Day-</i> 8:00am - 11:15am	<i>1/2 Day-</i> 9:00am - 12:30pm	<i>1/2 Day-</i> 7:20am - 10:30am
<i>Wednesdays-</i> 8:00am - 12:45pm	<i>Wednesdays-</i> 9:00am - 2:15pm	<i>Wednesdays-</i> 7:20am - 12:00pm

First Day for 10 mo. Employees	July 10
First Day for 9 mo. Pro Employees	July 26
Teacher Duty Days	July 26 - Aug. 1
First day for 9 mo. Support Staff	August 1
First Day for Students	August 2
1/2 Day K-12	September 1
Labor Day Holiday-NO SCHOOL	September 4
Parent/Teacher Conf. 1/2 Day K-6	September 14 & 15
Progress Reports Elementary	September 15
End of Quarter- 1/2 Day K-12	October 6
Columbus Day-NO SCHOOL	October 9
Fall Break-NO SCHOOL	October 10-13
Report Cards	October 20
1/2 Day K-12	November 9
Veteran's Day-NO SCHOOL	November 10
Progress Reports	November 17
Thanksgiving Break-NO SCHOOL	November 20-24
Finals at Buena- 1/2 Day BHS	December 18 & 19
End of Quarter- 1/2 Day K-12	December 19
Winter Break-NO SCHOOL	Dec 20- Jan 2
School Resumes	January 3
1/2 Day K-12	January 12
MLK Day-NO SCHOOL	January 15
Parent/Teacher Conf. 1/2 Day K-6	February 2
Progress Reports	February 2
Presidents' Day -NO SCHOOL	February 16-19
End of Quarter- 1/2 Day K-12	March 8
Spring Break-NO SCHOOL	March 11-15
Report Cards	March 22
Progress Reports	April 18
Spring Holiday-NO SCHOOL	April 19-22
Last day for Seniors	May 17
Finals at Buena	May 22 & 23
Last Day for Students- 1/2 Day K-11	May 23
Buena Graduation	May 23
Last Day for 9 Mo. Employees	May 23
Last Day for Teachers	May 24
Memorial Day	May 27
Last Day for 10 Mo. Employees	May 31
Juneteenth Holiday	June 19

ATTENDANCE

A child between the ages of six and sixteen failing to attend school during the hours school is in session is truant unless excused pursuant to A.R.S. 15-802, 15-803, or 15-901. Truant means an absence for at least one class period during the day. This includes absence from any class, study hall, or activity during the school day for which the student is scheduled.

Absence for at least five school days within a school year constitutes habitual truancy. The superintendent will establish procedures to identify and deal with absences, beginning with notification of parents/legal guardians. Continued violation may lead to discipline of the child and/or referral of the parent to a court of competent jurisdiction. When the student is marked absent by a teacher, the school office will attempt to contact the parent. A student is truant if the student is not present in class whether for one period or for the entire day and has not provided a legitimate excuse accepted by the administrator.

In the case of chronic illness, students must work with the school nurse to complete the appropriate paperwork and the school will take appropriate action.

Excessive absences are reached when the number of days of absence exceed ten percent of the number of required attendance days.

- Chronic absences are defined as missing more than 18 days within a school year.
- Letters will go home when students miss 3, 5, and 9 days.

All absences will count as an absence, regardless of reason. Any absence where the family does not contact the school, or the school is unable to contact the family will be documented as “unexcused.”

Students absent for ten (10) consecutive school days will be withdrawn from the school and will need to be re-enrolled when they return to school. Students shall be withdrawn from the school effective the last day of attendance or reported excused absence, pursuant to A.R.S.15-901 (A). Students shall be marked as unexcused (1-18 days) unless parent contact is made or medical or legal documentation is provided that verifies the necessity of the absences. Absences that occur after the 18th day, are unexcused, regardless of reason.

TARDY POLICY

It is important that students get to class on time. A missed school day is a lost opportunity to learn and grow. Research from the National Center for Education Statistics states, “ Students who attend school regularly have been shown to achieve at higher levels than students who do not have regular attendance.” JCMS tardy policy will be as follows:

1. Warning
2. Lunch Detention
3. Extended Lunch Detention
4. Referral

RETURN TO SCHOOL AFTER ABSENCE

1. If the parent calls in the absence of the school (520-515-2932), it is not necessary to write a note.
2. If the parent did not call, a student must have a note containing the student’s name, date(s) of the absence, reason for the absence, and parent/guardian signature. The student will be marked as unexcused until a call or note is received from a parent or guardian.
3. It is the student’s responsibility to make up for all missed work in a timely manner.

SIGN-IN/SIGN-OUT POLICY

1. If a student arrives after the start of school, parents/legal guardians are required to sign-in the student.
2. If a student leaves campus for any reason during school hours, the parent is required to pick up the student at the school office. The parent will sign the student out (and back in, if applicable), as the school will not release the student to leave campus alone based on a note from the parent.

TRANSPORTATION TO/FROM SCHOOL

1. Bus transportation
 - a. Provided for students in designated attendance areas.
 - b. Schedules are available in the office or online.
 - c. Conduct expected of students:
 - Obey the driver. Misbehavior on a school bus or at the bus stop will be reported by the bus driver and may result in loss of bus riding privileges and an office discipline referral.
 - Students are to ride only the bus they are scheduled to ride unless they have written permission from parents/legal guardians signed by the office staff. Violation of this rule may result in loss of bus riding privileges.
 - School Bus Agreement – given to students by bus driver and is to be signed by students and parents/legal guardians.
2. Bicycles
 - a. Bicycles should be locked at the bike rack
 - b. School is not responsible for lost, stolen or damaged bikes
 - c. Bicycles must be walked on campus
3. Self-Balancing Scooters (“Hoverboards”)
 - The use or storage of these scooters on school campuses or district property is prohibited.
4. Driving
 - Middle school students will not be allowed to drive motorized vehicles of any type to school.

STUDENTS WHO ARE SUSPENDED

A suspension is an excused absence unless absences exceed 18 days for the school year. After 18 days, the absences become unexcused. Students suspended are responsible for obtaining and completing assignments and turning them in the day they return to school. Students may not attend school, be on school grounds, or attend school activities while on suspension. Suspended students on school grounds will be considered trespassing.

STUDENT IDENTIFICATION CARDS

Students must **wear** their ID at all times; a lanyard will be supplied at the beginning of the year when their ID is issued.

- Students need to present their ID to check out books and to ride school buses.
- They also present their ID cards to get their lunch and will be required to wait at the end of the line if they do not have it.
- The initial ID will be issued by the school at no cost.
 - Lost, damaged, defaced, or destroyed IDs **MUST BE REPLACED AT THE STUDENT’S OWN COST.**

SERVICES

TEXTBOOKS

Students must:

1. Be responsible for books issued to them.
2. Cover all textbooks to protect them if directed by the teacher.
3. Protect books from theft.
4. Use only books issued to them.
5. Not loan books to other students.
6. Turn in found books to the office. Check “lost & found” in the school office and the gym for lost books.
7. Check with each teacher when looking for lost books.
8. Return all books with identification numbers issued to students.
9. Return books in good condition.
10. Pay for damage to books.
11. Pay to replace lost books at the price it costs to buy a new one. Final report card will be held until the student pays for damaged or lost books.
12. Not erase or deface identification numbers in any textbooks.

FIELD TRIPS

Field trips are for the educational advancement of students. Before any student is taken from the school grounds on a field trip, written permission must be obtained from the parents/legal guardians or legal guardians. Transportation shall be provided only by District vehicles, driven by authorized personnel. Any parent wanting to transport their students to or from the field trip must complete the appropriate paperwork, which will be available in the front office.

- [SVUSD Field Trip Forms](#)

LOST AND FOUND

1. Students should turn in any found items to the office.
2. Check “lost & found” in the office or cafeteria for lost items.
3. All unclaimed lost and found items are given to a social service agency in December, during Spring Break and in June.
4. Neither the school nor employees are responsible for any lost items.

LIBRARY

1. The library is open before school, during lunches, and after school.
2. Students must have a pass and permission from their teacher during class time.
3. Books may be checked out for two (2) weeks.
4. Students must pay the replacement cost of lost or damaged books or materials.
5. Gum, candy, food or drinks are not allowed in the library.

COUNSELOR/STUDENT ADVOCATE

The counselor and student advocate are located in the Rattler Building, rooms 214 and 215. The counselor and student advocate provide students a caring, supportive, and confidential place in which to talk. All matters discussed are confidential except “...those things concerning safety to you, to others, to property, and that which must be disclosed by law, to the proper authorities.”

1. Procedures for seeing a counselor / student advocate:
 - a. Students may make an appointment with the counselor or student advocate.
 - b. A counselor / student advocate will send for the student.
2. Referrals to a counselor / advocate may be made by teachers, parents/legal guardians, administrators, support staff, and students.

INSURANCE

The school has accident/injury policies available through a national carrier. Applications are available in the office. Fees are minimal. LEGAL REFERENCE: ARS§15-344/SVPS Policy JLA

SCHOOL NURSE

Students are required to be current on all immunizations to attend school. If there is a medical or religious reason the student cannot have an immunization then an exemption form must be completed and on file with the nurse.

All students must have on file, a current:

1. Copy of immunization record
 - Original record with the student's name, date, stamp and signature of the provider.
2. Health information sheet.
 - Report to the nurse any history of rheumatic fever, heart conditions, diabetes, asthma or any chronic disorder.
3. Tylenol/Ibuprofen consent form signed by a parent/guardian.

The school nurse should be notified immediately if the following situations occur:

1. Any abnormal condition of the skin such as a rash, a sore on the face or body, ringworm of the scalp or body, sore eyes, or any contagious disease at home.
2. Any injury occurring on school grounds.
3. Any emergency.
 - If a student becomes sick, get a teacher pass (or nearest staff member) and report to the nurse's office.
 - Students should not try to treat themselves or remain in the restroom.
 - Students are not to leave school because of illness without checking in with the nurse and signing out with the office.
 - During school hours, injured or ill students are not sent home until parents/legal guardians or others designated by the parent are notified by the school nurse.
 - Students who are injured or ill may not ride their bikes home. They must be picked up by an adult.

Medication Administration

- Prescription Medication
 1. The medication must be prescribed by a physician.
 2. A copy of the current prescription must accompany the medication when logged in with the nurse. The nurse will keep a copy of the prescription on file.
 3. The medication must come to the nursing office in the original prescription container as labeled by the pharmacist. Written directions from the doctor or pharmacist must state the name of the patient, name of the medication, dosage, and the time it is to be administered.
 4. The parent/guardian must provide written permission for school personnel to administer the medication to the student. Appropriate forms are available in the nursing office.
- Over-the-counter Medications
 1. Written permission must be provided by a physician and parent/guardian for the administration of specific over-the-counter medications, which shall include the name of the medication, dosage, and the time for administering.
 2. The medication must be in the original manufacturer's packaging with directions, dosages, compound, contents, and proportions clearly marked.

Under normal circumstances, students are not allowed to self-administer or carry medication at school. Under exceptional conditions, and when deemed necessary by a physician, the site administrator and the nurse will consider an unusual circumstance on a case-by-case basis. Board Policy JLCD-R.

TELEPHONE

In unique circumstances, students may ask a teacher to use their classroom phone. There is a phone for students available in the office for emergencies. Plans for before and after school activities should be made with parents/legal guardians prior to coming to school.

SCIENCE AND HEALTH CURRICULUMS

Both curriculums cover topics of the reproductive system from anatomical and physiological viewpoints. ARS§15-716F states “that students have the opportunity to be excused from this instruction.” parents/legal guardians may have their students excused by providing written notification to their student’s teacher.

GIFTED STUDENT

The Governing Board of each school district shall provide special education to gifted pupils identified as provided in ARS§15-770. Special education for gifted pupils shall only include expanding academic course offerings and supplemental services as may be required to provide an educational program, which is commensurate with the academic abilities and potential of the gifted pupil.

“Gifted child means a child who is of lawful age and due to superior intellect of advance learning ability, or both, is not afforded an opportunity for otherwise attainable progress and development in regular classroom instruction and who needs special instruction or special ancillary services, or both, to achieve levels commensurate with his intellect and ability.” (ARS§15-761)

- “Exceptional child” means a gifted child or a child with a disability (ARS§15-761.6)

Title 15 of Arizona Revised Statutes specifically included gifted children among exceptional children-individuals who require differentiated educational services. The statute also requires that gifted children “of lawful school age receive special instruction or special ancillary services, or both.” In Arizona “Lawful school age” is defined in the statute as well. All schools other than high schools and evening or night schools shall, unless otherwise provided by law, admit children between the ages of six and twenty-one years who reside in the school district. A child shall be deemed six years of age if he/she reaches such age prior to September 1 of the current school year. (ARS§15-821.B) Therefore, services for gifted students are mandated at every level from K to 12.

DISCOVERY

The Discovery (Gifted) program will be provided in their Science class. To qualify for these services, students must have a score in the 97th percentile or higher on a state approved test. (Each school counselor has a copy of the approved tests). Students that have been in a gifted program in another school district should take a copy of their qualifying test scores to the Discovery teacher to see if they qualify for the Discovery program.

INTERNET

Students will follow the use of Internet guidelines in Policy IJNDB-E and sign a user agreement prior to using electronic information services. The Internet guidelines and user agreement include scholarly use; responsible and ethical use of Internet; prohibitions of Internet use.



CREDIT SYSTEM for PROMOTION

Students will earn credits for each class they pass and they must obtain a minimum of 4.5 out of a possible 6 credits for the year to be promoted to the next grade level. Below is a summary of the credit system. Please contact Ms. Wright or Mr. Skarhus if you have questions.

JCMS Credit System

- 6 credits possible each year
 - 6 regular classes
- 4.5 credits needed for promotion to the next grade level
- Credits accumulated as follows:
 - 0.50 credits per semester (passing w/60%)
 - One credit per year for Math, English, Social Studies, Science ,
 - 0.50 credits per semester (passing w/60%)
 - Electives two per semester for a total of two credits each year

GRADING

90% - 100%	=	A	60% - 69%	=	D
80% - 89%	=	B	00% - 59%	=	F
70% - 79%	=	C			

HONOR ROLL/PRINCIPAL'S LIST

Students must have all A's and B's to be placed on the Honor Roll. Students must have all A's to be placed on the Principal's List.

REPORT CARDS

Report cards are given out shortly following the end of each nine-week grading period. Questions regarding a grade or the grading system should be directed to the respective teacher. Please contact the front office for any questions relating to ParentVue.

MAKE-UP WORK

1. When students are absent it is the student's responsibility to see each teacher to get assignments for work that was missed. Work may also be available through the student's Google Classroom.
2. Any work not made up in a timely manner at the teacher's discretion may become a zero.
3. All work assigned during a suspension must be completed

PARENT/GUARDIAN CONFERENCE PROCEDURE

A positive learning environment is enhanced by parents/legal guardians, staff, and administration working together. When a student has had recurring academic and/or behavior problems, parents/legal guardians, teachers, counselors, or administrators are encouraged to initiate a conference. Parents/legal guardians may initiate a conference by contacting the office at 520-515-2930.

SCHEDULE CHANGES

Schedules changes will not take place beyond the first 10 days of each semester.

Considerations for schedule changes are based on:

- a. Class Size
- b. Educational benefits
- c. Individual benefits
- d. Schedule changes (for other than class sizing purposes) from one class to another require consideration of the educational benefits and/or consequences of such a change. This process may include input from students, parents/legal guardians, teachers, counselors, and administrators

ARIZONA TAX CREDIT

ARS§43-1089 allows individual taxpayers to receive a tax credit up to \$200 for an individual or \$400 for married filing jointly for fees paid directly to school districts in Arizona for the support of extracurricular activities. An extracurricular activity is defined as any school sponsored activity that requires enrolled students to pay a fee in order to participate. Generally, all educational or recreational activities that are optional, non-credit, and supplementary to the educational program of the school are considered to be extracurricular activities.

ELECTIVE CLASSES/STUDENT ACTIVITIES

A. Elective classes

<ul style="list-style-type: none">● 2D Art● 3D Art● Art 1● Beginning Band● Coyote Band● Symphonic Band● Jazz Band● Theater 101● Musical Theater	<ul style="list-style-type: none">● Beginning Choir● Advanced Choir● Digital Pathways● Foreign Language 1(Spanish)● Physical Education● PE: Dance/Aerobics● PE: Healthy Lifestyles● Yearbook/Journalism/STUCO (teacher approval and application required)
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B. EXTRACURRICULAR ACTIVITIES

Among activities offered are the following:

1. Student Council
2. Athletics
3. Dungeons and Dragons
4. Yo Yo Club

*This is not an all-inclusive list. Each year clubs are added / removed based on student interest.
For specific requirements, contact the office or club/activity sponsor.*

NATIONAL JUNIOR HONOR SOCIETY

Students are chosen for this organization to honor outstanding academic performance and positive social skills. To be considered for membership the student must have the following:

1. Cumulative GPA of 3.5
2. Teacher recommendations
3. Complete application turned in to sponsor

All applicants will be screened.

National Junior Honor Society members are expected to:

1. Uphold the grade point average
2. Uphold the National Junior Honor Society ideals
3. Exemplify positive student behavior
4. Membership is terminated if a student fails to meet these expectations.



ATHLETIC PROGRAMS

Interscholastic athletic programs will follow this schedule through the year.

1st Quarter: 1. Cross Country
2. Girls' Volleyball

3rd Quarter:

1. Girls' Basketball
2. Wrestling
3. Boys' Soccer

2nd Quarter: 1. Boys' Basketball
2. Girls' Softball
3. Girls' Soccer

4th Quarter:

1. Track
2. Baseball

To participate in interscholastic athletic programs a student must:

1. Have a physical examination by a physician after May 1st. The physical exam is valid for the duration of the student's enrollment at JCMS.
2. Be covered by insurance or sign a waiver.
3. Submit the following to Register My Athlete:
 - a. Physical Form completed by Physician
 - b. Signed Training Rules
 - c. Permission for emergency medical treatment
 - d. Parental permission for participation
4. Abide by training rule requirements.
5. Pay a \$85 participation fee per sport (one sport \$85, two sports \$170 etc.)

The Athletic Director will require eligibility lists on all students participating at the end of each week. To be eligible to participate, a student must be passing all classes. If a student is found to be failing any classes they are ineligible for the ENTIRE following week. We will offer mandatory after school tutoring for any athlete not maintaining a "C" average.

For a detailed review of our athletic expectations, please review the [Athletic Handbook](#).

SCHOOL POLICIES

STUDENT EXPECTATIONS

- Come to class on time
- Come with required materials-Chromebook, writing utensils, paper, and assignments
- Maintain appropriate classroom behavior
- Obey school personnel
- Clean up after themselves
- Respect themselves and others at all times
- Participate in class and do assignments

FIRE/FIRE DRILLS

Fire drills will be once a month. Execute evacuation plan posted in each room when the fire alarm sounds. Walk quickly, don't run and remain quiet.

LOCKDOWN DRILLS

We will follow ALICE protocols for active shooter situations.

OFF-LIMIT AREAS

1. Parking lots
2. Bicycle pen

SCHOOL MEALS

1. There are three lunch periods, 30 minutes each.
2. Rules during lunch include, but are not limited to the following:
 - a. Buildings and halls are off limits
 - b. Lunch lines must be single file
 - c. No cutting in lines
 - d. Food and drink must remain in the cafeteria or ramada only
 - e. Food & drink are prohibited in classrooms except for water in a clear container.
 - f. All students must remain in the approved open area during lunch periods.
 - i. Students not adhering to these rules may be subject to disciplinary action.
3. Breakfast Prices :
 - Adult price = \$4.25
 - Regular Student price = \$1.50
4. Lunch Prices:
 - Adult price = \$4.25
 - Regular Student price = \$2.85
 - Prices are subject to change.

HALL PASSES

You must have teacher permission and possess a hall pass in order to leave the classroom.

RESTROOMS

1. May be used between classes.
2. Require a pass during class

FOOD, DRINK and GUM

- Water in a clear bottle is acceptable in most areas but should not be placed near chromebooks or other computers.
- Food and drinks other than water in a clear container are to be consumed only in designated areas (cafeteria & ramada, culinary classroom as approved by teacher) unless specifically approved by the school administration.
- Chewing gum is prohibited on campus unless specifically approved by the school administration.

AEROSOL/PUMP/SPRAY CONTAINERS

Aerosol/pump/spray containers on campus are prohibited and will be confiscated and disposed of. (This includes hair spray, deodorant, shaving cream, perfume, cologne, etc.) Other substances may be prohibited in the classroom for health and safety reasons.

DISPLAYS OF AFFECTION

Students will refrain from all displays of affection including holding hands and full body hugs. Repeated offenses will lead to disciplinary action.

FUNDRAISING

1. An administrator must approve any fundraising activity.
2. Only school organizations will be allowed to fundraise (There will be no outside fundraisers).
3. Students MAY NOT sell anything, including candy, on their own, on campus.

ADVERTISING

An administrator must approve all signs and posters. When approved, please follow these rules:

1. Obtain teacher's approval before posting in classrooms.
2. Remove signs and posters as soon as possible.

VALUABLES

Students must not bring large amounts of money or valuables (to include electronic devices) to school. Valuables will be held for parent pickup.

Electronics on field trips will be allowed at the discretion of the teacher or coach as noted on the permission slip. The school is not liable for any lost, stolen, or damaged valuables. Skateboards/roller blades may be stored but not used on campus. Bikes and skateboards must be walked on school property and bikes must be locked up in the bike pen.

DELIVERY OF GIFTS

Deliveries of gifts will not be made to classrooms. Gifts, balloons, etc. will be held at the office until the end of the day. Confiscated items not picked up by the end of each quarter will be disposed of. Repeated offenses will lead to disciplinary action.

VISITORS

Parents/legal guardians are always welcome at school. As a courtesy, we do ask parents/legal guardians to provide teachers 24 hours notice if they wish to visit the teacher's classroom.

1. Visitors must check in at the office and get a visitor's pass.
2. Unauthorized vehicles will be required to leave immediately.
3. Students are not allowed to bring student-age guests to school.
4. Anyone warned not to be on campus, who chooses to return to the campus during the school year, may be arrested for trespassing.

AFTER SCHOOL

Students are to leave campus immediately after school unless they are involved in JCMS school sponsored activities. Students participating in school-sponsored after-school activities (does not include after-school detention) may ride the late bus home. They must have a bus pass from their teacher. Once a student has left campus, they are not to return to campus unless accompanied by a parent. When attending after-school events, students must stay at the activity. For events in the gym students may not leave the building unless leaving campus.

DRUG FREE ZONE

The Governing Board prohibits the use, possession or distribution of any drug (controlled substances prohibited by law, alcoholic beverages, and prescription drugs) during school hours, on school property, and at any school-sponsored event. Smoking (includes material and tobacco products) is prohibited in the entire school district (all buildings, grounds, facilities, vehicles, and school sponsored events).

DRESS CODE

Students must dress appropriately at school. Learning appropriate dress for specific circumstances is a key life skill and appropriate dress is an expectation throughout society. It is important students understand their responsibility in following the dress code appropriately when they are on campus, representing Joyce Clark Middle School. Exceptions for students' health, safety, cultural and religious traditions may be considered and approved by the administration. The administration maintains the right to restrict any clothing it deems inappropriate or otherwise violates the spirit of the JCMS dress code. Alternate attire is provided to students who are in violation of the dress code policy in addition to the consequences listed in the behavior matrix.

The following are guidelines for appropriate school dress:

1. Head coverings are not worn in any building (safety purposes to include identification of students on security cameras) .
2. Shoes must be worn at all times.
3. Undergarments should not be seen at any time.
4. Pants will be worn above the hips, even when wearing shorts or leggings underneath
5. Shorts/skirts/dresses/kilts should at least reach mid-thigh
6. Onesies, costumes, or blankets may not be worn or carried on campus.
7. Clothing with obscene language or symbols, symbols of sex, drugs, weapons, gangs, alcohol, tobacco or derogatory language directed at an individual on campus are expressly prohibited.
8. Any jewelry or clothing enhancements that could be used as a weapon are prohibited. (I.E. gauges, bracelets, spikes or points, etc.).
9. Please remember, in case of emergency (tear, stain, need, etc.) clothes may be available from the school nurse.

The dress code policy will be enforced during all after school activities. Repeated breaking of the dress code will be considered defiance and will be dealt with as a discipline referral to the office. The judgment of the administration is final.

CELL PHONES AND ELECTRONIC DEVICES

1. Cell phones are allowed on campus as long as they are not heard during school hours.
2. Repeated violations (two or more) may result in the student losing the privilege to have the cell phone or electronic device on campus.
3. Unauthorized use of a cell phone or electronic device in the classroom may result in a referral for defiance with appropriate consequences assigned.
4. Students bring cell phones and electronic devices at their own risk. JCMS is not responsible for damaged, stolen or lost devices.

DISCIPLINE POLICY MATRIX

Attendance Policy Violation			
OFFENSES		MINIMUM	MAXIMUM
Truancy <ul style="list-style-type: none"> Out of scheduled class without a pass is also truancy, “ditching” 	First Offense	After-school detention (ASD). parents/legal guardians are required to provide transportation home.	
	Repeated		Continual truancy may result in ISS (Opportunity Hall) or OSS (Out of School Suspension), a home visit from a police officer, or possible loss of credit.
Tardy <ul style="list-style-type: none"> Based on the quarter grading period 	First Offense	Each teacher may provide a warning for the first tardy in their class before reporting it as an official tardy	
	Repeated	<ul style="list-style-type: none"> Lunch detention. Extended lunch detention 	4 or more: <ul style="list-style-type: none"> Referral Written. After-school detention parents/legal guardians are required to provide transportation home

Aggression			
OFFENSE		MINIMUM	MAXIMUM
*Physical Assault of Staff		9 day Suspension with automatic recommendation to the Board for Expulsion	
*Fighting/Assault <ul style="list-style-type: none"> Most fights/assaults will be reported to police. 	First	3-9 day Suspension	Long-Term Suspension; Expulsion
	Second	5-9 day Suspension	Expulsion
	Third	Long-Term Suspension	Expulsion
Horseplay or Recklessness – Endangerment of Other Student’s Safety and Welfare	First	Warning/Lunch Detention / ASD	Suspension; Long-term Suspension; or Expulsion
	Repeated	ASD / Suspension or Long-term Suspension	Long-term Suspension or Expulsion

Harassment Threat Intimidation			
OFFENSE		MINIMUM	MAXIMUM
*Verbal Assault of Staff ● Profane, excessive, personal, threatening, and/or intimidating	First	1-5 day suspension; parent/admin conference.	5-9 days Suspension; Expulsion
	Repeated	Long Term Suspension; Expulsion	
*Verbal Assault of Student ● Profane, excessive, personal, threatening, and/or intimidating ● Bullying/Cyberbullying	First	ASD with peer mediation; ISS. May be referred to SRO.	Suspension
	Repeated	Suspension. Referral to SRO.	Long-Term Suspension; Expulsion
Sexual Offenses			
*Sexual Harassment	First	ASD/ISS	Suspension or Expulsion
	Repeated	Suspension or Long-Term Suspension	Expulsion
Displays of Affection ● Inappropriate physical contact, including hugging, kissing, and hand holding ● Coyote Hugs (quick side hugs) are allowed.	First	Warning/Lunch Detention	ASD/Extended ASD
	Repeated	ASD/ISS	Suspension; Long-Term Suspension
<p>PBIS</p> <p>Be Safe Be Respectful Be Responsible</p>			
Other Violations of School Policies			
OFFENSE		MINIMUM	MAXIMUM
Arguing ● Challenging authority; loud, disruptive, repetitive, consistent	First	ASD/ISS	Suspension
	Repeated	Suspension	Long-Term Suspension, Expulsion
	Repeated	ASD/ISS	Suspension
Defiance of Authority	First	ASD/ISS	Suspension
	Repeated	Suspension	Suspension, Long-Term Suspension, Expulsion
Disruption of Instructional Process	First	ASD/ISS	Suspension
	Repeated	Suspension	Suspension, Long-Term Suspension, Expulsion

OFFENSE		MINIMUM	MAXIMUM
Dress Code Violations	First	Warning/Lunch Detention & Opportunity to Change Clothing	ASD & Opportunity to Change Clothing
	Repeated	ASD/ISS	Suspension; Long-Term Suspension
Inappropriate Language	First	Warning/ASD/ISS	Suspension, Long-Term Suspension, Expulsion
	Repeated	ASD/Suspension	Suspension, Long-Term Suspension, Expulsion
Selling Items on Campus Sale of is prohibited unless approved by administration.	First	ASD	Extended ASD
	Repeated	ISS	Suspension
Gambling	First	ISS	Suspension; Referral to SRO.
	Repeated	Suspension; Referral to SRO.	Suspension, Long-Term Suspension, Referral to SRO.

Improper Use of Technology

OFFENSE		MINIMUM	MAXIMUM
Phone / Electronics Usage • Phones or other electronics are not allowed to be used without specific permission.	First	Warning/Lunch Detention	ASD
	Repeated	ASD / Extended ASD	Suspension
Recording, Posting, or Otherwise Sharing a Recording of a Fight	First	1-3 day Suspension	3 day suspension
	Repeated	3-5 day Suspension	Long-Term Suspension

Alcohol Tobacco Drugs

OFFENSE		MINIMUM	TO	MAXIMUM
*Possession	First	5-9 days suspension + police referral**		
	Repeated	Recommendation for long-term suspension/expulsion**		
*Distribution/Sharing/Selling	Any	9 day suspension + recommendation for long-term suspension/expulsion**		
*Use/Under the influence	First	5-9 days suspension**		
	Repeated	9 days suspension + recommendation for long-term suspension/expulsion**		
*Possession/Use/ Sharing of Alcohol	First	3 days suspension; Referral to SRO		
	Repeated	5-9 days suspension; Referral to SRO		
*Possession/Use/ Sharing of Tobacco/ Nicotine/E-Cigs/Vapes	First	3 days suspension; Referral to SRO		
	Repeated	5-9 days suspension; Referral to SRO		

Arson Weapons and Dangerous Items			
OFFENSE	MINIMUM		TO MAXIMUM
*Possession	3-9 days suspension with possible recommendation for long-term suspension or expulsion.		
*Use	Referred for expulsion		

School Threat			
OFFENSE	MINIMUM		MAXIMUM
Creating a danger or threat to the educational environment	5-9 day suspension; referral to SRO		Long-term suspension/Expulsion; referral to SRO
Disruption of Instructional Process	First	ASD/ISS	Suspension
	Repeated	Suspension	Suspension, Long-Term Suspension, Expulsion
*Secret Societies/Gangs • Including signs, clothing, paraphernalia	First	ASD/ISS	Suspension
	Repeated	2-9 day suspension	Long-term suspension/Expulsion
Theft			
OFFENSE	MINIMUM		MAXIMUM
Theft/Stealing	First	Suspension; referral to SRO and reimbursement and/or restitution	Long-term suspension; reimbursement and/or restitution
	Repeated	Suspension; referral to SRO and reimbursement and/or restitution	Expulsion; reimbursement and/or restitution
Possession of Stolen Property	First	ISS; referral to SRO and reimbursement and/or restitution	Long-term suspension; reimbursement and/or restitution
	Repeated	Suspension; referral to SRO and reimbursement and/or restitution	Expulsion; reimbursement and/or restitution
Vandalism			
OFFENSE	MINIMUM		MAXIMUM
Vandalism • This includes any defacement or destruction of any school property.	First	Suspension; referral to SRO and reimbursement and/or restitution	Long-term suspension; reimbursement
	Repeated	Suspension; referral to SRO and reimbursement / restitution	Long-term suspension; reimbursement; expulsion

*These offenses may be violations of AZ State Statutes and school officials may be required to notify local police.

SERIOUS OFFENSES

A serious offense is one that violates Arizona Revised Statutes and/or policies of Sierra Vista Public Schools. Disciplinary action for such offenses includes those permitted by the School Board Policies enforced at the discretion of the Principal. The following behaviors will not be tolerated. See the Discipline Policy Matix above for further detail.

- A. Insult or Abuse to Any Employee (Arizona Law stated that “A person who abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of his duties is guilty of a class 3 misdemeanor” ARS§156-507).
- B. Defiance of or Interference with School Authority. All school personnel are to be obeyed.
- C. Substance abuse violates Arizona State Statutes and Board Policy. Parents/legal guardians and authorities may be notified.
- D. Possession of Alcoholic Beverages on School Premises (Policy JICH)
- E. Possession and/or Use of Tobacco Products on School Premises. (Policy JICG)
- F. Possession of Tobacco-Related Paraphernalia.
 - a. Paraphernalia may include, but is not limited to: lighters, matches, cigarette papers, tobacco tins.
Disciplinary actions include: parent notification, detentions, Opportunity Hall, and suspension.
- G. Distribution and/or Sale of Drugs (to include, but not limited to: controlled substances, hydrocarbons, inhalants, amphetamines, etc.) Whenever the Administration has reasonable suspicion to believe that a student is involved in the distribution/sale of drugs, law enforcement authorities and parents/legal guardians will be contacted.
- H. Possession of Drugs or Drug Paraphernalia.
 - a. Paraphernalia may include, but are not limited to: rolling papers, pipes, needles, etc. Law enforcement authorities shall be contacted when the Principal determines that drugs to be used for non-medical purposes are found in the possession of a student. The Principal may also contact law enforcement authorities to help make such determination. (Policy JICH-R)
- I. Under the Influence of Drugs or Alcohol.
 - a. A student who is reasonably suspected of being under the influence of drugs or alcohol shall be referred to the school nurse. The nurse will report the case to the Principal.
- J. Fighting. If the participants exhibit aggressive behavior while engaging in a fight, regardless of who starts it, the penalty will be the same for both. When one person strikes another and there is no retaliation, that is considered an assault and only the aggressor is penalized.
 - a. Anyone who is determined to have instigated, encouraged, promoted, or made a video of a fight will face similar disciplinary action. Additionally, anyone determined to have interfered, interrupted, or hindered the investigation of a fight will face similar disciplinary action.
 - b. Play fighting (aggressive physical behavior) will not be tolerated.
- K. Gangs/Secret Societies. The Governing Board prohibits the existence of secret societies, secret clubs, satanic groups, gangs, or secret organizations or the activities of these groups on school property or at school functions. Exhibits of known symbols, paraphernalia, or special clothing or behaviors of such groups shall not be allowed on any campus.
- L. Bringing a Weapon onto School Grounds. Possession of a weapon (as defined in school board policy JICI) on school grounds is a violation of Arizona State Law and will result in a nine (9) day out-of-school suspension, possible recommendation to the Superintendent for long-term suspension or expulsion, and legal action may be pursued by the building Principal. Pursuant to ARS§15-1515 deadly weapons/firearms shall be reported and turned over to the police. A student who violates this policy by any means other than carrying or possessing a firearm shall be subject to disciplinary action, including but not limited to expulsion. Disciplinary action against a student with one or more disabilities shall be applied on a case-by-case basis in accordance with district policies and state and federal special education laws.
- M. Possession of or Use of Any Form of Fireworks. (to include “poppers”) Disciplinary actions may include suspension, long-term suspension, and notification of parents/legal guardians and police.
- N. Stealing or Possession of Stolen School and/or Personal Property. Disciplinary action may include restitution, detention or suspension, notification of parents/legal guardians, and the police may be notified.

- O. Intimidation / Threatening Behavior. In Arizona schools, communicating a threat is a crime. (ARS§13-1202). Threatening and Intimidating is a Class 1 misdemeanor. If the intent of the threat is to cause the other person to participate in a criminal street gang, the crime becomes a Class 4 felony. Threatening behaviors require that the student be considered for expulsion. Disciplinary action may include counseling, detention, suspension, or expulsion. The offended person may contact authorities.
- P. Extortion. Obtaining money, valuables, or favors by threat or force is a crime. Disciplinary action is suspension. The offended person may contact authorities.
- Q. Endangering Other Students' Health or Welfare. Disciplinary action may include counseling, detention, suspension, or expulsion.
- R. Sexual Harassment. Defined by Board Policy ACA "Sexual harassment includes unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature". Disciplinary action includes counseling, detention, suspension, or expulsion. Each offense will be reported to parents/legal guardians and police. Repeated offenses may result in a recommendation to the Superintendent for long-term suspension.
- S. Gambling. Disciplinary action may include counseling, detention, and/or suspension from school whether the student is a participant or accessory.
- T. Activation of Safety Equipment. Such as fire extinguishers or fire alarm, when no emergency exists is a violation of Arizona State Statutes. Disciplinary action is a 5-9 day suspension and a recommendation to the superintendent for long-term suspension or expulsion as well as parents/legal guardians and police being notified.
- U. Vandalism / Destruction of School or Personal Property. Disciplinary action includes restitution, notification of parent/ guardian, detention, suspension or expulsion. Authorities may be notified.
- V. Class Disruption. Each teacher will establish a classroom discipline plan consistent with school policies and regulations. A written copy of this plan with class rules and course expectations will be given to each student at the beginning of the year. Students are expected to follow these rules.
 - a. NOTE: Personal and recreational items that create a distraction or disturb the learning environment may be confiscated and held for parent/guardian pick-up.

HAZING

In accordance with Policy JICFA and ARS§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 calendar months. For purposes of this policy a person specified above shall be considered a "student" until graduation, transfer, promotion, or withdrawal from JCMS.

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 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 or potential physical injury, mental harm or degradation, or causes physical injury, mental harm or degradation.

All violations of this policy shall be treated in accordance with district policies relative to the conduct and discipline of students, staff and others.

* Reporting offenses. All students are required to report illegal and serious offenses if they have knowledge of such offenses. If a student does not report illegal and serious offenses, disciplinary action will be taken.

STUDENT VIOLENCE / HARASSMENT / INTIMIDATION / BULLYING

The Governing Board of the Sierra Vista Unified School District believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated.

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

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

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

- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,
- exposure to social exclusion or ostracism,
- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- damage to or theft of personal property.

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

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

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

Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such acts result in a substantial physical, mental, or emotional negative effect on the victim, while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the

authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Students who believe they are experiencing being bullied or suspect another student is bullied should report their concern to any staff member of the School District. School personnel are to maintain appropriate confidentiality of the reported information.

Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

Students found to be bullying others will be disciplined up to and including suspension or expulsion from school.

Knowingly submitting a false report under Policy JICK or this exhibit shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying is a violation of the law.

RELEASE OF STUDENT INFORMATION

During the school year, district staff members may compile non-confidential student directory information such as: the student's name, date and place of birth, address, telephone number, grade, school of attendance, most recent school attended, diplomas, awards, honors received, major field of study, picture, and record of participation in officially recognized activities (sports and school events as weight, height, and team number). According to state and federal law this directory information as identified above can be publicly released without permission of the parents/legal guardians. However, if you do not wish any or all of the above information released about your son/daughter you may request so by signing a form in the school office. If this notification is not received, we will assume that your permission is given to use your son/daughter directory information as described above.



1:1 Chromebook Procedures and Information

The purpose of this implementation is to ensure 100% of SVUSD schools will be properly equipped for our students to have a technology enriched learning environment. All teachers will have the proper training and resources to effectively integrate appropriate technology (hardware/software/internet) in order for our young people to acquire the skills they need to be effective 21st Century citizens and workers. Our high school graduates will exhibit a range of functional and critical thinking skills related to information, media, and technology. They will use technology as a tool to research, organize, evaluate, and communicate information. They will use digital technologies, communication/networking tools, and social networks appropriately to access, manage, integrate, evaluate, and create information to successfully function in a knowledge economy.

Sierra Vista Unified School District is supplying all students with a Google Chromebook, which is the property of the Sierra Vista Unified School District. The Chromebook is to provide each student access to required educational materials and research capabilities to enhance the educational experience. The supplied device is an educational tool and is not intended for personal gaming, social networking, or other non-school related activities.

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1. RECEIVING/RETURNING THE CHROMEBOOK

- a. **RECEIVING THE CHROMEBOOK** Chromebooks will be Distributed to each student from their home site. Please contact your home site for dates, times, and locations of device pick up.
 - i. The FCC’s Emergency Connectivity Fund District Chromebook Program: for eligible students whose parents/legal guardians have completed the District Form, will receive a Chromebook for educational use at home and school. For students in grades K-6, the device can remain at home for education use. These students will have access to a device at school via their classroom Chromebook cart. For students in grades 7-12, this device will replace the District assigned device they have been given. This device will travel to and from school every day.
 - ii. If you are interested in The FCC’s Emergency Connectivity Fund District Chromebook Program and would like to see if your student is eligible, please complete the form via link below:
 - 1. <https://forms.gle/2ypVMNZ8mXnTjx5V7>
 - a. ****While supplies last****
 - iii. Once the form is completed, the District Instructional Technology Inventory Specialist will reach out to your student with an introduction to the program and acknowledgement form.

- b. **RETURNING THE CHROMEBOOK** Students graduating or withdrawing must return the district owned Chromebook to the Main Office of their school. Any Chromebook not returned will be considered stolen property and Police will be notified. Chromebooks will be collected at the end of each school year; notification on dates, times, and locations will be provided during the 4th Quarter.
 - i. The FCC’s Emergency Connectivity Fund District Chromebook Program: this Chromebook will be assigned to students until they graduate or unenroll with Sierra Vista Unified School District. For graduating students, the device will be returned to the Chromebook Center at Buena High School. For unenrolling students, the device can be returned to the school site or at the District Office (please schedule times with the Instructional Technology Inventory Specialist, 520-515-2751).

2. CHROMEBOOK FEE SCHEDULE

Insurance Plans	Costs	Multi-Year Plan Costs	Multi-Children Family Plan Costs	Multi-Children, Multi-Year Plan Costs
Individual	\$35			
High School (9-12)	\$35	\$105, four year coverage	3+ Children, \$30 per child, per year	3+ Children, \$90 per child, four year coverage
Middle School (7-8)	\$35	\$53, two year coverage	3+ Children, \$30 per child, per year	3+ Children, \$45 per child, two year coverage
Elementary (K-6)	\$35		3+ Children, \$30 per child, per year	

Insurance must be purchased within 10 days of being issued a device.

Item	Cost w/ Insurance	Cost w/o Insurance
Deductible Claim (first claim)	\$0	Cost of damage
Deductible Claim (second claim)	\$35	Cost of damage
Deductible Claim (claims three and on)	\$65	Cost of damage
Charger	\$45	\$45
Chromebook Shell	\$35	\$35
Replacement/Stolen/lost Chromebook	\$175	\$350
Damaged Screen	Based on Deductible	\$75
DC Power Jack	Based on Deductible	\$25
Damaged Keyboard/Touchpad	Based on Deductible	\$85
Damaged Motherboard	Based on Deductible	\$160
Damaged Back Cover	Based on Deductible	\$50
Damaged Panel	Based on Deductible	\$69

3. **USING CHROMEBOOK AT SCHOOL:** Chromebooks are required to be brought to each class on a daily basis. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules can be LLI accessed using the Chromebook.
- a. Chromebook left at home
 - i. Repeat violations of this policy may result in disciplinary action.
 - b. Chromebook under repair
 - i. Loaner Chromebooks may be issued to students when they leave their Chromebook for repair with Tech depending on availability. If damage is purposeful and extensive, loaner may not be issued.
 - ii. Students using loaner Chromebooks will need to return the loaner Chromebook to Tech when repairs are completed on their Chromebook, and will be responsible for any damages incurred while in the student's care.
 - c. Charging your Chromebook
 - i. Chromebooks must be brought to school each day fully charged.
 - ii. Students need to charge their Chromebook each evening.
 - d. Backgrounds and Password
 - i. Inappropriate media may not be used as a screensaver or background.
 - ii. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, racial or gang related symbols or pictures will result in disciplinary actions.
 - iii. Take care to protect your password. Do not share your password.
 - e. Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with applicable District policies.

4. TAKING CARE OF THE CHROMEBOOK

General Precautions

- No food or drink allowed next to Chromebook
- Cords, cables, and removable storage devices must be inserted and removed correctly from Chromebooks
- Never store or carry Chromebook with the power cord plugged in
- Never carry Chromebook by the screen or while the screen is open
- Never close Chromebook with paper or folders (or any object) in between the screen and keyboard
- Chromebooks and protective shells must remain free of any writing, drawing, or stickers.
- Vents cannot be covered
- SVUSD asset tags and product serial number tags are not be removed at any time from the Chromebooks
- Chromebooks should never be left in a car or unsupervised area
- Students are responsible for bringing a completely charged Chromebook to school each day
- Always carry Chromebook with two hands, with the screen closed, and supported from the bottom
- Do not lean or put pressure on the Chromebook while it is closed whether on a desk or in the case or backpack
- Chromebook must be in the protective shells at all times when being transported.
- Do not store papers, pencils, earbuds, or other objects inside a Chromebook case
- Students may put an address label on their chargers for identification purposes
- When charging a chromebook at home, please find a safe spot away from pets, food and drink, falling hazards, and the possibility of someone tripping over the charging cable. A fully drained Chromebook battery takes approximately 2 ½ hours to recharge.

5. ACCEPTABLE USE POLICY AND GUIDELINES

Taken from IJNDB-(R/E) © Use of Technology Resources in Instruction (Board Policy)

Purpose: SVUSD provides access to technology for the purpose of supporting the educational goals of the district. Access to technology is designed to create engaging teaching and learning environments, and to provide staff with 21st Century educational tools. Access to technology is a privilege, not a right and can be restricted or revoked at any time.

- a. Responsibilities: To the best extent possible, and in compliance with the Children’s Internet Protection Act (CIPA), SVUSD filters and monitors Internet access on all devices capable of accessing SVUSD resources. No technology measure can block 100% of the undesirable content; therefore, it is also the responsibility of all to:
 - i. Use the educational information services, EIS, to support personal educational objectives consistent with the educational goals and objectives of the School District.
 - ii. Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
 - iii. Abide by all copyright and trademark laws and regulations.
 - iv. Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
 - v. Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school employed persons.
 - vi. Not use the network in any way that would disrupt the use of the network by others.
 - vii. Not use the educational information services, EIS, for commercial purposes.
 - viii. Follow the District's code of conduct.
 - ix. Not attempt to harm, modify, add/or destroy software or hardware nor interfere with system security.

- x. 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.
- b. In addition, acceptable use for District employees is extended to include requirements to:
 - i. Maintain supervision of students using the educational information services, EIS.
 - ii. Agree to directly log on and supervise the account activity when allowing others to use District accounts.
 - iii. Take responsibility for personal and assigned District accounts, including password protection.
 - iv. 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.
- c. Network etiquette.
 - i. Be polite and use appropriate language. Do not send, or encourage others to send, abusive messages.
 - ii. Respect privacy. Do not reveal any home addresses or personal phone numbers or personally identifiable information.
 - iii. Avoid disruptions. Do not use the network in any way that would disrupt use of the systems by others.
 - iv. Observe the following considerations: Be brief, strive to use correct spelling and make messages easy to understand, use short and descriptive titles for articles, and post only to known groups or persons.

6. PRIVACY AND SAFETY

Privacy: Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district related or personal purposes, other than as specifically provided by law. The school district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school district. By using a school issued Chromebook, students agree to such access, monitoring, and recording of their use.

General Safety Guidelines

- a. Do not go into chat rooms or send chain letters. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- b. Do not use a school email address to create any social media accounts.
- c. Do not open, use, or change files that do not belong to you. Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or those of other people.
- d. Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of the SVUSD.
- e. If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site and notify the site administrator immediately.

7. LEGAL PROPERTY

- a. Comply with trademark and copyright laws and all license agreements.
- b. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- c. Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. (Reference Academic Integrity)
- d. Use or possession of hacking software is strictly prohibited and violators will be subject to discipline.
- e. Do not transmit language or material that may be considered profane, obscene, racist, abusive, or offensive to others.

- f. Do not send mass emails, chain letters, or spam.
- g. Email and communications sent and/or received should be related to educational needs.
- h. Email and communications are subject to inspection by school administration at any time.

8. CHROMEBOOK TECHNICAL SUPPORT

If there are damages or concerns regarding the device, the student must bring the Chromebook to the attention of their teacher at Elementary Sites, the Library at the Middle School or, the Chromebook Center, room 1305, immediately for Sierra Vista Unified School District IT department to assess. ***At no time are students, parents/legal guardians, or other staff at SVUSD permitted to do any repairs on SVUSD Chromebooks.***

- Students should always report any issue with their Chromebooks to Technical Support within 24 hours (or the next school day), failure to report an issue could lead to multiple claims or claims not being covered.
- Student checks with the current teacher and asks to be sent to Tech to help resolve the problem.
- The teacher will decide if the student will be released from class to go to Tech or if the student needs to report to Technical Support outside of class time.
- Tech staff will analyze the issue with the Chromebook and if possible, fix it immediately. If the task will take more than 5 minutes, the student will be issued a temporary loaner Chromebook if available and appropriate.
- Tech, whenever possible, will show the student what is wrong and inform them what parts will be replaced prior to doing so. This is not always possible if an internal component is damaged or if something else is discovered damaged while disassembling the machine.
- The District/Site representative will contact the student/parent via email letting them know what parts (if any) were replaced and at what cost, and they will be asked to come and pick up their Chromebook.
- Repair costs are then logged.
- Emails are sent out to students and parents/legal guardians weekly to let them know how much is owed for the repairs of the Chromebook.
- Physical letters may be mailed quarterly to notify parents/legal guardians of any outstanding Chromebook fees.

9. CHROMEBOOK CONSEQUENCE RANGE

<u>Technology, Improper Use</u>	<u>Consequence</u> <i>(will depend on the severity of the situation determined by administration)</i>
Computer: On entertainment site or non-educational website	<ul style="list-style-type: none"> ● Parent Notification ● In-School Suspension ● Out of School Suspension ● Loss of Technology Use Privileges ● Other consequences as determined by site
Equipment Abuse/Mishandling	<ul style="list-style-type: none"> ● Parent Notification ● In-School Suspension ● Out of School Suspension ● Loss of Technology Use Privileges ● Other consequences as determined by site
Network Infraction/Alerting of Network Use of Proxy	<ul style="list-style-type: none"> ● Parent Notification ● In-School Suspension ● Out of School Suspension ● Loss of Technology Use Privileges ● Other consequences as determined by site

10. [CHROMEBOOK FAQS](#)

What is the SVUSD 1:1 Program?

SVUSD 1:1 is an initiative to bring 21st century tools into the hands of our students to give them the skills they need for year thirteen and beyond.

What if my child already has their own computer? Can they bring their own from home?

No, SVUSD will not support any personally owned computers on our network. There are many reasons for this such as virus protection and online/internet content filtering. In addition, with the District owned Chromebooks, we are ensuring that each student has the same tools and resources to complete school assignments.

What will it cost parents/legal guardians?

There is an optional yearly insurance cost of \$35.00 (see Chromebook Fee Schedule for more details). No refunds will be issued after the second week of the policy issue date.

What is SVUSD Chromebook Self Insurance?

This is an insurance policy purchased and paid for by the student to cover any damage to the Chromebook. The policy is in effect on a yearly basis.

Will my child be able to take the Chromebook home on weekends, breaks, and during the summer?

Students will be able to take home on weekends. SVUSD may collect Chromebooks for the Winter Break and will collect Chromebooks at the end of each school year.

Will my child have the same Chromebook each year?

Students will keep the same Chromebook throughout their time at BHS and JCMS for as long as they are enrolled in the Sierra Vista Unified School District.

Can we connect the Chromebook to our own internet connection at home?

Yes, you may connect the Chromebook to your internet connection. You may need to purchase additional equipment and do additional configuration which will be your responsibility, i.e. wireless router.

How will my child be protected while online?

Every Chromebook has had restrictive software installed in order to protect students while using online tools. The Chromebook operates using Google's G Suite for Education, which is controlled and monitored by the District with support from [Securly](#), our online filtering company, which monitors student Google Accounts. Google's G Suite for Education and the accompanying student accounts adhere to the [Student Privacy Pledge](#), which promotes safeguarding student information and encourages student privacy. parents/legal guardians are encouraged to help support and monitor their child's activities and reinforce the appropriate behaviors and procedures.

What if my child's Chromebook needs to be repaired? What will be used in class?

The students will be issued a "loaner" Chromebook to use while their Chromebook is being repaired, if available. Once their Chromebook is repaired, they will return the "loaner" and continue using their original Chromebook.

If the Chromebook needs repair, can we take it to our own computer repair store?

Absolutely not. Please bring to the IT Tech on campus.

Will my child be assigned a carrying case for the Chromebook?

Each device will have a protective shell that must stay on the device. Absence of the protective shell may result in insurance voiding.



Student Name (Print Name) _____ School Year: _____

Student Chromebook #: _____ Issue Date: _____ Site: _____

Accept/Decline Chromebook Self-Insurance Form

I accept to purchase Sierra Vista Unified School District’s Self-Insurance Chromebook Policy for my child. Please initial next to the premium you wish to purchase.

_____ \$35, Individual Annual Premium	_____ \$30, Multi-Children (3+ Children, Grades K-12)
_____ \$105, Multi-Year Individual Premium (Grades 9-12)	_____ \$90, Multi-Year, Multi-Child Premium (Grades 9-12)
_____ \$53, Multi-Year Individual Premium (Grades 7-8)	_____ \$45, Multi-Year, Multi-Child Premium (Grades 7-8)

I understand that should there be a claim; the deductible amount will be based on the claim structure in the self-insurance policy. I have received a copy of the Sierra Vista Unified School District’s Self Insurance Policy.

- A Chromebook protection shell will be provided by SVUSD.
- **Damage caused by failure to provide adequate protection for the device may result in the policy being null and void and I agree to be billed for the full repair. Parent initial _____**

_____ I decline to purchase Sierra Vista Unified School District’s Self Insurance Chromebook Policy for my child. I understand I am responsible for all replacement, breakage, damage, and theft costs required to renew the Chromebook to its original condition, as determined by the technology department and Administration.

- The minimum cost to repair any damage to the device will be \$69.
- Chromebook total replacement cost of the Chromebook is \$350.

Parent Name

Parent Signature

Date



Self Insurance Policy

Sierra Vista Unified School District is self insured; so please help us keep premiums and deductibles low by taking very good care of the Chromebook. The provisions in this policy restrict coverage. Please read this policy to understand your family's rights and responsibilities and what is covered.

A. Costs

1. Yearly premium of \$35. This premium is good for one school year. Claim deductibles apply in any case regardless of whether the insurance premium is charged or not.
2. If there is a claim for insurance coverage, the first claim is covered.
3. There will be a deductible of \$35 for the second claim.
4. Students, who have insurance claims on their Chromebook more than two times during a school year, for their regular, loaner, or replacement Chromebook, will face higher per breakage deductibles. The deductible for the third insurance claim, and any claims thereafter, will be \$65 per claim.
5. The school administration has the final say in determining insurance and repair situations.
6. After the second week of school, no refunds will be issued.
7. Insurance premium is due 10 school days following the student enrollment date.

B. Covered Equipment

1. The insurance provided applies to any Chromebook issued to your child by the Sierra Vista Unified School District, whether it is the originally issued Chromebook, a loaner, or a replacement.
2. The deductible is the same, whether the machine is the original, a loaner, or a replacement Chromebook.
3. There will not be an additional premium for the use of a Chromebook loaner. Your child's yearly \$35 premium covers their original Chromebook and any other Chromebook issued to your child for the current school year.
4. Chargers: Chromebook chargers that are damaged or broken are not included in the insurance coverage and will be replaced at a cost of \$45 for each occurrence. If a charger tip breaks off inside the Chromebook and cannot be removed, there will be a \$45 replacement charger fee as well as the deductible fee, if applicable.
5. Protective Shells must stay on the Chromebook at all times. If the protective shell is removed and damage occurs to the Chromebook, insurance may be voided.

C. Exclusions

Sierra Vista Unified School District will not pay for loss or damage caused by or resulting from the following:

1. Not informing the Technology Department immediately of damage to the device may void the insurance coverage for that incident. Examples being: damage from a liquid spill, dropping of the device that may expose internal parts.
2. Damage caused by your failure to provide adequate protection for the device. An example would be placing the device in a non approved carrying case and/or no protective case in use.
3. Loss caused by inappropriate electrical use by using an inappropriate charger.
4. Dishonest, fraudulent, or criminal acts.
5. Theft not accompanied by a police report.

D. Claim Procedures

1. Go directly to your school's technology location (elementary, front office; middle school, library, high school, Chromebook Center)
2. The Technology Department will examine the Chromebook to determine if there is a qualified insurance claim.
3. If there is a claim, the computer technician will fill out the appropriate paperwork and inform the office staff. You will receive a telephone call, letter, and/or email from office staff when a claim is filed on your child's Chromebook.
4. Once the claim is in process, a loaner will be issued to the student.
5. In cases of theft or disappearance, a copy of a police report must accompany the student before a loaner Chromebook is issued. The police report must also directly mention the theft of the Chromebook and the circumstances surrounding the theft.



Student/Parent Acknowledgement Form

Student Name: _____ PermID: _____

School Attending: _____ Grade: _____

Chromebook Barcode: _____

I. ACKNOWLEDGEMENT:

_____ I acknowledge that I will review the Sierra Vista Unified School District 1:1 Chromebook Device Handbook with my student. I understand that it contains important information on policies and procedures. I realize this handbook is not intended to cover every situation which may arise but is simply a general guide to refer to.

II. TECHNOLOGY USE AGREEMENT (See Policy IJNDB-R/E):

_____ 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 Sierra Vista Unified 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 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.

Student Signature

Date

Parent Name:

Parent Signature

Date

STUDENT EDUCATIONAL RIGHTS

In compliance with Title IX (Educational Amendments of 1972), Title VII (Civil Rights Act of 1964) and Section 504 (Rehabilitation Act of 1973), the Sierra Vista Public Schools provides equal opportunities in all educational programs and activities and does not discriminate against any person on the basis of sex, race, religion, color, national origins, or handicap. Questions concerning compliance at the Joyce Clark Middle School should be referred to the Principal. Special education policies and procedures are available at <http://www.svusd68.org/>

DUE PROCESS AND STUDENT RIGHTS

The following statement identifies the due process procedures that are always available to a student who has been accused of misconduct. It is important to understand that while the Principal is responsible for the operation of a school, he/she may authorize other school personnel to handle student discipline situations. If a student is referred to a Principal for disciplinary action, the student will be told exactly what circumstances necessitated the referral. It is recognized that appropriate discipline depends not only upon the offense committed, but upon other circumstances, which may reduce or increase the consequences of the offense. In determining an appropriate disciplinary action, the student will be granted an opportunity/informal hearing to explain the situation and, if necessary, to meet at a later time with both the Principal and the person making the referral. The student may then remain silent or may explain his/her version of the situation and facts.

The Principal may suspend a student from school for a period of up to nine (9) school days. If possible, the student's parent/ guardian will also be notified in writing of the reason for the suspension and the period during which the suspension will be in effect. The parents/legal guardians may contact the Principal if they have any questions regarding the incident. Suspension should be considered as a serious indication that long-term suspension or expulsion may result should another similar incident occur.

The School Board may expel a student. In the event that the Principal and the Superintendent recommend that the student be long-term suspended or expelled from school, the School Board may hold a formal hearing. The hearing procedure includes the student's right to be represented by counsel and to present and cross-examine witnesses. Complete details for the formal hearing procedure are contained in Policy JKD/JIA and will be made available to the student and parents/legal guardians prior to the hearing. Following the hearing the decision of the School Board is final.

AZ SAFE OVERVIEW STATEMENT

The State of Arizona has developed a new way of collecting, tracking and reporting school safety and discipline incident data – Arizona Safety Accountability for Education (AZSAFE) A safe school is one that is free from violent and criminal behaviors and allows staff, students and community members to feel connected to the school and able to participate in its major functions – teaching and learning. AZ SAFE will allow school officials and prevention specialists to track needed and proven programs to achieve the goal set by the education system. All entered data will be confidential and used for the purpose of school safety.

PROCEDURES

A. Dissemination of Discipline Guidelines to parents/legal guardians, Students, and Staff.

Disciplinary guidelines, found in the student handbook, will be given to students and parents/legal guardians. The handbook will be issued to all students at the beginning of the school year. Students arriving after the first day of class will be issued the handbook during the registration process. The complete handbook can also be found on the Sierra Vista Public School Website

(<http://www.svusd68.org>).

B. A Timetable for Review by Staff, Including a Process for Revision.

Staff review of the code will be included during the pre-school in-service meetings. In accordance with Policy JIC, the staff will review the school's discipline codes, evaluating the effectiveness of implementation and amending the codes as needed. Support staff, students, and parents/legal guardians will be involved with this process.

C. Allowing Teachers to Temporarily Remove Disruptive Pupils From Their Class.

Teachers' options are not limited to, but may be selected from the following depending on the severity of the behavior and the circumstances:

1. Send the student to another teacher's classroom.
2. Behavior referral to the office.

D. Staff Conferences Regarding Students Having Recurring Behavior Problems.

parents/legal guardians, staff and administrators working together enhance a positive learning environment. When a student has had recurring academic and/or behavior problems, teachers, counselors, or administrators are encouraged to initiate a conference. parents/legal guardians may initiate a conference by calling the office at (520) 515-2930. Conferences will be scheduled at the earliest available date. Telephone conferences are also suggested, particularly if a time delay exists.

E. Dealing with Pupils Who Have Committed or Are Believed to Have Committed a Crime.

Students who have committed or are believed to have committed a crime will have parents/legal guardians contacted and requested to come to the school. The appropriate authorities will be contacted.

NOTIFICATION OF PESTICIDE USE AT SCHOOLS

It is the policy of the Governing Board that students, parents/legal guardians and staff be notified before pesticides are used at district schools in accordance with ARS§15-152 and guidelines issued by the Arizona State Board of Education. The purpose of this policy and following procedures is to facilitate communication between schools, parents/legal guardians, and the community regarding pesticide application.

SECTION 504 OF THE REHABILITATION ACT OF 1973 AND THE AMERICANS WITH DISABILITIES ACT, TITLE 11

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. The section 504 defines a person with a disability as anyone who:

1. Has a mental or physical impairment, which substantially limits one or more major life activities (major life activities includes activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, or working);
2. Has a record of such impairment; or
3. Is regarded as having such impairment.

In order to fulfill its obligation under Section 504, the Sierra Vista Public School Unified District No. 68 recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any programs and practices in the school system. The school district has specific responsibilities under Section 504, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parents/legal guardians disagree with the determination made by the professional staff of the school district, he or she has a right of a hearing with an impartial hearing officer. If there are any questions, please feel free to contact your Principal.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS

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

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. Parents/legal guardians or eligible students should submit to the school principal (or appropriate official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent/guardian or eligible student believes is inaccurate or misleading. A written request must be submitted to the school principal that clearly identifies the part of the record that requires amending, and the reason for the amendment. If the District does not amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning the alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are

Family Policy Compliance Office
U.S. Department of Education

600 Independence Avenue, SW
Washington, DC 20202-4605