



Fort Mojave Elementary



Camp Mohave Elementary

## Fort Mojave/Camp Mohave Elementary School Student Agenda

### Fort Mojave Elementary School

#### Home of the Dust Devils

Principal – Mrs. Mandy Waxler

1760 E Joy Lane

Fort Mohave, AZ 86426

Voice: (928) 768-3986

Fax: (928) 768-8075

fortinfo@mvdistrict.net

[www.mvesd16.org](http://www.mvesd16.org)

### Camp Mohave Elementary School

#### Home of the Coyotes

Principal - Mr. Rick Cottrell

1797 La Entrada

Fort Mohave, AZ 86426

Voice: (928) 704-3600

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*This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



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## **INTRODUCTION**

Welcome to Mohave Valley Elementary School District. Your job here at school is an important one. You will be learning the skills necessary to be a responsible and contributing citizen. It will take hard work on your part. The teachers and staff here will do all they can to help you. Together we look forward to an enjoyable and successful year.

This handbook is intended to provide you and your parents with important information about our school. Read the handbook carefully. You will be responsible for the following rules and procedures in this book.

## **ABSENCE FROM SCHOOL**

All children should be in school every day school is in session. Sometimes, however, children will be ill or have another valid excuse for being absent. If you are absent from school for any reason, you are required to call and/or bring a note from your parent or adult guardian explaining the reason for the absence. Absence notes are to be brought to the office the day following your absence. If you do not bring in an absence note, you will have an unexcused absence on your record. Absence notes will also be accepted via the e-mail address listed above.

Attendance/absences are calculated based on directives from the state using a prescribed time calculator. Students who leave early or come late will be counted absent based on the amount of time missed in half-day increments. Because each grade is different, check with the school secretary for details specific to your grade level.

## **Miss School. Miss Out!**

As a District, we will be tracking attendance very closely. Your child is expected to be at school every day unless there is an excused reason not to be. An absence is defined as a minimum of one missed class period per day. An unexcused absence will count as a truant day as defined by law. A student is **“habitually truant”** if he/she has **five or more unexcused absences** from school. A student that is **absent more than ten percent (18 days)** of the required number of school days per year is considered to have “excessive absences,” **whether the absence is excused or unexcused**.

When a student has **five** or more unexcused absences or **19 excessive absences** (excused OR unexcused), the student or parent can be cited or required to attend a diversion program through the Juvenile Court. A parent or legal guardian must be present with the student at the time of the hearing. Consequences at the hearing **may** include the required attendance of the parent and the child at an education class, a corrective action plan to be followed, work hours assigned to the child, and/or counseling.

Vacations, birthdays, and lack of transportation are not excused absences under State Law. This also pertains to habitual tardies. A student within MVEDS will be allowed six (6) unexcused absences and six (6) unexcused tardies over the course of each semester (Quarter 1 & 2 = 1<sup>st</sup> Semester/ Quarter 3 & 4 = 2<sup>nd</sup> Semester). After the third and fifth unexcused absence or fifth unexcused tardy, your child’s school will provide courtesy notification letter/contact to assist in course-correcting any attendance or tardies issues. Also, a Parent-Principal conference may be scheduled to address the issue. On the very next incident (seventh unexcused absence or seventh unexcused tardy), the Mohave County Sheriff’s Office will then be notified, thus setting a diversion process in motion with the Juvenile Probation Department and Court system.

Regarding tardies, if you call ahead to let your child’s school know your child will be late, that tardy will be excused. We all have unforeseen circumstances that arise, leaving us limited time to respond to tardies and absences. Our mission is to reduce habitual tardies and absences. With your help, together, we can provide support and reinforce the importance of education and the magnitude it plays in the future choices of our children’s lives.

Remember, YOU MISS SCHOOL, YOU MISS OUT!

## **AFTER-SCHOOL ACTIVITIES**

Fort Mojave and Camp Mohave Elementary may offer after-school activities. The programs will run on varying schedules depending on the program and sponsor. At this time, there will not be any activity bus. It will be the parent’s responsibility to ensure his/her child is picked up from an after-school activity that the child participates in. Permission slips must be complete before a student will be allowed to stay after school. It is a privilege to participate in after-school activities. Model behavior is expected, or students will not be allowed to continue for the remainder of the semester.

## **ASSESSMENT ACTIVITIES**

In addition to periodic tests, quizzes, and assignments as part of the regular classroom routine, students will be assessed periodically throughout the year to determine a) what type of progress each student is making toward the end goal and b) how well the student retained the information taught during the proceeding period. Arizona currently mandates that all third through fifth-grade students also take the state standardized test. This test is usually administered in the spring.

## **BRINGING THINGS TO SCHOOL**

The only time students should bring toys, games, etc. to school is when their teacher instructs them to. The student assumes responsibility for any item brought to school. Students are not to bring musical equipment, electronic games, sports equipment, trading cards, etc. We would appreciate it if these items remain at home. Items not belonging at school will be confiscated and only returned to a parent, in person, and if lost or stolen will not be investigated by the school.

The district recognizes that many parents prefer that their students have a cell phone with them in case of emergencies. As with other items brought to school, the school will not assume responsibility for lost, damaged, or stolen devices. While on campus, phones should remain turned off and in the student's backpack. Should the student have the phone out while on campus, the item will be confiscated and only returned to a parent in person.

If for any reason an item is confiscated by school personnel the following consequences will occur;

Consequence - Parent will be required to present themselves in the office  
to claim and sign an acknowledgment letter of our school policy.

## **BUS REGULATIONS**

Bus stops may change and times may vary from year to year. Please be flexible, yet feel free to contact the office with concerns regarding an assigned time and/or stop.

The following guidelines have been established for "Parent Pick-Up:"

- Parents picking up their child(ren) should arrive no later than five minutes before dismissal.
- Students must have prior office approval to change from their regular routine. For the safety of our students, without a note from home or a parent personally contacting the office, students will be sent home per their regular arrangements. NO EXCEPTIONS.

The bus driver's job is to get you to school as quickly and safely as possible. There are many ways you can help:

1. Follow the same conduct rules at the bus stops as you would at school. Don't make a commotion or disturb private property while waiting for the bus.
2. When a bus comes, line up single file and wait until the bus comes to a complete stop before boarding.
3. While riding, sit quietly in your seat so the driver can concentrate on the road.
4. Remain seated until the bus comes to a complete stop.
5. Follow the instructions of the driver at all times.
6. Do not bring glass or living creatures on the bus, or items too large to be held on your lap.

If you ride the bus, you are expected to do so regularly. You will not be permitted to walk home, leave the school grounds with persons other than your parent or guardian, get off the bus at a stop other than usual, or ride with others. Due to the size of our student body, temporary bus or stop changes will not be allowed.

Only Preschool and Kindergarten students will not be dropped off at a stop unless a parent or older sibling is present. Students who are not dropped off will be transported through the end of the route to the junior high, where parents will be notified to pick them up. All students should proceed directly to their homes upon getting off the bus.

Proper conduct is a requirement for you to continue to use the bus. If you misbehave in any of the following ways, you will be given a bus citation, which could result in a suspension of your bus riding privilege (the following list is not exhaustive):

### **Level 1 Behavior Expectations**

- Follow Directions
- Speak in Talking Voices
- Stay in Assigned Seat
- Private/Property Treatment
- Learn and Use Stop

For Level 1 violations, students will be given a safety conduct referral. On the third instance, the student will be referred for a Level 2 violation. Each additional Level 1 violation in that quarter will be treated as a Level 2 violation.

- Sit Properly
- Keep Body and Objects to Self

### Level 2 Behavior(s)

Violations of state or federal law, bullying/harassment, abusive language, disciplinary code violations and repeated Level 1 violations

- Level 2 violations will result in a bus suspension. Any bus suspension from the bus will require a mandatory meeting between school administration and the parent/guardian(s) before a student will be allowed back on the bus. This meeting may also include the transportation director.

### Bus Suspension Schedule

- First Level 2 Referral: 3-day bus suspension and conference
- Second Level 2 Referral: 5-day bus suspension and conference
- Third Level 2 Referral: Loss of bus privileges for the remainder of the quarter or 10 days, whichever is longer

**NOTE:** For major offenses, the school administration has the option to impose a bus suspension for up to one semester or impose discipline based on the serious infraction chart located in the student handbook.

Any student who has received three Level 2 behavior referrals in a single quarter will be suspended for a minimum of five days for the first Level 2 referral of the subsequent quarter.

### **CAFETERIA**

Children need healthy meals to learn. Mohave Valley School District will be participating in the National School Lunch Program and/or the School Breakfast Program. As part of this program, Mohave Valley District will offer healthy meals every school day for our students. We ask that you fill out your income eligibility application to assist in providing free and reduced meals. Regardless if you think you qualify, we ask you to submit an application as this process helps the District to apply for grants and other much-needed programs for our students.

MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for Supplemental Nutrition Assistance Programs or other assistance benefits, contact your local assistance office or call 1-855-432-7587.

If you have other questions or need help, call Margie Poppin at 928 768-2507.

Extra meals, milk, or water may be purchased on-site. Students who bring their lunch to school or purchase lunch are NOT to bring candy, soda, and other items should be limited to individual serving sizes.

### **CHILD STUDY TEAM**

Since a child's readiness to learn is often based on the needs extending beyond the classroom, the school has created a Child Study Team to work closely with students, parents, and the community. This team typically includes the principal, as well as a student's teacher(s), and volunteers to represent a variety of community resources. The team also develops individual action plans to meet the needs of students having difficulty, closely monitoring attendance, and integrating community and school resources.

### **CHRONIC HEALTH POLICY**

For students that have been properly certified as having a chronic health condition, the school shall provide for homework availability to ensure that the student has the opportunity to keep up with assignments and avoid losing credit because of absence from school. Documentation must be provided.

### **CLOSED CAMPUS**

When you arrive at school in the morning, you are not allowed to leave the school campus during the day unless your parent picks you up. Do not arrive at school before the designated time as students cannot be adequately supervised. Action may be taken as warranted for those violating this policy.

### **COMPUTER USE**

Each year parents are required to complete a Technology Acceptable Use Policy for their students before they will be allowed to use the district's computers/technology.

## **DRESS CODE**

The board recognizes the critical importance of its educational mission to promote academic achievement and a safe environment at all campuses in the District. To assist in creating a positive educational environment, a dress code that includes mandatory uniforms has been adopted for the District. Based on careful and extensive research and community input, the Board believes the dress code is in the best interests of the District's students. All students who attend school within the District are expected to dress in the proper standard school's attire. It is the parents' responsibility to ensure compliance with the dress code. Students who attend the District schools must dress in accordance with the dress code, with the exception of those who apply for exclusion based on religious or cultural attire to be worn in place of uniform attire. All students will wear standard school clothing.

**Uniform Tops:** Designated colored t-shirts for students in preschool and kindergarten; Long or short-sleeved uniform shirts with the school logo in the designated school color as specified by the district for students in grades 1-8. The clothing may not be altered in a manner that removes or defaces the school logo, adds any prints or pictures (i.e., fabric), cuts, shreds in the fabric, or leaves unfinished edges.

**Bottoms:** Students may wear bottoms of their choice following the General Dress Code Requirements below: Additional items may be added to the standard school clothing during the year as approved by the Governing Board.

## **GENERAL DRESS CODE REQUIREMENTS**

- Baggy or oversized clothing is not acceptable and is prohibited. Clothing may not be more than one (1) size too large, to allow for one year's growth. No sagging of clothing is allowed. Pants must fit at the waist, and not touch the ground. Clothing should be appropriately sized.
- No short shorts, skirts, or skorts are allowed. Shorts, skirts, and skorts must have a minimum of an approximate fingertip length inseam (determined by administration). No holes or tears can be located within the designated inseam area. Pajama/lounge pants are not permitted.
- Coveralls or jumpers that cover the school shirt are not permitted.
- Belts (if worn) may not be more than one (1) size larger than the waist. Belts must be worn at the waist.
- No underwear/undergarments may show.
- For safety reasons, students are encouraged to wear closed-toe shoes. Shoes must have a backstrap around the heel and be worn at all times. No shower shoes, beach shoes, or thongs are permitted. High-heeled shoes are limited to one (1"). Students are encouraged to wear appropriate shoes for physical education, such as tennis shoes. No bare feet. Shoes with any type of built-in rollers are not permitted on campus.
- Make-up, hair spray, cologne, and other accessories may only be used sparingly.
- Hair color and/or styles that are disruptive to the learning process of the classroom will result in the student being referred to the office.
- Tattoos are not permitted. No Gauging is allowed.

The dress code is in effect at school and at school-sponsored events unless otherwise specified. Students are required to show proper attention to personal cleanliness and neatness. The administration may require students who violate the dress code, to change clothes, clean up, or be sent home. If in the opinion of the teacher or principal, student appearance or grooming is a classroom distraction, health hazard, or in any way interferes with the ongoing learning process, the student will be referred for disciplinary action.

## **EDUCATION PROGRAM**

The classes you take at school are intended to teach you to be successful both personally and as a citizen of your community and nation. The state and local Boards of Education have approved the course of study.

Textbooks are provided to you by the school at no cost, including this agenda. You are responsible for the care of school property checked out to you. If you lose or damage school materials, you will be required to pay for them. In case of transfer or withdrawal, records and grades will not be sent until all books are accounted for.

## **EMERGENCY NOTIFICATION**

Mohave Valley School District utilizes a district-wide app, available for free in the Google Play and Apple Stores. Search for **Mohave Valley ESD, AZ**. This app will connect you to all of the district's news and notification sites in one location, as well as the mobile version of the district's website at [www.mvesd16.org](http://www.mvesd16.org). From there you can also log into ParentVue, our parent portal

that shows grades, attendance, etc. several forms of communication: Simply click on the **For Parents** tab at the bottom of the page for a link. The app also allows *push notifications* from the district for emergency announcements. Of course, you can also follow the district and schools individually via Facebook (found under *Mohave Valley Elementary School District #16, Camp Mohave Elementary School, Fort Mojave Elem (FMES), and Mohave Valley Junior High School*), the district website ([www.mvesd16.org](http://www.mvesd16.org)), our email newsletter (subscribe at district website above), ParentVue (contact school secretary for account information and access code), and Twitter (@mvdistrict).

**In the event of an emergency**, Should we have a major disaster during school hours, your student(s) will be cared for at this school. Our School District has a detailed disaster plan which has been formulated to respond to a major catastrophe. Your cooperation is necessary for any emergency.

**Do not telephone the school or relocation site.** Telephone lines will be needed for emergency communication.

In the event of a serious emergency, students will be kept at their schools until they are picked up by an identified, responsible adult who has been identified as such on a School District Emergency Information form which is required to be filled out by parents at the beginning of every school year. Please be sure you consider the following criteria when you authorize another person to pick up your child at school:

- He/she is 18 years of age or older with a photo ID
- He/she is usually home during the day.
- He/she could walk to school, if necessary.
- He/she is known to your child.
- He/she is both aware and able to assume this responsibility.

Updates will be sent through the district's app, as well as through local radio and print, and social media as available. In order to stay informed, please be sure to subscribe to *the school district app*. For more information, please see the *Parent Emergency Procedures Letter* under the [Information Notifications Tab](#) on the district webpage ([www.mvesd16.org](http://www.mvesd16.org)).

### **EVACUATION PROCEDURES**

Mohave Valley Elementary School District has developed a School Emergency Response Plan that will be followed in the event of an emergency. The plan is available for viewing in the school office. In the event the school had to evacuate the entire area, students would be bused to Mohave Valley Junior High School, located at 6565 Gerard (off Boundary Cone) in Mohave Valley.

### **FAMILY & COMMUNITY ENGAGEMENT NIGHTS**

Each school will hold a variety of academic celebrations throughout the school year designed to bring parents, families, and the school together in order to build relationships that will lead to more effective education. All are welcome to attend these activities, however, students must be accompanied by a responsible adult during these evening activities. Unless part of the event, the playground is closed during these events.

### **GETTING TO AND FROM SCHOOL**

You are to come directly to school after you leave home in the morning and go directly home after school unless you have written permission from your parents and office verification to stay for a supervised activity that begins *immediately* following school.

### **GIFTED STUDENT SERVICES**

Mohave Valley Elementary School District provides services for the district's gifted students through a cluster model. This means that students are clustered together at each grade level, with services provided through differentiated instruction with the regular classroom teacher. Additional services may include an after-school program and/or pull-out program during the regular school day.

Placement in the district's gifted program is determined through testing. Each year teachers use the prior year's state testing and teacher observation as a screening tool to determine who should be tested. Additionally, parents can directly request that a student be tested to determine eligibility for the gifted program. Parental permission to test a student for gifted services is required, and a parent always has the option to withhold that permission.

Testing is done throughout the year. Students who score at the 95<sup>th</sup> percentile automatically qualify for gifted services. Testing results will be sent to each parent within 30 days of testing. Parents can request an explanation of the results directly from the

school psychologist by calling Special Services at 768-4538. Should parents disagree with testing results, they may provide at their own expense testing results completed by a certified psychologist using a state-approved assessment.

### **GRADE EXPLANATION/KEY for Report Cards**

#### **Grade Key**

A - 90-100% Excellent  
B - 80-89% Above Average  
C - 70-79% Average  
D - 60-69% Below Average  
F – 59% or below Failing

#### **Effort Key**

E- Excellent  
S- Satisfactory  
N- Needs Improvement  
U- Unsatisfactory

#### **District Assessment Plan Key**

MP Minimally Proficient in the Standards  
PP Partially Proficient in the Standards  
P Proficient in the Standards  
HP Highly Proficient in the Standards

In addition to grades, information regarding the Arizona State Standards your child is working on and whether or not your child is making progress toward meeting those standards will be provided periodically throughout the year. The decision to promote to the next grade will be based on both grades and attainment of the standards. Please look over the Standards for your child's grade level and discuss them with your child.

Students reading and math (elementary) and core subject (junior high) grades are calculated based on a 60-40 split: Tests and weekly assessments comprise 60% of a student's grade; homework and all other projects make up 40% of the grade. This split is geared at providing the bulk of a child's grade based on what they can independently show mastery in. Parents can track their students' grades through Parent Vue, an online parent portal that provides information on grades, attendance, health office visits, and disciplinary involvement. Visit the district's website at [www.mvesd16.org](http://www.mvesd16.org) and click on the Grades Online tab for more information. Contact the school office for an activation code if you don't already have one.

### **HEALTH OFFICE**

The school provides limited health and first aid services. If you become ill or injured while at school, your parent or guardian will be called to pick you up. Your parents should provide an emergency phone number of an adult who can be contacted in case your parents cannot be reached. In the event someone can not be reached, we may have to turn custody over to the appropriate authorities. Any and all medication that is to be taken at school must be deposited in the health office by your parent or guardian, and cannot be transported on the bus. The written parent consent form must be filled out in the health office by your parent or guardian.

The district adheres strictly to its no lice "no-nit" policy, therefore, students in violation of the policy will be sent home for treatment. Students are allowed three (3) days of excused absences to treat lice problems, although with immediate attention most should be able to return to school the next day. Absences beyond three days will be considered unexcused.

### **HOMELESSNESS**

According to the McKinney-Vento Act, eligible students have rights to: Immediate enrollment, School Selection, Participate in programs for which they are eligible, including Title I tutoring programs, Free Lunch in schools with the National School Lunch Program, Head Start and Even Start Preschool Programs Transportation Services to and from the school of origin, and Dispute Resolution procedures. The McKinney Vento Liaison will assist you in making decisions, providing notice of any appeal process, and filling out dispute forms. For more information, refer to <https://www.azed.gov/populations-projects/home/homeless/> or contact District Coordinator at (928) 768.2507, or the State Coordinator @ (602) 542-4963, [homeless@azed.gov](mailto:homeless@azed.gov)

### **HOMEWORK**

The district's homework policy is that students should receive no more than 10 minutes of written homework per grade level. This would mean a second-grader should have no more than 20 minutes of homework a night; a sixth-grader an hour's worth

of homework. Continued prolonged amount of time required for homework could mean there is a problem. Contact your teacher if the problem persists.

### **LEAVING EARLY**

Early pick-up is HIGHLY DISCOURAGED, as it interrupts the classroom environment. Our school's goal is to teach "bell to bell", which means early pick up is just as harmful as a tardy in the morning. Students who leave school early must be signed out through the office by a parent or guardian. Students who go home because of illness during the school day must also be signed out through the office. Leaving school early may affect a students' attendance record, depending on the time the student is signed out of school. If someone other than a parent or legal guardian is coming to pick you up they must have a note from your parent or guardian.

### **LIBRARY**

Each student has the privilege of borrowing books from the school library. You have the responsibility for taking care of any book you check out. If you lose or damage a library book, you will be required to pay for it. Students' book checkout privileges will be lost and report cards will not be issued until all fines and/or lost books are paid and/or returned.

### **LOST AND FOUND**

The school will not be responsible for the loss of articles. Keep track of your coat or other clothing articles. When possible, the office will return every item found to its owner. A school-wide lost and found will be maintained throughout the year in the cafeteria. However, due to a constant build-up of unclaimed clothes, we will donate unclaimed items periodically to local charities. Label all belongings with student name and teacher. Please check the lost and found on a regular basis for missing coats, sweaters, etc.

### **PARENT NOTIFICATIONS**

The *No Child Left Behind Act of 2001* (NCLB) amended the Protection of Pupil Rights Amendment (PPRA) to require that each local school district has obligations under PPRA and under the Family Educational Rights and Privacy Act (FERPA) to notify parents and students of their rights under both FERPA and PPRA. The following notices are listed on the district's website at [www.mvesd16.org](http://www.mvesd16.org):

FERPA Notification

PPRA Notification

Title I Notification of Parent Rights

Special Education Parent Rights and Procedural Safeguards

District and School Parental Involvement Policy

District and School-Parent Compact

Policy JICK: Student Violence/Harassment/Intimidation/Bullying

Parents or students who wish to receive paper copies of any of the above notices can contact any school office, or the district office located at 8450 S. Olive Ave. in Mohave Valley

### **PARENT-TEACHER COMMUNICATION**

Your parents are encouraged to keep regular contact with your teacher(s). Conferences are scheduled per the district calendar with all parents during the first quarter of the year, at which time the Parent Compact and Involvement policies will be reviewed along with each student's individual progress. Parents may also call the school office to set up conferences at any time during the year. The district and each school review and distribute a Parental Involvement Policy that is sent home with students at the beginning of the school year. Please contact the school office if you need additional copies.

### **PARENT PICK-UP**

The following guidelines have been established for "Parent Pick-Up:"

- Early pick up is HIGHLY DISCOURAGED, as it interrupts the classroom environment. Our school's goal is to teach "bell to bell", which means early pick up is just as harmful as a tardy in the morning.
- Parents picking up their child should arrive no later than five minutes before the established dismissal time for regular release, early release, or after-school activity release.
- Students must have prior office approval to change from their regular routine. Without a note from home or a parent personally contacting the office, students will be sent home per their regular arrangements. ***Please notify the office 60 minutes prior to dismissal with changes to your child's regular routine in order to provide sufficient time to notify students and staff.***



It is against school policy to leave a child unattended by an adult after school. Every accommodation will be made for parents needing to pick up their child after school, however, your timeliness is greatly appreciated, as oftentimes the office staff have meetings to attend and cannot be counted on to supervise students who are waiting for a ride. *In circumstances (such as an emergency or at the end of the school day) when a parent or appropriate adult is not available to transport a child, the school may have no other choice but to contact the local authorities (such as CPS and/or the Sheriff's Office) and turn the student over to their custody. Please make sure all emergency contacts are current in the office in case the need arises for someone other than the parent to pick up the child.*

### **PROMOTION & RETENTION**

The decision to promote or retain a student will be based on whether or not the student can show s/he has mastered the appropriate state academic standards for the grade level. Several factors are taken into consideration in determining whether or not the standards have been met including report card grades, final District Assessment benchmark scores, state assessment scores, and attendance.

Students who fail two or more quarters in the core subjects of English Language Arts and Math or three subjects total, or who have missed more than 18 days of school will be considered for retention. By state statute, the teacher has the final say on whether or not a student should be retained: Parents can appeal the decision to the Governing Board only if they can show that the student has mastered their standards. The decision of the Governing Board is final on all retention proceedings.

THIRD GRADE EXCEPTION: Arizona's Move-On When Reading law requires the retention of any third-grade student who does not meet the cut score on the state reading assessment.

### **REPORT OF STUDENT GRADES**

Report cards will be issued on the last day of each quarter. You will be evaluated on achievement, meeting the Arizona State Standards for the particular grade level, work habits, and citizenship. Special reports may be sent to your parents in the middle of each quarter for incomplete or failing work. If you do outstanding work, you may be given special reports. Progress Reports approximately every three weeks during the quarter (see the calendar for specific dates). The purpose of the Progress Report is to show a drop in grade, incomplete assignments, which are overdue, or unsatisfactory grades for work habits, citizenship, or achievement. The report notifies your parents and gives you an opportunity to raise your grade before the quarter report card, which then becomes a permanent part of your school record. Parents who have specific concerns should not wait until progress reports or report cards to discuss their student's progress. Feel free to contact your child's teacher at any time throughout the year with questions and/or concerns.

### **RESPONSIBILITIES**

**All students have the responsibility to:**

- Come to school prepared to work, with all necessary materials and assignments.
- Become informed of school rules and regulations. Parents must sign a form indicating they are aware of the school rules before new students can complete registration for classes. Continuing students will be given copies of the rules the first week of school and parents must sign and send the form back that week.
- Adhere to all school rules and regulations.
- Respect the rights of other students and school personnel.
- Respect public property
- Attend regularly and punctually unless legally excused.
- Complete all classwork and homework.
- See that school letters to parents reach home.
- Maintain appropriate dress and grooming for school (see Dress Code).

### **SCHOOL RECORDS**

The Governing Board has established written policies regarding the collection, storage, retrieval, use, and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents' and students' rights to privacy. These policies and procedures are in compliance with:

- The Family Education Rights and Privacy Act; Title 20, United States Code, Sections 1232g and 1232h; and the Federal Regulations (34 CFR, Part 99) issued pursuant to such act;

- The Individuals with Disabilities in Education Act; 20 USC Chapter 33; and the Federal Regulations (34 CFR Part 300); and Arizona Revised Statutes, Title 15, Section 141

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

These records are maintained in the office of the District under the supervision of the building administrator and are available only to the teachers and staff members working with the student. If your son/daughter should transfer to another school, these records will be sent to the new school upon its request. Otherwise, records are not released to most agencies or persons without the prior written consent of the parent.

You have the right to inspect and review any and all records related to your child, including a listing of persons who have reviewed or have received copies of the information. Parents who wish to review their children's records should contact the principal for an appointment. School personnel will be available to explain the contents of the records to you. Copies of student educational records will be made available to parents when it is not practicable for you to inspect and review the records at the school. Charges for the copies of records will be costs of copying unless the fee prevents the parent from exercising the rights to inspect and review those records.

If you believe the information in the record file is inaccurate or misleading, you have the right to request that a correction be made and to add comments of your own. If at any time an agreement between the principal and parent cannot be reached, you may contact the Superintendent and request a hearing.

You shall be informed when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to your child. The information must be maintained for two years after the date your child was last enrolled in this school district.

Copies of the district student education record confidentiality policies and procedures may be reviewed in the assigned office in each school. Federal law also permits a parent to file a complaint with the Family Educational Rights and Privacy Act Office in Washington D.C., if you feel the school is violating public school records policies and statutes.

### **SPECIAL EDUCATION**

The school maintains a complete special education department to meet the needs of students who qualify. You, your teacher, or your parents can request to have you considered for assistance by requesting a *Child Study Team* (CST) meeting through the principal's office.

### **STUDENT AGENDA/HOME COMMUNICATION FOLDERS**

Student Agendas, or planners, will be provided at the beginning of the year to each student. These materials will be treated much like student textbooks, in that the student is responsible to replace the materials at a cost of \$5 if lost. The agenda/folder will be used to track daily assignments, upcoming projects, and tests, as well as serve as a means of communication between the parent and teacher. Parents are expected to sign the agenda nightly, and teachers will check the agenda for parent signatures each week.

### **STUDENT BULLYING, HARASSMENT, INTIMIDATION, VIOLENCE**

The Governing Board of the Mohave Valley Elementary 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 Definition:* 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 is not limited to, any act of bullying committed by use of electronic technology or electronic communications devices, including telephonic devices, social networking, and other internet communications, on school computers, networks, forums, 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. 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, to 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 to a person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by the 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 the school and during 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 being bullied should report their concerns to any staff member of the School District. School personnel is to maintain appropriate confidentiality of the reported information.

Reprisal by any student 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 discipline 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.

## **STUDENT CODE OF CONDUCT**

The discipline of students within the school community is the joint responsibility of the students, parents or guardians, and all school personnel. Teachers and administrators at the building level have been delegated responsibility by the superintendent to hold students to a strict account for their own behavior. General guidelines for student behavior are described within Governing Board policy and school handbooks. Specific behaviors and consequences for behaviors outside the guidelines change from time to time. It shall be the intent of this guide to establish current school-wide rules and consequences for students attending both Camp Mohave and Fort Mojave Elementary Schools.

Responsibility for the assignment of consequences for unacceptable behaviors rests with the building principal. Documentation of recurring discipline problems of individual students rests jointly with the classroom teacher and the principals.

The behavior program at this school is based on a positive model. The premise of this behavior program is that all students will follow four (4) simple rules and understand what each rule sounds like, looks like, and feels like. Every student is to follow the same set of rules and follow through with interventions in the classroom by teacher and student, and interventions at home by parent and student. Positive reinforcement for academic success, attainment of personal goals (intervention processes), good citizenship, etc. will be rewarded with praise, awards, opportunities, ROCK Tickets, etc. Each teacher will have a set of classroom rules and intervention processes posted in his/her room. The school-wide rules are published in this handbook and parents as well as students should become familiar with them.

Threatening words and actions including bullying, intimidation, and harassment as defined in Board Policy JICK will be taken seriously and may result in local law authorities being called.

### **STUDENT DISCIPLINE (Behavior Plan)**

**R.O.C.K.** is a school-wide program based on the Positive Behavior Interventions and Supports (PBIS) framework. PBIS is a research-based framework that has been proven to improve school climate, reduce problem behavior, and increase academic instructional time in schools (for additional information go to [www.pbis.org](http://www.pbis.org)). Two primary areas of emphasis in PBIS are prevention and instruction of social behavior. PBIS is based on the idea that when students are taught clearly defined behavioral expectations and provided with predictable responses to their behavior, both positive and corrective, all students are more likely to meet those expectations. Through R.O.C.K., MVESD16 has developed school-wide procedures to accomplish the following:

1. **Define Behavior Expectations.** A small number of clearly defined behavioral expectations are defined in positive, simple, rules. At MVESD16 R.O.C.K. is **Respect, Ownership, Caring, and Keep Safe**. These expectations are defined across school settings in the expectations matrix included in this handbook.
2. **Teach Behavior Expectations.** The behavioral expectations and school procedures are taught to all students in the building and are taught in real contexts. Behavioral expectations are taught using the same teaching formats applied to academic instruction. When teaching, behavioral expectations are linked to the rules of R.O.C.K.: Respect, Ownership, Caring, and Keep Learning. The rationale for the rules and behavioral expectations are presented for each setting, then the staff demonstrates examples of what the expected behavior looks like in the setting.
3. **Acknowledge Appropriate Behaviors.** Once appropriate behaviors have been defined and taught, they need to be acknowledged on a regular basis. Giving regular positive feedback when students use behaviors they have been taught is a critical step to reaching and maintaining desired behavior. MVESD16 has developed an acknowledgment system to encourage regular recognition of desired behavior in the school. Positive or negative environments for students and staff are the result of the accumulation of individual positive or negative interactions. Through the R.O.C.K. program, "R.O.C.K." tickets will be used by individual staff members and school volunteers to recognize students or colleagues for engaging in positive behavior.
4. **Responding to Problem Behavior.** Despite our efforts to proactively set students up for behavioral success and to prevent problem behavior, there will still be incidents of problem behavior. When it comes to responding to problem behavior we have three primary goals:
  - a) Make sure to keep everyone safe
  - b) Minimize the loss of instructional time for all students (including the student who engaged in problem behavior)
  - c) To teach the student the appropriate behavior to use instead of the problem behaviorEvery occurrence of problem behavior is an important opportunity to teach the appropriate, desired behavior to the student. In developing R.O.C.K., it is our responsibility to provide fair and consistent consequences for problem behavior that focus first on teaching our students the appropriate behavior and that get them back engaged in academic instruction as soon as quickly as is safely possible. When students violate the behavioral expectations they will be informed that their behavior was not acceptable and how it relates to the school-wide rules "Respect, Ownership, Caring and Keep Learning".

### **DETENTION (held one hour after school if available)**

Detention is scheduled when the student, parent, and/or teacher have attempted all other interventions. Detention will be held after school for one hour. Students will receive detention notices before being kept after school. It is the responsibility of the student to give these notices to their parents. Students must furnish their own transportation. Students are expected to use

the bathroom before arriving for detention.

Title IX states: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. The goal of Title IX is to guarantee equal opportunity and access to programs, activities, and employment at educational institutions that receive federal funds. Covered under Title IX include local school districts, colleges, and universities as well as charter schools.

THE FOLLOWING SERIOUS INFRACTIONS WILL BE HANDLED BY ADMINISTRATORS:

<p style="text-align: center;"><b>Fort Mojave Elementary</b>                      Progressive Consequences for Level 3 Violations:                      Parent Conference Required for each Level 3 Violation:  <b>Bus services will be suspended pending conference.</b>                      On the second level three violation, an intervention plan will be required;                      On the third, a behavior contract will be required.</p>			
Violation	Grade	Occurrence	Consequence
Verbal Disrespect toward staff member/other adult	K-2	1	1 Day OSS
		2	2-5 Days OSS + Tier 2 Intervention
		3	5-10 Days OSS and Behavior Contract
		4	Student Hearing
Physical Assault toward a staff member/other adult	K-2	1	Student Hearing
Refusing to Respond to Intermediate Measures	K-2	1	Warning
		2	2-5 Days OSS + Intervention Plan
		3	6-10 Days OSS + Behavior Contract
		4	Student Hearing
Leaving Campus without Authorization (ditching)	K-2	1	5 Days OSS
		2	Student Hearing
Bullying, Harassment (including sexual)	K-2	1	Warning
		2	2-5 Days OSS + Intervention Plan
		3	6-10 Days OSS + Behavior Contract
		4	Student Hearing
Fighting/Assault/Physical Aggression with injuries basic first aid can address	K-2	1	1 Day OSS
		2	2-5 Days OSS + Intervention Plan
		3	6-10 Days + Behavior Contract
		4	Student Hearing
Fighting/Physical Aggression with injury beyond first aid	K-2	1	Student Hearing
Threatening with a simulated weapon, weapon possession, Possession of tobacco/drugs/alcohol	K-2	1	Student Hearing
Threats to bring a weapon to school to do harm	K-2	1	Student Hearing
Possession of Dangerous Items that could threaten the health safety or welfare of the school environment	K-2	1	6-10 OSS
		2	Student Hearing
Any Item Not Covered Above	Administrator Discretion		

## Camp Mohave Elementary

Progressive Consequences for Level 3 Violations:

Parent Conference Required for each Level 3 Violation:

**Bus services will be suspended pending conference.**

On the second level three violation, an intervention plan will be required;

On the third, a behavior contract will be required.

Violation	Grade	Occurrence	Consequence
Verbal Disrespect toward staff member/other adults	3-5	1	1 Day OSS
		2	2-5 Days OSS + Tier 2 Intervention
		3	5-10 Days OSS and Behavior Contract
		4	Student Hearing
Physical Assault toward a staff member/other adults	3-5	1	Student Hearing
Refusing to Respond to Intermediate Measures (with disruption to the learning environment)	3-5	1	Warning
		2	2-5 Days OSS + Intervention Plan
		3	6-10 Days OSS + Behavior Contract
		4	Student Hearing
Leaving Campus without Authorization (ditching)	3-5	1	5 Days OSS
		2	Student Hearing
Harassment (general)	3-5	1	Warning
		2	3-5 Days OSS and Tier 2 Intervention
		3	6-10 Days OSS and Behavior Contract
		4	Student Hearing
Bullying or Sexual Harassment *Can be immediately referred for a student hearing in extreme cases.	3-5	1	3-5 Days OSS and Tier 2 Intervention
		2	6-10 Days OSS and Behavior Contract
		3	Student Hearing
Fighting/Assault/Physical Aggression with injuries basic first aid can address	3-5	1	2-3 Day OSS
		2	5-7 Days OSS + Intervention Plan
		3	Student Hearing
Fighting/Physical Aggression with injury beyond first aid	3-5	1	Student Hearing
Threatening with a simulated weapon, weapon possession, Possession of tobacco/drugs/alcohol	3-5	1	Student Hearing
Destruction of Property: Theft, vandalism, defacement, graffiti, tagging, etc.	3-5	1	1 Day OSS, Restitution
	3-5	2	2-5 Days OSS, Restitution
		3	6-10 Days OSS, Restitution
Threats to bring a weapon to school to do harm	3-5	1	Student Hearing
Possession of Dangerous Items that could threaten the health safety or welfare of the school environment	3-5	1	6-10 OSS or Student Hearing in Exigent Circumstances
		2	Student Hearing
Any item not covered above	Administrator's Discretion		

At the principal's discretion, a Reverse Suspension may be substituted for student suspension. In the event a student is recommended for a student hearing for long term suspension or expulsion, a student will face being suspension from school for periods of time longer than 10 days, or expulsion from the district altogether and completion of any other recommendations made by the Hearing Officer(s). The Principal may place the student in an Individual Learning Environment for up to 45 school days in lieu of a student hearing if available.

## **STUDENT CONCERNS, COMPLAINTS, GRIEVANCES**

Students may present a complaint or grievance regarding one or more of the following: Violation of the student's constitutional rights; Denial of an equal opportunity to participate in any program or activity for which the student qualified no related to the student's individual capabilities; Discriminatory treatment on the basis of race, color, religion, sex, age, national origin or disability; Intimidation by another student; Bullying by another student; or concern for the student's personal safety, provided that: The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and, the procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

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

Complaints by middle school students may be made only by the students on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student under this policy. A parent or guardian who wishes to complain should do so by completing the forms following policy KE. A complaint or grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than 30 calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, are specifically prohibited and constitute grounds for a separate complaint. Knowingly submitting a false report under this policy 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. When district officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.

## **STUDENT COUNCIL**

The student council is elected by the students and consists of officers and homeroom representatives. Each year the student council provides for activities for the school, raises money, and works to improve the school in many ways.

## **STUDENT INSURANCE**

At the beginning of the school year, application forms for the purchase of student insurance are distributed. This insurance, which covers medical expenses incurred from an injury sustained on the campus or while going directly between home and school. Around-the-clock protection is also available at a very reasonable price. The transaction is between the parent and the insurance company. We encourage every parent to have accident insurance of their own for their children.

## **STUDENT/PARENT RIGHTS UNDER IDEA, ESSA, FERPA AND PPRA**

The *No Child Left Behind Act of 2001* (NCLB) amended the *Protection of Pupil Rights Amendment* (PPRA) to require that each local school district has obligations under PPRA and under the Family Educational Rights and Privacy Act (FERPA) to notify parents and students of their rights under both FERPA and PPRA. Parents also have the right to request the professional qualification of any of their student's teachers and have specific rights when dealing with the Special Education process. The specific notices can be found at the district's website on the Student Services page, located at <http://www.mvesd16.org/special-services--10>. Parents who wish to receive a printed copy can also contact the school office.

## **STUDENT/PARENT/TEACHER COMPACT**

We understand that parents, students, and teachers working together can enhance a child's education. By working together to accomplish State standards, we can achieve high academic, behavioral, and social goals for our students.

*As a student, I will:* attend school regularly, respect and cooperate with others to do my best work, and make good decisions.

*As a parent, I will:* provide a time for my child to do school work and review it with them, instill the importance of education in my child, ensure that my child attends school regularly and arrives at school on time, participate as often as is possible in the learning and social activities as well as the decision making of the school, and communicate with the teacher and school when problems arise.



*As a teacher, I will:* form a community with families to support students' learning, continue to grow professionally, maintain high expectations for myself and the students, provide high-quality instruction, and be available to communicate with parents through parent-teacher conferences and frequent written or verbal reports about progress and options.

*As a principal, I will:* provide an environment by which positive communication between parents, teachers, and students will occur, provide leadership for a community that supports student learning, and communicate options and opportunities for families to support student learning.

*As a school, we will:* Provide a high-quality curriculum aligned to the Arizona Academic Standards where required and encourage parental participation in the decision-making process.

### **STUDENT RELEASE**

Students will be released only to parents or others that the parents have designated on the Emergency Release section of the student enrollment form or by contacting the school office in writing. It is important to keep this information up to date. Please remember that the school has no legal jurisdiction to refuse biological parents access to their child and/or student records without court documentation. Any student release situation which leaves the student's welfare in question will be handled at the discretion of the school administrator or designee. Should any situation become a disruption to the school, the Sheriff's Office will be contacted and an officer will be requested to intervene.

### **STUDENT SUPPORT SERVICES**

The school district provides a variety of services for students ages PreK through eighth grade who are considered homeless, or for students who have or have suspected special needs in a range of areas, including developmental delays, speech, hearing, physical/medical, or emotional needs. If you have or know of a child that may benefit from these services, regardless of age, please contact the school office or the school district office at (928) 768-2507.

**TARDY POLICY** It is imperative that students arrive at school on time. When they are late (or leave early), not only do they miss important instructional time, but they also interrupt the ongoing learning process of the entire class.

If your child is tardy they must report to the office to obtain an entry pass. A tardy may affect a students' attendance, depending on the time of arrival at school. We will follow the same guidelines for a tardy as we do for an absence, as far as excused or unexcused. *Students who have a tardy will not be eligible for perfect attendance recognition.*

### **TITLE I SERVICES**

Mohave Valley School District provides Title I Federal Program services to students in need of additional help in reading and/or math. Services might include but are not limited to individual and small group tutoring during the day, during lunch, or before and/or after school. Services might also include re-teach (and enrichment) activities. Students will be identified for services by the results of their assessments as well as by staff recommendations. These services are separate from Special Education services. Students identified will continue to receive services until such a time that their assessment results or teacher recommendations show that services are no longer needed.

Each school will provide an informational meeting at the beginning of the school year to explain their Title I Program, as well as a meeting at the end of the year for evaluation of the program and recommendations for the following year. Please contact your school office for information on these meetings.

You have the right to request information regarding the professional qualifications of your child's classroom teacher(s). If you request this information, the district or school will provide you with the following as soon as possible:

- If the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;
- If the teacher is teaching under an emergency status for which state licensing requirements have been waived;
- The type of college degree major of the teacher and the field of discipline for any graduate degree or certificate; and
- If your child is receiving Title I services from paraprofessionals and, if so, his/her qualifications.

If you would like to request this information, please contact the school.

### **VISITORS**

The Principal must approve all visitors. Generally, visitors other than parents will **NOT** be permitted to accompany you to your classes. *State Law requires that anyone visiting the school must check-in at the office before their visit.* State law also requires volunteers working with students more than five hours per week to submit to a background check through fingerprinting. Contact your school's principal for more information.