



“Promoting a future of opportunity, success and individual growth”

Mrs. Charlotte Hansen, Principal
Mrs. Hayley Moss, Assistant Principal
6565 Girard Avenue
Mohave Valley, AZ 86440
Voice: (928) 768-9196
Fax: (928) 768-1129
mvjhinfo@mvdistrict.net
www.mvesd16.org

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



Para recibir copias de esta informacion o de una explicacion en Español, por favor contacta la oficina de la escuela.

INTRODUCTION

Welcome to Mohave Valley Junior High School. Your job 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 will do all they can to help you. Together we look forward to an enjoyable and successful year!

This handbook provides important information about our school. **You will be responsible for the following rules and procedures in this handbook at all times.**

ABSENCES FROM SCHOOL

Students should attend school every day school is in session. Sometimes, however, students will be ill or have a valid excuse for being absent. Students who are absent are required to bring a note from a parent or legal guardian explaining the reason for the absence. Absence notes are to be brought to the attendance office the day following the student's absence. Without an absence note, an **unexcused** absence will be recorded.

There are two types of absences: excused and unexcused.

EXCUSED ABSENCE – Legal excuses for absence include illness, doctor/dentist appointment, quarantine, required a visit to a government agency, or serious family emergency. Teachers will allow students to make up work missed during an excused absence. MVJH policy allows one excused absence day to equal one day to make up missed work. (e.g., 2 excused absence days due to illness equal two full makeup days for work to be submitted with no penalty on the third after the return.)

UNEXCUSED ABSENCE - Unexcused absences are those not falling into any of the above categories. Teachers may or may not permit makeup work for unexcused absences.

Teachers may also excuse some assignments (e.g., collaborate in-class work) or provide alternate assignments, depending on the specific absence situation.

TRUANCY (ARS 15-802)

A student absent without the consent of his/her parent(s)/guardian(s) is truant. This is an unexcused absence and will be dealt with by the administration. A student is truant under any of the following conditions:

1. Student leaves school without signing out in the main office.
2. Student is absent from school without prior permission from parent(s)/guardian(s).
3. Student is absent from class without permission from teacher/administrator.

Parent conferences may be required when students miss five, 10, and 15 days. At 20 days absent, the may student will be scheduled for a hearing before the governing board. At that time a truancy report will be filed, and the student may face further disciplinary measures, including but not limited to referral to the courts.

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 MVESD will be allowed six (6) unexcused absences and six (6) unexcused tardies over the course of each semester (Quarter 1 & 2 = 1st Semester/ Quarter 3 & 4 = 2nd 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.

BRINGING THINGS TO SCHOOL

The school **is not responsible for** money or personal items, which are lost or damaged by other students. Cell phones, toys, electronics, and other items considered disruptive to the educational process **are not** to be brought to school. The school **will not** investigate lost or stolen items brought to school.

If for any reason an item is confiscated by school personnel the following consequences will occur; the item will be confiscated and returned to the student at the end of the day. Confiscation will be noted in an office log.

The parent will be required to present themselves in the office to claim the confiscated item and sign an acknowledgment letter of our school policy for each additional incident.

BUS REGULATIONS

Bus stop locations 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/guardians picking up students should arrive no later than five minutes before the scheduled dismissal time.
- Students must have prior office approval to change from their regular routine. Without a note from home or a parent/guardian 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. Your job is to help this happen by doing the following:

1. Obey 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.

Students who ride the bus are expected to do so regularly. Students who ride the bus to school are expected to ride the bus home at the close of school as well. Students will not be permitted to walk home, leave the school grounds with persons other than a parent or guardian, get off the bus at a stop other than the usual stop, 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 students to continue to use the bus. If a student does not meet the expectations below,

s/he will be given a bus citation, which could result in a suspension of bus riding privileges (the following list is not exhaustive):

Level 1 Behavior Expectations

- Follow directions
- Speak in talking voices
- Stay in assigned seat
- Treat all property respectfully
- Learn and use stop
- Sit properly
- Keep body and objects to self

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.

Level 2 Behavior Expectations

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 suspension from the bus will require a mandatory meeting between the transportation director, the school administrator, and the parent/guardian(s) before a student will be allowed back on the bus.

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.

If you have other questions or need help, call the Food Services Director 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 or soda and other items should be limited to individual serving sizes.

CAFETERIA RULES/GUIDELINES

1. Walk when entering, moving through, and leaving the cafeteria.
2. Form a line at the cashier's table upon entering.
3. Punch in your PIN when approaching the cashier.
4. Take only the amount you intend to eat and do so carefully.
5. Use table manners and appropriate behavior.
6. Avoid behavior such as behavior will not be permitted and includes taking food from another student's tray, throwing food, and playing with food. This type of behavior is prohibited.
7. Tables are dismissed by rows and all trash is to be placed in a trash can upon dismissal.
8. **ALL** food and beverages purchased at the snack bar are to be consumed in the cafeteria or designated areas.
9. **Only bottled water in a clear container** is to be taken outside or into the main building.
10. If lunch is brought from home, it may be eaten in a designated area of the cafeteria.

Consequences for failing to observe all rules and procedures may result in disciplinary action.

CHILD STUDY TEAM

Since a child's readiness to learn is often based on 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 every student who has 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 due to absence from school.

CLOSED CAMPUS

Students are not allowed to leave the school campus during the day unless picked up by a parent or guardian. Students should not arrive any sooner than twenty minutes prior to school starting, as students cannot be adequately supervised before that time.

DANCES

MVJH will hold several dances throughout the year. Dances will be held from 4:30 to 6:00 p.m. Only Mohave Valley Junior High students from our school will be allowed to attend, and their parents/guardians are always welcome. **Students must make arrangements for transportation in advance, and must be picked up no later than 6:15 p.m. Students not picked up on time will not be allowed to attend the next dance.**

DRESS CODE FOR MOHAVE VALLEY JUNIOR HIGH

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 attire. It is the responsibility of parents and guardians to ensure student 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 the identified standard school clothing.

Uniform Tops: Long or short-sleeved uniform shirts with the school logo in the designated school color as specified by the District. The clothing may not be altered in a manner that removes or defaces the school logo, adds any prints or pictures (e.g., fabric), cuts, or shreds 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

1. 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.
2. Shorts must have a minimum of a six-inch (6") inseam and **NO HOLES** or tears can be located within the 6" inseam. (this also applies to pants) Pajama pants and yoga pants are not permitted.
3. Coveralls or jumpers that cover the school shirt are not permitted.
4. Belts (if worn) may not be more than one (1) size larger than the waist. Belts must be worn at the waist.
5. No underwear/undergarments may show.
6. All school uniforms must be reasonable in size; they may not be unreasonably tight or immodest.
7. All shirts must be at least waist length and extend beyond the waistband of the lower garment when the arms are fully extended above the head. Shirts should not be transparent as to see undergarments and natural tone shirts are not permitted. Shirts more than four inches below the waist must be tucked in.
8. Backpacks may be brought to school.
9. Hats, caps, visors, bandanas, beanies, and sunglasses are not to be worn inside the school building.
10. School bags, outerwear, backpacks, and other accessories which depict drugs, gang-related signs, alcohol, tobacco, weapons, and/or sexually suggestive, obscene, or vulgar expressions and/or pictures are not acceptable. Accessories that may cause an injury to other students or the wearer are not permitted: no chains, ball chains, wallets on chains, studded and/or spiked wristbands, or other items that may pose a hazard.
11. Shoes must have a back or strap around the heel and be worn at all times. No shower shoes, beach shoes or flip-flops are allowed. Closed-toe shoes are recommended for safety. Heeled shoes should not change a student's height by more than 1 inch. Appropriate sports shoes or tennis shoes must be worn in physical education classes.
12. Make-up, hair spray, and cologne may be used sparingly and only in restrooms or locker rooms. Combs and brushes are not to be used in the classrooms, in the cafeteria, or on buses. Hygiene and grooming should occur before arriving at school.
13. No visible tattoos, representations of tattoos, or other unnatural markings on the skin are allowed.
14. If in the opinion of the teacher or principal, student appearance or grooming is a classroom distraction, health hazard, or in any other way a detriment to the orderly educational process, the student will be referred for corrective action.
15. Students are required to remove non-uniform outerwear (jackets, sweaters) upon entering the school building. Students must store outerwear in their backpacks. Students may wear school-approved sweatshirts and windbreakers provided by school uniform vendors. Students may wear other outerwear when going outside to change classes, go to lunch, or upon prior approval from the school administrator.
16. No Gauges or tunnels are 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.

EDUCATION PROGRAM

MVJH classes are intended to teach students to be successful both personally and as citizens of the community and nation. The state and local governing boards of education have approved the course of study. The school provides textbooks at no cost to students. Students are responsible for the care of school property checked out to them. Students who lose or damage school materials will be required to pay for them. In case of transfer or withdrawal, records and grades will not be sent until all school materials are accounted for.

EMERGENCY NOTIFICATION AND PARENT COMMUNICATION

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 users 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. From there, users can also log into ParentVue, our parent portal that shows grades, attendance, etc. 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, parents/guardians can also follow the district and schools individually via Facebook (found under *Mohave Valley Elementary School District #16, Mohave Valley Junior High School, Camp Mohave Elementary School, Fort Mojave Elem (FMES), and Mohave Valley Junior High School*), the district website (www.mvesd16.org), our email newsletter (subscribe at the district website above), ParentVue (contact

school secretary for account information and access code), and Twitter (@mvdistrict).

In the event of an emergency, updates will be sent through the district’s app, as well as through local radio and print media as available. In order to stay informed, please be sure to subscribe to one or more of the sources listed above. *If you only choose one, choose the school district app.*

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.

EXTRA-CURRICULAR ACTIVITIES (AS OFFERED)

Student Council	Talented and Gifted	Builders Club
Science Club	Newspaper	Yearbook
Art Club	Volleyball	Cheer
Football	Basketball	Cross Country/Track and Field
Baseball	Softball	Student Council/Leadership

To participate in a sport, students must have a physical. Physicals might be offered through the school at a low cost during the first few weeks of school. Parents/guardians must also complete the paperwork, which includes permission to play, insurance, medical history, and emergency treatment forms. During the season, students must remain academically eligible to play by maintaining acceptable grades. Coaches will explain the eligibility rules. Parents/guardians are advised that participation in sports activities may result in serious and/or permanent injury. Students are required to sign a player contract to be eligible to participate. A separate Student Athletic Handbook, outlining MVJHS sports policies will be given to each athlete every season.

GETTING TO AND FROM SCHOOL

Students are to come directly to school after leaving home in the morning and go directly home after school unless they have written permission from their parents/guardians and office verification to stay for a supervised activity. If students ride a bicycle to school, they are to park it in the area provided. Bicycles must be locked at all times while on the school grounds and not in use. Students are to walk bicycles when they are on campus. When riding to and from school, students are to abide by the laws of the State of Arizona. Ride bicycles with the traffic, not facing it. Never ride double on a bicycle. Students not abiding by these rules will be denied the privilege of riding a bicycle to school. The school **will not be held responsible** for bicycles or bicycle parts missing from the lock-up area.

If students walk to school, they should be very careful. Most of the streets in the area do not have a sidewalk; students should stay to the side and away from the street as far as possible. Students should always look both ways when crossing the street.

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.

Testing is done once a year. Students who score at the 95th 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.

GRADES & 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 students are working on and whether or not students are 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. Parents/guardians should look over the Standards for each child's grade level and discuss them with their child.

Students' core subject 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 student's grade based on what the student 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. To access this, visit the district's website at www.mvesd16.org and click on the Grades Online tab for more information. Contact the school office for an activation code if needed.

Promotion: Students will be promoted to the next grade at the end of the school year, based on a combination of report card grades, district, and state test scores, and attendance. Students who receive failing grades for more than one quarter in any core subject (Reading/Language Arts, Math, Science, or Social Studies) will be considered for retention. It is important that parents attend conferences as scheduled, and certainly review report cards at the end of each quarter.

HEALTH OFFICE

The school provides limited health and first aid services. If a student becomes ill or injured while at school, a parent or guardian will be called to pick the student up. Parents/guardians should provide an emergency phone number of an adult who can be contacted in case parents/guardians cannot be reached. **All medication, to be taken at school, must be deposited in the health office by a parent or guardian. A written parent consent form must be filled out in the health office by the 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.

HOMELESSNESS

According to the McKinney-Vento Act, eligible students have rights to the following: immediate enrollment, School Selection, participation 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

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

HONOR ROLL

After each grade-reporting period, the school recognizes outstanding students on the honor roll.

"A" High Honor Roll – Students must receive all A's

"B" Honor Roll – Students must have a B average for all classes combined

LATE TO SCHOOL/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. Promptness to class is very important. Students arriving late to school must bring a note from a parent /guardian explaining the reason. Tardiness excuses fall under the same guidelines as absences. Students arriving late to school must check in with the attendance office before going to class. 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 be signed out through the office by a parent or guardian.

LOST AND FOUND

The school will not be responsible for the loss of articles. Please keep items at home. When possible, the office will return every item found to its owner.

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:

FERPA Notification

Special Education Parent Rights and Procedural Safeguards

PPRA Notification

District and School Parental Involvement Policy

Title I Notification of Parent Rights

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 COMMUNICATIONS

Parents/guardians are encouraged to keep regular contact with teacher(s). Multiple conferences are scheduled per the district calendar with all parents during the year, at which time the Parent Compact and Involvement policies will be reviewed along with each student's individual progress. Parents/guardians 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 for additional copies.

PASSING PERIODS/TARDIES

The times for classes are on student schedules. Three minutes are provided to pass between classes. It is important that students be in class on time. **When the bell rings for class to start, students must be in their assigned seat.** If a student is late to class, the teacher will record a tardy. Students who receive four cumulative tardies to class will be given a detention. Each additional tardy beyond the fourth will also earn detention.

PHYSICAL EDUCATION

Students in Physical Education classes will be assigned PE lockers. Students in PE classes are required to dress out each day. All students will wear the Mohave Valley Junior High School PE uniform available through the school for a cost; students

must also have socks and tennis shoes. You will only be excused from PE requirements if you bring a note from home or the nurse. If a medical excuse is for longer than one week, a doctor's note will be required.

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 the grade-level standards. The decision of the Governing Board is final on all retention proceedings.

REPORT OF STUDENT GRADES

- Report Cards - Each quarter, report cards will be issued. Students will be evaluated on achievement, work habits, and citizenship. Special reports may be sent to parents in the middle of each quarter for incomplete or failing work. If students do outstanding work, they may be given special reports.
- Progress Reports – Progress reports are sent home with the student approximately every two weeks (see the calendar for specific dates). The purpose of the progress report is to show a drop in grade, an incomplete for assignments that are overdue, or unsatisfactory grades for work habits, citizenship, or achievement. The report notifies your parents/guardians and gives students an opportunity to raise their grades before the quarter report card, which then becomes a permanent part of the school record.
- Synergy Parent Vue – The school secretary will provide each student with a password upon completion of the class site. Parents/guardians can visit the site to monitor student grades and assignments.

STUDENT COUNCIL

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

STUDENT INSURANCE

Students participating in sports activities and other physical activities are encouraged to obtain medical insurance if not already covered on a family medical policy. Insurance may be purchased through the school's insurance program. Information and applications are available in the main office.

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. Students, teachers, or parents/guardians can request a *Child Study Team* (CST) meeting through the principal's office.

SPORTS CONTRACT

The Athletic Department is dedicated to interscholastic athletics as an important component of a Mohave Valley Junior High School education. Athletics will be a positive learning experience for our student-athletes if they can recognize that they may achieve their highest personal and athletic potential only by embracing a lifestyle dedicated to personal excellence, determination, integrity, and self-discipline. In addition, selection to a team is both an honor and a privilege, and as such, carries responsibilities corresponding with leadership roles. As leaders, and as very visible representatives of Mohave Valley Junior High School and its teams, athletes have the obligation to represent themselves in an exemplary manner. As such, parent-athlete-coach meetings will be held at the beginning of each season to review the Student Athletics Handbook and to discuss activity-specific issues. For more information, please review the Student Athletics Handbook.

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, an 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, 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. 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-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 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 (all board policies may be found via the MVESD16 website) 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 Mohave Valley Junior High School.

Responsibility for the assignment of consequences for unacceptable behaviors rests with the building principal or assistant 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). 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 stands for **Respectful, 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 Safe. 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 teaching 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) Teach the student the appropriate behavior to use instead of the problem behavior
- Every 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 re-engages them back engaged in academic instruction as soon as is safely possible. When students violate the behavioral expectations they will be informed that their behavior was not acceptable and how their behavior relates to the school-wide rules "Respect, Ownership, Caring and Keep Safe".

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>Mohave Valley Jr. High 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.</p>		
Violation	Occurrence	Consequence

Public Display of Affection	1	1 Day OSS
Verbal Disrespect toward a staff member/other adults	1	1 Day OSS
Failing to Respond to Intermediary Measures	1	Warning
	2	2-5 Days OSS
	3	6-10 Days OSS +Behavior Plan
	4	Student Hearing
Leaving Campus without Authorization (Ditching)	1	5 Days OSS
	2	Student Hearing
Bullying, Harassment (including sexual)	1	3-5 Days OSS
	2	Student Hearing
Fighting/physical aggression with injuries that basic first aid can address	1	5 Days OSS
	2	Student Hearing
Fighting/physical aggression resulting in injury beyond first aid	1	Student Hearing
Assault	1	5 Days OSS
	2	Student Hearing
Threatening to bring a weapon to do harm	1	Student Hearing
Destruction of Property: Theft, vandalism, defacement, graffiti, tagging, etc.	1	1 Day OSS, Restitution
	2	2-5 Days OSS, Restitution
	3	6-10 Days OSS, Restitution
Threatening with a simulated weapon, weapon possession, Possession of Tobacco/Drugs/Alcohol	1	Student Hearing
Serious threats to property, safety, interruption of learning environment, or any unlawful act	1	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 RELEASE

Students will be released only to their parent/guardian or others the parents/guardians 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 that 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/PARENT RIGHTS UNDER 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. The specific notices can be found on 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, and participate as often as is possible in the learning and social activities of the school.

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, and communicate with parents about progress and options.

As a principal, I will: provide an environment in 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.

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.

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 weekly and quarterly assessment tests, state-mandated achievement tests, 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

Anyone visiting the school must check-in at the office before his/her visit. The principal or assistant principal must approve all visitors. Generally, visitors other than parents/guardians will **not** be permitted to accompany a student to 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 for more than five hours per week, to submit to a background check through fingerprinting. Contact the school's principal for more information.