

Gilbert Public Schools

SECONDARY STUDENT HANDBOOK

Ensure exemplary education that inspires excellence and success within every learner.

2011
2012

TABLE OF CONTENTS

- Registration**
- Student Services**
- School Attendance**
- School Procedures**
- Academics**
- Activities/Athletics**
- Transportation**
- Student Code of Conduct**
- School Related Criminal and Civil Laws**
- Notification Statements**
 - Confidentiality of Student Education Records (FERPA)**
 - Child Find**
 - Student with Disabilities Covered by Section 504**
 - Individuals with Disabilities Education Act (IDEA)**
 - Prohibited Sexual Harassment**
 - Non-Discrimination**
 - Homeless Assistance Act**
 - Child Abuse Reporting**
 - Returned Check Policy**
 - Student Injuries**
 - Asbestos Hazard Emergency Act**
- District Policies and Procedures Relating to Student Behavior:**
 - Discrimination and Harassment-Equal Educational Opportunities**
 - Hazing**
 - Awareness Contract**

A. REGISTRATION**1. Enrollment in School**

To register in Gilbert Public Schools, students new to the District must provide an immunization record, birth certificate and verification of domicile. To ensure proper placement, the student is encouraged to provide an official transcript or a promotion certificate (high school only), from the previous school. These documents shall be presented by the student and parent to the school's registrar.

2. Withdrawal from School

To withdraw a student, a parent must report to the Attendance Office for instructions and procedures to be followed. Final clearance will be given when the forms are completed, books and other school property are returned and the withdrawal is recorded with the attendance specialist.

3. Identification/Activity Card

All students are required to have a photo ID card issued by the school. Students must be in possession of their student identification card at all times and must present it at the request of any faculty or staff member. If the student fails to do so, he/she is subject to disciplinary action. **Students are required to have their ID card in their possession at all activities, athletic events and student dances. If a student's ID card is lost or stolen, a replacement ID will be issued at a cost of \$5.00.** Students are encouraged to voluntarily purchase an activity pass. This pass will entitle the high school student to free admission to all school home athletic competitions (excluding tournaments and AIA play-offs). In addition some designated student council dances may be free or discounted. No discount will be offered at the door. Junior high school students will receive free admission to three school dances.

4. Schedule Change Procedure

Once the school year begins, only the following schedule changes will be made:

- a. missing a period in schedule, incorrect placement, lacking prerequisite, course needed for graduation, missing a lunch period or completed summer school work or enrollment/completion in Online Learning Program;
- b. parent, teacher, counselor and /or administrator may initiate a level change within the department prior to the end of the first nine (9) weeks of each semester (e.g. honor class to regular class). Lower level requests may be granted only if students experience academic difficulty;
- c. request for a teacher change may be considered if the following conditions are met: parent and teacher communication has occurred and an administrator's approval has been obtained.
- d. high school students choosing to withdraw from a class before the end of the first nine (9) weeks of the semester will not receive a W/F (Withdrawal/Failure) grade. A student choosing to withdraw from a class after the first nine (9) weeks of the semester will receive a W/F grade.

High School Schedule Change Timelines

1st Semester 8/10/11 to 10/07/11

2nd Semester 01/05/12 to 3/09/12

No schedule changes will be allowed after the first nine (9) weeks of each semester. Classes may be dropped and the student may be enrolled in a Global Academy School Distance Learning course or be assigned release time, which may include a schedule change. In addition, all classes dropped after the first nine (9) weeks of each semester will receive a grade of W/F.

Notwithstanding the above, the school's administration may have to change a student's schedule due to extenuating circumstances (e.g. addition of teaching staff.)

B. STUDENT SERVICES**1. Library/Media Services**

The Media Center offers many resources to patrons: books, periodicals and reference works. Access to online sources is also available to students.

Using the Library: Library hours allow students to use the facilities before and after school. During release time, students may check in for study purposes only. Any student assigned to a class must have a pass from that teacher in order to be admitted. Access may be limited during class research periods.

Checking Out Materials: If students desire to check out any items or materials (maximum three at one time), they must present their school I.D. Most materials are checked out for a period of two weeks, after which time a fine of \$.05 is charged daily. Materials checked out overnight are due before the beginning of the first period of the next day; fines are \$.35 per

period. Fines and overdue materials must be cleared before students may check out any other materials, receive yearbooks, participate in graduation exercises or withdraw from school.

Services: Students may use computers on a first-come, first-served basis. Students may be required to purchase their own materials at the circulation desk. A coin-operated copy machine is available at \$.10 per copy. Requests for special size should be brought to the circulation desk. Periodicals (magazines) and textbooks are available for pleasure reading and study. Please note that these materials may only be used in the library.

2. Health

Please refer to www.gilbertschools.net Health Services link, Governing Board policies **JLCB, JLCB-R, JICLD** and **JICLD-R** regarding District policies and procedures, or contact your school for information.

- Health services are provided in order to identify students whose health problems may now, or in the future, affect their education. School personnel make every effort to comply with physician's recommendations.
- Any student with a temperature of 101.0 degrees or more must not attend school. When a student is sent home from school with a fever, the student will not return to school until fever free, and without fever medication for twenty-four hours.
- Parents are requested to keep students home if the following symptoms are present: nausea and vomiting, diarrhea, elevated temperature, yellow or green nasal discharge, red or inflamed eyes, cold symptoms, and skin rash unless it has been diagnosed by a physician as noninfectious, headache or other pain. If any of these symptoms occur while at school, the parent will be contacted and the student sent home.
- State law requires that students be excluded from school if they are suspected of having a communicable disease.
- If a student should feel ill or become injured during school hours, it is important that the student go immediately to the office with a pass to be seen by a nurse.
- The student must **CONTACT THE NURSE PRIOR TO CALLING A PARENT OR LEAVING CAMPUS.**

Immunizations:

- No student will be allowed to enroll in school without being fully immunized as mandated by the Arizona Department of Public Health. Please check with health office staff regarding your child's immunization status.

Medication:

- Medication will not be given the first and last hour of the school day to avoid any possibility of overdose, unless approved by the District Health Services Director.
- Any student who has crutches, a wheelchair, or another assistive walking device must have signed permission from a medical doctor.
- The parent must sign permission slips for prescription medication to be given at school. Students are required to leave medications in the Health Office. **No medication will be dispensed unless it is in its original container and properly labeled.**
- **No student may carry any medication on campus.** The only exception would be in the case of inhalers and emergency epinephrine but **ONLY** with appropriate paperwork on file with the school nurse and a proper pharmacy label attached to medication. Special clearance will given prior to the student to carrying medication on their person.
- Parents may approve for their child to receive Acetaminophen (generic for Tylenol) at school when it is appropriate for pain by initialing the bottom statement regarding this on the emergency card. Acetaminophen is dispensed only after first period and up to the last class period of the school day.
- Any physician's written excuse should be received through the health office.

All 7th grade students are screened routinely for scoliosis. Hearing and vision screening are done on "as needed basis."

Emergency Cards

- Parents must make arrangements to pick up a child who is ill. For your child's protection, please update your child's emergency card as soon as changes occur. In this way we are assured that your child is safely released to the person you designate.

3. Counseling

Services are provided to assist the students in course selection, schedule adjustments, vocational and career planning, scholarship applications, personal and social counseling, group counseling, and peer mediation.

Career centers are at each high school to assist students in post secondary training and career planning.

Scholarship information regarding local, state, and national scholarships is available in the high school counseling office. Financial assistance for post-secondary education include: academic achievement; need-based grants; performance or talent awards; work study programs and loans. Students and parents are advised to begin their plans early for financing college.

4. High School Parking Guidelines

Parking is a privilege, not a right. Students who drive vehicles to school park at their own risk and must understand that neither the school nor the Governing Board can be held responsible for the vehicle or its contents. In order to park on campus, a student must purchase a parking permit in the bookstore for \$60 (\$30 per semester). Parking privileges will be revoked for violations of the parking guidelines. Replacements for lost or stolen permits are available in the bookstore for a fee of \$30 per semester. Refunded fees are by semester only and are not pro-rated. To receive a refund, the student must surrender his/her parking permit. When applying for a permit, provide driver's license, license plate number and the make and model of the vehicle. Parking space is limited on campus. Each campus may limit parking permits to specific grade levels. Students who drive to school should be aware of the following guidelines and procedures:

- **Sale or transfer of permits between students is prohibited and will result in the loss of parking privileges of every student involved.**
- **Students may not go to their vehicles during school hours without authorization from administration.**
- Parking on campus will be limited to the designated student areas on a first-come, first-served basis. Students should never park in faculty parking lots/spaces or on private property.
- Parking permits must be attached in the proper location on the vehicle.
- Students who may be driving more than one vehicle to school must register all vehicles.
- Students who leave campus without proper authorization will be subject to disciplinary action, including potential loss of parking privileges.
- Vehicles may be searched if, in the opinion of the administration, reasonable suspicion of a violation of school district policy exists.
- Neither the school nor any staff member will be responsible for any damage to vehicle locks if a request for assistance is made by a student or parent.
- For the safety of all, a 15 MPH speed limit will be strictly enforced on campus.
- Reckless driving will result in the loss of parking privileges on campus and no warning will be issued.

5. Safety Drills and Lockdowns

The District has procedures in place to handle emergency and crisis situations. All schools have regular drills to practice lockdown and evacuation procedures. In the event of a civil emergency, the District will work closely with the Town of Gilbert and the City of Mesa police and fire departments, as well as county and state emergency response teams. The District has a Human Response Team to assist staff, students and parents in preparing for, responding to or recovering from a crisis. During a crisis situation the District will provide updated information on the Parent Alert, which can be accessed through the District's website home page, www.gilbertschools.net and by phoning 480-497-3333.

6. Cafeteria

Please refer to the link for Food Services at www.gilbertschools.net.

The cafeteria has breakfast, hot lunches, a la carte, and prepared salads for all students who wish to have lunch at the school. Breakfast items are available before school. Lunch prices average \$3.50.

Students may setup a prepaid cafeteria account. The student I.D. card also includes the cafeteria card. Personal checks will not be accepted. Money can be deposited in the account of this card based on the following prices:

Combo Lunch (Daily)	\$2.50 to \$3.25
Breakfast (Daily)	\$2.00
A La Carte	Prices Vary

Students wanting to work in the cafeteria in exchange for the cost of their lunch must contact the cafeteria manager.

Students may also bring their lunches and are asked to cooperate with the cafeteria staff by displaying good manners and keeping the dining area clean.

No lunches may be consumed outside the designated area.

Students cannot use another student's account to buy food. If this occurs the students may be suspended.

At administration discretion, backpacks are to be left in designated area before buying food.

Vending Machines: There are vending machines located on the campus. Please note that the vending machines are used at one's own risk. **Money will not be refunded.**

Note: No food or drink will be allowed within the halls and classrooms, unless prior arrangements have been made with the administration.

C. SCHOOL ATTENDANCE

Refer to the Student Attendance Policy JE and JE-R at www.gilbertschools.net.

Consistent attendance in school is essential to academic success. A student should be in attendance as regularly as possible. The responsibility to ensure regular attendance rests upon the student and parents with the school assisting in this responsibility.

There are two types of absences: **excused and unexcused.** Excused and unexcused absences will carry the same weight in implementing the policy. An **excused absence** only means that a student has the right to receive credit for make-up work.

Excused Absences

An excused absence may be one of the following:

School related: If a student misses a class for a school activity (i.e. field trip, counselor, etc.) he/she is not reported absent to the office, but is responsible for making up all missed work.

Other excused absences: A parent must contact the office by phone or note to excuse an absence within 24 hours. This contact should be on the day of the absence, but not later than before the student's regularly scheduled class on the day of his return. Parents are encouraged to excuse student absences only for sickness or family emergency. Administration must approve the absence.

Unexcused Absences

Unexcused is so considered if the school has not been notified within 24 hours of the student's absence.

A student must attend a minimum of 90 percent of scheduled classes. Failure to meet this requirement may lead to the withholding of credit. Prearranged school-related activities shall not be counted as absences in implementing this policy. Cases involving extenuating circumstances may be appealed to school administration.

Make-Up Work: When an absence is excused, students are allowed one day for each day absent to submit make-up work.

BASED UPON THE JUVENILE'S ATTENDANCE, A POTENTIAL PROBLEM OF TRUANCY MAY BE IDENTIFIED BY THE SCHOOL AND REFERRED TO THE JUVENILE AUTHORITIES. Gilbert Public Schools has partnered with the Town of Gilbert Adult and Youth Services Center and with the Court Unified Truancy Suppression (C.U.T.S.) program through the Maricopa County Juvenile Probation. The C.U.T.S. program is a progression of prevention and intervention strategies, including counseling, community resources, police citations, fines, and possible arrest, designed to encourage students to attend school. The collaboration amongst students, parents, schools and the probation department is designed to reduce truancy and subsequently curb delinquent activity in the community. For more information please contact the school or the District Office. Please also refer to **Policy JHB** regarding the implementation of truancy reporting.

Check-In/Check-Out Procedures: **Students arriving late to, returning to/departing from campus during the regular day must check in and out through the attendance office.** Students who do not comply with this procedure will not be excused from classes.

Lunch Sign-In/Sign-Out Procedures: All District schools are closed campuses. **A parent must sign the student out, in person, in order for the student to leave for any reason.** Self-excusers (18 year old senior students with parental permission) are not allowed to sign themselves off campus during lunch without parental permission. Self-excusing is a privilege, not a right, therefore this privilege may be revoked at any time.

Homework Requests: Homework requests for students who are absent from school for more than three (3) days are made through the attendance office. **Teachers must be given one (1) school day advance notice when requesting homework assignments. Homework assignments may be picked up from the office at 3:00 p.m. the following day.**

Junior High Student Readmittance

The student should report to attendance office after any absence.

An absence may not be changed from unexcused to excused in the office after the 24-hour period has lapsed.

Withdrawal from School

Any student who has 10 consecutive absences from school may be withdrawn. The parent will be informed, in writing, when this happens. It is required that the parent accompany the student for readmittance.

Change of Address: Any change of a student's address or telephone number requires that the attendance office be notified in writing. It is also requested that parents provide updated work numbers and emergency telephone numbers whenever a change occurs.

Tardiness

Any student entering the classroom AFTER the bell has rung, and who does NOT have a written excuse from a staff member or the administration, will be considered tardy. If a student arrives after 10 minutes, it will be recorded as an absence.

A tardy may result in 9th hour (junior high only), parent conference or any other consequence deemed necessary by the administration.

Consequences assigned by an administrator will range from lunch detention, work detail, Saturday school, and/or referral to the Town of Gilbert or the C.U.T.S program.

D. SCHOOL PROCEDURES**1. Faculty and Staff Authority**

Arizona law authorizes school employees to act "in loco parentis" (in place of parents). Therefore, all students are subject to the authority of all faculty and staff members during the regular school day and while attending any school function. The regular school day includes the time of travel to and from the student's residence. Any student who is insubordinate or disrespectful to any faculty or staff member or who violates generally accepted rules of good citizenship and behavior will be referred to the office for disciplinary action. **Students must comply with reasonable requests made by faculty, staff and administration.**

2. Closed Campus

All District schools are closed campuses. Students are to remain on campus during the school day, including lunch unless they are signed out by a parent in person or have approved release time.

3. Student Arrival and Departure

Students are not to be at school prior to 30 minutes before the start of the school day. They are also to return home immediately after the school day unless they are participating in a school sponsored activity. The school will accept responsibility for the general supervision of students **30 minutes before the school day begins and for 20 minutes after the end of the student's school day.**

4. Release Time

For specific reasons, students may be granted release time by the school administration. Typically, release time is granted only to seniors for attendance at college, work, or other indicated needs and those students who are enrolled in the GPS Online Learning Program. Any student may be granted release time for off-campus religious instruction. All release time requests require the completion of a Consent of Release Time including a parent's signature. During release time students are subject to discipline under the scope of the school's authority (JIC-*Student Conduct*). **Students on release time MAY NOT loiter on campus and are to leave immediately following their final class of the day. Students who do not leave campus will report to a study hall. Student abuse of this benefit will result in loss of release time privileges.**

5. Visitors

All visitors must check in at the Administration Office and wear a visitor's badge while on campus. **Students may not bring guests to school.** Parents are always welcome, but must check in at the office and receive a visitor badge before entering the main campus. Unauthorized visitors are prohibited and may be arrested. Preschool children are not permitted without the principal's permission. See policy KI-R, *Visitors To School*, for more information.

6. Telephone Messages

Office personnel will not disrupt class to deliver messages to students. Only in cases of EXTREME EMERGENCY will a student message be delivered or a student called from class.

7. Electronic Devices Including Cell Phones

All students are discouraged from bringing electronic devices to school.

At the junior high schools, electronic devices are to be turned off during school hours.

At the high schools, electronic devices are to be turned off during instructional time. This includes use in hallways, restrooms, and all common areas during instructional time. Students are to keep their electronic devices in backpacks, purses, or pockets during each instructional period. Electronic devices will be confiscated from any student found to be out of compliance with this policy.

Any inappropriate use of electronic devices, including, but not limited to, inappropriate photographs, text messaging, audio or video recordings, will result in the **confiscation and search** of the device until the completion of the disciplinary investigation and consequences, including possible police involvement. **Gilbert Public Schools and its employees are not responsible for any damage, loss, or stolen electronic devices nor will school personnel time be used to conduct searches or investigate the incident.**

Students may use school electronic devices with staff permission.

8. Student Records

Access will be granted to those individuals who have been authorized to receive student information in the official registration records. In most cases, parents shall be given reasonable access to their student's official school records. Exceptions to this will be made in cases where there are court orders restricting the rights of one parent to access a student and/or the student's official school records. It shall be the responsibility of the parent who has a court order restricting the rights of the other parent to notify school officials of the conditions and to provide school officials with a current copy of the court order. In cases in which a person other than the parent has been granted guardianship, the legal guardian shall be responsible for notifying school officials of the conditions of the guardianship and for providing school officials with all pertinent written documentation of changes. FERPA laws apply to those students 18 years of age and older.

9. Lost and Found

Gilbert Public Schools and its employees are not responsible for lost, damaged, stolen, or unclaimed property. It is recommended that all books and valuable items, such as calculators, purses, wallets, instruments, electronic devices, yearbooks, etc., be carried in a backpack and remain in student's possession at all times. Lost and found items are kept in a designated area on campus. Lockers are sometimes available in P.E., Fine Arts and other areas. If you have one of these lockers, it is highly recommended not to share it with anyone, and make sure it is locked at all times. It is the responsibility of the student or parent to claim all personal items within 15 days.

10. Hall Passes

Students are to remain in the classrooms for the entire class period. Student business is not to be conducted during class time. Teachers should issue hall passes when a student needs to leave the room. Any student who loiters will be escorted to the appropriate class. A student sent from class for unsatisfactory conduct must report to the appropriate grade level administrator. Failure to do so will result in further disciplinary action.

11. Hats and Other Headwear

It is the discretion of the school administration as to whether or not hats or other headwear will be allowed to be worn in the building. Hats in their original, unaltered condition will be the only acceptable headwear allowed at school *and only in classrooms where the instructor has given the class permission to do so.* Hairnets, do-rags, and inappropriate bandanas, etc., are not to be worn at school. A student shall **remove his/her hat when requested by a member of the administration, faculty, or staff.**

12. Skateboards (or similar devices), Rollerblades, Scooters, Bicycles, and Heelys

Students may use the above listed modes of transportation to ride to school. Once at school, these items are either to be stored by the student or placed in a designated place (bike racks). Students are not to use any of the above items on the school campus, except with the permission of the school administration. Other forms of transportation need to have prior administrative approval.

13. Pets

Pets may only be brought to the classroom for educational purposes if students have permission from administration. Animals will not be transported in school buses.

SOLICITING AT SCHOOL

No one, including teachers and students, is allowed to sell any items at school that are not school sponsored, that are not approved by the student council, and/or approved by the administration. Only authorized and chartered clubs have the authority to sell items on campus.

E. ACADEMICS**1. The Junior High School P.R.I.D.E. Program**

The P.R.I.D.E. (Personal Responsibility in Daily Effort) program is an extension of the school day. Participation in this program is mandated by the Governing Board. The ninth hour will last approximately 30 minutes which will be added to the school dismissal time. Ninth hour will be used for study-hall purposes including tutoring, study skills, and special lessons. It is recommend that all students use a 3-ring notebook with pockets and index dividers to keep organized in the P.R.I.D.E. Program. Bus transportation will be provided for students who have attended the ninth period.

Students may *earn an early dismissal* by arriving on time to each class, being prepared with completed homework, notebook, textbook, pen or pencil, and other required classroom materials. Responsibility checks will be made by each teacher every hour of the day to see that all students are ready to learn. Each student will carry a P.R.I.D.E. assignment calendar. Teachers will “stamp” Yes or No as to whether the student was responsible for that class period. If a student has received all yeses, they will earn an early release. Students who are responsible will also earn other rewards. They may be eligible for special drawings and assemblies.

Each day parents may check a student’s monthly calendar for an update as to whether homework, etc., was handled appropriately.

Only students who have earned the P.R.I.D.E. reward will be allowed to participate in these reward activities.

2. Grading

Gilbert Public Schools maintain a continuous system for informing parents of the status of student progress in class. Student progress reports are issued at 4.5, 9, and 13.5 weeks. A final semester grade will be issued and mailed at the end of each semester and posted to the student’s permanent transcript. Grades and progress reports will be emailed. Grades and progress reports will be given to the student or mailed home for those households that do not have email addresses on file. Parents may obtain student grades online. Students receive one-half credit per class per semester for each course successfully completed.

Progress Reports and Report Cards

Progress reports will be available online or mailed home approximately on the following dates:

09/9/11, 10/7/11, 11/18/11, 2/10/12, 3/9/12, and 4/20/12

Semester grades will be mailed home approximately on the following dates:

12/21/11, and 05/24/12

For High Schools please refer to the Gilbert Public Schools High School Course Description Book.

School Final Exams

Secondary students are expected to take final examinations as scheduled. Students who do not take their final exams during the scheduled time will be given an *Incomplete* in the course and will need to make special arrangements through school administration in order to complete the final exam within the next 9-week grading period. Final exams comprise 10% of a junior high student’s grade and 20% of a high school student’s grade.

Recognition:**Gilbert Golden Scholars Requirements**

High Schools refer to the Gilbert Public Schools High School campus administration for information.

Junior High Schools refer to the course description book.

Junior High Renaissance Program (Campus Discretion)

Renaissance is a recognition and incentive program with three major goals:

- To focus on academic excellence
- To recognize and stimulate student achievement
- To encourage superior education practices

4. National Honor Society (NHS)

Students who earn a 3.80 cumulative grade point average are eligible to be considered for NHS. A student's character, leadership and service will also be included in the criteria for selection. Applications will be distributed to eligible students based on campus selection procedures.

National Junior Honors Society (NJHS)

Please refer to the course description book for information.

5. Testing

State mandated tests are as follows:

- All students in grade 9 are required to take the *SAT 10*, which will be administered in the spring.
- *AIMS*-All students in grade 7, 8, 9 and 10 are required to take the AIMS test, which will be administered in the spring. All students in grades 11 and 12 who have not passed AIMS for graduation requirements will be required to test at all testing opportunities until proficiency is achieved.
- In order to be eligible to graduate from a Gilbert Public High School, students must meet the Arizona state standards as measured by the Arizona Instrument to Measure Standards (AIMS) tests and earn the high school course credit requirements.

6. Homework

Homework will be assigned at the discretion of the teacher and is considered a part of the total school curriculum.

Homework activities may include, but is not limited to:

1. Unfinished class assignments or make up due to absences;
2. Reinforcement of skills learned in the classroom;
3. Projects with supplement materials studied in the classroom;
4. Written work which permits the application of skills being developed.

Students should expect to have at least one hour of homework or study time each night.

Extra Study Opportunities

Teachers are available to help with assignments before and after school. When help is needed, students need to contact teachers for a specific study time.

7. Academic Work During Disciplinary Periods

Students who are assigned to an alternate learning setting will receive credit for work completed.

Board Policy Homework and Class Assignments: A student who has been suspended for ten (10) days or less will have school work provided. The student shall be responsible for making such arrangements and to have the completed assignments returned to the school for grading and credit. Students who successfully complete such assignments shall be given a reasonable time to make up tests upon returning to school.

8. Junior High School Textbooks

Books for seventh and eighth graders will be furnished free of charge. Students are responsible for all books and materials supplied to them. Each student will be charged the full price (\$70.00) of the book that has been lost or stolen and \$35.00 minimum for a damaged book.

9. Spirit Store Items

School items with the school logo can be purchased at any time throughout the school year. T-shirts, notebooks, pencils, etc., are available for students to purchase.

F. ACTIVITIES/ATHLETICS

Students participating in extracurricular activities represent the Gilbert Public Schools and as such they are expected to conduct themselves in a manner that will reflect the highest credit to themselves and the school district. Students participating in or attending athletic events or school activities are expected to follow school district discipline guidelines at all times. To participate in extracurricular activities (practice, rehearsal, performance, competition), the student is required to attend ALL of his/her classes. Any exception will have prior approval by the administration. **Any student who has received an out-of school suspension is ineligible to practice/participate/compete for the duration of the suspension.** School sponsored student activities/dances are

provided for responsible students who display positive and appropriate behavior. **Activities are viewed as a school privilege and participation may be revoked.**

1. Clubs

Extracurricular activities are sponsored by Gilbert Public Schools and each individual school campus. The purposes of these activities are to enrich the student's educational experiences and to support the educational goals of the district. Each school is home to many clubs and student organizations. All students are encouraged to be involved in extracurricular activities and make a positive contribution to their home campus and the District.

Students participating in clubs or other extracurricular activities are required to conduct themselves as role models, to demonstrate good citizenship, must be dressed appropriately (according to the Gilbert Public Schools *Dress Code* policy) and comply with all rules and policies determined by Gilbert Public Schools. A detailed list of clubs and the process for chartering a club is available in the Activities Office at each school campus.

2. Dances

Student I.D.s must be presented at the door. Students not properly identified will not be admitted to the dance. If student(s) are not appropriately dressed, they will be denied admittance. Students who leave a dance will not be readmitted. Students may not loiter near the door or on the grounds during school dances. Students must dance in an appropriate manner. Students who dance inappropriately will be asked to leave and their entrance fee will not be refunded.

Guests are allowed at select high school dances only; e.g. Prom or Homecoming. Guests must have a pass signed in advance by the Activity Administrator. Guests will only be allowed at the administration's discretion. Guest must be enrolled in grades 9 or higher and may not have reached their 21st birthday. No guests are allowed at Friday night dances. Dance guidelines will be announced prior to the date of the dance.

Junior high students may be omitted from the scheduled activities if a referral or library fine is submitted to the administration.

Junior High students should arrive within the first hour of the dance, and once having been admitted, the students may not leave early unless they are accompanied by a parent. Activities/dances are two (2) hours in duration. **Parents are responsible to pick up students within 15 minutes after the dance. If parents do not assume this responsibility, the student will not be permitted to attend the next dance. Student dances are open only to students attending a GPS junior high school and admission must include the presentation of the student ID card.** Students who do not purchase an activity fee will be charged \$5.00 for each dance at the door. **Gilbert Public School does not encourage or promote the use of limousines or formal attire at any junior high school function.**

3. Assemblies

Assemblies are a regular part of the school program. Appropriate student conduct is the most significant contributor to the success of the assembly program.

4. Rules of Eligibility for Athletics and AIA Sponsored Competition

For information refer to the athletics link at www.gilbertschools.net and the *Gilbert Public Schools High School Eligibility Packet*.

5. High School Athletic Fees

All student athletes, who are on a team roster, will pay a \$100.00 fee on a per season basis. Cheerleaders will pay \$100.00 for two seasons. Tax credit donations may be used to pay student athletic fees.

6. Junior High School Athletics

All Gilbert Public Schools junior highs support the Pursuing Victory with Honor philosophy. The philosophy promotes the development of good character embodied in good sportsmanship and the Six Pillars of Character: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.

Dedication, hard work, extra hours of strenuous practice and a great sense of pride is just a brief description of what the student commits to when he/she becomes a member of one of the junior high school's athletic teams. It is a known fact that not everyone can make the team for which he/she is attempting. Therefore, those selected, have the responsibility to dedicate themselves to becoming the very best student and athlete possible.

Athletic participation is much more than mere competition between two schools. There are valuable, rich experiences to be gained from team play and good competition. Togetherness, unity, fair play and the strong desire to win for our school, team

and self are some of the rewards student athletes reap. More importantly, student athletes will gain a sincere understanding of personal sacrifice, commitment, and dedication to goals and ideals that will be a part of them throughout their lifetime.

The philosophy and objective of school athletics have been time tested. Those who work hard in athletic activities and academic endeavors will reap the rewards.

The junior high schools in Gilbert Public Schools are members of the Superstition Conference for seventh and eighth graders. The junior high schools abide by all the bylaws governing this organization; the purpose is to provide an educationally sound program that emphasizes participation, cooperation, good sportsmanship, teamwork, and Pursuing Victory with Honor for seventh and eighth grade boys and girls.

Fall	Winter	Spring
Flag Football	Boys Basketball	Track and Field
Girls Volleyball	Wrestling	Boys Baseball
Boys Soccer	Girls Softball	Girls Basketball
Girls Soccer	Cheer	Cheer
	Dance *	Dance*
	Cross Country	Chess*
	Chess*	

*Some campuses offer one or two seasons

Athletic Sign Up and Fees

Please refer to Gilbert Public Schools Junior High Athletic Clearance Packet at www.gilbertschools.net.

Students must pick up an athletic packet in the office and take care of ALL paperwork before they can try out or practice with a team. Most sports require students to try out. All athletes must pay a \$75.00 athletic fee per season upon selection to a squad. The fee for flag football is \$35.00. The chess fee is \$35.00. Tax credit donations may be used to pay student athletic fees.

7. Rules and Regulations for Gilbert Public Schools Athletics

State and school academic requirements: The Extracurricular Activity Eligibility Policy, JJJ, shall apply to all students who choose to participate in the District's interscholastic programs.

1. Students must meet the state requirements of passing all classes. An "F" grade. An "I" or a "U" grade will constitute a failure to pass a course.
2. Students must meet the District requirement of a 2.0 G.P.A. carry over from the previous grading period.
3. Students must have a physical examination completed per the Gilbert Public Schools Athletic Clearance Packet.
4. **NCAA Clearing House Eligibility**
For information refer to the Gilbert Public Schools Course Description Book.

8. Student Government

The school provides an opportunity for students to participate in the decision making process through student government. Students are encouraged to participate in the student government organization and to make recommendations for the improvement of the school through their student body officers. The constitution and code of ethics will be used for all procedures involving our student government.

G. TRANSPORTATION

For information please refer to policy **EEAA Walkers and Riders** and **JICC-EA, Student Conduct in School District Vehicles** at www.gilbertschools.net.

It is expected that students attend field trips and athletic events with their team/group using transportation provided by Gilbert Public Schools. Exceptions to this rule must receive prior approval from school administration.

J. STUDENT CONDUCT

Please refer to Governing Board policies at www.gilbertschools.net or contact your school for more information:

- *Student Conduct*- JIC, JIC-R, JIC-RA, JIC-RB,
- *Dress Code*-JICA, JICA-R,
- *Drug and Alcohol Use By Students*-JICH, JICH-R,
- *Secret Societies/Gang Activity*-JICF,
- *Bullying*-JICFB, JICFB-R, JICFB-E,

- *Tobacco Use By Students*-JICG, JICG-R
- *Weapons in School*- JICI

Scope of the Schools Authority:

Policies and regulations pertaining to student conduct are extended to include, but not limited to:

- School campus
- Going to and from school
- At or near school bus stops and in District vehicles
- Off campus during the normal school day, including release periods
- At school events on or off campus
- In the District's drug-free zones

A search of a student may occur when the administrator has reasonable grounds to believe that the student possesses a dangerous, prohibited or illegal substance or object and/or presents a threat to other students, District employees or property. The search shall be confined to outer clothing, purses, book bags, electronic devices including cell phones and the information contained therein, etc. Any other body search is inappropriate in the school settings.

Discipline Philosophy:

- Good conduct in the school is of primary importance to both school staff members and parents. The maintenance of orderly conduct of students is necessary in every school situation to ensure health and safety of all and to maximize learning. Effective discipline is a necessity for quality education.
- The District's fundamental philosophical basis of good conduct is that students are responsible for their own actions and are expected to show respect and consideration for the rights of others. These expectations are the basis upon which our conduct codes are formulated.
- In addition to appropriate behavior at school, students must exhibit proper behavior on their way to school, on their way home, on the bus and when participating in school activities.
- Students who do not adhere to appropriate behavior are subject to both District and school discipline policies.

Teacher Involvement:

Teachers shall be involved in the implementation and enforcement of the District's disciplinary rules to the extent deemed necessary and appropriate to the situation. Teachers shall have the authority to temporarily remove disruptive students from their class.

For further clarification of School Rules and Student Conduct contact your school.

Refer to the Electronic Information Services Student Acceptable Use Policy: IJNDB, IJNDB-R, and IJNDB-EA

- Videotapes, computer software, DVD's, and other media used in classrooms must comply with Federal regulations. Any media bought to school by students must comply with copyright laws, licensing agreements, and off-air broadcast/taping agreements.

Description of Prohibited Conduct and Consequences:

Refer to www.gilbertschools.net Governing Board policy **JIC-RB for descriptions of prohibited conduct and possible consequences.**

School Related Criminal and Civil Laws

Parents Liability: Upon complaint of the Governing Board, the parents of minors who have damaged school property shall be held liable for all damage caused by their children.

Abuse of School Employee: It is a violation of the law for a person to knowingly abuse a school employee on school grounds or while the employee is engaged in the performance of school-related activities.

Interference with the Peaceful Conduct of an Educational Institution: A person commits interference with the peaceful conduct of educational institutions by knowingly:

- Going upon or remaining upon the property of any educational institution in violation of any rule of such institution, or for the purpose of interfering with the lawful use of such property by others or in such manner as to deny or interfere with the lawful use of such property.
- Refusing to obey a lawful order given by school officials.

Possession, Use or Sale of Drugs On or Near School Grounds (Drug-Free Zone): It is unlawful for a person to intentionally be present with one or more persons within 300 feet of a school or its accompany grounds, or to be present on any public property within 1000 feet of a school or its accompanying grounds, or a school bus stop to possess, use, or sell marijuana, a dangerous drug, or a narcotic drug. It is unlawful for a person to intentionally be present on a school bus to possess, use or sell marijuana, a dangerous drug, or a narcotic drug.

Search and Seizure and Search of Student Property:

School personnel may lawfully conduct searches when they have reasonable grounds to believe that the search will reveal a violation of school rules or produce evidence of unlawful activity. Searches conducted by school personnel shall be reasonable related to the objective of the search. **Any student who leaves a school without permission and returns will be searched.** See policy **JIH and JIH-EA.**

When there is reason to believe that a situation exists that is detrimental to the health, safety, and/or welfare of the students, the administration has the right to seize and search property. During an investigation a student's cell phone or electronic device maybe confiscated.

Storage items provided by the District (e.g. lockers) remain the property of the school and are subject to its control and supervision. Students have no reasonable expectation of privacy. Lockers, desks, storage areas, backpacks and electronic devices, including cell phones, electronic devices, etc. may be inspected at any time with or without notice by school administration.

1. Student lockers are the property of the District.
2. Student lockers remain at all times under the control of the District.
3. The District retains the right to inspect student lockers and backpacks for any reason at any time without notice, without student consent, and without a search warrant.

Search of a Student's Person:

When there is reason to believe that a situation exists that is detrimental to the health, safety, and/or welfare of the students, the administration has the right to seize and search property. A search of a student may occur when the administrator has reasonable suspicion to believe that the student possesses a dangerous, prohibited or illegal substance or object and/or presents a threat to other students, District employees or property. The search shall be confined to outer clothing, purses, book bags, cell phones, electronic devices, vehicles etc. Any other body search is inappropriate in the school settings.

Any student who leaves school without permission will be searched.

Interviews:

It is the responsibility of the school administration to make an effort to act on behalf of parents in the absence with respect to interrogations by law enforcement officials, except in cases of suspected child abuse/neglect.

If a law enforcement official appears on campus requesting to interview a student attending the school, the school administrator shall be notified and the school office shall contact the student's parents. The parents will be asked if they wish the student to be interviewed and, if so, will be requested to be present or to authorize the interview in their absence. A parent may be present during an interview except when interviews are conducted by a child protective services worker pursuant to A.R.S. 8-2234 and 8-546.01.

If the parent(s) cannot be reached, the law enforcement officer should be requested to contact the parent(s) and make arrangements to question the student at another time and place.

If a student is taken in to custody (arrested), the arresting officer shall be requested to notify the student's parents. The arresting officer will be asked to complete and sign a "Form for Signature of Arresting Officer." School personnel shall make every reasonable effort to make sure parents have been notified that a student has been taken into custody. The personnel of the District shall cooperate fully with the police.

Police Involvement:

School Officials are not required to initiate or complete due process procedures prior to notifying law enforcement officers. If law enforcement officers are notified, parents will be contacted by administration, unless the police direct otherwise. Any action taken by law enforcement officers will be separate from disciplinary action taken by the School District.

Responsibilities of Students:

1. **No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, security, students, administration and all others who are involved in the educational process. Students should express their ideas and opinions in a respectful manner.**
2. Be aware of all rules and regulations for student behavior and appearance and conduct themselves in accordance with them.
3. Be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
4. Assist the school staff in operating a safe school for all students.
5. Be aware of and comply with state and local laws.
6. Exercise proper care when using district facilities and equipment.
7. Attend school on all scheduled days.
8. Report any inappropriate and/or illegal activity by phoning one of the following hot line numbers:

Mesquite High School	480-632-4772	South Valley Junior High School	480-855-8933
Highland High School	480-507-1421	Mesquite Junior High School	480-507-1450
Gilbert High School	480-545-8645	Highland Junior High School	480-357-3010
Desert Ridge High School	480-354-5097	Greenfield Junior High School	480-497-7447
Campo Verde High School	480-545-3119	Gilbert Junior High School	480-497-7448
Canyon Valley School	480-357-3019	Desert Ridge Junior High School	480-635-2038

NOTIFICATION STATEMENTS**NOTICE TO PARENTS REGARDING PRIVACY RIGHTS**

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act (FERPA) and Gilbert Public School Board Policy:

1. The right to inspect and review your student's education record.
2. The right to exercise a limited control over other people's access to the student's education record.
3. The right to seek to correct parts of the student's education record you believe to be inaccurate, misleading or in violation of student rights, in a hearing if necessary.
4. The right to report violations of the FERPA to the United States Department of Education, FERPA Office.
5. The right to be informed annually about FERPA rights.

ANNUAL NOTIFICATION TO PARENTS REGARDING CONFIDENTIALITY OF STUDENT EDUCATION RECORDS (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. & 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

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

- Parents or eligible students have the right to inspect and review the student's educational records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distances, it is impossible for parents or eligible students to review the records. A school may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parents or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parents or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR & 99.31):
 - School officials with legitimate educational interests;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Accrediting organization;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific state law.
- Federal law also requires that high schools release directory information of juniors and seniors to military recruiting agencies unless the school or District has been notified by the parent not to disclose the information without consent.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone numbers, date and place of birth, honors, and awards, sports participation (including height and weight of athlete), dates of attendance unless notified by the parents that the school is not to disclose the information without consent. Gilbert Public Schools does not release directory information of students for commercial purposes unless it has been determined by the Superintendent to be in the best interest of both the student and the District.

CHILD FIND

The intent of Child Find is that all children **from birth through age 21** with delays or disabilities are identified, located and evaluated to receive the supports and services they need.

Gilbert Public Schools and the Arizona Early Intervention Program are responsible for “finding” eligible children and providing services needed for them to reach their development milestones and meet their educational needs.

Identification/screening procedures shall be completed within 45 calendar days after enrollment for each kindergarten student and new student enrolling without appropriate screening records. The screening help “identify” any areas of concern that need to be evaluated further. In order to receive early intervention or special educational services, a child must be evaluated to confirm they have a delay or disability that falls under state definitions.

If needed, the child is evaluated using state criteria for specific delays or disabilities. If eligible, the Arizona Early Intervention Program or Gilbert Public Schools will offer early intervention or special education services according to the child’s needs.

- Early intervention support and services assist families of children who are eligible by helping children ages **birth to three years** develop to their full potential. In Arizona, early intervention services are provided through the **Arizona Early Intervention Program** (or Az EIP). Contact AzEIP at 602-497-3461 if you have a child 3-5 years of age that you suspect may have a disability.
- Preschool special education services for children ages 3-5 provide special strategies to help children reach their developmental milestones. Contact Amanacer Preschool at 480-497-3461 if you have a child 0-3 years of age that you suspect may have a disability.
- Special education services for school-age children in kindergarten through the age of 21 provide specialized instruction and services to assist children in the educational environment. Contact your local campus if you suspect your school-age student may have a disability.

STUDENTS WITH DISABILITIES COVERED BY SECTION 504

Section 504 of the Rehabilitation Act is a civil rights statute that prohibits discrimination against disabled persons in any of the District’s programs or activities. A student is protected by Section 504 if he/she has or has had a physical or mental impairment, which substantially limits a major life activity or is regarded as disabled by others.

Gilbert Public Schools will determine eligibility and provide appropriate accommodations and services to students who are covered by Section 504. Gilbert Public Schools will also ensure that no student with a disability is excluded from participation in, or be denied the benefits of services, programs or activities of the school **due to the disability that qualified the student for protection under Section 504.**

Further information may be obtained from the District’s 504 Coordinator at 480-497-3377.

INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

The Individuals with Disabilities Education Act (IDEA) is a federal law that protects the rights of students with disabilities. In addition to standard school records for children with disabilities education records could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions and mediation agreements. Such information is gathered from a number of sources, including the student’s parents and staff of the school attendance. Also, with parental permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

Every homeless student shall have access to the same educational opportunities as students who are not homeless. The Superintendent has designated a liaison for the homeless students who will carry out duties per the McKinney-Vento Homeless Act. A student identified as homeless, by the liaison, will have the rights to: immediate enrollment, school selection, remain enrolled in their school of origin, participate in programs for which they are eligible, transportation assistance and dispute resolution.

For homeless status qualification or more information, refer to: <http://www.ade.az.gov/schooleffectiveness/specialpops/homeless/>, policy JFABD, or contact the Gilbert Public Schools homeless student liaison, a school counselor, social worker or the Administrative Services Department.

PROHIBITED SEXUAL HARASSMENT

Gilbert Public Schools takes very seriously any violations of its Governing Board policy ACA, Sexual Harassment. Sexual Harassment is a form of discrimination in educational opportunities on the basis of sex. It is prohibited by Title VII of the federal Civil Rights Act of 1964, by Title IX of the Education Amendments of 1972, by the Arizona Civil Rights Act, and by District policy.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. This includes employee-to-student actions, student-to-student actions. If you feel you have been sexually harassed or you know someone who has been sexually harassed, you should report it immediately to an administrator at the school or at the District office. The District will take immediate steps to investigate complaints and take appropriate remedial action.

Sexual Harassment by students will not be tolerated and will result in disciplinary action.

NON-DISCRIMINATION

Gilbert Public Schools does not discriminate on the basis of race, color, national origin, sex, age, or disability in its programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies: Compliance Officer of Gilbert Public Schools, 140 South Gilbert Road, Gilbert, Arizona 85296, 480-497-3300.

PERMISSION TO PHOTOGRAPH/VIDEOTAPE

The District reserves the right to have students interviewed, photographed or have their picture displayed in the news media, District publications or on the Internet, unless the parents refuse the participation of these activities in writing.

RETURNED CHECK POLICY

When a check is written payable to Gilbert Public Schools, the check writer is giving authorization to electronically debit the check writer's account in the event the check is unpaid and returned. The amount debited shall be the amount of the returned check plus a \$25 fee as allowed by law.

IMPORTANT NOTICE TO PARENTS CONCERNING STUDENT INJURIES

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. They are a fact of life and a part of the growing up process our children go through. Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child be injured at school. **The school District does not provide medical insurance to automatically pay for medical expenses when students are injured at school.** This is the responsibility of the parents or legal guardians. The District carries only legal liability insurance. The District does make student medical insurance available to families for individual purchase. Brochures outlining the coverage and premiums are handed out at the beginning of the school year, and are available at the school office.

Parents, please be prepared to pay for your child's possible medical expenses.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

Gilbert Public Schools has developed an Asbestos Management Plan in accordance to regulations established in the Asbestos Hazard Emergency Response Act (AHERA). A copy of this plan, which is located in the main office of each site, gives information regarding inspections and any response actions taken or planned regarding asbestos in the schools. All plans are to remain in the designated locations but are available for public review. Any individual and/or organization requiring further information about the Asbestos Management Plan should contact the Operations Department for Gilbert Public Schools.

DISCRIMINATION AND HARRASSMENT-EQUAL EDUCATIONAL OPPORTUNITY

This regulation sets forth the District's procedures for accepting and responding to reports of prohibited discrimination and harassment. The District shall take prompt and appropriate disciplinary action to address violations of the policies and regulations against discrimination and harassment.

Promulgation of Respective Policies and Regulation

The District's Harassment and Equal Opportunity policy and this regulation will be reviewed with students at the beginning of each school year. Students will sign an Awareness Contract acknowledging receipt of this information.

District Compliance Officer

The District shall have a District Compliance Officer (DCO) who shall report directly to the Superintendent or his/her designee regarding the subjects of these regulations. The DCO will receive a copy of all complaints alleging discrimination due to race, ethnicity, national origin, gender, disability or religion, even when those allegations are made to other persons in District administration. The DCO will also receive a copy of all investigation reports and discipline referrals resulting from allegations of discrimination or harassment. The DCO will maintain a file, either on paper or electronically, that will provide the means to track complaints, investigations, related disciplinary action, and other relevant information according to the categories listed above, and according to alleged harasser and alleged victim.

Designated Administrator

Every school in the District will have a Designated Administrator (DA) to oversee the receiving and investigation of allegations of discrimination or harassment. The DA will be appointed by the principal at each school, who will notify the DCO of that appointment. Any principal may designate himself or herself to be the DA.

The DA, or another administrator at the applicable school, shall conduct an investigation of the allegations. DAs and those others who investigate allegations will be trained in District protocols for investigation and resolution of allegations of discrimination and harassment. DAs are responsible for ensuring that investigations are conducted pursuant to the District protocols, and that the DCO receives all complaints, investigation reports, discipline referrals, and other information related to allegations of discrimination and harassment at the DA's school. In the event of unique circumstances, the DCO may conduct an investigation of the requisite DA. In such cases, all obligations of DAs and other investigators shall apply to the DCO.

Procedures for Filing Complaints

Any person who believes he/she has been the subject of or is a witness to discrimination or harassment shall immediately notify any teacher, counselor, school nurse, school administrator or any other District employee (i.e., bus driver, security officers, food service employees, etc.) of the belief. Complaints that cannot be reported immediately must be reported within 30 calendar days.

The District employee receiving the report or complaint, or who personally witness discrimination or harassment, shall immediately inform the appropriate DA of the report or complaint and complete a Statement of Facts form. This also applies when the DCO or any other personnel at the District level, including the Superintendent, personally receives a report or complaint.

The DA shall forward written documentation of the report or complaint to the DCO within two business days of receiving it unless any other regulation, statute or other such requirement directs otherwise.

Complaints Made Directly to the DCO

Any person may make a complaint of discrimination or harassment directly to the DCO. Upon receipt of the complaint, the DCO shall immediately notify the appropriate DA. The DA shall then proceed with the investigation of the allegation as previously set forth in these regulations.

Procedures for Investigation of the Report/Complaint

The applicable DA will proceed as follows:

1. Investigate the incident personally, or assign another administrator at the school level or the DCO to conduct the investigation at the DA's discretion.
2. Require the alleged victim or witness to complete a Statement of Facts form, or if a Statement of Facts form is not available, set forth in another written form all information relevant to the complaint, including a description of the conduct alleged (i.e., specific words, statements, or actions), names of perpetrator and victim, places, times, and other witnesses.
3. Contact an outside agency (i.e., Child Protective Services or law enforcement) as required by statute or otherwise deemed to be appropriate by the DA.

Investigative Findings

In all cases, regardless of whether a violation of District policy is found or a complainant no longer wishes to pursue his/her complaint, the investigation shall conclude with a written investigation report. The report shall include findings, conclusions and any possible recommendations, including any discipline referral resulting from the alleged conduct, to be prepared by the administrator who conducts the investigation. The report shall be drafted as soon as possible after the investigation is closed. Moreover the DA will provide the DCO the investigation materials (i.e., Statement of Facts, Student Discipline Referral form, etc.) and written report no later than ten business days after the complaint is received by the DA.

Consequences

1. If it is determined that the student violated the *Discrimination and Harassment Equal Educational Opportunities* policy or regulation, the DA, other school administrator at the school level, or the DCO, at the DA's discretion, will complete a Student Discipline Referral form. All violations of this policy will be treated in accordance with the appropriate procedures and discipline in Policy JIC, *Student Conduct*.
2. When a Student Discipline Referral form is completed, the incident will be reported in the student information system as a violation of the District's *Discrimination and Harassment Equal Educational Opportunities* policy within two days.
3. Disciplinary consequences may include, but not be limited to, the following:
 - Conference
 - Community Service
 - Detention
 - Restitution
 - Saturday School/Alternative Learning Center
 - Work Detail
 - Mediation
 - In-School Suspension
 - In-District Suspension
 - Out-of-School Suspension up to ten days
 - A ten-day suspension by school administration with a referral to the District Hearing Officer (DHO).
4. If notified pursuant to the applicable policies and regulations, the DHO may impose the following consequences that include, but not be limited to, the following:
 - Behavior Contract
 - Community Service
 - Counseling
 - Referral to the DCO
 - Assignment to an appropriate educational setting
 - Reassignment to the Gilbert Learning Center (GLC)
 - Long-Term Suspension
 - Recommendation to the Governing Board for Expulsion

A Finding of No Violation

If no violation is found, the DA or other investigator will, within two days of the finding, notify in writing the individual filing the complaint and will provide that individual information regarding other grievance or dispute resolution procedures. Pursuant to the "Investigative Findings" section above, the DA will provide the investigative materials and written report to the DCO no later than ten business days after the complaint is received.

District Monitoring

At the end of each semester, the DCO will submit a report (Semester Report) to the Superintendent. That report will generally advise the Superintendent as to any particular class of individuals that is being discriminated against and harassed in a systematic way, along with the names of all persons who have been determined to be a victim or perpetrator of discrimination or harassment on more than one occasion throughout their attendance at any school within the District.

The DCO will contact the DAs on a monthly basis to monitor compliance with this policy. The DCO will confirm that all complaints of discrimination or harassment have been reported, investigated and resolved pursuant to this policy, and that all incidents have been timely entered into the student information system. If a DA has failed to comply with this policy, the DCO will immediately ensure that the complaint is investigated as required by this policy.

At the end of each school year, the DCO will submit a report (Annual Report) to the Superintendent advising him/her as to areas of particular concern as determined by the DCO. In preparing the Annual Report, the DCO will contact each DA to

confirm that all incidents of discrimination and harassment were properly reported in the student information system and that the DCO received all relevant documents as described above. This report is in addition to any Semester Report and should speak of the District's overall compliance with the terms of this regulation and suggest changes that might be considered. To the extent a DA has not complied with this policy in responding to allegations of discrimination or harassment, that information will be included in the Annual Report.

Revised: October 7, 2008

J-2982

J-308

REGULATION

JICFA-EB

JFCF-E(2)

REGULATION

HAZING

To be displayed in school buildings and placed in student handbooks

There shall be no hazing, solicitation to engage in hazing or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment or intending to enroll or be promoted to District schools within 12 calendar months. For purposes of this policy, a person specified above, shall be considered a "student" until graduation, transfer, promotion or withdrawal from the District school.

Definitions

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

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

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

Directions

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing.

In accord with statute, violations of this policy do not include either of the following:

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

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

Reporting/Complaint Procedures

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

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

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

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

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

Adopted: June 6, 2002

**AWARENESS CONTRACT
THAT OUTLINES STUDENT CONDUCT POLICIES AT GILBERT SECONDARY SCHOOLS**

*This information is presented in order to ensure the safety and well being of all students at Gilbert Public Schools. It is also meant to ensure that all students and parents are aware and have received communication regarding the **Governing Board's** special policies and consequences dealing with all Student Conduct policies including: drug/alcohol abuse, dangerous items/deadly weapons, attendance, and the Use of Technology Resources and Student Acceptable Use Agreement. The Student Handbook, Awareness Video and these policies may be located at www.gilbertschools.net.*

The signatures below indicate we have received communication regarding the following Governing Board policies:

- Policy **JB-R** regarding harassment (e.g. sexual, race, color, national origin, religion or disability).
- Policy **JICC** regarding student conduct on district vehicles. Riding the bus is a privilege not a right. Suspension of bus riding privileges does not relieve parents of the responsibility of sending a child to school.
- Policy **JIC** Student Conduct:
 - Students in high school will be suspended for ten (10) days for participation in a fight.
 - Students in junior high school will be suspended for five (5) days for participation in a fight.
- Policy **JICH** regarding drug/alcohol abuse. (I understand that drug/alcohol abuse includes illegal drugs, alcohol, prescription drugs and other mind-altering substances. Abuse includes the possession, use, distribution, sale or purchase of any of the above).
- Policy **JICI** regarding dangerous instruments and deadly weapons in school.
- Policy **JICF** regarding negative student group and gang affiliation.
- Policy **JIC** regarding Student Conduct.
- Policy **JJNDB** regarding Use of Technology Resources and Student Acceptable Use Agreement.
- Policy **JKD** regarding student suspension and expulsion/due process rights.
- Policy **JE** requiring a student to be in attendance 90% of the time in order to earn course credit. Excessive absences may result in the withholding of credit. Excessive absences include excused and unexcused absences. (This means that I am allowed nine (9) absences per semester and may lose credit on the tenth (10th) absence.)
- Policy **JE-R** regarding the Gilbert Public Schools' support of the Diversion Program and the Maricopa County Juvenile Court System (including C.U.T.S.) to enforce the State Board of Education attendance mandate.
Student Initials
- Receipt of and/or notification of the Student Handbook on the Gilbert Public Schools website that outlines other student conduct policies such as fighting, assaults, inappropriate language, smoking, attendance, tardies, dress code, insubordination, etc.
Student Initials
- I agree to abide by the Use of Technology Resources Student Acceptable Use Agreement.
Student Initials

If I am found in violation of these policies and agreements, I may be suspended, up to one school year, or expelled (permanently removed) from all Gilbert Public Schools. By signing this document, I am indicating that I am aware of these policies and that my signature will be in force for the remainder of the 2011-2012 school year. Additionally, my signature below indicates my understanding and acceptance of the attendance policy.

Student Printed Name _____ I.D. # _____

Student Signature _____ Date _____
Grade _____

Junior High School:

Parent Signature _____ Date _____