

Gilbert Public Schools

# FAMILY HANDBOOK

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

2011  
2012

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# *Gilbert Public Schools*

## *2011-2012*

### *Gilbert Elementary Schools*

**Administrative Offices\* 480-497-3300\* 140 S. Gilbert Rd., Gilbert AZ 85296**  
**[www.gilbertschools.net](http://www.gilbertschools.net)**

<u><i>School</i></u>	<u><i>Principal</i></u>	<u><i>Telephone</i></u>	<u><i>Address</i></u>
1. Ashland Ranch	Bill Roth	480-917-9900	1945 S. Gilbert Rd, Gilbert, AZ 85295
2. Augusta Ranch	Susie Kreitzer	480-635-2011	9430 E. Neville Ave, Mesa, AZ 85209
3. Boulder Creek	Karen Coleman	480-507-1404	8045 E. Portabella, Mesa, AZ 85212
4. Burk	Brad Paes	480-926-3816	545 N. Burk, Gilbert, AZ 85234
5. Canyon Rim	Korry Brennen	480-984-3216	3045 S. Canyon Rim, Mesa, AZ85212
6. Carol Rae Ranch	Geane Flournoy	480-507-1359	3777 E. Houston, Gilbert, AZ 85236
7. Finley Farms	John Maas	480-507-1624	375 S. Columbus, Gilbert, AZ 85296
8. Gilbert Elementary	Ray Mercado	480-892-8624	175 E. Elliot, Gilbert, AZ 85233
9. Greenfield El	Colin Kelly	480-892-8624	2550 Elliot, Gilbert, AZ 85234
10. Harris	Becky Henderson	480-545-7060	1820 S. Harris Dr., Mesa, AZ 85204
11. Highland Park	Jason Martin	480-832-3034	230 N. Cole Dr., Gilbert, AZ 85234
12. Houston	James Louzek	480-497-9790	500 E. Houston, Gilbert, AZ 85234
13. Islands	Matt O'Neill	480-497-0742	245 S. McQueen, Gilbert, AZ 85233
14. Meridian	Vicki Hester	480-497-4032	3900 Mountain Rd., Mesa, AZ 85212
15. Mesquite El	Missy Udall	480-813-1240	1000 Mesquite Rd., Gilbert, AZ85296
16. Neely Traditional	Caroline Chilton	480-892-2805	321 W. Juniper, Gilbert, AZ 85233
17. Oak Tree	Sandra Weaver	480-632-4785	505 W. Houston, Gilbert, AZ 85233
18. Patterson	Nonda Chomokos	480-892-2803	1211 Guadalupe, Gilbert,AZ 85234
19. Pioneer	Mike Davis	480-892-2022	1535 Greenfield, Gilbert, AZ 85234
20. Playa del Rey	Robyn Conrad	480-892-7810	550 N. Horne, Gilbert, AZ 85233
21. Quartz Hill	Michael Hallock	480-855-5732	3680 S. Quartz, Gilbert, AZ 85297
22. Settlers Point	Lana Moore	480-507-1481	423 Settlers Point, Gilbert, AZ 85296
23. Sonoma Ranch	Terry Maurer	480-497-9343	601 Key Biscayne, Gilbert, AZ 85234
24. Spectrum	Debbie Singleton	480-917-0117	2846 Spectrum Way, Gilbert AZ 85295
25. Superstition Springs	Tim Moses	480-641-6413	7125 E. Monterey, Mesa, AZ 85208
25. Towne Meadows	Jim Baker	480-854-1545	1101 N. Recker Rd.Gilbert.AZ85234
27. Val Vista Lakes	Patrick Miller	480-926-6301	1030 Blue Grotto, Gilbert, AZ 85234

# *The Six Pillars of Character*

## (Definitions for Young People)

### **TRUSTWORTHINESS**

- Be honest
- Don't deceive, cheat, or steal
- Be reliable—  
do what you say you'll do
- Have the courage to do the right thing
- Build a good reputation  
carelessly.
- Be loyal—stand by your family, friends, and  
country

### **RESPECT**

- Treat others with respect;  
Follow the Golden Rule.
- Be tolerant of differences
- Use good manners, not bad language
- Be considerate of the feelings of others
- Don't threaten, hit or hurt anyone.
- Deal peacefully with anger, insults, and  
insults and disagreements

### **RESPONSIBILITY**

- Do what you are supposed to do
- Persevere: keep on trying!
- Always do your best
- Use self-control; be self-disciplined
- Think before you act—  
consider the consequences
- Be accountable for your choices

### **FAIRNESS**

- Play by the rules
- Take turns and share
- Be open-minded; listen to others
- Don't take advantage of others
- Don't blame others carelessly

### **CARING**

- Be kind
- Be compassionate and show you care
- Express gratitude
- Forgive others
- Help people in need

### **CITIZENSHIP**

- Do your share to make your school and  
community better
- Cooperate
- Stay informed; vote
- Be a good neighbor
- Obey laws and rules
- Respect authority
- Protect the environment

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## *Getting To and From School*

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To ensure the safety of each student, please instruct your child in the following:

### **Walking To and From School:**

- **Students should arrive at school no earlier than twenty minutes before school starts.**  
There is no supervision on school grounds until that time.
- Walk on the sidewalk at all times. If there is not a sidewalk, use the left side, facing oncoming traffic.
- Never cross between parked cars.
- Students should leave the school grounds immediately after dismissal unless they are taking part in an organized after-school activity.
- Please inform the office and teacher well ahead if your child will be changing their regular means of coming to or from school.

### **Bicycles/Scooters/Rollerblades To and From School:**

With parental permission, students in second grade or above may ride their bikes/scooters/rollerblades to school. Parents who want their K-1 students to ride a bicycle to school must meet with the principal and then sign a responsibility form, which outlines the conditions allowing this to occur. The rules listed below should be followed for riding to school:

- Helmets are strongly encouraged.
- Start early enough so that he/she can arrive on time.
- Use only designated crosswalks to cross the street and walk your bicycle across the street.
- Rollerblades must be stored in a student's backpack.
- Upon reaching the school grounds, walk your bike or scooter to the designated storage area.
- Lock you bike or scooter. The school is not responsible for the protection of students' bikes or scooters.
- Skateboards or motorized scooters and shoes with wheels (Heelys) are not allowed.

Notwithstanding the above, a principal may alter the above guidelines because of a localized safety situation.

### **Student Drop Off and Pick Up:**

**Parents should drop off and pick up their children in the designated area on the campus. Do not block driveways, student crosswalks, or parking places. On rainy days, please arrange in advance for a specific area to meet you child. Parents should be orderly and mannerly when picking up their children.**

### **Bus Transportation:**

- **All students should be able to recite their address, phone number, and the location of their bus stop.**
- Transportation provided by the District is a privilege. Inappropriate conduct at bus stops, on district vehicles, or in the process of boarding or exiting from a vehicle may result in student disciplinary action including, but not limited to denial of transportation privileges.
- GPS provides bus transportation for elementary students who live one mile or more from school. For safety reasons, the District encourages parents to supervise their children at the bus stop.
- Drivers are not permitted to drop students at any stop other than the regularly assigned stop unless the principal has given written approval. Students are not allowed without a written request from a parent and approval from the principal or principal designee approval to ride a bus other than their assigned bus. See also Student Code of Conduct, Student Transportation. The school needs a note of the alternative form of transportation with a parent/guardian signature. Most buses cannot accommodate additional riders.

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## *Attendance*

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Regular attendance and punctual arrival at school are two habits that dramatically impact student achievement. Absences and tardiness are disturbing for all students: both disrupt their schedules and require readjustment to the class routine.

### **Absences:**

- Students who are not in school 90% (18 absences) of the school days may be retained. Documentation and successful completion of the grade level is required before a student will be considered for promotion. Students who are not in school 90% of the school days in which they have been enrolled may be reported to the county as truant. See Policy JE and JE-R.
  - Gilbert Public Schools has partnered with the Court Unified Truancy Suppression (C.U.T.S.) program through the Maricopa County Juvenile Probation. The 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.
- All students should be in class every day unless they are ill. It is very important that the school be notified as soon as possible if a student will be absent. If the school is not called, school personnel will attempt to contact parents as to why the child is not in school. An early call to the school's attendance will save staff time and help ensure the child's safety.
- If notification is not received, the student will be given an unexcused absence. The student must then present a note, signed by the parent, to the school attendance clerk stating the date and reason for the absence.
- Parents are urged to schedule doctor, dentist, and other appointments for students at times outside the school day. This will reinforce the importance of school and will prevent the student from getting behind in class work.
- When requesting work missed during an absence please contact the school office before 11 a.m. to provide adequate time for the teacher to prepare materials to be sent home or picked up at the end of the school day.

### **Tardy/Early Departure:**

A grade K-6 student will not be considered absent if the student is present at least three-quarters of the school day. However, if the student is absent up to one-quarter of the school day, the student will be considered tardy or an early departure. To maintain validity of the District's K-6 perfect Attendance Award program, five tardies or five early departures will count as one absence.

### **Signing Students Out:**

- For the safety and protection of the child, a student will only be released from the classroom before the regular dismissal time when the parent comes to the office and signs the child out.
- ***Students will not be released on the basis of a telephone call.***
- Students will only be released to persons authorized by the parent and those individuals specifically listed on the Emergency Information Card. For a student to be released to anyone other than those listed on the Emergency Information Card, the school will require specific written authorization for the parent.

### **Custody:**

- In most cases, both parents shall be given reasonable access to their children at school and to their children'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 child and/or child's official school record.
- **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.
- A parent who lives out of state and wants student records must request these records from the principal in writing.

### **Student Records:**

**Parents have access to their children's school records. School employees observe confidentiality of student records and recognize that only important, factual information should be in permanent records.**

The policy and procedures for maintaining students' school records is governed by a federal law, the Family Educational Rights and Privacy Act (FERPA). Student and family privacy rights are carefully protected to ensure that records are used only for educational purposes and in the child's best interest.

FERPA and District policy do not require parent permission for release of a specific type of student record information called "Directory Information." When such releases are for educational school-related purposes the information could include the following.

- Student's name
- Student's address
- Student's phone number
- Date of birth
- Class designation
- Previous district attended
- Student's photograph
- Achievement or honors
- Extracurricular participation
- Parent's name
- Serious discipline violations

**If you need to prevent us from using Directory Information described previously, notify your child's principal in writing.**

Most of the information contained in FERPA is about ensuring that you and students who are 18 years of age or older ("eligible students") are afforded certain rights with regard to the student's records. They are:

- The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access.
- The right to request the amendment of the student's records that the parent or eligible student believes are inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in student's educational records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The Office that administers FERPA is: Family Policy Compliance Office, US Department of Education, 400 Maryland Ave, SW, Washington DC 20202-4605.

**Transfers and Withdrawals:**

If you plan to move, let the school know at least three days in advance. The school will prepare transfer materials to help the student get started at the new school.

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## *School Procedures*

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**Communication:**

Student accomplishments and coming events will be highlighted in a school newsletter. Other materials, notices, and bulletins, which list important dates and events, such as the cafeteria menu, may be sent home to families.

Parents may access this and other information regarding the District or the school their children attend from the District website: [www.gilbertschools.net](http://www.gilbertschools.net).

**School Lunch:**

Students who choose to use the District's school lunch program may deposit money to their cafeteria accounts by giving the money to the school or using the online account ([www.mylunchmoney.com](http://www.mylunchmoney.com)) or they may buy their lunch on a daily basis. Deposits to cafeteria accounts may take about 24 hours to post. Gilbert Public Schools participates in a federally subsidized program, which offers free and reduced prices on meals to students who qualify based on family income. Information and an application are provided to each student. We encourage all families to fill out this form and send it to the school office.

**Safety Drills:**

The District has procedures in place to handle emergency and crisis situations. All schools have regular drills for students to practice lockdown and evacuation procedures, as well as bus evacuation drills. 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 website's home page, [www.gilbertschools.net](http://www.gilbertschools.net) and by phoning 480-497-3333.

**Pets and Other Animals:**

Pets are only allowed on campus for educational purposes with permission from the principal. Animals will not be transported on school buses.

**School Visitations:**

- The District welcomes adult visitors. Parents who wish to schedule classroom observations should make an appointment at least twenty-four hours in advance. The principal may accompany the classroom observer.
- All visitors to the school campus are required to first sign in at the office and receive a visitor's badge.
- Volunteers in the classroom or in the school are not allowed to have children accompany them. This policy ensures safety, minimizes classroom interruptions and promotes full concentration of both students and volunteers/visitors on the learning activity.
- In order to preserve the educational process, visits will be limited.
- ***Children from other schools are not allowed to visit or attend school with Gilbert students during school hours.***

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## *Health Information*

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- 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.
- Health offices are staffed by health assistants and registered nurses. The health office deals with illness and accidents that occur at school. Parents are requested to notify the Health Office if a student has a health problem. For the protection of all students, please do not send your child to school when ill.
- 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.

### **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:**

- Health office personnel administer over-the-counter and prescription medication in the school setting in accordance with specific regulations from the Arizona State Board of Pharmacy and Governing Board Policy.
- All medication must be brought to the health office by a parent and picked up from the health office by a parent.
- The medication must be in the original prescription container labeled by the pharmacist or in the original factory container with all warnings and directions intact. **Medications in envelopes, foil, or baggies will not be accepted.**
- The school must have written permission from the parent for the medication to be administered at school.
- Only medications needed to treat an existing ailment are stored in the health office.
- Medication will not be given the first and last hour of the school day to avoid any possibility of overdose.
- If a student need medication on a field trip, the procedures for taking medication on a field trip must be followed.
- Any student who has crutches, a wheelchair, or another assistive walking device must have signed permission from a medical doctor.

## 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.

## Physical Education Excuses:

- Physical education is required of all students. A student may be excused from physical education for three consecutive P.E. classes upon written request from a parent. For any longer period of time, a request from the child's physician is required. P.E. excuses written by parents are received by the child's P.E. teacher. A physician's written excuse should be received through the health office.

## Health Screening Programs:

- Hearing:  
The guidelines recommended by the Arizona Department of Health Hearing Conservation program are followed. Hearing tests are given to students at specified grade levels.
- Vision:  
The guidelines of the Arizona Department of Health Services Vision program are followed. Vision tests are given to students at specified grade levels.
- Height and Weight:  
Checks will be done when deemed necessary.
- Blood Pressure:  
Blood pressure screening is done in the 5<sup>th</sup> grade.
- Scoliosis:  
Fifth and sixth graders are screened. The parents of students who appear to have an indication of scoliosis shall be notified.
- Lice and Nit Checks:  
Lice and nits are commonly transmitted in children when they share combs, brushes, hats and coats. Lice and nit checks are performed on students when the parent or teacher suspects the child has lice, or if classmate and/or siblings have lice. If a child is found to have head lice or nits, the parents will be notified immediately to take their child home. The child must be treated and all nits removed from the hair shafts ***before the student may return to school.*** If lice are found on a student, the parents of every student in the classroom will be notified by a letter.

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## *Curriculum, Instructional Time, Homework, and Assessments*

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### **Curriculum:**

Gilbert Public Schools has designed curriculum based upon State Standards, which identifies specific objectives in the following subject areas: reading, written communication, social studies, mathematics, science, health, music, physical education, and art. Copies of the Curriculum Guides, as well as the Curriculum Standards brochure for each grade are available at each school office.

### **Instructional Time:**

- Each grade level has designated uninterrupted instructional time. During this time the school protects instructional time by ensuring classes are not interrupted with announcements or messages from home.
- **When you have messages, materials, lunch money, etc., please bring them to the school office, and the school will relay these to the classroom.**
- Please try to schedule appointments outside of the instructional day.

### **Homework:**

- The purpose of homework is to provide additional practice on previously introduced skills or to enrich classroom experiences. Homework includes such activities as brief drills, reading, collecting information, sharing ideas with parents and guardians and providing projects/assignments in which students must utilize their time in creative thought.
- Your child's teacher will provide guidelines for homework,

### **Assessment of Learning:**

It is the belief of the Gilbert School District that an open line of communication between home and school should be maintained at all times to increase the likelihood of student growth and success.

In order to ensure that Gilbert Public School students are being challenged academically, their performance is assessed continuously using a variety of measure:

- SAT 10 grade 2
- AIMS Dual Purpose Assessment (DPA) for grades 3-6
- Quarterly bench mark testing
- DIBELS reading assessments

### **Report Cards**

A report card's primary function is to communicate information to parents about their child's current achievement status in regard to learning objectives in each curriculum area. Progress indicators or grades represent the degree of progress toward learning objectives rather than a comparison of achievement to other students.

### **Grades**

Parents have access to their child(ren)'s grades via an online grade reporting system. Teachers update on a bi-weekly basis. Parents are encourage to check their child(ren)'s progress regularly.

### **Parent Conferences:**

- Parent/teacher conferences are a time to talk about areas that are strengths for the student as well as the areas in which improvement is needed. The conference time allows parents and educators an opportunity to plan and work together so that the child can benefit the most from his or her educational experience. It will help the teacher if parents come to the conference prepared with a list of

questions/comments/concerns regarding their child's progress. By doing this, the teacher can specially address areas of concern.

- Parents who would like to talk with their child's teacher during non-scheduled conference times should call to schedule a conference.
- Conference dates can be found on the District calendar.
- **Concerns are best addressed at school with the teacher and principal.**

### **Promotion and Retention:**

According to Arizona Revised Statutes, although the teacher will consult with the parents and principal of the school, the teacher shall have the authority to determine the promotion or retention of his/her students. If a parent chooses not to accept a decision of the teacher as provided in State Statute, the parent may request in writing that the Governing Board review the teacher's decision. The Governing Board may review the teacher's decision and may decide to overrule that decision.

### **Student Placement:**

Gilbert Public Schools wants to provide the optimum learning environment for your child. In evaluating student class assignments, the following factors are considered by staff members:

- Achievement mixture
- Comparable class size
- Distribution of boys and girls
- Group dynamics

The principal in consultation with the school staff carefully considers all factors, including individual student needs when making class placement decisions. Principals make the final decision regarding student placement.

When registering, each parent will be expected to sign a statement that outlines the placement of students when classes are split during the school year.

### **Field Trips:**

- Educational field trips are designed to augment instruction in a class.
- It is the philosophy of the District that all field trips meet the educational objectives of the District. The trips are carefully planned and coordinated and do not seriously disrupt the educational program.
- Prior to each trip, the teacher shall provide parents with information concerning the purpose and destination of the trip, date, and time of departure and estimated time of return.
- Parental permission slips must be signed by a parent and turned in to the teacher in charge before the trip takes place.

### **Neely Traditional Academy**

Notwithstanding the above, Neely Traditional Academy offers a curriculum that may deviate from the regular elementary curriculum.

### **Academic Night Qualification:**

Academic Night acknowledges and honors students in grades 4-6 who have achieved and maintained high academic standing.

The following are Academic Night guidelines:

1. A student must have earned no more than one "B" in all core subject areas within the first three grading periods. All other grades must be "A." Core subjects include Reading, Language, Math, Science/Health and Social Studies.

2. ALP students shall meet the same criteria as stated above, although ALP grades are weighted as follows B=A, C=B however D's are not weighted.
  3. Students must have earned an "E" or "S" rating in all self-management skills.
  4. Students must be working at or above grade level in all subject areas. Special Education and ELL Plan students must be working at or above the learning level identified on their IEP/Plan.
  5. Special Education Students (IEP)- Achievement Grades are based on goals and objectives. A "#" sign indicates an achievement grade that correlates to the IEP.
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## *Additional Programs for Students*

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### **Amanecer Preschool:**

Amanecer Preschool is an integrated language-based preschool serving children from three to five years old. Amanecer's curriculum is play-based, hands-on and planned around everyday experiences. Children having special needs may enroll at three years of age and typically developing children without special education needs must be four years old before February 1<sup>st</sup>.

Special education students meet four days per week for 2 ½ hours per day. Bus transportation is provided and tuition is not required. Children who are typical in their development meet three days per week (MWF). Transportation is not provided and tuition is required. For any additional information or application, please call the preschool office at 480-497-3461.

### **Pre-Kindergarten Prep:**

Kindergarten Prep is a nurturing, child centered Pre-K program created especially for 4-year olds as a stepping stone to kindergarten. Pre-K students meet 2.5 hours a day, 5 days a week. Pre-Kindergarten Prep provides language/literacy, math and science, creative expression and fine/gross motor development, which is built into every phase of our literature-based Pre-K curriculum.

For Pre-Kindergarten Prep registration materials or further information, call the Community Education Office at 480-892-9089, or visit at [www.gilbert.k12.az.us](http://www.gilbert.k12.az.us) (click on Community Education.).

### **Before and After School Child Care (Very Important Kids-VIK Program):**

Before and after school care may be provided for elementary school age children. For further information regarding the VIK Program, please contact Community Education at 480-892-9089.

### **Accelerated Learning Program (ALP):**

In first through third grade, students are identified for content-based enrichment programs. Identified students in grades four through six participate in an accelerated daily language arts and/or math program. Referral for evaluation can be made by parents and/or classroom teachers. Students are identified for ALP by achieving at a certain level on the Cognitive Abilities Test. For further information regarding ALP, contact Educational Services at 480-497-3347.

### **English Language Learning Program (E.L.L.):**

The English Language Learning Program serves children who need assistance in learning English. Arizona law requires that children with a home language other than English be assessed for proficiency in oral language, reading comprehension, and written communication. Following parent notification, students who are identified as limited English proficient may receive various forms of instructional support on English acquisition.

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# *Student Code of Conduct*

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Please refer to **Governing Board policies** at [www.gilbertschools.net](http://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.

## **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. See policy JIH and JIH-EA.

**Interviews:**

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

If a police 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.

**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.

**School Rules:**

- Use equipment properly and safely.
- Stay in designated areas.
- Walk on all sidewalks and in buildings.
- Follow instructions of all staff members.
- Take turns using playground equipment.
- Stop playing when the bell/whistle sounds and go directly to class or designated area.
- Use appropriate language and voice volume.
- Remain on school grounds until dismissed or given permissions to leave.
- Settle differences peacefully, without fighting, threats, name calling or put downs.
- Do not play dangerous games, such as tackle, penny drops, rugby and red rover: no tag or running games in the sand or playground equipment.

- Electronic devices (i.e., iPods, MP3 players, cameras, digital recording devices, electronic games, etc.) are not allowed at school. **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.**
- The possession of cell phones at school is discouraged.

**Refer to Use of Technology Resources and 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 brought to school by students must comply with copyright laws, licensing agreements, and off-air broadcast/taping agreements.

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

**Description of Prohibited Conduct and Consequences:**

Refer to [www.gilbertschools.net](http://www.gilbertschools.net) policy regulation JIC-RB for descriptions of prohibited conduct and possible consequences.

<b><u>ANNUAL NOTIFICATION TO PARENTS REGARDING</u></b>
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**CONFIDENTIALITY OF STUDENT EDUCATIONAL 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 educational 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 distance, 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 parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School Officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations
  - To comply with a judicial order or lawfully issued subpoena

- Appropriate officials in cases of health and safety emergencies; and state and local authorities, within a juvenile justice system, pursuant to specific state law.
  - 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), and 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 support 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 developmental milestones or 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 helps “identify” any areas of concern that need to be evaluated further. In order to receive early intervention or special education 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 AzEIP). Contact AzEIP at 602-532-9960 if you have a child 0-3 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 3-5 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 education environment. Contact your local school if you have a school age student that you suspect may have a disability.

## **THE 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 of 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 Educational 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 employee actions, and student-to-student actions. If you feel you have been sexually harassed or you know someone who has been sexually harassed, you should immediately report it to an assistant principal, your school principal, or to

the District Assistant Superintendent for Curriculum K-12. The District will take immediate steps to investigate complaints and to 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 S. Gilbert Rd., Gilbert, AZ 85296, 480-497-3300.

### **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, accident can and do happen at school.

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.

### **CHILD ABUSE REPORTING**

Arizona Revised Statute 13-3629 states that all school personnel are obligated to report suspected abuse, including teachers, support staff, and administrators. This obligation arises when observation or disclosure provides "reasonable grounds to believe" that a minor is a victim of child abuse, non-accidental injuries, physical neglect, or sexual abuse. All school personnel must "immediately report or cause a report to be made" of suspected child abuse to the police and/or Child Protective Services (CPS).

**Concerns regarding the notification and questioning of students at school by CPS (Child Protective Services) social workers and law enforcement authorities regarding suspected child abuse/neglect need to be addressed with the agency conducting the interview. A school official may be present only if such presence is necessary to the investigation.**

## **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 of Gilbert Public Schools.

**J-0161**

**JB-R**

**REGULATION**

**REGULATION**

### **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.

**AWARENESS CONTRACT  
AND  
FAMILY HANDBOOK THAT OUTLINES STUDENT  
CONDUCT POLICIES AT GILBERT ELEMENTARY 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/guardians have received communication regarding the **Governing Board's** special policies and consequences dealing with drug/alcohol abuse, dangerous item/deadly weapons, the attendance policy and the Use of Technology Resources and Student Acceptable Use Agreement.*

*The Family Handbook and these policies can be located at [www.gilbertschools.net](http://www.gilbertschools.net).*

**The signatures below indicate we have received communication regarding the following Governing Board policies and the consequences for violations of 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 the parent of the responsibility of sending a child to school.
- Policy **JIC**-Student Conduct
- Policy **JICH** regarding drug/alcohol abuse. We 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 or gang affiliation.
- Policy **IJNDB** regarding Use of Technology Resources and Student Acceptable Use Agreement.
- A student must be in attendance at least 90% of the time. Excessive absences may result in a truancy referral and/or retention (Policy JE-R) and possible placement in a Diversion Program or referral to C.U.T.S. Excessive absences include excused *and* unexcused absences.
- Receipt of and/or notification of access to the Student Handbook on the Gilbert Public Schools Website that outlines other student conduct policies such as fighting, assaults, threats, bullying, inappropriate language, smoking, attendance, tardies, dress code, insubordination, etc.

**If the student is found in violation of these policies and agreements, he/she may be suspended or expelled from school. By signing this document, we are indicating that we are aware of these policies and that our signatures will be in force for the 2011-2012 school year. We understand that at any time, if further clarification is needed, we will contact the school principal.**

Student Printed Name \_\_\_\_\_ Grade \_\_\_\_\_

Teacher \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Printed Name \_\_\_\_\_