

Greenway Elementary School

BISBEE, ARIZONA



Parent and Student
Handbook

2021 – 2022

Located at:

98 Cole Ave.
Bisbee, Arizona 85603

Telephone:

(520) 432-4361

Fax:

(520) 432-6121

School Hours:

7:15 - 7:45 a.m. - Cafeteria will be open

7:45 - 3:00 p.m. - Student Academics

Office Hours:

7:00 - 5:00pm

School Days:

Monday – Thursday

Mascot:

Cougars

Principal:

Mrs. Lindsay Vertrees
lvertrees@busd.k12.az.us
(520) 432-4361

Greenway's History

On November 18, 1915, the Warren Company deeded Block #76 in the Townsite of Warren to the Trustees of School District #2, Cochise County, Arizona for the sum of \$1.00! The premises were to be used solely for the purpose of conducting and maintaining a public school and playgrounds for scholars attending the school. The deed was signed by John C. Greenway, President of the company and Joseph E. Curry, Secretary.

Subsequently, bonds were issued for the purpose of constructing, equipping, and furnishing new school buildings for the town of Warren, as there were over 2,000 students at that time.

On December 17, 1915, the contract to build the school was issued to John William Tucker, General Contractor. He and his family moved to Bisbee to oversee the construction. On March 31, 1916, the initial building was under construction, and by July of that year, electrical fixtures and furniture were ordered. The first of the three buildings was completed October 19, 1917. The school was to house grades one through nine. At one time, a portion of the north building housed a teacherage and the west building included an apartment for the custodian. Students voted to name the school Greenway after deliberating over the names Horace Mann and Longfellow.

The three main buildings feature a hip and valley roof design augmented by protruding roof joists. The exterior walls are of masonry more than one foot thick. Initially the color was gray; however in the 30s the buildings were painted green.

Interior walls are plaster over lathe. Most interior room ceilings are twelve feet high with windows that are eight feet tall. All flooring is hardwood, with some covered with industrial carpet.

In 1952, the auditorium and four classrooms were built. In 1990 a modular library was added to the campus. Our current cafeteria was constructed in 1995.

The school is named for John C. Greenway. He was a laborer, captain of industry, athlete, soldier, idealist, philosopher, and philanthropist. Greenway was a mining engineer who built the town of Ajo, AZ. He lived and worked in Bisbee at the time the school was being built. His former home, the Greenway House, is located east of the school on Cole Avenue. A full length bronze statue of General John C. Greenway is in Statuary Hall, Washington, DC. It is one of two representing the State of Arizona.



Greenway Elementary School
Bisbee Unified School District #2
519 West Melody Lane
Bisbee, Arizona 85603

Phone: (520) 432-4361

<https://ges.busd.k12.az.us/>
lvertrees@busd.k12.az.us

Fax: (520) 432-6121

Lindsay Vertrees, *Principal*

Dear Greenway Families,

Welcome to the 2021-2022 school year and thank you for choosing Greenway for your child's elementary education. It is my pleasure to welcome your family to our school's warm and welcoming community. I would like to assure you that we are devoted to maximizing your child's educational experience during their time here at Greenway Elementary and we look forward to another exciting school year here on campus.

School days at Greenway are filled with core academic classes that fully align with Arizona State Standards. In addition, your child's education is enhanced with several programs that we strongly believe in at Greenway. All students' educational experiences will be supported with the AVID Elementary program, which is designed to help aid students in developing fundamental classroom skills such as note taking and organizational systems. In addition, our staff has worked to build a positive school culture aligned to the Capturing Kids' Hearts framework. Such a commitment has resulted in Greenway Elementary being a nationally recognized Capturing Kids' Hearts Showcase School for the 2019, 2020, 2021 school years. Finally, your child will also attend specials once a day which include, physical educations, art, strategic reading, and technology with the goal of broadening their learning experiences in their time here with us.

Furthermore, we recognize the importance of parent/guardian involvement in the success of your child's academics. One of the best ways families can become involved is by making sure your child arrives to school on time every day. Essential learning starts as soon as students walk into their classrooms and content often builds on the lesson from the previous day. As a result, attendance and punctuality are key in a successful academic experience.

It is our honor to serve the families of Bisbee, and we very much are looking forward to ensuring a successful school year for each and every student. It's my pleasure to serve as your child's principal and I look forward to assisting your family in any way that I can.

Sincerely,

Lindsay Vertrees

Greenway Teachers and Staff

Lindsay Vertrees	Principal	lvertrees@busd.k12.az.us
Roxanne Dozier	Secretary	rleedozer@busd.k12.az.us
Humberto Hoyos	Custodian	hhoyos@busd.k12.az.us
Alesha Mart	Kindergarten Teacher	amart@busd.k12.az.us
Earle McLain	Kindergarten Teacher	emclain@busd.k12.az.us
Christina Delgado	1 st Grade Teacher	Chdelgado@busd.k12.az.us
Ana Maria Pico	1 st Grade Teacher	apico@busd.k12.az.us
Courtney Borquez	2 nd Grade Teacher	cborquez@busd.k12.az.us
Nick Porter	2 nd Grade Teacher	nporter@busd.k12.az.us
Susan Bradshaw	3 rd Grade Teacher	sbradshaw@busd.k12.az.us
Jessica Sanchez	3 rd Grade Teacher	jsanchez@busd.k12.az.us
Denise Austin	4 th Grade Teacher	daustin@busd.k12.az.us
Marlena Dagnino	4 th Grade Teacher	mdagnino@busd.12.az.us
Fiona Austin	5 th Grade Teacher	faustin@busd.k12.az.us
Jennifer Meneses	5 th Grade Teacher	jmeneses@busd.k12.az.us
John Arcipe	SpEd Teacher	jarcipe@busd.k12.az.us
Gideon Vickers	Art Teacher	gvickers@busd.k12.az.us
Mary Lou Herrera-Blakely	P.E. Teacher	mherrerablakely@busd.k12.az.us
Sylvia Smith	Reading Specialist/ ELL	sylviasmith@busd.k12.az.us
Wilson Counts	Counselor	wcounts@busd.k12.az.us
Vanessa Bedolla	Speech Assistant	vbedolla@busd.k12.az.us
Patric Bradshaw	Paraprofessional	pbradshaw@busd.k12.az.us
Ernestina Gonzales	Paraprofessional	egonzales@busd.k12.az.us
John Dutz	Paraprofessional	jdutz@busd.k12.az.us
Rosanna Villasenor	Paraprofessional	rvillasenor@busd.k12.az.us
Lynn Ortega	Health Aide	lortega@busd.k12.az.us

Release of Students

If it is necessary to pick up your child during school hours, please send a note to inform the teacher or call the office at **(520) 432-4361**. When you arrive to pick up your child, you must come to the office to sign him/her out. We will then call your child to the office.

For your child's protection:

1. Identification will be requested.
2. Your child will not be released to anyone except his/her parents or the responsible party you have indicated on the emergency/demographic sheet filled out during registration.
3. **All bus changes must be made BEFORE 2:00 pm.**

Dismissal

All students will be dismissed under the supervision of a classroom teacher. A classroom teacher will walk the students to the bus loading area, and then proceed to the parent/guardian pick up location near the office entrance. Only staff members will be permitted at the bus loading area. Anyone picking up a student must wait in line at the student loading zone on Cole Avenue.

Bicycles and Scooters

Students are permitted to ride bicycles and scooters to school. Students who ride bicycles or scooters must assume all responsibilities and risks involved. Bicycles and scooters must be parked and locked in the bicycle rack. Each student must have his/her own lock and not share. Mini-bikes, motorcycles, motorbikes, skateboards, or roller skates/blades are not allowed at school. While on campus, students are to walk their bicycles and scooters.

Lost and Found/Personal Property

Students are encouraged to **place their names on all personal belongings** such as coats, lunch boxes, gloves, sweaters, etc. Lost items will be kept in the "Lost and Found" area on campus. Students may check the lost and found for missing items. Parents are also encouraged to check for missing items when they are on campus. Unclaimed items will be donated to a local charitable organization at different times of the school year.

We discourage students from bringing large amounts of money and other valuable items to school. All cellular telephones must be turned off and kept in the child's backpack. Students caught using a cell phone during school hours will have them confiscated. A parent/guardian must pick up the phone personally. We cannot assume responsibility for the loss or damage to personal property brought to school. Your support is appreciated.

Classroom Assignments

Students will be assigned to classes in accordance with the following:

- Parents will be given an opportunity for input through the use of a Special Needs Consideration Form or written request. The request must be submitted to the principal's office during the first week in May for students presently enrolled in the District, including newly enrolled kindergarten students. The time limit is set so a large part of the scheduling can be completed before the end of school. It will also allow time for input from teachers if a classroom assignment is to be changed due to a special need. The absolute deadline for submission of such request is 4:00 p.m. on Friday of the first week in May.
- In May of each school year, teachers will work with their grade-level peers to establish balanced heterogeneous classes. Students will be divided among the anticipated number of classrooms using a random assignment procedure. Initial grouping decisions will be reviewed by the teachers and/or the principal with respect to the parent input and consideration of identified educational or behavioral needs of students. No teacher assignments to groups will be made until hiring is completed and final staff assignments can be made.

- While parent requests will be considered in the review of initial assignments, the final decision will be made by the principal and will reflect the need to maintain balanced heterogeneous learning environments.

The procedures will be included in the Greenway School and Lowell School handbooks. (School Board Policy JG-RB REGULATION)

The principal will determine whether there should be any change in the grade-level placement of the student. In making such determination, the principal will be guided by teacher recommendations and consultation with the parent(s).

Assignment of a student to classes shall be the responsibility of the principal after consideration of the student's grade-level assignment, completion of any prerequisites, the student's achievement, and any classroom limitations or class-size guidelines. (School Board Policy JG-RA © REGULATION)

Behavioral Expectations and Capturing Kids' Hearts

Students are expected to conduct themselves in a manner conducive to the learning environment. At all times students should exhibit respect for faculty and staff, other students, visitors, substitutes, and other school employees.

Students are expected to follow their classroom's social contract throughout the entire campus. Students are will utilize Capturing Kids' Hearts signals to help monitor behavior and foster positive relationships.

Students will:

1. Be on time for school. (Remember that the cafeteria is opened and supervised at 7:15 am)
 - a. Students who are tardy 5 times will be assigned an after school detention
2. Play in designated areas only.
3. Obey school and safety rules.
4. Use restrooms appropriately and help keep them clean.
5. Walk in school buildings in an orderly manner.
6. Be courteous and respectful of others.
7. Place trash and recyclables in receptacles provided.
8. Cooperate with faculty, staff, and classmates.
9. Complete all assignments to their best ability.

Lunchroom Rules and Procedures

Rules:

1. Obey the visual cues for noise level. Quiet Zone!
2. Clean up your own area.
3. Always walk inside the lunchroom.
4. Talk quietly with the other students at your table.

Procedures:

1. Walk quietly along the wall.

2. Keep your hands to yourself.
3. Raise your hand to leave the table.
 - a. Always use your signals.
 - b. Only one student allowed out of his/her seat at a time.
4. Limit 4 students to a table per Covid-19 mitigation plan
5. Push in your chairs when it is time to leave.

Playground Rules

1. Play on the upper playground, not in the entrances or on the steps leading to the playground.
2. The cement court is used to play basketball, jump rope, and hop scotch. Other games are to be played in areas away from the playground equipment.
3. Refrain from engaging in activities likely to cause injury.
4. Do not kick or throw any type of ball against the school buildings or throw any type of ball on the roof of the school buildings.
5. Use restrooms in the cafeteria during recess.
6. Polite, courteous language and behavior is expected of all students.
7. Food is to be eaten in the cafeteria, not on the playground.
8. The custodian or teacher will retrieve balls that have left the play area. DO NOT retrieve playground equipment that has left school property.

Cell Phones and Smart Watches

The use of cell phones and smart watches are not permitted on campus, bus, or on field trips unless deemed necessary by a staff member. All cell phones and smart watches must remain turned off and placed in the student's backpack. Cell phones and smart watches can be confiscated if used without permission. The cell phone/smart watch will not be returned to the student, a parent/guardian must pick up the phone in the office.

Unacceptable Items

Candy, gum, soda, toys, weapons, electronic devices, and any item dangerous or disruptive are not permitted.

Student Misbehavior

All discipline issues will be judged and handled according to the definitions and recommendations inherent to the State of Arizona's AZ SAFE system and the Bisbee Unified School District Discipline Matrix.



BISBEE USD EVERY STUDENT, EVERY DAY



ALL CAMPUSES HANDBOOK INFORMATION

BISBEE UNIFIED SCHOOL DISTRICT STRATEGIC PLAN AND GOALS

Standard 1: Purpose and Direction

The culture of the school district fosters and promotes high expectations for teaching and learning.

GOALS:

- # 1 The district will prepare all students to graduate with academic, technical and employment skills to be productive citizens.
- # 2 The district will be a teaching and learning community that provides a safe and supportive academic environment.

Standard 2: Governance and Leadership

The school district operates under governance and leadership that promotes and supports student performance, parent involvement and school effectiveness.

GOALS:

- # 1 The district will follow a continuous improvement process by regularly reviewing and revising the district wide strategic plan.
- # 2 The district will operate under a transparent governance system that provides for open communication with all stakeholders.
- # 3 The district will make a concentrated effort to proactively reach out to all stakeholders to involve parents, community members, and student groups in order to solicit input and involvement to help improve school effectiveness.
- #4 Campus and District administrative teams will develop plans with measurable goals for each school year. Plans will be presented to the board by August and updated quarterly for the board and stakeholders.

Standard 3: Teaching and Assessing for Learning

District wide curriculum, instructional design, and assessment practices will guide student learning and ensure teacher effectiveness.

GOALS:

- # 1 The district will strive to meet or exceed state and national averages in all standardized assessments.
- # 2 The district's curriculum plan and instruction will be aligned for each grade level and between schools.
- # 3 The district will provide a strong, collaborative education system with clear expectations for student learning and systematic programs based on sound, current educational practices.

Standard 4: Resources and Support Systems

The school district's resources and services support its purpose and direction.

GOALS:

- # 1 The district will increase community involvement to include public meetings, forums and surveys.
- # 2 The district will operate financially in an efficient manner that will optimize alternative funding sources.
- # 3 The district's facilities will be maintained in good repair and utilized in an efficient manner.
- # 4 The district will hire highly qualified teachers and staff and provide training opportunities to ensure quality instruction and student success.

Standard 5: Using Results for Continuous Improvement

The district will have a comprehensive assessment system that measures school effectiveness and student performance and guides continuous improvement.

GOALS:

- # 1 The district will regularly evaluate and utilize observational and assessment data to support academic improvement and effectiveness.
- # 2 The district will work in collaboration with instructional leaders and teachers to establish instructional assessments for each grade and subject.

General Information

Bisbee Unified School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations, and provides equal access to the Boy Scouts and other designated youth groups. Questions, complaints, or requests for additional information

regarding these laws may be forwarded to the designated compliance coordinator(s) at 519 W Melody Lane, Bisbee, AZ 85603, or at the phone numbers listed below.

Title IX Coordinator – Tom Woody, Superintendent
Section 504 Coordinator, Jennifer McBeth, Director of Instruction
520-432-5381

El Distrito Escolar Unificado de Bisbee no discrimina sobre la base de raza, color, origen nacional, sexo, edad, o incapacidad en la admisión a sus programas, servicios, o actividades, en el acceso a ellos, en el tratamiento de individuos, o en cualquier aspecto de sus operaciones, y ofrece la igualdad de acceso a los Boy Scouts y otro designado grupos juveniles. Preguntas, quejas o solicitudes de información adicional sobre estas leyes pueden ser expedidas al coordinador (coordinadores) designado de cumplimiento en 519 W. Melody Lane, Bisbee, AZ 85603, o en los números de teléfono que se indican a continuación.

Título IX Coordinador – Tom Woody, Superintendente
Sección 504 Coordinador, Jennifer McBeth, Director de instrucción
520-432-5381

BISBEE USD

District Office Located at:
519 W Melody Lane
Bisbee, Arizona 85603

Telephone:
(520) 432-5381
Fax:
(520) 432-7622

Office Hours:
7:00 - 5:00pm
Monday - Thursday

School Days:
Monday – Thursday

Superintendent:
Mr. Tom Woody
twoody@busd.k12.az.us
(520) 432-5381

Director of Instruction:
Jennifer McBeth
jmcbeth@busd.k12.az.us
(520) 432-5381

Welcome to Bisbee Unified School District. As we enter a new school year, I am excited about the opportunity that we have to provide a strong academic and social environment for our students. We continue to build a strong foundation based on great staff and an engaged community

Our district motto is: Enriching Every Student, Every Day, this is exhibited daily in the endeavors of our teachers, staff, administration, and students. I know that Bisbee USD will continue to build on the excellence and great history of our district and community.

As we look ahead to the 2021-2022 school year, we remain committed to preparing our students for the potential challenges they may face in their educational journey. To assist them in meeting these challenges, we depend on our exceptional teaching staff to continue to raise the level of expectations in their classrooms and build a strong academic foundation for all of our students. I am proud of our many accomplishments, in our classrooms and in our extracurricular programs, and I look forward to creating more opportunities for student success with your help.

Bisbee has a lot to be proud of, including fully accredited schools, highly successful student clubs and athletics, as well as many learning opportunities to meet the needs and interests of all students.

I am blessed to serve as the Superintendent in a community that values education and supports programs that enables every student to maximize their potential in a caring community like ours.

Sincerely
Tom Woody

REGISTRATION

Every year a new registration packet must be completed to ensure all information is up-to-date.

Registration can be completed using our online registration process which is linked on the homepage of the district's website. If you need assistance you can come to the District Office (519 W. Melody Lane). The packet includes: Registration, AZ Residency Documentation, Emergency Contact, Student Residency Questionnaire, Special Education Program, Request for Student Records, Health Information, and Home Language Survey.

Parents/guardians are required to present two proofs of residency, valid picture ID, current immunization and birth certificate. The school district will make copies of each document.

ATTENDANCE

Regular attendance promotes learning and achievement, and is an essential life skill for both school and career. As articulated in the Arizona Education Code 15-803:

- 1) It is unlawful for any child between six and sixteen years of age to fail to attend school during the hours school is in session, unless either:
 - a) The child is excused pursuant to section 15-802, subsection D or section 15-901, subsection A, paragraph 6, subdivision (c).
 - b) The child is accompanied by a parent or a person authorized by a parent.
 - c) The child is provided with instruction in a home school.
- 2) A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child as defined in section 8-201. Absences may be considered excessive when the number of absent days exceeds ten per cent of the number of required attendance days prescribed in section 15-802, subsection B, paragraph 1.
- 3) As used in this section:
 - a) "Habitually truant" means a truant child who is truant for at least five school days within a school year.
 - b) "Truant" means an unexcused absence for at least one class period during the day.
 - c) "Truant child" means a child who is between six and sixteen years of age and who is not in attendance at a public or private school during the hours that school is in session, unless excused as provided by this section.

BUSD offers 146 days of instruction during their academic year. Ten percent (10%) of that is 14.6 days.

- 1) At the *fourth absence* (excused or unexcused in any one single class): the parent/guardian will be contacted by phone with a notice of absences and the steps that will occur if absences continue. This will be informative in nature in the hopes of open and ongoing conversation between parents and the school.
- 2) At the *eighth absence* (excused or unexcused in any one single class): When a student has eight (8) absences in any one single class (excused or unexcused), the parent/guardian will be contacted to attend a meeting with the principal. At this time, the principal will gather information regarding the causes for the absences (excused or unexcused) and work in conjunction with the parent/guardian and student to develop a plan to improve the student's attendance
- 3) At the *twelfth absence* (excused or unexcused in any one single class): When a student has twelve (12) absences in any one single year-long class, or six (6) absences in a semester long class (i.e. – Government or Economics) (excused or unexcused), the parent/guardian will be contacted to attend a meeting with the campus attendance review committee. This is an opportunity for the parent/guardian and student to explain why they are experiencing an attendance problem. At this time, the attendance review committee will review all information presented and outline a plan for the student to recover attendance hours, and begin making up hours, if they go over 14 absences in the school year.
- 4) At the *fourteenth absence* (excused or unexcused in any one single class): When a student has fourteen (14) absences in any single class, or seven (7) absences in a semester long class (i.e. – Government or Economics) (excused or unexcused), the student has now missed the 10% required of learning time for the school year. This student will be in danger of not receiving credit for a course or not being promoted to the next grade level unless the student successfully completes the attendance recovery plan set by the attendance review committee. All plan requirements must be completed by

the student and submitted to the campus principal by December 1 for the Fall Semester and May 1 (for graduating classes), or the last instructional day of the Spring Semester for underclassmen.

- 5) When a student has been absent for ten (10) consecutive school days the student will be dropped from enrollment in Bisbee USD.

If a child is going to be absent, the student's parent/guardian must notify the school by 8:30 a.m. on the day of the absence to avoid the student receiving an unexcused absence (truancy). If notification is not received by 8:30 a.m., parents will be notified by our automated dialing system and the student's record will show an unexcused absence.

When calling the school to excuse an absence, the parent must give the dates of the expected absence. If the absence turns out to be longer or shorter than expected, the parent must call to inform the school of that change. Parents are legally responsible for supporting the need for regular school attendance and for supporting disciplinary actions taken by the school for attendance violations. Please refer to the section on Attendance and Truancy for a more detailed description of the law and its implications.

Doctor/dentist Appointments should be made outside of school hours whenever possible.

Chronic medical conditions require documentation to receive exemption from grade reduction plan. Forms are available upon request in the campus office and if you are struggling with a chronic illness and need to discuss possible placement, please contact the Principal.

VISITORS AND VOLUNTEERS

We welcome adult visitors at any time. Parents may arrange to visit during class time by contacting either the teacher or the office. To ensure the safety of our students and staff, **all visitors must register in the office** before any visit on campus. Students from other schools are not permitted to visit campus during school hours because of liability and supervision considerations.

Anyone interested in volunteering at the schools must complete an application, which includes a background check, and can be picked up at the District Office.

GENERAL HEALTH INFORMATION

The basic purpose of the health center is to promote and safeguard the health and well-being of each child. Cooperation between parents, staff, and school nurse is vitally important in achieving this goal. During the school year, screening for vision and hearing will be conducted at various grade levels. If any abnormalities are found, they will be reported to the parents.

Medication

If a child needs to take medicine at school, parents are requested to bring it to the nurse's office and complete the *Consent for Medication Form*. Medicine cannot be dispensed unless it's in the original, labeled container. Over-the-counter drugs, such as aspirin and cough syrup, are dispensed under the same guidelines, because seemingly harmless drugs can be misused and cause severe reactions. Students should never bring medicine to school without the nurse's knowledge. For more detailed information please refer to BUSD Policy JLCD.

Immunizations

Arizona law requires that a child receives immunizations recommended by the Arizona Department of Health Services prior to initial enrollment. An immunization form indicating the month and year of the immunizations must be completed and on file before they may be enrolled. For more detailed information please refer to BUSD Policy JLCB.

Food Allergies / Celebrations

Due to the increasing number of food allergies, and in support of student safety food items will not be permitted to be brought to school. (i.e.- birthday cakes, cupcakes, etc).

FOOD SERVICES

The Bisbee Unified School District takes part in the National School Lunch Program / School Breakfast Program. Through the Arizona Department of Education, the USDA supports child nutrition by setting nutritional and regulatory standards.

The USDA financially subsidizes meals for all students. The rate of support is determined by household income.

- All families are asked to submit an Application for School Meals at the beginning of each school year and throughout the year if one's household income changes.
- Meal applications will be sent home at the beginning of each year and are also available at each campus in the school office.
- The application information is used to determine which families are eligible for free or reduced meals.
- The applications are due within the first two weeks of school.
- Students who were eligible for free or reduced meals the prior year will remain in that status while new applications are being processed or for the first thirty days of school.
- New students will be required to pay for meals until their application has been processed.

Students may bring their lunch or eat a hot lunch in the cafeteria. The meals provided are planned to meet the U.S. Dietary Guidelines for all Americans. Bisbee Schools offers a varied lunch menu and sends a menu home with each student at the beginning of each month and is also posted on the District's website.

The Governing Board establishes student and adult meal prices each year. See cafeteria pricing schedule for the current year's prices.

All school lunches include a half pint of 1% or fat free milk. If your child has a milk product allergy, juice may be substituted. Please contact the school cafeteria staff if this exception pertains to your child.

Bisbee Unified School District does not allow students or adults to charge their meals. Families should prepay for meals on a weekly or monthly basis with cash, money order, cashier's check or personal check. If a personal check is returned for non-sufficient funds, your personal check will no longer be accepted at any school site your children attend. Lunches may also be purchased daily.

- 1) Once a student's account is at a pre-determined amount, a notice will be sent home to remind parents that additional monies are required.
- 2) Once the student's account runs out of monies or your child forgets their breakfast/lunch money, your child will be provided a small snack and milk for one day.
- 3) Any additional days your child does not have breakfast/lunch monies, they will be required to call their parent.

Please take care of this situation when you receive notices, so that your child can continue to receive meals at school.

The Food Service Department's goal is to provide a quality, cost-effective child nutrition program. Any food service staff member as well as the District's Food Service Manager, Susan Leindecker, welcomes your comments and suggestions.

BEHAVIORAL EXPECTATIONS

All discipline issues will be judged and handled according to the definitions and recommendations inherent to the State of Arizona's AZ SAFE system and the Bisbee Unified School District Discipline Matrix including but not limited to the following:

Bus Rules

Dress Code

Drug Violation Procedures

Electronics

Gang Policy

Harassment – Sexual/Racial

Student Conduct

Dress Code:

Pursuant to board policy J-2350 and J-2361, the board of education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The board will not interfere with the right of students and their parents to make decisions regarding their appearance except when their choices affect the educational program of the schools or the health and safety of others.

The board has authorized the development and enforcement of school regulations prohibiting student dress or grooming practices that:

- Present a hazard to the health or safety of the student or to others in the school.
- Materially interfere with school work, create disorder, or disrupt the educational program.
- Cause excessive wear or damage to school property.
- Prevent students from achieving their educational objectives.
- Represent membership in a gang.

Obscene language or symbols, or symbols of sex, drugs, or alcohol on clothing are expressly prohibited.

The following pertains to ALL articles of clothing:

- No representation of gang affiliation
- No vulgar or profane messages
- No advertisements related to alcohol, tobacco, drugs, weapons, or illegal activity
- No pajamas/nightwear or slippers will be permitted
- No clothing or accessories with spikes or chains

Head Covering & Sunglasses

Head coverings and sunglasses are not permitted to be worn indoors

Tops/Shorts

- All tops/shirts must have sleeves and cover undergarments, chest, midribs, and back
- Sheer, mesh, see through, fishnet, strapless, halter tops, spaghetti straps, and muscle shirts are not acceptable outerwear

Shorts/Pants/Skirts/Dresses

- All shorts/pants/skirts/dresses must be fingertip length
- All leggings/spandex/tights must be covered by an outer garment reaching fingertip length
- All shorts/pants/skirts/dresses must be worn above the hip. Underwear cannot be showing
- All shorts/pants/skirts/dresses cannot contain large rips/holes above fingertip length

Footwear

- Footwear must be worn at all times
- No flip flops, slippers, shower or beach shoes, and sandals without straps

Athletics

Uniforms and equipment issued for athletic events may be worn at school ONLY at the discretion of the coaches

**The final decision as to the appropriate or inappropriate dress will rest with site administration

DISTRICT LEVEL DISCIPLINE MATRIX

The District Discipline Matrix explains infractions and the minimum consequences. Please note that if an infraction is deemed serious and egregious enough, per administrative judgement, police will be notified, student may be short and/or long term suspended, and/or expelled depending on the seriousness of the infraction.

Level I Violations. Level I violations of the Guidelines for Student Behavior include: tardiness, insubordination, lying/cheating/plagiarism, dress code violations, gambling, and inappropriate display of

affection, forgery, and bus violations. A Level I violation may be treated as a Level II violation if the seriousness or repetitiveness of the violation is deemed of substantial magnitude. Level I violations will result in consequences administered by the school official most closely involved:

Level I - A Parent contact

Level I - B Detention

Level II Violations. Level II violations of the Guidelines for Student Behavior include: unexcused absence/ditching/truancy, defiance of authority, disorderly conduct, sexual conduct/sexual harassment, obscene materials/obscene behavior, threats and hazing, profanity or vulgarity, stealing, substance abuse, destruction or defacement of property, trespassing, vehicle violations, fighting/physical assault, bullying, arson, misuse of alarms, possession of a weapon, extortion; and the use, possession or sale of explosive devices. Level II violations will result in consequences administered by a school principal or assistant principal:

Level II - A Extended detention or community service

Level II - B One (1) to three (3) days suspension

Level II - C Four (4) to eight (8) days suspension

Level II - D Nine(9) day suspension and recommendation for long-term suspension or expulsion

In all cases when disciplinary action is applied, due process will be followed. Due process allows a student to explain his or her actions. In the case of long-term suspension or an expulsion, the student also has the right to a hearing before a hearing officer or the Board and in cases involving disabled individuals, relevant special education laws and safeguards will be followed. When student behaviors also violate federal, state or local law, law enforcement officials will be notified and charges may be filed.

Self-defense and reasonableness of use of physical force in self-defense, defense of others, and defense of property will be considered as a mitigating factor in determining penalties for misconduct. The threat or use of physical force by a student is not reasonable (i) when made in response to verbal provocation alone, (ii) when assistance from a school staff member is a reasonable alternative, or (iii) when the degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk.

The following chart shows the minimum consequence levels for unacceptable behaviors, Campus administrators do have the authority and flexibility to issue a verbal warning as a minimum consequence:

Behavior	Definition	Level	Level
		K-4	5-12
Arson	Intentional burning of property	II-B	II-B
Assisting or encouraging another to engage in misconduct	Inciting others to participate in any inappropriate, illegal, disruptive, dangerous or otherwise prohibited activity.	I-A	I-A
Bikes/Boards Violations	The inappropriate use of bikes or boards on school property.	I-A	I-A
Bus Violations	Not following bus rules	I-A	I-A
Defiance of Authority/ Insubordination	Refusal to comply with requests and/or disrespectful behavior towards school personnel.	I-B	II-A
Destruction of School Property/ Vandalism/	Destroying or mutilating school property; littering.	I-B	I-B
Disorderly Conduct/ Disrespectful	Failure to keep one's hands, feet to self; argumentative.	I-A	I-B
Disturbing the Peaceful Operation of an Educational Institution	Conduct which is disruptive to the orderly procedure of the school; assisting or encouraging others to participate in such conduct.	I-A	II-B
Dress Code Violations	Failure to follow the dress code.(see dress code policy)	I-A	I-A
Drug Paraphernalia	The possession of any kind of materials intended for use of or designed for the purpose of ingesting or inhaling an illegal substance.	I-A	II-B
Endangerment to Self/Others	Engaging in or threatening behavior or contact for the purpose of inflicting harm on self or others.	I-A	I-A

Explosive Devices	The use, possession or sale of explosive devices.	II-A	II-B
Extortion	The solicitation of money, or something of value from another person.	II-A	II-B
Fighting/Physical Assault	Engaging in or threatening physical contact for the purpose of inflicting harm on another person.	II-B	II-B
Forgery	Writing and/or using the signature or initials of another person.	II-A	II-A
Gambling	Participating in games of chance for the purpose of exchanging money or items.	I-A	I-A
Gang Material and Paraphernalia	Any reference of racial supremacy or gang affiliation on any type of clothing, jewelry, and or the body is expressly prohibited.	II-A	II-A
Hall Pass Violations/Loitering	Misuse of hall pass for any reasons other than those intended; being in an area of campus without authorization.	II-A	II-A
Inappropriate Display of Affection	Inappropriate physical contact.	I-B	I-B
Lying/Cheating/Plagiarism	Giving false information calculated to mislead; taking another's work as your own.	II-A	II-A
Misuse of Alarms	Misuse of evacuation alarms.	II-B	II-B
Obscene Materials/Obscene Behavior/Pornography	The use, possession or sale of sexually explicit materials and/or devices.	II-B	II-B
Possession of a Weapon	The possession of a deadly weapon, prohibited weapon, or object, or the use of a weapon to inflict bodily injury to another person; a threat to inflict harm with such a weapon.	II-D	II-D
Prior Misconduct	Continued disruptive or disorderly behavior.	II-B	II-B
Profanity, Derogatory Communication and Gestures	Statements or actions which intimidate, injure or offend another person.	I-B	I-B
Sexual Conduct/Sexual Harassment	Engaging in or using sexual language, activities, intimacies, or gestures; any form of persuasion to receive sexual favors.	II-A	II-A
Scope of rules off campus	When the motivation for misconduct arises out of the school environment and affects the educational function of the District or endangers/threatens members of the school community.	II-B	II-B
Substance Abuse (Drugs)	The use or possession of drugs, narcotics, or other noxious substances; inappropriate use of prescription/ non-prescription drugs (includes being under the influence).	II-C	II-C
Sale and Distribution (Drugs)	The sale or distribution of drugs, narcotics, or other noxious substances; inappropriate use of prescription/ non-prescription drugs.	II-D	II-D
Substance Abuse (Tobacco, Alcohol)	The use, possession or sale of tobacco or alcoholic substances.	II-B	II-B
Stealing/Burglary	Taking or concealing property that belongs to another.	II-A	II-A
Tardiness	Arriving late to class.	I-A	I-A
Technology Violations	Any violation of District technology policy.	I-A	I-A
Threats and Verbal Hazing	Statements or actions which intimidate, injure or offend another person.	II-A	II-A
Trespassing	The unauthorized presence of a student on campus.	I-A	II-A
Unexcused Absence/Ditching/Truancy	Any absence not excused by parent or legal guardian.	I-A	II-A
Vapor Releasing Substances	Possession of vapor releasing substances for sale/use/distribution containing toxic substances.	II-B	II-B
Vehicle Violations	The inappropriate use of a motor vehicle on school property.	N/A	II-B

Bullying	Bullying involves exploitation of another person.	II-B	II-B
LGBT Harassment	Discrimination, bullying, and harassment on the basis of sex, sexual orientation, or gender identity or expression	II-B	II-B

J-4900 JKE EXPULSIONS OF STUDENTS

A recommendation to expel shall be by the Superintendent. The authority to expel rests only with the Board. All expulsions requested shall have supporting data indicating the required due process procedures provided at the time of recommendation.

The Governing Board conducts expulsion hearings or may assign them to a hearing officer selected from a list of hearing officers approved by the Board.

Regular Education Students

Expulsion is the permanent exclusion of a student from school and school activities, unless the Governing Board reinstates the student's privileges to attend school.

Step 1: Each recommendation for expulsion shall be delivered to the Superintendent. A recommendation for expulsion may be made before, after or in conjunction with a long-term suspension hearing, if one is to be held.

Step 2: If the Superintendent concurs with the recommendation, the Superintendent shall present the recommendation for expulsion to a hearing officer selected from a list of hearing officers approved by the Board.

Step 3: In each case in which a recommendation for expulsion receives approval by the Superintendent, (and the Board has not determined that all expulsion hearings are to be conducted by a hearing officer), the Governing Board will meet in executive session:

- To determine whether the nature of the accusations against the student justify an expulsion hearing.
- To determine whether the hearing will be held before the Governing Board or before a hearing officer.
- To designate a hearing officer if one will be used, and
- If the hearing will be conducted by the Governing Board to determine whether the hearing will be conducted in executive session. Under normal circumstances, the Governing Board will not review any documents or other pertinent evidence during the initial executive session.

Step 4: The expulsion hearing should be scheduled so it may be resolved, if reasonably possible, during the period of any suspension.

Step 5: A formal letter to the responsible parent or guardian will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) at least five (5) working days prior to the formal hearing. A copy of this letter will remain on file, and the letter should contain:

- A statement of the charges and the rule or regulation violated.
- The extent of the punishment to be considered.
- The date, time, and place of the formal hearing.
- A designation of the District's witnesses.
- That the student may present witnesses.
- That the student may be represented by counsel at the student's expense.

- If a hearing officer has been appointed, the name of the hearing officer and how the hearing officer may be contacted, or a statement that the Governing Board will preside at the hearing.
- Copies of this policy and A.R.S. 15-840 and 15-843 unless previously provided in connection with the same infraction.

Step 6: The parent, guardian or emancipated student shall be informed of the following:

- Nothing in these procedures shall be construed to prevent the students who are subject to the action and their parents or legal guardians and legal counsel from attending any executive (closed) session pertaining to the proposed disciplinary action, or from having access to the minutes and testimony of such session or from recording such a session at the parent's or legal guardian's expense.
- The student is entitled to a statement of the charges and the rule or regulation violated.
- The student may be represented by counsel, without bias to the student.
- The student may present witnesses.
- The student may cross-examine witnesses presented by the District.
- The burden of proof of the offense lies with the District.
- Either the hearing must be recorded on tape or an official record must be kept in some other appropriate manner. In addition, parents are to be allowed to tape-record the hearing at their own expense.
- The District has the right to cross-examine witnesses, and may be represented by an attorney.
- If the hearing is held before a hearing officer, the hearing will be conducted in private with the attendance of only the hearing officer, administrative representatives, the student and parent(s), guardian(s) or emancipated student requests in writing that the hearing be open to public attendance.
- If the hearing is held before the Governing Board, the Board will conduct the hearing in executive session with the attendance of only the hearing officer, administrative representatives, the student and parent(s), counsel for the parties, and witnesses necessary to the proceedings, unless the parent(s), guardian(s) or emancipated student requests in writing that the hearing be open to the public attendance.

Step 7: A formal hearing will be held:

- When a parent or legal guardian has disagreed that the hearing should be held in executive (closed) session, it shall be held in an open meeting unless:
- If only one (1) student is subject to the proposed action, and disagreement exists between that student's parents or legal guardians, then the Board (hearing officer) after consultation with the student's parents or legal guardians, shall decide in executive (closed) session whether the hearing will be in executive (closed) session.
- If more than one (1) student is subject to the proposed action and disagreement exists between the parents of different students, then separate hearings shall be held subject to the provisions of A.R.S. 15-843.

Step 8: The decision and appeal procedure, if applicable, upon the conclusion of the hearing will be as follows:

- Upon conclusion of a hearing conducted by a hearing officer, if a recommendation for expulsion is made, the decision may be appealed to the Board at the time the Board considers the recommendation. A formal letter to the responsible parent or guardian will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) indicating

the recommendation that will be made to the Board. A copy of this letter will remain on file, and the letter should explain:

- The time and place of the Board meeting at which the recommendation will be made.
- That the recommendation may be appealed at the time the recommendation is made to the Board.
- That the appeal shall be in writing delivered to the Superintendent prior to the time of the Board meeting.
- That the written appeal shall indicate a spokesperson on behalf of the student.
- That the spokesperson will be given time to speak to the Board on appeal.
- The Board may accept the hearing officer's recommendation or reject the recommendation and impose a different disciplinary action including assignment to an alternative educational program. The Board may grant a new hearing, take the matter under advisement, or take any further action deemed necessary. If the Board decides to expel the student the expulsion shall become effective the day after the Board's decision. The decision of the Board is final.

Upon conclusion of a hearing on expulsion conducted by the Board, the decision of the Board is final.

Special Education Students

A student qualified under the Individuals with Disabilities Education ACT (IDEA) as revised in 2004 may not be expelled from school, unless a result of a manifestation determination it has been determined that the student's behavior is unrelated to the child's disability. The manifestation determination must be held within ten (10) school days of any decision to change the placement of a child with a disability because of a violation of code of student conduct. In compliance with federal law and regulation, the student may be given a change in placement in lieu of expulsion. Expulsion may not result in termination of educational services for a student qualified under the Individuals with Disabilities Education Act. The individualized education program (IEP) team generally determines a change in placement of an IDEA qualified student. During any change in placement the school must provide services to the extent necessary to enable the child to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the child's individualized education programs.

A student with a disability qualified under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973 and not qualified under the Individuals with Disabilities Education Act as revised in 2004, may be suspended or expelled from school and education services may be ceased, if nondisabled students in similar circumstances do not continue to receive education services.

STUDENT HARASSMENT AND BULLYING

The district prohibits harassment and bullying of any student on school grounds, on a school vehicle, at a school bus, at a school-sponsored activity or while the student is traveling to or from school. The district will provide notice of this policy to students and district employees, investigate all reports of harassment and bullying, and take disciplinary or other appropriate action against any student or district employee who is found to have violated this policy.

“Harassment and bullying” means any severe or persistent or psychological abuse of a student by means of physical threats or assaults, verbal threats or insults, or other hostile or degrading acts.

“Harassment and bullying” include any hostile or degrading act inflicted because of the student victim's actual or perceived race, ethnicity, religion, gender, sexual orientation or disability regardless of whether the act itself is severe or persistent.

“Harassment and bullying” includes sexual harassment, which means any unwelcome sexual advantages, requests for sexual favors, or other verbal or physical contact of a sexual nature made by a school employee to a student or by a student to another student when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of a student’s education, academic status or progress; or
- Submission to or rejection of such conduct by a student is used as a component of a basis for decisions affecting that student; or
- The conduct (1) substantially interferes with or will substantially interfere with a student’s educational benefits, opportunities or performance, or a student’s physical or psychological well-being; or (2) creates an intimidating or hostile educational environment; or
- Submission to or rejection of such conduct by a student is used as the basis for evaluating the student’s performance within a course of study or other school-related activity.

“Harassment and bullying” includes retaliation, which means any adverse action, taken against a student for reporting a complaint or harassment and bullying when the reporter honestly believes harassment and bullying has occurred or is occurring, or for participating in or cooperating with an investigation. Adverse action includes any form of intimidation, reprisal or benefits, or other unwarranted disciplinary action in the case of students.

This policy will be interpreted and applied so as to comply with state and federal legal requirements, including without limitation, the Arizona Revised Statutes §15-341, the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972.

The Superintendent is authorized and directed to adopt administrative regulations for the implementation of this policy, including without limitation, procedures for the investigation of reports of harassment and bullying.

PROCEDURES FOR NOTICE, REPORTING, AND INVESTIGATING OF HARASSMENT AND BULLYING OF STUDENTS

1. Notice

The district will use its *Information & Guidelines* for student behavior to provide notice of this policy and encourage students to report harassment and bullying. Principals or their designees will review the district’s policy against harassment and bullying with students at the start of each school year and distribute written information about rights, protections, and services available to students who are alleged victims of harassment.

2. Reporting

- A. Students.** The district will encourage students and parents of students who are harassed or bullied, or who have first-hand knowledge of harassment and bullying, to report such incidents. Students and their parents should report an incident to any teacher, guidance counselor, or school administrator.
- B. Employees.** A school employee who witnesses, overhears, or receives a report, formal or informal, written or oral, of harassment of a student at school or a school bus stop, on a school bus or while traveling to or from school, or during school-sponsored activities must immediately report it to the principal or the employee’s supervisor. An employee’s report will

be documented in writing. An employee who fails to report harassment of a student is subject to disciplinary action pursuant to district policy GCPD or CDPD.

- C. Alternative Reports.** A student, parent, or employee may report harassment to any administrator or supervisor to whom the student or employee feels comfortable making the report. A report of harassment may always be made to the Superintendent or, if necessary, the Governing Board President.
- D. Privacy.** Reports of harassment will be kept confidential to the extent possible, given the need to investigate and act on investigative results. No report will be disclosed to a person other than a school official or law enforcement agent unless the individually identifiable information has been redacted.

3. Response

- A. Principal.** The principal or designee is primarily responsible for receiving oral or written reports of harassment and bullying. The principal may request, but may not insist upon, a written report. If the report was given verbally, the principal will promptly reduce it to written form and maintain it as a record. All reports of harassment and bullying must be made on a Harassment or Bullying Report form JFD-R-F.

Upon receipt of a report of harassment, the principal or designee will give to the alleged victim written information about the rights, protections, and services available to students who are alleged victims of harassment.

Reports of harassment and bullying that create a reasonable belief that a student is a victim of child abuse must be immediately reported to the police of Child Protective Services in accordance with district policy JHG and the district's child abuse reporting protocol.

The principal will promptly forward reports of harassment and bullying that allege inappropriate conduct by a district employee or retaliation to the appropriate district office personnel or superintendent.

4. Informal Resolution

The principal may attempt to informally resolve a report of student-to-student harassment and bullying by meeting with the offended student and the offending student individually or together. The principal will promptly contact parents of the offended and offending students and inform them of the allegations. At the conclusion of attempts to achieve informal resolution, the principal will advise the offended student or his or her parent that the student may request a formal investigation of the report. If it appears to the principal that the offended student's concerns have been successfully resolved, the principal will document the informal resolution and maintain it as a record.

5. Formal Investigation of Student-to-Student Harassment and Bullying.

- A. Investigator.** The principal or a designee will conduct an investigation upon receipt of a report alleging student-to-student harassment that cannot be resolved with informal resolution. Ordinarily, the principal will conduct the investigation; however, a designee may be assigned, whenever necessary or appropriate, to expedite the investigation or remove a concern for bias or conflict of interest.
- B. Investigation.** The investigator will interview the offended and offending students and any other persons who may have knowledge of a circumstances giving rise to the report and may use other methods and documentation. Witnesses will be advised to keep their statements and knowledge of the matter confidential.

- C. **Timeframe.** The investigator will complete the investigation as soon as practicable. If the investigation will require more than five school days, the investigator will contact the offended student's parents to inform them of the progress of the investigation.
- D. **Findings.** Upon completion of the investigation, the investigator will decide whether harassment and bullying occurred or did not occur, or that the evidence is inconclusive. The investigator's findings will be entered on the form JFD-R-F.
- E. **Notification of Alleged Victim.** Upon completion, the investigator will promptly notify the victim and the victim's parent of his or her findings and what disciplinary and remedial action, if any, will be pursued against the alleged perpetrator.
- F. **Record Keeping.** A written record of any complaints of harassment and bullying and its resolution will be maintained by the principal for a period of at least six years. A record of harassment or bullying will not be maintained in the file of the offending student unless the investigator finds that the offending student harassed or bullied the offended student.

6. **Formal Investigation of Employee-to-Student Harassment.**

- A. **Investigator.** The superintendent or a designee will conduct an investigation upon receipt of a report alleging employee-to-student harassment that cannot be resolved with informal resolution. Ordinarily, the investigator will be the superintendent; however, a designee may be assigned whenever necessary or appropriate to expedite the investigation or remove a concern for bias or conflict of interest.
- B. **Investigation.** The investigator will interview the offended student and offending employee and any other persons who may have knowledge of the circumstances giving rise to the report and may use other methods and documentation. Witnesses will be advised to keep their statements and knowledge of the matter confidential.
- C. **Timeframe.** The investigator will complete the investigation as soon as practical. If the investigation will require more than five school days, the investigator will contact the offended student's parents to inform them of the progress of the investigation.
- D. **Findings.** Upon completion of the investigation, the investigator will decide whether harassment and bullying occurred or did not occur, or that the evidence is inconclusive. The investigator's findings will be entered on form JFD-R-F.
- E. **Notification of Alleged Victim.** Upon completion of the investigation, the investigator will promptly notify the victim and the victim's parents of his or her findings and what disciplinary and remedial action, if any, will be pursued against the perpetrator.
- F. **Record Keeping.** A written record of any complaints of harassment and bullying and its resolution will be maintained by the superintendent.

7. **Disciplinary and Remedial Action**

When the district determines that harassment and bullying have occurred, the district will take disciplinary or remedial action as appropriate in order to ensure that further harassment does not occur. Disciplinary action for violation of this policy will be taken in accordance with applicable district policy governing discipline of students or employees. The investigator may take remedial action to prevent further tensions between the offended student and the offending student if the investigator finds that the evidence is inconclusive.

8. **Appeal**

- A. **Alleged Victim.** If an alleged victim is not satisfied with the results of an investigation, the student may appeal the matter to the appropriate district office personnel or superintendent for arbitration and review within five school days after the student or the student's parent is informed of the result of the investigation. The arbiter will review the investigation and decision and any relevant documents or statement submitted by the offended student. Based on this information, the arbiter will issue a decision to affirm, reverse, or modify the original decision within five school days.

The alleged victim may appeal the arbiter's decision to the superintendent within five school days after the student or student's parent are informed of the arbiter's decision. The superintendent will review the matter and issue a final decision within five school days.

B. Alleged Harasser. A person who receives disciplinary action as a result of a violation of this policy may appeal the determination and disciplinary action in accordance with the applicable district policy governing discipline of students or employees.

9. Retaliation and False Reporting

A. Retaliation. Any person who retaliates against an employee or student who reports, testifies, assists, or participates in an investigation or hearing relating to a harassment and bullying report will be subject to appropriate action and/or discipline by the school district.

B. False Reporting. Any person who knowingly makes a false report or harassment and bullying will be subject to disciplinary or other appropriate action.

ELECTRONIC USE POLICIES

Access is a privilege, not a right. Students are responsible for good behavior when using the District's electronic information services as well as their own personally-owned electronic devices. During class time use of any electronic device by students is limited to any and all school related activities.

Inappropriate use may result in cancellation of access to the information services and/or appropriate disciplinary action.

Student's Personal Responsibility

As a student of the Bisbee Unified School District **I will...**

...adhere to all local, state and federal statues and laws, all district policies and regulations, and all applicable contracts and licenses regarding the use of technology, the Internet, and personally-owned electronic devices.

...use the District's electronic information services in a manner that is ethical and consistent with the mission of the District.

- I will *not*, nor encourage others to access, upload, download, store, print, post, or distribute any language or materials that are abusive, obscene, pornographic, sexually explicit, threatening, inflammatory, defamatory, racially offensive or illegal.
- I will *not* post false or defamatory information about a person or organization or harass another person or engage in personal attacks, including prejudicial or discriminatory attacks.
- I will *not* conduct business transactions, or use the District resources for commercial activities, personal financial gain, or political lobbying.
- I will report any misuse of the electronic information services to a parent, teacher, or school administrator.

...use equipment responsibly and will not vandalize or damage in any form or manner hardware, electronic systems, or networks.

- This includes, but is not limited to, changing desktop settings, (such as changing wallpaper or screen orientation) downloading programs from the Internet, installing programs on any school computer or other electronic devices, invoking computer viruses, or attempting to gain access to restricted or unauthorized network services.
- I will not dismantle or remove any school computer or other electronic device (including peripheral equipment such as mice).

- I will reimburse the school for any damage to a school computer or any other equipment that occurs because of my malicious or negligent actions. The District will decide who will carry out the repair or replacement of equipment.

...make every effort to ensure that the CDs, DVDs, USB drives, or any other media containing a file that I bring to school does not contain a computer virus. I will immediately stop using and notify a supervising teacher if a virus warning appears on any school desktop or laptop computer.

...respect the integrity of the network system and will not attempt to circumvent or subvert system security measures.

- This includes, but is not limited to, web filtering, firewalls, and virus protection.

...conserve resources including but not limited to educational technology materials, file storage, bandwidth, ink, and paper.

...respect the laws concerning copyrighted material, the intellectual property of others, and usage licensing agreements.

- I will *not* plagiarize, copy information or download files without the author's permission or proper citation.
- I will *not* download or exchange pirated software.

...respect the privacy of others.

- I will *not* use another's computer, files, or personally-owned electronic device without their consent.
- I will *not* read, delete, copy, change, or transmit files not created by myself.
- I will *not* transmit or use pictures of others without their consent.

...be safety-conscious while online.

- I will *not* reveal mine or another's name, home address, personal phone numbers, or any other identifying personal information.
- I will *not* meet with any stranger I have met online.
- I will *not* pretend to be someone else when sending or receiving information.

...report any information or messages that make me uncomfortable.

Consequences for Misconduct

Depending on the nature and degree of the violation, as well as the number of previous violations, unacceptable use of the computers, personally-owned electronic devices, and/or the Internet may result in one or more of the following consequences:

- Detention
- Confiscation of personally-owned electronic device
- Community service
- Temporary or permanent **loss of access to computers and/or the Internet**
- Payment for damages and/or repairs
- Discipline under other applicable school policies, including suspension and expulsion
- Civil or criminal prosecution under local, state, or federal laws

It should be noted that any loss of access to the District's electronic information services is a detriment to the student's academic performance as many assignments given by teachers require some form of electronic technology to complete them.

Filtering and Internet Safety

Access to the Internet will enable student to use countless websites, which can change frequently and without notice. While the District will provide technology protection measures against Internet access by both adults and minors to visual depictions that are obscene, pornographic, or harmful to students, it should be noted that no filter program is 100% effective. Students who access inappropriate sites should immediately disclose the site to their teacher or a school administrator. Students may make written requests to the school's technology department if they believe the content filter is blocking access to appropriate sites.

Social Media

The District considers social media to be any electronic communication where users can create, share, and exchange information, ideas, and personal messages. Examples include Facebook, Twitter, Wikipedia, and YouTube. Use of social media is allowable for academic reasons at the teacher's discretion and direction; any activities that would not be appropriate in the classroom should not be conducted online.

Personally-Owned Electronic Devices

Electronic devices and/or cell phones vary by campus please refer to campus handbooks. The District assumes no responsibility for Internet use outside the District network, nor are they responsible for any personal property that is lost, stolen, or damaged. The District reserves the right to inspect, at any time, any personally-owned electronic device.

Access to the Wireless Network

The District does provide free wireless Internet access for personally-owned electronic devices through guest access. Please note that this access is filtered and may be monitored.

No Expectation of Privacy

The District retains control over materials on the system or contained in files on the system. No user should have any expectation of privacy when using the District's network. The District may monitor, inspect, copy, review and store information about the content and usage of the network, user files, folders and disk space utilization, user applications and bandwidth utilization, user Internet access, and any and all information transmitted or received in connection with network and e-mail use, at any time, without notice. Parents have the right to investigate or review the contents of their child's files and to request the termination of their child's access to the system at any time.

Limitation of Liability

Use of the District's electronic information services is at the user's own risk. The District does not assume liability for information retrieved via the District's electronic information services, nor does it assume any liability for any information lost, damaged, or unavailable due to technical or other difficulties. The District specifically denies any responsibility for the accuracy or quality of information obtained through the Internet. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

BUS EXPECTATIONS

Philosophy

Student behavior on the bus plays a major role in the safety of the bus ride. It is essential that the bus driver be able to concentrate on driving and not be distracted by disruptive behavior. **RIDING THE BUS IS A PRIVILEGE AND IS CONDITIONAL ON EACH STUDENT'S APROPRIATE BEHAVIOR AND THEIR FOLLOWING OF THE SAFETY AND BEHAVIOR CODE FOR BUS RIDERS.** Riding a school bus is an extension of the school day with students being subject to the same school rules and disciplinary actions, including forfeiting the privilege of riding the bus. If the school principal, in coordination with the transportation supervisor, determines that the action(s) of the student endangered the safety of the other students, the driver, or the bus, the student will lose their bus privileges. If a student loses bus privileges, permission to ride again may be granted when:

1. The student completes all assigned consequences as determined by the transportation supervisor and school principal, **and**
2. The parent/guardian agrees to ensure that the misbehavior will not happen again.

Safety and Behavior Code for Bus Riders

1. Be at the bus stop 10 minutes before bus arrival time. At the bus stop, stay away from the road and line up in a single file line.
2. Wait for the bus to stop completely before trying to get on the bus. If you cross the road to get on the bus, wait for the bus driver to signal for you to cross the road. Always cross at least 10 feet in front of the bus, so the bus driver can see you at all times.
3. All seats are assigned. You will always sit in your assigned seat. If necessary, three students will sit in one seat.
4. You must remain seated until the bus reaches your stop. You may not get off the bus at any stop other than your assigned stop.
5. Please use the handrails when getting on and off the bus.
6. Any damage to bus seats, windows, etc. must be paid for by the student(s) responsible for damage. (Bus privileges will be denied until payment for damages is made.)
7. Keep the aisles clear at all times. All personal items must be held in your lap or put on the floor in front of you.
8. At no time will a student place hands, head, or other body parts out of the bus window.
9. Don't be loud on the bus. Excessive noise will distract the driver and could result in a serious accident.
10. Absolute quiet at railroad crossings is required. The driver needs to listen for oncoming trains.
11. Do not throw paper or any other objects on the bus or out the bus windows.
12. No eating or drinking of anything is allowed on the bus. Papers, food, or liquid on the floor is a hazard.
13. ALL school rules and regulations apply while riding the bus. Bus drivers have the authority to enforce all rules regarding improper behavior (this includes improper language, unnecessary noise, etc.) and the rules for the safety and welfare of all bus riders. Any student refusing to obey these rules will be reported and the student may lose bus riding privilege.
14. Students have the responsibility to inform the bus driver about any problems he/she is having on the bus.
15. Remember your driver is human, greet your driver cheerfully each time you board the bus and give him/her the same respect you would like to receive.
16. Any complaints by drivers or parents, should be reported promptly to the Transportation Office at (520) 432-6112, or to the school administrator.
17. Riding the bus is a privilege, not a right; therefore, students need to be aware that bus privileges may be lost if they are abused.

Consequences for Bus Referrals

Students who choose to not follow the bus safety and behavior rules will earn the following consequences:

1. First referral: Warning
2. Second referral: loss of bus privileges for 2 days
3. Third referral: loss of bus privileges for 4 days
4. Fourth referral: loss of bus privileges for up to the remainder of the semester. If the third referral is earned by the student within the last two weeks of the first semester, their loss of bus privileges will continue through a portion of the following semester as determined by the school principal.

Any offenses deemed serious in nature such as fighting could result in higher level consequences

JII © STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

The Superintendent is directed to establish procedures whereby students with sufficient concern may present a complaint or grievance regarding a violation of their constitutional rights, equal access to programs, discrimination, or personal safety provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of the District, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

A complaint or grievance may be raised regarding one (1) or more of the following:

- Violation of the student's constitutional rights.
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Concern for the student's personal safety.

Refer to Board Policy JICK for procedures applying to a complaint or grievance that alleges incidences of student violence, harassment, intimidation, or bullying.

The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint or grievance. The initial complaint or grievance should be made using form JII-EA; however, a verbal complaint or grievance may be made to any school staff member. The receiving staff member shall immediately inform an administrator of the complaint or grievance.

When the initial complaint or grievance is submitted in a manner other than on the prescribed form, the administrator shall obtain from the student the particulars of the accusation and complete form JII-EA immediately thereafter. The administrator shall especially note all student- provided particulars

determined by the Superintendent to be necessary for the complaint or grievance to be investigated. Any question concerning whether a complaint or grievance falls within this policy shall be determined by the Superintendent.

If the receiving school administrator is included in the allegation, the complaint or grievance shall be transmitted to the next higher administrative supervisor. Failure by the staff member to timely inform a school administrator or next higher administrative supervisor of a student's allegation may subject the staff member to disciplinary action. The staff member shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

A student or student's parent or guardian may initiate the complaint process by completing Exhibit JII-EA. A complaint or grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

To assure that students and staff are aware of its content and intent, a notice of this policy and procedure shall be posted conspicuously in each school building and shall be made a part of the rights and responsibilities section of the student handbook. Forms for submitting complaints are to be available to students, staff and parents or guardians in the school offices.

Disposition of all complaints or grievances shall be reported to the Superintendent and the compliance officer for discrimination if other than the Superintendent. The Superintendent will determine if the policies of the District have been appropriately implemented and will make such reports and/or referrals to the Board as may be necessary.

The Superintendent shall develop procedures for the maintenance and confidentiality of documentation related to the receipt of a student's complaint or grievance, findings of the investigation, and disposition of the matter. The documentation shall not be used to impose disciplinary action unless the appropriate school official has investigated and determined there was an actual occurrence of the alleged incident. Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.

Adopted: December 13, 2011

LEGAL REF.:

A.R.S.

[15-341](#)

CROSS REF.:

[AC](#) - Nondiscrimination/Equal Opportunity

[ACA](#) - Sexual Harassment

[GBEB](#) - Staff Conduct

[JB](#) - Equal Educational Opportunities

[JIC](#) - Student Conduct

[JICFA](#) - Hazing

[JICK](#) - Student Violence/Harassment/Intimidation/Bullying

[JK](#) - Student Discipline

[JKD](#) - Student Suspension

[JKE](#) - Expulsion of Students

[KE](#) - Public Concerns and Complaints

JII-R ©

REGULATION

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

A student who complains or grieves regarding constitutional rights, equal access to programs, discrimination, or personal safety issues may complain directly to a school administrator, or to a school staff member within thirty (30) days of an alleged occurrence. The initial complaint or grievance should be made using form JII-EA, however, a verbal complaint or grievance may be made. When a school staff member receives the information, the staff member will immediately inform a school administrator. If the complaint or grievance involves a school administrator the staff member shall forward the complaint or grievance to the next administrative level.

Complaints and grievances related to student violence, harassment, intimidation or bullying are to be filed in accordance with Governing Board Policy JICK.

At a minimum the complaint or grievance shall contain the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. The written complaint or grievance should contain a requested solution and the submission should be signed and attested to by the complainant. However, an unsigned form will be processed in the same manner as a signed form.

The complaint or grievance will be investigated by a school administrator, a supervising administrator, or another person approved by the Superintendent. The student shall be contacted not later than the school day following the date the school administrator or the administrator's immediate supervisor receives the information. The procedures to be followed are:

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (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 student who submitted the complaint or grievance 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.
- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the principal and/or the Superintendent as circumstances warrant.
- A confidential record of each complaint and grievance made pursuant to Policy JII shall be maintained at the District office. The record shall include a copy of the complaint or grievance filed by a student, findings of the investigation, and the disposition of the matter.
- Unless a determination has been made by the appropriate investigating official that the reported incident actually occurred, the record shall not be used for the imposition of discipline.

Where disciplinary action is necessary, District policies shall be followed.

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.

**JII-EA © EXHIBIT STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES
COMPLAINT FORM**

(To be filed with a school administrator or the administrator's immediate supervisor, or a school staff member who will forward this form to the school administrator or the administrator's immediate supervisor)

Additional pages may be attached if more space is needed.

Please print:

Name _____ Date _____

Address _____

Telephone _____ Another phone where you can be reached _____

During the hours of _____

E-mail address _____

I wish to complain against:

Name of person, school (department), program, or activity _____

Address _____

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. Be sure to note all relevant dates, times, and places.

If there is anyone who could provide more information regarding this, please list name(s), address(es), and telephone number(s).

Name	Address	Telephone Number
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The projected solution

Indicate what you think can and should be done to solve the problem. Be as specific as possible.

I certify that this information is correct to the best of my knowledge.

Signature of Complainant

Date Signed

Administrator or professional staff member
receiving initial complaint

Date initial complaint received

The investigator shall give one (1) copy to the complainant and retain one (1) copy for the file.

JII-EB © EXHIBIT STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

(To be displayed in school buildings and in student handbooks)

Students may present a complaint or grievance regarding one (1) or more of the following:

- Violation of the student's constitutional rights.
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Concern for the student's personal safety.

Complaints and grievances related to allegations of student violence, harassment, intimidation or bullying are to be filed in accordance with Board Policy JICK.

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

The guidelines to be followed are:

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

Any question concerning whether the complaint or grievance falls within this policy shall be determined by the Superintendent.

A student or student's parent or guardian may initiate the complaint process by completing Exhibit JII-EA

A complaint or grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

Retaliatory or intimidating acts against any student who has made a complaint under the District policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

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

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.