

# Parent Handbook

## Colorado City Unified School District

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### **Vision:**

We build strong community by empowering the individual to achieve excellence in life's pursuits.

### **Mission:**

To be the school of choice in the community we serve by excelling in academics, arts, and athletics.

### **Core Values:**

**Leadership:** We engage and inspire others to dream more, do more, and become more.

**Innovation:** We foster an environment of creativity that empowers the individual to transform the ordinary into the extraordinary.

**Respect:** We think, say, and do with high regard for self and others.

**Trust:** We create an environment in which people feel free to be authentic, passionate, committed, and are willing to share all they have to offer.

**Citizenship:** We actively engage in building community; caring individuals can change the world.

### **CALENDAR**

The official calendar for school events is on the El Capitan web site [www.elcap.us](http://www.elcap.us). All school events must be scheduled through the office of the principal.

### **SCHOOLS**

El Capitan High School and Cottonwood Elementary are beautiful K-12 schools with a dedicated staff committed to the education of all students. Combining current educational

practices and years of experience, highly qualified teachers meet the needs of diverse learners. Teachers work collaboratively to design consistent, articulate academic programs, assess student work, modify instruction, and report on academic standards. Our schools believe that it is important that students develop strong social skills: such as, working successfully in group situations; setting and assessing personal goals; and resolving conflicts. The school provides a fun, safe, and nurturing learning environment.

## **SCHOOL ORGANIZATIONAL STRUCTURE**

Colorado City Unified School District is directed by a five-member elected governing board. This board sets the policies and procedures for the school and oversees the administration in implementing those policies.

The district functions as a Professional Learning Community. Administrative decisions for the school will be made by a team consisting of the superintendent, building principals, and special program directors. The administrative team will determine the day-to-day management of the school and consider suggestions from teacher collaboration teams regarding the academic program.

The school is organized into several departments which have department heads or directors. These directors are Title I Director, Transportation Director, Maintenance Director, Food Services Manager, and Business Manager.

## **ENROLLMENT**

Enrollment packets may be obtained through the front office on either campus or on the website at: <http://elcap.us/ParentCenter/EnrollmentInformation.aspx>. All forms must be completed and submitted as indicated on the Enrollment checklist. It is critical that parents notify the office when their contact information changes. In the case of an emergency, the school must be able to contact student's parents.

## **EQUAL EDUCATIONAL OPPORTUNITIES**

The right of a student to participate fully in classroom instruction shall not be abridged or impaired because of race, color, religion, sex, age, national origin, disability, or any other reason not related to the student's individual capabilities. The right of students to participate in extracurricular activities shall be dependent only upon their maintaining the minimum academic and behavioral standards established by the Board, and their individual ability in the extracurricular activity.

## **APPROPRIATELY CERTIFIED TEACHERS**

District schools follow the guidelines under the Every Student Succeeds Act (ESSA) and hires appropriately certified teachers.

If a teacher does not meet the certification requirements, parents will be notified at the beginning of each school year. Additionally, the teacher will complete a personal

development plan which details steps to be taken to achieve appropriate certification. The credentials of the appropriately certified teachers may be reviewed by contacting the human resource clerk.

In addition to these requirements, all certified staff must have a valid fingerprint clearance card issued by the Department of Public Safety.

### **HIGHLY QUALIFIED SUPPORT STAFF**

All support staff members must have a Fingerprint clearance background check and appropriate certifications in their areas (i.e. bus driving permits, food handler's permits). Paraprofessionals working directly with students must have an Associates degree or have passed the Paraprofessional Exam. HQ Paraprofessional Credentials can be obtained by contacting the human resources clerk.

### **SUPPORT COMMITTEES**

The school has several auxiliary organizations that are in place to advise and assist the school in various capacities. Some of which are listed below.

- The Schoolwide Committee plans and oversees the Title I project. They meet yearly to review the schoolwide plan and advise the district.
- The Parent Advisory Council is a support group for the academic program and meets quarterly.
- The Career and Technical Education Local Evaluation Team reviews the goals and objectives for the Vocational Education Program.
- The Technology Committee looks at a five year plan for technology at the district. Each of these organizations includes teachers, parents, and community members.
- Parent Teacher Student Association (PTSA) is a booster organization that supports the school community through fundraising, extra-curricular activities, direct classroom support, and student and staff recognitions.

### **PARENT LIAISONS**

Each school has staff members be parent liaisons to encourage family/school partnerships. These liaisons provide parents, children, and surrounding community members with access to resources providing a wealth of information on topics such as discipline, health and nutrition, child care, education, growth and development, and parenting skills. Also available through Title I are educational toys, books, games, puzzles, children's videos, parenting resource materials, self help books, how-to-books and a wide assortment of activity books. Please come and take advantage of these resources.

# **STUDENT GUIDELINES**

## **CODE OF CONDUCT**

Students have many opportunities to learn skills, make friends, take part in activities, and grow in responsible and productive ways. They should participate freely and honestly with teachers and other students for growth and development. Following are the guidelines and rules that students are expected to observe.

## **CITIZENSHIP**

Good citizenship is important and expected. Citizenship is a contribution to our school, our community, our state, and our nation. Good citizenship is a prerequisite for participation in all activities. Good citizens create a positive environment in our school by being responsible and actively contributing to our school.

## **DRESS CODE**

The School Board recognizes that each student's dress and grooming has a critical impact on an appropriate learning environment. The attire and grooming of all students must be neat, clean and safe. Dresses, skirts, blouses, trousers, and shirts must be modest and not revealing.

Each student should purchase a semi-formal outfit that meets business dress standards for the school's "formal" days. A dress shirt with tie and slacks for boys and a nice business dress/suit for girls is appropriate. Formal dress is required for High School Ethics Forums and Elementary Programs as well as any other activities designated by teachers or administration.

Student should be covered from neckline to knee cap. Tops must cover shoulder and have a sleeve. If Spandex, leggings, jeggings, tights, or yoga pants are to be worn, they must be accompanied with a top that comes to at least mid-thigh in the front, back, and on the sides. If shorts are loose fitting, compression pants must be worn also. Clothing cannot be mutilated, frayed, torn, or transparent. Undergarments must be worn and not visible. Pajamas are not to be worn at school.

Clothing depicting slang, suggestive slogans, obscenities, gore, violence, death symbols, weapons, controlled substances, or any depiction in pictures or words of their resemblance or similarity is prohibited. Body piercing, multiple ear piercing, gauging, and tattoos are prohibited.

Face must be visible at all times when in the building. Brimmed hats are not allowed. Hair must be kept out of the face at all times. Hair color must be those colors found naturally. Shoes must be worn at all times that cover bare feet and enclose the toes. Students have the responsibility to avoid apparel that is so extreme that it adversely affects the learning environment.

### **Appeal Process**

A parent may appeal a dress code decision made by the administration by completing the Dress Code Appeal form. Dress code appeals will be forwarded to an appeals committee selected by

the administrative team. Students are not allowed to wear disputed apparel until committee has made its determination. Dress code committee will determine if dress code has been violated. Dress code committee decisions can be appealed to the Governing Board. Governing Board decision is final.

## **DRESS CODE VIOLATIONS**

Dress code violations will result in the student being dismissed from class to the principal's office. Dress code infractions result in one behavior point assessed. Parents may be asked to bring acceptable clothing or the student sent home to change.

Violations of this code can lead to a student being given disciplinary action including assessing behavior points up to and including suspension/expulsion as stated in policy number J-4600 Student Discipline.

## **BUS PRIVILEGES**

Riding the bus is a privilege and all rules posted on the bus must be adhered to or that privilege could be suspended. Bus rules apply to all activities (field trips, athletic events, and competitions). Three points will result in a one-week suspension of bus privileges. Bus rules apply to all activities (including field trips, athletic events, and competitions). Bus suspensions also apply to extracurricular activities.

## **Internet Acceptable Use Policy**

The Internet is available for student use. Although the district makes every effort to filter inappropriate content, it is the student's responsibility to ensure that they are not accessing sites that contain such content. Downloading items from the Internet is only allowed for legitimate educational purposes.

Prior to giving a student access to the Internet, teachers must receive a signed Electronic Information Services User Agreement from each student. Violations of this agreement will result in suspension of the student's computer or Internet privileges and could result in suspension from school. Student will be held accountable for any inappropriate use conducted through their login. **It is critical that students do not share their login information with other students.**

## **ASSEMBLIES AND/OR STUDENT FUNCTIONS**

Various types of assemblies and student activities are held during the school year for the enjoyment of the student body. Students are expected to attend these functions. Failure to attend could be considered truancy. Student behavior at these functions is to be dictated by the rules of common courtesy. It is also expected that students attending the Ethics Convocation and other school activities wear formal/business attire.

## **18 YEAR OLDS**

All students 18 years of age or older are expected to conform to all school policies and procedures. They are allowed to excuse themselves from school only upon making prior arrangements with the teachers and administration and **must** sign out at the office. All academic information will be shared with parents unless a student files a request at the front office for school to withhold his/her academic information from parents.

## **ATTENDANCE**

Good attendance strengthens a student's accountability and responsibility. The regular school attendance of a person of school age is required by state law. If it is necessary for a student to be absent, the student's parent must inform the school through the school office at (928)875-9000. Parent should inform school of reason for student absence. If a parent does not have access to a phone, a note will be accepted for verification purposes. For absences greater than one day in length, the school should be notified each day of the absence. Two medical absences may be waived each semester. Students with extended absences due to medical concerns may need to provide a doctor's note to receive additional waivers.

Students will be assessed two (2) attendance points per class for each absence (excused or unexcused).

Students may not leave the school grounds for any reason without first receiving permission through the principal. If, on occasion, a parent needs a student to be excused prior to the end of the school day, the parent must excuse the student through the front office. Whenever possible, students are encouraged to make appointments before or after school hours or on Fridays. Students who leave school grounds without checking out through the front office may be assessed one (1) behavior point.

Sluffing will be assessed five (5) behavior points in addition to assessed attendance points.

## **TARDINESS**

- Students arriving late to school must report to the school office attendance clerk and then they will be allowed into class. Each tardy will be assessed one (1) attendance point.
- Junior high and high school students will be assessed attendance points on a class by class basis.

## **EXCESSIVE ATTENDANCE POINT CONSEQUENCES**

### **Elementary**

If a student reaches (10) attendance points, the parent, teacher, and administrator will meet and develop an attendance agreement for the student.

## **High School**

At four (4) attendance points students will be required to serve lunch detention for 2 weeks. If student reaches (10) attendance points, students will be asked to sign an attendance contract and suspension of school sponsored activity privileges. Fifteen (15) attendance points will result in an in school suspension, extra-curricular ineligibility, and an out of school suspension warning. Twenty (20) attendance points is an automatic referral to a suspension hearing before a team of district hearing officers. Hearing officers may remove a student from a course, assign restitution hours/community service hours, suspend student from school, remove extra-curricular eligibility, and/or recommend student for a long-term suspension.

## **VISITORS**

Parents are encouraged to visit and observe the classes of their students at any time as long as they do not disrupt the educational program. If parents wish to speak with the teacher, an appointment should be made during the teacher's prep period or after school. **All visitors** must check in at the office upon arrival at school. Students not enrolled in the school are not permitted on the campus or allowed to visit classes without direct permission from the principal and the classroom teachers. Visitors are to be kept at a minimum. This permission should be arranged for prior to the day of visit.

## **STAFF NOTICE OF STUDENT MISCONDUCT**

Teachers and staff observing misconduct of students not assigned to their classes will submit to the principal's office a **Staff Notice of Student Misconduct**. All staff members have the responsibility to intervene when observing student misconduct. Students are expected to respond appropriately when their behavior is corrected by any staff member.

## **REPORT CARDS**

Students are responsible for monitoring their progress in each class. The District utilizes an online grading program to which the parents and students have access. Teachers are committed to updating their grades weekly. Progress Report Cards will be available at Parent Teacher's Conferences and Final Report Cards will be sent home following the end of each semester.

## **ARTICLES PROHIBITED AT SCHOOL**

Articles hazardous to the safety of others are not allowed on the school grounds. Personal articles such as portable devices, Ipods, cell phones, fidget spinners, etc., will not be allowed to interfere with the learning environment. Use of these articles during instructional time will result in the teacher or principal taking the article.

## **MOTOR VEHICLE REGULATIONS**

If students bring a personal car onto campus, it must be properly licensed and insured. The driver must hold a valid driver's license. Speeding, reckless operation, excessive noise, unlicensed vehicles, or unlicensed drivers on school property may result in a police

citation. All vehicles must park in the designated areas. **Under no condition is a vehicle to be in the bus loading zone or fire lanes.** The speed limit on school property is 10 mph.

Loitering in cars on school premises before, during and after school is not permitted by students, family, friends, or guests. Improper use of a vehicle may result in the suspension of the privilege of bringing the automobile onto school property. Personal vehicles on school property can be searched upon reasonable suspicion. Vehicles should be locked while on campus. The school cannot be held responsible for theft or vandalism to personal property. ATVs and off-road vehicles are not to be brought onto school grounds (includes the undeveloped property surrounding the existing site).

## **VANDALISM**

Abusing, defacing, or destroying school property is considered an act of vandalism. Any act of vandalism is not only subject to correction by school authorities but may also subject the offender to criminal charges and fines.

## **UNACCEPTABLE STUDENT BEHAVIOR**

The following is a partial list of things considered as unacceptable behavior:

1. The use or misuse of controlled substances on the school grounds.
2. Possession of a weapon on school grounds.
3. Insolence, bad language or gestures, or disrespect of any kind. Speech that is contrary to decent, polite, and honest standards.
4. Possessing inappropriate reading materials, accessing inappropriate web sites, wearing apparel with inappropriate language, pictures, symbols, or messages.
5. Truancy (cutting classes/sluffing).
6. Disruptive behavior or disorderly conduct on the bus, in the classrooms, in the halls, or on the school grounds. This includes physical contact with other students, loud noises, throwing objects, etc. It also includes public display of affection because it interferes with the learning environment.
7. Destroying, defacing, vandalizing, or forced entry of school property.
8. Interfering with the rights of others to be safe and secure in their person, i.e., hazing, bullying, derogatory comments, threatening, inappropriate gestures or comments, sexual harassment, cyber bullying, etc.
9. Academic dishonesty, such as plagiarism, cheating, misrepresentation of work, etc.
10. Failing to adhere to school policies.



## **CONSEQUENCES**

Students who violate these restrictions will be assessed behavior points according to the level of the infraction. Upon excessive accrual of behavior points, the following actions will be taken:

1. 5 Points- Assigned 10 days lunch detention
2. 10 points – 2nd 10 day lunch detention  
Behavior Contract  
One week extra-curricular ineligibility
3. 15 points – 1 week in school suspension  
2nd behavior contract  
Two week extra-curricular ineligibility  
Long term suspension warning
4. 20 points – Suspension Hearing

In addition to the assessment of behavior points, students may also be denied privileges, including but not limited to extracurricular activities suspension, bus-riding privileges, school-activity suspension, computer-use suspension, in-school suspension, etc.

Any student conduct that violates a legal statute will be referred to law enforcement agencies for prosecution. If the nature of the disruptive behavior is serious, administration can skip any of the above steps that they deem necessary.

## **SUSPENSION/EXPULSION**

Student may be suspended/expelled for the following behaviors:

1. Weapons on campus (any item dangerous or threatening to the safety of others)
2. Excessive accrual of behavior and/or attendance points
3. Continued and willful refusal to accomplish school tasks when able to do so
4. Insubordination
5. Disorderly, illegal, or immoral conduct
6. Persistent violation of school regulations
7. Drugs, Alcohol, or Tobacco on campus
  
8. Violent Behavior
9. Bullying, harassment, or intimidation

Length and time of suspension will be determined by school authorities and will reflect the offense committed. Students who have a short-term suspension from classes are still responsible for missed assignments; whether or not they receive full credit for work is the teacher's discretion.

## **COMPLAINT OR CONCERN**

If parents are concerned about a school policy or employee, the following procedure should be followed in order to resolve the problem as quickly as possible:

1. Discuss your complaint with the person that caused you the grievance.
2. If the problem still exists after five (5) days, write a formal complaint to the principal. You should receive a written response back within five (5) days.
3. If still unresolved after five days from the written complaint to the principal, write a formal complaint to the Superintendent. You should receive a written response back within five (5) days.
4. If still unresolved after five days from the written response from the Superintendent, write an appeal to the Governing Board. Appeal will be given to the superintendent to place on the following month's Board of Education agenda for further action. Governing Board decisions are final.

## **BEFORE AND AFTER SCHOOL**

Students **cannot** be on school grounds before and after school without direct teacher supervision.

## **FOOD, CANDY, AND DRINK DURING CLASS PERIODS**

Food, candy, and drink are not to be brought to school by students. Special activities may be scheduled by the instructor and should include appropriate food choices. School lunch cannot be eaten in any carpeted areas, including classrooms, halls, resource centers, auditorium, etc. Bottled water is the only drink allowed in the classrooms.

## **FOOD SERVICES**

The district has chosen to participate in the National School Lunch program. Meals will be available for purchase during the lunch hour by staff and students. Student meal accounts are not allowed to go negative. If a student's account does not have adequate funds, the student will be given an alternative lunch. The food services program will notify parents of their child's account status. If a child chooses, he/she may bring their own lunch. The District recommends that the parents begin the school year with a five-week lunch balance and make monthly payments thereafter.

## **TEXTBOOKS**

Textbooks required for class work are furnished by the school for student use. Students are responsible for all textbooks and workbooks issued to them. They will be required to pay for loss or damage beyond normal wear.

## **HIGH SCHOOL REGISTRATION**

A high school registration period will be provided at the beginning of the school year. The students will have one week to make class changes if necessary. After this time, class changes will be at the discretion of administration.

## **ACADEMIC INTERVENTION**

Programs to insure student success will be implemented, including tutoring, guided study, after school intervention, Friday school, and mandatory tutoring. Students who fall behind in their schoolwork may be removed from their elective period into mandatory tutoring until the semester break.

## **SPORTS PROGRAM**

The purpose of athletics is both educational and recreational. A variety of different sports will be considered, depending on student interest, including baseball, softball, soccer, football, basketball, volleyball, and track. Participants are coached on appropriate techniques involved with the sports activity. Parents must give written consent for their child to participate. The student must be determined physically fit for participation and proof of medical coverage/insurance must be obtained. Since this program is extracurricular, students must meet eligibility requirements. Participation in the sports program is subject to approval by the Principal.

Teams will be chosen based on student's athletic abilities. All team members will be allowed to fully participate in sport practices with their team when eligible. Participation (playing time) in competitive games will be solely at the discretion of the coach and should reflect team member's individual abilities to support the team goal.

## **EXTRACURRICULAR ACTIVITY ELIGIBILITY**

An extracurricular activity is any activity that the student participates in that does not provide credit toward graduation or grade promotion. To participate in extracurricular activities, students must meet the following eligibility requirements:

- Students must be passing all courses. Grades will be checked every Monday to determine eligibility for the following week. If a student's grades fall below 70% in any class, the student will be removed from any athletic teams or extracurricular events for the following week. When the new eligibility lists are pulled on Monday, if eligible, the student may participate for the remainder of the current week. Chronic appearance on the ineligibility list may result in suspension from all extracurricular activities for the remainder of the season.
- Students must maintain progress toward graduation, i.e. they must take required academic courses and have met all graduation credits required for their grade level.
- Support services will be available to students who become ineligible or who have pending eligibility
- Students with excessive behavior and/or attendance points will be ineligible.

## **FEATURE FILMS**

No feature films will be shown to students without first obtaining administrative and parental permission. No rating higher than General Audience (G) will be allowed. Teachers and administration must preview the movie and obtain administrative approval before showing to students. When a movie is shown, alternative arrangements must be made for students not obtaining parental permission.

## **HEALTH SERVICES**

The district will provide routine vision and hearing screenings for selected grade levels. Health plans will be created for students with special health conditions and a contracted school nurse will work with classroom teachers to implement these plans.

A student that is ill will be sent to the front office. The office will call the parents for pickup.

## **MEDICATION AT SCHOOL**

During the enrollment process, parents must complete a form which details which over-the-counter medications they will allow the school to administer to their student. If a student has prescription medications that must be given during the school day, the parent must contact the school to designate who will administer the medicine. Staff members have the responsibility to refer any student in possession of medicine to the Principal's office.

## **ACADEMIC INTERVENTIONS**

### **Exceptional Student Services**

Exceptional Student Services has been established to meet the needs of students who have special academic, physical, or behavioral needs.

### **Gifted Students**

The District offers a Gifted Education program to meet the needs of academically excellent students. If a student scores at or above the 95<sup>th</sup> percentile on any component (Reading, Writing, Math, and Science) of the AIMS or Stanford test, they will be referred for gifted testing. Parents and teachers may also refer a child for gifted testing. A child qualifies as gifted when he/she scores in the 97<sup>th</sup> percentile on the gifted qualifying exam. These students will be offered differentiated curriculum to meet their individual needs.

### **Child Find**

The district has the obligation of providing Child Find services throughout the district. Child Find is a program that identifies children that have growth and development concerns and may be

eligible for special services. This obligation is met through conducting three regularly scheduled Child Find Clinics per year. The clinics focus on the identification of children from birth to age five (5). Children, attending or not attending the school district, ages six (6) through twenty-one (21), may be screened also. Requests for these screenings should be directed to the ESS office.

### **Guided Study**

All students within the district must be given every opportunity to succeed. If a student is falling behind in a subject or needs extra interventions, a guided study before, during, or after school may be required of them.

### **Tutoring**

Special tutoring may be arranged through the Student Support Team for students who need additional one-on-one assistance for a particular subject.

### **Promotion/Retention of Students**

Promotion of students from one grade to the next will be based upon the student meeting the academic standards for the grade level. Retention of students will be based on students failing to meet the academic standards for the grade level. No decision for retention will be made without parent involvement. Parents must be informed by the second parent teacher conference of the likelihood of student retention. Final decision will be made by the principal, in consultation with the teacher, parents, and other staff members.

### **Homeless Policies**

State law requires the school to meet special requirements for “homeless students.” The term “homeless students” means individuals who lack a fixed, regular, and adequate nighttime residence and includes:

- Students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
- Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
- Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings,

The school will provide a liaison to coordinate the activities and programs in the best interest of homeless students, this will include but is not limited to:

- Continue the student’s education in the school of origin for the duration of homelessness
- Enroll the student in a public school near the actual residence of the student
- Provide a written explanation, including a statement regarding the right to appeal, to parents or guardian, if the student is sent to a school other than the school of origin
- In case of an unaccompanied youth, the liaison for homeless students shall assist in placement or enrollment decisions, considering the views of such unaccompanied youth, and providing notice to such student of the right to appeal. (See Policy JFABD)

### **Child Abuse Reporting**

Any school personnel or other person having responsibility for the care or treatment of children, whose observation or examination of any minor discloses reasonable grounds to believe that a minor is or has been the victim of injury, sexual abuse, or physical neglect that appears to have been inflicted upon such minor by other than accidental means shall report such information to a peace officer or to the Child Protective Services.

## **ACADEMIC EXCELLENCE**

Arizona law requires each student to take the AzMERIT test for grade levels three (3) through eleven (11). The District’s goal is that 80% of the students meet or exceed these standards. More information regarding this test can be found on the Arizona Department of Education’s website, <http://www.ade.az.gov/standards>. Adequate yearly progress is based on at least 95% of the students being tested, the percentage of students that meet or exceed, and the yearly graduation rate.

Student’s progress in grades K – 11 will also be measured using the iReady District Assessments.

## **GRADUATION REQUIREMENTS**

English .....	4.0 Units
English I-Grammar, Semantics, Advance Grammar	
English II-Reading, Writing, Research, Composition	
English III-Speech, Debate, Advanced Composition	
English IV-Literature (British, American, English)	
Math .....	4.0 Units
Required: Algebra I, Algebra II, Geometry, Elective Math	

College Bound: Trigonometry, Calculus, College Algebra, etc.	
Science .....	3.0 Units
Biology, Chemistry, and General Science	
College Bound – one additional Science	
(Earth Science, Geology, Organic Chemistry, Mineralogy, or Physical Science)	
Social Studies.....	4.0 Units
Geography, World History, US History, Economics/Government	
Fine Arts/Vocational Education/ECAP .....	4.0 Units
Physical Education.....	1.0 Units
Electives.....	<u>4.0 Units</u>
<b>Total .....</b>	<b>24.0 Units</b>

## **PARENT INVOLVEMENT POLICY**

A positive relationship between school and home is vital to student success. Parents are encouraged to visit their student’s classrooms. When visiting, parents need to check in at the office. Also, classroom visits cannot disrupt the educational environment. If a parent needs to speak with their student, the front office staff will arrange to have the student removed from class to meet with them.

Teachers will provide curriculum information to parents, including what is to be learned, how it will be taught, and how it will be assessed. Teachers will also provide frequent assessment of academics, conduct, and attendance. Parents should check their student’s progress frequently through PowerSchool, the student information software. If parents don’t have Internet access at home, computers are available in the school library for their use.

Parent-Teachers conferences are held twice per year. At that time, parents and teachers will review the student’s academic and behavioral progress and make plans for interventions if necessary.

To clarify expectations for school and home, a Parent Compact will be signed by parents, teachers, and students. This compact delineates their responsibilities regarding the educational process.

## **HOMELESS POLICIES**

Students should report themselves or other students to administration whom they have reason to believe are “homeless students.” The term “homeless students” means individuals who lack a fixed, regular, and adequate nighttime residence and includes:

- Students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.

- Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
- Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings,

The school will provide a liaison to coordinate the activities and programs in the best interest of homeless students. This will include but is not limited to:

- Continue the student's education in the school of origin for the duration of homelessness.
- Enroll the student in a public school near the actual residence of the student.
- Provide a written explanation, including a statement regarding the right to appeal, to parents or guardian, if the student is sent to a school other than the school of origin.
- In case of an unaccompanied youth, the liaison for homeless students shall assist in placement or enrollment decisions, considering the views of such unaccompanied youth, and providing notice to such student of the right to appeal.

(See Policy JFABD)

### **STUDENT VIOLENCE / HARASSMENT / INTIMIDATION / BULLYING**

The Governing Board of the Colorado City Unified School District believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated.

**Bullying:** Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

- has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property;
- is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm;
- occurs when there is a real or perceived imbalance of power or strength: or
- may constitute a violation of law. Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means, and may occur in a variety of forms including, but not limited to, the following:



- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name-calling, or rumor-spreading either directly through another person or group or through cyberbullying;
- exposure to social exclusion or ostracism;
- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting;
- damage to or theft of personal property.

**Cyberbullying:** Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other internet communications, on school computers, networks, forums and mailing list, or other District-owned property, and by means of an individual's personal electronic media and equipment.

**Harassment:** Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual preference, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

**Intimidation:** Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media. Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such acts result in a substantial physical, mental, or emotional negative effect on the victim physically, while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Students who believe they are experiencing being bullied or expect another student is bullied should report their concern to any staff member of the School District. School personnel are to maintain appropriate confidentiality of the reported information. Retaliation by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

Students found to be bullying others will be disciplined up to and including suspension or expulsion from school. Knowingly submitting a false report under 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. Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying is a violation of the law.

## HAZING

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 twelve (12) calendar months. For purposes of this policy, a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdrawal from the District school.

"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 an education 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. 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 measures within the scope of their individual authority to prevent violations of this policy. 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 details 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 violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

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 and staff in the school offices.

Disposition of all reports/complaints shall be reported to 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.

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.

#### PARENTS' BILL OF RIGHTS\*

**(Enacted by the 49th Arizona Legislature,  
2nd Regular Session (2010)  
Session Law SB1309, Chapter 307  
Arizona Revised Statutes 1-601 and 1-602)**

#### **Parents' Rights Protected**

The liberty of parents to direct the upbringing, education, health care and mental health of their children is a fundamental right.

This state, any political subdivision of this state or any other governmental entity shall not infringe on these rights without demonstrating that the compelling governmental interest as applied to the child involved is of the highest order, is narrowly tailored and is not otherwise served by a less restrictive means.

#### **Parents' Bill of Rights; definition**

All parental rights are reserved to a parent of a minor child without obstruction or interference from this state, any political subdivision of this state, any other governmental entity or any other institution, including, but not limited to, the following rights:

- The right to direct the education of the minor child.

- All rights of parents identified in Title 15, including the right to access and review all records relating to the minor child.
- The right to direct the upbringing of the minor child.
- The right to direct the moral or religious training of the minor child.
- The right to make health care decisions for the minor child, including rights pursuant to sections [15-873](#), [36-2271](#) and [36-2272](#), unless otherwise prohibited by law.
- The right to access and review all medical records of the minor child unless otherwise prohibited by law or the parent is the subject of an investigation of a crime committed against the minor child and a law enforcement official requests that the information not be released.
- The right to consent in writing before a biometric scan of the minor child is made pursuant to section [15-109](#).
- The right to consent in writing before any record of the minor child's blood or deoxyribonucleic acid is created, stored or shared, except as required by section [36-694](#), or before any genetic testing is conducted on the minor child pursuant to section [12-2803](#) unless authorized pursuant to section [13-610](#) or a court order.
- The right to consent in writing before the state or any of its political subdivisions makes a video or voice recording of the minor child, unless the video or voice recording is made during or as a part of a court proceeding, during or as part of a forensic interview in a criminal or child protective services investigation or to be used solely for any of the following:
  - Safety demonstrations, including the maintenance of order and discipline in the common areas of a school or on pupil transportation vehicles.
  - A purpose related to a legitimate academic or extracurricular activity.
  - A purpose related to regular classroom instruction.
  - Security or surveillance of buildings or grounds.
  - A photo identification card.
- The right to be notified promptly if an employee of this state, any political subdivision of this state, any other governmental entity or any other institution suspects that a criminal offense has been committed against the minor child by someone other than a parent, unless the incident has first been reported to law enforcement and notification of the parent would impede a law enforcement or child protective services investigation. This paragraph does not create any new obligation for school districts and charter schools to report misconduct

between students at school, such as fighting or aggressive play, that are routinely addressed as student disciplinary matters by the school.

- The right to obtain information about a child protective services investigation involving the parent pursuant to section [8-807](#).
- This section does not authorize or allow a parent to engage in conduct that is unlawful or to abuse or neglect a child in violation of the laws of this state. This section does not prohibit courts, law enforcement officers or employees of a government agency responsible for child welfare from acting in their official capacity within the scope of their authority. This section does not prohibit a court from issuing an order that is otherwise permitted by law.
- Any attempt to encourage or coerce a minor child to withhold information from the child's parent shall be grounds for discipline of an employee of this state, any political subdivision of this state or any other governmental entity, except for law enforcement personnel.
- Unless those rights have been legally waived or legally terminated, parents have inalienable rights that are more comprehensive than those listed in this section. This chapter does not prescribe all rights of parents. Unless otherwise required by law, the rights of parents of minor children shall not be limited or denied.
- For the purposes of this section, "parent" means the natural or adoptive parent or legal guardian of a minor child.

*Where the term "section" appears it is to be understood as the identified section of the Arizona Revised Statutes (A.R.S.). Additional information on District Parent Involvement Policies can be found in District Policy Manual, Policy KB (elcap.us website, then District Policy Manual, then Colorado City USD)*

### **Parent Requests for Information**

All District curriculum adoptions are put on display in the business office for six weeks prior to adoption so that parents may review them. Parents may request to review adopted curriculum at any time. Parents may request to preview any teaching resources that are used to supplement the curriculum. Information requests should be in writing and submitted to the school principal.

### **Parent Requests for Alternative Assignments**

Parents may request an alternative assignment for their student if the regular assignment or learning activity has content that they object to because of their beliefs or practices in sex, morality or religion. Requests should be made in writing to the principal.

### **FERPA (Family Education Rights and Privacy Act)**

Student records are collected and maintained to help in the instruction, guidance, and educational process of students; to provide information to parents and staff; too provide a basis for the evaluation and improvement of school programs; and for legitimate education research.

Parents have a right to inspect all records related to their child including a list of people who have access to the records.

Student records may only be released to parents. If records need to be transferred to another entity, written permission must be obtained from the parent/s or guardian. (See right to privacy-FERPA (Family Education Rights and Privacy Act on page\*\*\*)

FERPA: Notification of student and privacy rights

In accordance with the Family Educational Rights and Privacy Act (FERPA) the Colorado City Governing Board has established written policies regarding the collection, storage, retrieval, use, and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents' and students' the right to privacy.

Student education records are collected and maintained to help in the instruction, guidance, and educational process of the student; to provide information to parents and staff; to provide a basis for the evaluation and improvement of school programs; and for legitimate educational research.

Student records and information may only be released to the parent. If records are to be transferred to another entity or person, a written statement of permission must be obtained from the parent.

These records are maintained in the office of the Colorado City Unified School District under the supervision of Fawneta Carroll (Assistant Principal). Parents wishing to review their child's records should contact her through the central office or call (928) 875-9001.

If you have questions regarding the educational Rights and Privacy Act please contact the

Family policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-592

### **GRIEVANCE POLICY**

If a parent has a concern regarding a school policy or employee, he/she should follow the procedure listed below:

1. He/she should address that concern to the person that is directly involved in the situation.
2. If this does not resolve the concern, the parent must put their grievance in writing within fifteen (15) days of the conflict and submit it to the principal.

3. If still unresolved after five days from the written complaint to the principal, write a formal complaint to the ESS Director.
4. If still unresolved after five days from the written complaint to the ESS Director, ask the superintendent in writing to place the complaint on the following month's Board of Education agenda for further discussion.