



High Desert Middle  
School  
Tiger Handbook  
2018-2019

This Handbook Belongs To:

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**GUSD Board Policy supersedes any differences between this handbook and Board Policy**

## **Bell Schedule**

Monday through Thursday Schedule

### **6<sup>th</sup> - 8<sup>th</sup> Grade**

1<sup>st</sup> Period 8:25 – 9:40

2<sup>nd</sup> Period 9:45 – 10:58

3<sup>rd</sup> Period 11:03 – 11:43 (6<sup>th</sup> grade lunch)

4<sup>th</sup> Period 11:43 – 12:23 (7<sup>th</sup> grade lunch)

5<sup>th</sup> Period 12:23 – 1:03 (8<sup>th</sup> grade lunch)

6<sup>th</sup> Period 1:08 – 2:20

7<sup>th</sup> Period 2:25 – 3:37

8<sup>th</sup> Period/B.P. 3:42 – 4:10

**No School on Friday**

Early Release Day Schedule

\*This is subject to change\*

### **6<sup>th</sup> – 8<sup>th</sup>**

1<sup>st</sup> Period 8:25 – 9:10

2<sup>nd</sup> Period 9:14 – 9:55

3<sup>rd</sup> Period 9:59–10:39

4<sup>th</sup> Period 10:39–11:19

5<sup>th</sup> Period 11:19–11:59

6<sup>th</sup> Period 12:03–12:43

7<sup>th</sup> Period 12:47–1:35

# High Desert Middle School

Telephone: (928) 402-5900

Fax: (928) 425-8710

Mailing Address: 460 N. Willow Street  
Globe, Arizona 85501

Website: <http://www.globeschools.org>

School Office hours: 7:00 AM – 5:00 PM

**Mascot: Tigers**

**School Colors: Orange and Black**

### Important Numbers

District Office (928) 402-6000

Cafeteria: (928) 402-6043

Transportation (928) 402-6087

### **School Contacts**

<b>Principal</b>	Mr. TeJay Montgomery	402-5900
<b>Dean of Students/Athletic Director</b>	Mr. Bill Goodwin	402-5900
<b>Administrative Assistant to the Principal</b>	Mrs. Teresa Sanchez	402-5902
<b>Attendance</b>	Ms. Baker	402-5903
<b>Nurse Aide</b>	Mrs. Susan Moya	402-3202

\*All staff emails are located on our Website at [www.globeschools.org](http://www.globeschools.org)

## 2018-2019 School Calendar

### First Trimester

July 30, 2018 – November 1, 2018

### Second Trimester

November 5, 2018–February 21, 2019

### Third Trimester

February 25–May 29, 2019

### Holidays

Labor Day	September 3, 2018
Fall Break	October 8-11, 2018
Veterans' Day	November 12, 2018
Thanksgiving Break	November 21-22, 2018
Winter Break	December 24, 2018 – January 3, 2019
Martin Luther King Day	January 21, 2019
Presidents' Day	February 18, 2019
Spring Break	March 11 – 14, 2019
Memorial Day	May 27, 2019

### Other Dates

Early Release Days	August 30, 2018 October 25, 2018 February 14, 2019
Parent Conferences & Early Dismissal	November 19-20, 2018 March 6-7, 2019
Standardized Test	
8 <sup>th</sup> Grade Science Test	Dates to be determined
AzMerit	Window – April 1, 2019 – April 22, 2019
Professional Development Days	Dates To be Determined

**Parents and Students**  
**Welcome to High Desert Middle School**

I am excited to be the Principal of High Desert Middle School! We are continuing two programs that we believe will help us achieve our goals. First, we have assembled a staff that is committed to building strong relationships through Capturing Kids Hearts. Second, our Beyond Textbooks curriculum will assist our teachers with quality lessons and instruction. The High Desert Middle School instructional focus is placed on reading, writing, math, social studies, and science. We will also continue to offer a multitude of electives that include, Music, PE, and Art. We are also continuing our focus on raising academic expectations. Please review the promotion requirements in this handbook.

The HDMS extracurricular activities include football, cheerleading, volleyball, basketball, wrestling, baseball, softball, track, academic league, and band. . Our student government is active in the community, regularly participating in food drives, fundraisers, etc that support community based service groups.

Home and parental support are essential components for academic success. I encourage you to get involved as a volunteer and/or attend our Site Council meetings. I also encourage you to have an open communication with your child's teachers and administrators. High Desert Middle School will only be able to show positive growth if we work together as a team. By doing so, our community will prosper and our students will be prepared for an exciting future.

Please feel free to contact me if you ever have any questions or concerns. I would also like to hear about the positive things that are going on at HDMS. Together, let's make HDMS the best that it can be.

Sincerely,

TeJay Montgomery  
Principal

**High Desert Middle School**

**Vision Statement**

Capturing Hearts, Empowering Minds.

**Mission Statement**

The mission of HDMS is to create a climate of the highest academic success for all students.

**Core Values**

- Student mastery of curriculum
- A safe and orderly environment
- Building school/parent relationships
- A positive climate conducive to student learning
- Strong instructional leadership

**HDMS PLEDGE**

**“Today I will do more than I have to do, I will treat others as I want to be treated and I will continue to become a better person. Today I will take care of the little things.”**

### **Parent Involvement Policy**

The High Desert Middle School staff is committed to the notion that our students learn best when we (parents, students, and teachers) work together toward their success. Research tells us that your active involvement in your child's education represents one of the most important variables impacting their success or failure in school. As your partners in the educational process for your child, the staff and administration of High Desert Middle School ask that you:

- encourage good study habits
- provide a quiet, safe place and time for students to complete homework
- ensure that students come to school every day on time
- ensure that students have had adequate rest and nutrition before they begin the school day
- support the staff in their efforts to promote appropriate behavior in school
- limit the time students spend with non-educational media such as television, video games, and movies
- communicate with teachers as needed to discuss grades, behavior, and educational plans
- attend parent-teacher conferences
- encourage students to obey school rules

Recognizing our partnership role in the educational process the administration and staff of High Desert Middle School pledge to:

- provide well-planned lessons that are aligned with Arizona State Standards
- communicate student progress to parents and students
- respond to students' efforts and express confidence in students' abilities
- use a variety of teaching strategies to address a variety of learning styles
- protect the rights of all students
- demonstrate sensitivity to diverse needs, perspectives and cultures
- collect, review, evaluate, and respond to student work promptly
- provide a safe and positive school environment

Without question, our students comprise the most important element of our team. The primary focus of our school is and always will be their ultimate success. Based upon that premise, our students will be held to high standards and expectations. We will expect them to:

- Attend school daily and arrive at all classes on time
- Dress appropriately, as per school policy, and come prepared to class
- Know and follow school rules
- Respect the rights and property of others, not interfere with the learning of others
- Accept responsibility for their own actions and realize that there are consequences, both positive and negative, for actions
- Accept responsibility for their own learning
- Complete and submit assignments on time

We urge all parents to be actively involved in their teen's school life. Please feel free to contact your child's teachers any time you have questions or concerns about his/her academic progress. In addition, we ask that you take advantage of:

- Formal parent teacher conferences held twice each year.
- Choir and Band Concerts
- Drama Productions
- HDMS Site Council
- Athletic Events
- Awards Nights

Please do not hesitate to contact office personnel, teachers and administration should you have any questions or concerns about the school.

### **Open Enrollment**

Parents and emancipated pupils must fill out an open enrollment application and submit it to the school before March 1 of each year to be considered for enrollment during the following school year.

### **Admission Standards**

A pupil who has been expelled by any school district in this state or who is not in compliance with a condition of disciplinary action imposed by any other school or school district or with a condition imposed by the juvenile court shall not be admitted. Acceptance for enrollment may be revoked upon finding the existence of any of these conditions. Out-of-District students with failing grades, poor attendance and behavior may not be admitted to HDMS. At the administration's discretion, HDMS may not admit students prior to AIMS testing based upon previous attendance, academic status, and behavior.

### **Notification**

The District shall notify the pupil, parent, or legal guardian in writing as to whether the applicant has been accepted, placed on a waiting list pending the availability of capacity, or rejected. The District shall also notify the resident school district of an applicant's acceptance or placement on a waiting list. If the applicant is placed on a waiting list, the notification shall inform the emancipated pupil, parent, or legal guardian of the date when it will be determined whether there is capacity for additional enrollment in a school.

### **PROOF OF RESIDENCY**

The State of Arizona requires school districts to obtain proof of state residency upon enrolling children in school. Parents must complete the Arizona Residency Documentation Form (found in the enrollment packet) and provide documentation that displays your name and residential address or physical description of the property where the student resides. Approved documentation can be a real estate deed or mortgage documents, residential lease or property agreement, property tax bill, a utility bill. On the State proof of residency form, one option is driver's license. We will gladly accept a copy of your driver's license but we will also need one of the approved documentation stated above. Arizona Drivers Licenses do not always reflect the most current physical address and that is what we need for auditing purposes. If you are sharing residence, you must complete the affidavit of shared residence (also found in the enrollment packet) and signed by a notary public. New enrollees will not be allowed to start school until the proof of residency has been completed.

### **Reports to Parents**

Grades, attendance, and discipline reports are available every Monday on GUSD's website through Family Link. Parents will be provided with a log in and password to retrieve their child's reports. Report cards will be mailed home each nine-week grading period. For information about obtaining additional progress reports, call the Assistant Principal's Office.

Parents/guardians and students are encouraged to contact teachers, counselors, or administrators whenever there is an item of concern that should be addressed. Parents wanting to review educational records as per the Family Educational Rights and Privacy Act (FERPA) should contact the principal.

### **Change of Address and Telephone Number**

When a student has a change of address or telephone number, he/she is required to report this change immediately to the Principal's Office. In case of emergency, it is important to have correct telephone numbers and addresses.



### **Public Complaints**

At High Desert Middle School, it is our desire that we serve our students to the best of our abilities. However, in the event that a parent or student wishes to make a complaint about a policy, personnel, instructional resources, or facilities and services, it should be handled as per Governing Board Policy KEB - Public Complaints. Complaints should be made first to the teacher/administrative levels, after which complaints may progress to further administrative levels if no resolutions are made.

### **Student Concerns, Complaints, and Grievances**

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

- violation of the student's constitutional rights
- denial of an equal opportunity to participate in any program or activity in which the student qualifies
- discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability
- harassment of the student by another person
- concern for the student's personal safety

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District.
- 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 professional 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 Principal's 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/grievance falls within this policy shall be determined by the Superintendent.

Complaints by middle or high school students may be initiated by the parent/guardian or by the student on his/her behalf.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be re-opened if the re-submission 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. (Governing Board Policy JII-EB).

### **Parent Custody**

In most cases when parents are divorced, both the mother and the father continue to have equal rights in custody or visitation. If a court order expressly limits the rights of one parent in custody or visitation, an official copy needs to be filed in the school office.

### **Classroom Visitors**

Parents are welcome to visit the classroom after obtaining pre-approval from the office. Students are not permitted to bring other children to visit.

### **Classroom Interruptions**

The office will not interrupt classroom learning during instructional time. Parent messages for students will be forwarded to them during the last period of the school day. Due to the high priority of classroom instruction, we will not deliver balloons and flowers for special occasions (birthdays, Valentine's Day, etc.). Such items should be delivered to the home after school hours.

### **Fundraisers**

For safety reasons, children are never to go door-to-door to sell fund-raiser items. They are advised to sell to relatives and close family friends only.

### **Selling of Items**

Students will not be allowed to sell items at school unless the activity is sponsored by a school organization and approved by the principal. Any student caught selling items on school grounds for personal gain will be subject to the HDMS discipline policy

### **Attendance Policy**

Regular attendance is directly related to successful academic achievement. It is very difficult to do well in classes if students are frequently absent. Responsibility for regular school attendance rests with the student and parents! Absences due to: doctors appointment (medical or dental), illness, legal appointment, death in the family, school activity, and excused by the school nurse, are excused absences. **Students who have five or more days of excused /unexcused absences in a trimester shall be required to complete 12 hours of remediation and/or placed on an attendance contract.**

Please let us know if your child will be out of school for a long period of time. If your child is absent 10 consecutive school days, his/her name will be automatically taken off our roll books unless your child has a prolonged illness and a chronic illness form is on file in the office.

### **Checking In/Out of School**

For the protection of the students, only the individuals designated on the emergency card may check a child out of school. Any person checking in or checking out a student must report to the office and sign the register.

### **Reporting of Absences**

When a student is absent from school, the parent should inform the school by telephone on the day of the absence or in writing upon the return to school. The name of the student, date of absence(s), and reason for absence should be noted.

Parents must call High Desert Middle School at **928-402-5913** by 9:00AM on the day of the absence to report absences for their children. Documentation for doctor's appointments, legal appointments, or funerals **must be received within 24 hours of the students return to school.** Absences codes will not be changed if documentation is not received within the 24 hour window period.

### Tardies

Students will be considered tardy if they are not in their seats when the bell rings and they do not have an excused slip from a teacher or office personnel. Since the instructional time is so important, it is necessary that students be in class and prepared for the lesson to begin when the tardy bell rings. Tardiness not only means lost instructional time for the tardy student, it is also disruptive to the teaching and learning activities being conducted in the classroom. To reinforce instruction time students will not be permitted to use the restroom/get a drink the first 15 minutes of class and the last 15 minutes of class unless there are health reasons noted in the nurses office.

#### **A. Tardiness may be excused for the following reasons only:**

1. Late bus
2. Illness substantiated by a written excuse for parent/guardian, school nurse, doctor or dentist.
3. Official legal document.
4. Circumstances approved by the administration.

#### **B. Unexcused tardiness may be dealt with in the following manner: A student is considered tardy when they are not in their seat when the tardy bell rings.**

<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<u>Tardies: three (3) and four (4)</u> - Notify Parent - Student Conference - Detention	<u>Tardies five (5) and six (6).</u> - Notify Parent - Student Conference - Detention - One (1) Day ISS	<u>Tardies seven (7) or greater:</u> - Notify Parent - Student Conference - Three (3) Day OCR

### 504 Plans

Students with chronic health conditions that affect attendance, as verified by a physician, may be exempt from fulfilling the above attendance requirements as per Governing Board Policy JHD. Students with a mental or physical impairment which substantially limits one or more of a person's major life activities may apply for a Section 504 Plan. Such students should request a 504 Accommodations Packet. This packet is available at the Nurse's Office or the Assistant Principal's Office. A 504 plan enables qualified students to receive special classroom accommodations, miss more than the 5 days per Trimester and not lose credit because of non-attendance. All class work and tests are still required to be completed and returned to the teacher(s) in a timely manner. (Governing Board Policies JHD, JHD-R).

### Chronic Illness Forms

Students who have been diagnosed with a chronic medical condition must have a chronic illness form on file to excuse excessive absences. This form must be filled out by a Medical Doctor. Forms may be picked up in the front office. Student absences not covered by a Chronic Illness Form will be subject to regular attendance procedures and policies.

#### **Unexcused/Unverified Absences**

Students with excessive absences may be placed on an attendance contract or referred to juvenile probation. The following may apply if the student breaks the contract:

1. Students will be retained.
2. Students will be required to attend Friday school.
3. An out-of-district waiver will be pulled.

**Excused absences – Absences will be excused for the following reasons: medical appointment accompanied by a doctors excuse, bereavement, illness of the child, and religious ceremonies. Remember all documentation must be received within 24 hours of the child returning to school. If your child is ill, please call the school prior to 9:00 am on the day of the absence.**

## INSTRUCTION

The following trends in Best Practices will occupy a high priority in our instructional program:

- Use of data to guide instructional decisions
- Professional development and collaboration among teachers
- Curriculum alignment with standards
- Parent communication
- Instructional time on task

The Arizona Common Core Standards are the driving force behind our district curriculum. The state achievement tests will be administered in the spring of each school year. These assessments will measure your child's progress in the following standards for language arts, reading and mathematics. Furthermore, Pre-tests and post-tests will be given in all subjects. These will be used to guide instruction and assess student achievement.

### Algebra/Geometry – 8<sup>th</sup> Grade Honors

Incoming Freshmen completing Algebra I A/B or Geometry A/B from a certified Math teacher or approved on-line program in 8th grade will receive credit for high school Algebra I A/B or Geometry A/B provided students complete the course of study with a grade of C or higher, must have taken the AzMerit End of Course Test for Algebra A/B or Geometry A/B, and ATI Galileo Pre/Post Tests for content area. The student will receive credit and the grade will be added to the student high school transcript.

\*Parents of 8<sup>th</sup> grade students will have the option to not include (waive) the grade and credit for taking Algebra I A/B or Geometry A/B prior to the start of the course of study their 8<sup>th</sup> grade school year. In this case, the incoming freshmen student will need to enroll in Algebra I A/B upon enrolling at Globe High School.

## GRADING

### Report Cards

Report cards are issued for each quarter of the school year. Parents are encouraged to check student planners for weekly progress reports. Benchmark tests will be included as a quarter grades. Semester grades will be determined by the average of 1<sup>st</sup>/2<sup>nd</sup> quarter grades and 3<sup>rd</sup>/4<sup>th</sup> quarter grades.

Academic Grading System

A = Excellent	-	90 - 100%
B = Above Average	-	80 - 89%
C = Average	-	70 - 79%
D = Below Average	-	60 - 69%
F = Failing	-	59% or below
I = Incomplete		

### Honor Roll

Honor Roll has two levels of achievement. The requirements for each are as follows:

Principal's Honor Roll – students must earn a 4.0 grade point average.

Honor Roll – students must earn at least a 3.0 grade point average with no grades lower than a "C". Each quarter we will plan on holding Academic Assemblies to recognize our students' achievements.

### Special Education

For information regarding special education services for your student, contact the principal, assistant principal, or a special education teacher.

### **Promotion Requirements/Raising Expectations**

1. If at the end of the 1<sup>st</sup>, or the 2<sup>nd</sup>, grading period a student has an F in a core course (math, language arts, science, or social studies), the student will be required to successfully complete a minimum of 12 hours of remediation for each failing grade.
2. If at the end of the 3<sup>rd</sup> grading period a student has an F in a core course, the student will be required to successfully complete 12 hours of remediation for each failing grade during the summer break.
3. **Eighth grade students who fail a core course in the 3<sup>rd</sup> Trimester will not be permitted to participate in the promotion ceremonies.**
4. Students that fail an elective may be placed in another class.

### **Consequences**

**Students who fail to successfully complete required Remediation will be retained.**

### **Remediation**

Remediation may include one or more of the following:

1. Tutoring- Morning/After School
2. Friday School
3. Additional academic courses in lieu of Specials or Electives.
4. Private or Commercial Tutoring pre-approved by the principal
  - At the end of the each quarter, remediation letters will be sent to parents. The letter will also include a reminder regarding our promotion/retention policy.
  - Report cards will be issued four times throughout the year. Grades are also posted on Family Link at [www.globeschools.org](http://www.globeschools.org) each week. Parents may contact the HDMS Office for their password.
  - Special Education students requiring interventions will be referred to the IEP team.
  - Students will be treated as individuals and the principal will have the authority to make exceptions.
  - There will be a charge of \$20.00 per Trimester for students to attend Friday and Summer School.
  - Any retention decision may be appealed to the Governing Board, as per board policy.
  - Any remediation hours not completed may be rolled over to the following school year.

### **Promotion**

Due to the number of graduates and our limited space in the auditorium each 8<sup>th</sup> grade student will be issued 4 tickets for promotion. We understand that is limiting for families and we apologize for the inconvenience. We have to stay within the fire marshals capacity in the auditorium.

Due to our diverse population and our special needs students, horns and loud noise making devises will not be permitted during 8<sup>th</sup> grade promotion.

### **Homework Policy**

Homework is defined as any activity or assignment directed by the teacher to be performed outside the classroom that may include practicing skills learned in class, reading, studying, projects, or completion of assignments.

### **Rules for Homework**

- Connected to grade level or subject matter curriculum.
- Connected to class instruction.
- Engaging purposeful and relevant.
- Consideration shall be given to quality over quantity.

### **Scheduling time and Parameters**

Homework may be given Monday through Thursday. Weekends and holidays are primarily reserved for family time. Students will be issued a planner at the beginning of the year and be required to have it with them every day. A replacement planner may be purchased from the front office for \$5.00. Students may elect to use weekends to review materials, makeup work, complete projects, and enjoy recreational reading. Assignments shall be designed so that the typical student can complete all homework, including time for studying and preparing for exams, in the average minutes shown. Special education students may receive modified assignments based on their IEP

### **Makeup Work**

Students who miss school work because of an excused/unexcused absence shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed - 1 day for every day absent unless other arrangements have been made with the teacher.

Students who are suspended from school shall be given assignments to complete. The teacher of any class which a student is suspended may require the student to complete tests missed during the suspension. Students who are suspended must have their work completed and returned with a week of return for credit.

It is the responsibility of the student, parent, and teacher to provide and receive missing assignments due to an absence.

### **Academic Misconduct**

High Desert Middle School expects all students to abide by ethical academic standards. Academic dishonesty—including plagiarism, cheating or copying the work of another, using technology for illicit purposes, or any unauthorized communication between students for the purpose of gaining advantage during an examination—is strictly prohibited. Globe’s Academic Integrity Policy covers all school-related

tests, quizzes, reports, class assignments, and projects, both in and out of class. The purpose of Globe's Academic Integrity Policy is to prepare students for the reality created by the technology explosion, for the world of college and beyond, where cheating and plagiarism have dire consequences.

The determination that a student has engaged in academic misconduct shall be based on specific evidence provided by the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from others.

Students found to have engaged in academic misconduct shall be subject to disciplinary action (note discipline matrix)

### **AzMerit**

The Arizona Department of Education has decided to adopt a new standardized test for the 2018-2019 school year. The testing window is from March 26<sup>th</sup> – May 3<sup>rd</sup>. The 8<sup>th</sup> grade science test will remain in place for the upcoming school year.

### **GENERAL SCHOOL DISCIPLINE**

High Desert Middle School seeks to provide a warm, caring, safe, learning environment to ensure quality education. The following disciplinary guidelines have been established to maintain such an environment. Most of the “do’s and don’ts” can be summarized in the school rules listed below. Each classroom and/or class period will create their own social contract. The social contract will be utilized in conjunction with our basic school rules for classroom/school-wide discipline.

#### **School Rules**

- Respect the property, feelings, and space of yourself and others.
- Listen and follow directions.
- Keep hands, feet and objects to yourself.
- Be prepared with books, materials and supplies when you come to school.
- Speak at appropriate times, appropriate levels and use appropriate language.
- No gum unless noted in student’s Individualized Educational Plan.

#### **Not Following School Rules**

High Desert Middle School has made a commitment to provide a respectful and safe learning environment for all students. Students, along with the administration and staff, share a responsibility to develop a climate within the school that is conducive to a pleasant and safe learning environment. School rules are designed to protect all students. Students who choose to break the rules will have to accept the consequences of their behavior. Students will be treated firmly, fairly, and appropriately.

Arizona law allows the school district to hold you accountable for your behavior:

- On school property,
- On the way to and from school,
- During any school-sponsored activity,
- At school bus stops,
- And in other locations outside school grounds if the behavior has a negative impact on other students, teachers, or school activities.

Students whose behavior seriously interferes with classroom instruction may be removed from class. Students who severely or continually disrupt the educational process of the school will have field trip privileges revoked. If there is a tip or probable cause a student’s backpack may be searched under Arizona State Law.

### **Discipline Policy**

Students are responsible for their own behaviors and are subordinate to all school personnel. Failure to abide by rules or failure to obey reasonable directives of school personnel will result in disciplinary action.

Most classroom disciplinary situations will be handled by the teacher, in cooperation with parents. Continual classroom problems and other major offenses will be handled at the administrative level.

Disciplinary actions will be based upon the offense committed, extenuating circumstances, and the student's disciplinary record. **A progressive approach toward discipline will be used, meaning that consequences may become more severe as the number or severity of incidents increases.**

### **Out of School Suspension**

**Suspended students are not allowed in the school zone and may not participate in or attend any extra-curricular activities for the duration of the suspension, including weekends. OSS does not count against the student's attendance.** Parents/guardians should ask for homework requests when their student is going to be suspended. Parents/Guardians of a student who has been suspended may be required to meet with the HDMS administration as a condition upon returning to school. **All missing work is due within one week of return, either turned in to the office or the classroom teacher.**

### **Long-Term Suspension/Expulsion**

Students who reach step III on the Discipline Matrix or who commit a serious offense, such as one involving drugs, alcohol, or firearms, may be subject to long-term suspension or expulsion as per Governing Board Policy JKD.

### **Liability for Vandalism**

Students who litter, deface, damage, or destroy any school property may be assigned community service, be suspended or expelled from school and/or be held accountable for restitution. Under Arizona law, parents may be held liable for damage done to school property by their children. This includes textbooks.

### **Due Process**

A student is afforded the opportunity to receive notice and to give explanation in the event of disciplinary action. (Governing Board Policy JKD).

### **Appealing a Disciplinary Action**

Suspensions may be appealed to the Principal. The parent/guardian must initiate such appeal by notifying the Principal's Office. Suspended students, whose behavior does not pose a disruption or threat to the school may attend classes pending the appeal process. However, suspended students whose behavior does pose a disruption or threat to the school will be directed to remain at home until the time of the appeal hearing. Examples of such suspension may include those involving fights, disrespect toward personnel, and drugs.

### **Restricted Items/Activities**

1. Smoking/Possession/Use of tobacco products, including vapor cigarettes. (See No Smoking Zone information on page 20)
2. Possession/Use/Under the influence of drugs/alcohol.
3. Energy Drinks (Monster, Rockstar)
4. Pepper spray, Mace, or similar chemical devices.
5. Food or drinks in the auditorium, gym, playground, classrooms or hallways. (Gum is permitted at the individual teacher's discretion.)
6. Sunflower seeds
7. Sharpies/ Permanent Markers



8. Visitors at school.
9. **Electronic devices must not infringe or undermine the integrity of the educational mission. Cell phones or other communication and electronic devices are not permitted to be on during school hours. See the electronic device policy below.**
10. Lasers.
11. Gambling
12. Weapons (including gun, knives, and razor blades, or any device that may be used to inflict bodily harm.)
13. Explosives, lighters, fireworks, or ammunition.
14. Skateboards, in-line skates (roller blades), scooters or skates are not allowed to be used on school property during school hours.
15. Hoverboards, electric scooters are not allowed on campus at any time.
16. Soliciting.
17. “Cup Checking” / “DePantsing”
18. Spraying cologne/ hairspray in the classroom, restroom areas, and hallways.
19. Students with Excessive tardies may be assigned ISS, Lunch Detention, or remediation.
20. Students who are brought lunch from outside of school must finish their lunch before their lunch bell rings, prior to class- food will not be allowed in the classrooms.

High Desert Middle School shall not assume responsibility for the loss of, or damage to, personal property stored, installed, brought to, or used on school premises.

### Dress Code

Although we cannot give you a definitive list of what is/is not appropriate, listed below are the dress code guidelines that we expect the students to follow. Please note that we add items as we become aware of their potential for disruption and safety. Clothing that is popular with gangs/negative student groups is disallowed. Such clothing items have been identified by law enforcement agencies as negative and carry the potential to cause intimidation and violence. Clothing with gang names, slang street names of students, eight ball markings which suggests drug use or feelings of discrimination or satanic markings are examples of this type of banned clothing. The following are also banned: trench coats, hair nets, do-rags, bandanas.

Part of that effort involves being focused on education when in the classroom and dressing for educational success. High Desert Middle School encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others. These are some guidelines. School administration, however, shall have final authority regarding student dress and appearance.

#### **General**

- Slits or holes in clothing are permitted below knee.
- Clothing intended for use as undergarments must be concealed.
- Writing, symbols or materials referencing sex, violence, hatred, tobacco, alcohol, drugs or having unacceptable or inflammatory language are not permitted.
- Shirts depicting scantily clad women are not permitted. Fatal T-Shirts are not permitted.
- Clothing that becomes too revealing or distracting is unacceptable (i.e. shorts, shirts).
- Dress indicating gang relations are not permitted including “Teardrops.”
- Trench coats or similar clothing are not permitted.

- Backless, strapless, or spaghetti tops are not permitted. Straps should be at least 3 inches wide (about three finger widths). No bra straps showing.
- See through fabric may not be worn unless over garment that otherwise is within the dress code.
- No midriff exposure. Top must meet the waistline of bottoms when sitting, or standing.
- Oversized shirts worn below the hips are inappropriate for school.
- Pajamas are not allowed to be worn at school.

#### **Shoes**

- Footwear designed to be worn outdoors must be worn at all times. (e.g. no bare feet, bedroom slippers, dance shoes, etc.)
- Some classes such as PE or industrial arts may have additional restrictions on footwear.
- Roller-blades, skates, and other similar footwear may not be worn at school due to safety.

#### **Pants/Bottoms**

- Pants larger than two sizes above the normal size are not permitted.
- Shorts/skirts must be touching the top of the knee.
- Excessively long pants that drag the ground creating a safety hazard are not acceptable.

#### **Headwear**

- Headwear for ladies and gentlemen (including caps, hairnets, cowboy hats, stocking caps, hoodies and others) are not to be worn in the buildings except in areas and at times deemed appropriate by the administration.

#### **Sunglasses**

- Sunglasses are not to be worn in the building

#### **Miscellaneous**

- Tattoos, jewelry, and other adornments must not be hate provoking, offensive, or show references to sex, drugs, alcohol, violence or have inflammatory language.
- No bandanas of any color, size, or shape may be carried or displayed in any classroom or at any school activity. This also includes simulations of anything representing “colors.”
- Students may not wear spikes, large chains, and other adornments that pose a safety risk.
- Writing/drawing on the body is not permitted.
- PDA (Public Display of Affection) is not permitted. (Inappropriate physical contact including, but not limited to, intimate touching, kissing, etc. at school or a school sponsored activity)

Exceptions for special activities, religious reasons, or health considerations may be pre-approved by the administrator.

Students who volunteer for extracurricular activities, such as athletics, band, chorus, etc., are subject to the standards of dress as defined by the sponsors of such activities.

#### **Consequences for Violation**

Dress code violations will be handled under the school discipline code. In addition to the discipline under the code, the following remedies will be applied.

1. Students will be sent to the school nurse or office and will be expected to do one of the following: change into clothing provided by school, alter clothing to be in compliance, have other clothing brought to school, or remove the jewelry or accessory.
2. If student refuses to change clothes, student is sent home and counted as absent.
3. Other disciplinary actions such as detention, in-school suspension, or long term suspension.

When appropriate, the student will be required to turn offending clothing inside out, wear school provided clothing, use school provided material to secure clothing or be sent home to change clothing.

Students using school provided clothing will leave their inappropriate garment(s) at the office. It will be returned when the borrowed clothing has been washed and returned.

### **Electronic Device Policies**

#### **Cell Phones/ Smart Watches, Electronic/Digital Devices:**

Keeping the High Desert Middle School classrooms places of Rigor and Relevance - creates the need for changes in policy from time to time. Due to the increase in classroom interruptions, incidents of academic dishonesty, bullying/harassment, and reported thefts, **GUSD discourages students from bringing the following items on campus:**

- iPods • portable DVD players • personal laptops • cameras or video recorders
- Mp3 players • laser pointers • headsets • paging devices
- CD players or any personal • any game playing device
- electronic or digital music devices

These items that are unnecessary to our educational process and deemed potentially disruptive will not be allowed at school during regular school hours

In addition, **ALL ELECTRONIC DEVICES MAY NOT BE SEEN OR USED during regular school hours. All devices can be used before school and after school only. Use is interpreted as using any cell phone/ electronic device function or feature, not just the sending or receiving of calls.** Cell phones and other devices must be turned off and kept out of sight after the first bell. The student bears total responsibility for safeguarding their cell phone/ electronic devices. **Cell phones/electronic devices will be confiscated, marked, and placed in a secure location for a period of four days. The parent will then be responsible for picking the device up. Failure to abide by the above policy could also result in the student being suspended for the same time period.**

If an emergency occurs during the school day, a parent/guardian should contact the office immediately. Students will be immediately contacted and brought down to the office, if requested. Students may continue to use cell phones before or after school hours to communicate home and arrange rides. We recognize that technology is a part of the fabric of life today but rather than ban cell phones - we are opting to have reasonable limits to its use.

**Lost or stolen** cell phones or devices are the responsibility of the student. Bringing the item to school is at the student's own risk for loss/theft. High Desert Middle School is not responsible and will not investigate lost or stolen electronic devices. It is strongly recommended that they not be brought to campus. If a student violates the policy, any staff member **will** confiscate the device and turn it in to the **APO**.

***After every violation - only the student's parent or guardian listed on the emergency card with proof of identity may reclaim the device.***

Use of a camera phone is strictly forbidden in all areas and such use may also be in violation of the criminal code. **This includes and is not limited to video taping fights, behavior in classrooms, etc.**

#### **PE Uniforms**

Students will be required to dress out for PE. PE uniforms must be purchased before registering for PE. The cost will be approximately \$10.00. If the uniform is lost it will be the student's responsibility to purchase a new uniform.

#### **Non-Violence Policy**

Learning to resolve conflicts peaceably is part of the maturation process. However, if a student finds himself/herself involved in a dispute that may escalate into a violent situation, **he/she should report this to a school official for investigation.**

**High Desert Middle School takes a strong stand against fighting.** It simply will not be tolerated!

Students involved in fighting may be suspended and possibly charged with assault. The police will be called in some situations. Reasonable use of physical force in self-defense of others and defense of property will be considered as a mitigating factor in determining penalties for misconduct (Governing Board Policy JK-R). However, both students are usually suspended as both students are usually at fault. A student who does not physically retaliate during a fight, but yet is found to have verbally or otherwise escalated the altercation into a fight, may still be suspended for fighting. **Although “self-defense” in its legitimate context is justified, it is a rare occasion that a student is exonerated for fighting. Students caught video taping a fight at school will be suspended.**

#### **Dangerous Weapons in the School**

No student shall go onto the school premises with a firearm, explosive weapon, knife, any other dangerous or illegal instrument, or any instrument represented as such. No student shall carry or possess a **simulated weapon** on school premises without authorization by a school administrator. No student shall use or threaten to use a weapon or **simulated weapon** to disrupt any activity of the District. No student shall interfere with normal activities, occupancy, or use of any building or portion of the campus by exhibiting, using, or threatening to exhibit or use a firearm, explosive weapon, knife, other dangerous or illegal instrument, or any instrument represented as such. Any student violating this policy may be suspended or expelled.

A student who violates this policy by carrying or possessing a firearm may be placed in an alternative education program for a period of not less than one (1) year, suspended for a period of not less than one (1) year, or expelled and not be readmitted within a one-year period, if ever. The Governing Board in its sole discretion may modify the one-year duration of such disciplinary action on a case-by-case basis.

A student who violates this policy by any means other than carrying or possessing a firearm shall be subject to disciplinary action, including but not limited to expulsion.

Disciplinary action against a student with one or more disabilities shall be applied on a case-by-case basis in accordance with District policies and state and federal special education laws. (Governing Board Policy JICI).

#### **Removal from Class**

Students whose behavior seriously interferes with classroom instruction may be removed from class as per Governing Board Policy JG, JK.

#### **Students with Disabilities**

Disciplinary actions for students with disabilities will be determined according to their Individualized Education Program and per Governing Board Policy JKD.

#### **Tobacco-Free Schools Law**

The Tobacco-Free Schools Law (ARS 36-798.03)[1], signed by Governor Jane Dee Hull on May 19, 1999, went into effect August 6, 1999. The Tobacco-Free Schools Law prohibits tobacco products on school grounds as well as at events associated with the school. “School” means any public, charter or private school where children attend classes in grades K-12. A person who violates this section is guilty of a petty offense.

#### **Gang Policy**

Arizona Criminal Code, Section 13 Article 9 which defines: “a criminal street gang member as an individual to whom **at least two of the following seven criteria** that indicate criminal street gang membership apply: (a) Self-proclamation. (b) Witness testimony or official statement. (c) Written or electronic correspondence (d) Paraphernalia or photographs. (e) Tattoos. (f) Clothing or colors. (g) Any other indication of street gang membership.”

For disciplinary purposes, a gang is defined as a group of three or more who (1) have a name, (2) claim a territory, (3) have rivals/enemies, (4) interact together to the exclusion of others, and/or (5) exhibit anti-

social behavior – often associated with crime or a threat to the community. Gang behavior that initiates, advocates, or promotes activities, which threaten the safety or well being of persons or property on school grounds, or which disrupts the education environment is strictly forbidden. Any student wearing, carrying, or displaying gang clothing, symbols or paraphernalia exhibiting behavior or gestures which symbolize gang membership; causing and/or participation in activities which intimidate or adversely affect the educational pursuits of another student or the orderly operation of the school shall be subject to discipline.

Penalties: Gang related activity will be considered, at the minimum, a class four violation and may be coupled with other student conduct violations or may be upgraded to a higher student conduct violation if the situation warrants.

### **Bullying**

When someone says or does something intentionally hurtful and they keep doing it even when you tell them to stop or show them that you're upset repeated over time. This includes any act that injures, degrades or disgraces (or intends to injure, degrade or disgrace) any student by means of physical, verbal, or psychological threats, intimidation, insults, other aggressive behavior . Consequences may include student/parent conference, suspension, expulsion and/or police report.

### **Cyberbullying**

The use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature. Consequences may include student/parent conference, suspension, expulsion and/or police report.

### **Harassment**

Includes, but is not limited to, verbal or physical threats, words that inflict injury or incite, offensive language, physical acts of aggression or intimidation, or verbal or physical conduct relating to an individual's race, ethnicity, religion, gender, disability, or sexual orientation. This includes annoying, pestering, bothering, stalking, badgering. Consequences may include student/parent conference, expulsion and/or police report.

### **Disrespectful Conduct**

Disrespectful conduct or behavior toward staff, guests or other adults is not acceptable. This includes addressing adults by first name, nickname or last name only. Adults are to be addressed by honorific: Mr., Mrs., Ms, Miss, Coach etc.

### **Hate Crime**

A criminal offense or threat against a person, property or society that is motivated, in whole or in part, by the offender's bias against a race, color, national origin, ethnicity, gender, religion, disability or sexual orientation. This includes any crime that manifests evidence of prejudice based on race, religion, sexual orientation, or ethnicity. Consequences may include suspension, expulsion and/or police report.

### **Hazing**

There shall be no hazing of any student at High Desert Middle School. Hazing is defined as any act that injures, degrades, or disgraces or tends to injure, degrade, or disgrace any student. Any "initiation activities" of fellow students will not be condoned at High Desert Middle School. Students found guilty of harassment such as "canning", "pink bellies", "pantsing" or any other form of hazing or intimidation may result in Out of School Suspension (OSS). A second occurrence or a more serious form of hazing may result in (OSS). (Governing Board Policy JICFA).

### **Disruption of the School Setting**

Disruption of the school setting includes acts such as pulling a fire alarm, participating in a food fight, or anything that causes a disruption of a grade/school-wide level. The consequences may include a suspension of 5-10 days, calling of authorities, removal from all activities.

### **Sexual Harassment and Discrimination**

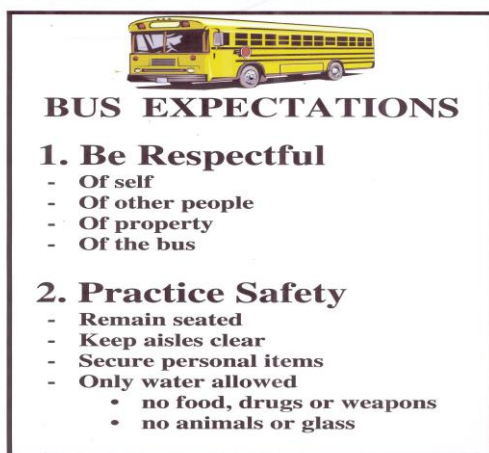
Any student who feels unlawfully discriminated against or to have been the victim of unlawful discrimination by an agent or employee of the District or who knows of such discrimination against another person should file a complaint with the Superintendent (Governing Board Policy ACA-R-Sexual Harassment). If you feel you have been a victim of sexual harassment, please contact an administrator.

### **Bus Transportation**

Riding the bus to and from school is a privilege, not a right. Arizona law does not require school districts to transport students. This privilege can be revoked if behavior is inappropriate and/or endangers the safety of others. **Parents** are responsible for transporting students to and from school if they lose bus privileges. **Replacement cost for the Zonar ID is \$15.00 if initial ID is lost.**

Students are expected to ride the bus home to a regular stop, one stop per student only. No changes will be made unless the student moves and changes address. Parents must contact the school office before 1:30 PM if there is going to be a pick-up change. If an emergency exists, parents must notify the school office as soon as possible. If a student misses the bus every attempt will be made to contact parents. If we are unable to contact someone local law enforcement may be called.

Damage to the bus may result in the parent's being responsible for the financial expenses of the repair. Students may be removed from riding the bus until those expenses are paid in full.



### **Notice of Non-Discrimination**

No qualified handicapped or disabled person shall, on the basis of handicap or disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from Federal financial assistance.

### **Interpreter Services for the Hearing Impaired**

Be advised that the Globe Unified School District offers interpreter services for the hearing impaired at school events. Such services may be requested by a student, parent, or community member by contacting the school principal at least seventy-two hours prior to the scheduled event. For District events, such as a

meeting of the Globe Unified School District Governing Board, interpreter services may be obtained by contacting the district office at 402-6000 at least seventy-two hours prior to any scheduled event.

### **Student Activities**

High Desert Middle School offers a variety of student activities. One of the most productive ways to spend your middle school years is by getting involved in one or more activities. Information concerning various clubs and organizations may be obtained from the Student Council Advisor.

For more information about activities, please check the Athletic Handbook

### **Extra-Curricular Activities Policy**

We believe that extra-curricular programs are an integral part of our total school program, and that participation is a privilege. It is our desire that these programs are enriching and healthful experience in which physical, mental, and social growth can be stimulated through interscholastic participation and competition.

Student participants must be willing to accept training rules, regulations, and responsibilities, which are unique to our program. It is essential that students and their parents become thoroughly familiar with the rules and regulations of these programs. All participants in extra-curricular activities must adhere to the following guidelines.

For rules, regulations, and insurance requirements, please see the Athletic Handbook.

### **Extra-Curricular Fees**

The following extra-curricular fees apply. However, it is our intent that no student should be denied participation in extra-curricular programs due to low income. If a student is unable to afford a particular fee, he/she should notify the administration.

- All sports including Cheer- \$15.00
- Academic League- \$1.00
- Activity Fee(Field Trip)- \$1.00
- Friday School/Summer School- \$20.00 per Quarter
- Drama Club Fee- \$1.00
- Bad Check Fee- \$25.00
- Lost/Damaged Equipment- Replacement Cost
- PE uniforms \$10.00
- Art - \$1.00
- Band - \$1.00
- Student Council - \$1.00
- **Replacement for Zonar ID for the bus will be \$15.00**

**Admission to basketball, football and volleyball games** - \$3.00/ Adults, \$2.00/ Students.

**Dances, plays and other school activities**-determined by organization.

**The \$15.00 fee per student per sport season that is collected from each student participating in athletics must be paid prior to the first game of the season. Student-athletes that have not paid the fee by the first game will become ineligible to practice or participate in games until the fee is paid.**

**Parents facing a financial hardship may contact the athletic director to work out arrangements for payment of the activity fee. The activity fee can be paid at the HDMS Office.**

### **Athletics, Spirit Line, and Academic League**

Refer to the Globe Unified School District Athletic Handbook for eligibility criteria. Students must have at least a C in all classes to participate. Any students with a D or an F will be put on academic probation and will not be allowed to participate until grades improve.

### **Removal from Extra-Curricular Activities**

The principal of a school may remove a student from a school sponsored activity, or position within an activity, if the principal determines that the student has violated a provision of the student discipline policies, rules, and/or regulations or if the principal determines that such removal is in the best interest of the activity or in the best interest of the school as a whole.

The decision of the principal shall be final.

For purposes of this policy, *activity* is defined as:

- Any school-sponsored athletic activity; or
- Any school-sponsored club; or
- Any school-sponsored organization such as yearbook, newspaper, student government, drama, music, honor roll, or any other organization or class of a similar nature.

An *activity* includes activities as defined above, whether or not a student is receiving or may receive academic credit for the activity.

### **Assemblies**

Assemblies play an important role in developing school spirit and pride. However, they are a privilege. Students are expected to behave properly during assemblies. Disruptive students will face disciplinary measures. Assemblies that become disorderly will be canceled as well as the next scheduled assembly.

### **\$\$ Tax Credit! \$\$**

Arizona State Law enables you to receive a tax credit of up to \$200 (\$400 if married filing jointly) when you make a donation to our schools. We will use your tax dollar donation to provide additional support and learning opportunities for our students. The state allows us to use these dollars for educational or recreational activities that supplement the educational program of the school. More information and donation forms can be found on the district website. We appreciate your support and are dedicated to spending your tax dollars responsibly.

### **Nurse's Office**

Our school nurse is available to help students if they become ill or injured while at school. If they become ill or need first aid, students must obtain a nurse pass from a teacher. An attempt will be made to contact parents. Parents are expected to pick up a sick child or give permission for the student to walk home. All medication, including aspirin, inhalers, and any doctor's prescriptions must be kept in the nurse's office. Students will not be allowed to start school until all immunizations are current.

1. Written permission from the parent or guardian is required to have the school comply with the physician's order.
2. Medication must be brought to school in an appropriately labeled container from the pharmacy or physician.
3. Over the counter drugs may be administered with written permission by the parent or guardian, stating time, dose, and reason to be given. The pharmacy medications must be in the original container with the student's name printed on the container.
4. An Emergency Information Card with parent contact information must be kept on file at all times in the nurse's office.
5. Whenever a student is injured at school, on the way to school, or on the way home from school, he/she should notify a staff member at the time of the injury.



### **Support Personnel**

The secretarial, cafeteria, classroom aides, librarian, and custodial personnel are important members of our school staff. All staff members are to be respected in the same fashion as the classroom teacher.

### **Cafeteria**

All parents will be asked to complete an application for free/reduced lunches at the beginning of each school year. These forms will be sent home with students at the beginning of the year and are to be returned to the school office. **Students who are brought lunch from outside of school must finish their lunch before their lunch bell rings, prior to class- food will not be allowed in the classrooms.**

Due to cafeteria health guidelines students may only bring in **single servings into the cafeteria. No, Gum, Soda, Power Drinks or Tea are permitted in the cafeteria.**

Any student caught throwing items in the cafeteria will lose cafeteria privileges. If the student is part of a food fight in the cafeteria, the student may be suspended up to nine days.

### **Student Records: Confidentiality, Access & Disclosure**

The primary source for regulating the disclosure and access to student records is the Family Educational Rights and Privacy Act (**FERPA**).

#### **FOUR BASIC RIGHTS CREATED BY FERPA:**

1. Notice. Parents must be notified annually of their rights under federal law.
2. Access. Parents must be given access to their children's educational records. Similarly, students of majority age must be given access to their own records.
3. Amendment. Parents of students of majority age are given the right to challenge the accuracy of educational records and ask to amend those records if they feel they are inaccurate.
4. Confidentiality. Generally, the law prohibits the release of educational records without consent of the parent or student.

#### **Disclosure under the Directory Information Exception**

A school can disclose "directory information" from the education record without prior parental or student consent after giving notice of its intention to do so. Directory information is information in a student's education records that is not generally considered harmful and the release of which would not be considered an invasion of the student's privacy. In short, it is the kind of information you might typically see published in a school directory or yearbook.

Directory information includes, but is not limited to, the following data about the student:

- a. name
- b. address and telephone number
- c. date and place of birth
- d. major field of study
- e. official activities
- f. dates of attendance
- g. height and weight for sports
- h. degrees and honors received
- i. most recent previous education institution

### **Notice of Intention Public Notice**

High Desert Middle School may disclose directory information data (but is not limited to items listed above) to government agencies and educational institutions. A parent or eligible student has the right to refuse to let the school designate any or all of those types of information about the student as directory information. A parent or eligible student has to notify, in writing, High Desert Middle School by the end of the school day on September 30 that he/she does not want any or all of those types of information about the student designated as directory information. Parents enrolling students after September 30 must also submit a written request.

A tape recorder may be used to record witness statements in regards to disciplinary matters in the Assistant Principal's office. Witnesses will be informed prior to recording, and must give consent before their statement will be recorded.

### **Protection of Pupil Rights**

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. & 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an Education Department-funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any Education Department-funded survey, analysis, or evaluation that reveals information concerning:
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental and psychological problems potentially embarrassing to the student and his/her family;
  3. Sex behavior and attitudes;
  4. Illegal, anti-social, self-incriminating and demeaning behavior;
  5. Critical appraisals of other individuals with whom respondent have close family relationships;
  6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
  7. Religious practices, affiliations, or beliefs of the student or parents;
  8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings. If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a written request to the principal. The principal will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to the student.

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may call 202-260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

### **Information Regarding Homeless Students**

In response to the “No Child Left Behind Act”, the Globe Unified School District is attempting to locate students who may be classified as “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 replacement;
- Students who have 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; and
- Migratory students who qualify as homeless because the children are living in circumstances described above.

In the event that your child may qualify as described above, please contact the Office of the Assistant Superintendent at 402-6000, so that we may inform you of the services for which you may qualify. If you know of a child who may fit the description of a “homeless student”, please inform the parents of the notification so that they may contact this office.

### **The No Child Left Behind Act**

The “No Child Left Behind Act” approved by the U.S Congress and signed into law by the President on January 8, 2002, placed a number of responsibilities for the improvement of student achievement on the schools and parents. Some important requirements of this Act, as well as Globe Unified School District policy, follow:

#### **Highly Qualified Teachers**

Each school receiving assistance under the “No Child Left Behind Act” shall ensure that all teachers hired and teaching in a program supported with funds from this Act are highly qualified. Each principal of the school receiving financial assistance must provide to each individual parent timely notice that the parent’s child had been taught for four or more consecutive weeks by a teacher who is not highly qualified.

#### **The Right to Request Professional Qualifications of Teachers**

According to the “No Child Left Behind Act”, and District policy, parents and guardians have the right to request information regarding the professional qualifications of their children’s teacher(s). In the event that you wish to exercise that right, please communicate your request, in writing, to the Principal. A timely response to your request will be forthcoming.

#### **School Report Cards**

This Act further requires that school districts and schools provide School Report Cards to the parents in a format and, to the extent practicable, in a language that they can understand.

#### **Parent Involvement Policy**

Title I, Part A of the “No Child Left Behind Act” requires that each school district develop and distribute to parents a written parent involvement policy that establishes the agency’s expectations for parent involvement. Schools must convene an annual meeting, at a convenient time, to which all parents of participating children must be invited and encouraged to attend, to provide parents with timely information

about programs, a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.

### **School-Parent Compact**

Also, each school must develop with parents for all children, a School-Parent Compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will develop a partnership to help children achieve the state's high standards.

To the extent practicable, materials must be in a format and language understandable to the parents.

In the event that you have further questions regarding the information outlined above, please direct them to the principal.

### **Child Find Policies and Procedures**

Please be advised the Globe Unified School District Policies and Procedures assure the following:

- A. All children with disabilities, including those attending private schools, who are in need of special education and related services shall be identified, located and evaluated
- B. A practical method shall be developed and implemented to determine which children are currently receiving needed special education and related services.
- C. This policy applies to highly mobile children with disabilities and children who are suspected of being children with disabilities and in need of special education, even though they are advancing from grade to grade.

Procedures include, but are not limited to:

1. The agency will maintain documentation of the public awareness efforts to inform the public and parents within their jurisdiction, including private and religious schools, of the availability of special education services
2. Screening activities will be implemented for all newly enrolled students and those transferring without sufficient records.
3. The screening will be completed within 45 days of enrollment.
4. The screening will include consideration of academic or cognitive, vision, hearing, communication, adaptive, emotional and psychomotor domains.
5. The public agency will maintain documentation and annually report the number of children with disabilities within each disability category that have been identified, located and evaluated. The collection and use of data to meet these requirements are subject to confidentiality requirements.
6. For children and youth enrolled in private or religious schools, the public agency will consult annually with those schools to determine the number of students identified as eligible for special education and related services regardless of whether they are receiving services.
7. Children participating in early intervention services who are expected to participate in preschool programs for children with disabilities will be assured a smooth and effective transition including:
  - a. transition conferences will be arranged for children between the ages of 2 years, 6 months and 2 years, 9 months;
  - b. by a child's third birthday, an IEP or IFSP will be developed and implemented to ensure FAPE; and
  - c. for children who turn 3 years of age during the summer, the IEP team will determine the date for initiation of services including eligibility for extended school year services.
8. The public agency will refer children suspected of having disabilities aged birth through two years to the Arizona Early Intervention Program (AZEIP) for evaluation and, if appropriate, services.

Should you have any questions or concerns about these policies and procedures, please contact the principal at 402-5900, or contact the Director of Teaching and Learning 402-6000.

**Notification of Confidentiality Rights Regarding Education  
Records of Students**

Confidentiality of education records is a right of public students and their parents. Two Federal laws, the Individual with Disabilities Act (IDEA), and the Family Education Rights and Privacy Act (FERPA) provide for this right. Under these laws, “education records” means those records that are: (1) directly related to a student; and (2) maintained by an educational agency or institution or by a party acting for the agency or institution. Of course, education records are maintained on every child enrolled in a public school. The types of information gathered and maintained includes, but is not limited to: the student’s and parent’s name, address and telephone number, the student’s date and place of birth, date of enrollment in the school, records from previous schools attended, attendance record, subjects taken, grades, school activities, assessment results, number of credits earned, immunization records, disciplinary records, if any, correspondence from parents, and child find and other screening results, including hearing and vision screening results.

In addition, children with disabilities education records could include, among other things, evaluation and testing materials, medical and health information, each annual Individual Education Program (IEP), notices to parents, notes regarding IEP meetings, parent consent documents, information provided by parents, progress reports, assessment results, materials related to disciplinary actions, and medication agreements.

The information is gathered from a number of sources including the student’s parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional sources including doctors and other health care providers.

This information is collected to assure proper identification of a student and the student’s parents and the maintenance of accurate records of the student’s progress and activities in school. For children with disabilities, additional information is collected in order to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws. Each agency participating under Part B of IDEA must assure that all stages of gathering, storing, retaining and disclosing education records to third parties complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

The federal Family Policy Compliance Office of the U.S. Department of Education has provided the following notice of parent’s rights under FERPA.

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.
  - Parents and eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.
  - Parents of eligible students may ask a school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
  - If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their rights to a hearing regarding the request for the amendment. Additional information regarding the hearing procedures will be provided to the parents of an eligible student when notified of the right to a hearing.
3. The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

- One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, support staff member (including health or medical staff and law enforcement unit personnel), a person serving on the school board, a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist), or a parent of a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
  - Upon request, a school may disclose education records, without consent, to officials of another school district in which a student seeks or intends to enroll.
  - An agency reporting a crime committed by a student with a disability shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by the appropriate authorities to whom it reports the crime. An agency reporting a crime may transmit copies of the student's special education and disciplinary records only to the extent permitted by FERPA.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by a school to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

- A school may designate information in education records as “directory information” and may disclose it without parent consent, unless notified that the school is not to disclose the information without consent. The law defines “directory information” as follows:
- The student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.
- Notice of these rights is available, upon request, on audio tape, in Braille, and in languages other than English. You may contact the Arizona Department of Education at 602-542-3111 for copies.

#### **Notificación Anual a los Padres con Respecto a la Confidencialidad de los Expedientes Académicos de los Estudiantes**

La Ley de los Derechos y Privacidad Educativos de la Familia (Family Educational Rights and Privacy Act o FERPA) es la ley Federal que protege la privacidad de los expedientes académicos de los estudiantes. FERPA les da a los padres ciertos derechos con respecto a los expedientes académicos de sus hijos. Estos derechos pasan al estudiante cuando éste alcanza la edad de 18 años o asiste a una escuela superior al nivel preparatoria. Estudiantes a quienes los derechos han sido transferidos son “estudiantes elegibles.”

- Los padres o el estudiante elegible tienen derecho a inspeccionar y revisar el expediente académico del estudiante que es mantenido por la escuela dentro de un período de 45 días a partir de la solicitud hecha al administrador de la escuela. No es obligación de las escuelas proporcionar copias a no ser que sea imposible para los padres o el estudiante elegible revisar el expediente académico sin copias. Las escuelas pueden cobrar una cuota por proporcionar copias.
- Los padres o el estudiante elegible tienen el derecho a solicitar por escrito que la escuela corrija el expediente académico que ellos crean sea inexacto o engañoso. Si la escuela decide no corregir el expediente académico, el padre o estudiante elegible tiene derecho a una audiencia formal. Después de la audiencia, si la escuela todavía decide no corregir el expediente, el padre o estudiante elegible tiene derecho de poner una declaración en el expediente que presenta su punto de vista sobre los datos protestados.

- Por lo general, las escuelas deben tener permiso de los padres o del estudiante elegible por escrito para poder revelar cualquier dato del expediente académico del estudiante.
  - Autoridades escolares con interés educacional legítimo
    - Autoridad escolar es una persona empleada o contratada por la escuela para servir como administrador, supervisor, maestro o personal de apoyo (incluyendo personal de salud, personal policial, abogado, auditor u otros con funciones similares); una persona que sirve en la mesa directiva de la escuela; o padre o estudiante que sirve como miembro de un comité autorizado o que asiste a otra autoridad escolar en sus funciones;
    - Un interés educacional legítimo significa que la revisión del expediente es necesaria para cumplir con una responsabilidad profesional para la escuela;
  - Otras escuelas en las que el estudiante está solicitando inscripción;
  - Autoridades especificadas para propósitos de auditoria o evaluación;
  - Partes competentes en relación a asistencia de financiamiento para un estudiante;
  - Organizaciones conduciendo ciertos estudios por o en nombre de la escuela;
  - Organizaciones de acreditación;
  - Para cumplir con una orden judicial o citación emitida de acuerdo con la ley
  - Oficiales competentes en casos de emergencias de salud y seguridad; y
  - Autoridades estatales y locales, dentro del sistema de justicia para menores, de conformidad con la ley estatal específica.

Las escuelas pueden divulgar, sin consentimiento, datos de “directorio” tales como nombre del estudiante, dirección, número de teléfono, fecha y lugar de nacimiento, honores y premios, participación en deportes (incluyendo estatura y peso de los atletas) y fechas de asistencia si no son notificados por los padres o estudiante elegible que la escuela no debe divulgar la información sin consentimiento.

La Ley de la Educación de Personas con Discapacidades (Individuals with Disabilities Education Act or IDEA) es una ley federal que protege los derechos de estudiantes con discapacidades. Además de los expedientes académicos normales, los expedientes académicos para estudiantes con discapacidades podrían incluir materiales sobre evaluación y exámenes, datos médicos y de salud, Programas Educativos Individualizados y notificaciones y autorizaciones relacionadas, reportes de progreso, materiales relacionadas con acciones disciplinarias y acuerdos de mediación. Tal información es reunida de un número de fuentes, incluyendo los padres del estudiante y personal de la escuela donde asiste el estudiante. También, con permiso de los padres, se pueden reunir datos de fuentes pertinentes adicionales, tales como doctores y otros proveedores de servicios de la salud. Estos datos son recogidos para asegurar que el menor es identificado, evaluado y provisto de una Educación Pública Adecuada Gratuita de acuerdo con las leyes estatales y federales sobre educación especial.

Cada una de las agencias participantes bajo la Parte B de IDEA debe asegurarse que, en todas las etapas de la recolección, archivo, retención y divulgación de los expedientes académicos a terceras partes, cumpla con las leyes federales de confidencialidad. Además, la destrucción de cualquier expediente académico de un menor con una discapacidad debe ser de acuerdo con los requisitos reglamentarios de IDEA.

Para información adicional o para presentar una queja, puede llamar al gobierno federal al (202) 260-3887 (voz) o al 1-800-877-8339 (TDD) o al Departamento de Educación de Arizona (ADE/ESS) al (602) 542-4013. O puede usted contactar:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D. C. 20202-5901

Arizona Department of Education  
Exceptional Student Services  
1535 W. Jefferson , BIN 24  
Phoenix, AZ 85007

Este aviso está disponible en inglés y en español en la website del ADE en [www.ade.az.gov/ess/resources](http://www.ade.az.gov/ess/resources) bajo formas. Para asistencia para obtener este aviso en otros idiomas, contacte al ADE/ESS en el número de

teléfono/dirección que se da arriba.

## **ACKNOWLEDGEMENT**

We have reviewed the contents of the student handbook. Together, we will maintain contact, collaborate, and support the school. We also agree to abide by the policies, procedures, and rules set forth in the handbook.

Student Signature \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

**This form must be returned to the school no later than ONE WEEK after the beginning of the semester.**