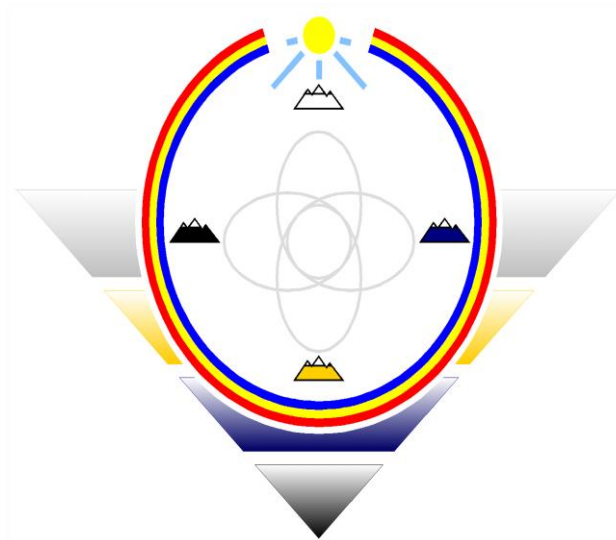


# GANADO UNIFIED SCHOOL DISTRICT

*“Success for Every Child Every Day”*

## GUSD PARENT AND STUDENT HANDBOOK: 2024-2025



The Ganado Unified School District No. 20 provides equal educational opportunities to all students and potential students without regard to race, color, national origin, sex, handicap, or Limited-English proficiency.

**P.O. BOX 1757, GANADO, AZ 86505**  
**MAIN: (928) 755-1000**  
**STATUS OF SCHOOL: (928) 755-1005**

**The Mission of Ganado Unified School District is to ensure all students a quality education and strengthen Dine cultural values for life-long learning.**

**The Vision of Ganado Unified School District is to be a professional learning community that focuses on students exceeding educational expectations.**

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## GUSD CALENDAR

# 2024-25 DISTRICT CALENDAR

GANADO UNIFIED SCHOOL DISTRICT | PO Box 1757 | GANADO, ARIZONA 86505 | (928) 755-1000 | WWW.GANADO.K12.AZ.US | APPROVED 4.4.24

2 Teacher Days		<b>JULY 2024</b>							1	2	3	4	5	6			1	2	3	4	<b>JANUARY 2025</b>		19 School Days
4	4th of July	7	8	9	10	11	12	13	5	6	7	8	9	10	11	1-3	Winter Break						
18	End of 4x10 Work Week	14	15	16	17	18	19	20	12	13	14	15	16	17	18	6	Start of 3rd Quarter						
30	9-month Employees' First Day	21	22	23	24	25	26	27	19	20	21	22	23	24	25	17	Planning Day						
		28	29	30	31				26	27	28	29	30	31		20	Martin Luther King, Jr. Day						
																24	Planning Day						
20 School Days + 2 Teacher Days		<b>AUGUST</b>							1	2	3			1	<b>FEBRUARY</b>		19 School Days						
2	Back to School Day	4	5	6	7	8	9	10	2	3	4	5	6	7	8	7	Planning Day						
5	Start of school	11	12	13	14	15	16	17	9	10	11	12	13	14	15	11-12	Parent-Teacher Conf., 3-7PM						
16	Planning Day	18	19	20	21	22	23	24	16	17	18	19	20	21	22	17	Presidents' Day						
23	Planning Day	25	26	27	28	29	30	31	23	24	25	26	27	28		21	Planning Day						
20 School Days		<b>SEPTEMBER</b>							1	2	3	4	5	6	7	<b>MARCH</b>		16 School Days					
2	Labor Day	8	9	10	11	12	13	14	2	3	4	5	6	7	8	5	Finalize Grades						
10-11	Parent-Teacher Conf., 3-7PM	15	16	17	18	19	20	21	9	10	11	12	13	14	15	7	End of 3rd Quarter						
20	Planning Day	22	23	24	25	26	27	28	16	17	18	19	20	21	22	10-14	Spring Break						
27	Planning Day	29	30						23	24	25	26	27	28	29	17	Start of 4th Quarter						
									30	31						21	Planning Day						
22 School Days		<b>OCTOBER</b>							1	2	3	4	5	<b>APRIL</b>		22 School Days							
2	Finalize Grades	6	7	8	9	10	11	12	6	7	8	9	10	11	12	18	Planning Day						
4	End of 1st Quarter	13	14	15	16	17	18	19	13	14	15	16	17	18	19								
8	Start of 2nd Quarter	20	21	22	23	24	25	26	20	21	22	23	24	25	26								
18	Planning Day	27	28	29	30	31			27	28	29	30											
25	Planning Day																						
15 School Days		<b>NOVEMBER</b>							1	2			1	2	3	<b>MAY</b>		16 School Days + 1 Teacher Day					
11	Veteran's Day	3	4	5	6	7	8	9	4	5	6	7	8	9	10	1	Parent Day						
12-13	Parent-Teacher Conf., 3-7PM	10	11	12	13	14	15	16	11	12	13	14	15	16	17	9	Planning Day						
22	Planning Day	17	18	19	20	21	22	23	18	19	20	21	22	23	24	21	Finalize Grades						
25-27	Thanksgiving Break (No School)	24	25	26	27	28	29	30	25	26	27	28	29	30	31	22	End of 4th Quarter						
28-29	Thanksgiving Holiday															23	Promotion, Graduation, & 9-month Employees' Last Day						
15 School Days		<b>DECEMBER</b>							1	2	3	4	5	6	7	26	Memorial Day						
6	Planning Day	8	9	10	11	12	13	14	1	2	3	4	5	6	7	<b>JUNE</b>							
18	Finalize Grades	15	16	17	18	19	20	21	8	9	10	11	12	13	14	2	Start of 4x10 Work Week						
20	End of 3rd Quarter	22	23	24	25	26	27	28	15	16	17	18	19	20	21	19	Juneteenth						
23-31	Winter Break	29	30	31					22	23	24	25	26	27	28								
									29	30													

☐ Early Release for Students

184 School Days | 5 Teacher Days | 4 Snow Days

## GUSD ADMINISTRATION

### **Governing Board Members**

Joseph Mora, President  
Wallace James, Jr., Clerk  
Allen Blacksheep, Jr., Member  
Patrick Burns, Member  
Marcarlo Roanhorse, Member

### **Superintendent**

Dr. Leandra Thomas

### **Principals**

Jacquelyne Wauneka, Ganado Primary School  
Corrina Begay, Ganado Intermediate School  
Jolena Burns, Ganado Middle School  
Lucille Sidney, Ganado High School  
Chris McNabb, Ganado High School Assistant Principal

### **Mission Statement**

Our mission is to ensure all students a quality education and strengthen Diné cultural values for life-long learning.

### **Vision Statement**

Our vision is to be a professional learning community that focuses on students exceeding educational expectations.

# **GUSD GUIDING PRINCIPLES AND FOUNDATIONS OF LEARNING**

## **SIX GUIDING PRINCIPLES**

Our journey remains aided by Six Guiding Principles, or goals, that we call our “non-negotiables” and ultimately drive our District. They are:

- **Quality and Effective Leadership**
- **A Safe and Positive Learning**
- **Quality Curriculum, Instruction, and Assessment**
- **Ensuring Quality Student Performance**
- **Professional Growth for Our School Community, and**
- **Quality School, Parent, and Community Partnership**

## **THE GANADO FOUNDATIONS OF LEARNING**

In addition, the Governing Board of Ganado Unified School District has embraced a systematic improvement model called the “Ganado Foundations of Learning” that combines the Diné philosophy of life-long learning with a framework that seeks to improve student learning and clear guidance for developing and sustaining improvement throughout our schools.

### **CRITICAL THINKING “Nitsahakees” – EAST**

Our students will be proficient in the process of problem solving, in the skills of deductive and inductive reasoning, and in critical thinking, skills which include analyzing, evaluating, synthesizing, and distinguishing fact from opinion.

### **CAREER “Nahata” – SOUTH**

Our students will be knowledgeable about work ethics, community resources, consumer economics, and will demonstrate the skills, abilities, and attitudes necessary to get and keep a job.

### **SELF & SOCIAL AWARENESS “Iina” – WEST**

Our students will demonstrate the knowledge, abilities and attitudes necessary for productive social and interpersonal relations. Therefore, our students will develop: Sensitivity to similarities and differences among ideas, cultures, and conditions; Leadership and Teaming Skills, Questioning Strategies, Adaptation Strategies, A Risk Taking Experimenting Attitude, Information Gathering Strategies.

### **RESPECT AND REVERENCE “Sihasin”– NORTH**

Our students will possess respect and reverence to live in harmony with earth, universe, and all living things and to walk in beauty wherever they may be. Therefore, our students will develop: Mental and Emotional Health; Sense of Responsibility; An Awareness of Substance Abuse Prevention; Respect for the Environment; Healthful Living Strategies; Self-Respect; Sense of Spirituality.

### **COMMUNICATION – COMBINING ELEMENTS**

Our Students will communicate effectively in a variety of language forms through a proficient use of reading, writing, speaking, and listening. Therefore, our students will develop: Clarity; Fluency; Awareness of Audience; Awareness of Purpose; An Awareness of the Variety and Wealth of Language Contexts; Attitudes Necessary for Lifelong Learning.

# TELEPHONE DIRECTORY

**Ganado USD Telephone Directory**

**(928) 755-1000** Main Number

**(844) 771-7190** School Messenger

## **SUPERINTENDENT'S OFFICE**

**(928) 755-1010**

Secretary ..... 755-1011

## **INSTRUCTIONAL SERVICES**

**(928) 755-1060**

Database Specialist ..... 755-1065

School Liaison ..... 755-1063

Secretary ..... 755-1061

## **EXCEPTIONAL STUDENT SERVICES**

**(928) 755-1020**

Secretary ..... 755-1021

## **HUMAN RESOURCE SERVICES**

**(928) 755-1100**

Secretary ..... 755-1101

## **BUSINESS SERVICES**

**(928) 755-1040**

Accounting Specialist ..... 755-1046

Accounts Payable Specialist ..... 755-1043

Payroll/Insurance Technician ..... 755-1045

Purchasing Agent ..... 755-1044

Student Activities Clerk ..... 755-1041

Warehouse Operator ..... 755-1074

## **FEDERAL PROGRAMS & GRANTS**

**(928) 755-1140**

Secretary ..... 755-1141

## **FOOD SERVICES**

**(928) 755-1150**

## **MAINTENANCE DEPARTMENT**

**(928) 755-1080**

Secretary ..... 1181

Warehouse Operator ..... 1074

## **SECURITY DEPARTMENT**

**(928) 755-1110**

## **TECHNOLOGY DEPARTMENT**

**(928) 755-1160**

Computer/Network Specialist ..... 755-1167

High School Technician ..... 755-1539

Intermediate School Technician ..... 755-1339

Primary School Technician ..... 755-1239

Primary School Technician ..... 755-1439

## **TRANSPORTATION DEPARTMENT**

**(928) 755-1130**

Parts Clerk ..... 755-1134

Secretary ..... 755-1131

Student Services ..... 755-1135

## **PRIMARY SCHOOL**

**(928) 755-1200**

**COUNSELING DEPT ..... 755-1220**

**PRINCIPAL'S OFFICE ..... 755-1210**

Attendance/Registrar Clerk ..... 755-1207

Cafeteria Manager ..... 755-1238

Counselor ..... 755-1225

Health Assistant ..... 755-1231

Librarian ..... 755-1533

Library Desk ..... 755-1232

School Liaison ..... 755-1063

Secretary ..... 755-1211

Technology Technician ..... 755-1239

## **INTERMEDIATE SCHOOL**

**(928) 755-1300**

**COUNSELING DEPT ..... 755-1320**

**PRINCIPAL'S OFFICE ..... 755-1310**

Academic Coach ..... 755-1312

Attendance/Registrar Clerk ..... 755-1307

Cafeteria Manager ..... 755-1338

Counselor ..... 755-1325

Health Assistant ..... 755-1331

Librarian ..... 755-1533

Library Desk ..... 755-1332

School Liaison ..... 755-1063

Secretary ..... 755-1311

Technology Technician ..... 755-1339

## **MIDDLE SCHOOL**

**(928) 755-1400**

**ATHLETICS ..... 755-1550**

**COUNSELING DEPT ..... 755-1420**

**PRINCIPAL'S OFFICE ..... 755-1410**

Academic Coach ..... 755-1412

Attendance/Registrar Clerk ..... 755-1407

Cafeteria Manager ..... 755-1438

Counselor ..... 755-1425

Health Assistant ..... 755-1431

Librarian ..... 755-1533

Library Desk ..... 755-1432

School Liaison ..... 755-1063

Secretary ..... 755-1411

Technology Technician ..... 755-1439

## **HIGH SCHOOL**

**(928) 755-1500**

**ATHLETICS ..... 755-1550**

**CAREER TECH. EDUCATION ..... 755-1540**

**COUNSELING DEPT ..... 755-1520**

**PRINCIPAL'S OFFICE ..... 755-1510**

Attendance/Registrar Clerk ..... 755-1508

Cafeteria Manager ..... 755-1538

Counselor (9<sup>th</sup> & 12<sup>th</sup> Grade) ..... 755-1527

Counselor (10<sup>th</sup> & 11<sup>th</sup> Grade) ..... 755-1526

CTE Secretary ..... 755-1541

Health Assistant ..... 755-1531

Librarian ..... 755-1533

Library Desk ..... 755-1532

School Liaison ..... 755-1063

Secretary ..... 755-1511

Security Office ..... 755-1534

Social Worker ..... 755-1525

Technology Technician ..... 755-1539



# **STUDENT/PARENT RIGHTS**

## **EQUAL EDUCATIONAL OPPORTUNITIES**

The right of a student to participate fully in classroom instruction shall not be abridged or impaired because of age, sex, race, religion, national origin, handicap, pregnancy, parenthood, marriage or for any other reason not related to the student's individual capabilities. The right of the student to participate in extracurricular activities shall be dependent upon his or her maintaining the minimum academic and attendance standards established by the Board, and the student's ability in the extracurricular activity.

## **NONDISCRIMINATION**

The Ganado Unified School District affirms that it does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in access or admission to, success or treatment in, any of its educational programs or activities, in accordance with Titles VI and VII of the Civil Rights Act of 1964, the Education Amendments of 1972, Title IX, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1967 as amended in 1978 and 1996, the Individuals with Disabilities Education Act, and the Americans With Disabilities Act of 1990. Additionally, a lack of English Language Skills shall not be a barrier to admission or acceptance into any program including Vocational (Career and Technology Education) or courses listed in the Course Description catalog. Employment Opportunities and Placement Assistance Services relating to Vocational (Career and Technology) Courses are available through the State Department of Economic Security and/or the Counseling office.

## **STATEMENT OF RESPONSIBILITY**

It is the responsibility of the parents and student that the student conducts himself or herself so that he or she obtains the best education possible and that the rights and privileges of other students to obtain a quality education are not infringed upon. The regulations in this Handbook are set forth to help students understand their responsibilities. Parents are encouraged to help support these regulations, which are necessary to provide their children with the best education within Ganado Unified School District.

## **PRIVACY RIGHTS**

Ganado Unified School District will provide the parent of a student or an eligible student with an opportunity to inspect and review the educational records of the student (an eligible student is one who has reached 18 years of age). The District must obtain the written consent of a parent or eligible student prior to releasing personally identifiable information from the education records of a student except in circumstances where federal law authorizes an exception to this requirement. A Student or the student's parents should request that inaccurate information be corrected pursuant to Governing Board Policy JR. Parents may also notify the District in accordance with Governing Board Regulation JR-R that they do not want the student's name or other identifying information published as directory information.

## **SEXUAL HARASSMENT**

All individuals associated with the Ganado Unified School District, including, but not necessarily limited to, the Governing Board, the administration, the staff, and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment is unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or receive benefits, services, or opportunities in the school's programs. It can include unwelcome sexual advances, requests for

sexual favors, and other verbal or physical conduct of a sexual nature.

It does not include legitimate nonsexual touching or other nonsexual conduct. Relevant factors in determining whether behavior rises to the level of sexual harassment include:

- The degree to which the conduct affected one or more students' education;
- The type, frequency, and duration of the conduct;
- The identity of and relationship between the alleged harasser and the subject or subjects of the harassment;
- The number of individuals involved;
- The age and sex of the alleged harasser and the subject or subjects of the harassment;
- The size of the school, location of the incidents, and the context in which they occurred;
- Other incidents at the school.

Sexual harassment can occur by a member of the school staff to a student or to another staff member, or by a student to another student. Sexual harassment will not be tolerated at the school and should be promptly reported. Please refer to Governing Board Policy ACA *et seq.* for further information.

### **DUE PROCESS OF LAW**

Students will be afforded due process of law under District policies and procedures as set forth herein.

Students may be suspended only by the Superintendent, Principal, Assistant Principal, or other school officials granted this power by the GUSD Governing Board.

The Governing Board may expel a student for misconduct upon recommendation of the administration.

GUSD #20 Superintendent or Designee, Title IX Coordinator  
Ganado Unified School District, Highway 264, Ganado, AZ 86505  
928-755-1010

GHS Principal or Designee, Section 504 Coordinator  
Ganado Unified School District, Highway 264, Ganado, AZ 86505  
928-755-1510



# SECTION I: GENERAL SCHOOL INFORMATION

## A. STUDENT RESPONSIBILITIES

1. Students have the responsibility to respect the rights of all persons involved in their educational process and to exercise the highest degree of self-discipline in observing and adhering to school rules and policies and regulations.
2. Students have the responsibility to take maximum advantage of the educational process available and to seek to achieve a meaningful education.
3. Students have the responsibility to protect school property, equipment, books and other materials issued to or used by them in the instructional process. Students will be held financially responsible for any loss or intentional damages caused to school property.
4. Students have the responsibility to complete all course assignments to the best of their ability and to complete make-up work in a timely manner after an absence.
5. Students have the responsibility to report to their classes at the prescribed time and with the necessary materials.
6. Students have the responsibility to help maintain the cleanliness and safety of the school buildings and property.

## B. STUDENT RIGHTS

1. Students have the right to a free appropriate public education.
2. Students have the right to a safe environment.
3. Students have the right to attend school in a positive environment.
4. Students have the right to express their culture and speak their language.
5. Students have the right to take academic risks without fear of ridicule.
6. Students have the right to appeal academic decisions made regarding their performance and behavior.

## C. GENERAL EXPECTATIONS

GUSD strives to ensure that students have every opportunity to succeed. Each student and parent/legal guardian is expected to understand and support the school's programs and the policies and procedures for student behavior. It is a student's choice to be a part of GUSD and follow the school's policies and procedures. Each student has a responsibility to promote the following ideals of balance, hard work, companionship, humility, compassion, patience, cooperation, respect, and unity. From the moment a student steps on campus, they should reflect the morals and values of his/her respective family and community.

Students are expected to:

- RESPECT themselves and others at all times.
- Take RESPONSIBILITY for their actions.
- Be quiet and courteous during assemblies and fire drills.
- Be responsible for attendance and promptness to class.
- Carry a pass in the halls at all times.
- Remain on school grounds in designated areas before and after school and during lunch periods.
- Exhibit proper behavior at athletic events.
- Follow all rules appropriate to use of the cafeteria.

## SECTION II: GENERAL ACADEMIC INFORMATION

### A. District Grading Scale

Grade (Percent)	Point Scale	Meaning
A (90-100%)	4.00	Excellent
B (80-89%)	3.00	Above Average
C (70-79%)	2.00	Average
D (60-69%)	1.00	Below Average
F (0-59%)	0.00	Failing, No Credit
I		Incomplete, No Credit
NC (H.S. Only)		No Credit, Excessive Absences (9+ Days)
Satisfactory or Unsatisfactory "S" or "U"		Intervention (excluding HS)

An "I" will be replaced with a grade based upon the work completed within two weeks following the end of a grading period. Change of grade is acceptable within two weeks following the end of a grading period.

### B. Honor Roll Qualifications

Students who earn a 3.00 Grade Point Average (GPA) or higher will be recognized on the Honor Roll. Depending on the cumulative GPA for the quarter, students will be recognized on one of the following Honor Rolls:

#### *Superintendent's Honor Roll*

4.00

#### *Principal's Honor Roll*

3.50-3.99

#### *Academic Honor Roll*

3.00-3.49

### C. Report Cards

Grade reports are the teacher's means of communicating a student's academic progress to his or her parents. The following grade reports will be used to notify the student and parent of student progress

1. Mid-Quarter Progress Reports: academic reports given at Parent-Teacher Conferences and/or mailed home.
2. Final Report Cards: academic report mailed home at the end of each quarter/semester.

High School:

1. Academic Progress Reports will be given at Parent-Teacher Conferences and/or mailed home.
2. Academic Progress Reports will be mailed out at the end of the 1st quarter and 3rd quarter.
3. Final Report Cards will be mailed home at the end of each semester.

### D. Homework Policy

In accordance with GUSD Governing Board Policy IKB (Homework), students may be assigned homework by their teachers. It is the intention of GUSD staff to assign relevant, challenging, and meaningful homework assignments that reinforce classroom academic objectives. Homework is a necessary extension of the school day and an important part of a student's educational experience to build responsibility, self-discipline, and lifelong learning habits. Homework provides students with the opportunity to apply information they have learned, complete unfinished class assignments, and develop independence. Homework provides a positive opportunity for parents or legal guardians to share in their student's educational experience while providing the opportunity to create a powerful partnership between teachers and parents/legal guardians to ensure student success. Students and parents should be aware

that homework may constitute a major portion of the overall grade; therefore, students must dedicate time to complete assignments outside of the classroom.

### **E. PowerSchool Parent Portal**

Parents will have access to student academic standing in their classes by accessing PowerSchool. GMS and GHS Students and their parent/legal guardian will be provided with an account. It will be the student's responsibility to keep their login information in a location that is easily accessible for use. The creation of a PowerSchool Portal account will provide students with the ability to track their progress in class daily, as long as the student has access to technology at school or their home. Students and parents may view grades, attendance, and teacher comments in PowerSchool. An email link is also available for communicating with the teacher regarding a student's progress.

### **F. Academic Dishonesty, Cheating, and/or Plagiarism**

Academic dishonesty occurs when a student obtains or assists others in obtaining credit for work that is not their own.

Common examples of academic dishonesty include, but are not limited to, the following:

1. Using hidden notes, copying from another student, or helping another student during a test.
2. Receiving or giving test questions or answers to a member of another class.
3. Submitting another student's work as one's own.
4. Copying or stealing another student's work and submitting it as one's own or permitting another student to copy one's work.
5. Stealing or accepting stolen copies of tests or answers.
6. Changing answers and seeking credit on a test after the test has been graded and returned.
7. Changing the results on performance examinations, e.g., a physical fitness test.
8. Falsifying information for applications, e.g., college, scholarships, National Honor Society, etc.
9. Using computers, cell phones, programmable calculators, and other electronic devices in violation of guidelines established by the teacher.
10. Using help such as notes, books, experts or purchased services in violation of guidelines that are established by the teacher.
11. Resubmitting the same or a similar research paper, project, essay or assignment in two or more different courses without the permission of the teacher.
12. Soliciting answers.
13. The use, whether by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement.
14. The unacknowledged use of material prepared by another person or agency engaged in selling term papers or other academic materials.
15. Presenting another person's creative work or ideas as one's own in essays, poems, music, art, computer programs, or other projects.
16. Failing to cite a source or author's written words or symbols.

### **The following acts are considered Academic Dishonesty:**

1. CHEATING – Cheating includes the actual giving or receiving of any unauthorized aid or assistance or giving or receiving an unfair advantage on any form of academic work.
2. PLAGIARISM – Plagiarism includes copying the language, structure, ideas and/or thoughts of another and representing it as one's own original work.
3. FALSIFICATION – Falsification includes the verbal or written statement of any untruth. (Violations in this category may result in additional disciplinary action.)

4. **STEALING** – Stealing includes acquiring another’s possessions without the right or permission. (Violations in this category may result in additional disciplinary action.)
5. **FORGERY** – Forgery includes illegally copying another’s name or signature. (Violations in this category may result in additional disciplinary action.)
6. **ATTEMPTS** – Attempts toward completion of any act described above would constitute a violation and may be punishable to the same extent as if the attempted act has been completed.

Note: Studying with other students to prepare for class assignments or examinations is not academic dishonesty unless such actions are prohibited or limited by the teacher.

- A test is any examination, ranging from a quiz to a final.
- Work is defined as a homework assignment, paper, project, report, take-home test, or any other work that the teacher has intended the student to complete independently.

Any students caught cheating or plagiarizing will receive a failing grade on that assignment or test. The student who allows the cheating to occur (willingly provides the answers or fails to report the cheating) will receive a failing grade as well. Further discipline and disqualification from clubs, sports, and other after-school activities will be a consequence of any kind of cheating or academic dishonesty in school.

### **G. Schedule Changes**

Students requesting a schedule change should make an appointment with their counselor. Class changes in a student’s schedule can only be made during the first week of school each semester for semester-long classes, and the first week of school for year-long classes. Class changes will be determined based upon the student’s individual need.

Students are obligated to attend classes until authorization for the change has been approved by the administration. Any schedule change requires the signature of the counselor, teacher(s) teaching the course, parent or legal guardian, and the administrator.

***All signatures must be acquired before the administrator will approve the course change.***

### **H. State Examination**

All students attending public school in the State of Arizona who are eligible will participate in the approved state exam(s) as approved by the Arizona Department of Education.

## Section III: GENERAL ATTENDANCE INFORMATION

### A. Attendance Procedures

1. Parents of students who are absent should call the student's school front office to report an absence.
2. A student returning to school after an absence must present a written note from their parent or legal guardian explaining the reason for the absence. This note should be turned into the attendance office on the day following the absence, or per phone call on the day of the absence, otherwise, it may be considered unexcused. The note must include the following:
  - The date(s) of the absence(s).
  - The date the note was written.
  - The reason for the absence(s). **(Notes that say "Personal" or "Family Emergency" without explanation will be considered unexcused.)**
  - A signature of the parent/legal guardian.
3. Students must get an admit slip from the attendance clerk and have it signed by the teacher(s) of the class(es) missed. It is the student's responsibility to collect all required signatures. If he or she fails in this task, the absence(s) will be counted as unexcused.

### B. Tardiness

Excessive tardiness is disruptive, denies the offending student their education and interrupts the concentration of the teacher and the other students of the class. A student is tardy when he or she is not in the classroom when the final bell rings. Tardiness is unexcused unless the student has a signed pass indicating an excused tardy from either a teacher or from the attendance office **PRIOR TO ENTERING THE CLASSROOM**. All students who are tardy **at the beginning of the school day** must report to the attendance clerk/front office to obtain a tardy pass.

### C. Absences

Classroom experiences and teacher-student interactions are essential components of learning. Therefore, unless ill, students should attend school each day school is in session.

When a student accumulates 3, 5, 7, and 10 days of absences, the parent/legal guardian will be contacted by letter.

Pursuant to A.R.S. § 15-901, a student who has ten or more consecutive days of unexcused absences will be withdrawn from enrollment. The parent/legal guardian must enroll the student again before the student may resume attendance. **Parents are advised that absences in excess of 20 instructional days may result in a referral to social services.**

Pursuant to A.R.S. § 15-807, if a student is absent without excuse or notice to the school, the school will make a reasonable effort to promptly notify the parent/legal guardian that the child is absent.

A student who participates in school-sponsored events is considered present in school.

Students who are absent from school for any reason including athletics have the responsibility to complete any missed class assignments when they return to school.

### **Excused Absences**

Students must have a written note from their parents or legal guardian explaining their absence. Excused absences might include:

- Personal illness
- Medical or dental appointment – with appointment slip
- Serious family illness or death in the immediate family
- Verified Court appearances
- Traditional ceremony – with planning in advance unless an emergency
- Out of state educational trips
- Bad roads (Based on the GUSD “Muddy Roads” Robo messaging call to families)
- Late bus

### **Unexcused Absences**

Failure to bring a note will result in an unexcused absence. **(Notes that say “Personal” or “Family Emergency” without explanation will be considered unexcused.)**

Notes must be brought to the attendance office on the day following a student’s absence. Notes that are extremely delinquent may be considered unexcused (for example, brought in a week or more following the absence). An unexcused absence may receive a NO CREDIT for quizzes, tests or assignments given that day.

### **Trips and Appointments**

The schools of Ganado Unified School District seek cooperation from parents regarding the matter of school attendance and punctuality. Absences for the purpose of family trips and vacations are considered unexcused absences and are discouraged, with the exception for the purpose of a religious ceremony or significant cultural event. When scheduling appointments, parents/legal guardians are encouraged to make appointments after school hours when possible. If appointments are scheduled during school hours, students are expected to return to school after their appointment.

## **D. Home Study Students**

Home Study status is available if a student is expected to be absent for an extended period of time due to documented medical reasons. This may constitute the need for a 504 Plan or a Medical Leave. Only a parent/legal guardian may apply for home study status on behalf of the student, and approval must be made by the administration prior to the expected absence. It is the responsibility of the home study student to pick up necessary work and drop off completed work on a weekly basis to receive credit. See Policy IHBF for more information.

## **E. Student Check-Out Policy and Procedures**

To ensure the safety of students, the following policies are designed in order for GUSD to fulfill its responsibility to both students and parents/legal guardians, to ensure proper supervision, and create success at school.

- No student is allowed to exit the school building without officially being checked out through the attendance office. For the safety of the students, only authorized individuals listed in PowerSchool will be allowed to checkout students. If it is planned for a student to be checked out by someone not on the checkout list, a written document must be given to the Front Office prior to the start of the first period. Front office staff will then call the parent/legal guardian to verify the note. If parent/legal guardian contact cannot be made and verification as to the authenticity of the note cannot be established, the individual will not be able to check out the student.

- An individual checking out the student may be asked to provide a state issued Identification Card (I.D.) for personal identification purposes.
- A student being checked out must sign out through the attendance office. A parent/legal guardian must come to the attendance office and sign the attendance log. PLEASE DO NOT SEND YOUR CHILD TEXT MESSAGES TO MEET YOU IN THE OFFICE (violation of cell phone use policy). When returning to school, students should always sign in at the attendance office and obtain an excuse slip to return to class.
- The person checking out the student must be on the student's checkout list. If a parent/legal guardian wishes to add an individual to the authorized checkout list in PowerSchool, they may obtain a Student Information Update Form from the School Registrar's Office.
- A student who has reached 18 years of age could be allowed to check out on his/her own during the school day with proper written justification on file from the parent/legal guardian.
- All students who have been properly checked out must exit the building. Checkouts will not be honored once the students are released to the buses.
- Students leaving the building at any time without authorization will be considered truant and face consequences.
- Once a student is checked out during a school day with a school activity in progress, that student becomes the sole responsibility of the parent/legal guardian. Parent/legal guardian must remain with their student or the student will be sent back to class and/or home on the bus.
- Parents/legal guardians are encouraged to check out their student during passing periods or lunch to alleviate disruption of instructional time. Please see your child's respective school for details.

#### **F. Late enrollment/Transfer Students**

A student who registers more than two weeks after the beginning of the semester, with no previous transfer records, is responsible for making up all work assigned prior to beginning school at GUSD. ***After two weeks have passed, all late enrollees and transfer students must see the Principal or designee. Student attendance is counted as of the first day of school. If a student is absent for ten consecutive days, he or she is automatically withdrawn.***



## SECTION IV:

### GENERAL STUDENT INFORMATION AND SERVICES

#### **A. After-School Tutoring**

After-School tutoring is generally available across all schools of GUSD Monday-Thursday for all students. Students who plan to stay for after-school tutoring must have a parent permission form on file with the school.

1. Tutoring may occur in the library and in designated classrooms.
2. Students must have a handbook in order to leave tutoring for any reason (restroom etc.).
3. Students are required to sign in with the tutoring teacher within FIVE minutes of the after-school bell and must remain with the teacher until the evening activity bus comes – NO EXCEPTIONS!
4. Tutoring schedules and location will be communicated weekly.

#### **B. Cafeteria**

School cafeterias across GUSD provide a FREE breakfast and lunch to students. All students are entitled to a free breakfast and lunch. A variety of food is provided during lunch including hot meals, hot and cold sandwiches and other specials. When using the cafeteria:

- Deposit all litter in containers provided.
- Leave the table and area around your eating-place in a clean condition.
- Do not take food out of the cafeteria.
- Do not bring outside food into the cafeteria.

#### **C. Deliveries for Students:**

All types of items to be delivered to students must follow these procedures:

- Items must be delivered to the Front Office with notification to the school Secretary. All individuals must sign the visitor log.
- Only individuals who are identified on the Checkout List will be allowed to drop off items.
- For the safety of students, items may only be distributed to students by school personnel.
- Non - Food Deliveries will only be distributed during passing periods.
- **Food deliveries are discouraged due to the GUSD Food Services efforts to provide a nutritional meal to students at no cost. Food deliveries are only permitted with site administrator approval, after the lunch period.**
- Students will not be called out of class to receive items in order to preserve instructional time for all students.
- Site Administration retains the right to deny deliveries at any time.

#### **D. Campus Security**

Campus security provides a safe, secure environment for everyone on the Main and High School campus. Campus security will help ensure student and faculty safety.

##### **Bag/Backpack Policy**

In an effort to do all that we can to assure the safety of students, GUSD has adopted a mesh/clear bag policy. The District RECOMMENDS mesh or clear bags for the Primary and Intermediate Schools. The District REQUIRES mesh or clear bags for Middle School and High School. Only mesh or clear backpacks, book bags, athletic bags, and overnight bags (for field trips) may be used by students. Bags/backpacks must be 100% mesh or clear (including the back area and pockets). Students may use a small cosmetic bag (no larger than 8 in. x 5 in.) for personal items.

Ganado High School will require that bags/backpacks be secured throughout the school day in student lockers. Backpacks will not be allowed to be carried throughout the building once classes begin. Sports bags will be secured in athletic lockers. Overnight bags will be secured in a designated area on the date of travel.

### **E. Closed Campus**

ALL schools in the GUSD are closed campuses. Unless officially given permission from the front office to leave, students must remain on campus from the time they arrive in the morning until after the last class is completed.

### **F. Electronics on Campus**

Electronic devices, including headphones/earbuds and cellphones, will not be used during instructional times in any location where instruction is taking place (classrooms, library, lecture hall, gymnasium, labs and shop areas, etc.) All electronics must be secured in the student's backpack or locker during instructional hours. Use of electronic devices, including headphones/earbuds and cellphones are not an excuse to ignore staff members and must be removed upon request. \*On occasion, electronic devices may be used for educational purposes that will be demonstrated in the teacher's lesson plan. \*

Electronic devices (including headphones/earbuds and cell phones) are not to be visible during class time. The student use of personal music speakers is prohibited on the school campuses.

Individual school guidelines may vary and should be followed.

**Electronic and mobile devices are expensive and the use of such items for personal purposes is not supported by GUSD. Items of value are subject to theft. Students bring these items to school at their own risk. GUSD is not responsible for lost, damaged, or stolen electronic equipment. The district will not be liable for loss, damage or theft of any personal electronic devices.**

Staff may confiscate an item from a student who does not follow the above guidelines. Confiscation procedures may be found in Section G: Seizure of Mobile Devices. A parent or legal guardian will be required to sign out for the confiscated item.

### **G. Seizure of Mobile Devices:**

In accordance with GUSD Governing Board Policy JK-R (Student Discipline), if a student's use of their cell phone is deemed to have violated JK-R's electronic use policy, any staff member may confiscate a student's electronic device, as a permissible consequence. Any student who fails to comply with the lawful order of a staff member regarding the confiscation of an electronic device, in accordance with JK-R, may be subject to further discipline (e.g. Insubordination). In regards to the penalties imposed for a confiscated electronic device, they will follow a progressive pattern of consequence, as outlined below:

- 1<sup>st</sup> Offense: The electronic device will be returned to ONLY the parent(s)/legal guardian(s). The parent/legal guardian will be contacted. The student may be subject to further disciplinary action.
- 2<sup>nd</sup> Offense: The electronic device will be returned to ONLY the parent(s)/legal guardian(s). The parent/legal guardian will be contacted. Prior to the device being returned, a mandatory parent/student conference must be scheduled and attended with the principal and/or a designee. The student may be subject to further disciplinary action.
- 3<sup>rd</sup> Offense: The electronic device will be returned to ONLY the parent(s)/legal guardian(s). The parent/legal guardian will be contacted. Disciplinary action ranging from In School Suspension to Expulsion will be imposed.

Seizure Procedures:

- The item is confiscated by a staff member and turned into security/front office staff.

## **H. Computers on Campus**

Please refer to GUSD Technology Acceptable Use Policy. Upon enrollment, every student must sign a User Agreement Form and return the form to the students' teacher.

## **I. Counseling Department**

Academic Counselors are made available at each school site across GUSD. For additional information or questions, please contact the individual school's Counseling Department.

## **J. Emergency Response Plan**

Teachers have a copy of the Emergency Response Plan and students are to follow the teacher's directions during an emergency.

## **K. Fire Drills/Evacuations**

Fire drills are required by Arizona State regulations and will be planned by the administration. Fire drills are important to ensure students' safety in emergency situations. It is essential that when a signal to evacuate the building is given, all students:

1. Exit by the prescribed route as quickly as possible.
2. Remain with their class so that the teacher can take attendance.
3. Do not reenter the building until the administrator gives the "ALL CLEAR" signal.

**ALL STUDENTS SHOULD KNOW THAT IT IS A CRIMINAL OFFENSE TO ENGAGE A FALSE FIRE ALARM. STUDENTS CAN EXPECT AN IMMEDIATE SUSPENSION AND/OR POSSIBLE EXPULSION IF THEY CHOOSE TO PULL A FIRE ALARM WITHOUT GOOD CAUSE.**

## **L. Lockdown**

Lockdown procedures may be issued in situations involving dangerous intruders or incidents that may result in harm to persons inside the school building. District Lockdown procedures are outlined in the Emergency Response Plan.

## **M. Hall Passes**

To maximize classroom instruction or for accountability purposes, students are required to use a school issued hall pass when leaving the classroom.

## **N. Health Office**

The Health Assistant provides minor medical emergency care, counsels students in matters of hygiene and wellness, and keeps records of immunization health status. Students may not leave school because of illness without first reporting to the Health Assistant, at which time, a parent will be advised prior to the student being released from school. The school will take a child to the hospital only if he or she becomes ill or injured while at the school and only if, in the judgment of the school Health Assistant, the illness or injury requires immediate services.

## **Medication**

For the safety of all students, prescription drugs and over-the-counter medication must be administered by approved school personnel. GUSD Policy JLCD (Medicines/Administering Medicines to Students) requires

the written and signed Consent and Administration Medication form which must be completed by the parent/legal guardian and returned to the Health Office.

- There must be a written order from the physician stating the name of the medicine, the dosage, and the time it is to be given.
- There must be written permission from the parent to allow the school or the student to administer the medicine. Appropriate forms are available from the school office.
- The medicine must come to the school office in the prescription container with the pharmaceutical label intact. If it is over-the-counter medication, in the original container with all warnings and directions intact.

If appropriate documentation is provided to the School Health Office, students who provide a medical diagnosis for anaphylaxis or a breathing disorder may self-administer and possess emergency medications (*see policy JLCD*). Additionally, students with diabetes may be eligible to carry appropriate medications and monitoring equipment and self-administer the medication (*see policy JLCD for requirements*).

Students are prohibited from giving medication to other students. All medication must be turned in and stored in the Health Technician's Office. When a refill of medication is needed, the parent/legal guardian is notified and the empty bottle sent home. At the end of the school year or in the case of a student withdrawal from GUSD, the parent/legal guardian is notified and arrangements made for the pickup of remaining medication. Any medication not picked up by the end of the school year is destroyed.

## **O. Inclement Weather**

In case of severe weather conditions, you will receive information and/or instructions from the School Messenger system as to school cancellation or delayed schedule or listen to KTNN radio (660 AM or 101.5 FM) in Window Rock. To receive automated messages, parents/legal guardians must ensure that an accurate phone number is on file with the registrar.

### **Instructional Time Model (ITM)**

The Instruction Time Model (ITM) provides flexibility in the method and manner that instructional hours are provided in the event of school closures that are called by the District. Instructional time will not be lost as students will be participating either through a virtual setting or by completing learning packets.

The Instruction Time Model was authorized in the 2021 AZ Legislative Session, known as H.B. 2862. ITM will be in effect for the SY 2024-2025 depending upon Board Approval.

The ITM procedures in this handbook will be used for multiple scenarios represented by unforeseen circumstances causing school closures. This may include, but not limited to, times when the school district has used all five snow days that are built into a given calendar. If school is canceled due to inclement weather or any other unforeseen circumstances, students will attend classes virtually or they will participate remotely by completing pre-made learning packets. All staff will report to their prospective school sites in order to administer instruction virtually and to assist remote learners.

## **P. Library**

School libraries are open daily. Services offered include access to books, newspapers, magazines, video and audio-visual aids, and computer services that include connectivity to the internet.

- Students must have their handbook signed by a teacher or staff member.
- Participants in the library program will be charged for damaged or lost materials.
- No food or drinks are allowed in the library.
- Inappropriate computer use will result in the loss of school computer privileges.

## **Q. Lost and Found**

Lost and found books, clothing, keys, jewelry, etc. are to be taken to the front office. The district will not be liable for the loss of any items. GUSD recommends students avoid bringing valuables to school. Additionally, the district will not be liable for loss, damage, or theft of any items.

## **R. Lost or Damaged Materials**

Students will be required to pay the replacement costs for lost or damaged books, computers, computer accessories, and other classroom or library materials. Students will be held responsible for damages to district facilities equipment. The parent/legal guardian will be liable for the costs of the damage incurred by their child. Transcripts and/or Certificates of Completion may be withheld until payment for lost or damaged district property has been received.

### **Textbooks**

Students who owe a textbook debt to the school district will be afforded the opportunity to use a classroom textbook during school hours; however, they will not be allowed to take it off school premises. Students who have not paid their textbook debt and are assigned homework are encouraged to utilize after-school tutoring to complete the assignment prior to the due date. The school may withhold transcripts or report cards if the bill is unpaid.

## **S. Parental Expectations**

Parents are encouraged to communicate with the school regarding their child or concerns they may have. If a parent wishes to see the Principal or another member of the staff, an appointment should be made 24 hours in advance by calling the school's front office. Phone calls will not be transferred to classrooms in order to avoid disruptions during regular school hours.

Parents are also urged to attend Open House and Parent Teacher Conferences to meet with their child's teacher, as well as other school events. Parents may volunteer their services to the school in the classroom, at the school, or at an event (games, dances, fundraising activities, homecoming activities, etc.) by becoming board approved Volunteers. To become a Volunteer, an individual must turn in a complete Volunteer Application Packet, turn in a valid IVP Fingerprint Card issued by Arizona Department of Public Safety, and undergo a background check by Human Resources. Once all documentation is received and approved by Human Resources, Volunteers will be recommended for formal approval to the Governing Board. All Volunteers shall be fully board approved prior to volunteering services. Contact Human Resources for all applications/inquiries.

## **T. Prohibited Items from School**

- Skateboards.
- Energy Drinks.
- Blankets/Pillows.
- All speaker devices are not allowed on campus.
- Other items as deemed necessary for student safety and maintaining a safe learning environment.

## **U. Telephone Usage**

Telephones in the administrative offices are for business use only. Upon approval by the Administrative Secretary and in emergency situations, students may be allowed the use of the telephone.

## V. Vehicle Searches

Authorized administrators or on duty security officers have the authority to conduct routine patrols of student parking areas and to inspect the exteriors of student vehicles that are located on school property. The search of the interior of a student vehicle may be conducted if there is reasonable suspicion that the student is in violation of any laws or school rules. In the event such a search is conducted, proper procedures will be used and proper authorities will be contacted, including outside entities.

## W. Student Searches

Students possess the right of privacy of person as well as freedom from the unreasonable search and seizure of property, guaranteed by the Fourth Amendment of the Constitution. The individual right, however, is balanced by the school's responsibility to protect the health, safety, and welfare of all students. Authorized school officials may conduct searches when they have reason to suspect that the health, safety, or welfare of students may be in danger. Any school official making a search or a seizure will follow these guidelines:

1. General searches of school property (including personal items found in school property) may be conducted at any time when there is reasonable suspicion for school employees to believe that an item, which violates a law or a school rule, is on school property. This search of school property may be made without the student being present.
2. Illegal items (firearms, weapons, alcohol, and drugs) or other possessions reasonably determined to be a threat to the safety or security of others, or which might possibly interfere with school purposes, may be seized by school employees.
3. Items, which are used to disrupt or interfere with the educational process, may be temporarily removed from a student's person.
4. A student's person may be searched by authorized school officials when there is reasonable suspicion to believe that the student has on his or her person illegal or other items that may interfere with school purposes.
5. For the protection of students and staff, **ALL bags in GMS and GHS schools are required to be completely mesh or clear.** If a solid bag is found to be in the possession of a student, the bag will be confiscated. If there is reasonable suspicion that a search of the backpack would reveal evidence of a violation of a school rule or law, the bag will be subject to search. Parent pick-up will be required for all confiscated bags. Additionally, the district will not be liable for any loss, damage, or theft of any confiscated bags or items in the bag.

Please note: In an effort to keep GUSD schools and its premises free of drugs, authorities may use specifically trained, non-aggressive (K-9) dogs to sniff out and alert staff to the presence of illicit drugs, alcohol, weapons, or other illegal controlled substances, as permitted by law. Such inspections by school authorities and trained dogs may be announced or unannounced and be made at any time.

### GANADO USD POLICY REGARDING USE OF DOGS TO SEARCH SCHOOL PROPERTY

#### Statement of Purpose

The Ganado Unified School District Governing Board believes that all students are entitled to a drug-free school environment. Unconditionally, the Board supports proactive initiatives to eliminate and deter the possession and use of illegal substances in our schools. With this policy, the Governing Board



acknowledges its civic responsibility to conduct government search activities consistent with law and with respect to the protections contained in the Constitution of the State of Arizona and the United States, and other applicable law.

### **Procedures for Canine Search**

The Governing Board authorizes the Superintendent, or in the Superintendent's absence the building Principal, to call for searches of school property including, but not limited to lockers, classrooms and all parking areas and the outside perimeter of school grounds, by Navajo Nation Police Department Canine Units. Such searches shall be executed using dogs trained for the purpose of detecting illegal substances, including but not limited to: marijuana, cocaine, heroin, methamphetamine, and crack cocaine. Searches shall occur at random intervals as determined by the Superintendent. The use of drug sniffing dogs shall be subject to the following:

1. Parents and students shall be notified of this policy through its inclusion in the school's student handbook.
2. All searches shall be authorized exclusively by the Superintendent, or in the Superintendent's absence, the building Principal.
3. All searches shall be conducted in the presence of the Superintendent, or in his/her absence, the school Principal and/or Assistant Principal. Every reasonable effort will be made to ensure that searches are conducted outside the view of students. Not more than two sworn police officers shall participate in a canine search.
4. Individuals shall not be subject to bodily search by dogs, under any circumstances.
5. Students may be in the building during a search, but they shall be excluded from any areas where a search is being conducted.
6. Only the canine handler shall determine what constitutes an illegal substance alert by the dog.
7. If the dog alerts (indicates that he/she senses the presence of illegal substances) on a particular vehicle, the individual who drove the vehicle onto school property shall be called to witness and be asked to cooperate in the opening of the vehicle in question.
8. If search findings indicate no physical evidence of illegal substances, no further questioning or action shall be taken against the student and the search shall be deemed complete. The student and his/her parent or legal guardian shall be notified of the incident by the Principal or the Assistant Principals for informational purposes only. Notification shall include an explanation that the alert may have been erroneous, or that illegal substances may have previously been present in the locker or vehicle. Confidentiality and students' right to privacy shall be strictly enforced.
9. If search findings indicate the presence of illegal substances, the matter shall be turned over to the police.
10. In addition to any law enforcement action that may occur, students alleged to have violated school policies shall be subject to appropriate disciplinary action in accordance with applicable Board policies.
11. Canine searches shall only be conducted at the Ganado High School and Ganado Middle Schools.
12. All searches shall be conducted consistent with law. If any provisions of this policy shall be deemed unenforceable or illegal, the remaining provisions of this policy shall remain in full force and effect.

### **X. Student Interviews**

School officials may question students regarding matters related to school without limitation. The parent will be contacted if a student interviewed is then subject to discipline for a serious offense. A student may decline at any time to be interviewed by the Security/ School Resource Officer.

If a child protective services worker or peace officer enters the campus requesting to interview a student attending the school, the school administrator shall be notified. Access to interview shall be granted when the child to be interviewed is the subject of, is the sibling of, or is living with the child who is the subject of an abuse or abandonment investigation. The personnel of the District shall cooperate with the investigating



child protective services worker or peace officer. If a student is taken into temporary custody in accordance with A.R.S. § 8-821, the child protective services worker or peace officer may be reminded to notify the student's parent of the custody, pursuant to A.R.S. § 8-823. The child protective services worker or peace officer shall be requested to establish proper identification and complete and sign a "Form for Signature of Interviewing Officer." Six (6) hours following the relinquishment of custody by the school, school personnel may respond to inquiries about the temporary custody of the child and may, if considered necessary, call the parent.

If a peace officer enters the campus requesting to interview a student attending the school on an issue other than upon request of the school or for abuse or abandonment, the school administrator shall be notified. If the officer directs that parents are not to be contacted because the interview is related to criminal activity of the parent(s)/legal guardian, the school official shall comply with the request. Unless these circumstances exist the parent will be contacted and will be asked if they wish the student to be interviewed. If the parent consents the parent will be requested to be present or to authorize the interview in their absence within the school day of the request. Where an attempt was made and the parent(s) could not be reached or did not consent within the school day of the request, the peace officer will then be requested to contact the parent(s) and make arrangements to question the student at another time and place.

When a peace officer is present on the campus to interview students at the request of school authorities due to concerns for the safety of the students in the school population, parent contact shall only be made if a student is taken into custody or following the determination that the student may be subject to discipline for a serious offense. The peace officer, present at the request of the school for the continued maintenance of safety and order, may interview students as necessary regarding school related issues as determined by school officials and parents will be contacted if the student is to be taken into custody or if the student is subject to discipline for a serious offense.

#### GANADO USD POLICY REGARDING USE OF THE DITEP ASSESSMENT BY QUALIFIED DISTRICT EMPLOYEES

The District believes that all students are entitled to a drug-free school environment and takes proactive initiatives to eliminate and deter the possession and use of illegal substances in our schools. An effective, safe, lawful, and minimally intrusive measure to detect use of illegal drug use by students is to allow trained and qualified employees to conduct the Drug Impairment Training for Education Professionals ("DITEP") Assessment on students who are reasonably suspected to be under the influence. The DITEP Assessment is intended to provide District administrators and nurses with a systematic approach to recognizing and evaluating students who are abusing and are impaired by illegal drugs. The DITEP assessment will at all times be conducted in a manner that is consistent with applicable law and respects the protections contained in the Constitution of the State of Arizona and the United States, and other applicable law.

In an effort to keep GUSD schools and its premises free of drugs, a student who is reasonably suspected of being under the influence of drugs shall be referred to a trained DITEP faculty member. The DITEP trained faculty member will evaluate the student's behavior using the DITEP Referral form. *DITEP Referral Form attached to this Handbook*. If the DITEP trained faculty member determines that reasonable suspicion exists that the student is under the influence of a drug or alcohol, law enforcement may be called immediately. A reasonable effort shall be made to contact the parent or legal guardian of the student prior to the police interview of the suspected student, with the exception in which any delay in police interview pending notification of a parent would jeopardize public safety (Attorney General Opinion 104-003).

## **Student Arrests**

In accordance with A.R.S. § 13-3411, if a violation of the statute is found to have occurred (i.e. possession, distribution, manufacturing of drugs, etc.), the school administrator is required to immediately report the violation to a peace officer. If a peace officer comes to the school and determines that the offense warrants an arrest of the student(s), in accordance with GUSD Governing Board Policy JIH (Student Interrogations, Searches, and Arrests), school personnel will cooperate with the peace officer's request to arrest the student(s). If a violation occurs that may result in an arrest, the following procedures have been established by Governing Board Policy and shall be followed by school personnel:

- Contact Law Enforcement Regarding Violation
- Parental Notification of Violation and Discipline Rendered
- Completion of Form for Signature of Arresting Officer (*see policy JIH-EB*)
- Mail Completed form for Signature of Arresting Officer to parent(s)/legal guardian(s)

Importantly, parental consent/notification is not required for a peace officer to arrest a student. After the investigation into the violation has been completed, law enforcement has been contacted, and the student has been made aware of the discipline rendered by the school administrator, generally, parental contact will then be made.

**Please refer to the GUSD Governing Board Policy JIH et. seq. for additional information regarding Student Interrogations, Searches, and Arrests.**

## SECTION V: GENERAL RULES FOR STUDENT BEHAVIOR

### **A. STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES**

A student may submit any concerns, complaints, and grievances regarding constitutional rights, equal access to programs, discrimination, harassment, bullying, intimidation or personal safety issues may complain directly to the school administrator or to a professional staff member on a complaint form designated as JII-EA. The complaint/grievance will be investigated following the procedures set forth in Regulation JII-R and *JII-EB, attached hereto*.

Grievances may not be filed regarding disciplinary or other proceedings under other district policies or regulations or when otherwise prescribed by law or where beyond the Governing Board's authority to act.

Students experiencing problems (which do not rise to the level of a complaint or grievance) may report these problems to the counselor by filling out a student concern form available at the office. The counselor will meet with any students who submit a form to discuss the problems as soon as possible. If a parent/legal guardian would like to discuss a concern, s/he may schedule an appointment with the teacher or counselor.

### **B. HAZING POLICY**

There shall be no hazing, or solicitation to engage in hazing, of any student enrolled in the District's schools. Aiding and abetting another person who is engaged in hazing is prohibited. Hazing is defined as any intentional, knowing, or reckless act committed by a student, whether individually or with other persons, against another student, and in which both of the following apply: A. 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 educational institution. B. The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm, or personal degradation. See A.R.S. § 15-2301. It is not a defense to a violation to the hazing policy if the hazing victim consented to or acquiesced in the hazing activity.

All students, teachers, and staff shall take reasonable measures within the scope of their individual authority to prevent violations of the hazing prevention policy. Students may use a student concern report form to report possible violations of the hazing policy to the school principal or may talk directly with a staff member or principal to report the concern. Staff and teachers may use the school disciplinary referral form to report possible violations to the school principal. Reports of hazing policy violations will be investigated by the school counselor and/or school principal by interviewing possible victims, possible violators, and witnesses.

Should an investigation reveal that a violation of the hazing policy did occur; students will be subject to disciplinary action based on his or her involvement. Penalties may include in-school suspension, out-of-school suspension, long-term suspension, and possible expulsion. An organization that knowingly permitted, authorized, or condoned the hazing activity may have a revocation or suspension of their permission to conduct operations at the educational institution.

Any teacher or staff who knowingly permitted, authorized, or condoned the hazing activity is subject to disciplinary action by the educational institution. Hazing involving possible physical or sexual assault will be reported to local law enforcement. Appeals must be first made to the school principal. Alleged violators may then appeal to the District Superintendent. Appeals of discipline imposed pursuant to hazing policies must be made in accordance with applicable District policies and regulations.

See also the information contained in *Policy Exhibit JICFA-EB attached to this Handbook*.

### **C. SECRET SOCIETIES POLICY**

Any student wearing, carrying, or displaying gang paraphernalia and/or exhibiting behavior or gestures that symbolize gang membership, or causing and/or participating in activities that intimidate or adversely affect the educational activities of other students, or the orderly operation of the school, shall be subject to disciplinary action.

### **D. SECRET SOCIETIES REGULATION: Gang Activity or Association**

For the purpose of Governing Board Policy JICF and Regulation JICF-R, a gang is a group of three or more people who: interact together to the exclusion of others, claim a territory or area, have a name, have rivals/enemies, and exhibit antisocial behavior - often associated with crime or threat to the community. The type of dress, apparel, activities, acts, behavior or manner, or grooming displayed, reflected or participated in by the student shall not:

- Lead school officials to believe that such behavior, apparel, activities, acts, or other attributes are gang related or would disrupt or interfere with the school environment or activity and/or educational objectives;
- Create an atmosphere in which the well-being of a student, staff member, or other person is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or
- Imply gang membership or affiliation by written communication, marks, drawings, painting, design, or emblem upon any school or personal property or on one's person.

If the student's dress is in violation of this regulation or Policy JICF and Regulation JICF-R, the student will be asked to make an appropriate correction. If the student refuses, the parent/legal guardian may be notified and asked to make the necessary correction. The principal will take appropriate corrective and disciplinary action.

### **E. HARASSMENT, INTIMIDATION AND BULLYING POLICY**

Harassment, intimidation, or bullying of one student or student group by another will not be tolerated. A.R.S. §15-341

**STUDENT BULLYING, HARASSMENT, & INTIMIDATION (Policy JICK)** Students are prohibited from bullying, harassment, or intimidation 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.

What is conflict and what is bullying?

**Conflict:** Conflict is a natural part of development defined as a struggle or contest between people with opposing needs, ideas, beliefs, values, or goals.

**Bullying:** Bullying is aggressive behavior that is intentional, repeated over time, and involves an imbalance of power or strength. Bullying of a student or group of students can be physical in form (pushing, hitting, kicking, spitting, stealing); verbal (making threats, taunts, teasing, name-calling); or emotional/psychological (social exclusion, spreading rumors, manipulating social relationships).

What are types of bullying?

**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 lists, 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. Harassment may be related, but not limited to, race,

religious orientation, sexual orientation, 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.

What do I do if I am a victim of bullying at school?

- Talk to a trusted adult, for example, a school staff member or a parent. Share with them the details of the incident(s).
- If the incident is a conflict and you need additional support, talk to a counselor at your school.
- If you feel that your situation meets one of the bullying definitions, let your principal know immediately. They will verify and investigate the situation.

Students who are the victim of harassment, intimidation or bullying may file a grievance in accordance with Policy JICK. See also *Policy Exhibit JII-EB attached to this Handbook*.

All complaints will be investigated. Parents will be informed as to the results of the investigation. Records must be kept on file for six years after the incident is reported.

The school takes the position that education about these issues is of utmost importance. Every effort will be made to incorporate education about harassment, intimidation, and bullying into academic and social curriculum.

Disciplinary action may result for bullying or harassment which occurs outside of the school and the school day when such bullying results in a substantial physical, mental, or emotional negative effect on the victim 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 and the treatment of employees to maintain order. All suspected violations of law may be reported to the local law enforcement and or proper authority for incidents occurring on-campus.

## **F. DATING ABUSE POLICY JICL (A.R.S. 15-712.1)**

Dating abuse is a pattern of behavior in which one person uses or threatens to use physical, sexual, verbal, or emotional abuse to control the person's former or present dating partner. Behaviors used may include but are not limited to:

- Physical abuse: Any intentional, unwanted physical contact by either the abuser or an object within the abuser's control, regardless of whether such contact caused pain or injuries to the former or present dating partner.
- Emotional abuse: The intentional infliction of mental or emotional distress by threat, coercion, stalking, humiliation, destruction of self-esteem, or other unwanted, hurtful verbal or nonverbal conduct toward the former or present dating partner.
- Sexual abuse: Any sexual behavior or physical contact toward the former or present dating partner that is unwanted and/or interferes with the ability of the former or present dating partner to consent or control the circumstances of sexual interaction.
- Threats: The threat of any of the aforementioned forms of abuse, threat of disclosing private information to parents, peers, or teachers, or any other threat made with the intent of forcing the former or present dating partner to change his or her behavior.

"Dating Partner" means any person who is involved in an intimate association with another person that is

primarily characterized by the expectation of affectionate involvement and that includes casual, serious and long-term dating partners.”

This includes respecting and observing the teachings of Navajo culture pertaining to clan relationships.

### **G. DANGEROUS WEAPONS POLICY**

A “dangerous weapon” is any weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except that this does not include a pocket knife with a blade of less than 2½ inches in length. 18 U.S.C. §930(g)(2).

The district is a Gun-Free School Zone. Possession of a firearm, weapon or other destructive device on school grounds is a violation of State and Federal laws. Firearms are not allowed in school buildings or on school grounds at any time, day or night. See Policy JICI for definitions. No student shall go onto the school premises with a dangerous weapon, including a firearm, explosive weapon, knife, any other dangerous or illegal instrument, or any instrument simulating a weapon or represented as such. A.R.S. §13-3101

### **H. ALCOHOL AND DRUGS POLICY**

The use of (including inhalation), possession of, sale of, or being under the influence of alcoholic substances, drugs, narcotics, contraband, (including prescription or over-the-counter drugs without a prescription or in excess of the prescribed amount) or other controlled substances and/or their precursors is strictly prohibited. Drug paraphernalia are also prohibited, such as vaping devices, rolling papers, pipes, roach clips, crushers, coke spoons, lighter, eye drops, fragrances (sprays or aerosols), screens, bags, cans, light bulbs, matches, straws, and the like. Students who are suspected of using alcohol will be referred to the school nurse’s office and/or law enforcement authorities. Violation of the district’s alcohol and drug policy may result in a warning, reprimand, probation, suspension or expulsion in addition to other civil and criminal prosecution (See Policy JICH).

### **I. INTERFERENCE WITH OR DISRUPTION OF AN EDUCATIONAL INSTITUTION POLICY**

No student shall disrupt or interfere with normal activities, occupancy or use of any building or portion of the campus by threatening to cause physical injury to any employee or student or any other person on district property; threatening to cause damage to the school, school property or the property of any employee or student; intentionally or knowingly entering or remaining on district property for the purpose of interfering with the lawful use of property by district personnel or by others; or by committing any other act that might reasonably lead to the evacuation or closure of any district property or the postponement, cancellation or suspension of any class or other school activity (A.R.S. §13-2911).

Any student violating this policy may be long-term suspended or expelled.

### **J. PUBLIC DISPLAYS OF AFFECTIONS (PDA):**

All schools of GUSD are responsible for creating environments conducive to student learning. PDA is not conducive to student learning. Effective across all schools in GUSD, PDA is prohibited. Examples of PDA include, but are not limited to: hand-holding, hugging, kissing, etc.

### **K. DRESS CODE (JICA)**

The Governing Board recognized that each student’s mode of dress and grooming is a matter of personal style and individual preference. The district encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that positively reflects the educational environment, safety, health and welfare of themselves and others. The District reserves the right to include additional guidelines for student dress to this Handbook in the future.



## GUSD DRESS CODE

GUSD's overall focus is preparing students for their professional lives. In an effort to prepare students, GUSD has adopted the following dress code policy. GUSD reserves the right to add prohibited items/styles as the school year progresses.

Tops	Clothing displaying, related to, or promoting the following is prohibited:	<ul style="list-style-type: none"> <li>• Racial or ethnic slurs</li> <li>• Skulls, Satanism or Satanic symbols or gang related logos</li> <li>• Offensive messages, drugs, alcohol, and/or tobacco</li> <li>• Profanity, violence or anarchy, sexual activity, or the drug culture</li> <li>• Disturbing/disruptive images</li> <li>• Music groups who are known to promote excessive violence, sex or drug culture, and profanity</li> </ul>
	Clothing that represents or is associated with gang membership or affiliation is prohibited:	<ul style="list-style-type: none"> <li>• Bandanas, insignias, chains, head coverings ("do-rags", hair nets, beanies, knit cap, hanging belts (must be worn in belt loops and not to hang excessively)</li> <li>• Any colors/styles signifying a gang affiliation (can be addressed on an individual basis)</li> </ul>
	Shirts of the following style(s) are prohibited:	<ul style="list-style-type: none"> <li>• Tank, tube, halter tops, peasant tops, and spaghetti straps</li> <li>• Low cut shirts/crop tops in which the belly button, bust line, or stomach/waist area is visible</li> <li>• Shirts worn off the shoulders or revealing</li> </ul>
	<p>In order to provide a visibly safe environment, outerwear that is extremely oversized (or trench coats) may not be worn during the school day.</p> <p>No pajama tops may be worn as outerwear.</p>	
Bottoms	Leotards, spandex shorts, or leggings must be accompanied by a fingertip length shirt or skirt.	
	No skirts or short cutoffs higher than 2 inches above the knee-line are permitted, this includes pants with rips.	
	No Pants, shorts or skirts with holes or tears above mid-thigh.	
	No pajama bottoms may be worn as outerwear.	
Footwear	Shoelaces will be worn in a traditionally accepted manner (tied & not upside down)	
	Footwear must be worn at all times. Students shall follow standards of dress requirements for specific classes such as Construction Technology, Culinary Arts, Welding, Agricultural-Science, Physical Education, and Chemistry.	
Headgear	No headgear of any kind (including, but not limited to cowboy hats, caps, beanies, or hoods) can be worn inside GUSD buildings or annexes by any student.	
	Sunglasses are permitted outside only and are not to be worn in any configuration inside of the building at any time. Sunglasses worn improperly will be confiscated and returned only to a parent/legal guardian.	
Piercings/ Cosmetics	Jewelry shall not be worn if it presents a safety hazard to self or others.	
	Hairstyles that may distract others from instruction, intimidate or promote violence will not be allowed. This may include hair coloring, spiking, etc.	
	To ensure the safety of the student, hairstyles that block their vision or restrict their field of view will not be allowed.	
	No labels, patches, tattoos, or prints that have or promote political ideologies of hate or violence are permitted.	
	No chains, studding, spikes, safety pins, or any other metal item attached to the body or clothing will be allowed.	



## SECTION VI: STUDENT DISCIPLINE

The consequences for all violations will depend on the circumstances and severity of the offense and may range from a verbal warning to expulsion as determined appropriate. If a student is sent to the office, it is assumed that the student has already received a warning and a more severe consequence will be given.

**This handbook serves as notice to students and parents/legal guardians of the school conduct code and discipline regulations. In order to promote effectiveness of student discipline, the assistance of parents/legal guardians in enforcing rules for student discipline is encouraged.**

### A. GUSD Zero Tolerance Offenses

**These include but are not limited to:** fighting, assault, violence, weapons, gang activities, major vandalism, drugs, leaving campus without permission, arson, and pulling fire alarms. **Zero Tolerance Offenses do not generally follow a progressive pattern of consequences and may result in long-term suspension or expulsion.**

If a student is guilty of major offenses, as a student of GUSD, one or more of the following may occur:

- The parent(s)/legal guardians(s) will be notified.
- The parent(s)/legal guardians(s) come in for a conference.
- The student may be placed on short-term suspension.
- The student may be placed on long-term suspension.
- The student may be expelled.

Violations	Range of Consequences
Use or intent to use Explosives, Weapons	<p>The consequences will be determined on a case-by-case basis depending on the circumstances and severity of the offense. Consequences might include but are not limited to one the following:</p> <ul style="list-style-type: none"> <li>● Written warning</li> <li>● 1-10 days Out of School Suspension with mandatory parent/legal guardian conference and possible counseling</li> <li>● Loss of Playground Privileges</li> <li>● Restitution and apology</li> <li>● Confiscation of object</li> <li>● Alternate Placement/ISS</li> <li>● Privileges with mandatory parent/legal guardian conference with counseling</li> <li>● Remove graffiti and pay for damage caused and parent conference</li> <li>● Bus referral</li> <li>● Suspension of Bus Riding privileges</li> <li>● Report to local law enforcement agency</li> <li>● Long-term suspension</li> <li>● Expulsion</li> </ul>
Sexual Abuse/Harassment of Students or Staff	
Arson	
Possession of drugs, alcohol or tobacco, drug paraphernalia, vaping devices and substances, and/or sale of drugs, being under the influence of drugs, alcohol or tobacco	
Physical Assault on Students or Staff	
Theft	
Possession of Dangerous Objects (such as laser pointer, razor blade, pins, needles, etc.)	
Fighting	
Threatening, intimidation, bullying, verbal abuse/altercation, provoking a fight (on students or staff)	
Pornographic Materials	
Profanity	
Graffiti/Vandalism/Destruction of Property	
Extortion	

Ditching/Truancy/Excessive Tardies	
Gambling	
Throwing objects: such as rubber bands, spit wads, snowballs, water balloons, food	
Disrespect/ Insubordination	
Academic Dishonesty (Cheating, Forgery, Plagiarism)	
Dress Code Violation (including facemasks while the mandate is in place)	
Bus Misconduct (Align with Policy and Bus Plan)	

## **B. Disciplinary Action for GUSD (Grades K-12<sup>th</sup>)**

- Consequences of actions may range between the stated penalties. Penalties included in the range may include but are not limited to: verbal warning, written warning, written notification to parents, parent shadows the child in school, probation, detention, suspension from transportation, suspension from athletic participation, suspension from social or extracurricular activities, suspension from other privileges, exclusion from a particular class, ISS, involuntary transfer to another class, suspension, expulsion.
- Reasonableness of use of physical force in self-defense, defense of others, and defense of property will be considered as a mitigating factor in determining penalties for misconduct. The threat or use of physical force by a student is not reasonable when: it is made in response to verbal provocation alone, assistance from a school staff member is a reasonable alternative, or the degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk.
- Students are expected to obey all rules and regulations adopted by the Governing Board, and to obey any instructions given by a member of the faculty or staff relating to daily activities and/or any and all school functions. All students in school buildings, on school grounds, using district property for any educational purposes, or attending a district-sanctioned event shall not engage in any improper conduct or behaviors.
- The administration reserves the right to include other infractions and consequences that are deemed appropriate to these categories.
- All formal disciplinary action will be documented and/or recorded and the documentation and other records will be kept in the administrative files or the student's file. Depending upon the student's conduct, one or more disciplinary actions may be taken by school officials.
- If the student's behavior also constitutes a violation of Local, State or Federal law, school officials may notify the proper authorities of the violation. School officials are not required to initiate due process proceedings prior to notifying law enforcement authorities of a possible violation of a serious criminal offense or a possible serious violation of A.R.S. § 15-507 (Abuse of a Teacher or School Employee in School).

- If the police are notified, parents will be contacted as soon as practical by telephone, by letter or in person. Any action taken by law enforcement will be in addition to disciplinary action taken by the school.
- Anyone may report a violation of student conduct rules to an administrator.
- Student discipline is a critical factor in maintaining a safe environment for students and staff. While it is important that students be held accountable for their conduct, it is equally important that students and families know of their right to appeal and understand the appeal process.

### **C. Types of Consequences for Student Misconduct**

Not all actions in response to student misbehavior are disciplinary in nature and therefore they do not require a due process proceeding. Minor student behavior issues may be resolved through one of the following:

#### **Behavior Contract**

Each student must sign a behavior contract indicating that he or she will cooperate with school authorities and work on improving any unacceptable behavior. A Behavior Contract may be used for repeated offenses. After appropriate due-process is provided, a violation of this contract may result in suspension for up to nine (9) days.

Issues may also be resolved through individual or group professional counseling with a student. Counseling sessions may utilize techniques involving discussion, interviewing, and other guidance procedures.

#### **In-School Suspension (ISS)**

In-School Suspension-student spends time in ISS for a designated time or periods when the administration deems it necessary. **ISS can only be assigned by administrators or designee.**

#### **Out-Of-School Suspension (OSS) for up to Ten Days**

The student will be informed by oral or written notice that the student is subject to a short-term suspension, the reasons for the suspension and the evidence the school has of the alleged misconduct. The student shall be allowed to respond to the notice of suspension.

Parents will be notified before the student is allowed to leave campus. If no parent contact can be made, the student may be isolated until dismissal time and then given a written message to the parent/legal guardian.

Suspended students are not permitted to return to school or attend any school functions during the time of suspension.

When a student returns from an out-of-school suspension, the parent or legal guardian shall participate in a conference that may include the student, administrator, school counselor, and a teacher at the time of return. A phone conference may be accepted in lieu of an in-person conference.

#### **Long-term Suspension for more than Ten Days**

A formal letter will be either hand delivered or mailed by certified mail to the parent/legal guardian informing the parent/legal guardian that the student is subject to long-term suspension (more than 10 days). The letter will contain a statement of charges and the rule or regulation violated, the extent of the punishment to be considered and the date, time and place of the formal hearing. The letter will also inform

the parent/legal guardian of the evidence against the student, the district's witnesses and the name of the hearing officer if a hearing officer has been designated. The procedure set forth in Policy JKD will be followed for suspensions.

Suspended students are not permitted to return to school or attend any school functions during the time of suspension. A student placed on suspension will be considered as being on an excused absence.

When a student returns from an out-of-school suspension, the parent or legal guardian shall participate in a conference that may include the student, administrator, school counselor, and a teacher at the time of return. A phone conference may be accepted in lieu of an in-person conference.

### **Expulsion**

The most serious disciplinary action is expulsion. Expelled students are permanently excluded from attending district schools and school activities, unless the Governing Board reinstates the student's privileges to attend school. Where the Superintendent has determined that the nature of the accusations against the student justify expulsion, a formal letter will be hand delivered or mailed by certified mail to the responsible parent/legal guardian at least five days prior to any hearing, informing the parent/legal guardian that the student is subject to expulsion and containing, among other things, a statement of the charges and the date, time, and place of the formal hearing.

The hearing notice, the hearing, and appeal procedures will conform to applicable legal requirements in accordance with Policies JK and JKE.

### **Summary Suspension**

In those instances, where a clear and present danger is evident, the student may be summarily suspended pending a due process hearing. In these cases, the required notice and hearing procedures as set forth in the policies will be followed as soon as possible.

**This handbook serves as notice to students and parents/legal guardians of the school conduct code and discipline regulations. In order to promote effectiveness of student discipline, the assistance of parents/legal guardians in enforcing rules for student discipline is encouraged.**

## **D. DISCIPLINARY DUE PROCESS PROCEDURES**

### **Regular Education Students Suspension for ten days or less**

**Step 1:** The student will receive notice; written or oral, of the reason for suspension and the evidence the school authorities have of the alleged misconduct.

After having received notice, the student will be asked for an explanation of the situation. Authorized District personnel shall make reasonable efforts to verify facts and statements prior to making a judgment.

**Step 2:** Provided that a written record of the action taken is kept on file, authorized District personnel may:

- Suspend the student for up to ten (10) days.
- Choose other disciplinary alternatives.
- Exonerate the student.
- Suspend the student for ten (10) days pending a recommendation that the student be given a long-term suspension or expulsion.

When suspension is involved:

- A parent must be notified before the student is allowed to leave campus. If no parent contact can be made, the student may be isolated until dismissal time and then given a written message to the parents.
- A letter to the parents will be written within a reasonable time to explain the terms (including the possibility that a long-term suspension and/or expulsion is being recommended) and reasons for the suspension and to request a meeting to solicit their help.

**\*\*\*NO APPEAL IS AVAILABLE FOR A SHORT-TERM SUSPENSION\*\*\***

### **Suspension for longer than ten days:**

**Step 3:** If the offense is one that could result in a suspension of over ten days, in addition to Step 1 and Step 2, a formal hearing will be arranged and conducted by a hearing officer or by the Superintendent.

**Step 4:** A formal letter to the responsible parent or legal guardian will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) at least five (5) working days prior to the formal hearing. A copy of this letter will remain on file, and the letter should contain the following information:

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

If a hearing officer has been designated, the name of the hearing officer is included.

**Step 5:** A formal hearing will be held, during which the student will be informed of the following:

- Nothing in these procedures shall be construed to prevent the students who are subject to the action and their parents or legal guardians and legal counsel from attending any executive (closed) session pertaining to the proposed disciplinary action, or from having access to the minutes and testimony of such session or from recording such a session at the parent's or legal guardian's expense.
- The student is entitled to a statement of the charges and the rule or regulation violated.
- The student may be represented by counsel without prejudice.
- The student may present witnesses.
- The student or counsel may cross-examine witnesses presented by the District.
- The burden of proof of the offense lies with the District.
- Either the hearing must be recorded on tape or an official record must be kept in some other appropriate manner. In addition, parents are to be allowed to tape-record the hearing at their own expense.
- The District has the right to present evidence and witnesses, to cross-examine witnesses, and may be represented by an attorney.

**Step 6:** The decision and appeal procedure, if applicable, up on the conclusion of the hearing will be as follows:

- Upon the conclusion of a hearing by a hearing officer in which a decision of long-term

suspension is made, the decision may be appealed to the Board. To arrange such an appeal, the parent(s) of the suspended student or the student must deliver to the Superintendent a letter directed to the Board within five (5) days after receiving written notice of the long-term suspension. The letter must describe in detail any objections to the hearing or the decision rendered.

- The appeal to the Board will be on the record of the hearing held by the hearing officer. If the Board determines that the student was not afforded due process rights or that this policy was not followed in all substantive respects, the student shall be given another hearing. If the Board determines that the punishment was not reasonable, they may modify the punishment. The decision of the Board is final.

### **Special Education Students Suspension for Ten Days or Less**

Short-term suspension (ten days or less) may be used for special education students for disciplinary reasons on the same basis as for a regular education student. (It is not considered a change of placement unless there is a series of suspension totaling more than 10 days.)

**Step 1:** The student will receive notice; written or oral, of the reason for suspension and the evidence the school authorities have of the alleged misconduct.

- After having received notice, the student will be asked for an explanation of the situation.
- The authorized District personnel involved shall make reasonable efforts to verify facts and statements prior to making a judgment.

**Step 2:** Provided that a written record of the action taken is kept on file, authorized District personnel may:

- Suspend the student for up to ten (10) days.
- Choose other disciplinary alternatives.
- Exonerate the student.
- Suspend the student for ten (10) days pending a recommendation that the student be given a long-term suspension or expulsion or both.
- When suspension is involved:
- A parent must be notified before the student is allowed to leave campus. If no parent contact can be made, the student may be isolated until dismissal time and then give a written message to the parents.
- A letter to the parents will be written within a reasonable time to explain the terms (including the possibility that a long-term suspension and/or expulsion is being recommended) and reasons for the suspension and to request a meeting to solicit their help.

**\*\*\*NO APPEAL IS AVAILABLE FOR A SHORT-TERM SUSPENSION\*\*\***

### **Suspension for over ten days**

**Step 3:** If, after Steps 1 and 2 have been concluded, it is determined that the student committed the offense alleged and a suspension of a special education student for more than ten (10) days within the school year is recommended and the behaviors that led to the suspension are substantially similar, a manifestation determination conference shall be conferred. Such a conference shall be for the purpose of determining whether or not the offense is a manifestation of the student's disability.



**Step 4:** If the offense is not a manifestation of the disability of the student, the student may be suspended by following the District policies for non-disabled students, provided that educational services are continued during the period of disciplinary removal for a student with a disability qualified under the Individuals with Disabilities Education Act (IDEA). A student with a disability qualified for educational services under the American with Disabilities Act or Section 504 of the Rehabilitation Act of 1973, and not qualified under IDEA, may be suspended or expelled from school, and educational services may be ceased if non-disabled students in similar circumstances would not continue to receive educational services.

**Step 5:** If the behaviors are a manifestation of the disability of the student, the District may not extend the suspension of the student beyond a total of ten (10) days in a single school year.

An exception to the above allows for an IDEA qualified student to be given a change in placement to an interim alternative educational setting for not more than forty-five (45) days, in accord with federal law and regulation, if the removal is for IDEA defined drug or weapons offenses or is based upon a due process hearing officer's determination that serious bodily injury to the child or another is substantially likely if current placement is maintained.

### **E. GUSD TRANSPORTATION SERVICES BEHAVIOR MANAGEMENT PLAN**

The Ganado Unified School District #20 is honored to have the opportunity to educate all of GUSD #20. The Ganado School District offers the privilege of transportation services for our students. We hope to serve you and your needs to the best of our ability.

Although the District is not legally required to provide transportation to students, as a courtesy, students are generally provided with transportation to and from school. The bus driver is responsible for the students on the bus. Students with serious disciplinary problems while on the bus may have their riding privileges suspended. Student responsibilities on the bus include:

- Be courteous and follow the directions of the driver at all times.
- Remain seated facing the front with your feet on the floor.
- Keep hands, feet and objects to yourself inside the bus.
- Do not display any verbal or physical behavior that disrupts the ride.
- No gum chewing, eating, drinking or smoking.
- No skateboards or items that will not fit into a backpack on the bus.
- The Transportation Department reserves the right to determine non-allowable items.
- All school rules and policies apply while on the bus.

Please be advised that GUSD #20 has strict policies regarding student conduct on all district school buses. Safety is always our number one goal as a transportation department. To ensure all students arrive at school safely, we cannot allow inappropriate behavior to occur while riding our buses. The main function of the transportation department is to transport the students that attend GUSD #20 from home to school, and from school to home, as safely as possible. Bus transportation is a privilege, not a right. Therefore, please respect and comply with all the bus safety rules.



## ***Levels of Misconduct***

### **Level I**

- ( ) Failure to remain properly seated
- ( ) Loud disruptive talking and yelling
- ( ) Eating/drinking /Littering/chewing on bus
- ( ) Throwing objects on the bus
- ( ) Crossing behind the bus
- ( ) Continuously late to bus stop
- ( ) Opening window
- ( ) Other \_\_\_\_\_

### **Level II**

- ( ) Profanity, obscene language or gesture
- ( ) Extending head or arm out of bus window
- ( ) Vandalizing District property
- ( ) Verbal abuse of another student
- ( ) Defiant behavior shown to bus driver/monitor
- ( ) Spitting on the bus
- ( ) Throwing objects at the bus
- ( ) Other \_\_\_\_\_

### **Level III**

- ( ) Lighting matches
- ( ) Verbal abuse/physical assault on driver or monitor
- ( ) Throwing object from the bus
- ( ) Spitting on a person
- ( ) Shoving student(s) into path of moving bus
- ( ) Physical assault on student
- ( ) Activating or tampering with emergency equipment
- ( ) Igniting smoke/stink bomb on bus
- ( ) Smoking on bus
- ( ) Bullying / Intimidation
- ( ) Weapons, simulated weapons, firearm, destructive device or dangerous instrument (on bus or at the stop)

*\* Please note, level III behaviors result in **immediate** suspension of bus privileges and escalation of the report process, as well as additional disciplinary action as assessed by the school site principal.*

### **Should the Rules be Broken, the Following Consequences will be Incurred:**

All bus infraction referrals will be dealt with in accordance with the student discipline policies and regulations.

### ***First Bus Report***

Parents or Legal Guardians will receive a phone call informing them of the behavior. A verbal warning will be issued stating that repeated reports of misconduct will result in further disciplinary action. The Bus Conduct Report will be scanned to the site principal and counselor to ensure they are aware of the behavior.

### ***Second Bus Report***

Parents or Legal Guardians will receive a phone call inviting them to attend a mandatory, in person meeting with the Transportation Supervisor, or other designated official, to discuss the behavior and expectations of bus safety. A written warning will be issued, stating that repeated reports of misconduct will result in further disciplinary action. The site principal and counselor will be invited to attend the meeting, and provided with the Bus Conduct Report, to ensure they are aware of the behavior.

### ***Third Bus Report***

Parents or Legal Guardians will receive a phone call inviting them to attend a mandatory, in person meeting with the Transportation Supervisor, or other designated official, to discuss the behavior and expectations of bus safety. The student's bus privileges will be suspended for 5 days. The site principal and counselor will be invited to attend the meeting, and provided with the Bus Conduct Report, to ensure they are aware of the behavior.

### ***Fourth Bus Report***

Parents or Legal Guardians will receive a phone call inviting them to attend a mandatory, in person meeting with the Transportation Supervisor, or other designated official, to discuss the behavior and

expectations of bus safety. The student’s bus privileges will be suspended for 10 days. The site principal and counselor will be invited to attend the meeting, and provided with the Bus Conduct Report, to ensure they are aware of the behavior.

***Fifth Bus Report***

Parents or Legal Guardians will receive a phone call inviting them to attend a mandatory, in person meeting with the Transportation Supervisor, or other designated official, to discuss the behavior and expectations of bus safety. The student’s bus privileges will be suspended for the remainder of the academic year. The site principal and counselor will be invited to attend the meeting, and provided with the Bus Conduct Report, to ensure they are aware of the behavior.

## SECTION VII: INDIVIDUAL SCHOOL POLICIES AND PROCEDURES

### A. GANADO PRIMARY AND INTERMEDIATE SCHOOLS

#### ***CHILD FIND PROGRAM***

Federal law, P.L. 94-142 requires the district to make every effort possible to identify all children within the district above the age of three years who might have special capabilities or other exceptional needs. If you are aware of any such children, please stop by the Primary school office.

#### ***CLASSROOM PLACEMENTS***

Parents are invited to discuss placement concerns at the end of the current school year for the following school year. However, in order that all children and teachers participate in an equitable educational program, the following Student Placement Procedure has been established.

1. Before any parental requests are honored, students are placed on class lists without regard to teacher to achieve near equal distributions of the following grouping:
  - a. academic ability: above, on, and below grade level
  - b. language proficiency ranges
  - c. special needs students; and
  - d. male and female

When class lists have been constructed, the Principal randomly assigns each class list to a classroom teacher for the following year. The school Principal is responsible for the final educational placement of all children.

2. Parents who wish to have input in educational decisions are always welcome to participate. Parental requests must be in writing stating specific reasons for placement in a particular classroom. However, action on parental requests for certain teachers or programs depends on the availability of classroom space, the child's special needs or qualifications for such programs, and the educational impact of the requests on the entire school's ability to function smoothly.
3. A written request or lack of request will have no effect on the care given to each child's placement.
4. Parents are cautioned not to request placement or non-placement based on what they may have heard about a teacher. Just as each child is unique, so is each teacher. An experience that other parents may have had with their children may be totally different from what your children could have with the same teacher.
5. Requests for a child not to be placed with another student, for whatever reason, should be noted in writing to the child's present classroom teacher. Parents should be aware that other considerations may prevent the honoring of such requests.
6. Parents of incoming kindergarten students may indicate placement requests at registration.
7. No classrooms already considered full will be over enrolled to make room for requests nor will any child be removed from a classroom already made to make room for another child. However, if so desired, a child may be placed on a waiting list for that class in the event an opening occurs.
8. A parent-teacher conference is strongly recommended when there is a placement concern.

## ***ENROLLMENT OF KINDERGARTEN AND FIRST GRADE STUDENTS***

According to State law, a child must be five years of age by September 1<sup>st</sup> to be admitted to Kindergarten and six years of age by September 1<sup>st</sup> to be admitted to first grade. It is important for parents to realize that all class placements are tentative for all newly enrolled students, until the child can demonstrate the ability to meet Ganado Primary promotion criteria which was necessary for the advancement of all other students promoted to that grade.

A child is not officially enrolled unless all of the following are completed: (1) immunization records or proof of exemption; (2) birth certificate; (3) proof of guardianship; (4) proof of residency and (5) prior educational records are received and that the latter support grade placement. In addition, a child's census number is helpful for determining eligibility purposes. No child will be enrolled until the immunizations are completed or initiated as required by law.

## ***PROMOTION REQUIREMENTS BY GRADE***

Ganado Primary School does not favor the retention of children, however, the school does have promotion standards that every child should strive to meet. The grade level standards are reflective of National and State grade level standards and therefore may appear to be difficult for some students to meet. Parents are encouraged to confer frequently with the teacher about their children's progress and learning. A teacher may recommend retention if the child has excessive absences. Per A.R.S. §15-701, the state of Arizona requires a student not be promoted from the third grade if the student scores far below the third grade level on the Arizona statewide assessment.

## ***REPORT CARDS AND OTHER PARENT REPORTS***

Report cards are issued to parents four (4) times each year after each nine-week grading period. During each grading period, parents will receive a report card with comments. During each reporting period, parents may receive a curriculum narrative (parent letter) which will explain the curriculum covered during that marking period. Contact the Principal if you do not receive a report card for your child.

In addition, parents may receive other reports as needed to inform parents of student progress between report cards. Parents are encouraged to set up conferences with the teacher and to share information regarding your child's progress. Please come in regularly to monitor your child's progress and come in with specific questions to make the time with your child's teacher most useful. Conferences with your child's teacher can be arranged at any time during the school year.

## ***RULES OF GENERAL CONDUCT AND RESPONSIBILITIES FOR STUDENTS***

All students are expected to demonstrate satisfactory standards of conduct which include, but are not limited to the following:

- Respect yourself and others.
- Respect the earth and all living things.
- Behave the way you want others to behave.
- Don't hurt anyone physically or emotionally.
- Students must obey lawful directions of school staff members.
- Students may not have unauthorized items in school including: firecrackers, spray paint, toxic or noxious substances, real or pretend tobacco, alcohol or drugs, real or pretend knives, guns, rubber band shooters, or water guns. These items will be confiscated and will not be returned.
- Use the restroom as intended, respect the privacy of others, do not stand on toilets.
- Walk. Do not run in the school building.
- No gum allowed.
- No pushing or shoving.
- Play safely and avoid rough-housing.

- Do not run in front, behind, or in between the swings.
- Do not jump or flip off of swings.
- Swing only forward and backward in a seated position.
- Tackle football is not permitted.
- No roller blades, roller skates, or skateboards on Ganado Primary School property.
- Students are not permitted to run down the slide
- Students are not allowed to run on playground equipment.

All students have the responsibility to:

- Protect the rights of others to study and to learn (no put downs);
- Attend school daily unless ill or legally excused;
- Be on time to all classes;
- Obey school rules (a copy is available upon request);
- Volunteer information and cooperate with school staff in disciplinary cases;
- Complete all in-class and homework assignments and to meet deadlines;
- Respect public property and carefully use and return all materials and equipment;
- Come to class with necessary books and materials;
- See that school correspondence to parents reaches home; and
- Do your personal best.

If a student continually chooses not to follow a rule and is sent to the office by a staff member, a letter will go home to the parent and must be returned with a parent's signature. The School Board policy on Discipline prohibits the use of corporal punishment (spanking, paddling, etc.) as a means of discipline for children whose behavior(s) cannot be controlled or corrected through parent contact or positive behavior supports. Discipline will be imposed in accordance with school district policies. If the misconduct is also a violation of local, Arizona or Federal law, the proper authorities will be notified in addition to any discipline imposed by the school. Ultimate decisions regarding disciplinary action are imposed by the Principal.

### ***SCHOOL HOURS AND SUPERVISION***

School begins daily at 8:25 am. Primary School (K-2) students will be released by 3:20 p.m. daily. Intermediate School (3-5) students will be released by 3:25 p.m. Buses will depart from the main campus around 3:40 pm. We ask for parents' cooperation and assistance by having their children arrive at school no sooner than 7:45 a.m. This will help ensure the safety of all students.

Primary/Intermediate School students are required to leave school grounds when school is over. They are not to remain at school unless prior approval has been obtained from the Principal. If you choose to allow your child to come to school before or to return to school after normal school hours, then you must realize that the safety of your child is your responsibility.

### ***TIME OF DAY REQUIRED***

For the purposes of the Arizona Department of Education in order for a student to be counted in attendance all day, the student must attend at least three-quarters of the instructional day. A student who attends at least one-half of the instructional day, but not more than three-quarters, is considered present for only 1/2 the day.

## **B. GANADO MIDDLE SCHOOL**

### ***ACADEMIC INTERVENTIONS***

Academic interventions are held to open the communication lines between the student, parent/legal guardians, teachers and principal. Academic interventions can be requested when a concern arises. The overall goal of an academic intervention is to create a plan for success for each student, both behaviorally and academically.

## ***GRADE REPORT PERIODS***

These reports will notify the student and parents of student progress.

- Progress Reports – academic reports are available via PowerSchool and may be accessed at any time by parents.
- Mid-Quarter Reports – academic reports given at Parent-Teacher Conferences and/or mailed home
- Final Report Cards – grades/academic report mailed home at the end of the quarter

## **POWERSCHOOL PARENT PORTAL**

**In order to facilitate student scheduling, a PowerSchool Parent Portal account will be required from all GMS students. It will be the student's responsibility to keep their login information in a location that is easily accessible for use. The creation of a Parent Portal account will provide students with the ability to track their progress in class daily, as long as the student has access to technology at school or their home. Students and parents may view grades, attendance, and teacher comments in the Parent Portal. An email link is also available for communicating with the teacher regarding a student's progress.**

## ***PROMOTION – RETENTION (REGULAR EDUCATION)***

The School District has standards that students must achieve in reading, writing, communication, science, social studies and mathematics for promotion to the next grade (Board Policy - IKE). In addition to meeting the course requirements, grades, (including exploratory classes) teacher-principal recommendations, attendance, and other data will be taken into consideration for retention and promotion. A decision to retain a student will be made after a careful study of facts relating to all phases of the student's growth and development, and should be in the best interest of the student. (A.R.S. § 15-701 (E) and A.R.S. 15-342(11)) Every effort will be made by all school personnel (Teachers, Principal, Counselor, and Attendance Clerk) to assist those students who are at risk of being retained. The teachers will be responsible for identifying these students and making the appropriate referrals for intervention as early as possible. The parents and Principal will be informed of students who are identified as at risk for retention, parent conferences will be held during regularly scheduled parent/teacher conferences and at other times as deemed necessary during the school year.

Any student who has a cumulative grade point average of 1.75 or below will be strongly considered for retention. Excessive absences/tardiness will also be taken into consideration.

**No decision to retain a student shall be made without student and parent involvement. Every effort will be made to contact the parents/legal guardians on the progress of their student.** Teachers shall make the final recommendation to retain a student after consultation with the principal, input from other staff members, and parents when possible. Students and their parent(s) shall be involved throughout the retention determination process if possible.

Parent(s)/Legal Guardian(s) may request in writing that the Governing Board review the school's decision pursuant to A.R.S. § 15– 342(11).

## **8th Grade Promotion Ceremony**

Students will participate in the 8th Grade promotion ceremony if they meet the following:

- have a 1.75 Cumulative GPA or above
- Have less than 18 days of absences
- Be in Good Standing (not serving a suspension during the ceremony)



**PROMOTION – RETENTION (SPECIAL EDUCATION)**

The retention of an ESS student will be considered when they do not meet the requirements of the student’s alternative curriculum set forth in their IEP. This is in accordance with A.A.C. R7-2-301 and R7-2-401.

Students who do not meet regular promotion requirements must meet the course of study and promotion requirements for special education under the guidance of A.A.C. R7-2-401. Students that are in need of special educational services will be assigned a case manager to establish an IEP.

Any student unable to meet regular academic requirements for promotion must meet the requirements of an alternative curriculum derived from the regular curriculum, which will be developed by a multidisciplinary team on an individual basis. Students placed in a special education program will complete the course of study as prescribed in the individual promotion plan and implemented through their individual education program. Course work will be presented at a level commensurate with the student’s ability. The student’s permanent file shall identify the courses completed through special education; however, the student will receive the standard certificate of promotion.

**TEACHER ASSIGNMENTS**

Once a student is assigned to a teacher, class assignments will not be changed unless a recommendation and determination is made by the Principal.

**C. GANADO HIGH SCHOOL**

**GRADUATION REQUIREMENTS**

A student must have a minimum of twenty-two (22) credits in order to graduate (R7-2-302).

***Requirements for SY 2024-2025***

English	4 credits
Mathematics	4 credits
Science	3 credits
Social Studies	3 credits
CTE or Fine Arts	1 credit
PE and Health	1 credit
<u>Electives</u>	<u>6 credits</u>
<b>Total</b>	<b>22 credits</b>

The following are also requirements that students must meet:

- Arizona Civics Test – pass with a minimum score of 60%.
- Education and Career Action Plan (ECAP) – reflects a student’s current plan of coursework, career aspirations, and extended learning opportunities in order to develop the student’s individual academic, career goals and postsecondary plans.
- Instruction and Hands-on Training in Cardiopulmonary Resuscitation – training sessions in cardiopulmonary resuscitation, through the use of psychomotor skills in an age-appropriate manner. A student may be excused from the instruction on cardiopulmonary resuscitation at the request of either:
  - A. The pupil's parent.
  - B. A pupil who provides written documentation that the pupil has previously received training in or is currently certified in cardiopulmonary resuscitation.
  - C. The pupil's individualized education program team, if the pupil is a child with a disability as defined in A.R.S. § 15-731 and if the individualized education program team makes a determination to excuse the pupil from the instruction.

Certain colleges/universities and/or scholarships may have additional requirements, please consult with your counselor for proper post-secondary planning.

### ***STUDENT CLASSIFICATION***

One unit of credit (for two semester courses) or ½ unit of credit (for one-semester courses) can be earned by successfully passing a fifty (50) minute class. Classes will be conducted daily following a 6 period 50-minute schedule.

Grade classification is determined by class cohort listed below:

- Freshman – Class of 2028
- Sophomore – Class of 2027
- Juniors – Class of 2026
- Seniors – Class of 2025

\*If a student does not meet their graduation requirements when he/she is a senior, they will be considered a fifth-year senior) \*

### ***CONCURRENT ENROLLMENT /DUAL CREDIT***

Concurrent Enrollment and Dual Credit Programs allow students to take college courses, earning college credit, while still in high school. In order to participate in the program, students must meet requirements set by GHS and the colleges. Students should contact the Academic Counselor if they are interested in these programs.

High School students enrolling in courses for concurrent college credits through any of the Dual Enrollment Colleges must meet satisfactory placement requirements. A class taken for concurrent credit at a college or university for up to 4 credits is equivalent to ½ credit earned at GHS.

As in all college courses, the final grade must be a minimum of a “C” to count toward an associate degree or transfer to an accredited college. A grade of “D” will still be counted as credit for High School.

All Dual Credit programs have established Intergovernmental Agreements regarding course requirements, instructors and instruction, assessment and monitoring, and other policies and procedures with the colleges. These documents are GUSD Governing Board approved yearly and are on file with the school and district offices for review.

### ***STUDENT ATTENDANCE***

School attendance is the responsibility of the student and his/her parents/legal guardians.

#### **Tardy Policy**

Between each class period, students are afforded five minutes to get to the next class. After the tardy bell, students are expected to be in their classroom (not running to the door or down the hall). In short, it is the student’s responsibility to manage time effectively to allow them enough time to arrive at the next class by only walking.

Tardies are disruptive to the educational process in the classroom. As a result, in an effort to deter students from being tardy, Ganado High School will adopt the following disciplinary consequences outlined below:

1st - 5th Tardy: Teacher records in PowerSchool/no disciplinary action.

- 6th Tardy: Teacher records and notifies Administration who will assign a consequence which may include:
- Lunch Detention
  - Afterschool Detention
  - ISS Referral
- 9th Tardy: Teacher records and notifies Administration who will assign a consequence which may include:
- ISS Referral
  - OSS
- 10th tardy or more: Teacher records and notifies Administration who will assign Up to 9 days Out of School Suspension (OSS).

**As an important note, the amount of tardies a student accumulates and the pattern of discipline a student receives will be reset at the beginning of each semester.**

**Excessive tardiness may also result in disciplinary consequences. Multiple tardy referrals in multiple class periods will result in additional discipline.**

**Students who are more than 15 minutes late to a class will accrue an unexcused absence for the class period.**

**Ganado High School will conduct frequent and periodic tardy sweeps throughout the school year. Students will serve ISS if not in class during the tardy sweep. Excessive tardies during tardy sweeps may result in additional disciplinary action.**

### ***NO CREDIT DUE TO ABSENCES***

A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child and parents/guardians may be criminally liable. Absences are considered excessive when the number of absent days exceeds ten per cent (10%) of the number of required attendance days. See A.R.S. § 15-802(B). Additionally, students who exceed 9 days of absences (excused or unexcused) in a semester may receive No Credit for each course. **The District expects all students and parents to take responsibility for student attendance.**

Parents/Legal Guardians will receive notification of excessive absences on the 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup>, and 10<sup>th</sup> absence.

Students with a chronic health condition which may keep them away from school must procure a Medical Certification of Chronic Health Conditions form from the attendance office for their doctor to complete and return to the school. Students not completing this form will not be given consideration for chronic health problems when deciding loss of credit issues.

### ***HALF-DAY HIGH SCHOOL STUDENT ENROLLMENT***

In accordance with A.R.S. § 15-901, in order for a high school student to be identified as a “full-time” student, they must be enrolled in a minimum of four high school courses. Students who seek to “limit” the number of courses they take per a given year must meet the following requirements:

- Notify their academic counselor in writing of their intent to take a reduced course load
- Arrange a parent/student meeting with their designated academic counselor and the principal
- Be in good academic standing (on-track to graduate, etc.)

Students who are given permission to take a reduced number of courses, must adhere to the following guidelines:

- Courses to be taken must meet 1st-4th period.
- After lunch, the student must leave school premises for the remainder of the day (“half-day” students are not permitted to return to campus during instructional hours at any time).
- Before leaving campus for the day, students must check themselves out through the front office.

**Failure to adhere to the guidelines above may result in disciplinary consequences ranging from a verbal warning to expulsion.**

### ***DESIGNATED AREAS FOR BREAKFAST/LUNCH:***

For the safety of the students, during breakfast and lunch, students will only be allowed in the following areas:

- Cafeteria
- Cafeteria Patio (during lunch only)
- Grand Avenue (during breakfast only)
- Library

Students are expected to adhere to following guidelines:

- Unless a student has a written pass from a teacher, students will not be allowed in any other area during breakfast or lunch.
- Ramp areas on both the east and west end of Grand Avenue must remain accessible at all times. This means students should not linger on the ramp or around the ramp.
- During breakfast and lunch, for the safety of the students, students will not be allowed to sit on the stairs at either the east or west end of Grand Ave.
- The front office and the area above the stairs is off-limits during breakfast and lunch.

### ***POWERSCHOOL PARENT PORTAL***

In order to facilitate student scheduling, a PowerSchool Parent Portal account will be required from all GHS students. It will be the student’s responsibility to keep their login information in a location that is easily accessible for use. The creation of a Parent Portal account will provide students with the ability to track their progress in class daily, as long as the student has access to technology at school or their home. Students and parents may view grades, attendance, and teacher comments in the Parent Portal. An email link is also available for communicating with the teacher regarding a student’s progress.

### ***AFTER SCHOOL ACTIVITIES (TUTORING/CREDIT RECOVERY/CLUBS/ATHLETICS, ETC)***

Attendance at after-school tutoring sessions is a privilege, not a right. The principal and/or designee reserves the right to forbid any student from after-school tutoring. The following procedures will be adhered to:

- Students must be in their assigned classroom or in designated area for tutoring or credit recovery by 3:05 p.m.
- Once students leave the building, they will not be allowed to reenter the building.
- Students should utilize the five minutes after the dismissal bell to use the restroom and gather belongings and report to tutoring. Students should not be wandering the hallways or school premises after school. (If emergencies arise, passes will be handled on an individual basis by the classroom teacher.)

- Students will be expected to adhere to all policies and procedures and remain on-task for the entirety of the tutoring/credit recovery session.
- **As a safety precaution, students may not allow students back into the building at any time. A student who is found to have let a student back into the building will be barred from attending tutoring for the remainder of the semester.**

Students found to have violated the school's tutoring policy will be subjected to the discipline outlined above. All other school violations will be handled through the school referral process and subsequent disciplinary consequences, including the suspension of after school privileges for the remainder of the year.

### ***CREDIT RECOVERY (SUMMER SCHOOL)***

When funding is available, a summer school session may be held for students in need of credit recovery. Students will be chosen for credit recovery using a predetermined order (school personnel reserves the right to make changes to the policy on a case-by-case basis). The order of the credit recovery list will be determined by the date students turn their packets in for the program and the student's cohort. The order for selection into the credit recovery program will be as follows:

- Seniors (Cohort 2025)
- Juniors (Cohort 2026)
- Sophomore (Cohort 2027)
- Freshman (Cohort 2028)
- Returning Seniors (Cohorts 2022, 2023, 2024)

For students on the waiting list, when seats become available, they will be filled using the order on the waiting list. As a general rule, the earlier a student turns in their completed packet, the better chance they have of being enrolled in the credit recovery program during summer school.

Please be aware, students who accumulated a total of two absences will be unenrolled from the program. Tardies or leaving early from the program will be handled on a case-by-case basis by the teacher.

### ***LOCKER POLICY/REGULATION (SEARCHES)***

Students will be assigned an academic locker by the School Registrar. Physical Education (PE) staff assign PE lockers. In order to accommodate students, lockers will be made available for students to rent at no cost. Due to the number of lockers available, it may not be possible to assign a locker to every student. Lockers will be assigned on a first come, first serve basis.

In order to optimize safety protocols within GHS, the school will no longer allow backpacks or bags to be carried by students during the school day. All backpacks and bags are to be secured in lockers and students may access materials during the passing time between classes. All sports/extracurricular backpacks or bags are to be secured in the athletic locker rooms or other lockers. Students and staff shall not secure bags in offices, classrooms, storage rooms, restrooms, or other spaces within the school building.

Students are expected to adhere to all policies and regulations concerning lockers, which are outlined in the form students fill out during the locker assignment process. Students are expected to use only their assigned lockers. The misuse and sharing of lockers may result in the loss of privileges. Additionally, in accordance with GUSD Governing Board Policy JIH (Student Interrogations, Searches, and Arrests), lockers may be subject to a search by school officials without prior notice or student consent.

**The school assumes no responsibility for items taken from lockers. It is advised that lockers are not shared and items of value are kept with you.**

## ***PARENT DROP OFF/PICK-UP BEFORE AND AFTER SCHOOL***

Due to safety concerns for students, parents who pick-up or drop-off students before or after school will be required to do so accordingly in the parking lot on the North side of the high school. A sign indicating the proper pick-up and drop-off location will direct parents to the authorized pick-up/drop-off zone. During the following instructional hours (8:25 a.m.- 3:00 p.m.), however, parents/authorized individuals may park on the east side of the high school to check a student out of school.

## ***STUDENT DRIVERS***

All drivers must stop at the security checkpoint. Student Drivers who will be driving a privately owned vehicle to school must register with the Security Department and provide the following:

- Valid driver's license
- Current vehicle registration
- Proof of vehicle insurance
- Student Vehicle Registration Form (can be obtained in the Security office)

Additional procedures include the following:

1. Students must park in the designated student parking area.
2. Students are not to park in the faculty parking.
3. Students may not sit in parked cars upon arriving at school or during school hours.
4. Alcohol or illegal drugs are not to be used or kept in vehicles and violations will be treated in the same manner as if used inside the school building.
5. Any student found violating any state, local, or school regulation concerning driving on school property may receive disciplinary action.
6. The speed limit in all parking areas is five (5) miles per hour.
7. Passengers are limited to siblings only and must be listed on the registration form.
8. Students who fail to follow these procedures will be subject to disciplinary action. Disciplinary steps will generally follow a progressive pattern of consequences and may result in the vehicle being towed at the student or owner's expense. The disciplinary steps are:

- 1st offense Verbal Warning
- 2nd offense Parent Contact
- 3rd Offense Parent Contact
- 4th Offense 1 Day OSS
- 5th Offense Towing of vehicle at owner's expense

Students who fail to register their vehicles or who fail to follow GUSD Policy JLIE Student and Automobile Use and Parking and related procedures may have their vehicles towed away at the student or vehicle owner's expense.

PLEASE NOTE VEHICLES PARKED IN STAFF HOUSING ON THE SOUTH SIDE OF THE HIGH SCHOOL ARE SUBJECT TO BEING TOWED AT OWNER'S EXPENSE WITHOUT PROGRESSIVE DISCIPLINARY STEPS.

## ***HALL PASS PROCEDURES***

Hall passes are not to be issued during the first twenty (20) minutes and the last ten (10) minutes of each class period. The only accepted hall pass will be the log in the student handbook that students must have signed by the teacher when the student leaves the classroom such as to the restroom, library, office, etc. Misuse of hall pass privileges will result in disciplinary action and will be referred to the Administration for corrective action. Teachers may also revoke hall pass privileges.



## ***FIELD TRIPS/EXTRACURRICULAR ACTIVITIES***

Before a student is allowed to go on a school field trip, the student must have a “Parent Permissions Form” signed by the parent/legal guardian and on file with the school at the Registrar’s Office. Students must also meet grade/behavior eligibility requirements. All school rules are applicable to students while they are on school-related trips.

## ***GENERAL GUIDELINES FOR ASSEMBLIES***

Assemblies are provided as part of the student’s learning experience and enjoyment. To help make assemblies enjoyable for the entire audience, as well as the presenter of the assembly, show respect by remaining quiet and being a good listener. Attending assemblies is considered a privilege. Teachers and teacher aides will assist with monitoring assemblies. Areas will be designated for seating by grade level. Security will handle monitoring of hallways from the beginning to the end of the assembly. All school and district policies still apply.

## ***CLASS/CLUB MEETINGS***

GHS is committed to offering a wide range of extra-curricular activities for students. Extra-curricular activities are an important component of students’ overall education and open to all students at GHS. Students are encouraged to take part in campus activities. GHS encourages students to explore and form various clubs yearly. In order to form a club, students must have a staff sponsor and student council approval. Class/Club meetings focus on student data, election of class/club officers, planning activities, student input for program implementation, setting class goals, and other topics as needed.

## ***ADULT STUDENTS/EMANCIPATION***

A student establishes adulthood upon reaching the age of eighteen (18). This allows a student to represent themselves as an adult. Parental consent is no longer necessary. As part of this process, emancipated students are required to complete the Dependent Disclosure to Parents/Legal Guardians and Consent to Release Information Form to allow records and information to be released to anyone including his/her parent/legal guardian. The form will not expire and is referenced should the student withdraw from GHS. The student may amend the information at any time with the Registrar.

GHS recognizes that students having legal guardians may also be recognized as establishing adulthood provided certain criteria exists. In order to be recognized as an adult, students cannot be a ward of the court or have any active legal custodial matters at the time of their eighteenth (18th) birthday. Should a student have active judicial custody matters, a legal document must be furnished to GHS prior to allowing a student to be recognized as an adult. When doubt arises in determining if a student is emancipated, GHS will not allow a student to represent him/herself until the school has been fully informed regarding the student’s welfare.

Student self-checkout requires the Student Check Out Form to be completed by the parent/legal guardian.

## SECTION VIII: DISTRICT POLICIES

The following Ganado Unified School District Governing Board Policies are referenced in this handbook. It is not an exhaustive list of all GUSD Governing Board Policies. The GUSD Parent and Student Handbook contains the following GUSD Governing Board Policies for the convenience of both the parent(s)/legal guardian(s) and the student(s). The following GUSD Governing Board Policies that are included are: JH, JHB, JI-R, JIC, JICA, JICA-R, JICB, JICFA, JICG, JICH, JICK, and JK-R. These GUSD policies are cited within the handbook and may be read in entirety by visiting your respective school or the Arizona School Board Association Policybridge online at:

<https://policy.azsba.org/asba/browse/allmanuals/ganado/root>

**JH-Student Absences and Excuses**

<https://policy.azsba.org/asba/browse/allmanuals/ganado/JH>

**JHB-Truancy**

<https://policy.azsba.org/asba/browse/allmanuals/ganado/JHB>

**JI-R: Student Rights And Responsibilities**

<https://policy.azsba.org/asba/browse/allmanuals/ganado/JI-R>

**JIC: Student Conduct**

<https://policy.azsba.org/asba/browse/allmanuals/ganado/JIC>

**JICA-Student Dress**

<https://policy.azsba.org/asba/browse/allmanuals/ganado/JICA>

**JICA-R: Student Dress**

<https://policy.azsba.org/asba/browse/allmanuals/ganado/JICA-RA>

<https://policy.azsba.org/asba/browse/allmanuals/ganado/JICA-RB>

**JICB: Care of School Property By Students**

<https://policy.azsba.org/asba/browse/allmanuals/ganado/JICB>

**JICFA: Hazing**

<https://policy.azsba.org/asba/browse/allmanuals/ganado/JICFA>

**JICG: Tobacco Use By Students**

<https://policy.azsba.org/asba/browse/allmanuals/ganado/JICG>

**JICH: Drug and Alcohol Use By students**

<https://policy.azsba.org/asba/browse/allmanuals/ganado/JICH>

**JICK: Student Violence/Harassment/**

<https://policy.azsba.org/asba/browse/allmanuals/ganado/JICK>

**Intimidation/Bullying**

**JII-R Student Concerns, Complaints,  
and Grievances**

<https://policy.azsba.org/asba/browse/allmanuals/ganado/JII-R>

**JII-EB Student Concerns, Complaints,  
and Grievances**

<https://policy.azsba.org/asba/browse/allmanuals/ganado/JII-EB>

**JK-R: Student Discipline**

<https://policy.azsba.org/asba/browse/allmanuals/ganado/JK-R>

# JICFA-EB ©

## EXHIBIT

### HAZING

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

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

#### Definitions

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

- A. 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 educational institution.
- B. The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

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

#### Directions

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

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

- A. Customary athletic events, contests or competitions that are sponsored by an educational institution.
- B. 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 Policy JICFA and this exhibit.

#### Reporting/Complaint Procedure

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 school 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.

A person who complains or reports regarding hazing may complain or report directly to the school administrator or to a professional staff member. The professional staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purpose. At a minimum the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. When a professional staff member receives the information, the staff member will transmit a report to the school administrator or supervising administrator no later than the next school day following the day the staff member receives the report/complaint.

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

A. An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the timeline may only be by necessity as determined by the Superintendent.

B. The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.

C. The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.

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

# JICK-EB ©

## EXHIBIT

### STUDENT BULLYING / HARASSMENT /INTIMIDATION

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

The Governing Board of the Ganado 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, harassment, or intimidation 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

- A. 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,
- B. 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,
- C. occurs when there is a real or perceived imbalance of power or strength, or
- D. 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

- A. 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,
- B. exposure to social exclusion or ostracism,
- C. physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- D. 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 lists, 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 orientation, 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 to 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, harassment, or intimidation 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, harassment, or intimidation 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, 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, harassed, or intimidated or suspect another student is bullied, harassed, or intimidated should report their concern to any staff member of the School District. School personnel are to maintain appropriate confidentiality of the reported information.

Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying, harassment, or intimidation 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, harassing, or intimidating others will be disciplined up to and including suspension or expulsion from school.

Knowingly submitting a false report under Policy JICK or this exhibit shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of Policy JICK or this exhibit, 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, harassment, or intimidation is a violation of the law.



# JII-EB ©

## EXHIBIT

### STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

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

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

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

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

Provided that:

- A. The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and
- B. 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:

- A. 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.
- B. The complaint/grievance shall be made only to a school administrator or a school staff member.
- C. The person receiving the complaint will gather information for the complaint form.
- D. All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. Forms are available in the school office.
- E. The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Any question concerning whether the complaint or grievance falls within this policy shall be

determined by the Superintendent.

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

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

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

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

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

## **SECTIONS IX; TECHNOLOGY POLICY FOR STUDENTS AND STAFF**

### **Internet Acceptable Use**

#### **PreAmble**

The Ganado Unified School District No. 20 (hereinafter referred to as School) provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence in the School by facilitating resource sharing, innovation, and communication with the support and supervision of students, parents, teachers, and support staff. The use of these technology resources is a privilege, not a right. Computers and related equipment may only be used for education purposes and school use. No private use of the computer or related equipment is allowed.

These technology resources include use of an international computer network variously identified as the Electronic Information System, the Internet, the World Wide Web, or the Information Superhighway. This resource provides access to other educational institutions, libraries, agencies, organizations, and individual persons. This access can greatly enhance the educational mission of the School and its students' educational experience. This access also has the potential to provide material that may not be considered of educational value or which may be considered harmful or offensive. The School will make every effort to protect students and staff from any misuses or abuses of this service; however personal responsibility is essential in the use of this system, and all users must be watchful to avoid inappropriate and illegal interaction with the information service. all users and, where applicable, all parents of users must familiarize themselves with the School's policies and rules regarding the usage of this resource and agree to adhere to said policies and rules prior to being granted the privilege of using this resource. Violations of the School's policies and rules concerning this resource may result in revocation of the user's privilege and may subject the user to disciplinary action.

Internet access will be provided to the students and staff in accordance with the terms of this policy. Internet access from School computers is reserved solely for educational purposes and school use only. Use by outside groups is prohibited. The School reserves the right to monitor all Internet activity including transmission and receipt of e-mail.

#### **Acceptable Use**

The following are rules for the use of the School's electronic information system. Use consistent with these rules is acceptable. Use which violates these or other School rules or policies is unacceptable use which may result in loss of user privileges and/or disciplinary action.

- Assigned computer/Internet accounts must only be used for educational research and personal growth.
- Users are responsible for the proper use of their account and shall use only their own personal account number to access the electronic information service. Users shall not allow any other person to use their account, nor give their account number to any other person, on or offline.
- Users shall not use the system to promote the use of drugs, alcohol, or tobacco, nor deliberately promote unethical practices or practices which violate any law or School policy.
- Copyrighted material may not be placed on the system without the express permission of the author who must be credited for the material. Copyrighted material may be downloaded for users' use only.
- Users shall not read the other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to delete, copy, modify, or forge other users' mail or files.
- Messages should be kept as brief as possible.

- Use of any other organization's networks or computing resources must also comply with the rules of that network.
- Transmission of any material in violation of any federal or state laws is prohibited. This includes, but is not limited to:
  - Copyrighted material;
  - Threatening of obscene material; or
  - Material protected by trade secret.
- Use for commercial activities is generally not permitted.
- Use for product advertisement or political lobbying is prohibited.
- Messages of a private or personal nature involving students, staff, or other individuals are not permitted.
- Inappropriate use of electronic resources can also be a violation of local, Navajo Nation, state, and federal laws, and a user can be prosecuted for violating those laws.
- Users granted access to the Internet through the School information system assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by School policy.
- No user shall access, transmit, or retransmit material which promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacture of destructive devices such as explosives, fireworks, smoke bombs, incendiary devices, or the like.
- No user shall access, transmit, or retransmit any information containing pornographic or other sexually oriented material (pornographic means pictures or writings that are intended to stimulate prurient or erotic feelings by the description or portrayal of sexual activity or the nude human form).
- No user shall access, transmit, or retransmit material which advocates or promotes violence or hatred against particular individuals or groups of individuals or advocates or promotes the superiority of one racial, ethnic, or religious group over another.
- No user shall use or possess bootleg software (bootleg software means any software which has been downloaded or is otherwise in the user's possession without the appropriate registration of the software including the payment of any fees owing to the owner of the software).
- No user shall use encryption software from any access point within the School.
- No user shall transmit credit card information or other personal information from an access point within the School.
- No person shall transmit e-mail through an anonymous re-mailer.
- No user shall access the Internet from the School access point using a non-School Internet account.
- No user shall commit or attempt to commit any wrongful act involving the use of the network which disrupts the operation of the network within the School or any network connected to the Internet, including the use or attempted use or possession of computer viruses.
- No user shall use the electronic communication system for harassment. Harassment is defined as the persistent annoyance or disruption of another user, or the interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted mail.

### **Use is a Privilege**

The use of the School's electronic information system is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges and further disciplinary action. The cancellation of this privilege may be appealed through the regular student appeal procedures applicable to disciplinary actions less than a suspension and through the staff appeal process for reprimands. Any staff member may recommend that

the network administrator deny, revoke, or suspend a specific student account. Any supervisor may recommend that the network administrator deny, revoke, or suspend a specific staff member's account. The network administrator shall, prior to denial, revocation, or suspension of an account, inform the Superintendent of the network administrator's intended action in writing and may only take such action upon the Superintendent's approval.

### **Mandatory Internet Filters**

As required by federal and state laws, the School, through the network administrator and Superintendent, will equip the electronic information system available to users with software that seeks to prevent minors from gaining access to materials that are harmful to minors or purchase Internet connectivity from an Internet service provider that provides filter services to limit access to material that is harmful to minors. The network administrator shall research available software and Internet services to determine the software and/or service that will best serve the School's and users' needs, taking into consideration effectiveness in filtering such material and cost to the School. The network administrator shall summarize his/her research of the alternatives and make recommendations of which software and/or services should be purchased. The summary and recommendations should be submitted annually, in writing, to the Superintendent prior to July 1. The Superintendent shall submit said report to the Governing Board for its decision regarding purchase of said software or services prior to each new school year. The standards and rules set forth in the School's Electronic Information System policy shall be considered in selecting this software and/or service. The term harmful to minors is defined as "That quality of description or representation, in whatever form, of nudity, sexual activity, sexual conduct, sexual excitement, or sadomasochistic abuse when both:

- to the average adult applying contemporary standards with respect to what is suitable to minors it both:
  - appeals to the prurient interest when taken as a whole; and
  - portrays the description in a patently offensive way; and
- taken as a whole, does not have serious literary, artistic, political, or scientific value for minors.

The above describes filters and filtering services cannot guarantee that a user will not encounter material that may be deemed offensive or harmful. A user, and where appropriate, a user's parent/legal guardian, must be aware of this continuing possibility of encountering offensive or harmful material through the School's electronic information system. The continuing possibility of encountering offensive or harmful material via the electronic information system should be considered when applying for the privilege of using the electronic information system, when authorizing such use for one's child or ward, and when using the electronic information system.

### **No Warranties**

The School makes no warranties of any kind, express or implied, relative to the service it is providing through its electronic information system. The School will not be responsible for any damage a user suffers. This includes, but is not limited to:

- Loss of data resulting from delays;
- Non-deliveries; Mis-deliveries; or
- Service interruptions whether caused by the School's negligence or by the user's errors or omissions.

Use of any information obtained via the electronic information system is at the user's own risk. The School specifically denies any responsibility for the accuracy or quality of information obtained through the electronic information system. All users must consider the source of any information they obtain and consider the validity of that information. Not all information obtained via the electronic information system is accurate or reliable, particularly where the advice of medical, legal, accounting, or other professionals would be appropriate. Users are advised not to rely on advice found on the electronic information system. The School is not responsible for such advice.

Opinions, advice, services, and all other information expressed on the electronic information system are those of the on-line authors and not of the School. The School does not guarantee or imply that access to the electronic information system will always be available when users want access or that the software provided by the School will always work as intended. The School is not responsible for failures in the operation or technical functioning of the electronic information system, computers, or software used to access the system.

### **Network Etiquette and Privacy**

You are expected to abide by the generally accepted rules of network etiquette. Failure to do so may result in loss of your electronic information system privilege and/or disciplinary action. The rules of network etiquette and privacy include, but are not limited to, the following:

- Be polite. Never send, or encourage others to send, abusive messages.
- Use appropriate language. Remember that you are a representative of our School on a non-private system. You may be alone with your computer, but what you say and do can be viewed worldwide. Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly prohibited.
- Privacy. Do not reveal your home addresses or personal telephone number or the addresses or telephone numbers of students or colleagues.
- Electronic mail. Electronic mail (e-mail) is not private. Messages relating to or in support of illegal activities must be reported to the network administrator and local legal authorities.
- Disruptions. Do not use the network in any way that would disrupt the use of the network by others.
- Other considerations:
  - Check for spelling errors and make sure your message is easy to understand and read.
  - Use accurate and descriptive titles for your articles. Tell people what an article is about before they read it.
  - Send your messages to only the most appropriate audience, not to everyone.
  - Remember that humor and satire is very often misinterpreted and may not be funny to some people.
  - If you post to multiple groups, specify all groups in a single message.
  - Cite references for any fact you present.
  - Forgive the spelling and grammar errors of others.
  - Remember that all network users are human beings. Do not attack.
  - Post only to groups you know.

### **Web Publishing**

It is clear that there are significant risks, as well as significant advantages, involved with allowing students to be identified on the Internet. Therefore, students should not be easily identifiable from materials they might publish on the Internet. No directory information should be posted on the Web.



## **Rules for Web publishing.**

- Only a student's first name shall be used in any student published work.
- Pictures that are a part of student publishing shall not include identifying information.
- Under no circumstances may a student's home address or phone number be included in any publication.
- If replies to published student work are appropriate, the sponsoring teacher's address should be the e-mail address displayed, not the student's.
- No student's name or picture will be published unless a parent/legal guardian has signed a release allowing publication.
- A separate release must be obtained for each publication.
- Closed forum. A school's Website is a closed forum.
- Any Website created by the School shall be a closed forum for School use only to transmit information to the public. All Web pages created by staff, students, and student organizations on the School's computer system will be subject to treatment as School sponsored publications. Accordingly, the School reserves the right to exercise editorial control over such publications. In addition to editorial control, staff and student work published on the Web must meet standards of spelling, grammar, adequate research, and other qualitative measures.

## **Links to third party sites.**

- Any links to the School's Website must be approved in writing by the network administrator and Superintendent.
- Links to areas allow you to leave the School site. The link to sites are not under the control of the School, and the School is not responsible for the contents of any link sites, links contained in a link site, or any changes or updates to said sites. The School is providing these links to you only as a convenience, and the inclusion of any link does not imply endorsement of the site by the School.

## **Appropriate Use of Electronic Information Services**

Acceptable use of the electronic information services (EIS) requires that the use of the resources be in accordance with the following guidelines and support the education, research, and educational goals of the District. The user must:

- Use the EIS for educational purposes only.
- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Abide by all copyright regulations.
- Not reveal home addresses or personal phone numbers.
- Understand that electronic mail is not private.
- Not use the network in any way that would disrupt the use of the network by others.
- Understand that many services and products are available for a fee and acknowledge the responsibility for any expenses incurred without district authorization.
- Not use the EIS for commercial purposes.
- Follow the District's code of conduct.
- Not attempt to harm, modify, or destroy software or interfere with system security.

In addition, acceptable use for District employees is extended to include requirements to:

- Maintain supervision of students using the EIS.
- Agree to directly log on and supervise the account activity when allowing others to use a personal account.

- Take responsibility for personal accounts, including password protection.
- Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal accounts by unauthorized persons.

Each user will be required to sign an EIS user's agreement. A user who violates the provisions of the agreement will be denied access to the information services and may be subject to disciplinary action. The District may log the use of all systems and monitor all system utilization. Accounts may be closed and files may be deleted at any time. The District is not responsible for any service interruptions, changes, or consequences.

Details of the user agreement shall have been discussed with each potential user of the electronic information services. When the signed agreement is returned to the school, the user may be permitted use of EIS resources through the school equipment.

### **Use of Computers, the Internet, And Electronic Mail**

The Ganado Unified School District No. 20 (hereinafter referred to as School) is pleased to offer students and staff (hereinafter jointly referred to as Users) access to a computer network for electronic mail and the Internet. To gain access to e-mail and the Internet, all Users must sign this Agreement and students must obtain parental permission as verified by the signatures on the form below. Should a parent prefer that a student not have e-mail and Internet access, use of the computers is still possible for more traditional purposes such as word processing.

### **What is Possible?**

Access to e-mail and the Internet will enable staff and students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the School are to use Internet resources for constructive educational goals, Users may find ways to access other materials. The School believes that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and legal guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, the School supports and respects each family's right to decide whether or not to apply for access.

### **What is Expected?**

Users are responsible for appropriate behavior on the School's computer network just as they are in their work, classroom, or on the school playground. Communications on the network are often public in nature. General School rules for behavior and communications apply. It is expected that Users will comply with School standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked and further disciplinary action may be taken if abused. The User is personally responsible for his/her actions in accessing and utilizing the School's computer resources. The Users are advised never to access, keep, or send anything that they would not want their supervisors, parents, or teachers to see.

## **General Conditions for Use**

### **Privacy**

Network storage areas may be treated like School lockers. Network administrators may review communications to maintain system integrity and ensure that Users are using the system responsibly and within the School's policies and guidelines. Storage capacity. Users are expected to remain within allocated disk space and delete e-mail or other material which take up excessive storage space.

### **Illegal copying**

Users should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from the network administrator. Nor should students copy other people's work or intrude into other people's files.

### **Inappropriate materials or language**

No profane, abusive, or impolite language should be used to communicate not should materials be accessed which are not consistent with the rules of School behavior. A good rule to follow is never view, send, or access materials which you would not want your supervisors, teachers, and parents to see. Should Users encounter such material by accident, they should report it to the network administrator or their teacher immediately.

### **Rules for Usage**

These are rules and guidelines to follow to prevent the loss of network privileges and/or disciplinary action.

- Do not use a computer to harm other people or their work.
- Do not damage the computer or the network in any way.
- Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
- Do not violate copyright laws. Copyrighted material may not be placed on the system without the express permission of the author who must be credited for the material. Copyrighted material may be downloaded for a User's use only.
- Do not view, send, or display offensive messages or pictures.
- Do not share your password with another person.
- Do not waste limited resources such as disk space or printing capacity.
- Do not trespass in another's folders, work, or files.
- Adhere to the rules of Internet etiquette set forth in the School's Internet policy.
- Read and adhere to the School's Internet policy attached hereto.
- Do not reveal your home addresses or personal telephone number or the addresses and telephone numbers of students, staff, or colleagues.
- Do notify an adult immediately if, by accident, you encounter materials which violate the Rules of Appropriate Use.
- Be prepared to be held accountable for your actions and for the loss of privileges and disciplinary action if the Rules of Appropriate Use are violated.

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Student's Name (Print) Employee's Name (Print)	School Department	Student's Grade Level Employee's Title
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I understand that...

- It is my/our responsibility to read the district's policies, administrative regulations, and network etiquette guidelines. The policies are available at each school/office or on the Arizona School Boards Association website at <https://policy.azsba.org/asba/browse/allmanuals/ganado/root>
- I agree to abide to policies related to technology other district policies set forth by their provisions,
- My computer use is not private and that the school can monitor my activity on the computer system,
- I understand that violation of these provisions may result in suspension, revocation of the system access, and/or disciplinary action against me,
- This agreement applies to both students and employees.

Below is a list, but not limited to, of key policies relating to the electronic information services.

▶ <b>GBEF</b>	STAFF USE OF DIGITAL COMMUNICATIONS AND ELECTRONIC DEVICES
▶ <b>GBEFA</b>	STAFF USE OF DIGITAL WIRELESS COMMUNICATIONS OR ELECTRONIC DEVICES WHILE OPERATING A MOTOR VEHICLE
▶ <b>IJND-R</b>	TECHNOLOGY RESOURCES: Movies/Videos/Electronic Materials
▶ <b>IJNDB-E</b>	USE OF TECHNOLOGY RESOURCES IN INSTRUCTION: Electronic Information Services User Agreement
▶ <b>IJNDB-R</b>	USE OF TECHNOLOGY RESOURCES IN INSTRUCTION: Appropriate Use of Electronic Information Services

A Google Workspace for Education account will be created for each user. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, and Classroom. The user may use their Google Workspace for Education account to complete assignments, communicate with others within the district, sign into a Chrome Book, and learn 21st century digital citizenship skills.

Student or Employee's Signature	Date
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**Parent or Guardian Cosigner.** The user agreement of a student who is a minor must also have the signature of a parent or guardian who has read and will uphold this agreement. As the parent or guardian of the above-named student, I have read this agreement and understand it. I understand that it is impossible for the School District to restrict access to all controversial materials, and I will not hold the district responsible for materials acquired by use of the electronic information services (EIS). I also agree to report any misuse of the EIS to a School District administrator. (Misuse may come in many forms but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, or other issues described in the agreement.)

*(continued on back)*

**\*\*\* TO BE TURNED INTO THE FRONT OFFICE\*\*\***

I accept full responsibility for supervision if, and when, my child's use of the EIS is not in a school setting. I hereby give my permission to have my child use the electronic information services.

I give permission for the district to create/maintain a Google Workspace for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes using Google’s “Core Services” and other additional services the district may enable. Google’s Privacy Notice is online at [https://workspace.google.com/terms/education\\_privacy.html](https://workspace.google.com/terms/education_privacy.html)

_____	_____	_____
Parent or Guardian Name (Print)	Parent or Guardian Signature	Date

OFFICE USE:	Account Created on _____		
	<input type="checkbox"/> Active Directory		
	<input type="checkbox"/> Exchange Email		
	<input type="checkbox"/> Google Suite		
	Account Suspended on _____	Deleted on _____	5/18/2022

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Student's Name (Print) Employee's Name (Print)	School Department	Student's Grade Level Employee's Title
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Student or Employee's Signature	Date
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*(continued on back)*

**\*\*\* STAYS IN THE HANDBOOK \*\*\***

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Parent or Guardian Name (Print)	Parent or Guardian Signature	Date

OFFICE USE:	Account Created on _____		
	<input type="checkbox"/> Active Directory		
	<input type="checkbox"/> Exchange Email		
	<input type="checkbox"/> Google Suite		
	Account Suspended on _____	Deleted on _____	5/18/2022

**\*\*\* STAYS IN THE HANDBOOK\*\*\***

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# 2024 - 2025 GUSD PARENT AND STUDENT HANDBOOK AGREEMENT FORM

Student Name: \_\_\_\_\_

ID #: \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_

## Parent/Legal Guardian

I have read, understood and explained the information contained within this handbook to my child. I will, to the best of my ability ensure that my child upholds the standards as addressed in the Ganado Unified School District Parent and Student Handbook: 2024-2025 .

Parent/Legal Guardian Name: \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Student

I have read the handbook and will uphold and abide by the rules contained within Ganado Unified School District Parent and Student Handbook: 2024 - 2025 .

Student Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

**\*\*\* TO BE TURNED INTO THE FRONT OFFICE\*\*\***

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# 2024 -2025 GUSD PARENT AND STUDENT HANDBOOK AGREEMENT FORM

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

Date: \_\_\_\_\_

**\*\*\* STAYS IN THE HANDBOOK\*\*\***