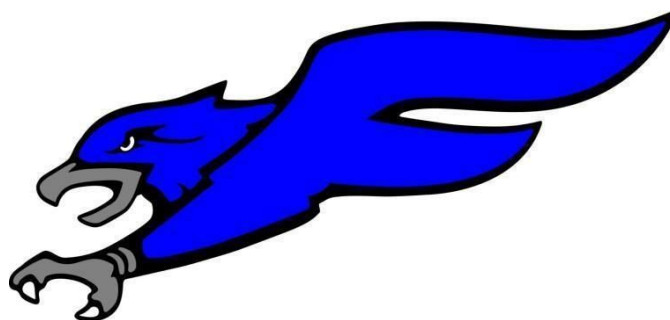


# Fountain Hills Middle School Handbook & Policy Supplement 2019 - 2020



## Home of the Falcons

Fountain Hills Middle School  
15414 N. McDowell Mountain Rd.  
Fountain Hills, AZ 85268

Reception / Office.....(480) 664-5414  
Absence Line .....(480) 664-5490  
Fax .....(480) 664-5499  
Health Office .....(480) 664-5402

Office Hours ..... 8:00 a.m. to 3:45 p.m.  
FHMS School Hours .....8:30 a.m. to 3:10 p.m.  
Early Release Wednesdays.....8:30 a.m. to 2:10 p.m.

## **ATTENDANCE**

If your child is unable to attend school, please report the absence on our attendance line by 8:00 a.m. An unreported absence will result in an automated phone call from the school to the parent at home or at work. If phone contact has not been made with the school, the parent should send a note to the teacher the morning the student returns to school. Your child will receive an *unexcused* absence if the school is not contacted by a parent or guardian within 48 hours of the absence. Attendance line: (480) 664-5490.

When calling in your student's absence, -- **(Change in policy)** please be specific with the reason for the absence {the State of Arizona pursuant to A.R.S. 15-901 (A)(1)} only recognizes excused absences for reasons such as: illness, bereavement, other family emergencies and out-of-school suspensions.

The state's new guideline says once a student has reached 10% total absence days, regardless of being excused or unexcused, every absence beyond that amount (18 days) must be marked as unexcused. If a student is absent for 10 consecutive unexcused days we are required, by statute, to withdraw the student.

Homework assignments for absent students can be found on your teachers' Google classroom website. Formal homework requests are not necessary. Students are responsible for all missed work during their absence.

**Suspended students must turn in work assigned during suspension immediately upon return to school.**

## **ACADEMIC RECOGNITION**

Grade 6-8

Principal's List: Quarterly GPA of 4.0

Honor Roll: Quarterly GPA of 3.5 to 3.99

Grades 4 & 5

Principal's List: All A's

Honor Roll: All A's and B's

## **ARRIVAL AND DEPARTURE**

The following guidelines will help ensure the safety of all members of the FHMS community. Please discuss these guidelines and emphasize the safety factors with your child:

- Cross streets only at crosswalk corners on the way to and from school. Obey all traffic signs and crossing guard's directions immediately. Students are to walk while on campus.
- Bikes should be walked on and off the school grounds and placed into the bike racks and locked. FHMS/FHUSD is not responsible for lost or stolen bikes, skateboards, scooters, etc....
- Students need to arrive after 8:15 a.m. Supervision of students begins at that time.
- Students are expected to arrive at school on time. Tardy students cause disruption to the educational rights of other students. Excessive tardies can result in disciplinary action (refer to Student Rights & Responsibilities Handbook).
- Students involved in after school academic or athletic related activities must report to those locations upon dismissal and be supervised at all times by coaches or teachers, otherwise students are expected to leave campus immediately upon dismissal.

Student Drop-Off and Pick-Up Procedure: Please follow these guidelines for student safety and traffic flow:

- For car riders in grades four and five, parents will enter FHMS from the main/first driveway and drop off/pick up students in the back lane by the gym.
- For car riders in grades six through eight, parents must enter FHMS via the second driveway (near the administration entrance) and drop off/pick up students in the lane directly in front of the school. Families with siblings in multiple grades please follow the procedure for the student in the younger grade.
- Please pull forward in the pick up line in order to keep traffic moving. Entering, parking, and exiting only in designated areas. **Follow the directions of the staff member on duty.**
- If you are unable to wait along the curb due to heavy traffic, please park your car in the visitor/back lot and walk to the sidewalk to meet your child to escort him/her to your vehicle.
- Handicapped parking spaces are reserved for vehicles displaying State approved placards or plates.

## **BICYCLES/SKATEBOARDS/SCOOTERS**

Students who ride bicycles/skateboards/scooters, along with their parents, assume responsibility for any loss, theft, or damage; as well as any risk of injury associated with riding a bicycles/skateboards/scooters. Please ensure that your bicycle, skateboard, or scooter is secured in the bicycle rack. Students are to walk their bicycles/skateboards/scooters while on campus and in school crosswalks.

## **BULLYING**

Our school district prohibits the bullying of any student during any school-related or school-sponsored program, or on the school bus. This also includes threats made outside of school hours which are intended to be carried out during any school-related or school-sponsored program or activity.

Bullying may include pushing, kicking, hitting, biting, pinching, hair pulling, threatening, persistent name calling, teasing, spreading rumors, using racial/gender-based slurs, or obscene gestures. Bullying results in a substantial physical, mental, or emotional negative effect on the victim. To be considered “Bullying” the behavior must be persistent, there must be a disparity in the balance of power, and the alleged victim must have indicated to the aggressor that the behavior is unwanted, hurtful, and/or untrue.

Disciplinary action may result whether bullying takes place on school property, at school events/activities, “door-to-door” between school and home, on the bus or at bus stops; through electronic/technology devices at school, on school networks, forums, or email lists.

Law enforcement authorities shall be notified any time school officials have a reasonable belief that an incidence of bullying is a violation of the law. Students who believe they are experiencing being bullied or suspect another student is bullied should report their concern to any staff member. School personnel will maintain appropriate confidentiality of the reported information. Reports can be made anonymously. See page 10 of the [FHUSD Handbook](#) for the entire Bullying policy.

## **BUS CONDUCT**

The school bus is an extension of the school and the same rules apply regarding discipline and general conduct. For the complete bus policy, see the [FHUSD handbook](#) (pages 16-17).

- Obey the bus driver at all times.
- Stand a safe distance from the curb or street.
- Always cross in front of the bus when crossing the street by a school bus.
- Sit quickly and quietly upon boarding, and remain seated.
- Remain facing forward in your assigned seat while the bus is moving.
- The aisle is not to be blocked at any time with backpacks, legs, or feet.
- No eating or drinking; balloons and flowers are not permitted on the school bus.
- Yelling or use of profanity is prohibited.

Disciplinary Consequences for Bus Conduct Infractions: Consequences for bus infractions range from a conversation with the driver to suspension from the bus for two weeks - the rest of the year. Consequences are assigned based on the type of infraction, the frequency of infractions, and the impact of the infraction on the safety and wellbeing of the students and driver.

## **CAFETERIA MEALS**

BREAKFAST: 8:10-8:25 AM (In the event of late bus arrivals, breakfast will be served upon arrival.)

LUNCH (M, T, Th, F):

4th, 5th & 6th: 11:16 AM - 11:46 AM

7th & 8th 11:49 AM - 12:19 PM

EARLY RELEASE LUNCH (W):

4th, 5th & 6th: 10:48 AM - 11:18 AM

7th & 8th 11:21 AM - 11:51 AM

Half-Day Early Release (Oct. 3 & 4; Dec. 20; Mar. 5 & 6; and May 21):

4th, 5th & 6th: 9:51 AM - 10:21 AM

7th & 8th 10:24 AM - 10:54 AM

Money can be added to student accounts electronically through the district's website under [Pay Fees](#).

Students must keep all food items within the eating area, clean up after themselves, dispose of trash, and follow the other rules posted in the cafeteria. Our school is a closed campus during lunch and all other times. Free and reduced lunch applications are available online and must be renewed annually. Applications are available in [English](#) and [Spanish](#).

Students must keep their lunch account PIN number confidential. Cafeteria accounts are not allowed to accrue negative balances. Students with accrued negative balances may be denied making further credit purchases until the account is brought current. Eighth grade students with outstanding balances at the year's end may not participate in the promotion ceremony.

## **CELL PHONES AND ELECTRONIC DEVICES**

Cell phones, games, and similar electronic devices must remain turned off and stored out of sight in all academic areas and during passing periods unless directed by staff to the contrary. The use of cell phones and electronic devices is permitted before school, after school, and during lunch. Headphones/earbuds are to be stored out of sight. Violations will result in confiscation of the item. A three-strike rule applies to cell phone and electronics devices:

- 1st Incident: Student picks up item in office at the end of the school day  
2nd Incident: Parent picks up item in office as soon as they can  
3rd Incident: Student and parents must meet with administration to devise a plan to ensure that the student adheres to the electronic device policy.

\*\*FHUSD is NOT responsible for personal items that are lost or stolen or damaged on campus or at school sponsored activities. Theft of items may be referred to the Maricopa County Sheriff's office.

## **CLASSROOM INTERRUPTIONS**

Interruptions to classroom instruction are detrimental to the learning environment. In an effort to reduce interruptions of instructional time, as well as promote responsibility and accountability with our students, FHMS only allows lunches and/or water bottles, glasses, and medically required items to be dropped off at school for students. Forgotten athletic equipment, homework, backpacks, projects or musical instruments cannot be dropped off at the front office for students. Classes will not be interrupted to notify students that an approved has been dropped off and/or at the office. Middle School sports equipment may be dropped off to a waiting student upon dismissal at 3:10 p.m. Students may store sports equipment in the front office (equipment must be dropped off before school and can be collected after school or before dismissal for away games). Baseball & softball bats and golf clubs **must** be dropped off in the front office immediately upon arrival at school.

Please make any changes to after school pick-up plans with your child before they arrive at school. Messages for students are for emergencies only and will be given at the end of the school day.

Parents must schedule classroom visits and teacher conferences. Please contact your child's teacher by email or through the front office receptionist to schedule a specific date and time for an appointment.

## **COUNSELING**

Students may speak to the counselor by appointment, by parent request, or by stopping by his/her office (if the counselor(s) is available). Permission slips are available for students who request ongoing sessions with the counselor(s). TBD (Me - V) Room 144; 480-664-5421; Mrs. Cyndi O'Brien (E - Mc) Room 133; 480-664-5403; Ms. Cassandra Rodgers (A - D) Room 133; 480-664-5403.

## **DELIVERIES**

Non-school related deliveries for students are not accepted by our office. Students are not permitted to order food for delivery at school.

## **DRESS CODE**

The Governing Board believes there is a relationship between proper dress and student conduct. A student's attire must be an accurate reflection of the occasion. Exceptions to the dress code for special activities or health considerations may be pre-approved. Students who volunteer for extra-curricular activities such as sports, band, and dance are subject to the dress code standards as defined by the teacher, coach, or director. Students should refrain from wearing any type of clothing which creates negative attention. All hats must remain stored in a backpack during class and indoors. Hats may be worn outside only.

All students in grades 6-8 are required to dress out into uniform in order to participate in PE.

The health office has clean, gently used shirts and shorts for students who need to change clothes at school in order to comply with our school's dress code. Students will sign out replacement items and leave the original item with the health office for retrieval at the end of the school day. Dress code violations result in a 30 minute detention. Repeat dress code violations may result in daily check-in with school administration upon arrival on campus. Final decisions regarding the appropriateness of student attire are determined by administration.

<p><b><u>SHIRTS</u></b></p> <ul style="list-style-type: none"> <li>● Covers undergarments</li> <li>● Straps are at least 1.5" wide (sports bras included if exposed)</li> <li>● Covers back and midriff</li> <li>● No cut-off sleeves below immediate sleeve level</li> <li>● No visible cleavage</li> <li>● School-appropriate slogans and logos only</li> <li>● No images of Hatchetman, gun, knife, drug, alcohol, profane, obscene, gang, or hate related symbols</li> </ul>	<p><b><u>PANTS</u></b></p> <ul style="list-style-type: none"> <li>● Waistband worn at the waist</li> <li>● Covers undergarments</li> <li>● No exposed skin above the fingertip level</li> <li>● No pajama pants</li> </ul>
<p><b><u>FOOTWEAR</u></b></p> <ul style="list-style-type: none"> <li>● No slippers or barefoot</li> <li>● Sneakers required in PE class</li> <li>● No shoes with wheels</li> </ul>	<p><b><u>HEADWEAR</u></b></p> <ul style="list-style-type: none"> <li>● Hats, headbands, hoodies are stored upon entry into the school</li> <li>● Headwear is subject to confiscation and parent pick-up</li> </ul>
<p><b><u>SHORTS and SKIRTS and DRESSES</u></b></p> <ul style="list-style-type: none"> <li>● Are at least fingertip length or have a 3" inseam</li> <li>● Covers undergarments and buttocks</li> <li>● Dresses cover midriff and back with at least 1.5" straps</li> <li>● Bike style shorts must be worn with fingertip length shirt</li> </ul>	<p><b><u>ACCESSORIES</u></b></p> <ul style="list-style-type: none"> <li>● Heavy chains are prohibited</li> <li>● Sunglasses are stored upon building entry</li> <li>● Earbuds are stored during class periods</li> <li>● No blankets, pillows, etc.</li> <li>● No images of Hatchetman, gun, knife, drug, alcohol, etc...</li> <li>● Items are subject to confiscation and parent pick-up</li> <li>● School IDs must be kept in backpacks in order to present to a bus driver or staff when asked for identification</li> </ul>

## ELIGIBILITY STANDARDS

The school will sponsor dances, field trips, sports activities, and other extracurricular events during the year. Fees associated with each activity may be waived as scholarships are available (requests for waivers are available by contacting the school's office). Students may be excluded from dances, field trips, sports activities, and other extracurricular for behavioral and/or academic reasons. Specific requirements are determined by each grade level team hosting the event or by FHUSD Governing Board Policy. Please contact the health office regarding medications that must accompany the student on any off-campus activity prior to the event. All athletic fees, activity fees, dance fees, and field trip fees are NON-REFUNDABLE.

### Middle School Athletics

- Students must submit all physical forms, athletic doctrines, and parent consent forms PRIOR to any try-outs, practices, or participation in any sport.
- To be eligible to participate in FHMS athletics students must be passing all classes. Grade checks are completed every two weeks. Students who, upon having their work checked on a cumulative basis at the end of each two (2)-week period, show that they are not working to capacity and have one (1) or more failing grades will be removed from any athletic teams or extracurricular activities. A student may become eligible after one (1) full week of ineligibility, but not until the student is passing the failed class(es).
- Any athlete who has a failing grade at the time of grade checks will be ineligible for a full calendar week.
- During the time of ineligibility, students must attend Reteach for the class(es) he/she is failing.
- Documentation of Reteach must be submitted to the athletic department along with the reinstatement form.
- Students who are failing a class at a reporting period are ineligible until their cumulative quarter grade for every class is at least 60%. Ineligible students cannot participate in games. Students with one or more failing grades (in any class) may be removed from any team.
- School athletics is considered to be a privilege and being a student-athlete carries additional responsibility and behavior expectations. Students who violate school rules may be held out of athletic events and contests based on the severity of the violation at the discretion of the administration.
- On game days, students must be present at school for a minimum of a half day.

### Middle School Dances

To be eligible to attend, students must:

- Be enrolled at FHMS (present ID badge). **Guests are not allowed.**
- Have paid any appropriate non-refundable admission fees by the deadline.
- Will not leave until the dance is over. Chaperones are positioned at all exits.
- Be picked up immediately following the dance.

Students that have been suspended, or absent due to illness on the day of the dance, may not attend.

## **Field trips**

To be eligible to attend, students must:

- Be enrolled at FHMS.
- Have a completed permission slip for the event by the deadline.
- Pay any appropriate non-refundable admission fees by the deadline.
- Must maintain academic eligibility; no “Fs” and a minimum of 60% in all classes.
- Behavioral referrals may result in loss of eligibility to attend field trips (discipline will be reviewed by a teacher panel - their decision will be final).

## **Overnight field trips**

To be eligible to attend, students must:

- Be enrolled at FHMS.
- Have a completed permission slip for the event by the deadline.
- Pay any appropriate non-refundable admission fees by the deadline.
- Must maintain academic eligibility; no “Fs” and a minimum of 60% in all classes.
- Behavioral referrals may result in loss of eligibility to attend field trips (discipline will be reviewed by a teacher panel - their decision will be final).

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

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

### **The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.**

Parents of eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

### **The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate.**

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

### **The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure to without consent.**

One exception, which permits disclosure without consent, is disclosure to a school official with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a



special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

**The right to opt out publication of non-confidential student directory information.**

During the school year, District staff members may compile non-confidential student directory information, such as the student’s name, mailing address, e-mail address, class designation (grade level), extra-curricular participation, weight and height (if on an athletic team), enrollment dates, awards received, and photographs.

If you do not want any or all of the above-designated information about your son/daughter to be released to any person or organization without your prior signed and dated written consent, you must notify the District in writing by completing and submitting an Opt Out form. These forms are available in the FHMS office or online at [WWW.FHUSD.ORG](http://WWW.FHUSD.ORG). A new form must be submitted every year. If the School District does not receive this notification from you within the prescribed time, it will be assumed that your permission is given to release your son/daughter’s designated directory information.

**The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA.**

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW Washington, DC 20202-4605

**FOOD IN CLASSROOMS**

According to the Maricopa County Department of Environmental Services, food brought into the classroom for shared snacks and parties must come from a commercial source and cannot be homemade. Items should be individually wrapped to avoid bare hand contact. If the items are not individually wrapped, such as cookies or cupcakes from a bakery, an adult wearing disposable gloves must serve the food. Students in grades 4 and 5 will be permitted to bring in such packaged food for shared snacks and parties with the teacher’s permission. Students in grades 6-8 will not be permitted to bring in food to the classroom for shared snacks or parties.

Students are not permitted to bring any beverages other than water into the academic building.

**EMERGENCY INFORMATION SHEET**

Every child must have Emergency Information on file at the school. It is vital that we have current phone numbers and emergency contacts listed for every student. Should your address, phone numbers, or email addresses change during the school year, please notify the school office immediately.

## **HEALTH OFFICE**

**The Health Office provides first aid and medical care primarily for illness or injuries that occur during the school day.** While the health assistant does not make a medical diagnosis or prescribe medication or treatment, medication and treatment prescribed by a physician may be given.

**Disease Prevention/Immunizations:** Written proof of compliance with immunization requirements is a part of the registration process in Arizona Schools. State and Federal Law mandates that school-age children be immunized to prevent certain diseases. If you are unsure of the requirements for Immunization, see your doctor, visit the School Health Office or call the Maricopa County Health Dept. at (602) 506-6767 or (602) 263-8856 for locations of clinics and hours of operation. Immunizations are free of charge for children under the age of 18. Exemption forms are available from the health office.

**Parent and Emergency Contacts/Health History:** Parents are required to complete Emergency Contact and Health History Forms for each of their children **every year**. These forms contain vital information should your child become ill or injured at school. Students will be released to **ONLY** those persons indicated on the form.

**Photo ID is required to pick up any child during the day at school.**

**Student Illness:** If a student feels ill during the school day, they should report their complaint to the classroom teacher for referral to the Health Assistant. (Students are **NOT** to contact their parents directly via cell phone regarding illness unless prior arrangements have been made with the Health Assistant.) Please keep your children home if they have a fever, diarrhea, vomiting, deep cough, or a potentially communicable disease. Children with a fever of 100 degrees or more must be fever-free for 24 hours without the use of fever reducing medications before returning to school. If your child has been diagnosed with a contagious illness, please contact the Health Office so parents of other students in the class can be notified. Please call your child's doctor for advice on an ill child. Do not send ill students to school to be evaluated by the Health Assistant. She is neither a medical doctor nor a registered nurse.

**Medication:** In compliance with ARS 15-344 and ARS 32-1901, over-the-counter medications are not available in the Health Office. Tylenol, Ibuprofen, Calamine, Neosporin, topical or oral Benadryl, medicated cough drops, antacids or any like remedies are NOT stocked. **Students are not permitted to have medication (over-the-counter and/or prescription) in their possession at any time without a specific prior written arrangement with the Health Assistant.**

Prescription medications must be in an original prescription container labeled for the student with a current date. The label must state directions that coincide with the request being made by the parent.

Over-the-counter medications needed by students during the school day must be checked in to the Health Office by a parent/guardian. Requests must be in agreement with the manufacturer's directions or have a superseding physician's order. Herbal preparations must have a doctor's order. It is the responsibility of the parent/guardian to pick up any unused or discontinued medications promptly from the Health Office. At the end of the school year, any medication remaining in the Health Office will be discarded.

**Participant Excuse from P.E.:** Students requesting to be excused from P.E. class must bring a note signed by their parent to the Health Assistant. Any request for an excuse for three or more PE classes must be accompanied by a physician's written order. All injuries requiring any type of orthopedic support or device on

campus must be reported with a medical excuse and cleared through the Health Office.

**Chronic Health Conditions:** Contact the Health Assistant immediately if your child has been diagnosed with a chronic health condition. Information regarding FHUSD protocols/procedures necessary to ensure a healthy and safe environment for your child during the school day will be provided.

## **HOMEWORK POLICY**

Generally, total homework should be equal to approximately 10 minutes times their grade level on a weeknight. 6th grade should expect about 60 minutes total time to complete homework, 7th grade should expect 70 minutes, and 8th grade should expect about 80 minutes. In addition, students should plan on reading chapter books or novels 20 minutes each night. Parents should contact the teacher if homework exceeds these guidelines.

- Homework assignments will not be assigned on weekends or extended school breaks. Long-term assignments (e.g. Essay, Project, etc...) may have due dates after weekends or school breaks, but the teacher will have given adequate time to complete the projects without working over the weekend/break if the student uses his/her time wisely.
- Homework assignments and expectations recognize individual student differences, abilities, achievement levels and needs.
- Homework is not restricted to written assignments; students should study and/or review notes and text daily.
- Homework will not include new learning.

**Honors classes** have their own homework expectations which typically exceed the 10 minute rule.

## **Media Center**

The Media Center will be open during posted hours with issued passes. Students may check out books for a period of two weeks. Students with overdue books will be notified and will be unable to checkout additional books until all overdue books are returned. It is a student's responsibility to pay for lost or damaged books. Students should not loan a library book to another student. Eighth grade students with outstanding balances for book replacement at year's end may not participate in the promotion activities.

Books are selected for our library using recommend reading lists for grades 4th - 12th. Every effort is made to send students home with books that contain appropriate content for their age but also at the appropriate reading level.

Many students read at higher levels than their grade. The higher the reading level, the greater chance the book will contain profanity, sexual situations, or violence that Young Adult novels occasionally have.

Please review the books your child chooses to read and make the decision on whether or not the material contained in the book is appropriate for your child. [www.ARBOOKFINDER.com](http://www.ARBOOKFINDER.com) is a valuable resource in determining whether or not a book is appropriate.

## **LOCKERS**

PE and band students are assigned locks and lockers that are located in the gym or classroom. The school and the district do not assume liability for any student property stored in lockers. Items too large to fit inside lockers may be stored in a teacher's office by request. Lockers may be searched by administration at any time. Replacement locks are \$5.

## **MAKE UP WORK DUE TO ABSENCE**

Students are responsible for getting missing assignments after an absence. Students will have two days for each day he/she was absent to make up the work. Work assigned prior to an absence is due upon returning to school. Missed tests, assigned prior to the absence, will be taken upon return to school.

## **MANDATORY STUDY HALL OR ALTERNATE ACTIVITY**

A student may be ineligible to participate in an extra-curricular activity occurring during a school day due to misbehavior, poor grades, or outstanding detentions. Ineligible students may be assigned a supervised mandatory study hall as an alternative to attending the scheduled activity.

## **PARENT REQUESTS FOR MESSAGES & DELIVERIES**

In an effort to reduce interruptions to instructional time, as well as promote responsibility and accountability with our students, we will only allow eyeglasses, water bottles, medically required items and lunches to be dropped off for students. Forgotten homework assignments, backpacks, PE uniforms, sports equipment, projects and musical instruments will NOT be accepted or held for students at the front office. Also, parents should make after school pick-up plans with their child before he/she arrives at school so that any messages for students are for emergencies only. Our office staff will NOT relay non-emergency messages to students. Thank you for your cooperation in this effort to improve the educational environment for all of our students.

## **P.E. UNIFORMS**

Students in grades 6-8 are required to change into a PE uniform in order to participate in PE class. PE uniforms are \$20 and include a shirt and shorts. PE locks are provided for individual lockers located in locker rooms. Gently used uniforms and loaner uniforms are available from the PE coaches at request. Students are required to dress out for PE class in order to participate. PE grade will be affected for failure to dress out. Eighth grade students with outstanding balances for missing locks may not participate in the promotion activities.

## **PHONE USE**

Office and classroom phones will not be available for the personal use of students. Students may use cell phones before and after school as well as during lunch. Cell phone use is prohibited during instructional time without the permission of staff.

## **PLAYGROUND RULES**

In order to have a safe playground environment, it is necessary to have consistent rules for students.

- Respectful language and tone are expected.
- When the bell rings, stop play immediately, and walk to your class.
- Bathrooms should be used during recess time.
- Play only in designated areas on playground.
- Throw balls and other appropriate items in the playground or field areas only.
- Remain in the playground area at all times.
- Report injuries to the duty staff immediately.
- Games cannot include pulling or tugging at clothing.
- No “play fighting” and NO TAG.
- Rocks and backpacks should not be thrown or swung.
- Walk on all sidewalks and stairways.
- No climbing or hanging from fences or trees.
- Only water is allowed in the playground and surrounding areas.
- Do help others who are injured or need assistance.
- Do include friends in games.
- Do treat others with respect and kindness.

Disciplinary Consequences for Playground Infractions: Consequences for infractions will range from suspension of playground privileges up to suspension from school depending on the nature of the infraction.

## **POWERSCHOOL STUDENT INFORMATION SYSTEM**

PowerSchool is a web-based student information system used to connect home and school. PowerSchool gives parents and students access to real-time information (like grades and attendance information) and provides a secure way to communicate with teachers from home.

Begin by obtaining your child’s PowerSchool username and password. The username and password are provided the 1<sup>st</sup> week of school and ARE case sensitive. This password is unique to each child and will be used for the entire time that your child attends a FHUSD school. We can only give passwords to parents/guardians who come into the office and request this information in person with a photo ID. We will never give this information over the phone due to the highly confidential student information that PowerSchool contains.

## **PROMOTION CEREMONY FOR 8<sup>TH</sup> GRADE**

Eighth graders must pass all four core classes with a cumulative average of at least 60% at the close of grades for the current school year to be eligible to participate in the promotion ceremony. Participation in the 8th grade promotion ceremony is optional. Students who are suspended on the day of the promotion ceremony are not eligible to participate in the promotion ceremony.

Students who owe money for lost /damaged text or library books, lost PE or band locks, overdue lunch fees, or other items, are not be eligible to participate in the promotion activities. All fees are due by the end of the school day on the day before the promotion activities.

## **P.T.O.**

The Fountain Hills Parent Teacher Organization benefits the students and learning environments at Four Peaks Elementary School and Fountain Hills Middle School. It is their purpose to provide support for our children's educational needs and to promote open communication between the administration, teachers, and parents. Their Mission: "Our success is your child's success!" For more information about PTO, visit [www.FHUSDPTO.org](http://www.FHUSDPTO.org).

## **ANNUAL PROOF OF RESIDENCY**

According to Arizona Law, all parents/guardians must complete an Arizona Residency Documentation Form (or Affidavit of Shared Residence if the parent/guardian does not maintain his/her own residence), which forms will be sent home with all students at the beginning of the school year. This form must be completed for each student enrolled and returned to school with a copy of one of the documents listed on the form.

## **REPORT CARDS / PROGRESS REPORTS**

Grades will be posted at the end of each nine-week quarter. Progress reports and report cards will be posted on PowerSchool for students and parents to view. Parents who are unable to access PowerSchool can request a hard copy of these reports by contacting the front office. End of year report cards will be sent home with students on the final day of the school year.

## **SAFETY AND CHECKOUT PROCEDURES**

Policies and procedures have been put in place to keep our students safe. These include:

### **Crosswalks and Crossing Guard:**

Crosswalks and a Crossing Guard are provided to help insure student safety to and from school. Students are expected to use crosswalks appropriately (see Student Rights & Responsibilities Handbook), be respectful, and accept and follow the crossing guard's directions.

### **Early Release of Students:**

If it is necessary to pick up a child during school hours, parents must first come to the office to sign him/her out. We will then call the child to the office. Please schedule doctor and dentist appointments after school hours in order to avoid disruption of the educational setting.

### **For Your Child's Protection, We Will:**

- **Require you to show identification when checking your child out early.**
- Not release your child to anyone except his/her parents or the responsible party you have identified on the emergency card. It is the parent/guardian's responsibility to keep the information on this card current by notifying the school of any changes.
- Not accept a note or a telephone call as means by which to release your child early from school.

### **Campus Access:**

All gates are locked during the school day. All parents and community members who wish to be on campus before, during, and after school, must sign-in and wear a visitor badge while on campus.

## **SILENT WITNESS BOX and P3 (formerly known as Text-A-Tip)**

A silent witness box for anonymous reporting of any kind is located at the front desk. You can also share information anonymously using “P3.” To use “P3” download the app to your electronic device and follow on-screen directions.

## **STUDENT IDs**

Students will receive a free school issued identification card at the start of the school year. Students need to keep their ID on their person at all times when on campus and school buses. Students need their ID to check out school library books, and to prove enrollment for any reason throughout the year. Students who lose their ID can purchase a replacement ID for \$5.00. Students are required to produce their ID to any FHMS staff on site or at activities as requested. Students attending activities at FHMS must present their ID badge at the entrance.

## **GUEST TEACHERS**

Our guest teachers are providing an invaluable service and must be treated with respect and courtesy. Offenses committed by a student in a classroom supervised by a guest teacher will result in the appropriate consequence as determined by the classroom teacher and/or school administration.

## **TARDIES**

Students are expected to arrive on time to school and to each class every day. Students who arrive late cause interruption for the teacher as well as the students who have arrived on time. Tardy students miss important instruction. Elementary and middle school children depend on the adults in their lives to help them develop habits of punctuality that will impact learning. School begins at 8:30 a.m. Excessive tardies will result in disciplinary action and potential referral to MCSO as appropriate.

## **TEACHER / STAFF PROTECTIONS**

Employees of a school are protected by state statute against threats and abuse from students and parents as described by Arizona Revised Statute 15-507. Threats, profanity, vulgarity, and aggressive language or behavior toward a staff member may result in suspension or expulsion. Students who do not respond to interventions and repeatedly interfere with the teacher’s ability to communicate effectively with the other pupils in the class or with the ability of other pupils to learn, or the student’s behavior is so disruptive or abusive that it seriously interferes with the learning or safety of others, may be temporarily removed from class. A teacher may refuse to readmit a student per A.R.S 15-841.

## **TECHNOLOGY**

Technology is one way our school enhances our mission to teach the skills, knowledge, and behaviors students will need to succeed. These technologies may include, but are not limited to, district-provided equipment as well as personal devices. With these new opportunities come new responsibilities. We want students to embrace appropriate use of technology so they may become responsible digital citizens.

## **Definition of “Technology”**

For the purpose of BYOT, technology means “privately owned wireless and/or portable electronic handheld equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, Personal Digital Assistants (PDA’s), handheld entertainment systems or portable information technology systems that can be used for word processing, wireless internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.”

## **Internet**

Only the internet gateway provided by the school may be accessed while on campus. Personal internet connective devices including, but not limited to, cell phones/cell network adapters are not permitted to be used to access outside internet sources at any time during the school day.

## **Security and Damages**

Responsibility to keep the personal technology secure rests with the individual owner. FHUSD is not liable for any device stolen or damaged on campus. FHUSD cannot replace or provide financial restitution for any stolen or damaged personal technological device. If any technological device is stolen or damaged, the issue will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that skins (decals) and other custom touches are used to physically identify your personal technology from others. Additionally, protective cases for technological devices are encouraged. Parents should initiate location apps whenever possible.

## **Bring Your Own Technology (BYOT) & Responsible Use Principles (RUP)**

- May be used only with permission of the staff member in charge.
- Should be in silent mode while on school campuses and while riding school buses.
- Are not be used to cheat on assignments or tests, or for non-instructional purposes (such as making personal phone calls and text/instant messaging).
- Are not be used to record, transmit, or post photographic images or video of a person, or persons on campus during school activities and/or hours for non-instructional purposes.
- May only be used to access files, applications or internet sites which are relevant to the classroom curriculum. Non-instructional games are not permitted.

## **Students acknowledge that:**

- The district’s network filters will be applied to one’s connection to the internet and attempts will not be made to bypass them.
- Bringing on premises or infecting the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the RUP.
- Processing or accessing information on school property related to “hacking,” altering, or bypassing network security policies is in violation of the RUP.
- The district has the right to collect and examine any device that is suspected of causing problems or is the source of an attack or virus infection.
- Printing from personal technology will not be possible at school.
- Students are not to charge personal cell phones during school hours.
- The district is NOT responsible for stolen or damaged personal technological devices.
- The district is NOT responsible for the maintenance or repair of any personal technology.
- The district is NOT responsible for any cost incurred due to use of personal technology.



See page 7-8 of the [FHUSD Handbook](#) under “Computers, Telecommunication & Network Resources” for complete district policy.

## **TEXTBOOKS**

FHUSD furnishes free required textbooks and related printed materials for class. Students are responsible for the care of their textbooks, workbooks, and novels provided to them. The assigned textbooks issued to students for home use must be returned at the end of the school year. There are replacement costs for damaged and missing books. Students who lose or damage textbooks are required to pay the related fees by the end of the school year.

## **VISITORS**

All visitors must report to the school office upon arrival. For those who wish to visit a classroom during the day, it is required that the teacher and principal be contacted in advance to arrange a day and time for such visit so as to avoid any conflicts with the school schedule. At no time may a visitor audio record, videotape, or photograph in the classroom without expressed permission of the teacher and/or administrator.

In visiting a classroom, parents must realize that the teacher’s first responsibility is to the class as a whole, and the teacher will be unable to converse at any length with the visitor. If a conference is desired, arrangements must be made for an appointment to occur either before or after school hours. Parents or guardians are frequently invited to attend special events on campus. All visitors for this purpose must sign into the front office and receive temporary identification with a visitor’s identification sticker or badge.

No person may enter onto school premises, including visits or audits to a classroom or other school activity, without approval by the principal. Neither will any person be allowed to conduct nor attempt to conduct any activity on school premises that has not had prior approval by the principal (GB Policy KI-R).

**This List is Not All-Inclusive.**

**A student committing an act of misconduct not listed will nevertheless be subject to the discretionary authority of the School Administrator or Superintendent.**

## **DEFINITION OF OFFENSES:**

### **ALCOHOL-DRUGS (Possession or Use)**

A person who is using, under the influence or in possession of any form of alcoholic beverage, illegal or dangerous drug substance, drug paraphernalia or look-a-likes or any substance being represented as an illegal or dangerous drug.

### **ALCOHOL-DRUGS (Providing/Selling)**

A person who, in any way, provides, gives, sells or offers any form of alcoholic beverage, illegal or dangerous drug substance, drug paraphernalia or look-alikes or any substance being represented as an illegal or dangerous drug.

**ARSON**

Intentional burning of property belonging to the school, school personnel or another person on campus.

**BOMB THREAT**

Any threat by any means to explode a bomb or other explosive device on school property.

**BUS MISCONDUCT**

Not following district bus rules and regulations.

**CHEATING OR PLAGIARISM**

Taking someone else's work for one's own, practicing fraud or deception with relation to school work or responsibilities.

**COMPUTER, TELECOMMUNICATION OR NETWORK INFRACTION**

Inappropriate use of computers, telecommunications and network resources. Definition is contained in Policy IJNDB.

**DANGEROUS OBJECTS**

Any object or device that may be harmful to the health, welfare or safety of others.

**DEFIANCE OF AUTHORITY**

Refusing to comply with the reasonable request of school officials.

**DESTRUCTION OF PROPERTY**

Destroying, defacing or mutilating objects or materials belonging to the school, school personnel or other persons.

**DISORDERLY CONDUCT**

Use of profanity, obscene behavior, unsafe behavior or any conduct which is in any way disruptive to the educational process of the school.

**EXPLOSIVES**

The use, possession or sale of explosive devices (i.e., firecrackers).

**EXTORTION**

The solicitation of money, or something of value, from another person, in return for protection, or in connection with a threat to inflict harm.

**FIGHTING**

Engaging in or threatening to engage in physical combat, involving two or more individuals.

**FORGERY**

Writing and/or using the signature or initials of another person. Impersonating another person on the

telephone with regard to attendance also falls within this category of offense.

### **GAMBLING**

Participating in games of chance for the purpose of exchanging money or something of value.

### **GANG ASSOCIATION OR GANG ACTIVITY**

See Governing Board Policy JICF and JICF-R for a full explanation.

### **GANG CLOTHING, SYMBOLS, PARAPHERNALIA**

The wearing of hats, bandanas, tattoos and/or other clothing or symbols or possession of paraphernalia that is associated with gangs or gang-like activity.

### **HARASSMENT/HAZING/BULLYING (verbal, written, graphic, electronic, sexual, racial or physical)**

Any act committed by a student or in concert with others that is intimidating or capable of causing physical or emotional harm to others. The Governing Board believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Board further believes a school environment inclusive of these traits maximizes student achievement, fosters student personal growth, and helps students build a sense of community that promotes positive participation as members of society. To assist in achieving a school environment based on the beliefs of the Governing Board, bullying, harassment or intimidation as defined by board Policy JICK will not be tolerated.

### **LITTERING**

Leaving or depositing trash in places other than appropriate receptacles.

### **PHYSICAL ASSAULT**

A physical attack by one or more persons on other persons who do not wish to engage in conflict or who have not provoked the attack.

### **TOBACCO (Possession or Use)**

The use, sale, or possession of tobacco products of any kind on school property or at school events.

### **TARDINESS**

Arriving late to class.

### **THEFT**

Taking property which does not belong to the student.

## LEGEND OF ACTION CATEGORIES

- A Informal talk by a school official (teacher, counselor or administrator) who will attempt to reach an agreement with the student as to acceptable behavior.
- B Formal conference between the student and one or more school officials. A record is kept of the student's commitment to corrective behavior.
- C Parental involvement by telephone, letter or personal conference.
- D Temporary or permanent removal from class means the student is not to attend one or more classes for a specified period of time. During this period of removal the student may be assigned appropriate on-campus duties or alternative classes.
- E Out-of-school detention means the student is detained before school, during lunch period or after school for a specific purpose.
- F Appropriate individualized assignment and/or loss of privilege means the school official devises an assignment to fit the offense and/or the school official removes from the student one or more privileges usually associated with the offense.
- G In-school suspension (1-5 days) means the student is removed (suspended) from class(es) but is kept on campus under the supervision of a staff member. The student is usually given an appropriate assignment during this time period. Saturday or another day of detention may be employed as an alternative (grades 6-12).
- H Short term out-of-school suspension (1-5 days) means the student, following due process, is suspended from school and placed under the supervision/responsibility of the parent. Students must remain off campus for the duration of the suspension.
- I Short-term, out-of-school suspension (6-10 days) means the student, following due process, is suspended from school and placed under the supervision/responsibility of the parent. Such action may precede recommendation for expulsion. Students must remain off campus for the duration of the suspension.
- J Summary suspension means the student may be immediately removed from campus due to a clear and present danger to any or all concerned. Student must remain off campus for the duration of the suspension.
- K Long-term, out-of-school (11-180) suspension means that the school principal may recommend to the Superintendent an extension of the suspension beyond the maximum 10 days. The Superintendent or designee, after careful consideration of the facts of the case, may extend the suspension until Governing Board appointed hearing officers act on his/her recommendation. As with any suspension, due process must be followed. Students must remain off campus for the duration of the suspension.
- L Expulsion is the permanent removal from all Fountain Hills Unified School District schools.

*Note: Action taken by the school authority will fall between the minimum and maximum category identified on the following disciplinary action chart. Employment of discipline alternatives is at the discretion of the school authority. In some situations, i.e.,*

alcohol/drug violations, suspensions may be reduced when the student attends counseling.

## STUDENT SAFETY PLAN

Students are expected to follow all school and district policies while on campus, on the way to and from school, and at school sponsored events on or off an FHUSD campus. **School administrators are the discretionary authority of student misconduct.**

### DETENTIONS

Detentions may be assigned by any FHMS staff member. Staff members notify a parent/guardian regarding the details involving detention assignments. The following is a guideline for issuing detentions. Subsequent detentions result in further disciplinary action by school administrators. ***More serious offenses may result in immediate administrative involvement and will follow subsequent Disciplinary Action Charts.***

30 minute detention	60 minute detention
Display of affection	Arguing with staff (Defiance/Disrespect)
Food or Drink*	Defiance/Disrespect
Gum*	Destruction of Property*
Dishonesty (1st offense)	Dishonesty (2nd or more offenses)
Interruption of instruction (1st Offense)	Interruption of instruction (2nd or more offenses)
Name calling/rude comments	Verbal Intimidation (name calling)
Restricted area	Improper use of technology
Horseplay (1st Offense)	Horseplay (2nd or more offenses)
Profanity (1st Offense)	Profanity (2nd or more offenses)
	Forgery
	Unserved 30-minute detention

\*Indicates where restitution may be included

**STUDENT OFFENDERS FACE CONSEQUENCES  
DISCIPLINARY ACTION CHARTS**

**MULTIPLE OFFENSES IN COMBINATION OF CATEGORIES MAY  
RESULT IN LONG TERM SUSPENSION OR EXPULSION**

Offense	Range	Action To Be Taken	
		First Offense	Repeated Offenses
Alcohol/Drugs* (Possession/Use)	Minimum Maximum	I I	L L
Bus Misconduct	Minimum Maximum	A F	C H
Cheating Plagiarism	Minimum Maximum	A F	C H
Dangerous Objects	Minimum Maximum	A H	H L
Defiance of Authority	Minimum Maximum	B H	C L
Disorderly Conduct	Minimum Maximum	A H	C L
Fighting	Minimum Maximum	G L	H L
Forgery*	Minimum Maximum	C G	C L
Gambling*	Minimum Maximum	A H	C I
Gang Clothing, Symbols, Paraphernalia	Minimum Maximum	A H	H L
Littering	Minimum Maximum	A E	C G
Parking	Minimum Maximum	A C	C H
Tobacco (Possession/Use)*	Minimum Maximum	E H	H I

Tardiness	Minimum Maximum	A B	C H
Truancy/Absence+	Minimum Maximum	C F	C K
Verbal Abuse	Minimum Maximum	A G	C I

**STUDENT OFFENDERS FACE CONSEQUENCES  
DISCIPLINARY ACTION CHARTS (continued)**

**THE FOLLOWING OFFENSES ARE SUBJECT TO EXPULSION  
ON THE FIRST OFFENSE**

Offense	Range	Action To Be Taken
		First Offense
Alcohol/Drugs*++ (Providing/Selling)	Minimum Maximum	K L
Arson*++	Minimum Maximum	G L
Bomb Threat*++	Minimum Maximum	K L
Computer, Telecommunication, Network Infraction	Minimum Maximum	A L
Destruction of Property*++	Minimum Maximum	E L
Explosives*	Minimum Maximum	H L
Extortion*	Minimum Maximum	H L
Gang Association or Gang Activity	Minimum Maximum	A L
Harassment/Hazing/Bullying (Verbal, Written, Graphic, Electronic, Sexual, Racial or Physical)	Minimum Maximum	A L

Physical Assault*	Minimum Maximum	C L
Theft*	Minimum Maximum	C L
Threats/Intimidation	Minimum Maximum	A L
Weapons Possession* Weapons Use of Threat	Minimum Maximum	H L

Note: Action taken by the school authority will fall between the minimum and maximum category identified on the Disciplinary action chart.

\* These offenses also mean violation of local or state law. School authorities may also notify appropriate police authorities. Law enforcement authorities may take action in addition to that taken by the school

+ See Governing Board Policy JHB for detail dealing with truancy

++ Only under unusual circumstances will a student found guilty of these offenses be considered for punishment less than expulsion.

After investigation, students found to be involved as an accessory to any of the offenses shall be subject to the same range of consequences listed for that offense. Likewise, any student found to have been involved in a conspiracy to commit an offense shall also be subject to the same range of consequences for the identified offense.