



# **Snowflake Intermediate** **School**

682 School Bus Lane  
Snowflake, AZ 85937  
Telephone: (928) 536-4156  
Ext. 7110 School Secretary  
Ext. 7111 Attendance

Hollis Merrell  
Superintendent

Mr. Kim Lewis  
Principal

## **Student Handbook** **2018-2019**

2018-2019

Dear Students and Parents,

This handbook is intended to give you information about our school and inform you of rules and procedures for your child to follow while at this school. Some are SUSD#5 Board policy, some are law and others were made by faculty at our school for the safety and protection of your child. Please go over this handbook regularly with your child so our expectations are the same. We're looking forward to a great year with our SUPER students!

The faculty and staff of the Snowflake Intermediate School are Highly Qualified teachers and are committed to providing an excellent educational experience for your child while they are here. By working together, with your continued help and support, we can help your child become "the best they can be."

Sincerely,

A handwritten signature in cursive script that reads "Kim H. Lewis".

Kim Lewis, Principal  
Snowflake Intermediate School

# **Snowflake Intermediate School Mission and Belief Statement**

.....  
"Schools are for children"

"Schools belong to the community"

"Self-Effort Educates"  
.....

Snowflake Intermediate, in partnership with parents and the community, will enable all children to learn, to become critical thinkers, to believe in themselves, to respect others, to demonstrate responsible citizenship and to value education.

"We at Snowflake Intermediate treat each other with total respect even though we have our differences and this makes our school a very nice place to be and makes us feel very good, safe, and happy to be here."

## **Beliefs**

- \*Each student is entitled to the highest quality educational opportunities.**
  - \*Education must advance the self-esteem, growth and integrity of all students.**
- \*Education is the shared responsibility of the student, home, school and community.**
- \*There is power in the integrated approach to teaching and learning.**
  - \*Shared decision making is valuable.**
  - \*Everyone can learn and be successful.**

**\*Education is a life-long process.**

### **Emergency Response Plan**

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware the schools have made preparations to respond effectively to such situations. In fact, public schools in Arizona are built to meet stringent construction standards and they may be safer than your own home in the event of a disaster.

Should we have a major disaster during school hours, your student(s) will be cared for at this school. Our School District has a detailed response plan which is designed to respond to a major catastrophe.

Your cooperation is necessary in any emergency.

1. Do not telephone the school. Telephone lines may be needed for emergency communication.
2. In the event of a serious emergency, students will be kept at their schools until they are picked up by an identified, responsible adult who has been identified as such on a School District emergency card, which is required to be filled out by parents at the beginning of every school year. Please be sure you consider the following criteria when you authorize another person to pick up your child at school:
  - He/she is 18 years of age or older.
  - He/she is usually home during the day.
  - He/she could walk to school, if necessary.
  - He/she is known to your child.
  - He/she is both aware and able to assume this responsibility.
3. Turn your radio to 101.7, 96.5 FM or 95.7 FM for emergency announcements. If students are to be kept at school, radio stations will be notified. If electrical service is not affected, information will also be available by checking the district website at [www.susd5.org](http://www.susd5.org). Please impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.
4. Students will be released only to parents and persons identified on the School District Emergency Card. During an extreme emergency, students will be released at designated reunion spots and only to those on the emergency release card. At Snowflake Intermediate, we have an organized system for releasing students to the proper person. We respectfully request your patience and understanding with the student release process. We need to insure that each student is properly cared for by releasing them only to those designated by you to pick them up. We are under strict guidelines to make sure all students remain safe during any type of emergency. The law enforcement and emergency

response personnel will be involved in addressing the emergency and to have to pull them away from the emergency to look for students that are not accounted for will add a greater burden to the situation. So please be patient with us as we take the necessary steps to ensure your child is released properly. Parents should become familiar with the School Emergency Response Plan, posted on the district website, and then discuss these matters with your immediate family. Planning ahead will help alleviate concern during emergencies.

The decision to keep students at school will be based upon the specific situations associated with each emergency. If students are to be kept at school, radio stations will be notified. In the event that a natural disaster takes place during the time that students are being transported, students will be kept on the bus and the driver will ask for assistance through radio contact with the school and district personnel. Any child who is still home or waiting for the bus will not be picked up (if roads are impassable) and the child remains the responsibility of the parent or guardian. In the event a natural disaster occurs in the afternoon, the driver will make every attempt to continue delivering the students to their homes. Should road conditions prevent the driver from delivering students to their home or to school in the morning, the students will be delivered to the nearest school site and the school will communicate with the school the students are presently enrolled in to inform them of the students' whereabouts.

There are different ways to help you in your efforts to pick up all your children if you have children in multiple schools. An example: you might want to team up with other parents in order to help pick up the children from the different schools.

# **SNOWFLAKE INTERMEDIATE SCHOOL HANDBOOK OF INFORMATION FOR STUDENTS AND PARENTS/GUARDIANS**

## **SCHOOL HOURS**

School hours are from 7:50 a.m. until 2:30 p.m. Mon-Thurs, and 7:50-1:10 Fridays. Children should NOT arrive earlier than 7:30 a.m. or remain on campus later than 2:40 p.m. unless they are participating in a supervised activity. This procedure is designed for the safety and well being of our students. **Please do not allow your children to be at school prior to 7:30 – There is no supervision for them.**

## **OFFICE HOURS**

The school office is open from 7:30 a.m. until 3:30 p.m. every school day. If you have inquiries, the office phone is 536-4156 ext. 7110. Voice messaging is available after normal office hours. To leave a voice message, dial 536-4156, then extension 7110 or 7111.

## **SCHOOL RULES**

All District-wide school rules will be enforced at Snowflake Intermediate School.

### ***Snowflake Intermediate School Rules***

- Be Polite
- Be Prompt
- Be Prepared
- Be Productive
- Be Positive

Teachers will explain and discuss individual classroom rules with the students at the beginning of the school year and will reinforce those expectations throughout the school year. School exists for the purpose of educating students. If a student's actions or behavior interferes with the learning or general orderliness of the school, that student may face disciplinary consequences up to and including suspension or expulsion from school.

## **QUARTERLY REWARD PARTIES**

These parties are under the direction of the grade-level teachers. These parties will happen at the end of each quarter.

## **SCHOOL PROPERTY**

Students are expected to treat the school building, grounds, equipment, and books with the utmost respect and care. This care includes keeping the building and grounds free from litter. Students are expected to clean up after themselves in the cafeteria, classroom, playground, and any other place where litter may be found. Books, desks, and classroom

materials are property of the school; students should treat them as borrowed property. Students are expected to pay for school property they damage or lose.

### **DISCIPLINE**

The Snowflake School District uses a progressive system of student discipline. We encourage our students to follow all school rules and adhere to the code of conduct; however, for those students who choose to not follow the rules, the discipline policy will be followed. Students who habitually or repeatedly break the school rules will face stiffer consequences each time they are written up. Due to the progressive nature of the discipline plan, the consequence for a student who has never been written up may differ from the consequence of a student who has been written up before even if the offense is the same.

### **STUDENT CONDUCT**

While at school, students are expected to conduct themselves in an appropriate manner at all times. Students are not allowed to harass, threaten, tease, bully or otherwise intimidate other students. Each student is expected to treat others with dignity and respect. Students who are unable or are unwilling to treat others appropriately may be excluded from free time activities such as recess. Additionally, students are expected to obey the authority of the adults on campus including teachers, aides, custodians, and cafeteria staff. Students do not have the right to ignore a reasonable request from school personnel.

### **PLAN FOR A SAFE AND ORDERLY ENVIRONMENT**

The Snowflake Intermediate School's Discipline Policy is instituted to maintain acceptable behavioral standards that are essential to creating a quality learning and safe environment. Our school supports self-discipline as the fundamental concept for implementing a discipline plan that enables students to become effective problem solvers, decision makers and helps students learn self-control.

To protect the rights of all children, it is important that parents and students understand the consequences of misbehavior. Snowflake Intermediate School has set these guidelines to promote consistency in discipline throughout our school. The rules are designed to protect all children, and those who choose to break the rules are treated firmly, but kindly and appropriately.

Students at Snowflake Intermediate School are responsible for their own behavior. The degree of success that a student experiences as he or she adjusts to life at our school is a fair measure of that student's level of maturity.

Guidelines have been developed for a safe and orderly environment. If a problem should occur, teachers, guidance personnel, administrators, police and parents may be involved in conferencing, counseling, and advising the student involved.

***We are committed to the ideal that all students will be successful and get along well as they follow the simple rules of behavior at Snowflake Intermediate School.***

*Students who are referred to the office will be dealt with according to the approved policies and the Principal's discretion.*

**Possible Violations (Includes but not limited to)**

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>○ Cheating/Plagiarism</li><li>○ Defiance of Authority</li><li>○ Dishonesty</li><li>○ Disruptive Conduct</li><li>○ Disturbing School Activity</li><li>○ Dress Code Violation</li><li>○ Drug, Alcohol, or Tobacco</li><li>○ Endangerment – yourself or others</li><li>○ Fighting</li><li>○ Harassment Verbal or Physical</li><li>○ Improper Sexual Advances</li><li>○ Insubordination</li></ul> | <ul style="list-style-type: none"><li>○ Leaving campus without permission</li><li>○ Tardiness and/or Absenteeism</li><li>○ Theft of Property</li><li>○ Vandalism or Destruction of Property (School Related)</li><li>○ Violation of a Governing Board Policy or School Rule</li><li>○ Weapons – Knives or any other</li><li>○ Vulgar or Obscene Language Gestures or Symbols</li></ul> |
|---|--|

**Possible Consequences (Includes but not limited to)**

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>○ Verbal Warning</li><li>○ Written Warning</li><li>○ Conference-Administration</li><li>○ Conference-Parent</li><li>○ Restitution</li><li>○ Detention</li><li>○ Exclusion from a Class</li></ul> | <ul style="list-style-type: none"><li>○ Bus Probation or Suspension</li><li>○ Suspension – In School</li><li>○ Suspension – Out of School</li><li>○ Police Contact/Referral/Arrest</li><li>○ Long Term Suspension / Expulsion/ Alternative Education Setting Recommendation</li></ul> |
|---|---|

**Snowflake U.S.D. is committed to providing a safe environment, which is conducive to learning. We want to promote positive values and encourage good citizenship. Parents/guardians will be sent a disciplinary report and a copy is given to the student**

**BUS SAFETY AND EXPECTATIONS**

**Riding a school bus is a privilege.** The bus driver is in charge on the bus, and it is the student's responsibility to listen and obey the rules. If a student is going to ride a bus other than his/her assigned bus, prior approval from the bus barn (536-4156 ext 7742) is advisable. Bus drivers will not let unscheduled riders board a full bus.



### **Bus Rules:**

- Line up in the bus boarding zone in an orderly manner
- Remain in line until the bus comes to a complete stop
- Enter the bus in an orderly manner
- While on the bus, stay seated
- Keep all parts of the body and all objects inside the bus
- Keep the aisle clear
- Do not eat food (of any kind), chew gum, or drink beverages

### **Bus Discipline:**

Students who choose to not follow the bus rules may be issued a conduct report by the bus driver, and may be referred to the office. Consequences may include suspending the student's bus riding privileges.

1<sup>st</sup> Offence – up to the principal

2<sup>nd</sup> Offence – 2 day suspension from the bus

3<sup>rd</sup> Offence – 5 day suspension from the bus

4<sup>th</sup> Offence – suspended the remainder of the year from the bus

### **HARASSMENT/SEXUAL HARASSMENT/HAZING**

Snowflake Unified School District is dedicated to creating schools where students and staff may learn and teach in a safe environment. No kind of harassment, including sexual harassment, will be tolerated. Steps will be taken to discipline and stop activities that are deemed as intimidating, threatening, or harassing. Students and staff are encouraged **to report any incidents that may occur so that proper steps can be taken.** Anyone with questions regarding school policy or procedure, or who would like to report or be assisted in reporting a complaint, may contact the Superintendent, Sexual Harassment Coordinator at (928) 536-4156 ext. 7710 or the school administrator. Please see School Board Policy JII-EB, for additional information regarding Student Concerns, Complaints, and Grievances.

### **STUDENT DRESS CODE**

The District Governing Board authorizes the Superintendent to promulgate and enforce school regulations prohibiting student dress and/or grooming practices that: present a hazard to the health, safety, or general welfare of the students or others in the school; materially interfere with school -work or create disorder; are counterproductive or disruptive to the learning process; exhibit inappropriate or immodest slogans or pictures (**pertaining to subjects such as alcohol, tobacco, cigarettes, illegal substances, profanity, vulgarity, or indecency**); immodestly expose the chest, abdomen, genital areas, upper leg, and/or buttocks. The following is a **non-exclusive** list of items that are **NOT** acceptable:

- Shorts that are shorter than mid-thigh
- Any tight or Spandex-type shorts (unless worn under other **acceptable** clothing which must be mid-thigh or longer)

- Clothing with slits, holes, tears, and/or unfinished edges
- Pajama bottoms, lounge pants or the like.
- Swimsuits
- Tank tops worn alone (refer to the above item regarding immodest exposure)
- Skirts that are shorter than two inches above the top of the kneecap
- Hats in the halls, restrooms, classrooms, cafeteria, auditorium, or office areas
- Underwear (e.g. long johns or boxer shorts) that extends below or beyond the outer clothing.

The Governing Board's position is to foster high standards of personal appearance. Extreme styles not addressed in the policy will be evaluated in terms of their effect upon the student body, faculty, and/or educational process. Student appearance should be neat, clean, modest, and encourage a good wholesome self-image. Violations of the dress and grooming standards will result in appropriate disciplinary action being taken, which can include suspension. LEGAL REF: A.R.S. 15-341 (A) (1).

### **TEXTBOOKS**

Textbooks are furnished to students by the school system on a loan basis and should be treated as borrowed property. Students must pay for the loss or abuse of textbooks.

### **LIBRARY**

Each student is responsible for the items s/he checks out. A student with an overdue book will not be allowed to check out additional books until the overdue book is returned. If a book is lost or damaged, the parent or student will be required to pay for the book before another book may be borrowed. A \$3.00 non-refundable will be charged.

### **BICYCLES**

Students may ride bikes to school at their parents' discretion. Once on school grounds, students are to walk, not ride, their bikes. Students should lock their bikes in the area provided until they are ready to leave for the day. Students are expected to appropriately use the bike storage equipment. Neither the District nor its employees are responsible for damage to or theft of bicycles. Students who choose to not follow the school bicycle safety policy will have their bicycle privileges suspended.

**Skateboards, roller skates, and in-line skates are not to be brought or ridden to school.**

### PARKING LOT

Students are not allowed in the school's parking lot areas (this does not include the drop off lane immediately in front of the school building). Car drivers may not be looking for students walking or running among the cars. Students are expected to get to the school grounds by using the sidewalks. This is for the students' safety and well-being.

### PARTICIPATION FEES

Field Trips - Entrance Charge + \$1.00 fee

**These fees are non-refundable.**

### PARENT PICK UP AREA

Parents should not park across the street from the school or the bus loading zone when picking up or dropping off their student. This causes them to cross the street, which is very unsafe. Any pick up or drop off of a student should be done in the designated Student drop-off and Pick-up area (at the south east side of the school).

### INJURIES

If a student has been injured at school, he or she should **report it immediately** to the classroom teacher or supervisor on duty. If a student intentionally hurts another student, that too should be reported. The injured student is strongly cautioned against retaliation. The supervisors and classroom teachers will make sure that the discipline policy is followed. However, if the student who was hurt retaliates by hitting or kicking or pushing back, he or she too will face discipline consequences. **Students must allow the adults on campus the opportunity to take care of discipline matters.**

### PARENT MESSAGES FOR STUDENTS

The office receives numerous calls during the day for change of plans for students. If you have a change in plans for your student, please call the school before 2:00 pm. **Messages after this time may not be delivered.**

### STUDENT USE OF OFFICE PHONE

The office phone is for school business and is not for student use. Students will not be permitted to use the phone after school to make personal arrangements. Emergencies will receive individual consideration.

### SCHOOL REACH COMMUNICATION SYSTEM

The District has a communication system in place that will call parent/guardian for an absent student, if the parent/guardian has not called by 10:00AM to excuse the absences. This system will also call if there is a Late Start, Snow Day, or other important information.

### CELL PHONES & USE OF THEM ON CAMPUS

**Students are not allowed to use cell phones on campus.** If a student has a cell phone and it is confiscated by staff, it will be taken to the office. On the **first offense**, the office will hold it for 24 hours and student can pick it up after parent contact. **Second offense**, the phone will be held for 7 days and parent pick up required. On the **third offense**, the

phone will be held for 30 days with parent conference before phone can be picked up after 30 days.

### **VISITORS**

We encourage parents to visit Snowflake Intermediate School often. By law, all visitors must first report to the school office and sign in. Our teachers are prohibited from allowing visitors without office approval. This is necessary for the protection of everyone in our building. **Due to District policy, visiting friends or relatives of a student are not allowed to spend the day in the classrooms with the student.**

### **FIELD TRIPS**

Specific information will be sent home with students well in advance if a field trip is planned. A signed parent permission form **must** be returned to the school prior to the trip. Alternate arrangements will be made for those students who do not have written permission to go, or who do not meet the criteria for eligibility in going on the trip. Price of admission, if any and \$1.00 participation fee will be charged.

### **LUNCH**

To purchase lunch, students may bring a check or cash to the cafeteria and their lunch account will be credited. Students may pay lunch money from 7:30 to 7:45 each school morning. Parents can also go into their child's account and put money in.

### **BREAKFAST**

Students who wish to eat breakfast must get it by 7:45 a.m. in order to have enough time to eat it without being tardy. Bus students who wish to eat breakfast must go to the cafeteria immediately after getting off the bus.

### **ATTENDANCE**

Regular attendance, accompanied by the responsibility to study and participate in school activities, is essential to the learning process. Parents have the right to keep their child out of school for any reason deemed important, but in exercising that right, they assume the responsibility for the loss of academic material presented during the absence.

**TARDINESS:** It is important for students to be at school on time. If a child is late to school, they must report to the office and pick up a tardy slip prior to reporting to the classroom. The office will contact the parents of habitually late students with possible student disciplinary action information.

**ABSENCES:** Parents need to call the school office to report a student absent by 9:00 AM. School Reach will automatically call all unexcused absences at 9:05 AM.

**CHECKING IN/OUT:** If you need to check your child out of school, please come to the front office and the secretary will call the child to the office. If you are bringing your child to school late (such as from a doctor's appointment) please check them in through the front office.

## CLASSROOM INTERRUPTIONS

In order to avoid classroom interruptions, we request that parents help their children organize what they will need for school before leaving home. Please check to see that your child has his/her lunch, lunch money, homework, books, permission slip, etc. Parents are asked to send a note with the student if he/she will be leaving school early. By doing so, the teacher can dismiss the student to meet his/her parents in the office at the appointed time.

## GRADING SYSTEM

There are two grading systems at Snowflake Intermediate. Some subjects are graded on performance, while others are graded on effort.

### **Performance Scale**

A = 90 – 100%

B = 80 – 89%

C = 70 – 79%

D = 60 – 69%

F = 59 or below

### **Effort Scale**

E = Excellent

S = Satisfactory

I = Improving

U = Unsatisfactory

## HONORS

Students achieving a high level of academic performance will be awarded the following distinction:

- **Honor Roll:** For students who earn all “B’s” or better
- **Principal’s List:** For students who earn all “B+’s” or better
- **Superintendent’s List:** For students who earn all “A-’s” or better

## REPORT CARDS

Report cards will be issued at the end of each of the four grading periods. Parent/Teacher conferences are scheduled twice a year. Additionally, progress reports are sent home with students every two weeks. Parents can check Family Link any time to find their child’s grades and any missing assignments.

## FIRE & LOCK DOWN DRILLS

Every precaution is taken to ensure the safety of our students during normal school hours. Periodic drills are executed to make certain that students learn proper safety procedures and adhere to all safety guidelines. Fire Drills will be held every month and Lock Down Drills will be held twice a year.

## SELLING ON SCHOOL GROUNDS

Students are strictly prohibited from selling **anything** on school grounds for personal gain.

## HEALTH

**Medication:** All medications, whether they are prescribed or over the counter, must be held in the school’s health office. This includes aspirin, Tylenol, and cough drops. Medications are to be administered by the health tech or authorized staff member.

All medication must be in its original container with proper labeling and must be brought to the school **by the parent or legal guardian**. Students **MAY NOT** carry medication to administer to themselves. These legal requirements are for the protection of the children.

District personnel are prohibited from administering any medication (prescription or non-prescription) unless they have written authorization from the parent or guardian. The *Request for In-School Administration of Medication* form must be completed by a parent or guardian.

**Immunizations:** An immunization history is required for every child at the time of enrollment. Each child must be current on his/her immunization schedule.

Parents/guardians should keep the school nurse informed of any new immunizations their child has received at a clinic or private doctor's office so that the health records can be kept up to date. The following is the immunization records required for school enrollment:

1. 4 & 5 grade: DTap/DTP/DT, polio MMR, Hepatitis

Please check with the school's health office if you have questions regarding immunizations.

**First Aid:** First Aid is limited to the immediate, temporary care of an accident or sudden illness. Parents will be notified and asked to pick up their child if more extensive care is required.

### **COMMUNICATION**

- There are two scheduled Parent/Teacher Conferences during the school year. However, parents are welcomed to schedule additional conferences with their child's teacher(s) on an as-needed basis.
- A Back-to-School Night will be held for parents within the first few weeks of school. Parents are encouraged to attend. Specific information regarding classroom expectations will be discussed.
- Throughout the school year, informative notices and letters are distributed to students to take home. Please request that your child bring home every communication so that you can be informed.
- Parents are welcomed to meet with the principal. Appointments can be scheduled with the front office secretary 536-4156 ext. 7110.

### **TOYS, CD PLAYERS, IPODS, GAMEBOYS, ELECTRONIC GADGETS**

Students are not allowed to bring to school or use on school property toys, radios, CD's, IPods, CD players, MP3 players, handheld electronic games, etc. Neither the District nor its employees are responsible for theft or damage done to any item the student has brought from home. Such items will be confiscated and held in the office until they can be released to a parent or guardian. If items need to be confiscated a second time, they will be released to the parent or guardian at the end of the school year.

## PTSO

Snowflake Intermediate School uses the PTSO to gain input in several areas including school mission and goals. The Council is composed of parents, three grade level leaders, a community representative, and the principal.

### PLAYGROUND RULES

Students are expected to:

- conduct themselves **responsibly** and **safely** on the playground
- obey the teachers and aides who are on duty
- stay east of the fire lane (do not stand or play up by the building)
- move to the building to line up immediately when the bell rings to indicate recess is over
- leave the rocks on the ground; **DO NOT HIT, KICK OR THROW THEM AT ALL**
- get supervisor permission prior to going inside the building
- stop what they are doing immediately if a supervisor tells them to
- stay out of any standing water and keep clear of functioning sprinklers

**Playground Area** (basketball and volleyball courts, tetherball and swings areas)

- the swings are to be used as intended; students are not allowed to jump out of the swings or have more than one person on a single swing
- basketball is a non-contact sport; students are to adhere to this rule
- Students are not allowed to throw each other to the ground, push, hit, slap, punch, tackle, or throw things at other students

**Playing Fields** (near and far fields)

- **NO** games involving contact are allowed; this includes tackle football, War, Dodge Ball, etc.
- Students are not allowed to throw each other to the ground, push, hit, slap, punch, tackle, or throw things at other students (this does not include softball or football games where the receiver is expecting the ball to be thrown to him/her)
- Regular baseballs and softballs are not allowed; students are to use the rubberized versions
- Ball bats are to be used safely; bats are to be dropped to the ground at the hitter's own feet; bats are not to be swung around except when at bat; bats are not to be thrown under any circumstance; students who cannot use the bat appropriately will not be allowed to play in games involving bats
- Soccer involves kicking the ball; students who are unable to kick the ball, but instead kick other students will not be allowed to play

# STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

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

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

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

Provided that:

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

The guidelines to be followed are:

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

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

**SNOWFLAKE UNIFIED DISTRICT NO. 5**

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Complaints by middle or high school students may be made only by the students on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student. A parent or guardian who wishes to complain should do so by completing the forms following policy KE on Public Concerns and Complaints.

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

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

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

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

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

- Los padres o el estudiante elegible tienen derecho a inspeccionar y revisar el expediente académico del estudiante que es mantenido por la escuela dentro de un período de 45 días a partir de la solicitud hecha al administrador de la escuela. No es obligación de las escuelas proporcionar copias a no ser que sea imposible para los padres o el estudiante elegible revisar el expediente académico sin copias. Las escuelas pueden cobrar una cuota por proporcionar copias.
- Los padres o el estudiante elegible tienen el derecho a solicitar por escrito que la escuela corrija el expediente académico que ellos creen sea inexacto o engañoso. Si la escuela decide no corregir el expediente académico, el padre o estudiante elegible tiene derecho a una audiencia formal. Después de la audiencia, si la escuela todavía decide no corregir el expediente, el padre o estudiante elegible tiene derecho de poner una declaración en el expediente que presenta su punto de vista sobre los datos protestados.
- Por lo general, las escuelas deben tener permiso de los padres o del estudiante elegible por escrito para poder revelar cualquier dato del expediente académico del estudiante.
  - Autoridades escolares con interés educacional legítimo
    - Autoridad escolar es una persona empleada o contratada por la escuela para servir como administrador, supervisor, maestro o personal de apoyo (incluyendo personal de salud, personal policial, abogado, auditor u otros con funciones similares); una persona que sirve en la mesa directiva de la escuela; o padre o estudiante que sirve como miembro de un comité autorizado o que asiste a otra autoridad escolar en sus funciones;
    - Un interés educacional legítimo significa que la revisión del expediente es necesaria para cumplir con una responsabilidad profesional para la escuela;
  - Otras escuelas en las que el estudiante está solicitando inscripción;
  - Autoridades especificadas para propósitos de auditoría o evaluación;
  - Partes competentes en relación a asistencia de financiamiento para un estudiante;
  - Organizaciones conduciendo ciertos estudios por o en nombre de la escuela;
  - Organizaciones de acreditación;
  - Para cumplir con una orden judicial o citación emitida de acuerdo con la ley
  - Oficiales competentes en casos de emergencias de salud y seguridad; y
  - Autoridades estatales y locales, dentro del sistema de justicia para menores, de conformidad con la ley estatal específica.

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

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

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

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

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D. C. 20202-5901	Arizona Department of Education Exceptional Student Services 1535 W. Jefferson, BIN 24 Phoenix, AZ 85007
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Este aviso está disponible en inglés y en español en el website del ADE en [www.ade.az.gov/ess/resources](http://www.ade.az.gov/ess/resources) bajo formas. Para asistencia para obtener este aviso en otros idiomas, contacte al ADE/ESS en el número de teléfono/dirección que se da arriba.



August 2018

**Home of the Lobos**

Dear Parent/Guardian:

Please read and discuss the student handbook with your son/daughter. If there are areas that are unclear to you, please feel free to contact us for clarification. Please sign and have your son/daughter return this form tomorrow to their teacher. We will need a signed form from each of the students verifying that they and their parents have read and understood the handbook.

Thank you,

Mr. Kim Lewis, Principal  
Snowflake Intermediate School  
(928) 536-4156 ext. 7110

Parent Signature \_\_\_\_\_

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