



# Elementary Schools Student & Parent Handbook

## 2024 – 2025

SIERRA VISTA UNIFIED SCHOOL DISTRICT NO. 68  
Sierra Vista, Arizona

[SVUSD68.org](http://SVUSD68.org)

## GOVERNING BOARD

President – Yulonda Boutte  
Vice President – Hollie Sheriff  
Member – Kale Kiyabu  
Member – Donald Lee  
Member – Kimberly Robinson

## DISTRICT ADMINISTRATION

Superintendent - Dr. Eric Holmes  
Assistant Superintendent, Curriculum and Instruction - Terri Romo  
Chief Human Resource Officer - Bonnie Gomez  
Chief Financial Officer – Kenneth McGovern  
Director of Exceptional Student Services – Heather Rodda

## DISTRICT ELEMENTARY PRINCIPALS

Bella Vista - 515-2940  
Brenda Bland

Carmichael – 515-2950  
Elizabeth Jimenez

Huachuca Mountain - 515-2960  
Mary Garrett-Perez

Pueblo del Sol - 515-2970  
Dr. Rose Martinez

Town & Country - 515-2980  
Stephanie Elson

Village Meadows- 515-2990  
Michelle Wambach

*SVUSD reserves the right to update this Handbook at any time in accordance with its policies and procedures. This Handbook replaces all prior versions. The most recent version of the Handbook is available on our website. The following policies and procedures are not intended to be all-inclusive for a complete listing of all policies please visit our Governing Board Policy Manual on our website. SVUSD has made every reasonable effort to ensure the policies in this Handbook comply with all applicable state and federal laws and regulations. By enrolling in SVUSD, Parent/Legal Guardian and Student agree that they have read and understand the information contained in this Handbook to include all linked items, and that both Parent/Legal Guardian and Student will abide by all policies and procedures contained in this Handbook, or elsewhere, while Student is enrolled in a SVUSD school. This handbook is a living document. Its policies or procedures are continually reviewed and updated. Any amendments to this document will be provided to students, staff, and parents.*

# Table of Contents

Sierra Vista Unified School District Collective Commitments.....	5
<b>SVUSD Mission &amp; Vision.....</b>	<b>5</b>
Elementary School Calendar.....	6
Elementary Grading System.....	6
PBIS.....	7
Parent Involvement.....	7
Visitors.....	7
Volunteers.....	8
Field Trips.....	8
Attendance Procedures.....	8
Student Absences and Excuses.....	9
Truancy.....	10
Student Rights and Responsibilities.....	10
Student Concerns, Complaints, and Grievances.....	11
Student Conduct.....	12
Student Discipline.....	12
Prohibited Activities.....	13
Drug and Alcohol Use by Students.....	13
Tobacco Use by Students.....	13
Hazing.....	13
Secret Societies/Gang Activity.....	15
Student Bullying, Harassment and Intimidation.....	15
Weapons in School.....	17
Student Interviews.....	17
Student Dress.....	17
Administrative Processes.....	18
Electronic Devices link policy.....	18
SVUSD Chromebooks.....	18
Prohibited Items on Campus.....	19
Lost and Found.....	19
Confiscated Items.....	19
Textbooks.....	19
Students Records.....	20
Student Withdrawal.....	21
Academic Related Activities.....	21
Discovery.....	21
Exceptional Student Services.....	21
Shortened School Day.....	21
Student Health.....	22

Student Wellness.....	22
Potty Training Requirement.....	22
School Nurse.....	22
Immunizations.....	23
Communicable/Infectious Diseases.....	23
Student Nutrition and Food Service.....	23
Safety.....	24
Asbestos.....	24
Fire/Disaster Drills.....	24
Notification of Pesticide.....	24
Student Transportation, Drop-Off and Weather Delays.....	24
Transportation.....	24
Drop Off / Pick Up.....	26
Delayed Release and Other Weather Related Emergencies.....	26
Miscellaneous Information.....	27
Homework.....	27
Birthday/Miscellaneous Celebrations.....	27
School Communication.....	28
Title I Information.....	28
Legal Notices.....	29
Parent’s Right to Know.....	29
Section 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities Act.....	29
Notification of Rights under FERPA.....	30
Non-Discrimination/Equal Opportunity.....	31
Title IX.....	31
Move on With Reading Information.....	31
McKinney Vento Homeless Information.....	31

## Sierra Vista Unified School District Collective Commitments



### SVUSD Mission & Vision

The Sierra Vista Unified School District strives to increase the educational performance of every student. We accomplish this through high-quality teaching and learning in safe, supportive, school environments. We believe education is the shared responsibility of students, parents, schools, and community.

Achieving Excellence Together

# Elementary School Calendar



## 2024-2025 School Calendar

<b>July</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>August</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>September</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>October</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<b>November</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>December</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>January 2025</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>February</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28
<b>March</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>April</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>May</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>June</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

1st Quarter - 47 days; 2nd Quarter - 43 days; 3rd Quarter - 43 days; 4th Quarter - 47 days

No School	Half Days for Buena	Half Days for K-12
Early Release Every Wednesday	Half Days K-6	Half Days for 7-8

### School Times

<b>Elementary</b> Regular Day- 8:00am - 2:55pm 1/2 Day- 8:00am - 11:15am Wednesdays- 8:00am - 12:45pm	<b>Joyce Clark</b> Regular Day- 9:00am - 3:55pm 1/2 Day- 9:00am - 12:30pm Wednesdays- 9:00am - 2:15pm	<b>Buena</b> Regular Day- 7:20am - 2:15pm 1/2 Day- 7:20am - 10:30am Wednesdays- 7:20am - 12:00pm
--	--	---

UPDATED 6/7/2023 Board Approved December 6, 2023

First Day for 10 mo. Employees	July 8
First Day for 9 mo. Pro Employees	July 26
Teacher Duty Days	July 26 - 30
First day for 9 mo. Support Staff	July 30
First Day for Students	July 31
1/2 Day K-12	August 30
Labor Day Holiday-NO SCHOOL	September 2
Parent/Teacher Conf. 1/2 Day K-6	September 12 & 13
Progress Reports Elementary	September 13
End of Quarter- 1/2 Day K-12	October 4
Fall Break-NO SCHOOL	October 7-11
Columbus Day-NO SCHOOL	October 14
Parent/Teacher Conf. 1/2 Day 7-8	October 17 & 18
Report Cards	October 18
1/2 Day K-12	November 8
Veteran's Day-NO SCHOOL	November 11
Progress Reports	November 22
Thanksgiving Break-NO SCHOOL	November 25-29
Finals at Buena- 1/2 Day BHS	December 19 & 20
End of Quarter- 1/2 Day K-12	December 20
Winter Break-NO SCHOOL	Dec 23- Jan 3
School Resumes	January 6
1/2 Day K-12	January 17
MLK Day-NO SCHOOL	January 20
Parent/Teacher Conf. 1/2 Day K-6	February 7
Progress Reports	February 7
Presidents' Day -NO SCHOOL	February 17
End of Quarter- 1/2 Day K-12	March 7
Spring Break-NO SCHOOL	March 10-14
Report Cards	March 21
Progress Reports	April 17
Spring Holiday-NO SCHOOL	April 18-21
Last day for Seniors	May 16
Finals at Buena	May 21 & 22
Last Day for Students- 1/2 Day K-11	May 22
Buena Graduation	May 22
Last Day for 9 Mo. Employees	May 22
Last Day for Teachers	May 23
Memorial Day	May 26
Last Day for 10 Mo. Employees	May 30
Juneteenth Holiday	June 19

[Click here to download our school calendar](#)

## Elementary Grading System

**Kindergarten**  
(X) Mastered  
(/) Progressing  
( ) Having Difficulty

**Grades 1-2**  
4=High Level of Mastery (95-100%)  
3=Meets (80-94%)  
2=Approaching (60-79%)  
1=Falls Far Below (Below 60%)

**Grades 3-12**  
A=Excellent (90-100%)  
B=Above Average (80-89%)  
C=Average (70-79%)  
D=Below Average (60-69%)  
F=Failing (Below 60%)

Parents have the ability to view student grades on a weekly basis by logging into Parent Vue. Teachers' grades will be updated by midnight on Monday of each week. In the case of a Monday holiday, grades will be updated by Tuesday of each week. Parents will be given registration information at the beginning of the school year. You may request additional information by contacting your child's school office.

# PBIS

PBIS - Positive Behavior Interventions and Supports  
Be Safe\*Be Respectful\*Be Responsible

All Sierra Vista Elementary schools and Sierra Vista Unified School District are dedicated to supporting our students and their positive behaviors. All staff have the ability to recognize students who demonstrate safe, respectful, and responsible behaviors through our PBIS program. Recognition can be provided in many ways, including but not limited to, verbal praise, points through PBIS Rewards, privileges, events, public recognition, and PBIS store items. Remember: Be Safe, Be Respectful, Be Responsible!

[SVUSD# 68 Elementary Discipline Procedure Flow Chart](#)

## Parent Involvement

Sierra Vista Unified Schools is fortunate to have active parent / teacher organizations at each school. Membership drives are conducted early in the school year and parents/guardians are encouraged to join and participate in these organizations. Parent/legal guardian concerns should be addressed to the classroom teacher first. Conferences will be scheduled at the convenience of both parties. Parents/guardians are welcome to visit at any time but must check in at the school office first.

Custodial parents have inherent rights to student educational information. Step-parents, grandparents, etc. are considered third-party and must be given permission to participate in conversations or retrieval of educational information. In order for permission to be given, custodial parents must complete and have notarized the Release of Educational Information Authorization to provide permission for school staff to communicate with a third party.

## Visitors

*Parents of enrolled pupils and parents who wish to enroll their children in the School District may visit, tour and observe the schools and classrooms. Visitors, including parents and parents of prospective pupils, must follow the school's procedures for scheduling visits, tours or observations. The District may discontinue visits, tours, and observations if such events threaten the health and safety of the pupils and staff.*

*All visitors to any school must report to the school office upon arrival.*

*For those who wish to visit a classroom during the school day, the visitor must contact the principal in advance to arrange a day and time for such visit. Conflicts with the school schedule shall be avoided.*

*In visiting a classroom, 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 will be made by the teacher for an appointment with the parent either before or after school hours.*

*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 or attempt to conduct any activity on school premises that has not had prior approval by the principal.*

*Anyone who is not a student or staff member of the District schools, and is in violation of this policy, may be asked to leave the property of the District. Failure to comply with the lawful directions of District officials or of District security officers or any other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so, will be against District regulations. Failure to obey such instructions may subject the person to criminal proceedings applicable under law.*

[Policy KI-Visitors to Schools](#)

[Policy Regulation KI-R- Visitors to Schools](#)

[Policy Exhibit KI-E- Visitors to Schools](#)

## Volunteers

The Sierra Vista Unified School District is appreciative of the volunteers who serve our classrooms and schools. Volunteering is rewarding for everyone. Whether participating in the school, classroom, playground, athletics, or on a field trip, volunteers enrich the educational experience for all SVUSD students. Thank you for your willingness to spend extra time and effort on behalf of the students in the district. Our schools welcome your involvement!

[How to Volunteer](#)

[Policy IJOC- School Volunteers](#)

[Policy Regulation IJOC-R- School Volunteers](#)

## Field Trips

Field trips are for the educational advancement of students. Before any student is taken from the school grounds on a field trip, written permission must be obtained from the parents or legal guardians. Transportation shall be provided only by District vehicles, driven by authorized personnel. Any parent wanting to transport their students from the field trip must complete the appropriate paperwork. Handwritten notes will not be accepted.

[Policy IJOA-Field Trips](#)

[Policy Regulation IJOA-R - Field Trips](#)

## Attendance Procedures

SCHOOL HOURS Grades K – 6 . . . . . 8:00 am – 2:55 pm

Parents/guardians are asked to call the school before 8:20 a.m. each morning the student is absent. You can also submit your student's attendance through ParentVue. If your child is absent and you do not call, we will call you. Parents/guardians calling the school will save us time as well as giving each of us the assurance that the student is accounted for and safe. Please ensure that we have accurate and up-to-date telephone numbers.

Students should not arrive on campus before 7:30 AM. The playground is not supervised until that time. Students who are eating breakfast at school may arrive in the cafeteria at 7:30 AM. Students are expected to be off school grounds by 3:05 PM unless prior arrangements have been made through the Principal's Office.

The first bell will ring at 7:55 AM and the tardy bell will ring at 8:00 AM. Children arriving late to school will not be admitted to class until they have been signed in through the office by a parent or guardian.

Parents/guardians are required to sign a student out if they leave prior to the end of the school day. Please note that students will not be dismissed from class the last 15 minutes of the day. We appreciate your assistance in planning accordingly.

It is very important that parents notify the office to keep contact information current. Students will not be released to anyone not listed as an emergency contact.

All Sierra Vista Schools are closed campuses. All visitors report to the office first.

Pursuant to [A.R.S. § 15-901\(A\)\(1\)](#), excused absences are identified by the Department of Education. The Department of Education defines an excused absence as an absence due to illness, doctor appointment, bereavement, family emergencies, and out-of-school suspensions.

Pursuant to [A.R.S. § 15-803\(A\)\(2\)](#), in order for any of the above absences to be excused, a child who is under 16 years of age must be accompanied by a parent, guardian, or a person authorized by a parent.

In order for absences relating to illness, doctor appointment, bereavement, family emergencies, or district approved family vacation to be counted as excused absences, the school must be notified in advance or at the time of any absence by the parent or other person who has custody of the student per [A.R.S. § 15-807\(B\)](#). The school will document the date, reason, and person reporting the absence.

Students absent for ten consecutive school days, except for excused absences identified herein, shall be withdrawn from the school effective the last day of attendance or reported excused absence, pursuant to [A.R.S. § 15-901\(A\)](#).

The governing board may take disciplinary action that may lead to expulsion pursuant to [A.R.S. § 15-342](#).

Pursuant to [A.R.S. § 15-805\(B\)\(1\)](#) an attendance officer may issue a citation to the legal guardian or the child that is in violation of [A.R.S. § 15-803](#).

## **Student Absences and Excuses**

### [Policy JH- Student Absence and Excuses](#)

*The regular school attendance of a child of school age is required by state law. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons include illness, mental or behavioral health, bereavement, other family emergencies, and observance of major religious holidays of the family's faith.*

*In the event of a necessary absence known in advance, the parent is expected to inform the school; if the absence is caused by emergency, such as illness, the parent is expected to telephone the school office. When a student returns to school following any absence, a note of explanation from the parent is required.*

Students absent for ten (10) consecutive unexcused school days will be withdrawn from the school and will need to be re-enrolled when they return to school. Students shall be withdrawn from the school effective the last day of attendance or reported excused absence, pursuant to [A.R.S. 15-901 \(A\)](#). Students shall be marked as unexcused unless parent contact is made or medical or legal documentation is provided that verifies the necessity of the absences.

The purpose of these practices is to have consistent communication with families as to the importance of attendance.

1. When the student is marked absent by a teacher the school office will attempt to contact the parent.
  
2. Absence Management
  - 5 Day Absence, the Counselor will reach out to families to offer any assistance needed to get the student to school.
  - 9 Day Absence, the site will schedule a meeting in which a team (principal, counselor, teacher, nurse, and parent) will develop an attendance plan to help guide student's attendance.
  - 15 Day Absence, the principal's office will be reaching out to schedule a retention meeting to review the student's overall records including grades, benchmarks, and attendance.
  - 18 Day Absence, the principal's office will be notifying law enforcement regarding the number of absences and a meeting will be scheduled to review retention and determine options to include Summer Academy and proficiency demonstration on state and/or district benchmarks in order to move to the next grade.

Chronic absences are defined as missing more than 18 days within a school year.

## **Truancy**

### [Policy JHB-Truancy](#)

A child between the ages of six and sixteen failing to attend school during the hours school is in session is truant unless excused pursuant to [A.R.S. 15-802](#), [15-803](#), or [15-901](#). Truant means an unexcused absence for at least one class period during the day. This includes absence from any class, study hall, or activity during the school day for which the student is scheduled.

Unexcused absence for at least five school days within a school year constitutes habitual truancy. Continued violation may lead to discipline of the child and/or referral of the parent to a court of competent jurisdiction.

## **Student Rights and Responsibilities**

### [Policy JI-Student Rights and Responsibilities](#)

### [Policy Regulation JI-Student Rights and Responsibilities](#)

# Student Concerns, Complaints, and Grievances

[Policy JII Student Concerns, Complaints, and Grievance](#)

[Policy Regulation JII-R-Student Concerns, Complaints, and Grievance](#)

[Policy Exhibit JII-EA-Student Concerns, Complaints, and Grievance](#)

[Policy Exhibit JII-EB-Student Concerns, Complaints, and Grievance](#)

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

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

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

*Provided that:*

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

*The guidelines to be followed are:*

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

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

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

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

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

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

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

## Student Conduct

[Policy JIC-Student Conduct](#)

## Student Discipline

These policies and procedures will apply to all students traveling to, attending, and returning from school, and while visiting another school or at a school-sanctioned activity and may include a wide range of penalties that may be imposed for violations. When suspension or expulsion is involved, notice, hearing, and appeal procedures shall conform to applicable legal requirements.

Information concerning a student's disciplinary record will be held in the strictest confidence. Disciplinary actions taken will be recorded in an administrative log, and all types of suspensions or expulsions will be recorded in a separate file for each student.

[Policy JK-Student Discipline](#)

[Policy Regulation JK-R-Student Discipline](#)

[Policy Exhibit JK-EA-Student Discipline](#)

[Policy Exhibit JK-EB-Student Discipline](#)

[Policy Exhibit JK-EC-Student Discipline](#)

[Policy Exhibit JK-ED-Student Discipline](#)

[Policy JKA- Corporal Punishment](#)

*The Sierra Vista Unified School District No. 68 disallows corporal punishment*

[Policy JKB- Detention of Students](#)

[Policy Regulation JKB-R- Detention of Students](#)

[Policy JKD- Student Suspension](#)

[Policy Exhibit JKD-EA- Student Suspension](#)

[Policy Exhibit JKD-EB- Student Suspension](#)

[Policy JKDA- Removal of Students from School-Sponsored Activities](#)

[Policy JKE- Expulsion of Students](#)

[Policy Exhibit JKE-E- Expulsion of Students](#)

[Policy JKDA-Removal of Students from School-Sponsored Activities](#)

## Prohibited Activities

The following Policies outline prohibited activities for students.

### **Drug and Alcohol Use by Students**

[Policy JICH- Drug and Alcohol Use by Students](#)

[Policy Regulation JICH-R- Drug and Alcohol Use by Students](#)

[Policy Exhibit JICH-E Drug and Alcohol Use by Students](#)

### **Tobacco Use by Students**

[Policy JICH- Tobacco Use by Students](#)

### **Hazing**

[Policy JICFA- Hazing](#)

[Policy Regulation JICFA-Hazing](#)

[Policy Exhibit JICRA-EA- Hazing](#)

[Policy Exhibit JICRA-EB- Hazing](#)

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

#### Definitions

*"Hazing" means an act in violation of section §[13-1215](#) or [13-1216](#).*

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

#### Directions

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

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

- A. Customary athletic events, contests or competitions that are sponsored by an educational institution.*
- B. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.*

*All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of Policy JICFA and this exhibit.*

### *Reporting/Complaint Procedure*

*Students and others may report hazing to any professional staff member. Professional staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. A failure by a staff member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accord with school policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency.*

*A person who complains or reports regarding hazing may complain or report directly to the school administrator or to a professional staff member. The professional staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purpose. At a minimum the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. When a professional staff member receives the information, the staff member will transmit a report to the school administrator or supervising administrator not later than the next school day following the day the staff member receives the report/complaint.*

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

- A. An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the timeline may only be by necessity as determined by the Superintendent.*
- B. The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.*
- C. The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.*

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

## **Secret Societies/Gang Activity**

[Policy JICF- Secret Societies/Gang Activities](#)

[Policy Regulation JICF- Secret Societies/Gang Activity](#)

## **Student Bullying, Harassment and Intimidation**

[Policy JICK- Student Bullying / Harassment / Intimidation](#)

[Policy Regulation JICK-R- Student Bullying / Harassment / Intimidation](#)

[Policy Exhibit JICK-EA- Student Bullying / Harassment / Intimidation](#)

[Policy Exhibit JICK-EB- Student Bullying / Harassment / Intimidation](#)

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

*Harassment based on race, religion, sex, national origin, color, disability, or sexual orientation may violate an individual's civil rights when such harassment is sufficiently serious that it creates a hostile environment and such harassment is encouraged, tolerated, not adequately addressed, or ignored. To assist in achieving a school environment based on the beliefs of the Governing Board, harassment, bullying and intimidation in any form will not be tolerated.*

***Bullying:** Bullying may occur when a student or group of students engages in any form of behavior that includes, but is not limited to, such acts as intimidation and/or harassment that:*

- A. has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,*
- B. is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,*
- C. occurs when there is a real or perceived imbalance of power or strength, or*
- D. may constitute a violation of law.*

*Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person, group or through cyberbullying,*

- A. exposure to social exclusion or ostracism,*
- B. physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and*

*C. damage to or theft of personal property.*

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

*Harassment: Harassment is behavior by an individual or group of individuals that is intimidating, disturbing or threatening to another individual or group of individuals. Behaviors that characterize harassment include, but are not limited to, bullying, cyberbullying, cyberharassment, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. These behaviors may constitute harassment even when not directed at a particular individual or group of individuals and even when the behavior does not fit the definition of bullying as set forth in this policy. Harassment may be based on race, religious orientation, sex, national origin, color, disability, sexual orientation, cultural background, economic status, size or personal appearance. Harassment may result in a hostile environment when it is so severe, persistent, or pervasive that it interferes with or limits a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school. Harassment may give rise to a civil rights issue even when the behavior does not constitute bullying as defined in this policy. Harassment may be perpetrated by students or non-students.*

*Intimidation: Intimidation is behavior by a student or group of students that places another student or group of students in fear of harm to person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.*

*Disciplinary action may result from harassment, bullying or intimidation on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.*

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

*Students who believe they are experiencing harassment, bullying, or intimidation or suspect another student is experiencing harassment, bullying, or intimidation should report their concern to any staff member of the School District. School personnel are to maintain appropriate confidentiality of the reported information.*

*Reprisal or retaliation by any student or staff member directed toward a student or employee related to the reporting of a case of (or suspected case of) harassment, bullying or intimidation shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.*

*Students found to be harassing, bullying, or intimidating others will be disciplined up to and including suspension or expulsion from school. Any District employee found to be harassing, bullying, or intimidating students will be disciplined pursuant to applicable Board Policies. In addition to discipline, prompt and effective steps will be taken that are reasonably calculated to end the harassment, bullying, or intimidation, eliminate any hostile environment and its effects, and prevent the harassment from recurring. The steps to be implemented will be determined by the principal and will depend on the facts of the situation.*

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

*Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying constitutes a criminal act.*

## **Weapons in School**

[Policy JICI- Weapons in School](#)

## **Student Interviews**

*School officials may question students regarding matters incident to school without limitation. The parent will be contacted if a student interviewed is then subject to discipline for a serious offense. A student may decline at any time to be interviewed by the School Resource Officer (SRO) or another peace officer.*

Complete Policy- [JIH Student Interrogations, Searches, and Arrests](#)

## **Student Dress**

*The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance except when their choices affect the educational program of the schools or the health and safety of others. This policy is intended to provide guidance for students, staff, and parents.*

[Complete Policy JICA Student Dress Code](#)

### Dress Code Expectations

Students must dress appropriately at school. The following guidelines are being put forth to help create a safe, healthy environment for all. In all matters involving the dress code, the principal will refer to [Regulation JICA-R](#) in the policy manual.

Guidelines for student dress may include but is not limited to the following:

- Skirts and shorts must be at or below the fingertips.
- Spaghetti strap tops, undershirts and tank tops need to be covered by another shirt.
- Straps on tops should be at least two inches wide.
- Baggy or sagging pants are not acceptable.
- Distressed jeans must not expose skin above the thigh; if holes are above what skirts allow, tights or leggings must be worn under the jeans.
- Shoes must be worn at all times. Tennis or athletic shoes are recommended. Flip flops are not acceptable.
- Bandanas, hairnets, skullcaps, and wallet chains are not allowed on campus.

- Slippers, pajama bottoms or other sleepwear are not to be worn unless the school designates a school day as Pajama Day.

## Administrative Processes

### Policy JICB-Care of School Property by Students

*Each student is expected to take pride in the physical appearance of the school. Teachers and students should be observant at all times to prevent damage or destruction of school property. Any marking or marring of school property should be reported to the office at once.*

*No student shall damage or deface any property belonging to the District. The type of discipline that may be imposed for damage to school property by students depends upon the circumstances. Students may be subject to discipline for willful damage or destruction of school property.*

*If any minors engage in conduct that results in damage to District property, the District may institute formal charges for the purpose of having the court order the minors, or their parents, to make full or partial restitution to the District in accordance with law.*

## Electronic Devices link policy

SCOPE: Electronic devices have become a common means of communication and information access in today's society. However, these devices have the potential of disrupting the orderly operation of the school.

DEFINITION: Electronic Device means privately owned wireless and/or portable electronic handheld equipment that include, but are not limited to: existing and emerging mobile communication systems and smart technologies (cell phones, smartphones, I pads, i-Pods, MP3 players, video games, walkie-talkies, watches, etc.).

### Possession and Use:

- Students may bring cell phones in their backpacks to be used to contact parents before or after school only with teacher/administrator permission. They must be powered off and out of sight.
- Use of electronic communication devices is not allowed on any other portion of the school campus at any time, including school-sponsored activities, unless an emergency situation as defined by school staff exists or permission has been granted by the administration for a specific curricular purpose.

PROHIBITIONS: Electronic devices shall not be used in a way that threatens, humiliates, harasses, or intimidates school-related individuals, including students, employees, and visitors.

CONFISCATION: If a student violates this policy, his/her electronic device may be confiscated. When an employee confiscates an electronic device, it will be turned into the administrator. The electronic device will be released to the student's parent or legal guardian after the student has complied with any other disciplinary consequence that is imposed. Schools are not responsible for loss or theft of any electronic device.

## SVUSD Chromebooks

SVUSD 1:1 is an initiative to bring 21st century tools into the hands of our students. The purpose of the 1:1 implementation is to ensure 100 percent of SVUSD schools will be properly equipped for our students to have

a technology-enriched learning environment. Check out more information about Chromebooks and Technology Resources on our [website](#).

[Chromebook Handbook](#)

[Chromebook Handbook Acknowledgment](#)

[Chromebook Insurance Options](#)

## **Prohibited Items on Campus**

The following items are not to be used during school hours without prior administrative approval: skateboards, roller skates, roller blades, Heelee skate shoes, or toys.

Kindles, Nooks, eReaders, etc. may be used with school permission, and after the device has been registered with the District. All students, staff and guests must review and agree to the acceptable use policy and register their devices prior to accessing the wireless network.

Uses personal portable electronic instruments, communication, and entertainment devices, including but not limited to cell phones, still and video cameras and equipment, recording/playback apparatus, and other electronic equipment which may be used for similar purposes, during the school day or during directed student study time unless such use has been specifically authorized by the school administrator.

The following items are never to be brought to school: Knives, laser pens, guns (real or toy), flammable items (fireworks, lighters), explosive devices (poppers), glass items, expensive items or large sums of money. Aerosol/pump/spray containers on campus are prohibited and will be confiscated and disposed of. (This includes hair spray, deodorant, perfume, cologne, etc.)

The District is not responsible for damaged, stolen, or lost items.

## **Lost and Found**

There are many items misplaced at school each year. Lost items are easily returned if they are labeled with your child's name. If your child loses something at school, he/she should check the lost and found.

Parents/guardians are also encouraged to check the lost and found from time to time. Any items not claimed by the day after each quarter ends will be donated to charity.

## **Confiscated Items**

Confiscated items not picked up by the end of each quarter will be disposed of. Repeated offenses will lead to disciplinary action.

## **Textbooks**

Students must:

1. Be responsible for books issued to them.
2. Cover all textbooks to protect them if directed by the teacher.
3. Protect books from theft.
4. Use only books issued to them.
5. Not loan books to other students.
6. Turn in found books to the office. Check "lost & found" in the school office and the gym for lost books.

7. Check with each teacher when looking for lost books.
8. Return all books with identification numbers issued to students.
9. Return books in good condition.
10. Pay for damage to books.
11. Pay to replace lost books at the price it costs to buy a new one. Final report card will be held until the student pays for damaged or lost books.
12. Not erase or deface identification numbers in any textbooks.

## **Students Records**

Required student records (regular and special education) will be prepared in a manner consistent with state and federal laws, the requirements of the Arizona Uniform System of Financial Records (USFR) and those of the Arizona Department of Libraries, Archives and Public Records. Retention periods and disposition of records shall be as specified in the USFR, the Arizona Department of Library Archives and Public Records and relevant federal statutes and regulations.

The District will comply with the provisions of the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA), the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT ACT), and the Every Student Succeeds Act of 2015 (ESSA) in the establishment, maintenance, correction, and disposition of student records.

The Board directs the Superintendent to establish procedures for such compliance, including informing parents, students, and the public of the contents. The Superintendent will implement procedures as required by law and will establish procedures for dealing with violations.

If a parent or eligible student believes that the District is violating the FERPA, that person has a right to file a complaint with the U.S. Department of Education. The address is:

The Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605  
Telephone number: (202) 260-3887

In adopting this policy it is the intent of the Board that the policy and related procedures be implemented immediately.

[Policy JR Student Records](#)

[Policy Regulation JR-R Student Records](#)

[Policy Exhibit JR-EA Location of Student Records](#)

[Policy Exhibit JR-EB Designation of Directory Information](#)

[Policy Exhibit JR-EC Notification to New School of Attendance Records](#)

[Policy Exhibit JR-ED Request for Student Education Records](#)

## **Student Withdrawal**

*A withdrawal form shall be presented to the parent or legal guardian of a student who may or must withdraw from school. The withdrawal form shall include space for the reason for withdrawal and the signature of an official of the school from which the student has withdrawn.*

[Policy JFC Student Withdrawal from School/Dropouts](#)

## **Academic Related Activities**

### **Discovery**

The program for gifted students (Discovery) consists of a pull-out program for grades 3 - 6, small group lessons within and outside the classroom for grades K - 2, and independent studies. To qualify for the services, students must have a score in the 97th percentile or higher on a state approved test.

Students that have been in a Discovery program in another district should take a copy of their qualifying test scores to the counselor to see if they qualify for the program.

Testing to qualify for Discovery is offered three times a year. Students can be tested if they have their parents/guardians complete and sign the Test Permission Form and return it to their counselor. Students can be recommended for testing by parents/guardians, teachers, or themselves.

[Policy IHBB Gifted and Talented Education](#)

## **Exceptional Student Services**

The Sierra Vista Unified School District Exceptional Student Services Department provides educational programs and support services for children who have educational disabilities and exceptionalities.

Philosophy of the Department of Exceptional Student Services-The educational programs in the SVUSD are concerned with all phases of individual growth. Students will be provided with sound academic opportunities to facilitate their physical, emotional, social, scholastic, and vocational potential. The goal of the Exceptional Student Services Department is to implement this philosophy into practices for students with disabilities and exceptionalities.

The Mission of the Department of Exceptional Student Services-To ensure that students with disabilities and exceptionalities receive the necessary support and individual interventions for progress and achievement in education, employment, and independent living.

[Expectational Student Services Website and Information](#)

## **Shortened School Day**

Regarding Shortened School Day: The child's school day is shortened as a sanction or disciplinary response to behavior or misconduct (for example, when a student's school day is shortened by the school or District because of behavioral issues) and the total number of hours missed as a result of the shortened school day

exceeds the equivalent of ten (10) school days in a school year. Further, a practice of shortening a child's school day as a disciplinary measure could be considered a denial of FAPE if the child's IEP Team does not also consider other options such as additional or different services and supports that could enable a child to remain in school for the full school day.

[Policy Regulation IHB-R Special Instructional Programs](#)

## Student Health

### Student Wellness

The District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity.

[Policy JL Student Wellness](#)

### Potty Training Requirement

Children enrolled in SVUSD schools must be potty-trained before the first day of attendance. Children must be wearing underwear with very few, if any, accidents. Please note that wearing pull-ups is not considered being potty-trained.

We do understand that even potty-trained children will occasionally have toileting accidents. By definition, "accidents" are unusual incidents and should happen infrequently, or two or less accidents per month. Students are expected to change their clothes independently. If a child needs assistance to be properly cleaned, the parent will be called to assist their child.

Potty-trained children can do the following:

1. Communicate to the teachers that they need to go to the bathroom.
2. Alert themselves to stop what they are doing to go and use the bathroom.
3. Pull down their clothing and get them back up without assistance.
4. Wipe themselves after using the toilet.
5. Get on/off the toilet by themselves.
6. Wash and dry their hands.
7. Postpone going if they must wait for someone who is in the bathroom or if away from the classroom.

If your child has a documented medical or special education disability that impacts their ability to be potty-trained, or maintain potty-training, please consult with your school Principal as soon as possible for a discussion of possible needed accommodations.

### School Nurse

Each school has the full time services of a school nurse, who provides routine and emergency first aid care, periodic health screenings, health education, and planning for special needs students.

[Bella Vista School Nurse](#)

[Carmichael School Nurse](#)

[Huachuca Mountain School Nurse](#)

[Pueblo del Sol School Nurse](#)

[Town & Country School Nurse](#)

[Village Meadows School Nurse](#)

Please notify the school nurse if your child has special health needs.

[Policy JLCD: Medicines/Administering Medicines to Students](#)

## **Immunizations**

The SVUSD Board follows Arizona law as it applies to immunizations of students.

[Policy JLCB Immunizations of Students](#)

[Policy Regulation JLCB-R Immunization of Students](#)

## **Communicable/Infectious Diseases**

Pediculosis (lice)

Students with lice shall be excluded from school until treated with pediculicide. Prior to being admitted to class, the student will be brought to the Nurse's office and the parent will present proof that treatment was initiated (a store receipt or top of the box will suffice, one [1] for each student). As many nits as possible should be removed with a fine-tooth comb. If no proof of treatment is shown, the student will be excluded from school until proof is shown. If the child returns to school unaccompanied by a parent or guardian, and lice or nits are still present, school officials will return the student to the custody of the parent or legal guardian until proof of initiated treatment can be provided.

Administrators, school nurses and staff may screen students who have no previous infestation, symptomatic students, and in special cases may randomly screen classrooms with higher reported cases.

[Policy JLCC: Communicable/Infectious Diseases.](#)

## **Student Nutrition and Food Service**

The District food service program shall strive to provide well-balanced meals that are nourishing, available at moderate prices, and served in a pleasant surrounding.

[Policy EF Food Services](#)

[Policy Regulation EF Food Services](#)

Free and Reduced Meal Program. SVUSD is committed to providing high quality food for all students. We work with the Free and Reduced Meal program with the federal government. Please complete the Free and Reduced Meal application to see if you qualify. If you have any questions about the program please contact Sarina Lawrence at 520-515-2724.

[Free and Reduced Meal Application](#)

## Safety

School personnel will be responsible for children while on the school grounds only between the hours of 7:55 a.m. to 2:55 p.m. on regular school days. Times other than these are the parents'/guardians' responsibility.

Students may ride their bicycles to school but not on the playground and sidewalks. Any student who rides a bicycle to school must provide a lock to secure it, as the school is not responsible for stolen bicycles. No skateboards, roller blades, or tennis shoes with roller blades tucked away will be allowed on school grounds.

## Asbestos

Attention: Parent/legal guardian of Students in the Sierra Vista Unified School District

Under the federal regulations for asbestos-containing materials in schools (40 CFR Part 763), each local educational agency must develop an asbestos management plan for school buildings under its authority.

In July of 1988, an asbestos inspection was performed at the school your child attends by Scott, Allard & Bohannon, Inc., Environmental and Chemical Consultants. Any friable material that posed a threat to students or staff has been removed or contained, all other asbestos has been identified, and appropriate staff members have been trained in dealing with the remaining asbestos.

A comprehensive Asbestos Management Plan for each school has been developed, filed with the Arizona Department of Environmental Quality and is on file in the school office and at the district office.

You are welcome to review the plan if you so desire. Please contact your building principal.

## Fire/Disaster Drills

Fire/disaster drills are held regularly to develop safety practices that will help everyone move quickly and orderly to the assigned places during an emergency. Teachers review these procedures with students throughout the school year.

## Notification of Pesticide

[Policy EBAA Reporting of Hazards/Warning Systems](#)

It is the policy of the governing board that students, parents/guardians, and staff be notified before pesticides are used at district schools in accordance with A.R.S. §15-152 and guidelines issued by the Arizona State Board of Education. The purpose of this policy and following procedures is to facilitate communication between schools, parents/guardians and the community regarding pesticide application.

Certified applicators employed and/or contracted by the Sierra Vista Unified School District will provide principals (or other designated personnel) with a 72-hour advance notice and a written pre-application notification.

## Student Transportation, Drop-Off and Weather Delays

### Transportation

Students are required to conduct themselves in the bus, prior to boarding the bus, and subsequent to leaving the bus in a manner consistent with established standards for classroom behavior.

When a student fails to practice proper conduct, the bus driver will inform the principal of the misconduct, which may then be brought to the attention of the parents.

Students who become serious disciplinary problems related to school transportation may have their riding privileges suspended. In such cases, the parents of the students involved become responsible for seeing that their children get to and from school safely.

Students riding on special-activity buses are under the direct supervision of the bus driver in cooperation with sponsor(s). Students who do not conduct themselves properly will be denied the privilege of riding on special-activity buses.

[Policy EEAEC- Student Conduct on School Buses](#)

[Policy EEAE - Bus Safety Program](#)

[Policy Regulation EEAE-R Bus Safety Program](#)

[Policy Exhibit EEAE-EA © Bus Safety Program](#)

Arriving at pickup point:

- Be on time. Leave home in good time so that you will arrive at the pickup point before the school bus.
- If you have to walk along the road to reach the bus stop, walk on the left side facing oncoming traffic.
- Walk on the shoulder of the road where possible, and not on the traveled portion.
- If other students are waiting at the bus stop, get in line without pushing or crowding and stay off the roadway.

Board the bus:

- Line up in single file
- Wait until the bus comes to a complete stop before attempting to get on board.
- Board the bus quickly but without crowding or pushing.
- Never run on the bus, as the steps or floor may be slippery, especially in wintertime. Place your foot squarely on the step, not on the edge and use the handrail.
- Be particularly careful if you are carrying books or parcels, as it is difficult to see the steps and to hold the handrail.
- Go directly to your seat and sit straight, well to the back of the seat, and face the front of the bus.

Conduct on the bus:

- The bus will not move until all passengers are seated.
- Remain seated throughout the trip, and leave your seat only when the bus has reached its destination and comes to a complete stop.
- Keep your books and parcels on your lap or put them under the seat or on the luggage rack.
- Keep the aisle clear.
- Do not talk to the driver except in case of emergency.
- Avoid doing anything that might disturb or interfere with the driver. Refrain from loud or boisterous talking or yelling.
- Do not open windows without the driver's permission.
  - Never stick your hands, arms, head, or feet out of the windows of the bus.
  - Do not throw anything within the bus or out of a window; you might injure a pedestrian or force a motorist to make a dangerous maneuver.
- Do not touch the emergency door or exit controls or any of the bus safety equipment.
- Do not discard refuse in the bus. Eat at home or school, but not on the bus.

- Obey promptly the directions and instructions of the school bus driver.

Prohibited items:

- Tobacco, alcoholic beverages, and drugs are not permitted.
- Insects, reptiles, or other animals shall not be transported in a school bus. [A.A.C. R17-4-606(G)(7)]
- No weapon, explosive device, harmful drug, or chemical shall be transported in a school bus.

Exit from the bus:

- Remain seated until the bus has reached its destination and comes to a complete stop.
- Do not push or crowd when leaving the bus.

Crossing the highway:

If you must cross the road, walk to a point about ten feet in front of the bus, but do not cross until you can see that the driver has indicated that it is safe to do so.

- As you cross the road, look continuously to the right and left. At an intersection, look in all directions.
- Cross at right angles. Never cross the highway diagonally.
- Walk briskly across the road, but do not run.
- Never cross the road behind the bus.

Accident or other emergency:

In case of an accident or emergency, older students should help the driver to maintain order and assist younger students.

- Stay in the bus unless otherwise directed by the driver.
- If you have to leave the bus, stay in a group and obey the driver's instructions.
- Do not expose yourself or others to needless hazards.

Procedures followed upon student misbehavior on school bus:

Any inappropriate actions on the bus will result in disciplinary action taken following the disciplinary code in this handbook.

## **Drop Off / Pick Up**

Please follow all traffic and safety rules when dropping off or picking up your student each day. See the school website for detailed information.

Bella Vista

Carmichael

[Huachuca Mountain](#)

[PDS](#)

[Town & Country](#)

[Village Meadows](#)

## **Delayed Release and Other Weather Related Emergencies**

### **Delayed Releases**

In the event of inclement weather the principal may delay the release time of all students. If this occurs parents must be notified through the appropriate communication method at each site.

Students that are walking or are utilizing the bus may be held until the principal determines it is safe for the student to leave or if a parent picks up the child in person.

Parent Sign-out: If a parent would like to sign out their student during an inclement weather hold they may do so by coming into the main office and filling out the appropriate paperwork for the site.

[Policy Regulation EBCD-EB Weather Related and Emergency Closings](#)

## Miscellaneous Information

### Homework

[Policy IKB-Homework](#)

The development of study skills and self-discipline are integral and indispensable elements of a quality educational process.

Homework should be assigned consistent with the maturity, special needs, potential, and achievement level of the individual student. It should not carry the stigma of punishment. Its assignment should be specifically addressed to the objectives of the instructional program, and, in addition, students should develop responsibility for actively pursuing knowledge without immediate supervision outside as well as within the classroom.

Formal homework will be assigned on an as needed basis. Students are encouraged to read at home as often as possible.

### Birthday/Miscellaneous Celebrations

Water (clear and unflavored) is the only beverage permitted, in the classrooms, in order to preserve the flooring and prevent unwanted insects, mice, etc.

Students will be notified of any deliveries of flowers, balloons, etc. These items will remain in the school office until the end of the day or at the teacher's discretion. Please note that glass jars or bottles may not be taken on the bus.

In keeping with the District's nutrition program goals, only food prepared or obtained by the District's food services program should be served. This includes classroom reward or incentive programs involving food items as well as foods and beverages offered or sold at school-sponsored events during the regular school day. Approval is required to ensure that the foods served meet the requirements of the District's nutrition policy and regulation (i.e., all foods served fit in a healthy diet and contribute to the development of lifelong healthy eating habits for the District's students).

The Superintendent is directed to develop administrative regulations to implement this policy, including such provisions as may be necessary to address all food and beverages sold and/or served to students at school (i.e., competitive foods, snacks and beverages sold from vending machines, school stores, after-school programs, and funding-raising activities and refreshments that are made available at school parties, celebrations and meetings), including provisions for staff development, family and community involvement and program evaluation. The Superintendent shall institute and clearly communicate a meal charge policy to all District households and District staff responsible for policy enforcement that is consistent with aspects of the Healthy Hunger-Free Kids Act of 2010 applicable to the District. Regulations

and exhibits created for the purpose of implementing this policy shall be considered, in effect, to be an extension of this policy subject to Governing Board review.

## School Communication

SVUSD strives to maintain frequent communication between families and the school. Methods of communications may include:

- SVUSD App, including Rooms our Parent-Teacher Communication Tool
- Website
- Email
- Phone Call
- Newsletters
- Parent-Teacher Conference
- In-person Scheduled Meetings
- ParentVue

It is important to always update parent/guardian contact information in ParentVue to ensure staff has the correct information.

## Title I Information

Title I Parental Involvement - The District maintains programs, activities, and procedures for the involvement of parents/guardians of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts.

District-Level Parental Involvement Compact.

The Superintendent shall develop a District-Level Parental Involvement Compact according to Title I requirements. The District-Level Parental Involvement Compact shall contain:

- The District's expectations for parental involvement;
- Specific strategies for effective parent involvement activities to improve student academic achievement and school performance; and
- Other provisions as required by federal law.

The Superintendent shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

School-Level Parental Involvement Compact. Each school principal shall develop a School-Level Parental Involvement Compact according to Title I requirements.

This School-Level Parental Involvement Compact shall contain:

- A process for continually involving parents/guardians in its development and implementation;
- How parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement;
- The means by which the school and parents/guardians build and develop a partnership to help children achieve the state's high standards; and
- Other provisions as required by federal law.

Each school principal shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

## Legal Notices

### Parent's Right to Know

Under the Elementary and Secondary Education Act, parents have the right to request information regarding the professional qualifications of their child's teacher. Specifically, parents may request the following:

- Whether a teacher has met the state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you have any questions or concerns regarding the qualifications of our school professionals, please contact our front office.

### Section 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities Act

It is the responsibility of the District to identify and evaluate students who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services or programs in order that such students may receive the required free appropriate education.

For this policy, a student who may need special services or programs within the intent of Section 504 is one who:

- A. Has a physical or mental impairment that substantially limits one (1) or more major life activities, including learning; or
- B. Has a record of such impairment; or
- C. Is regarded as having such impairment.

Students may be eligible for services under the provisions of Section 504 even though they do not require services pursuant to the Individuals with Disabilities in Education Act (IDEA). Students who are identified as individuals with exceptional needs, according to IDEA criteria, are not addressed under this policy. The needs of such students are provided for under Policy IHB and its regulations and under state and federal laws and regulations.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he or she has a right to a hearing. This includes appropriate notice of the hearing, the right to examine relevant records, an impartial hearing officer, and a review procedure.

SVUSD 504 Coordinator- Leisa Owens, M.Ed, Special Education  
Assistant Director of Exceptional Student Services  
520-515-2756 or Leisa.Owens@svps.k12.az.us

[Policy IHBA- Special Instructional Programs and Accommodations for Disabled Students](#)

[Policy Regulation IHBA-RA- Special Instructional Programs and Accommodations for Disabled Students](#)

## Notification of Rights under 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. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.
  - a. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.
  - a. Parents or eligible students may ask *Sierra Vista Unified School District* to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
  - b. If the District decides not to amend the record as requested by the parent or eligible student, the District 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.
3. 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 without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed the District 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 District 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. 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.
  - b. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.]
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

## Non-Discrimination/Equal Opportunity

The SVUSD Board is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, and disability. This policy will prevail in all matters concerning staff members, students, the public, educational programs and services, and individuals with whom the Board does business. Discrimination includes harassment. Staff members or students who are found to have violated this policy are subject to discipline.

REF: [Policy AC: Nondiscrimination/Equal Opportunity](#); [Policy ACA: Sexual Harassment](#);  
[Policy JICK: Student Violence/Harassment/Intimidation/Bullying](#).

## Title IX

Title IX of the Federal Education Amendments Act protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. The District does not discriminate on the basis of sex and is required by Title IX not to discriminate in such a manner. The District adheres to all conditions established by Title IX by recognizing the right of every student who attends school in the District and every employee who works in the District to do so without the fear of sexual harassment.

Title IX Coordinator Bonnie Gomez,  
Chief Human Resource Officer,  
520-515-2760,  
[Bonnie.Gomez@svps.k12.az.us](mailto:Bonnie.Gomez@svps.k12.az.us)

## Move on With Reading Information

Arizona's MOWR policy is designed to provide students with evidence-based, effective reading instruction in kindergarten through third grade in order to position them for success as they progress through school, college, and career. The legislation in [A.R.S §15-701](#), [A.R.S §15-704](#), and [A.R.S §15-211](#) (as amended by [HB2026](#)) explains the requirements for pupil promotion, early literacy instruction, and accountability for student achievement in reading.

Visit the Arizona Department of Education's [Move on When Reading](#) resource page to learn more about MOWR and view Read On Arizona- The AZ Guide to Literacy for AZ Families [HERE](#).

## McKinney Vento Homeless Information

The McKinney-Vento Homeless Assistance Act is a federal education law originally passed in 1987 and reauthorized under Every Student Succeeds Act (ESSA) in 2015. It works hand-in-hand with Title I Part A legislation and other federal programs, such as the National School Lunch Program. This law is designed to support students experiencing homelessness to ensure identification, school enrollment and stability, support for academic success, and student-centered decision-making.

Sierra Vista Unified School District #68  
Homeless Assistance  
Rothery Educational Service Center

3305 East Fry Boulevard, Suite #404

Nancy Anderson- (520)515-3001

Rita Wallace-(520)515-2742

[McKinney.Vento@svps.k12.az.us](mailto:McKinney.Vento@svps.k12.az.us)