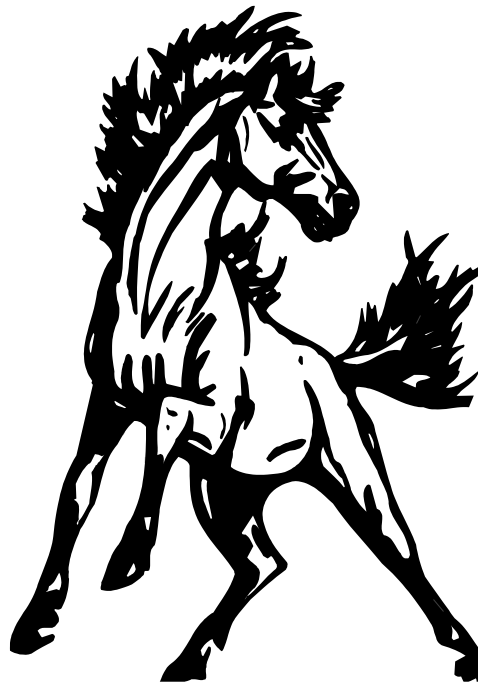


Maine Consolidated School District

Family Handbook



2021-2022

10 Spring Valley Road, PO Box 50010, Parks, AZ 86018

Revised 7/19

Purpose

The purpose of this family handbook is to provide you with information about what to expect at this school and how we can work together so that our children experience the most successful learning possible. Each of us have responsibilities to make sure this happens. The information presented here will help you understand how you can help.

Table of Contents

School Info and Personnel..	2	Illness	11
Snow Days.	2	Medication.	11
Parents as Partners.	3	Student Insurance.	11
Student Educational Records.	3	Injuries	11
Dress Code.	3	Immunization Laws.	11
Philosophy on Homework.	4	Smoke Free Environment.	11
Reporting Student Progress.	4	Meal Programs.	12
Library Books	5	Items not Permitted at School.	12
Before and After School Care.	5	Restrictions on Software, Video Tapes, etc.	12
Lost & Found	5	Selling/Trading.	12
Some Hints for School Success.	5	Restitution.	12
Intramural Sports Program.	6	Weapons Policy.	13
The Office Needs to Know When.	6	Substance Abuse Policy.	14
Discipline Guidelines	6	Safety To and From School.	14
Expectations	7	Bicycle Rules.	14
The Five School Rules.	7	District Sexual Harassment Policy.	15
Student Behavior.	7	Mission Statement. And Philosophy.	16
Student Rights & Responsibilities.	8	MCSDD School Family Involvement Policy.	17
Rights	8	Concerns, complaints, and grievances.	21
Responsibilities.	8	Hazing and Bullying.	22
Attendance.	9		
Reporting Absences	9		
Tardiness.	9		
Office Procedures.	10		
Records.	10		
Telephone Use	10		
Change in Going-Home Routine.	10		
Closed Campus.	10		
Withdrawing Students.	10		
Visiting School.	10		
Custody.	10		
Law Enforcement and CPS Investigations.	10		
Health Services.	11		

Names and Numbers

Regular School Schedule

Monday through Thursday

K – Eighth 8:20-3:30

Snow Days & Delays

Snow Delays (K - Eighth 10:00 – 3:30).

There are times when it is necessary for Maine School to follow a snow delay schedule. **“Snow Delay Schedules” for bus students** will be sent home with each student, this will give the times your student will be picked up. On these days school will start at 10:00 am. **“Snow Day”** means school is closed for the day.

Flagstaff’s and Maine’s schedule will be announced over local radio stations no later than 6:30 a.m. on bad weather days.

Governing Board

President –	Scott McClung
Vice-President--	Kirsten Ironside
Member –	Brienne McDowell
Member --	Katie Cloud
Member--	Raena Woods

School Personnel 2021-2022

Superintendent: Dr. Justin Roberson

Instructional Staff:

Kindergarten	Kayla Besler
1 st Grade	Jennifer Grantham
2 nd Grade	Susan Crouse
3 rd Grade	Wendie Hill
4 th Grade	Rick Zink
5 th Grade	Diane Christian
6 th Grade	Tara Mitchell

7 th Grade	Patrick Brown
8 th Grade	Rebecca Kennedy
Music/Spanish	Rebecca Cauthen
Special Education	Kristin Brown
Physical Education	Dylan Hearn
Counselor	Bob Farrell
Technology/Library	Pam Smith
Title 1 Math	Diane Christian
Title 1 Reading	Jennifer Grantham
Preschool Teacher	Tangi Rodriguez
EDCP	Rick Zink

School/District Support Staff

Office Manager/Registrar	Julie Hearn
Business Manager	Melani Velazco
Director - Food Service	Phyllis Fielder
Maintenance	Scott Silverman
Transportation Director	Tiffani Hermann
Bus Drivers	Ed Noenickx
	Vince Velazco
	Charle Leiz-Belous

Bus Registration forms will be sent home with each student. Please return within 5 days of receipt.

Contacts for:

P.T.O.: Kayla Besler

Telephone Numbers

Office	928-635-2115 ext. 100
Absences	928-635-2115 ext. 100
Superintendent	928-635-2115 ext. 101
Business Manager	928-635-2115 ext. 103
Bus Transportation	928-635-2115 ext. 120
Fax	928-635-5320

Web Page www.mcsd10.org

Parents as Partners

You are your child's first and most important teacher. It is both your right and your responsibility to take an active role in your child's education!

Parents can become involved with children's learning in a number of ways. Here are some possibilities:

1. Visit your child's classroom
2. Talk with your child's teacher
3. PTO - Participate in our PTO
4. Assist with field trips or other special projects
5. Assist in the classroom or library
6. You are always welcome to visit your child's classroom. It is the best way to know what is being taught and learned, and how your child interacts with the teacher and other students. If you wish to observe the classroom in action, it is best to wait until at least the second week of school. This allows your child to adjust to the new situation. Visitors need to check in at the office.

Confidentiality of Student Educational Records

Refer to Policy Manual Sections JR, JR-R, JR-EA, JR-EB, JR-EC, JR-ED, JR-EE, JR-EF, JRCA and JRCA-R for more information.

The Governing Board has established written policies regarding the collection, storage, retrieval, use and transfer of student educational records collected and maintained pertinent to the education of all students. These policies ensure the confidentiality of the information and to guarantee parents' and students' rights to Privacy. These policies and procedures are in compliance with:

The Family Education Rights and Privacy Act; Title 20, United States Code, Sections 1232g and 1232h; and the Federal Regulations (34CFR, Part 99) issued pursuant to such act, The Individuals with Disabilities in Education Act; 20 U.S.C. Chapter 33; Arizona Revised Statutes, Title 15, Section 14

Dress Code

Children are responsible for wearing appropriate clothing for current weather conditions. Keep in mind that the weather conditions can change rapidly at any time during the school year. Jackets, gloves and snow boots are recommended for cold, snowy weather.

Shorts are permitted during warm weather as long as they are at least halfway to the knee and not lycra (tight-fitting bicycle-type shorts). Please be aware of the following limitations:

1. No clothing promoting or using derogatory language, alcohol, tobacco, drugs, or any sexual content
2. No hats worn in buildings
3. No flip-flop style sandals
4. No tank tops, bare bellies, or see-through shirts
5. No baggy pants (exposing underwear)

The Superintendent makes final decisions regarding attire. Students should not wear clothing or hairstyles that can be hazardous to them in school activities, such as physical education and art. Grooming and dress, which

prevent the students from doing his/her work because of blocked vision or restricted movement, are discouraged, as are dress styles that create, or are likely to create a disruption of classroom order. Shoes must be worn at all times.

Philosophy on Homework

Homework is valuable and necessary as an adaptation, application, and extension of classroom experiences. Homework should not be assigned to students as either busy work or punishment. Parents are encouraged to take an active role in monitoring, encouraging and guiding their child with assigned homework. Homework teaches the skills of independent study and learning outside the school.

Appropriate and reasonable homework such as enrichment, reinforcement, and completion of work will be assigned. Assignments will be given clearly and concisely. It is recognized that some subjects will require more practice in developing skills and comprehension and will necessitate more study at home. The type, frequency, and quantity will be determined by the needs of the individual student and teacher judgment.

Homework is a shared responsibility among students, parents, and teachers.

1. Set the Stage for Study
2. Provide a special time and place for studying
3. Limit distractions as much as possible, such as phone calls and TV
4. Make homework a priority over other activities until it is completed
5. Show interest in the homework assignments
6. Help your child develop a system to organize their activities

Reporting Student Progress

Reporting student progress is a continuous activity throughout the year. Our school wide plan is to establish and maintain open and positive communication with parents so that reporting student progress can be a two-way communication process. This is usually established through parent conferencing, phone calls and notes or communication logs.

Parent/teacher conferences are scheduled both in the fall and spring. The fall conference is designed to provide you, your child and your child's teacher an opportunity to discuss your child's educational experience during the first nine-week period. The spring conference is held for parents and students to review individual growth and future placement.

Report cards are part of the reporting process also. They are intended primarily to help the parents understand their children's academic, social and behavioral standing four times throughout the school year.

Progress reports are sent home mid-way through each quarter to provide information on student classroom activities and academics. Student portfolios are another way of reporting student progress. This type of assessment is designed to report the growth of your child from year to year. A check sheet is completed; and student work is collected to go into the portfolio. During conferencing or other appointment times, your child, his/her teacher and parents can discuss the academic growth that is documented in the portfolio.

Library Books

The use of our library is a privilege all our students enjoy. Like other privileges, there is also responsibility. Please help your children keep borrowed books clean and safe. Remind them to wash their hands before reading. Do not fold or mark pages. Decide on a safe place to keep books so pets and young children cannot damage them. If a book is damaged or lost, the librarian will notify you so you can arrange for its replacement.

Before and After School Care

The Extended Day Care Program (EDCP) is designed to provide care for your child before school and after school for a modest fee. Activities will include outdoor and indoor play, arts & crafts, quiet time for homework or reading, and games. A snack will be served daily at 3:30 PM.

In order to provide a safe and comfortable environment for your child, all children must follow the guidelines for conduct stated in this school handbook. Children unable to adhere to the policies of the school will be referred to the principal for a consultation with parents as to the future of their child's enrollment.

Please stop by the office for a schedule of fees and other information relating to the Extended Day Care Program.

Lost & Found

Parents are asked to sew or print clearly the child's name on the inside of jackets, coats, sweaters, caps, gloves, winter boots, tennis shoes and inside lunch boxes.

If your child has lost an item at school, please check the lost-and found box *by the office back door*. The school will take these items to a charitable organization at the end of each semester. Many items, especially clothing, go unclaimed all year. The school cannot be responsible for lost personal items.

Some Hints for School Success

1. Make the time with your children quality time.
2. Spend quality time each day with your children.
3. Do things they enjoy. Discover what is important to them.
4. Have a family time when members share something nice about others, perhaps at a meal together.
5. Help your children experience success in a special interest, which may have lasting effects on their self-esteem.
6. Guide them in finding a special interest that will fit your family's lifestyle.
7. Help them make a commitment to an activity they choose. Honoring their commitment is a family responsibility.
8. Limit their activities so they will not become over committed.
9. Encourage your child to participate and do his/her best, even when he/she feels discouraged
10. Be a Good Listener and Good Communicator
11. Look at your children when they talk with you.
12. Let them have your full attention.
13. Listen more than speak! What are your children really saying? Paraphrase and summarize what they say to make sure you understand.

14. Help them feel that their comments and feelings are important.
15. Share your past experiences with them.
16. Show your appreciation.
17. Self worth is an integral piece of the education process. Increasing self worth should be a part of your daily routine.
18. Avoid comparisons with brothers and sisters or other children.
19. Find many ways to tell your child you love them . . . for example, a note in their lunch box or desk.
20. Look for character qualities, which can be complimented in your children; such as, honesty, friendliness, willingness to share, and manners.
21. Treat your children with respect so they can learn to respect themselves.
22. Dwell on good points, not bad.
23. Avoid negative labels.
24. Avoid teasing that demeans someone.
25. Avoid sarcasm.

Intramural Sports Program

The intramural sports program is an extracurricular activity offered to our 5th, 6th, 7th and 8th grade students. The sports currently offered are soccer, basketball and volleyball. Paid staff coaches help run these programs, but it is very important that parents get involved in order for teams to be formed.

Students are eligible to participate if their grades are passing, and their behavior in school is acceptable.

A contract is signed between the School, Student and Parent so that everyone understands the rules of the program.

Uniforms are provided by the school and must be returned within one week of the end of the season, or the student is required to pay for its replacement.

Your Child's Teacher & The Office Needs to Know When

1. Your child wishes to bring an animal to school.
2. Your child wishes to bring a student visitor to school.
3. You wish to bring refreshments to school
4. Something has happened that may be emotionally upsetting to your child.
5. You have a concern.

Discipline Guidelines

Maine School holds high expectations for each of its students. A positive school wide approach to discipline which focuses on respect, appropriate communication, self-discipline, and development of a positive self-image will be used. Staff, students and parents will cooperatively establish and review discipline procedures and rules. Students will accept responsibility and be held accountable for their behavior.

Expectations

1. Accept responsibility for your behavior and your learning.
2. Be aware that your behavior affects the ability of others to learn.

3. Follow classroom rules.

The Five School Rules

We realize that our expectations are high. We hope you hold your student citizens accountable for their behavior.

1. Listen and follow directions.
2. Use acceptable language in appropriate voice, and practice good manners.
3. Maintain your own personal space and respect the space of others.
4. Respect yourself, others, school and community by being courteous.
5. Use all areas and equipment as they were intended to be used.

Student Behavior

The following methods will be utilized when dealing with student behavior.

1. Classroom and building rules will be cooperatively reviewed and enforced.
2. Positive behavior will be recognized and encouraged.
3. Logical and natural consequences for behavior will be applied.
4. Communication among staff, students and parents will be ongoing.
5. Support staff will be consulted.

The principal and staff will seek and employ methods to develop responsible student conduct and alternatives to exclusionary discipline. However, when a student's conduct disrupts the educational process, threatens safety, interferes with the rights of others or violates the law, one or more of the following procedures may be employed.

The adult directly involved with the situation will handle initial student misbehavior. Repeated and/or serious misbehavior will be discussed with the student's classroom teacher, who will determine if further conferences with parents, the principal, support personnel or other authorities are warranted. A student may be referred to the Student Study Team to be observed and assessed, and recommendations made for future action planning.

The child may receive a school detention, be restricted from the playground, cafeteria, classroom and bus and/or placed on in-house suspension, depending on the type, seriousness and or frequency of the misbehavior.

The child may be excluded from school in accordance with Board policy.

Violations of the law, such as physical assault, threats, possession or use weapons, vandalism and thefts, may result in notification to law enforcement authorities.

We have developed a zero-tolerance standard in the following areas:

- Possession of weapons;
- Gang activity or affiliation;
- Threatening, provoking, bullying or intimidating anyone on or off campus;
- Selling, furnishing, using, being party to or in possession of a controlled substance including all tobacco products and inhalants;

- Using profane, vulgar, foul or obscene language
- Insubordination (refusing to comply with directions);
- Disrespect or insult to or verbal abuse of faculty or staff;
- Vandalism;
- Fighting (assault);
- Truancy, unexcused absences and tardies;
- Sexual harassment;
- Theft

Student Rights & Responsibilities

Rights

A “right” is something which belongs to you and cannot be taken away by anyone. Students and teachers have the same rights:

1. You have a right to a safe school. This means that your school should provide safe classrooms, equipment and rules to insure your safety at school.
2. You have a right to be respected and treated with kindness at school. This means that others should not laugh at you or hurt your feelings. No one is to embarrass you in front of your class.
3. You have a right to be an individual at school. This means you should be treated fairly whether you are tall or short, boy or girl, dress or talk differently, or it takes you a little longer to get the right answer.
4. You have a right to work without being bothered. This means that others should not bother you as you responsibly make good use of your time.
5. You have a right to express yourself. This means that you may talk freely about your ideas and feelings when appropriate.
6. You have a right to tell your side of the story. This means that you may tell your side of the story when accused of breaking a rule.

Responsibilities

There are some things you should do without being told. Some of these things you do for others and some of these you do for yourself:

1. You have a responsibility to come to school. This means that you come to school every day, on time, unless you are sick or excused.
2. You have a responsibility to help make school a good place to be. This means being thoughtful, respectful and courteous to others.
3. You have a responsibility to practice good personal cleanliness. This means that you come to school clean.
4. You have a responsibility to take care of property. This means that you take care of school property and respect the property of others.

5. You have a responsibility to obey school rules. This means observing all safety, playground and classroom rules.
6. You have a responsibility to complete your classroom assignments. This means to do your best with your class assignments and homework, and hand them in on time.
7. Students have a responsibility to take messages home. This means that it is important for you to take all school messages to your parents.

Attendance Policy

Every child's academic success is important to the Maine Consolidate School District, and regular attendance is necessary to meet that goal. In our search for excellence in education at MCSD, we will be implementing the following attendance policy: parents will be notified by letter of their students fifth absence, again at ten absences and at 12, the student will be placed on attendance probation.

MCSD will follow ARS-15-803 that requires students to be in attendance 90% of the time to receive credit. Students who miss a class 18 times may lose credit in that class. When there is chronic illness documentation by parents and physician must be provided to the front office. Regular school attendance is required by law and students should remain out of school only when absolutely necessary. The ultimate responsibility for school attendance rests with parents and students. Maine Consolidated will assist in monitoring your student's attendance. An appeals process with an administrator and a committee of teachers is available for students who exceed the 18 attendance marks.

Punctual and regular attendance is very important to a child's success in school. Schools are required by law to keep an exact record of reasons for absences (e.g., illness, bad weather, and appointments). If your child must be absent, please call the school before 9:00 a.m. Please give the following information on the recorder or to the person answering the phone:

- Child's first and last name
- Teacher/grade
- Reason for absence
- Request for missed work

Unreported absences will be verified as required by state law. Notification to the parent or the person who has custody of the pupil will be within two hours after the first class in which the pupil is absent. A school district, governing board members of a school district and employees or agents of a school district are not liable for failure to notify the parent or other person who has custody of a pupil of the pupil's absence from school. If the school has not been able to notify an adult, a written note is required before a child returns to school.

If a student arrives before 10:08 am, the student is marked Tardy, between 10:08 am and 11:55 the student is ½ day absent. In the afternoon, if student leaves campus before 1:42 pm, student is considered absent for ½ day. If a student leaves campus before 11:55AM they are considered absent for the whole day.

An attendance officer may enforce the attendance law as specified in A.R.S. 15-805 A.

The officer may issue of a citation with a report of a violation to a law enforcement agency and request an investigation of the violation. The law enforcement agency shall, when sufficient cause exists, refer the matter for prosecution.

Tardiness

Students have the responsibility of being at school on time. Late students must stop at the office to check in before going to class.

Excessive absences/tardiness will result in appropriate consequences, as stated in student absences.

Office Procedures

Records

In the interest of your child's health and safety, it is important that we have **up-to-date information** about:

- Address and home phone number
- At least one work phone number
- Name and phone number of an additional person we can contact in case of emergency
- **If you move or change phone numbers, please inform the office immediately**

Cellphone/Telephone Use

Cellphones are allowed on campus; however they may not be used while school is in session. In case of an emergency, please call the school directly and NOT your student's cell phone. Confiscated cell phones will be returned to parents. Use of the telephone is limited to school business. Students must make social arrangements from home in advance.

Change in Going-Home Routine

If a change in bus transportation is requested, the student must bring a note from a parent. If there is any change in the going home routine (e.g., someone different picking up a child), parents need to notify the MCS office by 1:00 p.m. or as early as possible. If possible, a written note would be preferred.

Closed Campus

Students must stay at school throughout the day unless they have a written request from a parent. The office must approve leave requests, and the responsible adult must sign students out. Only people on the emergency form will be permitted to sign out students.

Withdrawing Students

Parents are required to sign a withdrawal form when students are going to change schools. At the time of withdrawal, all school materials must be returned (e.g. textbooks, library books) and outstanding bills paid. Student records will then be forwarded to the new school.

Visiting School

State law requires that all people visiting school sign in at the office. Please pick up and display a visitor's badge while on campus.

Custody

In most cases, birth parents shall be given reasonable access to their children at school, and to their children's official school records.

It shall be the responsibility of a custodial parent/guardian who has a court order restricting the rights of the other parent to access a child or the child's official school records, to provide the school with a current copy of the court order.

In cases of guardianship, the legal guardian shall be responsible to notify school officials with all pertinent

written documentation or changes.

Law Enforcement and CPS Investigations

During any law enforcement investigation, attempts will be made to notify the student's parents, and a school official shall be present during any in-school interrogation. If a student is arrested, the arresting officer will be urged to notify the student's parents. While school officials will make reasonable efforts to notify parents when an arrest is made, the school no longer has jurisdiction over the student.

Questioning of students at school concerning suspected child abuse/neglect by CPS (Child Protective Services) social workers and law enforcement authorities does not require parent and guardian notification prior to the interview. A school official may be present only if such presence is necessary to the investigation. CPS social workers and law enforcement authorities may notify parents and guardians if they think it is necessary.

Health Services

Illness

It is very important for children's academic success that they attend school regularly. Prompt assessment at home and treatment for illness can help limit extended absence.

We cannot keep an ill child in school. Since our main interest is to keep a student healthy and in school, please do not send your child to school when ill.

Medication

If your child needs to take medication at school, please contact the school office for the proper form for your written permission. All medication sent to school must be in the original container with clear directions, and delivered to the office for proper locked storage and dispensing.

Student Insurance

The Maine School District does not carry insurance to cover accidents/injury at school. If your child is not covered by family medical insurance, please consider the purchase of student accident insurance. This is very inexpensive protection.

Injuries

If your child is injured at school, we will notify you so that you or a person designated by you can care for your child. It is very important that we have your current telephone number at home and at work, as well as the number of a friend or relative for emergency contact. Please complete our emergency form promptly.

If, in an emergency situation, we are unable to reach you or your designee, paramedic or ambulance services may be needed. Families will be responsible for the cost of paramedic/ambulance services.

Immunization Laws

State law requires that all children be completely immunized before attending school. Arrangements for immunization can be made with your family health care provider or the county health department.

State immunization law requires that we suspend from school any child whose immunization record is not up-to-date (Arizona Revised Statutes 15-873). Our school office will notify you if your child's medical records are not in compliance with the law.

Special forms, available in the school office, must be completed for exception to the immunization requirement.

Children and school employees who have not been immunized will be excluded from school in the event of an epidemic.

Smoke Free Environment

The Maine School District Governing Board policy prohibits smoking in district buildings, vehicles or on district premises. ARS 15-341.27. GBEC Local Policy.

Meal Programs

Maine School offers a breakfast and lunch program. Families interested in applying for free or reduced cost meals should return application forms as soon as possible so that eligibility can be determined quickly. Please contact the office if you did not receive an application. Children who qualify for the free or reduced lunch program will automatically qualify for the corresponding breakfast program.

If a student comes to school without a lunch, that child is asked to call parents to request a lunch, or money for a lunch. Parents are welcome to purchase our adult price meals and join their children for lunch.

Students are set up with meal accounts. Parents may deposit any amount into the students account. When the balance gets down to less than \$5.00 notices will be sent home.

Items not Permitted at School:

- Skateboards, Scooters
- Gum
- Roller blades
- Squirt guns/water balloons
- IPods/radios/IPads, electronic equipment or games or other valuable items, unless approved by the teacher for a special project
- Large amounts of money (over \$5)
- Any other items determined to be disruptive to the learning process

*****The school cannot be responsible for damaged or lost articles. Students bringing valuable items (e.g., collections) to school, do so at their own risk.*****

Restrictions on Software, Video Tapes, etc.

Video tapes, computer software and other media used in classrooms must comply with federal regulations. Any media brought to school by students must comply with copyright laws, licensing agreements and broadcast/taping agreements.

Selling/Trading

Students are not allowed to sell or trade candy, gum, cards or other items at school, other than for a school-sponsored project.

Restitution

State law stipulates that parents can be held responsible for damage to public or private property incurred by their children. Students/parents are required to pay for damaged or lost textbooks, library books, and other school property. Staff will refer students to the office to determine the cost of damaged property.

Weapons Policy

Refer to Policy JICI for more information.

No student shall enter the school premises with a firearm, explosive weapon, knife, or any other dangerous or illegal instrument or a simulated instrument (for example, a toy gun) displayed or represented by the student as a dangerous instrument.

For purposes of this policy, the term “school premises” means the school, school grounds, school buses, or any premise, grounds, or vehicles used for official school purposes, and includes premises where school-sponsored events (for example, field trips, athletic games and competitions, music competitions, etc.) are held away from the property of the School District.

No student shall interfere with normal activities, occupancy, or use of any building or portion of the campus by exhibiting, using or threatening to exhibit or use a firearm, explosive weapon, knife, or other dangerous or illegal instrument, or any instrument or simulated instrument represented as a dangerous instrument.

Any student violating this policy shall be suspended for a period of not less than one year or expelled. Authorization by the Governing Board is required for a student to be suspended for more than 10 days or expelled.

For purposes of this policy, the term “firearm” means:

- any weapon (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile by any means, regardless of whether it contains any form of ammunition or projectile
- The frame or receiver of any such weapon
- Any firearm muffler or firearm silencer
- Any destructive device

The term “destructive device” means:

- any explosive, incendiary, poison gas, bomb, grenade; any type of weapon by whatever name known which will, or which may be readily converted to, expel a projectile by any means, including a slingshot, bow or crossbow, when the person possessing it has access to an arrow or other projectile capable of being shot with the slingshot, bow or crossbow; and
- any combination of parts either designed or intended for use in converting any device into any destructive device described above and from which a destructive device may be readily assembled. The term “destructive device” shall not include any device which is neither designed nor redesigned for use as a weapon.

Substance Abuse Policy

Refer to Policy Manual Sections JICG, JICH, JICH-R, JICH-E and JICHA for more information.

Substance abuse infractions are rare at the elementary school level. However, it is important for parents and

students to know that mandatory policies and procedures exist for handling them if they should occur. Students must understand that school is a safe, drug-free environment, and that use or possession of alcohol or other drugs is unacceptable. A summary of the policy is as follows:

Consequences for First Occurrence:

- Minimum: Ten-day suspension with seven days set aside if student participates in counseling assistance.
- Maximum: Ten-day suspension

Consequences for Second Occurrence:

- Minimum: Twenty-day suspension with fifteen days set aside if student agrees to counseling.
- Maximum: Twenty-day suspension.

Consequences for Third Occurrence:

In the event of a third occurrence, the student will be suspended and referred to a board hearing for expulsion.

Safety To and From School

Please stress the importance of all phases of safety to your children.

Some suggestions:

- School rules apply on the way to and from school
- Report home (or another designated location) at a time set by parents
- Stay away from any stranger offering a ride or treats

Bicycle Rules

- Children in grades 3-8 may ride their bicycles to school; Exceptions need to be approved on an individual basis.
- Helmets must be worn at all times.
- Safe riding practices must be followed on the road. The school retains the right to revoke bicycle-riding privileges if unsafe practices are observed.
- Bicycles must be parked at the bike rack at school, and cannot be ridden on school grounds.

District Sexual Harassment Policy

The Governing Board prohibits sexual harassment of or by its employees, students, or visitors. It is the district's policy that all individuals associated with the district including, but not limited to, the Governing Board, employees, students, and visitors have a right to work, learn, and visit all district sites in an environment free of discrimination and sexual harassment. All employees, students, and visitors at all sites must avoid offensive or inappropriate sexual and/or sexually harassing behavior.

Governing Board members, employees, students, and visitors have a right and responsibility to report harassment experiences. It is promised that there will be a prompt and equitable resolution of sexual harassment complaints by providing access to any needed information and materials including how to file a complaint and a step-by-step process which will guide those involved, accused or victimized.

Sexual harassment means any unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct of a sexual nature by an employee, by a student or by a third party.

Governing Board policy related to sexual harassment is available in the office of MCSD.

Generally, sexual harassment occurs when:

The behavior is unwelcome and sexual in nature.

- The behavior is ongoing, creating a hostile environment.
- The behavior leaves the victim feeling uncomfortable.
- Submission to or rejection of behavior affects employment or academic status or benefit.

Examples of sexual harassment may include:

- *Unwelcome* sexual advances
- *Unwanted* hugs or touches
- Suggestive or lewd remarks
- Requests for sexual favors
- Derogatory or pornographic posters, pictures, cartoons, or drawings

If a student experiences or witnesses sexual harassment, s/he should report it immediately.

REPORTING PROCEDURES:

Complaints may be verbal or written.

STUDENTS: Report sexual harassment to a teacher, nurse, counselor, social worker, principal, or to parents/ guardians and/or the Superintendent or to the Office for Civil Rights.

EMPLOYEES: Report sexual harassment to the supervisor and/or the Superintendent or the Office for Civil Rights.

Maine Consolidated School District
 Title IX Coordinator/Compliance Officer
 Dr. Justin Roberson, Superintendent
 10 Spring Valley Rd.
 Parks, AZ 86018
 (928) 635-2115

Or call Office for Civil Rights, Washington, D.C.
 1-800-421-3481

Do not report sexual harassment to the alleged harasser.

MCSO Mission Statement

Maine Consolidated School District is dedicated to achieving educational excellence for all.

Through high expectations, the development of lifelong learning habits, promoting active parental involvement, and quality professional development; we enable our students to embrace the change, growth, and opportunities for achievement in the diverse world of their future, and thereby become productive and successful citizens.

Success by choice through academic achievement, every child, every day

Educational Quality Bill of Rights

A. Every child has the right to:

1. A school that has a commitment to a clear, specific set of challenging learning goals for all students.
 2. Academic content that matches the school's learning goals.
 3. Effective teaching, provided by qualified educators who are continually seeking ways to improve their teaching skills.
 4. Opportunities for attention to a child's particular learning needs and support whenever a child is experiencing difficulty in mastering the learning goals.
 5. Ongoing reporting of the child's progress that shows what students know and can do, is shared with the student and his/her parents/guardians, and is used to help the child's progress.
 6. Appropriate decisions concerning program placement, promotion, graduation.
 7. The resources and materials needed, provided in a safe and healthy school learning environment.
- B. Every family – each child and his/her parents/guardians – has a right to:
1. Be partners in decisions affecting their child's education.
 2. The information, training, and assistance needed for full and informed participation in their child's education.
 3. Ways to insure that their educational rights are fully implemented.
 4. All of the above, free from all discrimination on the basis of race or national origin, income, disability, limited English proficiency, gender, family status, or prior achievement.

Maine Consolidated School Family Involvement Policy

Mission Statement:
 We are families and schools partnering to help our youth become responsible contributing members of the

The Maine Consolidated School family involvement partnership; schools, families and the community recognize that a child's education is a responsibility shared by all. To ensure that all students are effectively educated, the schools and parents must work as knowledgeable partners.

Our community's diversity is a strength we can build on to establish programs and practices that enhance family involvement and reflect the specific needs of students and their families. These will be comprehensive and coordinated in nature, with a regular evaluation of effectiveness and changing needs.

Family involvement can be defined in many different ways... from the traditional sense (attending parent conferences and school performances) to more foundational needs. Families can promote effective school/home partnerships by:

- ensuring that children are at school every day and on time;
- making education a priority;
- setting a routine and providing a space for completion of homework;
- maintaining communication with school and teachers; and,
- reading to or with children every day.

Schools can promote effective family involvement by:

- providing avenues for regular, two-way clear communication of student learning goals and progress toward achievement of them;
- promoting and supporting responsible parenting;
- encouraging and providing resources for families to play an integral role in assisting student learning;
- welcoming families in the school;
- providing opportunities for families to engage in informed participation in educational decisions; and,
- seeking community resources to strengthen school programs, family practices and student learning.

Working together, schools, homes and the community can best support children's educational needs by:

- Ensuring basic needs are met (physical, social, health);
- Setting goals and expectations;
- Being available for children; and,
- Expressing positive attitudes.

Addressing Barriers to Family Involvement

The Maine Consolidated School family involvement partnership recognizes the barriers to meaningful family involvement and has a commitment to address those barriers in order to best meet the needs of the families and students.

Among the primary barriers identified are the following;

- distance and transportation;
- technology and communication access;
- time and competing priorities;
- socio-economic status and job commitments;
- intimidation factors (i.e., lack of education, poor literacy skills, personal insecurities or adverse educational experiences);
- holding meetings and activities at times conducive to the greatest participation.

Parents or guardians are willing to assist their students in learning, but many times are not sure what assistance is most helpful and appropriate. Helping parents connect to their children's learning enables parents to communicate in powerful ways that they value what their children achieve. Whether it's working together on a computer, displaying student work at home, or responding to a particular class assignment, parents' actions communicate to their children that education is important.

Parent Empowerment and Education

- Provide understandable, accessible, and well publicized processes for influencing decisions, raising issues or concerns, appealing decisions, and resolving problems.
- Provide parents with current information regarding school policies, practices, and both student and school performance data.
- Distribute information regarding cultural, recreational, academic, health and hygiene, social and other resources that serve families within the community.
- Sponsor workshops or distribute information to assist parents in understanding how students can improve skills, get help when needed, meet class expectations, and perform well on assessments.
- Provide information regarding how parents can foster learning at home, give appropriate assistance, monitor homework, and give feedback to teachers.
- Translate communications to assist non-English-speaking parents.
- Develop a system for contacting all parents to assist as the year progresses.
- Using a variety of communication tools, disseminate information on school reforms, policies, discipline procedures, assessment tools, and school goals, and include parents in any related decision-making process.
- Promote parent participation on school, district, state, and national committees and issues.
- Communicate with parents regarding positive students behavior and achievement, not just regarding misbehavior or failure.
- Encourage immediate contact between parents and teachers when events at home or school arise that affect the student's education.
- Regularly assign interactive homework that will require students to discuss and interact with their parents about what they are learning in class.
- Provide clear information regarding course expectations, student placement, school activities, student services, and optional programs.
- Provide an accessible parent/family information and resource center to support parents and families with training, resources, and other services.
- Communicate the importance of positive relationships between parents and their children.
- Link parents to programs and resources within the community that provide support services to families.

Volunteerism

- Involve community members in school volunteer programs.
- Ensure that parents who are unable to volunteer in the school building are given options for helping in other ways, at home or place of employment.
- Organize an easy, accessible program for utilizing parent volunteers, providing ample training in volunteer procedures and school protocol.
- Ensure that volunteer activities are meaningful and built on volunteer interests and abilities.
- Educate and assist staff members in creating an inviting climate and effectively utilizing volunteer resources.
- Encourage employers to adopt policies and practices that promote and support adult participation in children's education.

Staff Needs

- Provide staff development regarding effective communication techniques and the importance of regular two-way communication between the school and the family.
- Encourage staff members to demonstrate respect for families and the family's primary role in the rearing of children to become responsible adults.
- Inform staff members of the resources available in the community and strategies for utilizing those resources.

Supporting Students and Families

- Treat parental concerns with respect and demonstrate genuine interest in developing solutions.
- Show appreciation for parents' participation, and value their diverse contributions.
- Survey parents regarding their interests, talents, and availability, then coordinate the parent resources with those that exist within the school and among the faculty.
- Design opportunities for those with limited time and resources to participate by addressing child care, transportation, work schedule needs, and so forth.
- Establish policies that support and respect family responsibilities, recognizing the variety of parenting traditions and practices within the community's cultural and religious diversity.
- Reach out to all families, not just those who attend parent meetings.

Collaboration

- Provide opportunities, including informal activities, for parents to communicate with the principal, administrative staff, faculty and community members.
- Develop partnerships with local business and service groups to advance student learning and assist schools and families.
- Collaborate with community agencies to provide family support services and adult learning opportunities, enabling parents to more fully participate in activities that support education.
- Disseminate information to the school community, including those without school-age children, regarding school programs and performances.
- Encourage the formation of PTAs or other parent groups to identify and respond to issues of interest to parents.
- Include parents on decision making, and where site governance bodies exist, give equal representation to parents.
- Encourage employers to adopt policies and practices that promote and support adult participation in children's education.

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

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.

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 under this policy. 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.

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 [the school](#) within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdrawal from the school.

Definitions

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

- The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

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

Directions

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

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

- Customary athletic events, contests or competitions that are sponsored by an educational institution.
- 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 this policy.

Reporting/Complaint Procedure

Students and others may report hazing to any professional staff member. Professional staff members must report the incident to the **Superintendent**, in writing, with such details as may have been provided. A failure by a staff member to timely inform the **Superintendent** 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 **Superintendent** 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 **Superintendent** 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, staff member will transmit a report to the **Superintendent** 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 **Superintendent**. The procedures to be followed are:

- 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 time line may only be by necessity as determined by the Superintendent.
- 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.
- 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 this policy shall be treated in accord with the appropriate procedures and penalties provided for in **MCS D** policies related to the conduct and discipline of students, staff, and others.

JII © STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

The Superintendent is directed to establish procedures whereby students may present a complaint or grievance regarding a violation of their constitutional rights, equal access to programs, discrimination, harassment, intimidation, bullying or 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.

A complaint/grievance may be raised 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.

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 an administrator or other professional staff member. That person shall elicit from the student the particulars determined by the Superintendent to be necessary for the complaint/grievance to be investigated. When the initial allegation is submitted in a manner other than on the prescribed form, the particulars of the complaint/grievance must be written on the form as immediately as possible after receipt of the complaint/grievance. The professional staff member may assist the student in completing the complaint/grievance form. The student should sign and date the form, however, unsigned forms are to be processed in the same manner as a signed form.

When the professional staff member is other than the school administrator, it shall be the responsibility of the staff member to inform a school administrator as soon as feasible, but not later than the next school day following the day that the staff member receives the complaint/grievance. If the school administrator is included in the allegation, the complaint/grievance shall be transmitted to the next higher administrative supervisor. A failure by the professional staff member to timely inform the school administrator or next higher administrative supervisor of the allegation may subject the staff member to disciplinary action. The professional staff member 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.

Middle school and high school students shall file complaints on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student. Except for elementary students, only the student may initiate a complaint/grievance under this policy. 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 about harassment, intimidation, or bullying 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.

To assure that students and staff are aware of its content and intent, a notice of this policy and procedure shall be posted conspicuously in each school building and shall be made a part of the rights and responsibilities section of the student handbook. Forms for submitting complaints are to be available to students and staff in the school offices.

Disposition of all complaints/grievances shall be reported to the Superintendent as the compliance officer for discrimination. The Superintendent will determine if the policies of the District have been appropriately implemented and will make such reports and/or referrals to the Board as may be necessary.

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.

Home of the "Mustangs"
MAINE CONSOLIDATED SCHOOL #10

10 Spring Valley Road PO Box 50010 Parks, AZ 86018

(928) 635-2115 Fax (928) 635-5320

**School Handbook Agreement
2021-2022 School Year**

I have read the handbook and understand it. My parent/care giver has reviewed it with me also. I agree to all of the rules and conditions in the handbook.

Student Name

Student Signature

Date

I have read and understand the School Handbook. I have discussed its contents with my child(ren). I agree to all of the rules and conditions in the handbook.

Parent Name

Parent Signature

Date

Please return this agreement signed by both the student and the parent/care giver. Return it to your child's teacher. Thank you.