

**R.O.A.R.**

**Responsibility**

**Ownership**

**Attitude**

**Relationships**

**Quarter 1**

	Signature/Date/Reason		Signature/Date/Reason		Signature/Date/Reason		Signature/Date/Reason	
Per 1								
Per 2								
Per 3								
Per 4								
Per 5								
Per 6								
Per 7								
Staff								

**Quarter 2**

	Signature/Date/Reason		Signature/Date/Reason		Signature/Date/Reason		Signature/Date/Reason	
Per 1								
Per 2								
Per 3								
Per 4								
Per 5								
Per 6								
Per 7								
Staff								

**Responsibility**

**Ownership**

**Attitude**

**Relationships**

**R.O.A.R.**

**R.O.A.R.**

**Responsibility**

**Ownership**

**Attitude**

**Relationships**

**Quarter 3**

	Signature/Date/Reason		Signature/Date/Reason		Signature/Date/Reason		Signature/Date/Reason	
Per 1								
Per 2								
Per 3								
Per 4								
Per 5								
Per 6								
Per 7								
Staff								

**Quarter 4**

	Signature/Date/Reason		Signature/Date/Reason		Signature/Date/Reason		Signature/Date/Reason	
Per 1								
Per 2								
Per 3								
Per 4								
Per 5								
Per 6								
Per 7								
Staff								

**Responsibility**

**Ownership**

**Attitude**

**Relationships**

**R.O.A.R.**

# Welcome to Emily Gray Junior High School

**Bobcats – R.O.A.R**

**Responsibility, Ownership, Attitude, Relationships**

## **Vision for Emily Gray**

Emily Gray Junior High provides academic excellence and a foundation for continued learning within a safe and supportive community that empowers all students to achieve.

## **The Mission of Emily Gray**

Through a well-balanced curriculum and extracurricular experiences, our school sets high expectations for students to be resilient, foster positive relationships, and achieve academic success.

Dear Parents and Students,

Emily Gray Junior High School is proud to welcome you into our tradition of excellence in student achievement and community involvement. Our staff is committed to the mental, physical, and social growth of our students as they mark these important milestones in their education. Please remember that the information schedule included in this handbook represents our normal schedule and procedures. We are diligently working on safety measures to ensure school is a safe and nurturing place to learn. There will be ongoing updates explaining the steps we are taking and possible adjustments that are needed.

Please take the time to read the information in this handbook together and discuss it as a family. As you adjust to Junior High, we encourage you to explore the responsibilities and opportunities this transition to secondary school provides your families and your students as individuals.

It is important that all of us demonstrate good character by following guidelines put in place to support each of us in doing our very best. We are all responsible for making good decisions and learning from the choices we make. This is an important part of growing up and learning to be responsible for our own behavior. Please note that this document is not a comprehensive list of all district policies and that these summaries are not a substitute for the policies themselves. Full copies of all of the policies referenced in this handbook are available online at

<http://www.tanqueverdeschools.org/districtpolicies.aspx>

## **Non-Discrimination Statement:**

Tanque Verde Unified School District does not discriminate on the basis of race, color, national origin, age, sex or disability, in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning the School's compliance with the regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA), may contact the Director of Student Services.

## **FERPA Statement:**

The Family Educational Rights and Privacy Act (FERPA) afford parents 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.

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

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask to amend a record should write the School Principal and clearly identify the part of the record they want changed, and specify why it should be changed. If the district decides not to amend the record as requested by the parent or eligible student, the School Principal 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 privacy of personally identifiable information in the students' 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 interests. A school official is a person employed by the School System as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel): a person serving on the School Board: a person or company with whom the School System has outsourced services or functions it would otherwise use its own employees to perform (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 a parent, student or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School System discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School System to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-1605

## **TANQUE VERDE SCHOOL DISTRICT**

### **GOVERNING BOARD**

President – Anne Velosa  
Clerk – Susan Fry  
Member – Vieri Tenuta  
Member – Jeremy Schalk  
Member – Jeffrey Neff

### **DISTRICT ADMINISTRATION**

Superintendent – Dr. Scott Hagerman, EdD  
Business Manager – Elaine Armienti  
Director of Student Services – Tiffany Hodge  
Director of Communications – Claire Place

### **AGUA CALIENTE ELEMENTARY SCHOOL (ACES)**

11420 E. Limberlost Road, Tucson AZ 85749  
Phone: 749-2235  
Principal – Chris Rietz  
Assistant Principal – Sandy Herfkens

### **TANQUE VERDE ELEMENTARY SCHOOL (TVES)**

2600 N. Fennimore, Tucson AZ 85749  
Phone: 749-4244  
Principal – Emma Batty  
Assistant Principal – Julie Laird, EdD

### **EMILY GRAY JUNIOR HIGH SCHOOL (EGJH)**

11150 E Tanque Verde Rd, Tucson AZ 85749  
Phone: 749-3838  
Principal – Elizabeth Egan  
Assistant Principal – Jean McKnight

### **TANQUE VERDE HIGH SCHOOL (TVHS)**

4201 N. Melpomene Way, Tucson AZ 85749  
Phone: 760-0801  
Principal – Amy Cislak, EdD  
Assistant Principal – Joel Bacalia  
Assistant Principal/Athletic Director – Gary Lewis

### **TRANSPORTATION**

Phone: 749-9640

## Calendar Important Dates to Remember

First Semester			Second Semester		
<b>First Day of School</b>	August 4	Early Release @ 11:45 AM	<b>Winter Break</b>	January 2-6	NO SCHOOL
<b>Labor Day</b>	September 5	NO SCHOOL	<b>Return from Winter Break</b>	January 9	Start: 8:15 AM End: 3:15 PM
<b>Interim Grading Day</b>	September 15	Early Release @ 11:45 AM	<b>Civil Rights Day (formerly MLK Day)</b>	January 16	NO SCHOOL
<b>Parent Teacher Conferences for Grades 7 &amp; 8</b>	September 21	Late Start @ 11:45 AM	<b>Interim Grading Day</b>	February 8	Early Release @ 11:45 AM
<b>End of 1st Quarter Grading Day</b>	October 7	NO SCHOOL	<b>Rodeo Break</b>	February 23-24	NO SCHOOL
<b>Fall Break</b>	October 10-14	NO SCHOOL	<b>End of 3rd Quarter Grading Day</b>	March 10	NO SCHOOL
<b>Veteran's Day</b>	November 11	NO SCHOOL	<b>Spring Break</b>	March 13-17	NO SCHOOL
<b>Interim Grading Day</b>	November 16	Early Release @ 11:45 AM	<b>Interim Grading Day</b>	April 19	Early Release @ 11:45 AM
<b>Thanksgiving Holiday</b>	November 23-25	NO SCHOOL	<b>Last Day for Students</b>	May 25	Early Release @ 11:45 AM
<b>Last Day for Students</b>	December 22	Start: 8:15 AM End: 3:15 PM			
<b>End of 2nd Qtr/ 1st Semester Grading Day</b>	December 23	NO SCHOOL			
<b>Winter Break</b>	December 26-30	NO SCHOOL			

## SCHOOL HOURS

**Mon, Tue, Thur, Fri  
Wednesday**

**8:15 AM - 3:15 PM  
8:15 AM - 1:54 PM**

## **GENERAL PROCEDURES**

### **Admission Requirements**

Tanque Verde Unified School District requires students to live within the school district boundaries. Residency of the parent/guardian or surrogate may be determined by showing the individual's presence and intent to remain in the District. Documentation of residency may include, but is not limited to, current landlord-tenant agreements, property tax statement, current closing papers and mortgage statements.

The district's schools are required by the School Board to ascertain that all students attending Tanque Verde schools meet the District's residency requirements.

If at any time during the school year it is determined that false or incomplete information has been submitted in order to enroll a student at any Tanque Verde school, it may require an immediate withdrawal from the school.

### **Open Enrollment**

Arizona State law requires each school district to develop Open Enrollment Policies, allowing students living outside of district boundaries to attend our schools. This parental choice option has been available since 1994 and is determined by local district policy.

Open Enrollment status is determined on a school-year by school-year basis. Policy requires that students maintain positive attendance, conduct, and academic standing. In addition, the district maintains capacity for special education program capacity. Keeping class sizes at an optimum ratio allows EGJH to maximize the opportunities for all students in the way of special programs and instruction. To view the district's Open Enrollment Policy in it's entirety visit

<https://policy.azsba.org/asba/browse/tanqueverde/tanqueverde/JFB>

### **Visiting the Emily Gray Campus**

The Emily Gray campus is open for student arrival at 7:50 am. Before this time, there is no supervision provided for students. Please plan your arrival for 7:50 am or later. The campus is locked at 4:00 pm.

If you have school-related business, please report to the office to sign in and be issued a visitor badge to be worn for the duration of your visit. To be as efficient as possible concerning campus operations, visitors must adhere to the following guidelines:

- While visitors are on campus, they should follow all rules established for students.
- According to A.R.S. 15-507 a person who abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of his/her duties is guilty of a class 3 misdemeanor.

We appreciate your cooperation in keeping our campus safe.

### **Home and School Communication**

The Emily Jr. High School Newsletter also known as the "Bobcat Bulletin" is our weekly newsletter. It provides students and families with information about our upcoming events and important dates. This newsletter is our primary form of communication. You must be signed up in order to receive any school related notifications. If you would like to receive the newsletter, please visit our website

<https://www.tanqueverdeschools.org/> and click on "sign up for our newsletter" on the EGJH homepage. Or you may email our Office Manager, Sam Baires at [sbaires@tanq.org](mailto:sbaires@tanq.org) for assistance.

**EGJH webpage** <https://www.tanqueverdeschools.org/>

This school website is a one stop shop for all school calendars, lunch menus, access to the school store and to manage lunch accounts, teacher information and more.

### **ParentVUE & StudentVUE**

ParentVUE/StudentVUE is a web-based communication tool that allows parents/guardians and students to access report cards, grades, grade book, and attendance information. This secured access requires a confidential user name and password that is issued by the school. If you are having complications with setting up your ParentVUE or StudentVUE account, please contact the the school office for assistance.

### **Lockers**

Lockers are provided for student use and placed throughout the campus. Locks will be provided at registration for a yearly rental fee of \$5.00. This fee may be reassessed each time the lock is lost or missing, requiring assignment of another. The decision to reassess the fee is made at the discretion of the office staff. By accepting a lock and locker assignment, the student and parent accept financial responsibility for damage that arises from misuse or abuse of the locker.

Because lockers are not secured, students who place items in their lockers overnight or over weekends and holidays do so at their own risk. It is also required for security reasons that students never share a locker with another student or allow another student knowledge of their locker combination. The locker must be locked at all times with the provided lock. Only locks provided by the school will be permitted. Lockers without locks will be emptied and locked by security staff. The outer face of the lockers are not to be decorated without pre-approval of the office staff.

School officials reserve the right to inspect any locker at any time, and to gain access by any means necessary. School officials may change locker assignments or revoke locker privileges if lockers are not maintained in a neat and clean fashion or if a student abuses or misuses or vandalizes his/her locker.

### **Passes**

Students are not to be out of the classroom during class time without a teacher designated pass. Teachers will require students to sign in and sign out on a classroom log book in order to leave the room for any reason. Students will not receive passes from office staff unless they are being called upon by administration, counseling, or the nurse.

### **Lost or Found Property**

Anything brought to school is the responsibility of the student. If you feel your property has been lost or stolen, contact the school office. However, there is no guarantee he/she will be able to recover the lost or stolen item or secure the replacement of it. The best rule to follow is: *If you don't want to lose it, don't bring it to school.*

### **Backpacks**

Backpacks are suggested for carrying materials between home and school, they are not allowed into classrooms. A backpack brought to the school must be able to fit securely inside the students book locker. Backpacks must have two straps that each fit over a student's shoulders. Bags with handles, such as totes and sacks, are not acceptable substitutes for backpacks.



## Cell Phones and Electronic Devices

Students bringing cell phones, media players, and gaming devices onto campus do so at their own risk. In the event of theft or damage to any such device, it is the policy of the administration not to investigate.

Cell phones will not be allowed during instructional times unless explicitly directed by the teacher.

Though we do not prohibit electronic devices from our campus, there are restrictions on their use in the school setting. Electronic devices include, cell phones, earbuds, headphones, smart watches, digital music players or other devices used to communicate with others and/or access information online.

Electronic devices are to be powered off and stored in student lockers during the instructional times. No electronic device is to be powered on and/or used during classes, except as requested by the teacher or administration. At no time are students to have hands-free phone devices in or covering their ears. Teachers may direct students to use wired earbuds with Chromebooks on an 'as needed' basis. Teachers will not use phone time as a classroom reward, including listening to music.

Any electronic device that creates a visible or audible distraction to either the individual student or to the class during a class period will be immediately confiscated by the teacher and passed to administration. Electronic devices may be used during lunch, before school and after school only.

### Consequences for the misuse of cell phones and electronic devices

- 1st occurrence - Device is confiscated followed by a conference about the infraction with office staff and the student.
- 2nd occurrence - The parent must collect the device from the office with the student.
- 3rd occurrence - The student will no longer be permitted to bring the device to campus for the remainder of the school year.

Taking a photo, audio, or video recording, of a teacher, staff member or student with or without their full knowledge and consent is a violation of policy and may also be a violation of the law in certain circumstances. Any such behavior will be treated as a violation of the TVUSD code of conduct and subject to disciplinary action.

## ATTENDANCE POLICY

The Arizona compulsory attendance law, (Arizona Revised Statute (A.R.S. 15-802) makes it a legal responsibility of parents to have their children in school on a regular and daily basis.

Regular, consistent attendance is directly related to successful academic achievements by students. Class attendance is an integral part of the academic process; therefore, excessive absences, either excused or unexcused, may result in a student losing progress towards successful completion of required coursework and academic progress. It should be understood that although there are a number of procedures in place to keep students and parents aware of attendance status, it is ultimately a student/parent responsibility to keep track of attendance in each class.

### Absences

When sickness or other obligations make an absence necessary we request that a student's parent telephone the office or complete the online attendance form by 9:00 a.m. the morning of the absence. **The attendance telephone number is 520-749-3950. The preferred method is the online Google Form located on the Emily Gray school website.** The state and county require that the school keep data as to the reasons students are absent from school. For this reason you will be asked

about the specifics of your child's absence. For example some of the categories that are tracked are: illness, out of town, doctor appointments, or injuries.

If we do not receive a phone call, we will try to verify the absence by calling a parent. If that is not possible, the student must bring a written note giving a reason for the absence upon their return. Unverified absences will be coded as truant two school days after the student's return. If you need to call before 7:30 a.m. or after 4:00 p.m. please call 520-749-3950 or 520-749-3838 and leave a message.

### **Excused Absences**

The following constitute excused absences:

- Personal illness (Absences longer than five consecutive days require medical documentation.)
- Doctor/Dental appointments with documentation from the professional (Please consult the district school year calendar and make every effort to schedule appointments on non-school days.)
- The serious illness of a family member
- The death of a family member
- A required court appearance
- Specific absences when the district is notified in advance (A written petition to the principal is required at least one week previous.)
- Religious holidays

### **Consecutive Absences**

If a student is absent for more than one day, the parent needs to call every day of the absence. The office will not assume the child is still sick. State law requires that students who are absent for ten consecutive days without notification be unenrolled.

### **Unexcused Absences**

An unexcused absence will occur when there is no telephone call/message or written notification of the absence within two school days. This type of absence may be deemed as truant and could be reported. Teachers are not required to allow students to make up work missed during an unexcused absence. Please do not put your child in a situation where they might lose credit.

### **Known Absences**

If parents remove a student from class for vacations or other recreational purpose, they should understand that:

- Teachers are not required to provide any work in advance. Teachers post assignments in Google Classroom. Please check Google Classroom for assignments. The student has a day for each day missed to complete the classroom work/homework. It is entirely up to the student to obtain the missed work and seek additional assistance at the teachers' convenience.
- If parents/students request homework to be provided in advance, teachers will expect this work to be completed by the date of the student's return. If homework is not completed by the date of the student's return, it will be considered late.
- Tests need to be made up within five school days after returning, even if the absence exceeds five days.
- Prior to the absence, notification must be from the parent (directly) to the school office, not student to teacher.

## Loss of Grade

A student who is absent for ten (10) or more class sessions during a semester of the school year will be notified on multiple occasions regarding these absences. The parent(s) shall be notified in writing after the student's sixth (6th) and eighth (8th) absence in any class or classes during a semester. Such notice shall identify the class or classes and dates on which the student was absent, and the notice shall also indicate that a total of ten (10) absences will result in the student and parent being called before an administrative review board. The parent shall be informed of the time and date of the hearing and any other pertinent information. The review board shall consist of the principal, or designee, and appropriate faculty members. At the hearing, the student and/or the parents may present information to demonstrate special academic or other appropriate allowances.

Excessive absences will result in the following consequences:

Six (6) absences - First (1st) notice

Eight (8) absences - Second (2nd) notice

Ten (10) absences - Review board hearing

## Appeals

If the parent(s) of the student are dissatisfied with the decision of the administrative review board, they may follow due process procedures through the Superintendent, and, if still dissatisfied, to the Governing Board. The appeal shall be by letter delivered to the Superintendent, such letter shall describe in detail all objections to the administrative review board's decision and procedures. If an appeal is carried through to the Governing Board, the decision is final. The student may remain in class pending the outcome of any hearing or appeal.

## Truancy

Any unauthorized absence from any class, or activity during the school day for which the student is scheduled is considered truancy. This also includes any after-school special-help session, Bobcat WIN time, or disciplinary session that the student has been directed to attend. Truancy is a violation of state and local attendance laws and is considered a serious offense. **Please remember that TVUSD is following the guidelines that the state and county government have set.** The school will notify the parent(s) of intent to take action and enforce the truancy laws. A minimum of three (3) unexcused absences may result in the school forwarding violations to the appropriate authority. In most cases, students will be referred to the School Resource Officer for intervention.

## Tardy

A student is tardy if he/she is not in the classroom, and prepared to work, when the final bell rings. When a student is tardy to class, the teacher will sign the students' Behavior Track card. When the card reaches five signatures, the student will be assigned a detention. A student must have a pass in order to have an excused tardy.

## Arriving Late/Tardy to School

Students are encouraged to be on time to school every day. If a student arrives late to school they must be signed in at the office by a parent/guardian. Lateness due to health appointments documented by an appointment card will also be excused.

## Leaving Early

If a student has to leave early from school, the student must be signed out in the office by the parent

or guardian before leaving campus. Office personnel will not allow students to sign out themselves. Proper notification is required before students may leave with adults other than their parent or guardian.

### **Food from Outside Vendors**

Delivery of food and flowers for students brought to the school by their parents/guardians is permitted. For the safety and well-being of our students and staff, and to ensure the security of our campus, delivery service through vendors is not permitted. Balloons are not allowed on campus.

### **Schedules/Schedule Changes**

Students are instructed to make informed choices about their courses and to carefully review the course selections for the upcoming school year. Course requests, submitted the previous spring, will determine staffing, class sizes and the structure of the master schedule. Parent permission is required for all schedule changes. The School Counselor will provide the parents a form to approve the schedule change prior to any schedules being changed. Requests for schedule changes should be made to the counseling department during the first 5 days of each semester. All requests for schedule changes are subject to limitations due to class size. Students must remain in scheduled classes until they are notified of approval by receiving a printout of a new schedule.

EGJH administration reserves the right to change student schedules in order to ensure students are in proper academic settings, create a safer environment, balance class size, or any other reason to improve the education of the student and educational climate of the school.

## **HEALTH OFFICE**

### **School Health Services**

- Vision screening and follow up
- Hearing screening and follow up
- Health assessment for illness and/or injury
- Health education and counseling
- Emergency first aid
- Immunization verification and notification
- Communicable disease control
- Referral for special health problems
- Medication administration as needed

### **All New Students Should Have:**

A physical and dental examination prior to school entry helps to promote the student's physical and mental health necessary for proper learning.

### **All Schools Require the following forms through the Online Registration Process:**

- A completed emergency card;
- A completed health history form;
- Immunizations must be current for the student to enter school.

Complete immunization records from a former school or physician's office are required by AZ state law Arizona Administrative Code 9-6-701 – A.A.C. 9-6-705 the day of entry into school. Immunizations may be obtained from your private physician or at the Pima County Health Department walk-in clinic. The clinic is held Mondays (1:00 to 4:00) and every third Saturday (9:00 to 1:00) at 6920 E. Broadway, (520) 298-3888.

## **Health Office Medication Procedures**

Certain health problems require that students take medication during school hours. For the student's protection we have established the following procedures for taking medications at school.

1. **Prescription Medication:** Must be in their **original containers**, and **accompanied by a physician label** and a **signed parental consent form**. Physician orders for medications MUST state the name of the medication, strength, dosage to be given, frequency, route, and indication (reason for giving the medication).
2. **Over-the Counter (OTC) Medication:** Must be in their original container. The health office tries to maintain adequate supplies to provide acetaminophen (Tylenol), ibuprofen (Advil), calcium carbonate (Tums) and diphenhydramine (Benadryl) to be dispensed with parent permission only. These medications are in tablet form. Please consider donating these items if your student will require them/prefers liquid.
3. **Rescue Medication:** Students may carry rescue medication with them during school as long as they provide a signed form from their parent/guardian to the health office. These may include rescue medicine for asthma, allergies and diabetes. **Prior arrangements must be made for self-carry rescue medicines through the health office**
4. **All Medications:** All medications, including over the counter medications, will be kept locked in the health office. No student may keep non-rescue medication anywhere but in the health office. All medications must be in the pharmacy bottle properly labeled or in the original store packaging.

**Parents are asked to notify the Health Office as soon as possible if there are changes/updates to their student's health and/or medications.**

## **Injury/Illness**

For the safety of ALL students, students must check in with the school nurse before going home for any illness or injury.

If your student needs assistance to and from class due to injury or illness please see the nurse for a pass. If your child is in need of special health services, please advise the nurse. Any change in condition should be discussed with the nurse.

## **Fever**

A child with a fever of 100.0 degrees or higher should remain home. Please call in your child's absence to the office as being ill with fever. If your child has a temperature of 100 degrees or higher while at school, the parent is to pick up the child immediately after notification of illness.

## **Vomiting/Diarrhea Illnesses**

Students should stay home for at least 24 hours after the last episode of vomiting and/or diarrhea.

## **COVID**

Please be sure to monitor your students for symptoms and keep them home if they are sick. TVUSD continues to work in partnership with the Pima County Health Department. Parents can contact our nurse or refer to the district's information page at <https://www.tanqueverdeschools.org/COVID-19Information.aspx>

## **Chronic Health Conditions**

District policy JHD and regulation JHD-R address students with chronic health conditions. JHD-R defines the identification/referral process, eligibility criteria, and miscellaneous provisions of chronic health conditions policy.

Exhibit JHD-EA is a form used by the District to inform parents that the District will make special arrangements for homework assignments for students with chronic (recurring) health conditions. Exhibit JHD-EB is a form for the family physician to medically certify the student's chronic health condition.

Exhibit JHD-EC is a form that specifies an instructional agreement for students with chronic health conditions.

## **Mandatory Reporting**

School personnel are required to report allegations of physical injury, abuse, or neglect concerning minors. Reports must be made to the appropriate law enforcement officials or child protective services. Reports will always be made when a minor is the victim of serious physical harm, whether caused by an adult or another minor.

Under A.R.S. 13-3620 a school employee may be subject to a class six felony criminal charge for failing to make a mandatory report concerning a "reportable sex offense." A school employee may also be subject to a class one misdemeanor criminal charge for failing to make a mandatory report concerning physical injury, child abuse or neglect.

## STUDENT CONDUCT

### Student Dress

The purpose of a dress code is to protect the health and safety of children. The school dress code will be enforced throughout the year, during school hours and at school sponsored activities. If there is any question of the appropriateness of a student's dress, that student will be referred to the administration for final determination of appropriateness. Failure to comply with the dress code shall result in disciplinary action. A continual violation of the school dress code will be considered defiant and insubordinate behavior and will result in disciplinary action as stated in the Code of Conduct.

**All Clothing:** Clothing or accessories of any kind may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification. Clothing and accessories may display religious messages in the same manner and to the same extent that other types of clothing and accessories display messages or symbols. Clothing or accessories containing, or depicting, any of the following are prohibited (including but not limited to images, symbols, slogans, words, or phrases):

- obscenity
- profanity
- drugs
- sex
- alcohol
- gangs, or with intent to convey affiliation with a gang
- discrimination
- defamation
- guns and/or weapons
- illegal acts
- acts hazardous to one's health

**Hats:** Hats & Sunglasses (including caps, beanies, sun visors, hooded clothing etc.) may be worn outdoors. Hats are not allowed to be worn indoors.

**Shirts & Pants, etc:** Clothing must not be see-through and must cover a student's undergarments, chest, and torso, when standing or sitting.

**Footwear:** Shoes are to be worn at all times. Closed shoes are to be worn for any type of physical activity such as physical education, etc. Slippers, stocking feet, or metal cleats on soles of shoes, etc., are prohibited.

**Accessories and Jewelry:** Belts, jewelry, etc, shall not be worn if it presents a safety hazard.

**Physical Education Uniforms** are to be worn for P.E. classes only. If found in violation of any part of the dress code, students may be asked to wear their P.E. uniform for the remainder of the school day.

The administration reserves the right to require students to change clothing that does not comply with the dress code. If there is any question of the appropriateness of a student's dress, that student will be referred to the administration for final determination of appropriateness.

### Public Displays of Affection

Public displays of affection (PDA) are prohibited. This includes kissing of any kind, hand holding, and excessive touching or hugging. Students engaging in an excessive display of affection will be dealt with according to the code of conduct. Cases may also be referred to administration for discipline for violation under the code of conduct.

## **Cheating/Plagiarism**

Cheating, plagiarism and academic dishonesty are direct violations of district policy. Students who copy, submit, or claim credit for any work that is not their own will face consequences. In addition, students who provide work for other students to copy will also face consequences. Consequences may be determined by the teacher and may result in loss of credit for the assigned work or tests. Cases may also be referred to administration for discipline for violation under the code of conduct.

## **Posters**

Anyone wishing to put up a poster must have approval from administration beforehand. Posters may be dropped off with office staff for consideration. Administration reserves the right to remove any posters or decorations for any reason.

## **Care of Building and Grounds**

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 suspension for willful damage or destruction of school property.

If a minor engages in conduct that results in damage to District property, the District may institute formal charges for the purpose of having the court order the minor, or his parent, to make full or partial restitution to the District in accordance with the law.

## **Student Responsibilities**

Students have the right to a meaningful education that will be of value to them for the rest of their lives. In order to facilitate this all Emily Gray students share the following Student Responsibilities:

- Students have the responsibility to respect the rights of all persons involved in the educational process and to exercise the highest degree of self-discipline in observing and adhering to school rules and regulations.
- Students have the responsibility to take maximum advantage of the educational opportunities available and seek to achieve a meaningful education.
- All members of the school community, including students, parents, and school staff members, have the responsibility to promote regular attendance at school.
- Students have the responsibility to protect school property, equipment, books, and other materials issued to or used by them in the instructional process.
- Students will be held financially responsible for any loss or intentional damage caused to school property.
- Students have the responsibility to complete all course assignments to the best of their ability and to complete make-up work after an absence.
- Students have the responsibility to help maintain the cleanliness and safety of the school buildings and property.
- Students have the responsibility to present themselves in class at the prescribed time and with the necessary materials.



## **R.O.A.R.**

At Emily Gray we are committed to our students building positive relationships and doing the right thing. Our students are encouraged to conduct themselves by the principles of R.O.A.R.

**Responsibility** – Be on Time, be prepared, be on task, be safe. Support a safe and bully free environment.

**Ownership** – Own your behavior, make the best choice, accept consequences, apologize, "own up."

**Attitude** – Be yourself, be positive, courteous, and respectful. Show school pride.

**Relationships** – Care about yourself, others, school and community. Be open-minded of others' differences. Show acceptance.

These are the rules that apply while anywhere on our campus:

1. Be on time
2. Be respectful
3. Be prepared
4. Be safe
5. No gum

Please note that these are general guidelines for student expectations, additional standards of behavior are implied. Teachers also have classroom rules that apply to the specific circumstances of their class.

### **Bullying Definitions & Reporting**

Emily Gray Junior High prohibits bullying in any form on school property, in a school vehicle, or at a school-sponsored activity or event.

"Bullying" is defined as: the repeated intimidation of students by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to actions such as verbal taunts, name-calling and put-downs, including ethnicity, sex, gender, body shaming, verbal put-downs, and extortion of money or possessions. Bullying can be physical in form (e.g. pushing, hitting, kicking, spitting, stealing); verbal (e.g. making threats, taunting, teasing, name-calling); non-verbal/ cyber-bullying (e.g. text messages, email, social networking-such as, but not limited to "SnapChat" or "TikTok"); or psychological (e.g. social exclusion, spreading rumors, manipulating social relationships).

### **Bullying Review Process**

Students have several options for reporting bullying: 1) They may contact administration or the school counselor ANYTIME, 2) Anonymous online reporting (see school website), or 3) They may complete a "Bobcat Bully" form. Students will complete the form and return it to the bully box in the library or the nurses office. The following procedures will be implemented in reviewing data:

- The school counselor reviews all "Bobcat Bully forms."
- Students will see the school principal for immediate threatening acts of bullying requiring discipline.
- The school counselor will provide counseling interventions to help students learn self control, conflict resolution and problem solving techniques.
- Mandatory education/interventions will be provided for repeat offenders.

## GRADING POLICY

The following are the grading scales used for grades and citizenship marks in all classes.

GRADING			
Mark / Explanation	Scale	Mark	Explanation
A - Excellent	90-100%	I	Incomplete
B - Above Average	80-89%	NC	No Credit
C - Average	70-79%		
D - Below Average	60-69%		
F - Failing	0-59%		

CITIZENSHIP	
Mark	Explanataion
O	Outstanding
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

If the grade of *incomplete* is given, the student has ten school days from when grades are due to make up the work. If this is not done, the grade will revert to the grade earned prior to the end of the grading period. Exceptions to this policy may be made at teacher/administrator discretion in long-term illness situations.

### Grading Periods

Grades (A, B, C, D, F) are given every nine weeks.

### Progress/Quarter Reports

Students and parents access report cards via StudentVUE/ParentVUE. Students and parents are expected to monitor grading information through StudentVUE/ParentVUE on a regular basis, no less than weekly.

It is our purpose to educate students and help them meet our competency standards. In an attempt to make sure all Emily Gray students are successful, teachers will clearly explain all standards and expectations.

### Homework Policy

The purpose of homework is to help students develop good study/work habits while reinforcing the daily curriculum being taught. Due dates are given to help students learn to manage their time and to assist parents in structuring home study periods. Students should assume that homework assignments are to be completed by the date specified by the instructor unless special arrangements have been made with the teacher. The student will be given the time equivalent to the length of the absence to make up missed work. For example, if the student is absent 3 days, the student has 3 days to make up the missed assignments. This policy only applies to assignments given during the absence.

### Retention and Failure

Retention and failure are addressed in district policy IKE, IKE-RA, IKE-EA, and IKE-EB. Retention of students is a process that is followed when the professional staff, in consultation with the parent,

determines it to be in the best interests of the student. Though primary grades are suggested as the most appropriate time, retention may be considered at the junior high grade level. Emily Gray adheres to the District Policy for Retention as students must achieve standards in reading, written communication, mathematics, science, and social studies adopted by the State Board of Education. Parents will be notified of the possible recommendation to retain as described in board policy. Students who fail an academic core subject may retake the course in summer school or be placed in supplemental courses the following school year.

When circumstances indicate that retention is in the best interest of the student, the student will have individual consideration, and decisions will be made only after a careful study of facts relating to all phases of the student's growth and development. The student's academic achievement level and academic ability are important, but physical and social characteristics are also important factors. A decision should be based on sufficient data, collected over a period of time and motivated by a desire to place students in school programs where they will be the most successful.

### EXTRACURRICULAR ACTIVITIES AND ELIGIBILITY

The following sports are available:

1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Flag Football Cross Country	Boys Basketball	Girls Basketball	Boys Baseball
Volleyball	Girls Soccer	Boys Soccer	Girls Softball

#### Activities

Students may participate in after school athletic programs, if eligible. All forms in the athletic packet must be on file prior to participation, including tryouts, practice, and games.

#### Fees

The athletic participation fee is to be paid upon completion of tryouts. An athlete may not participate in a competition until the fee is paid. Athletic participation fees are eligible for tax credit and are therefore non-refundable. Students who participate in athletics all 4 quarters: pay three fees, the fourth is free!

#### Extracurricular Participant Responsibilities

##### Social Behavior

- Students who participate in extracurricular activities represent the Tanque Verde School District, therefore, they must display excellent citizenship, display respect for authority and use appropriate language at all times.
- **If a student is assigned after school detention, detention takes precedence over games and practices. If a student misses a detention the student is ineligible to compete in games until the detention is served.**
- Students who are suspended either in school or out of school shall be ineligible during the suspension period. A meeting with the coach and Athletic Director will be required before returning to participation. In severe cases students will be removed from their extracurricular activity.

## Academic Eligibility Requirements

- Student must be passing all classes (No F's) and maintain a 'C' average (2.0 average on a 4.0 scale).
- Eligibility checks will be done by administration at quarter grades and interim reports.

## Regaining Eligibility

Students may petition for eligible status through the administration after five school days. Once eligibility status is regained, the student will remain eligible until the next grading period. **Individual coaches, Athletic Director, or Administration may institute more frequent grade checks as they deem necessary.**

- First time ineligible athletes may **not travel** to away games or suit up for home games. They may practice.
- If an athlete becomes ineligible a second time that student may **not travel** to away games, may **not attend home** games, and may not practice.

Further ineligibility in the same season may result in an athlete being removed from the team.

## Attendance Eligibility

Students involved in extracurricular activities must attend a minimum of 50% of the number of classes they have scheduled on a given day in order to practice/compete/perform at that day's scheduled event (eg: athletic competition, fine arts performance, etc.). Any exception to this policy must be approved by school administration.

## **STUDENT TRANSPORTATION**

It is the policy of Tanque Verde Unified School District to provide transportation for students of the District as follows:

- Students who live more than one mile from their school.
- Students living within the one-mile radius of their school are subject to routes that are hazardous or difficult and no other arrangements can be provided.
- Special education students whose disabilities require transportation as indicated in their individual education programs.

### **Student Pick-Up and Drop-Off**

For student safety reasons parents are not to enter the bus loop off of Tanque Verde Rd. Parents are also asked to avoid the transportation lot and transportation entrance area for pick up or drop off. Please see our website for complete pickup and drop-off procedures pertaining to our two designated drop off areas. You may use the EGJH parking lot loop to pick up and drop off your children, or the Tanque Verde Baptist Church Parking lot loop off of Tanque Verde Loop Road.

### **Waiting for and Exiting the Bus**

1. Be at your bus stop at least five (5) minutes prior to your scheduled time.
2. Form a line at a safe distance from the curb or road while waiting for the bus.
3. Respect the property on which your bus stop is designated.
4. Use the handrail and each bus step when entering and exiting the bus.
5. Remain seated until the bus comes to a complete stop.
6. Always walk in front of the bus when crossing the street or highway and look both ways before crossing.
- 7. The bus driver requires a signed note from your parent or guardian, verified by the school office, if you have to get off at a stop other than your own.**

### **Bus Courtesy**

1. Quietly take your seat.
2. Talk to your friends in a normal voice. Address the bus driver only in case of an emergency.
3. Windows will be opened and closed upon request of the bus driver.
4. Keep your head and arms inside the bus and your feet on the floor.
5. Remain seated until the bus comes to a complete stop.
6. No food or drinks are allowed on the bus without the driver's permission.
7. No glass containers are allowed on the bus.
8. Pets and animals are not allowed on the bus. Children must arrange for private transportation when carrying them to and from school.
9. Each student will assist the driver by placing litter in a trash receptacle designated by the driver.

## **Bus Discipline Plan**

If a student violates behavior or safety standards while riding the bus, the bus driver will prepare a "School Bus Incident Report." This report will be submitted for disciplinary action. A variety of consequences may be imposed to address the infraction:

- Counseling
- A conference and/or disciplinary action without loss of riding privileges.
- A conference and/or disciplinary action with a loss of riding privileges.

The consequences applied will depend on the severity of the infraction and the recommendations of the bus driver. Parents will be notified by telephone and/or in writing about the incident and the subsequent consequence(s).

A student who feels he or she has been treated unfairly or unjustly punished under this plan may appeal to the school principal. If a hearing is requested, the student may be accompanied by the parents and/or legal counsel. The district personnel that will participate in the hearing include, but are not limited to, the bus driver who initiated the action, the Transportation Director, the Principal, and the Director of Student Services.

**IF YOU ARE EXPERIENCING ANY TRANSPORTATION PROBLEMS, PLEASE NOTIFY YOUR BUS DRIVER FIRST. IF YOU REQUIRE FURTHER ASSISTANCE, PLEASE CALL THE TRANSPORTATION DEPARTMENT AT 520-749-9640.**

## CODE OF CONDUCT

In order for school staff members to ensure a good climate for education, it is necessary that student conduct and behavior be maintained at a high level. It is the responsibility of the School Board and school administration to define to students and parents what is expected in terms of desirable conduct and behavior.

The purpose of any rule or regulation regarding student behavior is primarily one of ensuring that the ongoing education of one student is not interrupted, impaired, or made difficult by the overt act of another. As a general statement, all students attending Emily Gray Junior High will be expected to observe commonly accepted rules of courtesy in their associations with students, teachers, administrators, and other school employees whether in the classroom or on the campus.

Continued and willful breach of courtesy by a student will be brought to the attention of the parents for advisement and assistance in developing a solution to the problem.

### Detentions

A student may receive an after school detention for egregious or repeated infractions of the school or classroom rules. If a student is issued 5 detentions during the school year, every infraction thereafter, the student may be issued In-School Suspension (I.S.S.) for the entire day. **After school detentions are from 3:20 p.m. to 4:30 p.m.**

- Students are to be silent during detention. Students should work on school assignments or read silently.
- All electronic devices must be powered off and put away during detention.
- If a student has a missed detention they will not be allowed to go on field trips or extracurricular trips.
- If a student misses detention, they will be assigned another detention in addition to serving the missed detention

Please help us keep our students accountable by not making appointments, etc. on the day your child serves detention.

Guest teachers are rare and sometimes difficult to find; a detention is automatically given if students misbehave while a substitute is employed.

Students are expected to have their trackers with them on a regular basis in class (including Bobcat WIN time). Students who arrive repeatedly to class without trackers may receive a consequence such as lunch detention.

Detention will not be assigned without at least one restorative opportunity offered.

It should be kept in mind that every effort is made by teachers and other school employees to utilize methods of positive reinforcement in dealing with student behavior problems. The School Board has, however, made provision for dealing with the more severe kinds of problems whereby sterner measures may be taken as a final attempt to correct the problem.

### Student Suspension

TVUSD Governing Board Policy JKD provides the authority to suspend a student for up to ten (10) days, after an informal hearing is held. This authority rests with the Principal, granted this power by the Governing Board of the School District. If a danger to students or staff members is present, the Superintendent may immediately remove the student from school, with prior contact with the parents and with a notice and hearing following as soon as practicable. For full explanation of these policies please visit our website at <http://www.tanqueverdeschools.org/> and click on the policy link leading to Policy Manual.

## **Harassment**

Under no circumstances does the Tanque Verde Unified School District tolerate behavior from students or staff members which promotes the negative depiction of any person or group of people. Racism, discrimination and any form of harassment are unacceptable at our schools.

## **In-School Suspension**

In some instances students may be suspended in-school. When given in-school suspension students will be allowed no social contact with other students during the regular school day which includes, but is not limited to, lunch and break times. In-school suspension gives each student the opportunity to correct the inappropriate behavior they exhibited. Specific rules governing in-school suspension will be explained to the student upon entrance. Failure to comply with the rules may warrant additional in-school suspension or out-of-school suspension.

## **Short Term Suspension**

Board policy provides that authorized administrative personnel may suspend a student from school for a period of up to ten (10) days. District personnel will make a reasonable effort to verify facts and statements leading to any judgment. Due process shall be observed in that oral or written notice and an explanation of the charges shall be given. There is no additional due process or appeal rights available under governing board policy JKD for short term suspension. When the suspension is over, and prior to being admitted to class, the student and the student's parents/guardians may be required to meet with administration in a readmission conference. The purpose of the conference is to set the student up for a successful return to the school routine.

## **Long Term Suspension**

Board policy provides that authorized administrative personnel may suspend a student from school for a period greater than ten (10) days if the behavior is a threat to the welfare of the school. The student and parent will be notified of Short Term Suspension pending a hearing for move to Long Term Suspension. Students shall be given an opportunity to present their side to the district hearing officer. The district hearing officer will render a decision on the terms of a long term suspension within the 10 days of the Short Term Suspension.



## TVUSD Code of Conduct 7-12

### Levels with Possible Consequences

	Possible Consequences
Level 1 = 1 point	Parent Notification and Conference Request
	Conference
	Confiscation of Contraband (required)
	Student Verbal or Written Apology
	Referred to an Outside Agency
	Detention
	Privileges Suspended or Revoked
	Restitution
	Behavior Contract, Behavior Intervention Plan
Level 2 = 2 points	Any action from the prior level may also be imposed
	Short-Term In School Action
Level 3 = 3 points	Any action from the prior level may also be imposed
	Short Term Suspension (1-10 Days)
Level 4 = 5 points	Any action from the prior level may also be imposed
	Long Term Suspension (Out of school Suspension with a required Long Term Suspension Hearing)
Level 5 = 6 points	Any action from the prior level may also be imposed
	Long Term Suspension (Out of school Suspension with a required Long Term Suspension Hearing)

Each disciplinary infraction carries a point value. An accumulation of 6 points or more in the duration of a school year may result in an administrative recommendation for long-term suspension. An administrative recommendation may include a 10-day suspension pending a long-term suspension hearing.

### Required Actions

	1st occurrence	Additional occurrence
Selling, using, possessing, or distributing alcohol, drugs, or other controlled substances or paraphernalia	Long Term Suspension Hearing Law enforcement notified	Expulsion Hearing Law enforcement notified
Assault Intentionally causing harm	Long Term Suspension Hearing Law enforcement notified	Expulsion Hearing Law enforcement notified
Hate Crime	Long Term Suspension Hearing Law enforcement notified	Expulsion Hearing Law enforcement notified
Firearms	Expulsion Hearing required by law Law enforcement notified	Expulsion Hearing required by law Law enforcement notified
Bomb Threat	Expulsion Hearing required by law Law enforcement notified	Expulsion Hearing required by law Law enforcement notified

The above includes basic information from the Student Code of Conduct. To view the document in its entirety visit <https://www.tanqueverdeschools.org/StudentCodeofConduct.aspx>