



Student/Parent Handbook v7

2023-2024

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“Navajo Basket” created by Fancelia Mann, 2023

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Contact Directory

School Office

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Exceptional Student Services Director: Peg Lyle	plyle@grandcanyonschool.org 928-638-2461 X 200
ELL Coordinator: Cynthia Moreno	cmoreno@grandcanyonschool.org 928-638-2461 x 200
Food Service Director: Justin Lambon	justinlambon@grandcanyonschool.org 928-638-2461 x200
Athletic Director: Paige Whitney	pwhitney@grandcanyonschool.org 928-638-2461 x200
Maintenance & Transportation Director: Ivan Landry	ilandry@grandcanyonschool.org 928-638-2461 x 200
Assistant Director of Maintenance and Transportation: Kris Swatski	kswatski@grandcanyonschool.org 928-638-2461 x 200
IT Director: Derrick Tutt	dtutt@grandcanyonschool.org 928-638-2461 x 200
Administrative Assistant to the Principal: Rosa Velazquez	rvelazquez@grandcanyonschool.org 928-638-2461 x 200
Attendance Clerk/ Certified Nurse Assistant: Alejandra Flores	aflores@grandcanyonschool.org 928-638-2461 x 200

District Office

Superintendent: Matthew Yost

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928-638-2461 x 400

Business Manager: Levi Frye

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928-638-2461 x 400

Accounts Specialist: Vickie Swatski

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928-638-2461 x 400

Grants Manager: Jonathan Triggs

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Board Secretary/Assistant to
the Superintendent/HR Director:
Susan Kerley

skerley@grandcanyonschool.org

928-638-2461 x 400

Grand Canyon School Student Policies and Procedures

GCUSD updates our Student/Parent Handbook on an as needed basis. Updates to this guide will be posted on the school's website.

Athletics

Students should consult the Athletic Handbook for information regarding Middle and High School Athletic policies, procedures, and guidelines.

Eligibility (Policy JJJ)

Grades will be checked at 1:00 p.m. each Monday by the Administration (Tuesday following a Monday holiday). If a student is failing any class or is earning an incomplete (70% is passing, an I is incomplete) that student will be ineligible for participation in extra-curricular activities until 1:00 p.m. the following Monday or until the "I" is cleared. Continuous progress is considered to determine eligibility for PLP/Credit Recovery courses.

To regain eligibility the student must be passing all subjects. Once it is determined that a student is ineligible, the student will be notified. Any student on the ineligible list may not travel with the team or dress with the team during home contests. If a student is declared ineligible before a school holiday the student will remain ineligible until grades are checked after the holiday period. This includes participation in all extracurricular activities including Odyssey of the Mind, COLT and extra-curricular field trips.

Attendance

Regular attendance is a significant factor in determining a student's progress at school. The importance of being in school is emphasized by the compulsory attendance laws of the state of Arizona (ARS §15-802), which require students of specified ages to attend school regularly. The superintendent/designee will enforce school attendance laws.

Excused Absences

The following shall be considered excused absences:

- Students who are absent due to illness will not be penalized academically.
- A student who is temporarily ill or injured or whose absence is approved by the administrator of the school on a prearranged basis.
- A student who is absent for an extended period due to physical, mental, or emotional disability.
- A student who is pursuing a work study program under the supervision of the school.

- A student who is attending any school-sponsored activities with advance approval by the administration.
- Other prearranged absences, but only when approved by the administration.
- A student who is suspended.

The District may require suitable proof regarding the above exceptions, including written statements from medical sources. Students should bring parent or doctor notes, as applicable, to the school office after any absence.

If a student is in an out of home placement (as defined by state law), absences due to court appearances and participation in court ordered activities shall be excused.

Students will be allowed the number of days absent plus one school day to make-up work missed. Teachers may make other arrangements with students to make-up missing work, including mandatory attendance for after school tutoring.

Unexcused Absences

An unexcused absence is defined as an absence from one or more class periods which has not been excused by a parent according to the procedures listed below:

- The parents/guardians of the student receiving an unexcused absence shall be notified by phone, email, or automated message.
- In accordance with the law, the district may impose appropriate penalties that relate directly to classes missed while unexcused. Penalties may include a warning, school detention, or in-school suspension.
- Any student who has been absent from school for 10 consecutive days (ARS §15-901 A-1) in any one school year is considered unenrolled and shall be reported to the Department of Education by the school.
- *"A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child as defined in section 8-201. Absences may be considered excessive when the number of absent days exceeds ten percent of the number of required attendance days prescribed in section 15-802, subsection B, paragraph 1" (ARS§15-803*
- GCUSD may require summer school or consider retention for students who have excessive absences.

Prearranged Absences

If your student is going to be absent, parent/guardian is responsible for notifying the school administration before the absence.

- The absence must be reported by phone, by email, or in person.
- Prearranged school sponsored field trips and early departure of athletic teams shall not be considered an absence.
- Failure to notify the school will result in an unexcused absence.

Tardy Policies

- Students are considered tardy if they are not in the classroom at the designated start time for class.
- All tardies are considered unexcused with the exception of a tardy resulting from a medical or legal appointment or if the student has a school authorized pass.
- Student tardies will be tracked
 - 1st tardy: teacher will track in tardy tracker
 - 2nd tardy: phone call home
 - 4th tardy: phone call warning of a lunch detention
 - 5th tardy: lunch detention for one week with the Principal
 - This policy is subject to differ for the MS and HS
- If students are being checked out or arriving late to campus, they must have a parent sign them in/out at the office.

Leaving Campus during Lunch

- Students are not allowed to leave campus during lunchtime.

Bicycles - Moving Devices

Bicycles, rollerblades, skateboards, unicycles, wheeled shoes, and scooters are not to be ridden on school property or brought into school buildings between 7:50 a.m. and 4:02 p.m. Bicycle racks are furnished for the convenience of the students who want to ride their bikes to school. Every bicycle rider is responsible for properly parking his/her bicycle in the rack area and locking it securely. The school does not assume the risk for damage or theft of bicycles or other personal property brought to school.

Bullying (Policy JICK)

(A) Definitions:

Bully. A person who treats someone differently because of who they are. A bully acts with the desire to hurt, threaten or frighten someone. A bully tries to exert power over others, through negative and demeaning acts.

***Bullying** is a deliberate or knowing act committed by a student, whether individually or in concert with other persons, against another student or group of students, which is unwelcomed and unprovoked, that is repeated over time to exert power by one (1) or more persons over others. Bullying contributes to a substantial risk of potential injury, mental harm, degradation, or societal ostracization or causes physical injury, mental harm, or personal degradation.*

Intimidation. Verbal or physical threats toward another person made with the intent to inflict fear, injury, or damage to property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Harassment. The continual or repeated annoyance or humiliation of another person. Harassment towards an individual or group that is based on race, ethnicity, national origin, color, gender, religion, physical or behavioral characteristics, sexual orientation/preference and/or disability is also discrimination.

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

Types of prohibited bullying behavior include, but are not limited to:

- Intimidation/threatening behavior
- Any form of physical abuse, e.g., punching, kicking
- Verbal abuse - shouting at, insulting, "putting down"
- Psychological abuse - isolating an individual, preventing them from becoming part of a group or involved in certain activities
- Writing anonymous letters or spreading rumors that are designed to upset
- Demanding money
- Demanding coursework to copy against a person's will
- Stealing, hiding or damaging belongings, e.g., books, clothing, bags
- Teasing people about their physical appearance or other personal characteristics
- Sending intimidating or threatening e-mail or text messages

Bullying in any form is not tolerated at Grand Canyon School. All incidents of bullying will be reported to the administration for further disciplinary action.

Bus Procedures

Bus Change Requests

Any change to your child's bus stop or route must be requested by the legal guardian. The front office must be notified by 1:00 p.m. of any travel change requests to ensure that proper notification can be made to the student, teacher(s), and bus driver(s). Permanent change requests must be submitted in writing, along with proof of residency.

Bus Safety Rules

Waiting for the Bus

- Be at your bus stop 5 minutes before the bus arrives
- Stand a safe distance from the roadway while waiting
- Stay clear of the bus until it has come to a complete stop
- When the bus approaches, get in line
- Let smaller children board first
- Older students and younger students should be separated

Boarding the Bus

- Go up the steps one at a time
- Never crowd or push
- Go directly to your seat

Conduct on the Bus

- Remain seated and quiet while the bus is in motion
- Keep hands, feet, arms, head, and objects inside the bus at all times
- Never throw objects while on the bus
- No open food or drink on the bus
- No loud or vulgar language
- No loud or vulgar music/video games
- Keep the bus clean and aisles clear
- Ask the driver for permission before opening windows
- Refrain from damaging any part of the bus in any way
- Be courteous to the driver, other riders, and passers-by
- Refrain from talking to the driver while the bus is in motion
- Remain seated until the bus has come to a complete stop

Posted Bus Rules of Respect

1. Follow the directions from the Driver the first time
2. Stay in your seat at all times, face the front of the bus and keep feet on the floor
3. Keep your body and objects inside the bus and out of the aisle
4. Be respectful. Couples will sit in separate seats
5. All food and drink containers must be sealed
6. Younger students sit at the front of the bus, older students in back of the bus

Getting off the Bus

- Those sitting closest to the door get off first
- No pushing or crowding
- Be careful not to catch or snag clothing or other items when exiting
- Move away from the bus as soon as you get off
- Do not return to the bus unless you receive permission from the bus driver

Prohibited from School Bus

- Guests are not allowed to ride any buses without permission
- Dangerous objects including but not limited to knives, lighters, explosives, stink bombs, fireworks, etc.
- Tobacco or nicotine in any form, e-cigarettes (vapors), alcohol, drugs, etc.
- Glass containers
- Live animals, insects, or reptiles (with the exception for service animals)

Transporting Musical Instruments

- All instruments carried by students should be under their control at all times; secured in student lap, placed between seats, or in a vacant seat
- Instruments should not block the walkways or occupy the driver's compartment, stairwell, emergency exits, or needed seating space

Bus Violation Report to Parents

The bus driver will issue incident reports to the Principal as appropriate. Repeated incident reports for behavior will lead to the loss of bus riding privileges. Students who refuse to obey the directions of the bus driver promptly or refuse to obey bus safety rules shall forfeit their right to ride any Grand Canyon School bus.

Late Bus

Only students participating in after school activities may ride the late/activity bus. Students will not be admitted onto the late bus without a pass from an administrator, teacher, or coach.

Cell Phone use and Electronic Devices (Policy IJNDB, IJNDB-R, IJNDB-E)

Cell phones and electronic devices of any kind are not to be "turned on or used in any way during instructional time or when their use is otherwise prohibited by school personnel. Instructional time includes the entire period of a scheduled class, and other times when students

are participating in any instructional activities such as assemblies, award ceremonies, and performances.”

If such devices are used when prohibited by school personnel, the device may be confiscated and brought to the office. The incident will be documented, and the administration will be notified. Parents may be contacted to pick up the device. Repeated incidents will result in greater consequences.

Students in Middle and High School are allowed to use cell phones and electronic devices before school, during passing times, lunch, and after school. Elementary students may use their cell phones before Morning Meeting and after school. Students may not bring their cell phone with them to the bathroom. Parents are discouraged from calling and texting their child during the school day as they are in class.

The use of cameras on a cell phone or other portable devices in restrooms or lockers rooms is strictly prohibited.

iPads, Chromebooks, and all electronic devices brought to the school or issued by the school are for educational use only. Any violation of this rule may result in confiscation of the device, and it will be returned to the parent/guardian at the discretion of the school (unless the device is issued by the school and the school chooses to retain the device).

The district developed a Handbook for “District Owned Devices at School and at Home.” The Handbook was originally Board approved on January 23, 2016. The privilege of using district-owned devices at home and at school, provides opportunities to learn safe, ethical, and responsible use of technology. The Handbook, along with technology policies and procedures/liability and use agreements, can be located in the District Policies and Procedures Manual. All students who are assigned equipment to access the Internet, District’s network and electronic resources are required to sign the GCUSD Student/Parent District Owned Device Agreement found in the Handbook. Students will be granted internet access on school provided devices only.

Change of Address/Contact Information

All changes of address need to be reported to the office immediately. Proof of residency must be provided. If any contact information changes anytime during the school year, it must be reported to the school office. (A.R.S. §15-802)

Cheating/Plagiarism

Cheating/plagiarism will not be tolerated. To help students learn what plagiarism is, GCUSD has invested in an online program called “Turn-It-In”, which assesses the percentage of quoted,

paraphrased, and original material. Using the program allows students to correct any possible “coincidences” between the students work and published material. Any student caught cheating or plagiarizing will be referred to the office for disciplinary action, which may include any or all the following:

- Redoing the assignment, working an alternate assignment
- Retaking the test, retaking an alternate test
- Receiving an automatic zero for the assignment or test
- Notification to parents by the teacher
- A required meeting between student, parent, and teacher

All K-12 students enrolled in GCUSD are provided guidance in academic integrity and plagiarism. This includes:

- Cheating on assignments and tests
- Academic deceit (fabricating data, information or lying)
- Inappropriate collaboration
- Falsifying academic records (receiving credit for work not completed)
- Defining plagiarism (taking someone else’s ideas, words or work and presenting them as their own)

This type of behavior is unacceptable and any student who is found to have participated in such behavior will be disciplined per District Policy **JKRA**.

Complaints (Policy KEB, KEB-R, KEB-E)

If you or your parent/guardian have a complaint about your teacher, coaches, or other school staff, you may take the complaint directly to that person or contact the Principal. At Grand Canyon School we trust that our employees will maintain the highest levels of professionalism.

Crosswalks

When coming to a cross walk on the way to school, follow the instructions from the crosswalk guide. If riding a bike or scooter, please walk your bike or scooter.

Daily Schedule

Grand Canyon Unified School District is on a four-day schedule, Monday-Thursday. Times are as follows:

PreK 7:50 am to 12:00 pm

K-5	7:50 am to 3:50 pm	
6-8	7:50 am to 4:02 pm	
9-12	7:50 am to 4:02 pm	Afternoon buses will depart at 4:10 pm

Digital Citizenship and Internet Safety

The School District has developed digital citizenship guidelines to assist students in responsible use of digital equipment. The guidelines include:

- Accidental access to inappropriate material
- Protection of personal identity
- Suggested long term/permanent impact of electronically posted information
- Understanding of intellectual property and copyright laws
- Internet protocol

Students should consult the Grand Canyon School District Owned Devices at School and at Home for Student Learning Student and Parent Handbook.

Directory information

The Grand Canyon School District makes directory information available in accordance with state and federal laws. This may mean that a student's name, address, telephone number, date and place of birth, school grade, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, and previous schools attended may be made available to specified agencies.

Upon written request from the parent/guardian of a student aged 17 or younger, the district will withhold student directory information. If a student is age 18 or older and makes a written request, the student's request to deny access to their directory information will be honored.

The following agencies may be the recipient of directory information: armed services recruiting officers, police or probation officers, representatives of the news media, employers or prospective employers, federal, state, and local government, non-profit youth organizations and schools.

Early Release days

Release time is 12:38 pm for students in grades K-12.

Field Trips

Field trips are a part of the Grand Canyon School experience. Adults or parents wishing to chaperone a field trip need to abide by all school procedures, policies, and rules. Siblings or other children not enrolled in the specified grade or class will not be allowed to accompany a chaperone on any school-sponsored field trip.

For Middle School and High School students who will need to travel long distances on a bus, boys and girls will be separated. Under no circumstances shall students in a “relationship” be allowed to sit together regardless of the gender of the student.

Eligibility is required for all extra-curricular field trips outside of the regular school day including trips with Student Council, Canyon Outdoor Leadership Club (including the Grand Canyon Youth river trip), and Odyssey of the Mind.

Food Sales

No food sales are allowed during school hours other than those provided through the school food service program or approved by the superintendent/designee. Students involved in food fundraising sales may not drive to deliver food.

Food Service

All students in grades PreK-12 have access to our Breakfast and Lunch programs. Families are encouraged to complete the Free and Reduced application when enrolling.

Reduced Breakfast: \$0.30
Reduced Lunch: \$.40

Regular Breakfast: \$1.25
Regular Lunch: \$3.00

Food in Classrooms

Students are encouraged to eat healthy food and snacks. Food consumption is not allowed in the classrooms without teacher permission. All food for classroom parties and celebrations must be store bought.

Graduation Requirements (Policy IKF)

Grand Canyon School District provides three options for graduation. All options meet or exceed the graduation requirements designated by the Arizona State Board of Education. The District Recommended will be required for the class of 2026. Students graduating in 2025 and 2024 are encouraged to meet the District Recommended Requirements. Students who meet the District Distinguished will be celebrated at the HS awards ceremony and at graduation. The two options are as follows:

DISTRICT RECOMMENDED-Starting with the class of 2026	DISTRICT DISTINGUISHED
Meets or exceeds minimum state requirements for AZ	Meets or exceeds requirements for entrance to AZ public universities
4 ENGLISH 4 MATH* 3 LAB SCIENCE** 3 SOCIAL STUDIES*** 1 FINE ARTS OR CTE 9 ELECTIVES TOTAL CREDITS: 24	4 ENGLISH (I-IV) 4 MATH* (Alg 1, Geom, Alg 2, Adv Math or equivalent) 3 LAB SCIENCE** 3 SOCIAL STUDIES*** 1 FINE ARTS OR CTE 2 WORLD LANGUAGE 11 ELECTIVES TOTAL CREDITS: 28
*All students are expected to start with this plan. **Includes earning a 60 point passing rate on the District Approved Civics Test	*Students receive special recognition at graduation **Includes earning a 60 point passing rate on the District Approved Civics Test ***Students are responsible for checking requirements for other universities

Additionally, for all the GCUSD graduation options, high school students must complete a minimum of forty (40) hours of community service during grades nine (9) through twelve (12) to

graduate with a regular diploma and to participate in graduation exercises. This community service requirement must be completed by May 1 of the year during which the students intend to graduate; otherwise, the diploma will be awarded upon completion of the community service hours. The student will not be allowed to participate in graduation exercises. Exceptions to this requirement may be made for extraordinary circumstances that do not allow the student to complete the required community service hours. A student who believes that such a circumstance exists may petition the School Superintendent for a waiver. Appeals may be taken to the Governing Board which shall make the final non-appealable decision as to whether this requirement shall be waived or modified.

Early Graduation

Students wanting to graduate early must have approval from the Principal. Students wishing to do so must provide a written statement as to why they would like to graduate early. A meeting will be held with the student, parents and the administration to make a decision.

CPR Instruction and Training

School districts and charter schools shall provide public schools pupils with one (1) or more training sessions in cardiopulmonary resuscitation, through the use of psychomotor skills in an age-appropriate manner, during high school. ARS 15-718.01

Seeking Opportunities for Academic Recruitment (SOAR) Program

We are working to re-establish this program. If you are interested in helping with this program, please reach out to Superintendent Matt Yost.

Class Ranking/Grade Point Averages (Policy IKC-R)

Class rank shall be determined as follows for High School and Middle School

- A. Class ranking will be determined each semester beginning with the first semester of the ninth (9th) grade for high school, sixth (6th grade) for middle school.
- B. Class ranking will be based only on the grades earned in classes that meet or exceed graduation requirements. Pass/fail courses are excluded.
- C. Total grade points begin accumulating with the ninth (9th) grade for high school, sixth (6th grade) for middle school. These are divided by total units attempted to produce the cumulative grade point average. Students are then ranked according to grade point average, with 4.00 as high.
- D. Advanced Placement and Dual Enrollment courses will be weighted on a 5.0 scale
- E. Only grades earned at Grand Canyon High School and/or at another accredited institution will be used in determining class rank and grade point average (GPA).

- F. To be eligible for valedictorian and salutatorian honors, a student must be enrolled at Grand Canyon High School or Middle School for the last four (4) semesters of high school or five (5) semesters for middle school.
1. The valedictorian will be the student with the highest GPA at or above three point five (3.5) as computed at the end of seven (7) semesters of high school or five (5) semesters of middle school work.
 2. In case of a tie for valedictorian, co-valedictorians will be honored
 3. The salutatorian will be the student with the second (2nd) highest GPA at or above three point five (3.5) as computed at the end of seven (7) semesters of high school or middle school work.
 4. Foreign exchange students will not be considered in computing class rank, and, therefore, will not be eligible for valedictorian or salutatorian.
 5. Students who have been long-term suspended for conduct-related reasons will not be eligible for selection as valedictorian or salutatorian.
- G. Grades will be weighted in accordance with the following structure:
1. Standard courses
 1. A=4.0
 2. B=3.0
 3. C=2.0
 4. D=1.0
 5. F=0
 2. Advanced Placement (AP) and Dual Enrollment (DE) courses
 1. A=5.0
 2. B=4.0
 3. C=3.0
 4. D=2.0
 5. F=0

The Valedictorian and Salutatorian must complete the following core curriculum requirements:

<i>Four (4) years</i>	<i>English</i>
<i>Four (4) years</i>	<i>Mathematics (beginning with Algebra 1)</i>
<i>Three (3) years</i>	<i>Lab Science</i>
<i>Three (3) years</i>	<i>Social Studies</i>
<i>Two (2) years</i>	<i>Foreign Language</i>
<i>One (1) year</i>	<i>Fine Arts or Career/Technical Education</i>

Students who have been long-term suspended or expelled for conduct-related reasons will not be eligible for selection as valedictorian or salutatorian.

Class Standing Requirements:

Freshman	0 credits
Sophomore	6 credits

Junior 12 credits

Senior 18 credits

Promotion Requirements

Students must complete and pass all subjects in 8th grade to participate in promotion exercises. Administration has the right to review all situations concerning this on a case-by-case basis. Students who have been long-term suspended or expelled would not be eligible for 8th grade promotion exercises.

Honor Roll (Policy IKD)

An honor roll system is an additional means for encouraging goal setting by students and for providing recognition of students who have achieved those goals.

Honor rolls will be used in grades six (6) through twelve (12).

The District will promote public recognition of students who attain honor roll status.

High School

The following awards are recognized at the High School Awards Ceremony to be held in May.

A. Grand Canyon Scholar

a. This award is given to any graduating senior who earned a 3.5 GPA or higher in every semester of high school, not including the last semester before graduation. Recipients will earn a triple red, white and blue cord to wear for graduation.

B. High Honor Roll

a. This award is given to any high school student who has earned a cumulative GPA of 3.5 or higher, not including the last semester before the end of the school year. Recipients will earn a double gold cord to wear for graduation.

C. Honor Roll

a. This award is given to any high school student that has earned a cumulative GPA of 3.0 - 3.49, not including the last semester before the end of the school year. Recipients will earn a single gold cord to wear for graduation.

D. Valedictorian and salutatorian

- a. These awards will be announced according to board policy IKC at the ceremony. Recipients will earn a medal to wear for graduation.

Middle School

The following awards are recognized at the Middle School Awards Ceremony to be held in May.

- A. High Honor Roll
 - a. This award is given to any middle school student who has earned a cumulative GPA of 3.5 or higher, not including the last semester before the end of the school year.
- B. Honor Roll
 - a. This award is given to any middle school student that has earned a cumulative GPA of 3.0 - 3.49, not including the last semester before the end of the school year.
- C. Valedictorian and salutatorian
 - a. These awards will be announced according to board policy IKC at the ceremony. The 8th grade valedictorian leads the Pledge of Allegiance at the Graduation/Promotion Ceremony. The 8th grade salutatorian leads the Moment of Silence at the Graduation/Promotion ceremony.

Semester Awards

At the end of the first and second semester of each school year, all students in middle and high school will receive a certificate in the mail with their report card for the following academic achievements:

High Honor Roll: For students earning a GPA of 3.5 or above for the semester.

Honor Roll: For students earning a GPA of 3.0-3.49 for the semester.

Health

The Centers for Disease Control and Prevention (CDC) recommends these everyday preventative actions to stop the spread of germs and help reduce the spread of flu in schools:

- Keep a student at home when sick until at least 24 hours after they no longer have a fever or signs of a fever (chills, feeling very warm, flushed appearance, or sweating) without the use of fever-reducing medicine.
- Encourage students, parents, and staff to get a yearly flu vaccine.
- Report to the school office immediately upon discovery, any contagious disease such as mumps, measles, or chickenpox.

In case of illness or accident at school, school personnel will administer minor first aid. For serious accidents or injuries, parents will be notified, and emergency services will be called if appropriate. Please remember that school personnel cannot diagnose illnesses or injuries.

If a student needs to take prescription drugs or other medication during school hours, an authorized school official must administer the medication, which must be stored in the health office. ***An updated Medication Administration Form must be completed every school year.***

Library Hours and Use

The library is available daily from 7:45 a.m. – 4:02 p.m. for student use Monday through Thursday during the school year. Additional times may be scheduled when requested in advance.

- All students may check out two books at a time. Duration of loan:
 - Grades K-5 7 days
 - Grades 6-12 14 days
 - Students may renew a book as needed
- Treat all library materials and library resources with great care.
- Report any book damage to the library staff so the book can be fixed properly.
- Notices for overdue/damaged books will go out quarterly and at the end of the school year.
- All students/parents will be notified of overdue or damaged books and charged a fine to cover replacement costs. Options for replacement of library materials include:
 - Return the item undamaged (best option).
 - Replace the item with an exact copy of the lost or damaged item.
 - Pay for the item at replacement cost. Come to the library to pay the fine. The librarian will assist you with the payment process.
 - If payment is made and the book is found prior to the end of the school year, the family will receive a refund for the lost/damaged book fine. Refunds will only be granted within the school year in which the book was originally lost/damaged.
- Damaged and lost books must be paid for before additional books may be checked out.
- All students must have a valid pass to come to the library and sign in and out or be attending the library with his/her scheduled class.
- No food, gum or beverages are permitted in the library.
- Exemplary behavior, including quiet voices, walking, and treating all patrons of the library with respect, is always the standard.
- Listen to and follow directions from all library staff. Misbehavior will result in a verbal warning and/or possible dismissal from the library back to class or to the office, depending on the severity of the misconduct.

- Use of library computers are for library related activities only. Misuse of library technologies will be reported, and consequences will be in accordance with GCUSD computer use guidelines.

Lockers

Student lockers are the property of Grand Canyon School District. Students are allowed to use the lockers as a convenience. Students are responsible for all items stored in their assigned lockers. It is recommended that students not give out their combinations to anyone or move from their assigned locker without permission. Students should never leave money or valuable items in their lockers. Lockers may be searched if there is suspicion of drugs, alcohol, weapons, and/or stolen property. Students' rights will be respected if a locker search is initiated by a law enforcement official.

Students in grades 6-12 who would like to have a locker can email Ms. Velazquez at the school office.

Middle School Access to High School

Middle School students are not allowed in the High School building except under the supervision of a teacher or to attend assigned classes. Middle School students must use the entry and exit doors assigned to them.

Nondiscrimination (Policy AC)

It is the policy of Grand Canyon Unified School District to prohibit discrimination and harassment in any program and activity, including Career and Technical Education programs, and to provide equal access to all students regardless of sex (Title IX), race, color, religion, ancestry, national origin (Title VI), gender, age, sexual orientation or physical disability and/or medical condition (Section 504) in admissions to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The lack of English language skills shall NOT be a barrier to admission or participation in the district's activities and programs. In addition, the right of a student to participate fully in classroom instruction shall not be abridged or impaired because of any other reason not related to the student's individual capabilities. No student shall be precluded from enrolling in any fee course by virtue of inability to pay. Financial assistance information may be obtained from the Counselor or Principal. GCUSD Career and Technical Education department does not discriminate in enrollment or access to any of the programs available. GCUSD offers the following Career and Technical Educational programs under the ADE designated Career Preparation: *Culinary Arts; Film-TV Production, and Career Explorations*. All CTE courses are open to any student regardless of location of residence.

GCUSD also does not discriminate in hiring or employment practices.

This notice is required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to either the compliance officer, Mr. Matthew Yost, Superintendent, or Mrs. Peg Lyle, the District 504 Coordinator.

Matthew Yost,
Superintendent
PO Box 519
Grand Canyon, Arizona, 86023
(928) 638-2461 ext. 400
myost@grandcanyonschool.org

Peg Lyle
District 504 Coordinator
PO Box 519
Grand Canyon, Arizona, 86023
(928) 638-2461 ext. 310
mlyle@grandcanyonschool.org

Online Classes/Credit Recovery

Online courses are offered for students to take a variety of classes that are not otherwise available through our regular curriculum. Grades for online classes are automatically calculated by their individual programs and will be entered into PowerSchool by the teacher of record.

After completion of the first eight (8) days of an online course the student will be fully enrolled in the course. This eight (8) day period allows ample time for the student to familiarize herself/himself to the course and to make sure that she/he is comfortable with the technology of on-line learning and that she/he is capable of successfully mastering the content of the course.

NOTE: For the purpose of this regulation, the date for “first eight (8) school days” refers to the eighth (8th) school day after a student first successfully logs-in to an online course.

A student may request withdrawal from her/his online course within the first eight (8) school days as stated above. This withdrawal will be without penalty to the student’s transcripts or GPA.

Students who fail a core class (i.e. English, Mathematics, Social Studies, Science) will be placed in the appropriate online class **or** retake the class the following year to recover the credit needed for graduation.

Students wishing to take online courses that are not a part of their regular schedule must have the approval by the Principal before registering. These courses would be considered “Above and Beyond” the regular student schedule. Courses that require outside community support will also require Principal approval to ensure that students have access to supplies such as sewing machines, etc.

Parent Communication

School information for parents include various avenues of access:

- School website
- Automated communications
- Office bulletin boards
- E-mail
- Flyers
- Class newsletters from teachers

The school calendar provided by the District is updated regularly to keep parents informed. The 2023-2024 School Calendar is provided on the back in this Handbook. Parent meetings will be scheduled throughout the year wherein parents will have the opportunity to learn more about the school, curriculum, student achievement, and other aspects of their student’s education. These meetings will provide parents with an opportunity to ask the administration, teachers, and other school personnel about what is happening within the school community.

Parent Teacher Association/Booster Club/Native American Education Committee

The Parent Teacher Association (PTA), Booster Club, and Native American Education Committee (NAEC) all support Grand Canyon School and Students. Meetings for the 2023-2024 school year will be announced by these groups individually and will be available on the school website. Anyone interested in supporting these groups and the education of students are invited to attend.

Parent Visits and Conferences

Formal parent/teacher conferences will be held two times a school year. The dates for these conferences are posted on the school website and text/email blast providing time, date, and location and on the school calendar. These conferences will be virtual and/or in person.

Parking

Parents: For drop off and pick up please proceed to the front of the school using the drive through process. Parking is not allowed in the front of the school except in the designated spots closest to the lower elementary. There is also parking between the high school building and the church. Parking is also available at the old maintenance building on Center Road below the elementary building.

High School students may park in the back parking lot on the west side of the high school building. Students who do not use the parking lot appropriately may lose the privilege of parking on campus. All vehicles parked on school property may be subject to search by school and/or law enforcement officials if there is probable cause to do so.

All students who drive to school must provide to the office a copy of the following documentation:

- Driver's License
- Proof of Insurance
- Vehicle Registration(s)

Public Displays of Affection

The school recognizes that genuine feelings of affection may exist between students; however, students should refrain from inappropriate and intimate behaviors on campus or at school related events. Public displays of affection deemed inappropriate by public standards include no kissing, no prolonged touching, etc. Failure to abide by school guidelines may result in disciplinary actions. Physical distancing is encouraged for all students.

Report Cards/Progress Reports

Progress reports will be sent midway through each quarter, and at the end of the first and third quarters. Report cards will be sent at the end of each semester. Any student who has a failing grade at any one of these reporting intervals will have their parent/guardian contacted by the teacher. The administration, student, parent and teacher will work together to create a plan for the failing grade to be rectified.

Rules of Respect

The following rules of respect have been developed by our teachers to help all our students succeed.

1. Follow directions the first time

2. Communicate with kindness
3. Participate in helpful partnerships and teamwork
4. Keep working
5. Keep hands, feet and objects to yourself

Student Safety (Policies JICG, JICH, JICI)

All Grand Canyon Unified School District property, facilities, buses, bus stops, and activities are drug-free, tobacco-free, and weapon-free zones.

No student shall go onto school premises with a firearm, explosive, knife, or any other dangerous or illegal weapon (including simulated weapons such as toy guns). Any student violating this policy can be subject to suspension, expulsion, or other disciplinary or legal action.

Students are not to be on school grounds or in any school facility prior to 7:30 a.m. or after dismissal without permission from a parent/guardian or school official.

All visitors must sign in at the front office. PreK parents may come directly to the PreK classroom to sign in and sign out their students.

Besides a parent, students may only be released to a person whose name is listed as an emergency contact on the student's enrollment form, and who is at least 18 years of age with a valid ID. Teachers will not release students unless it is cleared through the school office. Students who are 18 years of age may not sign themselves in or out unless they are emancipated and have documentation.

Surveillance cameras are used in multiple locations at school to promote safety for our students, employees, and the public, to protect district property. These cameras are located in common areas such as buses, hallways, and outside classrooms. The cameras capture both video and audio. No cameras are used in any area where there is a reasonable expectation for personal privacy.

Sexual Harassment (Policy ACA)

All individuals associated with Grand Canyon Unified School District #4, including but not limited to, the Governing Board, administration, staff, and students are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual Harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by a member of the above mentioned to a student, staff member, or when made by a student to another student. All matters involving sexual harassment complaints will remain as confidential as possible.

Snow Day/School Cancellation/Late Start

If a delay is deemed necessary, school and bus schedules will be altered. Every attempt will be made to inform parents and students of the schedule changes. School delays, early releases or cancellations will be reported/updated via the following:

- KNAU
- School website
- School Phone System
- E-mail/ text blast

If necessary, we will utilize the make up snow days scheduled in the school calendar. Additional days may be added if necessary. Unused snow days will result in no school on those days.

Student Dress and Appearance (Policy JICA)

Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. Wearing clothing, which is disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or which endangers the health or safety of the student or others is prohibited. Footwear must be always worn. Examples of prohibited dress or appearance include, but are not limited to:

- Exposed undergarments
- Sagging pants
- Excessively short or tight garments – the length of a skirt, dress, shorts, or skorts must be to the longest fingertips when the student's hand is fully extended down the side of the student's leg
- See-through clothing
- Attire that exposes cleavage or midriff
- Strapless shirts and/or spaghetti straps
- Attire with messages or illustrations that are lewd, indecent, or vulgar or that advertise any product or service not permitted by law to minors
- Any adornment such as chains, spikes, or fishhooks, that reasonably could be perceived as or used as a weapon
- Any symbols, styles or attire that disrupts the academic environment

As a general rule: Dress for success. If in doubt, do not wear it. A student with inappropriate clothing will be sent to the office and expected to change. Parents must bring appropriate clothing before the student will be allowed to return to regular classes. Any student who repeatedly violates this policy may be suspended.

Students wearing hats and hoodies will be at the discretion of the classroom teacher. Hats and hoodies are not to be worn during school assemblies.

Student's Personal Belongings

Please place your name on such items as water bottles, coats, lunch pails, etc. Students may not bring items to school that are disruptive to learning. This may include but is not limited to toys (including stuffed animals), video games, personal electronic devices, etc. These items may be confiscated if brought and will only be returned to the parent. Lost and found is located inside the school office. Students are discouraged from bringing valuables to school; he/she will be responsible for their safekeeping.

Student Rights and Responsibilities (Policy JI, JI-R)

All students are entitled to enjoy the basic rights of citizenship that are recognized and protected by laws of this country and state for persons of their age and maturity. Each student is obligated to respect the rights of classmates, teachers, and other school personnel. District schools shall foster a climate of mutual respect for the rights of others. Such environments will enhance both the educational purpose for which the district exists, and the educational program designed to achieve that purpose.

All district personnel shall recognize and respect the rights of students, just as all students shall exercise their rights responsibly, with due regard for the equal rights of others and in compliance with the rules and regulations established for the orderly conduct of the educational mission of the district. Students who violate the rights of others or who violate rules and regulations of the district or of the school are subject to appropriate disciplinary measures.

The following basic guidelines of rights and responsibilities shall not be construed to be all-inclusive, nor shall it in any way diminish the legal authority of school officials and the Governing Board to deal with disruptive students.

Rights

- Students have the right to a meaningful education that will be of value to them for the rest of their lives.
- Students have the right to a meaningful curriculum and the right to voice their opinions, through representatives of the student government, in the development of such a curriculum.
- Students have the right to physical safety, safe buildings and sanitary facilities.
- Students have the right to consultation with teachers, counselors, administrators, and anyone else connected with the school if they so desire, without fear of reprisal.
- Students have the right to best practices used by instructors including differential instruction in an environment that is supportive and challenging.

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 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.

Student Conduct (Policy JIC)

Rules and disciplinary procedures exist to ensure the safety and well-being of everyone at Grand Canyon School and create an ideal environment for learning. Respect for self, others, and the pursuit of knowledge is the rule in all situations.

Students are expected to obey all rules and regulations adopted by the Governing Board and to obey any order given by a member of the faculty or staff relating to school activities. *Students shall not engage in improper behavior, including but not limited to the following:*

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Board.
- Physical abuse of or threat of harm to any person on district owned or controlled property or at district sponsored or supervised functions.
- Damage or threat of damage to property of the district, regardless of the location or to property of a member of the community or a visitor to the school when such property is located on district-controlled premises.
- Forceful or unauthorized entry to or occupation of district facilities including both buildings and grounds.
- Unlawful use, possession, distribution, or sale of tobacco, alcohol, or drugs or other illegal contraband on district property or at school sponsored functions.
- Conduct or speech that violates commonly accepted standards of the District and that, under the circumstances, has no redeeming social value.
- Failure to comply with the lawful directions of District officials or any other law enforcement officers acting in performance of their duties and failure to identify themselves to such officials or officers when lawfully requested to do so.

- Knowingly committing a violation of district rules and regulations, proof that an alleged violator has reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Engaging in any conduct constituting a breach of any federal, state, or city law or duly adopted policy of the board.
- Harassment is not allowed in any form, specifically no student, teacher, staff, or other person under Grand Canyon School supervision may discriminate against another person or single him/her out for mistreatment based on race, religion, nationality, sex, age, or handicap condition.
- No person may possess the following items on school/district property, in any school/district vehicle or at any school/district sponsored event/activity; tobacco, alcohol, illegal drugs, intoxicants, fireworks, weapons or fake weapons, gang paraphernalia, or other items that represent a direct or indirect threat to the health, safety, or education of students, faculty, staff, or Grand Canyon School guests/visitors.
- Harassment as defined in Governing Board Policy - JICK; as "intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to; stalking, hazing, social exclusion, name calling, unwanted physical contact, and unwelcome verbal or written comments, photographs and graphics".
- Any alcohol, drugs/drug paraphernalia, weapons or fake weapons, or other items that represent a direct or indirect threat to the health, safety, or education of students, faculty, staff, or Grand Canyon School guests/visitors found in a vehicle on school grounds Grand Canyon School Administration reserves the right to revoke the parking privileges of the individual owning and/or operating the vehicle.

In addition to the general rules set forth above, students shall be expected to obey all policies and regulations focusing on student conduct adopted by the Governing Board. Students shall not engage in any activities prohibited herein, nor shall they refuse to obey any order given by a member of the faculty or staff who is attempting to maintain public order. Any student who violates these policies and regulations may be subject to discipline up to expulsion, in addition to other civil and criminal prosecution. These punishments may be in addition to any customary discipline that the district presently dispenses. Local law enforcement will be contacted by school administration regarding any suspected crime against a person or property that is a serious offense, involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury to employees, students, or others on school property.

Behavior Consequence Matrix

The Behavior Consequence Matrix has been developed for students to learn in an atmosphere that is safe, conducive to the learning process, and free from unnecessary disruptions.

Infractions may occur while on school/district grounds, in a school/district vehicle, during school/district sponsored activity, and in certain cases off school property.

In all instances interpretation is left to the individual administrator to determine consequences based upon individual or extenuating circumstances, repetition, or the willful and overt nature of the infraction. Consequences for violations of student conduct and policies associated with them can include removal from a class, detention, In School Suspension (ISS), Out of School Suspension (OSS), long term OSS, or expulsion as deemed appropriate by the school administration and/or Governing Board for the violations.

Behavior Consequence Matrix	Infractions - Include but not limited to the following:	First Occurrence - Include but not limited to the following:	Second Occurrence - Include but not limited to the following:	Third Occurrence - Include but not limited to the following:
Group I - Includes offenses	<ul style="list-style-type: none"> • Inappropriate use of electronic devices • Throwing objects • Unsafe play • Dress code • Profanity • Stealing 	<ul style="list-style-type: none"> • Verbal warning • Time out, loss of free time • Loss of privileges • Detention 	<ul style="list-style-type: none"> • Additional detentions • In-school suspension days • Out-of-school suspension days • Behavior contract 	<ul style="list-style-type: none"> • Additional detentions • Parent conference • Behavior contract • Additional days of suspension
Group II - Includes offenses	<ul style="list-style-type: none"> • Staff disrespect • Dishonesty • Plagiarism • Distribution of inappropriate materials • Truancy • Computer violation • Fighting • Vulgarity/racial slurs 	<ul style="list-style-type: none"> • Verbal warning • Mediation • Loss of privilege • Detention • In-School suspension 1-5 days • Out-of-school suspension 1-5 days 	<ul style="list-style-type: none"> • Additional detentions • Mediation • Behavior contract • Notification of law enforcement • In-school suspension days • Out-of-school suspension days 	<ul style="list-style-type: none"> • Parent conference • Behavior contract • Notification of law enforcement • In-school suspension 1-5 days • Out-of-school suspension 3-9 days
Group III - Includes offenses	<ul style="list-style-type: none"> • Tobacco use/possession • Vandalism • Theft (petty/misdemeanor/felony) • Defiance of authority • Harassment / Bullying 	<ul style="list-style-type: none"> • Parent conference • Detention • Behavior plan • Mediation • Notification of law enforcement 	<ul style="list-style-type: none"> • Parent conference • Behavior plan • Notification of law enforcement • Out-of-school 	<ul style="list-style-type: none"> • Parent conference • Notification of law enforcement • Out-of-school suspension 1-5 days • Referral for expulsion

Behavior Consequence Matrix	Infractions - Include but not limited to the following:	First Occurrence - Include but not limited to the following:	Second Occurrence - Include but not limited to the following:	Third Occurrence - Include but not limited to the following:
	<ul style="list-style-type: none"> Sexual Harassment Racial discrimination Threats of violence Stalking Gang activity 	<ul style="list-style-type: none"> In-school suspension 1-5 days Out-of-school suspension 1-5 days Possible referral for long term suspension or expulsion 	<ul style="list-style-type: none"> suspension 1-9 days Possible referral for expulsion 	
Group IV - Includes offenses of the most serious nature	<ul style="list-style-type: none"> Alcohol use/possession Drug use/possession Assault on staff Violation of criminal law Weapon / or facsimile Sale of drugs / or substances Hazing Arson Bomb threat 	<ul style="list-style-type: none"> Parent conference Behavior plan Notification of law enforcement Out-of-school suspension 1-9 days Possible referral for expulsion 	<ul style="list-style-type: none"> Parent conference Notification of law enforcement Out-of-school suspension 1-9 days Possible referral for expulsion 	<ul style="list-style-type: none"> Parent conference Notification of law enforcement Out-of-school suspension 1-9 days Referral for expulsion

Student Concerns, Complaints, and Grievances (Policy JII-EB)

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, nationality, 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 the District.
- The procedure shall not apply to any matter for which the method for review is prescribed by law, or the Governing Board is without authority to act.

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

Retaliatory or intimidating acts against any student who has made a complaint under 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/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.

Removal of Students from School Sponsored Activities (Policy JKDA)

The Principal or designee of Grand Canyon School may remove a student from a school sponsored activity if the principal/designee determines that the student has violated a provision of the student discipline policies, rules, and/or regulations or if the principal/designee determines that such removal is in the best interests of the activity or in the best interests of the school as a whole.

The principal/designee also may remove a student from a specific position, such as officer, editor, or captain of an activity without removing the student from the entire activity.

The principal may remove a student whether the student has been elected, appointed, or assigned to, or has volunteered for, the activity.

Before removing a student from an activity or position for reasons other than a student's violation of the student discipline policies and/or regulations, the principal shall give written notice to the student. The notice shall include the reason or reasons for the removal and the date that the removal is to become effective. If the student disagrees with the administrator's decision, the student may, within five (5) school days, request in writing a conference with the principal. The conference shall be held as soon as practical after the principal receives the written request. At the conference the student shall be given a full explanation of the reason or reasons for the action taken. The student shall be given an opportunity to present an explanation of the events relating to the action.

If after the conference the administrator determines that the decision to remove the student from the activity or position is correct the removal shall become effective on the date indicated in the notice. If after the conference the administrator determines that action of a less severe nature than removal is warranted, the administrator may impose the less severe action. If after the conference it is determined that neither removal nor less severe action is warranted the prior decision to remove the student shall be rescinded.

For the purpose of this policy activity is defined as:

- Any school/district sponsored athletic activity.
- Any school/district sponsored club.
- Any school/district sponsored organization such as yearbook, newspaper, student government, drama, music, honor society, or any other organization or class of a similar nature.

An activity includes activities as defined above whether or not a student is *receiving or may receive academic credit for the activity*.

Threatening/Disrupting the Educational Institution - GCUSD

Under Arizona Revised Statute §13-2911 there are specific penalties for any person who commits “interference or disruption” to an educational institution. A person commits interference with or disruption of an educational institution by doing any of the following.

- Threatening to cause physical injury to any employee of or any person attending GCUSD.
- Threatening to cause damage to GCUSD, property of GCUSD, or property of any person attending GCUSD.
- Knowingly goes onto or remains on the property of GCUSD, for the purpose of interfering with or disrupting the lawful use of the property, or in any manner that interferes with the lawful use of the property by others.
- Knowingly refuses to obey a lawful order to leave the property by a school official, officer or employee of GCUSD.

Pursuant to A.R.S. §15-341 any use of threats, written, spoken, or physical, to express an intent to inflict fear or physical injury to another person and/or damage to property will be reported to the appropriate law enforcement agency.

Tutoring

Students who need or want help with assignments are encouraged to ask for help and should make an appointment with the teacher for after-school tutoring.

If a student is assigned to attend tutoring by his/her teacher or counselor for academic help, the student will be notified the day before being assigned. The student will be required to attend after school tutoring until the assignment is satisfactorily completed.

After school tutoring will also be used by students who are ineligible for sports and will be automatically assigned to this program upon becoming ineligible.

After school tutoring starts when school is dismissed and ends when the late bus boards.

Students are required to stay in the tutoring classroom until they are dismissed by the tutor. Students will be issued a bus pass for the late bus.

Water Bottles

All students are required to bring a water bottle to school, with the student's name clearly marked. If your child does not have a water bottle, one can be obtained from the school office.

Staff Directory (2023-2024)

District

Superintendent	Matthew Yost
Board Secretary/Assistant to the Superintendent/HR Director	Susan Kerley
Principal.....	Lori Rommel
Administrative Assistant to the Principal.....	Rosa Velazquez
Health Aide/Attendance	Alejandra Flores
Director of Exceptional Student Services	Peg Lyle
Business Manager	Levi Frye
Accounts Specialist	Vickie Swatski
IT Director	Derrick Tutt
Food Service Director	Justin Lambon
Guidance Counselor	Rita Alspach
Grants Manager/Payroll	Jonathan Triggs
Maintenance Director of Maintenance/Operations/Transportation	Ivan Landry
Assistant Director of Maintenance/Operations/Transportation	Kris Swatski
Custodial/Maintenance/Bus Driver	Arlene Keebahe
Custodial/Maintenance/Bus Driver	Eden Stine
Custodial/Bus Driver/Locksmith	Ramiro Alvarez
Custodial/Maintenance	Dan Bennett
Custodial/Maintenance.....	Malcom Burns
Custodial	Andres Lopez
ESS Aide/Custodial	Cindy Owens
ESS Aide	Thomas Long
ESS Aide	Paul Buck
ESS Aide	Natalena Lansing
ESS Aide.....	Julaine Cornforth
ESS Aide.....	Maggie Gregory
ESS Aide.....	Samantha Felix
PreK Aide.....	Aleksandra Warnat
ESS Aide/Buildings Teacher.....	Dirk Alspach
Native American Aide	Leona Begishie
Food Service Assistant	Ashley Collet

Elementary

Pre-K.....	Bekah Hartman
Kindergarten	Caitlyn Routt
First Grade.....	Toni May
Second Grade	Christine Chavez
Third Grade	Jeanne Yost
Fourth Grade	Carolyn Harmon
Fifth Grade	Rick McDonald
Exceptional Student Services Teacher	Crystal Meyer

Middle School

English Language Arts.....	Thomas Washington
Mathematics/Consumer Math	John Sullivan
Science/Consumer Chemistry	Adrian Alvarez
Social Studies	Janna Radarian
Exceptional Student Services Teacher/Athletic Director.....	Paige Whialder

High School

Culinary Arts (CTE)	Justin Warnat
High School History	TBA
English Language Arts	Rae Robertson
Exceptional Student Services Teacher	Debbie LaRouche
Mathematics	Brad Houston
Sciences	Forrest Radarian
ELL Coordinator.....	Cyndi Moreno

Specials

Art.....	Beck Markstein
Band./Music.....	Amy Laughlin
Physical Education.....	Jesse Magaña
Videography/TV.....	Eugene Yoon

Substitutes

Katherine Hawkins	Emily Petrie
Andi Berryman	Beth Dugan
Kay Bordwell	

2023-2024 School Calendar

2023-2024 Grand Canyon Calendar

Revised 7-5-2023

144 Days

July 2023							1	August 2023							18	September 2023							15				
Su	Mo	Tu	We	Th	Fr	Sa		Su	Mo	Tu	We	Th	Fr	Sa		Su	Mo	Tu	We	Th	Fr	Sa					
						1															1	2					
2	3	4	5	6	7	8				1	2	3	4	5		6	7	8	9	10	11	12		13	14	15	16
9	10	11	12	13	14	15		6	7	8	9	10	11	12		13	14	15	16	17	18	19		20	21	22	23
16	17	18	19	20	21	22		13	14	15	16	17	18	19		20	21	22	23	24	25	26		27	28	29	30
23	24	25	26	27	28	29		20	21	22	23	24	25	26		27	28	29	30								
30	31						27	28	29	30	31																
October 2023							14	November 2023							13	December 2023							12				
Su	Mo	Tu	We	Th	Fr	Sa		Su	Mo	Tu	We	Th	Fr	Sa		Su	Mo	Tu	We	Th	Fr	Sa					
																					1	2					
1	2	3	4	5	6	7					1	2	3	4		3	4	5	6	7	8	9					
8	9	10	11	12	13	14		5	6	7	8	9	10	11		10	11	12	13	14	15	16					
15	16	17	18	19	20	21		12	13	14	15	16	17	18		17	18	19	20	21	22	23					
22	23	24	25	26	27	28		19	20	21	22	23	24	25		24	25	26	27	28	29	30					
29	30	31					26	27	28	29	30			31													
January 2024							14	February 2024							16	March 2024							12				
Su	Mo	Tu	We	Th	Fr	Sa		Su	Mo	Tu	We	Th	Fr	Sa		Su	Mo	Tu	We	Th	Fr	Sa					
												1	2	3							1	2					
	1	2	3	4	5	6		4	5	6	7	8	9	10		3	4	5	6	7	8	9					
7	8	9	10	11	12	13		11	12	13	14	15	16	17		10	11	12	13	14	15	16					
14	15	16	17	18	19	20		18	19	20	21	22	23	24		17	18	19	20	21	22	23					
21	22	23	24	25	26	27		25	26	27	28	29				24	25	26	27	28	29	30					
28	29	30	31											31													
April 2024							16	May 2024							13	June 2024											
Su	Mo	Tu	We	Th	Fr	Sa		Su	Mo	Tu	We	Th	Fr	Sa		Su	Mo	Tu	We	Th	Fr	Sa					
																						1					
	1	2	3	4	5	6					1	2	3	4		2	3	4	5	6	7	8					
7	8	9	10	11	12	13		5	6	7	8	9	10	11		9	10	11	12	13	14	15					
14	15	16	17	18	19	20		12	13	14	15	16	17	18		16	17	18	19	20	21	22					
21	22	23	24	25	26	27		19	20	21	22	23	24	25		23	24	25	26	27	28	29					
28	29	30					26	27	28	29	30	31		30													










Federal Holidays 2023-2024

Jul 4 Independence Day	Sep 4 Labor Day	Oct 9 Indigenous Peoples Day/Columbus Day
Nov 9 Veteran's Day (obs.)	Nov 23 Thanksgiving Day	Dec 25 Christmas Day
Jan 1 New Year's Day	Jan 15 Martin Luther King Day	Feb 19 President's Day
May 27 Memorial Day	June 19 Juneteenth	

40th Day 10/17/2023	T1 Q1- 07-31-2023 10-05-2023	T1 days 73 T2 days 71
100th Day 2/26/2024	Q2- 10-16-2023 12-21-2023	
	T2 Q3- 01-08-2024 03-07-2024	
	Q4- 03-18-2024 05-22-2024	

[See back for more details](#)

July 4- Independence Day Holiday
Jul 24- New Teachers begin
Jul 25- Returning Teachers begin
Jul 31 First Day of School
Aug 31- Labor Day Weekend Break
Sep 4- Labor Day Holiday
Oct 4- Parent Teacher Conference / Early Release day for Students
Oct 5- Early Release Day
Oct 9- Indigenous Peoples Day/Columbus Day
Oct 10-12- Fall Break
Nov 9- Veteran's Day Observed
Nov 11- Veteran's Day Holiday
Nov 20-23- Thanksgiving Break
Dec 21- Early Release Day
Dec 25- Christmas Day Holiday
Dec 26-Jan 4 - Winter Break
Jan 1- New Year's Day Holiday
Jan 8- Semester 2 Begins
Jan 15- MLK Day Holiday
Feb 19- President's Day Holiday
Feb 21- Parent Teacher Conference / Early Release day for Students
Feb 22- Early Release Day
Mar 11-14- Spring Break
Apr 8- Possible make up Snow Day
Apr 29- Possible make up Snow Day
May 22- Last Day of School
May 23 Graduation/ 8th Grade Promotion
May 27- Memorial Day Holiday
Jun 3-27 Summer School 2024
Jun 19- Juneteenth Holiday

	Federal Holiday/No School
	Holiday Break/No School
	All Staff Orientation and Professional Development
	Parent/Teacher Conferences
	Early Release Day
	Beginning /End of the Semester
	2023-2024 Summer School
	Possible Make up Snow Days
	Graduation Day

GCUSD Student-Parent Handbook Acknowledgement of Receipt

→ To be completed on Google Form:

Student-Parent Handbook 2023-2024

Terms of Agreement

By signing this form, you acknowledge that you have received a copy of the *Grand Canyon Unified School District #4 2023-2024 Student-Parent Handbook*, and that you and your student(s) agree to abide by the policies, procedures, and consequences found within the Handbook.

Parent/Guardian Signature

Date

Student Signature as Printed Above

Date