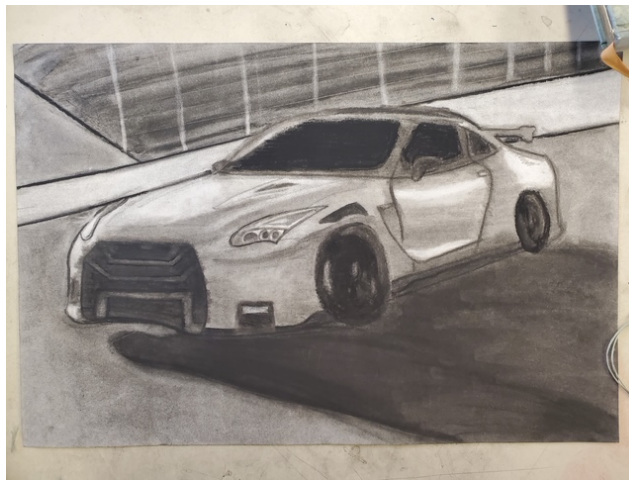




Student and Parent Handbook

2026-2027

Board Approved June 17, 2026



“Fast Car” by Monica Nelson, Charcoal, GC High School Art Class, 2025



“Girl on the Moon” by Hazel Lapre, Construction Paper, GC Middle School Art Class, 2025

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Contact Directory

School Office

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Attendance Clerk/Certified Nurse Assistant:
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District Office

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Board Secretary/Assistant to
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Mission:

Empowering every Grand Canyon Unified District student through excellent education

Vision:

Fostering an inclusive and diverse academic environment where all students are valued, respected, and empowered to make a positive impact in their communities

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 in grades 6-12 are allowed to participate in Athletics. GCUSD offers soccer, volleyball, and basketball to all middle and high school students who are eligible. Track is only offered to high school students. Please 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.

Students who are absent in excess of 10 or more days will be subject to possible loss of credit or advancement to the next grade level. This applies to both excused and unexcused absences. All students must be excused by a parent or guardian.

Please note that the first two weeks and last two weeks of school are important in gathering student data.

Attendance reports will be run every 5 weeks. You will receive a letter if your child is chronically absent. If no correction in attendance has been made by the next report, parents will be contacted to set up a meeting to address the causes of the absences and possible remediation strategies. The state of Arizona does not differentiate between excused and unexcused absences.

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. Work may not be requested in advance.

Unexcused Absences

An unexcused absence is defined as an absence from one or more class periods that 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 retention for students who have excessive absences that are beyond 10% of the total days of school.

Prearranged Absences

If your student is going to be absent, the 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 except for a tardy resulting from a medical or legal appointment or if the student has a school authorized pass.
- Student tardies will be tracked for MS and HS:
 - 1st tardy: teacher will track in tardy tracker and communicate with student
 - 2nd tardy: parent contact by teacher
 - 3rd tardy: after school detention in the library and parent contact by teacher

- 4th or more tardies: after school detention and parent meeting. Students may become ineligible for activities such as open gym.
 - Every subsequent tardy is an after-school detention until the end of the quarter.
 - 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, or a parent email.

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. Reports may be made using our "Bully Report" button on our school website.

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 Rules of Respect for the Bus

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 seating space needed.

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."

Procedure if such devices are used when prohibited by school personnel:

- *1st offense: Device taken by teacher for the rest of the period and parent is called.*
- *2nd offense: Device is taken to the office and documented, student may pick up at the end of the day*
- *3rd offense: Device is taken to the office for parent to pick up.*

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 not use their cell phones before Morning Meeting. They may use them 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. If students are ill, they must be examined by our school health aide.

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 privilege of using district-owned devices at home and at school provides opportunities to learn safe, ethical, and responsible use of technology. All students who are assigned equipment to access the Internet, District's network and electronic resources are required to sign the GCUSD Student/Parent Acknowledgement Form. Students will be granted internet access on school-provided devices only.

Students who damage their device or charger and fail to turn them in at the end of the year, will be fined for the replacement of the device and or charger.

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

GCUSD uses a program called "Go Guardian" to monitor student use of computers. Cheating/plagiarism will not be tolerated. 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 on 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 crosswalk 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 3:52 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 12:45 pm for students in grades K-12.

FERPA

Grand Canyon School respects the privacy of all students and staff. As a practice, staff are to refrain from discussing students with other staff, students, and parents unless that staff member is involved in an official meeting pertaining to the education and or health and safety of the student. For more information, please refer to the [FERPA website](#).

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 at no cost. The school does not collect free and reduced applications for eligibility. However, we encourage families to complete the Alternative form for Income Eligibility for our ability to attain Title 1 grant funding.

Food in Classrooms

Students are encouraged to eat healthy food and snacks. Food consumption is not allowed in the classrooms without teacher's permission. All food for classroom parties and celebrations must be store-bought. Water is the only drink allowed in the classrooms. **We are a peanut-free facility.**

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 the 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. 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.
 1. Class ranking will be based only on the grades earned in classes that meet or exceed graduation requirements. Pass/fail courses are excluded.
- B. 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.
- C. Advanced Placement and Dual Enrollment courses will be weighted on a 5.0 scale.
- D. 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).
- E. 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.

F. Grades will be weighted in accordance with the following structure:

2. Standard courses

1. A=4.0
2. B=3.0
3. C=2.0
4. D=1.0
5. F=0

3. 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>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.

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 who 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 awards 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 semesters 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 other than water, 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.

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; Videography, and Construction Trade*. 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 with 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.

High School 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. High School Students wishing to take an online course during the summer must be registered for that class by the Counselor before the last day of school.

Parent Communication

School information for parents includes various avenues of access:

- School website
- Automated communications
- Office bulletin boards
- E-mail
- Flyers
- Class newsletters from teachers
- Grand Canyon School Facebook Page

The school calendar provided by the District is updated regularly to keep parents informed. The 2026-2027 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 students' 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 its students. Meetings for the 2026-2027 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 in person, but can offer a virtual option if needed.

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 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 kissing, 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 approximately every 5 weeks. 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, students, parents 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 properties, 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.

Student Schedules

All students are welcome for breakfast from 7:30 am to 7:50 am.

The elementary student schedule is 7:50 am to 3:52 pm daily.

Middle and High School schedules are from 7:50 am to 4:02 pm. All MS and HS students have a 2-week period from the beginning of the semester to make schedule changes. All changes must be made with approval from the counselor and the Principal. Advanced Placement courses and Dual Enrollment courses have a 3-week period for dropping.

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 always conduct themselves 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
- Grand Canyon Facebook Page

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
- No pajama pants (unless it is a designated pajama day sponsored by the school)
- No slippers

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 is allowed to return to regular classes. Any student who repeatedly violates this policy may be subject to discipline.

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.

Students' 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 consult 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) See GCUSD Discipline Process Addendum to the Handbook

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. See the GCUSD Discipline Process Manual.

All extra-curricular activities that have overnight trips will have Code of Conduct contracts that will be signed by the students at the first meeting for this event.

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 -	• Inappropriate use of electronic devices • Throwing objects	• Verbal warning • Time out, loss of free time	• Additional detentions • In-school suspension days	• Additional detentions • Parent conference

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:
Includes offenses	• Unsafe play • Dress code • Profanity • Stealing	• Loss of privileges • Detention	• Out-of-school suspension days • Behavior contract	• Behavior contract • Additional days of suspension
Group II - Includes offenses	• Staff disrespect • Dishonesty • Plagiarism • Extortion • Distribution of inappropriate materials • Truancy • Computer violation • Hands on another person with the intention to harm • Vulgarity/racial slurs • Pass violation • Inappropriate use of technology, including personal cell phones	• Verbal warning • Mediation • Loss of privileges, including participation in athletics • Detention • In-School suspension 1-5 days • Out-of-school suspension 1-5 days	• Additional detentions • Mediation • Loss of privileges, including participation in athletics • Behavior contract • Notification of law enforcement • In-school suspension days • Out-of-school suspension days	• Loss of privileges, including participation in athletics • 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	• Tobacco use/vaping/possession • Drug use/possession • Vandalism • Theft (petty/misdemeanor/felony) • Defiance of authority • Harassment / Bullying • Sexual Harassment • Racial discrimination • Threats of violence • Stalking • Gang activity	• Parent conference • Detention • Behavior contract • Mediation • Notification of law enforcement • In-school suspension 1-5 days • Out-of-school suspension 1-5 days • Possible referral for long term suspension or expulsion	• Parent conference • Behavior plan • Notification of law enforcement • Out-of-school suspension 1-9 days • Possible referral for expulsion • Loss of privileges, including participation in athletics	• Parent conference • Notification of law enforcement • Out-of-school suspension 10 or more days • Referral for expulsion • Loss of privileges, including participation in athletics

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:
	Violation of behavior contract	Loss of privileges, including participation in athletics		
Group IV - Includes offenses of the most serious nature	- Alcohol use/possession - Drug use/possession - Assault on students or staff - Sexual Assault - Hazing - Violation of criminal law/misdemeanor	- Parent conference - Behavior contract - Notification of law enforcement - In School Suspension 1-9 days - Out-of-school suspension 1-9 days - Possible referral for expulsion - Loss of privileges, including participation in athletics	- Parent conference - Loss of privileges, including participation in athletics - Notification of law enforcement - Out-of-school suspension 1-9 days - Possible referral for expulsion	- Parent conference - Loss of privileges, including participation in athletics - Notification of law enforcement - Out-of-school suspension 1-9 days - Referral for expulsion
Group V-	- Aggravated assault - Arson - Bomb threat - Hazing - Sale of drugs / or substances - Sexual assault - Violation of criminal law/felony - Weapon / or facsimile	- Parent conference - Notification of law enforcement - Out-of-school suspension, short or long term - Possible 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 is not related to the student's individual capabilities.
 - Discriminatory treatment based on 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:
- o The topic is not the subject of disciplinary or other proceedings under other policies and regulations of the District.
 - o 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.
- All allegations shall be reported and documented 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*.

Surveillance

GCUSD authorizes the use of surveillance cameras in school buses and on district property to ensure the health, welfare and safety of all students, employees and visitors, and to safeguard District facilities, vehicles and equipment. Video and/or audio recordings may be used as evidence in any disciplinary action, administrative proceeding or criminal proceeding, and, under certain circumstances, may become a part of a student's educational record.

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

For students in middle and high school who need or want help with assignments are encouraged to ask for help and should make an appointment with their teacher for after-school tutoring. Tutoring starts at 4:15 and ends at 5:45pm.

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.

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

Water Bottles

All students are encouraged to bring a water bottle to school. If your child does not have a water bottle, have them ask their teacher and we will do our best to help find a water bottle for them.

Staff Directory (2026-2027)

District

Superintendent	Matthew Yost
Board Secretary/Assistant to the Superintendent/HR Specialist	Karen Alvarez
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	Lynnette Stewart
IT Director	Derrick Tutt
Food Service Director	Justin Lambon
Guidance Counselor	Marcia Bruno
Grants Manager/Payroll	Jonathan Triggs
Maintenance Director of Maintenance/Operations/Transportation	Ivan Landry
Maintenance Worker Level II.....	Charlie Hensley
Custodial/Maintenance/Bus Driver	Arlene Keebahe
Custodial/Maintenance/Bus Driver	Eden Stine
Custodial/Bus Driver/Locksmith	Ramiro Alvarez
Custodial/Maintenance/Bus Driver.....	Malcolm Burns
Custodial/Maintenance	Dan Bennett
Custodial/Maintenance.....	Eric Reid
ESS Aide/Custodial	Cindy Owens
ESS Aide High School.....	Monica Dimas-Gonzales
ESS Aide	Maria Hernandez
ESS Aide.....	Cassidy Free
ESS Aide.....	Abby Booker
ESS Aide.....	Amanda Robledo
ESS Aide.....	Robyn Wadsworth
ESS Aide.....	Stephanie Williams
ESS Aide Life Skills.....	Julaine Cornforth
Library Aide.....	Stephanie Disrude
Native American Aide	Natalena Lansing
Food Service Assistant	Ashley Collet

Elementary

Pre-K.....	Emily Petrie
Kindergarten	Tristan Roberts
First Grade.....	Ben Hill
Second Grade	Christine Chavez
Third Grade	Jeanne Yost
Fourth Grade	Kristin Dodds
Fifth Grade	Rick McDonald
Exceptional Student Services Teacher K-3	Aleksandra Warnat
Literacy Specialist.....	Bekah Hartman

Middle School

English Language Arts/Videography.....	John Segesta
Mathematics/ HS Consumer Math	John Sullivan
Science/ HS Environmental Science.....	Adrian Alvarez
Social Studies	Janna Radarian
Exceptional Student Services Teacher Grades 4-7.....	Kristen Linkous

High School

Culinary Arts.....	Justin Warnat
High School History/Athletic Director	Rob Barnes
English Language Arts	Caroline Martin
Exceptional Student Services Teacher Grades 8-12.....	Rosamie Sereno
Mathematics	Rick Honsinger
Sciences	Forrest Radarian
ELL Coordinator/State Testing Coordinator.....	Thomas Washington

Specials

Art/ Yearbook.....	Stephen Willaims
Band./Music.....	Amy Laughlin
Physical Education.....	Jesse Magaña
Videography.....	John Segesta

Substitutes

Katherine Hawkins Kevin Huston

School Resource Officer

Jason Morris

2026-2027 School Calendar

July 2026							2026-2027 School Calendar							January 2027						
Su	Mo	Tu	We	Th	Fr	Sa								Su	Mo	Tu	We	Th	Fr	Sa
2							July 2026							15					1	2
			1	2	3	4	Independence Day.....July 4							3	4	5	6	7	8	9
5	6	7	8	9	10	11	New Teachers..... July 20- July 23							10	11	12	13	14	15	16
12	13	14	15	16	17	18	All TeachersJuly 27 - July 28							17	18	19	20	21	22	23
19	20	21	22	23	24	25	First Day of SchoolJuly 29							24	25	26	27	28	29	30
26	27	28	29	30	31									31						
							August 2026							February 2027						
August 2026							Early Release/Teacher In-Service..... Aug. 27													
Su	Mo	Tu	We	Th	Fr	Sa								Su	Mo	Tu	We	Th	Fr	Sa
17							September 2026							15						
2	3	4	5	6	7	8	Labor DaySeptember 7								1	2	3	4	5	6
9	10	11	12	13	14	15								7	8	9	10	11	12	13
16	17	18	19	20	21	22	October 2026							14	15	16	17	18	19	20
23	24	25	26	27	28	29	Parent Teacher Conferences.....October 7							21	22	23	24	25	26	27
30	31						Early Release Day October 7							28						
							Early Release Day October 8							March 2027						
September 2026							Fall Break October 12- October 15							Su	Mo	Tu	We	Th	Fr	Sa
Su	Mo	Tu	We	Th	Fr	Sa								15						
17		1	2	3	4	5	November 2026								1	2	3	4	5	6
6	7	8	9	10	11	12	Veteran's Day November 11								7	8	9	10	11	12
13	14	15	16	17	18	19	Thanksgiving Break.....November 23-25							14	15	16	17	18	19	20
20	21	22	23	24	25	26	Thanksgiving Day November 26							21	22	23	24	25	26	27
27	28	29	30											28	29	30	31			
							December 2026							April 2027						
							Early Release.....December 17							Su	Mo	Tu	We	Th	Fr	Sa
October 2026							Winter Break..... December 21 - January 4							16				1	2	3
Su	Mo	Tu	We	Th	Fr	Sa	Christmas Day..... December 25							4	5	6	7	8	9	10
13				1	2	3								11	12	13	14	15	16	17
4	5	6	7	8	9	10	January 2027							18	19	20	21	22	23	24
11	12	13	14	15	16	17	New Year's Day January 1							25	26	27	28	29	30	
18	19	20	21	22	23	24	Semester 2 Begins..... January 4													
25	26	27	28	29	30	31	Martin Luther King Day..... January 18							May 2027						
							Early Release/Teacher In-Service Jan. 28							Su	Mo	Tu	We	Th	Fr	Sa
November 2026							February 2027							11						1
Su	Mo	Tu	We	Th	Fr	Sa	Presidents Day..... February 15							2	3	4	5	6	7	8
12							Parent Teacher Conferences.....February 10							9	10	11	12	13	14	15
1	2	3	4	5	6	7	Early Release Day February 10							16	17	18	19	20	21	22
8	9	10	11	12	13	14	Early Release Day February 11							23	24	25	26	27	28	29
15	16	17	18	19	20	21								30	31					
22	23	24	25	26	27	28	March 2027							June 2027						
29	30						Spring Break March 8-11							Su	Mo	Tu	We	Th	Fr	Sa
December 2026							April 2027													
Su	Mo	Tu	We	Th	Fr	Sa	Built in Snow DayApril 26													
11		1	2	3	4	5														
6	7	8	9	10	11	12	May 2027									1	2	3	4	5
13	14	15	16	17	18	19	Early Release.....May 19							6	7	8	9	10	11	12
20	21	22	23	24	25	26	Last Day of School May 19							13	14	15	16	17	18	19
27	28	29	30	31			Graduation May 20							20	21	22	23	24	25	26
							Memorial DayMay 24							27	28	29	30			
40th Day: October 7, 2026							June 2027													
100th Day: February 23, 2027							Summer School.....June 1-16												T1=	72
							Juneteenth Observed..... June 17												T2=	72
							Juneteenth June 19							Total Days 144						



GRAND CANYON

UNIFIED SCHOOL DISTRICT #4

Discipline Process

Addendum to the Student and Parent Handbook

Board Approved, June 17, 2026

Introduction to Discipline Procedures

Success in school occurs when there is close cooperation between its students, staff and parents. The purpose of the discipline procedures is to communicate the expectations of Grand Canyon Unified School District for student conduct to promote a safe, orderly and positive learning environment and to address certain student rights and responsibilities. Administrators may determine site specific practices that support campus goals and school climate, in accordance with current Governing Board Policy.

This handbook addresses only specific areas of District policy. Additional information can be found in the Grand Canyon District Policy Manual.

Preamble

A positive learning environment in our schools starts with students, parents and staff having knowledge and understanding of the basic standards of acceptable conduct. In order to assist everyone in the pursuit of a quality education, the District has established guidelines designed to ensure a safe environment for all students and staff in our schools. For these guidelines to be most effective, it is vital for the family, the school and the community to work together. Students are responsible for their own actions. Students who involve themselves in criminal acts and whose actions are in violation of school/District guidelines will be expected to accept the appropriate consequences. We are proud of our students and strive to see that all students learn through school experiences to recognize the essential worth of each individual. Students are expected to respect the rights and property of others, along with demonstrating high standards of personal integrity. This includes their time at school as well as going to and from school, at a bus stop and at school-sponsored events. To meet these goals, we enlist the support of our community and School Resource Officer.

Grand Canyon Unified School District implements severe consequences for drugs, weapons or threatening behavior. Any such act may result in a recommendation for long-term suspension or expulsion.

There are a variety of consequences (discipline) for misconduct. Depending on the seriousness of the situation, there may be more than one consequence for a single event. Nothing in this handbook is intended to restrict the District from imposing more or less severe consequences if, in the discretion of the District, the severity of harm, danger, damage or the potential for harm, danger or damage warrants it, or if one incident involves more than one infraction.

In addition, although not necessarily listed as a potential consequence on the matrix for a particular behavior, long-term suspension or expulsion may be imposed based upon the facts. Grand Canyon Unified School District uses a progressive discipline philosophy. The purpose of this handbook is to ensure consistency in discipline consequences District wide. However, the District administrators, have the discretion to impose a consequence they consider most appropriate for the particular infraction and surrounding facts. Just as we set high academic

expectations for all students, Grand Canyon Unified School District has high expectations for the conduct of our students. We will not allow academic progress to be slowed because of the conduct of a few students. Conduct expectations and consequences help to ensure that the school campus, buses and bus stops are safe and orderly.

In cases in which a student commits the same infraction repeatedly over the duration of the student's tenure in the District, the consequences will automatically progress to the next infraction level and not begin at the 1st offense from year to year. For example, if a student receives a long-term suspension for drug possession during their freshman year and is found to be in possession of drugs during their sophomore year, or if a student is under the influence of drugs in the first semester and then is under the influence of alcohol in the second semester, that student's consequence would be derived from at least higher than the minimum consequences. Discipline will be progressive for students in grades K-12 including, but not limited to, the following

infractions:

- Alcohol
- Aggravated Assault
- Arson
- Assault
- Death Threats
- Drugs
- Drug/Tobacco Paraphernalia
- Physical Aggression
- Sale of Dangerous Instruments and/or Weapons
- Sexual Misconduct
- Weapons

The District has entered into agreements with various governmental agencies whereby the District has agreed to cooperate fully with the governmental agency when a student commits an act in violation of the law.

Please Note: Federal privacy laws prohibit the District from naming students involved in disciplinary actions and from revealing the consequences of those actions to the parents of other students.

Assault: 1) intentionally, knowingly or recklessly causing any physical injury to another person, 2) intentionally placing another person in reasonable apprehension of imminent physical injury; or 3) knowingly touching another person with the intent to injure, insult or provoke such person. (A.R.S. § 13-1203)

Aggravated Assault: An assault accompanied by circumstances that make the situation severe, such as the use of a deadly weapon or dangerous instrument; causing serious physical injury to another; committing the assault knowing, or having reason to know, the victim is a peace officer or a school staff member engaging in a school-related activity. (A.R.S. § 13-1204)

Physical Aggression: The act of tussles, minor confrontations, pushing, shoving, slapping, hitting, kicking or other physical provocation.

Administration Resolution Options Alternative Consequence/Loss of Privileges/Removal from Celebration/Graduation/Promotion Ceremony

Administration may assign a range of consequences for behavior. These may include but are not limited to, detention, reassignment of class schedule, safety plans, as well as removal from participation in extracurricular activities, class trips, dances/prom, celebration/recognition programs, promotion, or graduation ceremonies.

Denial of Bus-Riding Privileges

A school administrator may deny bus-riding privileges for inappropriate/disruptive behavior. The parent will be notified prior to the denial taking place.

Restitution (Liability)

Under Arizona law, parents may be responsible for damage to, or theft of, school property done by their child (including textbook and/or library book, Chromebook, or other school issued equipment, damage or loss). Failure to comply with restitution consequences could result in a charge to the student's account and any unpaid balances being submitted to a collection agency per GCUSD procedures.

Mediation

Intervention between conflicting parties to promote reconciliation or compromise, when appropriate.

Conference

A meeting of two or more people for discussing matters of concern.

Behavior Contract

A conference will be held with the teacher, parent, student and administrator. A behavior contract will be written.

In School Suspension

Temporary assignment to an in school suspension (ISS) is an alternative to out of school suspension (OSS). ISS may be imposed for part of a day or for one or more days. The student is removed from the regular classroom setting and is assigned to a location isolated from classmates. Class assignments will be given to a student placed in an ISS.

Out of School Suspension

School administrators may suspend a student for 10 school days or less. The student will be informed of the alleged violation of school rules and be given an opportunity to respond. There is no right to appeal a short-term suspension to any person, other than the school Principal. When the student's behavior causes a danger to self or to others, an out-of-school suspension may be immediate. During any in or out of school suspension, a student is not permitted on any GCUSD property during the school day or at school/district functions/events. Classroom assignments will be provided.

Long-Term Suspension

In addition to an out-of-school suspension, the school administrator may recommend to District-level administration that a long-term suspension be imposed. Suspensions exceeding 10 school days may be imposed following a due process hearing. The student and parent are informed of the District's due process procedures. During any out of school suspension, a student is not permitted on any GCUSD property during the school day or at school/district functions/events.

Alternative School Placement

At a formal due process hearing, it may be recommended that a student be placed in an alternative school setting during a long-term suspension or in lieu of a long-term suspension.

Expulsion

Expulsion means the permanent withdrawal of the privilege of attending any school in the District, unless the Governing Board reinstates that privilege. A recommendation for expulsion will be made by a hearing officer after the appropriate due process hearing. This decision is provided to the Superintendent to present to the School Board for a final determination. Only the Governing Board can expel a student. The student's parent/guardian will be notified, in writing, that expulsion is recommended. Notification will include instructions regarding due process procedures. During any expulsion, a student is not permitted on any GCUSD property during the school day or at school/district functions/events.

Classroom Management Plan

All teachers will work collaboratively with fellow teachers to develop a classroom management plan that is approved by the school administration and communicated to students and parents. The plan will include procedures for addressing common classroom behavioral concerns. It will also include consequences, some of which are listed below. When positive behavioral change is not occurring under the classroom plan or when the offense is immediately serious, a disciplinary referral to the school administration will be generated by the teacher or staff member.

Problem Solving Form

A teacher, school administrator or designee will talk with the student, describing the inappropriate behavior and informing the student of acceptable behavior. Together, they work through a problem solving form. The parent/guardian may be notified.

Discipline Conference with Student

A conference is held with the student and the teacher or school staff member to discuss the inappropriate behavior and discuss and/or develop a plan for changing the student's behavior. The parent/guardian may be notified.

Taking a break/pause (K-8)

Classroom teachers may use a technique similar to the alternative learning classroom imposed by the school administrator. When using this strategy, the student is assigned by the teacher or administration, to a supervised location away from their classmates. It may be in a "quiet corner" or in another classroom. The time for this will generally not exceed 30 minutes. This is at the discretion of the administrator.

Conference with Parent

The parent/guardian is asked to attend a conference with the student, school administrator and other educators to develop a plan for changing the student's inappropriate behavior.

Restriction of Privileges

Inappropriate behavior may result in a restriction of a student's privilege to participate on the playground, cafeteria, common areas or specific special activities. The parent/guardian will be notified.

Removal from Classroom (in extreme circumstances)

State law allows a classroom teacher to remove a certain disruptive student from the classroom and request that the Principal or staff committee determine whether the student should return or be reassigned to another classroom. A.R.S. § 15-841. A.2

Individuals with Disabilities Education Act (IDEA) Student Discipline

When a student who is receiving special education services is being considered for special education services, or has received special education services in the past, and violates the discipline code of the school and/or school district and is recommended for a suspension of more than 10 days during the school year (a possible change in placement), a manifestation determination conference must be held if an analysis determines that a change of placement has occurred due to the suspensions.

A recommended suspension of a special education student for more than 10 consecutive days, or a series of suspensions totaling more than 10 days, may constitute a change of placement and if so, shall require a manifestation determination conference. Such a conference shall be for the purpose of determining whether or not the offense is a manifestation of the student's disability. The parent/legal guardian is notified in writing that a possible suspension and/or expulsion is being considered.

Upon request, the parent/legal guardian will be provided with an additional copy of the procedures/safeguards at any time during a disciplinary procedure with the student.

For the manifestation conference to occur, a multidisciplinary evaluation team is convened. The multidisciplinary evaluation team is comprised of the school staff who are most knowledgeable about the nature of the student's disability and, if possible, about the student. Prior written notice and procedural safeguards are given to the student and parent/legal guardian per IDEA (Individual with Disabilities Education Act) and ADE/ESS (Arizona Department of Education/Exceptional Student Services). The student and the student's parent/legal guardian are invited. At the conference, the following will occur:

- Student's explanation of the incident.
- Professionals' explanation of the incident (those who were involved in the investigation of the incident).
- Review of the current IEP, if a student is receiving special education services.
- Review of the behavior plan; if there is no behavior plan, a functional behavioral analysis must be done.
- Determination of the relationship of the behavior to the disability (manifestation determination).
- Consideration of the necessity for further assessment and/or evaluation is discussed. If further evaluation is necessary, decisions concerning the relationship of the behavior to the disability will be on hold until the completion of the evaluations.
- Need for interim placement is discussed.

After the decision has been made, prior written notice and procedural safeguards are given to the student and parent/legal guardian per IDEA (Individual with Disabilities Education Act) and ADE/ESS (Arizona Department of Education/Exceptional Student Services), the team must develop, review, and/or revise the behavior plan within 10 days of the action. If the behavior is related to the disability, then suspension and/or expulsion may not occur. However, the student's educational program will be reviewed and revised, and the multidisciplinary evaluation team may determine a change of placement/location of services.

If the behavior is not related to the disability, suspension and/or expulsion may occur; however, an education program must be delivered to the student who is on an IEP. The IEP team develops this program. The delivery of the educational program may occur through placement on an alternative campus, self-contained public, self-contained private and/or residential setting, as determined by the multidisciplinary evaluation team. In the case of a drug, weapon and/or

serious bodily harm infraction, the student may be immediately placed for up to 45 days in an interim alternative educational setting.

If there are any questions, the administrator should contact the Director of Exceptional Services. The findings and all conference notes are forwarded to the District's hearing officer. If necessary, special education staff may be invited to the hearing.

If the parent/guardians do not agree with the findings of the IEP conference, they may file due process. If it is deemed that the student is a threat to the educational environment, the District may remove the student from the educational environment until due process has been served. An interim placement will be activated while the due process is taking place. (34 C.F.R. 300.519– 300.526)

Student Due Process - Suspension/Expulsion Disciplinary Process

Discipline

Discipline is administered by the School's Administration.

Referral

Students will be referred to the School's Administration for infractions outlined in the Student and Parent Handbook and when their disruptive behavior interrupts the educational process.

Due Process

Students in the District have certain rights. They also have the responsibility to respect the rights and property of others. If a student fails to do this, disciplinary action will follow. In disciplinary cases, each student is entitled to due process. This means students must:

1. Be informed of accusations against them
2. Have the opportunity to accept or deny the accusations
3. Have explained to them the factual basis for the accusations
4. Have a chance to present an alternative factual position if the accusation is denied

All discipline referrals submitted to the school administration/designee will begin with a conference with the student. If a student requests to have a parent/guardian contacted, the school will make reasonable efforts to contact the parent/guardian. In the case of suspensions/expulsions, a parent/legal guardian will be notified of consequences by a personal phone call, accompanied by a written referral form. If attempts to notify a parent/legal guardian by telephone are unsuccessful, a parent/guardian will be notified by written referral form only. Parent/legal guardian involvement is an important part of the discipline at all levels.

The extent of the due process required will depend upon the severity of the infraction and the related consequence. The Principal may use ISS as a disciplinary action in lieu of OSS for designated infractions.

Short-Term Suspension

If the Principal/designee decides that the alleged misconduct warrants a consequence of a suspension for 10 days or less, the Principal/designee shall give the student an informal due process hearing and shall examine all the pertinent facts to determine whether or not a violation did occur. The student shall be afforded due process rights, including the opportunity to present to the Principal/designee their defense or position concerning the alleged violation. At the conclusion of the investigation, the Principal/designee, upon the basis of all facts and information learned, shall determine if the student committed a conduct violation. If the student is found to have committed a violation, a consequence or suspension may be imposed for a period of time, not to exceed 10 days. If a suspension is imposed, the Principal/designee imposing the suspension shall keep a record of the aforesaid proceedings. A parent may request an administrative review of the discipline data and the decision to suspend. Homework may be provided at the request of the parent. There is no level of appeal higher than the Principal for a suspension of 10 days or less.

Short Term Suspension Appeals

This process provides a guideline of steps that a parent/guardian and the administration would follow under the direction of the Principal. The suspension would still take place during the appeal process unless otherwise determined by the Principal.

Steps Involved

- Parent submits in written form reasons for appealing the short-term suspension within 24 hours of the consequence being communicated to the parent. Reasons for an appeal must address a violation of due process.
- Once the appeal is submitted, the Principal or designated administrator hearing the appeal will need to respond within 24 hours and set up a hearing within 1 to 2 days.
- The short-term suspension hearing will involve the parent, the student if decided by the parent, the administrator who conducted the investigation and the Principal or designated administrator.
- A decision is to be rendered and communicated within 24 hours of the hearing.
- There is no level of appeal higher than the Principal for a suspension 10 days or less.

Long-Term Suspension

If the Principal/designee decides that the alleged misconduct is sufficiently serious so that the consequence should be a suspension in excess of 10 days or expulsion, the accused student shall be afforded their due process rights. There shall be an investigation to determine if there is sufficient probable cause to charge the student with an act of misconduct, which may result in a suspension in excess of 10 days or an expulsion. When a student is charged by the Principal/designee with misconduct, which may result in long-term suspension or expulsion, the parent/legal guardian of the student shall be informed within a reasonable time period by telephone or letter of the charges against the student.

The suspension shall be in accordance with pertinent Arizona Revised Statutes. The ability to make up work for credit during long-term suspension is at the discretion of the Administration or the Governing Board.

- If a school administrator believes that a long-term suspension may be warranted as a result of alleged misconduct of a student, the administrator/designee will notify the parent/legal guardian in writing. The school administrator/designee shall also notify the district office to schedule a long-term suspension hearing.
- If a long-term suspension hearing is scheduled, the District will deliver, or send by certified mail, notice of the hearing to the student's parent/legal guardian at least five (5) working days prior to the hearing. The notice shall contain:
 - The time, date and place of the hearing.
 - The name of the hearing officer.
 - A description of the alleged misconduct, the standard of student conduct allegedly violated and the proposed discipline.
 - A copy of A.R.S. §15-840 through §15-844.
 - A statement that the student and their parent/legal guardian are entitled to various procedural rights as described in this policy.
 - A statement that notice must be given to the superintendent/designee at least 24 hours before the hearing if the student or their parent/legal guardian will have an attorney present.

The hearing shall be held at the time and place stated in the notice, unless all interested parties agree otherwise. In the event the District is unable to contact the parent/legal guardian after taking reasonable steps to do so, the District may proceed to hold a hearing or take other steps regarding the discipline of the student. When proper notice has been given and the student/parent fails to appear at the hearing, the hearing may proceed; the student may be found responsible in absentia.

At the conclusion of the hearing, the hearing officer shall determine whether discipline will be imposed, and, if deemed appropriate by the hearing officer, a long-term suspension may be imposed immediately. Written confirmation of the hearing officer's decision shall be mailed or delivered to the student's parent/legal guardian within five (5) working days after the hearing.

A copy of the written decision shall be delivered or mailed to the superintendent. If the decision is to impose a long-term suspension, the written decision shall:

- Name the student.
- Describe the behavior that resulted in the long-term suspension.
- State the duration of suspension and the date the student is allowed to return to school.
- Inform the parent/legal guardian about suspension appeal procedures. Absent extenuating circumstances, once a due process hearing has concluded, no new testimony or documents may be presented.

The decision and appeal procedure, if applicable, upon conclusion of the hearing will be as follows:

- Upon the conclusion of a hearing by a hearing officer, in which a decision of long-term suspension is made, the decision may be appealed to the Board. To arrange such an appeal, the parent(s) of the suspended student or the student must deliver to the Superintendent a letter directed to the Board within five (5) working days after the written decision of long-term suspension has been mailed. The letter must describe, in detail, any objections to the hearing or the decision rendered.
- The appeal to the Board will be on the record of the hearing held by the hearing officer. If the Board determines that the student was not afforded due process rights or that this policy was not followed in all substantive respects, the student shall be given another hearing. If the Board determines that the punishment was not reasonable, they may modify the punishment.
- The decision of the Board is final.

Suspension Due to Clear and Present Danger

If in the best judgment of the Principal/designee, after reasonable investigation, the facts indicate that the presence of the alleged offender constitutes a clear and disruptive influence to the educational processes on campus, the Principal/designee may suspend the student from the school pending an investigation, due process and disposition of the case.

Expulsion

A recommendation for expulsion will be made by a hearing officer after the appropriate due process hearing. This decision is provided to the Superintendent to present to the School Board for a final determination. The parent/legal guardian may appeal the recommendation for expulsion based on one of the following reasons:

- If the recommendation is appealed by either the student/parent or administration within this time period, a Governing Board meeting will be scheduled to review the appeal. The student/parent will be given written notice of the date, time and place of the meeting at least five (5) days prior to the meeting. The Board will consider the matter in executive session, unless the student/parent requests an open meeting. The Governing Board will

expect the student and parent to attend the meeting to answer any questions that members may have regarding the appeal.

- Each Board member present at the meeting will review the hearing officer's written findings of fact, conclusion and recommendation together with the written appeal. A Board member may allow for the student/parent and the administration to present their positions and may question the student/parent or the administration. Unless specifically requested by the Board member, no new evidence will be heard by the Board.
- The Board may accept the hearing officer's recommendation or reject the recommendation and impose a different disciplinary action. The Board may grant a new hearing, take the matter under advisement or take further action deemed necessary.
- The decision of the Board is final and binding. If an expulsion is imposed, it will take effect after the Board considers the hearing officer's recommendation and determines that expulsion is the appropriate disciplinary action.

Readmission

Once a student is expelled, the student's parent/legal guardian may request that the student be readmitted no sooner than one year after the date of the expulsion. The readmission of an expelled student can only be granted by the Governing Board, in its discretion, and may begin the semester following the decision to readmit.

Student Disciplinary Record-Keeping

Each Principal/designee shall keep and retain complete records of student disciplinary actions and procedures. Records regarding student disciplinary actions shall be retained for at least four years after graduation or withdrawal. The kinds of disciplinary actions for which an accounting shall be kept shall include, but not be limited to, suspension, placement in special classes and referrals of cases to police and juvenile authorities.

The accounting for students subject to disciplinary action shall contain an entry of:

- Student's full name.
- Time, place and date of the offense or offenses, behavior observed.
- Specific measures taken by person(s) reporting the offense to affect an adjustment, including the specialized help secured before referral (i.e., conferences with parent/legal guardian, conference with Principal, conferences with other school personnel, etc.).
- Final disposition of the case.
- Name of person(s) imposing the action or actions.
- Statement of clarification by student or parent/legal guardian if either wishes.

Principal/Designee Review

In case of a discipline consequence other than a long-term suspension or expulsion, the student/parent may request, in writing, a review of the situation/discipline from the

Principal/designee. Once the Principal/designee reviews the stated concern(s), the Principal/designee shall notify the student/parent of the final determination within 5 school days.

Student Interrogations, Searches & Arrests

Interviews

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

When child abuse is alleged:

If a child protective services worker, peace officer, or School Resource Officer, enters the campus requesting to interview an attending student, the personnel of the District will cooperate with the investigating child protective services worker or peace officer. If a student is taken into temporary custody, in accordance with A.R.S. § 8-821, school personnel may respond to inquiries about the temporary custody of the child.

If a peace officer enters the campus requesting to interview an attending student on an issue other than upon request of the school or for abuse, the parent will be contacted and will be asked if they wish the student to be interviewed, unless directed not to by the peace officer. If the parent consents, the parent will be requested to be present or to authorize the interview in their absence. Where an attempt was made and the parent cannot be reached, the peace officer will be requested to contact the parent and make arrangements to question the student at another time and place.

When a peace officer is present on the campus to interview students at the request of school authorities, parents will be contacted if the student is to be taken into custody or if the student is subject to discipline for a serious offense.

Searches

School officials have the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to the health, safety and welfare of the student exists. Disrobing of a student is overly intrusive for purposes of most student searches and is improper without express concurrence from School District counsel.

Items provided by the District, such as lockers, desks, storage areas, etc. or personal items, are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have no reasonable expectation of privacy and the aforementioned may be inspected at any time with or without reason, or with or without notice, by school personnel.

Personal searches may be conducted by a District/school official when there is reasonable suspicion that a particular student is in possession of contraband, materials or items which present an immediate danger of physical harm or illness. The searches will be conducted out of the presence of other students and in a private room. Searches of the student shall generally be limited to:

- Searches of the pockets, shoes, socks, jackets, belts, etc.
- Any object in the student's possession, such as a purse, backpack or briefcase.
- School and District officials are authorized to conduct a search when on school grounds, in a vehicle owned, leased or otherwise used by the District or school, or at a school activity when there is reasonable suspicion that the search will result in the discovery of:
 - o "Contraband" includes all substances or materials prohibited by District/school policy or state law including, but not limited to, drugs, drug paraphernalia, alcoholic beverages, and/or,
 - o any material or item which presents an imminent danger of physical harm or illness, and/or
 - o any materials otherwise not properly in the possession of the student involved.

When the owner of the automobile is other than the person in possession of the automobile, the owner will be notified that a search has taken place.

Contraband materials, as identified in the introduction above, may be seized when found in the course of a search. Any such items seized may be:

- returned to the parent/guardian of the student from whom the items were seized,
- offered as evidence in any suspension or expulsion proceeding, if they are tagged for identification at the time seized,
- turned over to law enforcement officers, or
- destroyed.

Search Warrants

If a search warrant is served, District/school officials shall not interfere with searches by law enforcement officers who have duly processed search warrants. Every reasonable effort should be made to cooperate with law enforcement officers.

Arrests

When a peace officer enters a campus providing a warrant or subpoena, or expressing intent to take a student into custody, the office staff shall request the peace officer establish proper identification. The school staff shall cooperate with the officer in locating the student within the school. School officials may respond to parental inquiries about the arrest or may, if necessary, explain the relinquishment of custody by the school and the location of the student, if known, upon contact by the parent.

Law Enforcement Presence on Campus

Through a partnership with the National Park Service, GCUSD has a School Resource Officer. This service provides an added layer of safety on our school grounds. It is expected that the School Resource Officer to be present, when possible, during school hours, and during school events. The SRO is professionally equipped with standard issued gear and may use such equipment when necessary to maintain the safety of themselves and those they are employed to protect.

School Safety Reporting

In accordance with A.R.S. § 15-153 School Safety Reporting, a School Administrator, or designee must report to local law enforcement any suspected crime against a person or property that:

- is a “serious offense” or involves a “deadly weapon” or “dangerous instrument” or “serious physical injury,” and
- any conduct that poses a threat of death or “serious physical injury” to an employee, student or other person on school property.

A school administrator, or designee will report such incidents to the parent or guardian of each student involved in a suspected crime or any conduct described above.

Grand Canyon Unified School District #4

Student & Parent Handbook/Discipline Procedures

Acknowledgements and Verification

By signing the acknowledgement page you are acknowledging and verifying that you have received, and take the responsibility to review with your child, the information referenced below which can be found in this handbook, including, without limitation, the Annual Notification regarding confidentiality of student education records (FERPA) and the District's policy on the designation of directory information, participation in student surveys, school bus privileges, due process and dress code. Administrators may determine site-specific practices that support campus goals and school climate.

Discipline Procedures – Discipline Expectations and Consequences

As a parent in Grand Canyon Unified School District, you have the right to a quality education for your children. To make sure that every student enjoys that right, the District has established procedures regarding disruptive behavior. The procedures for student responsibilities are designed to create an orderly environment that is safe for all students and staff. The rules are reasonable and fair, and they are the same at each school. We ask that you carefully read the infractions and consequences. Grand Canyon Unified School District #4 has severe consequences for drugs, weapons or threatening behavior. Any such act may result in a recommendation for long-term suspension or expulsion. Some infractions may result in a referral to a local law enforcement agency, in addition to school consequences, such as suspension or expulsion.

Notification of Hearing and Vision Screening

Hearing and Vision are vital to your student's academic success in school. Hearing and vision screenings are required by the following state law and administrative regulations: A.R.S. § 36-899.01, A.R.S. § 36-899.10, A.R.S. Section 15, Article 7, Chapter 4, A.A.C. R7-2-401, and A.A.C. R9-13-104. The District administers hearing and vision screenings to the following groups of students each school year:

- All students enrolled in Preschool, Kindergarten, 1st, 3rd, 5th, 7th, and 9th grades
- All students who are newly enrolled to Grand Canyon Unified School District
- All students with special education services and through child identification and referral as required by A.R.S. Section 15, Article 7, Chapter 4, and A.A.C. R7-2-401

Students may be excluded from hearing screenings if they meet any of the criteria described in A.A.C. R9-13-102(B). Students will be excluded from hearing or vision screenings required by A.R.S. § 36-899.01 or A.R.S. § 36-899.10 if the parent completes and submits the Objection to Screening Form.

If your student has documentation of medical vision and/or hearing testing within the last 12 months, we request that you provide a copy of the results to your school's health office.

Electronic Information Services User Agreement

Acknowledgements and Verification

By signing the acknowledgement page, you are acknowledging and verifying that you have received, and take the responsibility to review with your child, the information referenced below which can be found in this handbook, including, without limitation, the policy/procedures for due process, email and internet use expectations, electronic devices expectations, cheating/plagiarism and disciplinary consequences for such, and electronic information systems user agreement.

Electronic Information Systems Expectations and Consequences

As a parent in Grand Canyon Unified School District, you have the right to a quality education for your children, including access to technology and innovative instructional practices. To make sure that every student enjoys that right, the District has established procedures regarding the use of electronic devices. The procedures for student use of electronic devices are designed to create a rich learning environment that is safe and productive for all students and staff. The expectations are reasonable and fair, and they are as consistent as possible at each school. We ask that you carefully read the expectations, guidelines and consequences. Grand Canyon Unified School District #4 has severe consequences for misuse of electronic devices and electronic information systems. Any violations may result in suspension, long-term suspension, expulsion, and/or referral to a local law enforcement agency.

Student & Parent Software Agreement

The student agrees to abide by the terms and conditions of all software and user license agreements that are in place or that may be required for each piece of software issued and used for the student's specific use in the classroom or at home. This includes, but is not limited to, products provided by Adobe, Google, Apple Inc., and others not listed here that may have been or shall be provided at any future period by GCUSD and its schools. Under this agreement, students will access and comply with the license agreement associated with such software. Additional information regarding software and user license agreements can be found at <https://www.grandcanyonschool.org/technology>. Parents/guardians acknowledge that all students will have access to Google Workspace for Education, including additional services, as a part of their enrollment at GCUSD. These services include tools such as Google Drive, Google Docs, and other Google apps that facilitate learning and collaboration, and provide students with access to a variety of learning resources, collaborative platforms, and more. It is important to note that without access to Google Workspace for Education, students would not have the ability to access appropriate district-approved applications and software regularly used in class. By signing the acknowledgement page or completing it online using the parent portal,

you are providing your parental consent for your child to access district-approved applications and software.

Electronic Information Services (EIS) User Agreement

The District provides students with a variety of technology resources, including electronic devices, software, and electronic communication tools. These resources offer significant opportunities for teaching and learning; however, they must be used responsibly. While the District employs filtering software to protect against harmful material, it is ultimately the responsibility of both the teacher and the student to use the technology in accordance with District guidelines and policies.

Our goal in providing this service is to promote educational excellence in schools by facilitating resource sharing, fostering innovation, enhancing communication, and educating minors about digital citizenship. This includes teaching appropriate online behavior, interactions on social networking websites and in chat rooms, and raising awareness about and responses to cyberbullying.

Terms and Conditions

Students are responsible for their actions involving District technology, along with personal files, passwords, and accounts to online learning platforms. Uses and activities that are expressly prohibited include:

- accessing or downloading VPNs or other proxy-avoiding extensions with the intent of bypassing District security features and filtering;
- accessing, submitting, transmitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, and/or illegal;
- soliciting or distributing information with the intent to threaten, harass, or bully others;
- using District technology for any illegal activity or activity that violates other Board policies, procedures, and/or school rules;
- copying or downloading copyrighted materials, including software, without the permission of the copyright owner or express authorization of the student's teacher or principal;
- representing as one's own work any materials obtained on the internet, such as term papers and articles (when internet sources are used in student work, the author, publisher, and website must be identified);
- sharing passwords, using other users' passwords without permission, and/or accessing other users' accounts;
- any malicious use, disruption, or harm to the school's technology devices, networks, and internet services, including, but not limited to, hacking activities and creating or uploading malware;
- accessing social networks without specific authorization from the supervising teacher;

- misusing a school name or logo on a personal website that gives the reader the impression that the website is an official school or District website;
- revealing home addresses, personal phone numbers or personal identifiable data unless authorized to do so by designated school authorities;
- using the EIS for commercial or financial gain, political lobbying or fraud;
- violating the District's Code of Conduct;
- not appropriately storing and backing up data;
- connecting your personal device to access the internet via personal Wi-Fi accounts or by any manner other than connecting through the secure wireless connection provided by the school system;
- connecting or installing any personal computer hardware, hardware components, or software to the District's EIS;
- accessing the network for any non-educational purposes;
- gaining or attempting to gain unauthorized access to the files of others, or vandalizing the data or files of another user;
- displaying the name or photo to personally identify an individual without receiving permission;
- posting anonymous messages;
- using free web-based email, messaging, video conferencing, or chat services without receiving permission;
- posting anonymous messages;
- using free web-based email, messaging, video conferencing, or chat services without permission from the District Information Technology Department.

The District retains control, custody, and supervision of all District technology. The District reserves the right to monitor student usage of all District technology. Students have no right of privacy in their use of District technology, including email and stored files.

Artificial Intelligence (AI)

As emerging technologies like artificial intelligence (AI) and Natural Language Processing (NLP) become more prevalent, our District is proactively developing principles to guide the safe, effective, and responsible use of these tools for student learning.

Students are required to rely on their own knowledge, skills, and resources when completing school work and in communicating with school personnel. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") is strictly prohibited for the completion of school work except as outlined below. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that staff is tasked with developing in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools, and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism, and any student found using these tools without

permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students may use AI/NLP tools if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use

AI/NLP tools for the following:

1. Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
2. Data analysis: AI/NLP tools can be used to help students analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments—e.g., scientific experiments and marketing research.
3. Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
4. Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
5. Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts, and AI-powered translation tools can help students with hearing impairments understand spoken language.

The above list of acceptable uses of AI/NLP may be expanded with consent of the District administration as acceptable uses evolve with the technology. Staff and students must exercise transparency with respect to use.

As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students may use such resources to help them better understand and analyze information and/or access course materials.

If students have any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.

As a student user, I agree to follow the District's requirements for use of technology. I will report any misuse of technology to the teacher or school administration. I understand that any violations of the above terms and conditions may result in disciplinary action and the revocation of my use of technology resources and services.

Parent or Guardian Cosigner

As the parent or guardian of the above-named student, I have read this agreement and understand it. I also agree to report any misuse of technology to a District administrator.

I accept full responsibility for supervision when my child's use of technology is not in a school setting. I hereby give my permission to have my child use the District's technology resources and services.

I will be financially responsible for equipment that is lost, stolen, or damaged. I understand there may be charges to my family if the laptop, charger, and/or technology provided are damaged, lost, or stolen. I will not leave the technology equipment in an unsecured area (in an unlocked vehicle, for example). I will immediately report theft or damage of any kind to my child's school. I will return the technology equipment and all accessories before the end of the school year or before my child withdraws from school.

Staff Conduct with Students - Requirements Regarding Communication with Students

The District is committed to maintaining a safe environment for staff and students with respect to communication with students. The District has adopted Governing Board Policy GBEBB regarding Staff Conduct with Students which outlines requirements with respect to behaviors with students.

The District implements best practices regarding [social media and cell phone use communication between school personnel and students](#).

The purpose of this communication is to inform you of the District's requirements and approved platforms when a District employee, coach, or office administrator needs to communicate with a student.

District Teachers, School Counselor, Principal and designated office staff may communicate with students using their District email address. Volunteers and aides may not communicate with students via District email.

The District does not approve the use of any private social media or messaging program to communicate **privately with students**. District employees, coaches, and school volunteers are specifically instructed that connecting with students on social media platforms privately is not permitted. This includes, but is not limited to, connecting with students on such platforms as Snapchat, X, WhatsApp, Instagram, YouTube, TikTok, or Facebook, Class Dojo, Slack, Remind, BAND App, or any platform that allows private messaging.

- The following are District approved application(s) for communication with Parents:
 - o School email
 - o Slack-for athletics and school clubs

- o Class Dojo-for Elementary teachers and families
- Communication with students from teachers, the Principal, Counselor, and office staff will be through school email.
- o Coaches, aides and volunteers will not contact students or athletes at this time.

The school is working on securing a District wide platform for messaging.

Communication using District approved technologies are monitored and controlled by the District. In limited instances, Teachers, the School Counselor and the Administration are only permitted to contact a student on the student's personal cell phone if the following criteria are met:

- Parent/Legal Guardian has provided written consent.
- The school administrator has been informed in writing.
- A parent/guardian, administrator, or another educator is included in the communication.
- All communication follows the State Board of Education's best practices guidance.

Employees are expected to follow District policy and best practices regarding electronic communications with students. Any District staff member who violates these is subject to disciplinary action, including suspension without pay and termination of employment.

I have reviewed the requirements listed herein and agree to the same. I also acknowledge receipt via the embedded links and review of the following

- Policy GBEBB re Staff Conduct with Students and accompanying procedures.
- State Board of Education's Best Practices regarding social media and Cell Phone Use between School Personnel and Students.