

Regular

Tuesday, August 11, 2020 6:30 PM

District Office, 711 McNab Parkway , San Manuel, Arizona 85631

1. Call to Order	Presenter: Mr. Newman
2. Pledge of Allegiance	Presenter: Mr. Newman
3. Roll Call	Presenter: Mr. Newman
4. Call to the Public	
5. Discussion/Action to approve Agenda.	Presenter: Mrs. Dale-Scott
6. Discussion/Action to approve the next meeting date.	Presenter: Mrs. Dale-Scott
7. Approval of Consent Agenda	Presenter: Mr. Newman
A. Approve Minutes for Regular Board Meeting July 14, 2020	
B. Approve Minutes for Emergency Board Meeting, July 31, 2020	
C. Approve Payroll Vouchers 7/10/2020-8/7/2020	
D. Approve Expense Vouchers 7/20/2020-8/6/2020	
E. Approve Mammoth Revolving Fund ending 6/30/2020	
F. Approve Mammoth-San Manuel Pre-K-12 School Reports 6/30/2020	
8. Discussion/Action to approve employment/transfer per list:	Presenter: Mrs. Dale-Scott
9. Discussion/Action to approve the Mammoth-San Manuel K-5 Student/Parent handbook, Mammoth-San Manuel 6-12 Student/Parent handbook and the Mammoth-San Manuel Pre-K Student/Parent Handbook.	Presenter: Dr. Michelle Poppen
10. Action/Discussion to recess to Executive Session Pursuant A.R.S. 38-431.030(A) (1) Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body, except that, with the exception of salary discussions, an officer, appointee or employee may demand that the discussion or consideration occur at a public meeting. The employee shall be provided with written notice of the executive session not less than twenty-four hours before the Governing Board meeting and may require that the discussions occur in public rather than executive session.	Presenter: Mrs. Dale-Scott
11. Reconvene Regular Meeting	Presenter: Mr. Newman
12. Superintendent Update	
A. Community Schools Update	
B. Trophy Proposal	
13. Adjourn	Presenter: Mr. Newman

MAMMOTH-SAN MANUEL UNIFIED SCHOOL DISTRICT
POST OFFICE BOX 406
SAN MANUEL, ARIZONA 85631
(520) 385-2337
FAX (520) 385-2621

SUPERINTENDENT
 Julie Dale-Scott

GOVERNING BOARD
 Terry Newman, President
 David Aronson, V. President
 Michael Carnes
 Malinda LeGrand
 Louis Madrid

Mission Statement

Our mission is to be an educational leader in providing a safe collaborative community where our valued members strive to achieve their personal best in both academics and character; where our successes are celebrated; and our dreams are encouraged on a path of life-long.

Vision Statement

MINERS will meet high expectations by valuing:

self-**M**otivation

high **I**ntegrity

utilizing their **N**atural abilities

having a sense of **E**mpowerment

Respecting self and others

and focusing on **S**elf-control and self-discipline

Accepting new students under open enrollment law.

(Schedules will be reviewed at a later date)

Daily Schedule (M, T, Th, F)

1st 8:00-8:55
 2nd 9:00-9:50
 3rd 9:55-10:45
 4th 11:20-12:10, JH Lunch 10:50-11:15
 10:50-11:40, HS Lunch 11:45-12:10
 5th 12:15-1:05
 6th 1:10-2:00
 7th 2:05-3:00

Early Release Wednesdays

1st 8:00-8:35
 2nd 8:40-9:10
 3rd 9:15-9:45
 MPT 9:50-10:10 (with 4th Hour)
 4th 10:10-10:40
 5th 11:20-11:50, HS Lunch 10:45-11:15
 10:45-11:15, JH Lunch 11:20-11:50
 6th 11:55-12:25
 7th 12:30-1:00

Half Day Schedule

1st 8:00 - 8:30
 2nd 8:35 - 9:05
 3rd 9:10 - 9:40
 4th 9:45 - 10:15
 5th 10:20 - 10:50
 6th 10:55 - 11:25
 7th 11:30 - 12:00

Finals Schedule

1st Session 8:00-9:15
 2nd Session 9:30-10:45
 3rd Session 11:00-12:15



Mammoth-San Manuel USD | 2020-2021 CALENDAR

JULY 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

3- Independence Day

1-Winter Break
18-MLK Day
6,13,20,27- Early Release

JANUARY 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3- New Teachers 1st day
4 Returning Teachers 1st day
5-7, 10-14 Staff Professional Dev./Parent-Teacher Conferences
17- First Day of School
19,26- Early Release

3,10,17,24- Early Release
15- President's Day. NO SCHOOL

FEBRUARY 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

SEPTEMBER 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7- Labor Day
2,9,16,23,30- Early Release

3,10- Early Release
12- End of Quarter 3-1/2 day K-12
15-19- Spring Break
24,31- Parent/Teacher Conf. K-12 - 1/2 day

MARCH 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

OCTOBER 2020						
S	M	T	W	Th	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

7,14- Early Release
9- Fall Break, NO SCHOOL
16- End of Quarter 1-1/2 day K-12*
21, 28- Parent/Teacher Conf. K-12 - 1/2 day

7,14,21,28- Early Release
5-Easter Break, NO SCHOOL

APRIL 2021						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

NOVEMBER 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

4, 18,- Early Release
11-Veterans Day
25-27- Thanksgiving Break

5,12, 19- Early Release
24,25,26,27- Jr./Sr. High Finals 1/2 day K-12
27- Last Day of School & End of Quarter 4
28- Teacher Last Day
31- Memorial Day

MAY 2021						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

DECEMBER 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

2,9,16- Early Release
14,15,17,18- Finals Jr./Sr. High-1/2 Day K-12
18-End of Quarter 2; 1/2 day
21-31- Winter Break

JUNE 2021						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

STUDENT SERVICES

Counseling

Phone 385-2336 Ext. 2210 (or 1104) & 2212
 Upon enrollment, students meet with a counselor who can help with course selection, general school plans, with exploration of post-high school possibilities - college, special schools, military training, etc. The counselors can supply information regarding financial aid for college and requirements for future job/career planning. They can be of help in personal areas involving ambitions, hope, ideals, worries and fears. In short, counselors would like to be your helpers, confidants, and friends. The Counseling Center is open daily between the hours of 7:30 a.m. and 3:15 p.m. Students may drop in to talk with counselors before and after school or during lunch periods. Students must have permission from their teacher in order to be in the counseling office during class time. Should an emergency arise, the first available counselor will see students as soon as possible. Students at San Manuel Jr/Sr High School are strongly encouraged to make extensive use of the Counseling Center. Students or parents may call San Manuel Jr/Sr High School counselors if there are any concerns regarding a student or students that may be at risk.

Registration Guidelines

No student will be admitted into classes without immunization records, certified birth certificate and proof of residency as per Arizona state law. All grades are scheduled into seven full-credit classes.

Students participating in extracurricular activities should read the section on Eligibility.

Registration Timeline (*Timelines to be reviewed in the future*)

September - February: Review educational plans and preregister for courses for the following school year.

June- July: Master schedule is created based upon class choices of students. Minor changes are possible with parent and administrative approval and as allowed by numbers of students preregistered for each course.

June: Computer-assisted scheduling will select class period and teacher.

June - August: Students' schedules may be adjusted due to test results, failed classes, etc. If a schedule change is needed please make an appointment with a counselor prior to registration. Some changes may not be approved in order to offer the best education for all students.

July: Final registration: pick up schedules, locker sign up and pay fees.

School Pictures: All School photos grades 6-12 will be taken on an announced date. All students will need to have their pictures taken in order to have their picture published in the yearbook. Pictures will be taken from 8:00 a.m. to 3:00 p.m.

Schedule Changes

Once final registration is completed in May, schedule changes are rare. Changes will be made only for the following reasons:

1. Failed pre-requisite; therefore cannot take class.
2. Need to add required course for graduation.
3. Medical reasons.
4. Processing errors.
5. Administrative needs.
6. Completed course (summer school, correspondence etc.)

A student may drop or change a class up to the 1st full week of each semester, without loss of eligibility. If a student drops a class past the one-week period and they are failing the class, they will receive an F on their transcript.

Any student changing a class must have parent permission, teacher and administrative approval. Any student dropped for lack of attendance, discipline, etc. will receive a letter grade of F for the semester and be ruled ineligible.

Testing Program

In order to participate in the High School Graduation Ceremony, a student must qualify to receive a diploma.

Various testing programs are offered throughout the year. Sophomores and juniors who are planning to enter college are offered the Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (NMSQT). Students learn how they compare in verbal and mathematical knowledge. The student automatically competes for qualification in the National Merit Scholarship Program. Most colleges and universities in the United States require the results of an entrance examination before the student is admitted. In Arizona, the three state universities accept the results of either the American College Test (ACT) or the College Board (SAT). In the case of out-of-state institutions, students should check to see which examination is preferred by corresponding with the college. Seniors are advised to schedule one or both of these tests as early as possible during the senior year. Juniors and certain sophomores can benefit by taking the tests as well. If there are questions as to which test should be taken, counselors should be consulted.

Adaptive Education Programs

The Mammoth/San Manuel School District offers Adaptive Education Programs for students who in accordance with state laws, qualify in one or more of the following handicapped categories.

1. Serious Emotional Handicap
2. Hearing Impairment
3. Mild Mental Retardation
4. Moderate Mental Retardation
5. Orthopedic Impairment
6. Specific Learning Disability
7. Speech/Language Impairment
8. Visual Impairment
9. Autism
10. Traumatic Brain Injury (TBI)
11. Other Health Impairment (OHI)
12. Preschool Severe Delay
13. Multiple Disabilities
14. Developmental Delay

If you know of anyone in or out of school who might have one or more of the above, please call one of the counselors at school, or the Administrator of Adaptive Education at 385-2337 Ext. 1115. 504 Accommodation director is Mark Wiseley. Director of Title IX is Mark Wiseley.

Examinations

All students must take all examinations required by departments. If an examination is missed, it should be made up as soon as possible. There are no exemptions from final examinations, which must be taken on the assigned dates. Dates of final exams are announced sufficiently in advance of the end of the semester. There is no early release from school unless excused by an administrator.

Academics, Report Cards, Grades

Report cards are issued at the end of each nine-week period. Semester grades become part of the student's permanent record. If a student's grades are not satisfactory to parents, a conference should be arranged immediately. Students may take concurrent classes for: Physics, Calculus, Trigonometry, Algebra II, A.P. English (English Literature), A.P. Government and Chemistry. School officials and teachers are anxious to become acquainted with parents and to advise them regarding a student's work. Report cards will be mailed quarterly. The following high school courses are weighted:

- English - Honors English II & III, AP English IV
- Math - College Algebra/Trigonometry, AP Calculus
- History - AP American Government

Regular Classes Weighted Classes

4.0 = A
3.0 = B
2.0 = C
1.0 = D
0 = F

5.0 = A
4.0 = B
3.0 = C
1.0 = D
0 = F

Credits:

Beginning with the class of 2017, students will be required to achieve a passing score on the Arizona Civics Test as a graduation requirement.

Students may receive an incomplete for work that was not completed during that quarter. To receive a passing grade, this work must be completed satisfactorily on or before ten school days after that grading period. If the work has not been completed, the incomplete will turn into an F.

Make-up Policy

Total responsibility for acquiring and completing work missed during an absence lies with the student. Classification of an absence may affect the student's right to make up work missed, however, this should not be interpreted to mean those identical activities or tests will be given for make-up work after absence. Upon returning from any absence, the student should obtain make-up assignments as soon as possible. Students should NOT expect to make up work during regular class time, however, teachers will be available before/after school by appointment. Any assignment missed as a result of an unexcused absence from class will be due at the beginning of the period from which the student was absent. For an excused absence, students will have the number of days absent plus one to make up work. Students missing class due to in or out of school suspension will be expected to have all assignments completed upon return to class. In order for students to receive assignments from teachers, due to an out of school suspension (OSS), the student and/or parent must notify the office so that arrangements can be made to collect assignments for the student. Otherwise the teacher is not obligated to provide make-up work for the student. Teachers have the right to give zeroes for missed work while out of class for out of school suspension. Long-term suspensions may result in loss of credit. If the student is absent on the date an assignment is due and had knowledge of the assignment prior to the absence, the assignment will be due immediately upon return to class. Class participation points lost through absenteeism may be made up by special arrangements with the individual teachers. It is the student's responsibility to schedule a time to meet with their teacher(s) in order to make-up lost points. There will not be any make up work for

unexcused absences. On long term projects (such as research papers) teachers may deduct points per day for unexcused or undocumented absences. Excused absences are accepted. Assignments not meeting these time lines will be considered unacceptable and will receive a score of zero (0). Students missing because of athletics MUST communicate with their teacher prior to the absence and confirm due dates for missing work.

This policy is not intended to exclude the possibility that other prior and specific arrangements may be made between the student and teacher when circumstances warrant.

Notice to Seniors

All academic work (including correspondence) must be satisfactorily completed by May 14th.

Valedictorian & Salutatorian

Valedictorian and Salutatorian will be determined after the 7th semester of the senior year. The determination will be rounded out two decimal points on the G.P.A.

Make-up Credit

San Manuel High School accepts credits only from summer schools that offer 60 hours of classroom instruction and accredited correspondence schools. Students wishing to enroll in correspondence courses must acquire written approval of San Manuel Jr. /Sr. High School's Counselors for Student Services. San Manuel Jr. /Sr. High School's counselors will proctor correspondence school exams. All deadlines must be adhered to strictly. Only 4 credits of correspondence will count towards graduation. The correspondence courses must be in 4 different areas. A class may be repeated to receive a higher grade. The most recent grade will be recorded. Credit will be given only 1 time if you repeat a course. The School Board has approved Edgenuity as an accepted program.

Junior High Retention/Promotion

The current Junior High school policy is that students will pass every course to earn promotion to the next grade. On occasion, summer school is provided for those students who need to master subject matter in order to pass an academic class. Board Policy IKE-R defines the district policy on "Promotion and Retention" and may be reviewed at the District Office or the San Manuel Jr. / Sr. High School office. A student, who misses 15 days or more without a written physicians excuse, may repeat their current grade. (Governing Board Approved June 29, 2004).

Summer School

Summer school may be offered if there is a need. If there is a tuition fee the student is responsible. In order for credits to be accepted from a summer school program, sixty (60) hours of classroom instruction must have occurred. It is the student's responsibility to provide official proof of these contact hours.

Health Center PH. 385-2336 Ext. 2204

The Health Care Center is located in the administration office of the Mammoth-San Manuel PK-12 School. All medication brought on to campus must be prescribed by a physician. All medication must be turned into the Health Care Center and dispensed by a trained designee. Any medication not stored in the Health Care Center will be considered illicit. Prescription medication must be in the original container with the original unaltered label from the pharmacy and must have the student's name on the label. This includes inhalers. Parent permission for administration must be on file with the Health Care Aide.

Written permission must be on file with the Health Care Aide before Tylenol/aspirin can be dispensed to students. The school does not furnish any medication (including aspirin) for students. Unless there is an emergency a student is to get a pass from his/her teacher before going to see the Health Care Aide. **ILL OR INJURED STUDENTS WILL NEVER BE SENT HOME UNLESS A PARENT OR DESIGNATED PERSON COMES TO THE SCHOOL AND SIGNS THE STUDENT OUT.** Students who become ill during school hours should report to class before going to the Health Care Aide when possible. Missing classes with an excuse of illness, without reporting to the Health Care Aide will be treated as truancy. The Health Care Aide is available to assist with emergencies but is not equipped to take care of any serious illness. Note: All students must have a current immunization record on file.

Please report any of the following to the Health Care Aide's office.

- All injuries that happen on school grounds.
- Any abnormal skin condition, rash, sores, etc.
- Any contagious disease within the home.
- Any history of rheumatic fever, heart conditions, diabetes, or chronic disorder.
- Any illness that occurs on campus during the day.

Leaving School Due to Illness

If a student is ill, a legal guardian must check them out and pick them up from school. Students should report to the Health Aide to be sent home, not call their parent personally.

GENERAL SCHOOL INFORMATION

Media Center PH. 385-2336 Ext. 2267

The school Media Center is open to all students Monday through Friday from 7:45 a.m. to 3:15 p.m. It is designed to facilitate study and research in a quiet pleasant atmosphere conducive to these activities only. A .05 per day late fine and or detentions will be assigned for books more than 5 school days overdue. Further checkouts are not allowed until book(s) are returned; if the book is not turned in after 1 month of being overdue, a referral will be written and the student will lose checkout privileges until the end of the semester. The Media Center contains the latest in reference resources to help students find answers for homework and research projects. In addition to an excellent reference and book collection, up to date information is available at computer workstations. Many on-line services are available for research. Media Center materials are the property of the district. Students will be assessed replacement cost for lost materials. There is a copy machine available to students at a cost of .05 per copy. *Due to the varied learning options for the 2020-2021 school year, please contact your teacher directly if you are in need of specific media center supplies.*

Classrooms

All classrooms are open for students to get help from teachers before and after school from 7:30 - 8:00 a.m. and 3:00-3:15 p.m. Arrangements must be made with individual teachers for earlier or later times. Teacher meetings do occur; communicating with the teacher is essential to ensure that the teacher is available for help. *Due to the varied learning options for the 2020-2021 school year, please follow individual teacher office hours and communication methods.*

Lost & Found

The lost and found department is located in the attendance office. After May 31, all lost and found items are donated to a local charity.

Personal Property

The school assumes no responsibility for any personal property that is brought to school. This includes motor vehicles, bicycles, clothing, musical instruments, electronics, cash, etc. Any theft, however, should be reported IMMEDIATELY to the Attendance Office and should be taken up with the Student Resource Officer (SRO). Do not leave valuable items in any lockers or in backpacks that are not locked up.

Clean Campus

The administration expects that all students do their part to assure we have a clean and healthy campus. Gum is not allowed on school campus.

Use & Care of Textbooks

In compliance with Arizona Revised Statutes, the Mammoth/San Manuel School District will provide free textbooks for all students. All textbooks, subject matter materials, supplementary books and instructional computer software in the possession of the school district remain the property of the school district. The School district shall hold pupils responsible for damage or loss of the textbooks, subject matter materials, supplementary books and instructional computer software. If a pupil for any reason requires a second copy of a textbook, subject matter materials or a supplementary book, the pupil shall reimburse the school district for the cost of the textbook, subject matter materials or supplementary book. Any student who loses a textbook or has one stolen must report this loss immediately to their classroom teacher. Added by laws 1981, Ch. 1 ss 2, eff. Jan. 23, 1981. Amended by Laws 1983, Ch. 182, ss 8; Laws 1984, Ch. 379 ss 8. All students must return their books within the day of withdrawing from a class whether schedule change or end of semester. Students who fail to return textbooks and materials to school prior to the last day of school will be charged the full purchase price to replace lost or missing books and materials. Students are also responsible for the care and return of any technology device borrowed from the school.

Debts

No records or transcripts will be sent to any other institution until all debts to the school are paid.

IF YOU CHANGE YOUR RESIDENCE - If a student moves while attending San Manuel Jr. /Sr. High School, the new address must be reported immediately to the Records Office. Proof of residence is required.

Withdrawing from School

To withdraw from school for any reason, a student should take a written request from the parent/guardian to the Records Office and obtain an Official Notice of Withdrawal Form. If transferring to another school, the student will receive grades to date of leaving and copies of other records to help enroll in the new school. All books and other school equipment must be returned at this time. Students will not be permitted to leave school before the end of the school semester and receive credit except for extreme emergency.

No semester exams will be given early. If it becomes necessary that the student must withdraw from school before the end of a semester and wishes to finish all work and receive credit for it, the parents must request such early withdrawal in writing at least one week in advance from the Principal. Students who leave before the end of a school term without making proper arrangements will not receive credit for the semester's work.

Dances

No student will be admitted to a school dance (including the Junior-Senior Prom) more than one hour after the scheduled starting time unless a special permit has been secured in advance from the Principal. If a student leaves the dance, he/she will not be readmitted. The discipline regulations for normal school operation apply to dances.

STUDENTS SERVING IN SCHOOL SUSPENSION OR OFF CAMPUS SUSPENSIONS WILL BE INELIGIBLE TO ATTEND THE NEXT DANCE FOLLOWING THE DISCIPLINARY ACTION.

Students who come to the dance must obey the following rules:

1. The parents of the students must provide transportation. However, a bus from Mammoth will run to the school for JH Dances ONLY. Time and place of pick up will be communicated.
2. On the day of the dance, a student must attend all classes.

HIGH SCHOOL - Non-students may attend school dances only as a date of a student following pre-approval by the administration. Junior High Students may not attend HS dances. No dates 21 years old or over are allowed. All dances scheduled on campus will end at 12:00 a.m. Parents are encouraged to pick up their students promptly at 12:00 a.m. JR HIGH DANCES - Only Junior High students may attend Jr. High School sponsored dances. Dances will end by 9:00 p.m.

Junior High Student Recognition

Approximately once every semester there will be an assembly to acknowledge students. This is a special recognition program it says, "I'm proud of you!"

Assemblies

All students must attend required assemblies. The San Manuel Jr. /Sr. High School student body seeks a reputation for being an audience that is respectful and courteous towards others while being an active participant in the assembly that is being attended.

Signs & Posters

All signs or posters must be in good taste. All signs or posters, for non-school or school activities, must be approved by a school administrator before they are put up. No sign or poster shall be attached to any plaster or painted surface. No poster, sign or banner may be hung from or attached to any canopies or light poles. Persons or organizations displaying posters are responsible for immediately removing them following the event or activity. Non-school political posters are not allowed.

Mammoth-San Manuel Jr/Sr High School is a Closed Campus

Students may not leave campus during lunch hour. The consequence of being off campus is in school suspension.

Bus Conduct & Safety Rules

Regulations:

All persons riding in any vehicle which has seat belts must wear the seat belts at all times while the vehicle is running.

1. Students riding in a school bus are under the authority of the bus driver.
2. A regular bus schedule will be followed.
3. Students who refuse to obey the directions of the bus driver or who refuse to follow safety rules will be disciplined, which could result in losing the privilege of riding the bus for a defined period of time.
4. Students must have written permission from a parent/guardian to exit the bus at any stop other than their own and must be signed by an administrator.

Safety Rules:

1. Wait patiently for the bus. If the bus is late, wait. Your bus or another bus will always run the route.
2. Stand a safe distance back from the curb or highway.
3. When the school bus is approaching, get in a line parallel to the road.
4. Do not crowd or push.
5. Use the steps and handrail.
6. Sit in the seat assigned by the bus driver.
7. Take your seat quietly and quickly.
8. Sit on the seat, not on your legs or other objects.
9. REMAIN SEATED WHILE THE BUS IS IN MOTION.
10. KEEP HANDS, ARMS AND HEAD INSIDE THE BUS AT ALL TIMES.
11. NEVER THROW ANY OBJECTS IN THE BUS.
12. REFRAIN FROM YELLING, SPEAKING LOUDLY OR USING VULGAR LANGUAGE.
13. Open or close windows when given permission to do so by the driver.
14. Keep the aisle free from any objects.

15. Keep the bus clean.
16. REFRAIN FROM EATING, DRINKING OR USING TOBACCO PRODUCTS ON THE BUS.
17. REMAIN SEATED UNTIL THE BUS COMES TO A COMPLETE STOP.
18. Exit by facing the front and using the steps.
19. BE COURTEOUS TO THE DRIVER, FELLOW STUDENTS, PASSING VEHICLES AND PEDESTRIANS.
20. REFRAIN FROM ENGAGING IN ACTIONS OF INJURY PRONE BEHAVIOR SUCH AS: HORSEPLAY, FIGHTING, OR INAPPROPRIATE PHYSICAL CONTACT.
21. Try not to speak to the driver while the bus is in motion.
22. All electronic devices/cell phones must be silenced while on the bus.

CAMPUS CONDUCT

Student Parking

Parking is a privilege

1. Parking privileges will be revoked if a student is:
 - a. Parked in an unauthorized zone.
 - b. Loitering in the parking lot.
 - c. Speeding or any unsafe vehicle operation.
2. If a vehicle is illegally parked, the school has the right to have the vehicle towed and impounded. Towing expenses, fines and accrued storage fees are the responsibility of the vehicle owner.
3. Students must have permission from Administration to visit their vehicle during school hours, including lunch times.

DO NOT PARK IN NO PARKING ZONES, HANDICAPPED OR VISITOR PARKING.

Messages & Deliveries

Articles or messages will not be delivered to students except in emergency circumstances. A school administrator will approve each request. Flowers or gifts will not be distributed until 2:45 p.m. The school is not responsible for late or missed deliveries. Food items will ONLY be available for pick up during the student's lunch time. If food is for an away trip, students are to pick it up in the office on the way to the bus (no extra release time will be given).

Food & Beverages in the Classroom & on Campus

Students are NOT ALLOWED to bring food or beverages to the classroom during the school day. Curriculum, which requires such, must be communicated to the administrative office prior to the event. Students may bring food or beverage on campus, as needed for lunch; items must be consumed in the cafeteria or the courtyard, per administrative approval. If

procedure is not followed, items will be confiscated and may be picked up at the Lead Teachers' or Principals' office after school. Water bottles will be allowed in class.

Respect for Persons & Property

All policies and procedures regarding student conduct are in effect from the time a student leaves home in the morning until the student arrives home after school. This includes lunch hours and bus transportation. Students participating in or attending any school function any time during the day, on or off campus, will be held accountable for all policies and procedures regarding student conduct. Students should be responsible for their own actions directed toward other individuals and property. Students are expected to show respect for persons and property. Students, also have responsibility neither to take nor damage the property of other students, school personnel, the district or general public.

Student Dress Code Board Policy JICA-R

All students in Kindergarten (K) through twelve (12th) grades who attend the District schools are expected to dress in the proper standard school attire. It is the parents' responsibility to ensure compliance with the dress code. All students who attend the District's schools must dress in accordance with the dress code. Mammoth-San Manuel USD will not interfere with a student or parents' decisions regarding student appearance except when those choices affect the educational program of schools or health and safety of others. All students are expected to observe standards of modesty appropriate for a school setting in their dress, be clean in appearance, and wear footwear that covers the whole foot for reasons of health and safety. The type of dress, accessories, or grooming displayed by the student **shall not:**

- Present a physical safety hazard to self or others in the school (examples include, but are not limited to, wallet chains, belts, or jewelry that is a safety hazard to self or others).
- Create an atmosphere in which the well-being of others is hindered by undue pressure, intimidation, or threat of violence (examples include, but are not limited to, bandanas, hair nets, scarves as headgear except for religious purposes, gang-related markings on hats, clothing, other personal items, or one's self).
- Display profanity or profane gestures or promote alcohol, drugs or tobacco.

- Materially interfere with school work, create disorder, or disrupt the educational program.
- Expose midriffs (stomach), cleavage, buttocks, the upper thigh, or undergarments.
- Baseball type hats will be worn with bill of hat straight forward or backward.
- No masks, jackets or hoodies may be worn at any time. *The only masks that will be allowed are those worn to help prevent the transmission of COVID-19.*
- Be considered pajamas or nightwear.

Appropriate School Attire

Tops-clean and in good condition

- Shirts with collars—sleeveless blouses/shirts are permissible **with at least 2-inch wide straps**
- T-shirts (with appropriate words and graphics)
- Tops must be long enough to meet the top of pants, shorts, skirts, etc. when hands are raised above the head, unless worn with leggings (defined as form fitted bottoms without pockets), at which time tops must extend to the student's tip of thumb when arms are extended down at sides.

Bottoms- clean and in good condition

- Skirts, dresses, and shorts, as well as any slits revealing skin on skirts, pants, and shorts, must begin below a student's tip of thumb when arms are extended down at sides and must fit at the waist.
- Shoes that cover the whole foot (no open toes, open backs, no sandals, no slippers, and no heels).
- You must wear footwear for reasons of health and safety at all times.

Additional items may be added to the standard school clothing during the school year as approved by the School Board.

Students not dressed with the District dress code may be offered use of standard school clothing for the day, if available or their parents will be contacted to bring correct clothing. Students who repeatedly fail to dress in accordance with this dress code may be subject to disciplinary actions as set forth in the District policy manual. Students who refuse to dress in accordance with this dress code may attend another school outside the District, in accordance with open enrollment policies. No student shall be subject to discipline for failure to comply with this dress code if the reason is economic hardship. Under such extreme circumstances, the school will work

with families to provide assistance for the students to be furnished with standard school clothing.

New students who enter District schools have one (1) week to purchase standard school clothing.

On occasion, the principal may allow a "dress up" day when students may wear clothing other than the standard school clothing. This will be on special occasions only. The students' parents will be notified prior to the "dress up" day.

Other Uniform

Boy Scout, Girl Scout, or any other uniform that is not school related, may not be worn during normal school hours.

Professional Staff Dress Code: The professional Staff Dress Code is established by Board Policy.

Please see most current policy.

Conduct During Lunch Periods

Classes are in session during lunch periods. Students must stay in the cafeteria or patio area while eating lunch. Paper wrappers and lunch refuse must be put in the refuse cans. Please remain in the cafeteria or patio area until it is time to return to class. Any student, who is not in the proper area at lunch or does not have a pass, will receive detention; persistent actions will lead to ISS. For those students who have earned the privilege of eating off campus they must not bring food back to campus.

Student Relationships

It is in poor taste for students to embrace each other on campus. Good taste decrees that students conduct themselves as ladies and gentlemen at all times. Because it is hard to determine the fine line of what is or is not an embrace, the school rule will be that holding hands is the limit of affection shown on the San Manuel High School Campus. High School Students may not have relationships on campus with Junior High Students.

Visitors

All visitors must report to the office and receive permission to be on campus. All visitors must wear a pass. Parents and/or guardians who wish to sit in their child's class must receive permission by the Principal and give a 24 hour notice of their intent to be on campus. While our goal as a school community is to embrace family involvement we have added additional safeguards for our students and staff Failure to follow these procedures will be treated as trespassing. **No student visitors allowed.**

Electronic Devices/Cell Phones

Students may only use electronic/cell phone devices before school and after school. Electronic devices and/or cell phones, if brought to campus, must be turned off and placed in individual lockers located at the main office throughout school hours. On the first violation, the device and/or cell phone will be confiscated, the parent and/or guardian contacted and the device will be returned to the student at the end of the day. On the second violation, the device and/or cell phone will be confiscated, the parent and/or guardian will be contacted and the parent and/or guardian must pick-up the device and/or cell phone. On the third offense, the device and/or cell phone will be confiscated, the student will serve two days of ISS and the parent and/or guardian must pick-up the device and/or cell phone. If further violations accrue, the administration will work with parents to resolve the issues. Students who bring electronic devices and/or cell phones to school, do so at their own risk; the school is not responsible for these items.

Skateboards/Skating

Skateboards or skating of any kind are not allowed on campus at any time.

Rights Under Title IX

THE SAN MANUEL JR. /SR. HIGH SCHOOL DISTRICT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX OR HANDICAP IN ITS EDUCATIONAL PROGRAM OR ACTIVITIES AS REQUIRED BY TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, AND OF SECTION 504 OF THE REHABILITATION OF 1972 AND OF SECTION 604 OF THE REHABILITATION OF 1973 RESPECTIVELY. EL DISTRITO DE "MAMMOTH/SAN MANUEL" NO HACE DISTINCION ALGUNA BASADO EN LA RAZA INCAPACIDAD DE LAS PERSONAS, EN SUS PROGRAMAS O ACTIVIDADES EDUCACIONALES, EN CUMPLIMIENTO O LOS ESTIPULADO EN EL CAPITULO VE DE LA LEY DE LOS DERECHOS CIVILES DE 1964, CAPITULO IX DE LA LEY DE LA EDUCACION DE 1972 Y LA SECCION 504 DE LA LEY DE REHABILITACION RESPECTIVAMENTE.

GUIDELINES FOR STUDENT ATTENDANCE & CONDUCT MAMMOTH/SAN MANUEL SCHOOL DISTRICT #8

As a student in this school district, you have the right to a good education. To make sure that every student enjoys that right, the district has established policies and procedures regarding student attendance, tardiness and

disruptive behavior. These Guidelines for Student Attendance and Conduct are designed to create a pleasant and safe environment in your school. The rules are reasonable and fair, and are basically the same at each school.

**Your attitude toward school is extremely important. If your main reason for coming to school is to learn and be active in school programs, you will probably never have serious attendance or discipline problems.

** You are responsible for your own actions. If you do not follow school rules, you will have to accept the consequences. Arizona law allows the school district to hold you accountable for your behavior on the way to and from school, and during any school-sponsored activity. The district developed these policies so that you and your parents will know exactly what is required of you, and what actions will be taken in each problem area. You may be counseled by teachers or administrators regarding your behavior. Accept their advice as valuable and understand that they want to help you. We are proud of our students. We hope you will take advantage of the activities and opportunities offered to you and enjoy your high school years. If you respect your teachers and fellow students, and if you accept your responsibilities as a student and citizen, you will gain the most from your high school experiences.

Early Release for Seniors

Seniors may be released from school 5th, 6th and 7th periods if these qualifications are met:

1. Enrolled in a vocational cooperative course or JTED before the school year starts.
2. Student is enrolled in college course work and meets course work requirements at San Manuel High School.
3. Health related reasons approved by the principal and recommended by a physician.

Student Assistance

San Manuel Jr. /Sr. High School has taken several steps to provide academic support for all our students. Please check with the counseling staff to learn about these services.

Student Lockers

Student locks and lockers are school property and remain at all times under the control of the school. However, students are expected to assume full responsibility for the security of their lockers. Lockers are not to be shared. Locks must be purchased from the school at a cost of \$6.00. Inspection of lockers may be conducted by school authorities without student consent at any time, for any reason and without a search warrant.

By law, a school principal, or his/her designee, may search a student locker, items in the

student's possession, or a student controlled vehicle on school premises whenever there is a reasonable belief that the person or property searched possesses or contains dangerous items or an item the possession of which violates state, federal or local law, Governing Board Policy or school rules. Items discovered in violation of the law or Board Policy may be seized.

ATTENDANCE REQUIREMENTS Grades 6-12

The right and privilege of attending public schools carries with it certain responsibilities on the part of both parents and students. Parents and students must recognize the direct relationship that exists between academic success and regular school attendance. High School attendance is ultimately the responsibility of the student and his/her family. Students should remain out of school only when absolutely necessary because much of the classroom activity cannot be replicated; the benefit of lectures, discussion and participation is lost forever to those who are absent. It must be emphasized that regular attendance is the key to much of the success a student may gain from his/her high school program.

Attendance 385-2336 Ext. 2207

It is the responsibility of the parents to phone the attendance office on the day of the student's absence by 9:00 a.m. If the parent or guardian does not have a phone, a note will be expected on the first day of return by the student and must be taken before school to the attendance office. The student's absence will be considered a truancy if this procedure is not followed. If the student returns to campus that day, the student should report to the attendance office before returning to class. An absence may be counted if this is not done. If a student is signed out of school, they may not stay on campus unless accompanied by a parent.

Classifications of Absences

ABSENCES: (NOT TO EXCEED 12 INCLUDING TRUANCIES): Absence is defined as a student's non-attendance in his/her assigned classroom during an assigned period and is a result of:

1. Personal illness
2. Doctor or dentist appointments, which cannot be made after school hours. Verification that a student was seeing his/her doctor or dentist during the school periods missed should be furnished to the attendance office upon the student's return to school.
3. Serious family illness or a death in the family.

4. Suspensions.

5. Any absences should be called in to the attendance office by 9:00 a.m.

RECOGNIZED RELIGIOUS HOLIDAYS ARE NOT SUBJECT TO THE TWELVE (12) ABSENCE LIMIT, BUT DO REQUIRE NOTIFICATION TO THE ADMINISTRATION BY THE STUDENT'S PARENTS AT LEAST 24 HOURS IN ADVANCE.

General Attendance Procedure

1. The school district expects parents/guardians to call the attendance office by 9:00 a.m. If the parent does not have a phone, a note will be expected on the first day of return if a student is absent from school. Reasonable attempts will be made by the school; through phone calls or letters, to inform parents/guardians of a student's excessive absences. This is a sincere attempt by the local school to work with the family in resolving a student's attendance problem.
2. To prevent a student from unknowingly losing credit, the attendance office will correspond with the student and parents/guardians concerning the district attendance policy only on the first occurrence of the fifth (5th) absence in any class period during the semester.
3. Copies of the correspondence to parents/guardians will be distributed to appropriate school personnel.
4. Students who reach eight (8) absences in one or more classes during any semester will be required to attend a conference. Conference arrangements will be made by the counselors, following notification from the teachers. There will be a conference with parents, student, counselors and the teacher to write an improvement plan. Teachers will notify the office when a student has reached 9 or more tardies.
 - a. ALL make-up assignments due to absenteeism are to be completed according to district policy.
5. Any student who reaches his/her thirteenth (13th) absence in a class could lose credit eligibility in the class. On the 12th absence in a class the teacher will initiate a conference with the student, parents, teacher counselor and administration to discuss loss of credit. The student may remain in class with teacher approval. Students and parents will meet with the Advisory Committee during an Attendance Hearing where the committee will hear all pertinent information to the number of absences and a ruling will be decided. The Principal may overturn the decision, following parental appeal.

6. A student-initiated schedule change may cause a loss of credit eligibility.
7. Excused absences due to school activities (field trips, performing groups, student government, etc.) are excluded from the attendance policy.
8. Students are not to leave campus during the day unless they have followed the checkout procedures. Students are not to be in the parking lot at any time.
9. Absences from scheduled classes as a result of off campus suspensions or tardy sweep will be included in the total number of absences for the semester.
10. Seniors may be absent two days and juniors one day to visit a college. This absence will not count towards the twelve absences if arrangements are made through the counseling office, reported to the attendance office and a pass is given to all teachers three days before the absence. Students arriving at school after first hour must check in at the attendance office. The district policy regarding tardies will be followed.

When the bell rings signaling the end of the class period, students will have five (5) minutes to pass between classes. Each student must be in the correct class and work station, prepared to begin class, when the bell rings signaling the start of the new class period. Students not in the correct class/work station at the bell will be counted as tardy. If a student has a pass from a school official, the student will not be considered tardy. Students who are tardy may be placed in I.S.S. for that class period. All school officials will take every precaution not to issue passes except when necessary.

If a student has accumulated 9 tardies in a given class that student will be assigned a Saturday School. After the Saturday School assignment the tardy record begins anew for the given class. Chronic repetition may result in Parent Shadow Program and/or community service.

STUDENT ACTS OF MISCONDUCT GROUP I, II, III, IV OF CODE OF STUDENT CONDUCT, STUDENT DISRUPTION OF THE EDUCATIONAL PROGRAM AND CLIMATE OF THE SCHOOL

Students in the Mammoth/San Manuel District enjoy the right to a quality education, free from unnecessary disruptions and distractions. This occurs when an effective and appropriate learning environment and campus climate are maintained. The total school community to include parents, students, school personnel and community members share in the responsibility for maintenance of the campus climate. The administration, teaching staff and

other school personnel have the responsibility to determine when student behavior is inappropriate and disruptive or in violation of local school rules or regulations set forth by the Governing Board.

Potential problem areas and regulations
DISRUPTION OF THE EDUCATIONAL PROCESS - Students may not by action, use of an electronic device/cell phone or expression disrupt the educational process or interfere with the rights of others. Students shall not cause or threaten to cause inconvenience to the operation or administration of the school district. This includes but is not limited to evacuation of a district building, place or district-sponsored function. (FIRE ALARM ACTIVATION) Persons disrupting the educational process will receive consequences for their actions and could be arrested.

CLASSROOM DISRUPTIONS - Any student who disrupts the educational process by action, use of an electronic device/cell phone or expression will receive consequences for their actions. Persons disrupting a classroom could be arrested. Students are responsible for contributing to a positive and appropriate environment.

PLAGIARISM OR FAILURE TO FOLLOW TEST-TAKING PROCEDURES - The integrity of the instructional process must be maintained. Therefore, a student's test/assignment may be disqualified without the right of make-up when plagiarism is evident or the teacher's test-taking procedures have not been followed. In addition, the student may be subject to further discipline.

INSUBORDINATION - Students will comply with the reasonable requests of a staff member. Failure to do so shall be considered an act of insubordination.

NON CHECK OUT - Students may not leave campus without following the check-out procedure.

TRUANCY - Truancy is defined as an unauthorized absence from class(es) and is considered to be misconduct by students.

RESPECT FOR PERSONAL PROPERTY - The jurisdiction of the school is primarily limited to the school premises or at school sponsored functions. School rules and other reasonable expectations for acceptable student behavior are extended to include student conduct while going to and from school and off campus during the normal school day. This includes a student's conduct during lunch hour or released periods. Inclusive in this is loitering and smoking on adjacent property of the school.

Violations of conduct by students in this manner could result in disciplinary action (ARS 13-201)

LOITERING (to remain in an area for no obvious reason) - Students are prohibited from loitering in or around the school campus.

GAMBLING - Gambling is defined as participating in games of chance for money and/or other things of value. Students may not sell items unless they have prior approval from the Administration.

COMMITTING EXTORTION, COERCION OR BLACKMAIL - Obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use of force or threat of force.

SCHOOL BUS DISRUPTIONS - All students riding buses to and from school or activities are expected to abide by all the rules for bus conduct and safety. The bus driver will determine when a student is disruptive.

PARKING VIOLATIONS - All student vehicles are to be parked in the prescribed location in a safe and orderly manner as authorized by local school regulation. Any vehicle parked inappropriately is subject to removal as provided in Governing Board policy 6309 and ARS 15-842.A.5. Towing expenses; fines and accrued storage fees are the responsibility of the vehicle owner.

VEHICLE OPERATION VIOLATIONS - All students bringing vehicles - motorcycles, bicycles, cars, trucks, etc. - on campus will operate the vehicles in a safe, responsible and prudent manner at all times

POSSESSION OF/USE OF TOBACCO PRODUCTS - Students are not permitted to be in possession of, or use tobacco products, e-cigarettes or vapor inhalers on campus or at school-sponsored events.

ANY grade 9 - 12 student found to be on the 6-8th grade campus without administrative permission will be subject to disciplinary action and vice versa.

DRUG / ALCOHOL USE - No student shall possess, use, transmit, or attempt to possess, use, or transmit, or be under the influence of any of the following substances on school premises during any school year or off school premises at a school related activity, function, or event:

1. Any controlled substance or dangerous drug as defined by law, without regard to amount, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant, or mood changing, mind-altering, or behavior altering drugs.

“Use” means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently

enough that it is detectable by the student’s physical appearance, actions, breath or speech. “Under the influence” means a student’s faculties are noticeably impaired, but the student need not be legally intoxicated.

The transmittal, sale, or attempted sale of what is represented to be any of the above listed substances is, also, prohibited under this rule.

INAPPROPRIATE LANGUAGE/GESTURES - Students are prohibited from using vulgar, profane, and/or racist language or gestures. Students are also prohibited from displaying obscene or inappropriate material.

HARASSMENT - When a person intentionally or knowingly annoys, pesters, stalks, hassles, worries, badgers, hounds or bullies another person.

SEXUAL MISCONDUCT - Inappropriate public displays of affection or sexual misconduct is prohibited.

SEXUAL OR OTHER HARASSMENT - Sexual or other harassment of or by any student is prohibited. Prohibited sexual harassment includes, but is not limited to; unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. Other harassment is defined to include: verbal or physical conduct that creates an intimidating, hostile or offensive educational environment

HAZING - There shall be no hazing, solicitation to engage in hazing or aiding and abetting another who is engaged in hazing of any person enrolled. Accepted for or promoted to enrollment, or intending to enroll or be promoted to District schools within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a “student” until graduation, transfer, promotion or withdraws from the District school.

Definitions:

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

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

“Organization” means an athletic team, association, order, society, corps, cooperative, club or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution. Initiations of any kind will not be tolerated.

DESTRUCTION OR THEFT OF PROPERTY -
The destruction, theft or vandalism of any school or personal property, including textbooks, is prohibited. School personnel may use reasonable physical force to protect school and personal property.

FIGHTING/ MUTUAL

COMBAT/INTIMIDATION/BULLYING -
Students shall not fight, push, intimidate or otherwise abuse other students. School personnel may use reasonable physical force to protect themselves, other personnel, students, school and personal property. No student shall aid in a fight or record a fight. (ARS 15-843) If they do, they too will receive a consequence for the broken infraction.

BULLYING - Bullying is repeated acts over time that involve a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical in form (e.g., pushing, hitting, kicking, spitting, stealing); verbal (e.g., making threats, taunting, teasing, name-calling); or psychological (e.g., social exclusion, spreading rumors, manipulating social relationships). (Paraphrased from: Ericson, Nels, 2001, addressing the problem of Bullying, U.S. Dept. of Justice, Fact sheet #FS-200127.)

Student Violence, Harassment, Intimidation, and Bullying - There is a form located in the high school office which needs to be filled out. Bullying is defined as:

- A. Exhibiting behavior, which intentionally, knowingly or recklessly causes any physical injury to another person,
- B. Exhibiting behavior, which intentionally places another person in reasonable apprehension of immediate physical injury,
- C. Intending to injure, insult or provoke another person by knowingly touching him/her,
- D. Acting together (two or more students) in a way that recklessly uses force or violence or threatens to use force or violence, which disturbs the normal operation of San Manuel Jr/Sr High School,
- E. Engaging in fighting, violent or seriously disruptive behavior,
- F. Making unreasonable noises, use of abusive or offensive language or gestures to another student in any manner likely to provoke physical retaliation,
- G. Making protracted commotions, utterances or displays worth the effect of preventing the orderly administration of San Manuel Jr/Sr High School or a district sponsored function or sporting event,
- H. Refusing to obey a reasonable order of an employee of San Manuel to disburse, which is issued to maintain public safety and to avoid injury or harm to persons or property,

- I. Threatening by word or conduct to cause physical injury to another person or serious damage to property,
- J. Threatening to use or using physical force against another in response to a verbal statement.

GANG ASSOCIATION OR ACTIVITY - For the purposes of disciplinary action, a gang shall be defined as a group of three or more people who: have a name; claim a territory; have rivals/ enemies; interact together to the exclusion of others; and exhibit anti-social behavior often associated with crime or a threat to the community. Behavior, which initiates, advocates or promotes activities, which threaten the safety, or wellbeing of persons or property on school grounds or which disrupts the educational environment is strictly forbidden. Any student wearing, carrying, or displaying gang clothing/ paraphernalia or exhibiting behavior or gestures which symbolize gang membership, or causing and / or participating in activities which intimidate or adversely affect the educational activities of another student, or the orderly operation of the school, shall be subject to disciplinary action.

VERBAL ABUSE OF STAFF - Students shall not insult or verbally abuse staff members (ARS 15-507).

PHYSICAL ABUSE OF STAFF - Students shall not intimidate or physically abuse staff. (ARS 15-507) School personnel may use reasonable physical force to protect themselves, other personnel, students, school and personal property. (ARS-15-843).

INCITING TO RIOT OR DEMONSTRATING -
Students are not to incite to riot, or to demonstrate in a disorderly or unauthorized manner on/or adjacent to school property.

FIREWORKS AND EXPLOSIVE DEVICES -
Students are prohibited from possessing or using fireworks or explosive devices on school property or at school events.

WEAPONS (INSTRUMENTS OF OFFENSIVE OR DEFENSIVE COMBAT; SOMETHING TO FIGHT WITH) - Students shall not possess or use firearms, weapons, or any other instruments capable of harming a person or property. Weapons mean any of the following:

- A firearm, a knife, other than a folding pocket knife with a blade length of not more than 2 ½ inches that cannot be locked in an open position.
- A destructive device, a dangerous instrument.
- *Simulated weapon* means an instrument displayed or represented as a weapon.
- *Firearm* means any of the following:
- Any loaded or unloaded gun that will, that is designed to, or that may readily be converted to expel a projectile by the action

of an explosive. The frame or receiver of any such firearm, any firearm muffler or silencer.

- Any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive charge of more than one-fourth (1/4) ounce, mine or similar device. Any combination of parts that could be readily assembled to form a firearm.

Destructive device means:

- Any device that will or is designed to or may be readily converted to expel a projectile by any means of propulsion, such as a BB/pellet gun, slingshot, bow or crossbow. Any collection of parts that could be readily assembled to form a destructive device.
- *Dangerous instrument* means anything that is carried or possessed by a student for the purpose of being used or being available for use to cause death or inflict serious physical injury.

VANDALISM AND DAMAGE TO SCHOOL PROPERTY - Students shall not vandalize or otherwise damage or deface any property, including furniture and other equipment, belonging to or used by the district schools. Parents/guardians of students guilty of damaging school property shall be liable for damages. Students shall be responsible for the care and return of textbooks and may be charged for damages to and/or replacement of lost textbooks.

Violations of Classroom Procedures

We are positive our students will have a good experience at San Manuel Jr/Sr High School. However, when classroom procedures are violated, the teachers and administration will consider these disciplinary actions as possible steps in maintaining an appropriate classroom environment.

1. After School Detention with Teacher & Parent Phone Call
2. Office Referral & Parent Phone Call

Teacher / Student Conference: The teacher will notify the student if his/her behavior is inappropriate and add disciplinary action, if necessary.

Teacher / Student disciplinary action: Parent notification. When necessary a teacher may assign disciplinary action in order to correct routine classroom behavior problems. The assigning of before and after school detention is one alternative for teacher assigned disciplinary action.

Parent notification: When the assigning of a minimum disciplinary action such as detention is ineffective, the teacher will contact the parents through a phone call and notify the Lead Teacher or Principal.

Administrative referral pending development of a plan of action: When the assigning of disciplinary action by the teacher and the contact with parents have proved ineffective in correcting classroom behavior problems, the student will be withheld from class until he / she has developed a satisfactory plan of action to correct behavior, through a student/parent /teacher /counselor conference.

Class closure specific to individual students with loss of credit: This action may be taken to affect one or more classes. A student who is affected by this action will be placed in mandatory In School Suspension (ISS) and will receive a failing grade in that class or classes.

Disciplinary Action - Suspension & Expulsion

SUSPENSION: The policy of the Mammoth/San Manuel Unified School district which relates to student suspensions in accordance with Arizona Revised Statute 15-843 which reads in part: " the authority to suspend a pupil from school is vested in the Superintendent, Principal, Lead Teacher. In all cases of suspension, it shall be for good cause and shall be reported within five days to the Governing Board by the person imposing it." If ISS is assigned and the parent decides that it is not appropriate, OSS will be assigned in place of ISS.

EXPULSION: Expulsion of a student from a district school is a discretionary power of the Governing Board under the provision of ARS 15-341, 15-342 and 15-843. The Board alone has the authority to exercise this power of expulsion of a student from the schools.

Disciplinary Actions

A. WARNING: A school official (teacher, administrator, or staff member) will talk to the student and try to reach an agreement on how a student should behave. This meeting will be recorded in the PowerSchool Log Entry of the individual student and a parent phone call will be made.

B. TEACHER/STUDENT DISCIPLINARY ACTION A: When necessary, a teacher will assign before school detention, make a phone call home and create a Log Entry. All disciplinary action will be recorded on the office referral form.

C. TEACHER/STUDENT DISCIPLINARY ACTION B: When necessary, a teacher will assign after school detention, make a phone call home and create a Log Entry. All disciplinary action will be recorded on the office referral form.

D. ADMINISTRATIVE REFERRAL PENDING DEVELOPMENT OF A PLAN OF ACTION: When the assigning of a disciplinary action

by the teacher and the contact with parents has proven ineffective in correcting classroom behavior problems, the student will be referred to the Lead Teacher or Principal. The Lead Teacher or Principal will outline appropriate classroom behavior, and the student will develop a plan to correct inappropriate behavior. Further disciplinary action, ranging from detention to short-term suspension may be applied. The plan will be developed in conference with teacher, administrator, counselor, student and parents. Disciplinary plan of action will be recorded on the office referral form.

Additional Possible Disciplinary Actions

- A. CLASS CLOSURE PENDING PARENT CONFERENCE:** This action may be taken to affect any number of classes. A student whose classes are closed pending a parent conference may be directed to a study hall. In cases where parents are unable to meet with school officials expeditiously, they may make an appointment and the student may be returned to class pending the result of the scheduled conference.
- B. IMMEDIATE ADMINISTRATIVE REFERRAL:** Any student whose severe actions prohibit the continuation of the instructional process will be immediately directed to the Lead Teacher or Principal. The student will not return to class until the teacher and Lead Teacher or Principal confer on what disciplinary action, ranging from detention to short-term suspension, is necessary. A written report on the student's behavior will be filed in the Principal's office.
- C. CLASS CLOSURE WITH LOSS OF CREDIT:** This action may be taken to affect one or more classes. Students who are affected by this action may be placed in mandatory I.S.S. In all cases, students removed from class will lose credit for the semester in which the action occurs.
- D. SHORT-TERM SUSPENSION:** This action may be taken by the local school administration. A short-term suspension up to (10 school days) may not occur until after a student has been given an informal hearing. The school administration may select in school suspension as an alternative. Exceptions to this practice occur in cases of summary suspension. Students suspended off campus are ineligible to practice/participate or compete in any school activity for the duration of the suspension.
- E. LONG- TERM SUSPENSION:** This is a suspension of ten (10) days or more, including one or more semesters. The

suspension may be recommended by the local administration, but only imposed by the Superintendent. All long-term suspensions may be appealed to the Governing Board.

- F. EXPULSION:** All conduct, which will result in expulsion, requires a formal hearing before the Governing Board. The student will be allowed all rights as in a formal suspension hearing. No student shall be expelled unless the Governing Board has determined that such punishment is applicable after the formal hearing.
- G. RESTITUTION:** A student responsible for destruction or theft of school property will be required to pay for its repair, replacement and labor costs.
- H. SATURDAY SCHOOL:** This action may be taken by the local school administration. Saturday School offers the administrator an alternative consequence for unacceptable behavior and does not affect the student's regular classroom attendance
- I. WORK HOURS:** This action may be used as an alternative consequence for unacceptable behavior and does not affect the student's classroom attendance. Work hours either on or off-campus may be required of a student without financial remuneration.
- J. WRITTEN REPORT:** This action may be taken in place of suspension or in addition to suspension when the administrator determines that it may assist in desired behavioral changes.
- K. SUSPENSION OF BUS PRIVILEGES:** In each instance a minimum and a maximum action will be taken as well as an action for the first occurrence and repeated occurrences.

Due Process & Appeals

The purpose of this statement is to assure due process rights for students involved in disciplinary action in the Mammoth/San Manuel School District. Every student is entitled to due process before he or she may be suspended or expelled within the following guidelines.

DUE PROCESS POLICY - Any student whose behavior while on campus is alleged to be in violation of the school's rules may be referred to the administration. In every incident, a written report of the alleged violation must be prepared in detail by the person(s) initiating the referral. The report must include the time, place, observed behavior, names of witnesses, description of violation, etc., and be delivered to an administrator within one school day.

SUSPENSION

1. When a student has been referred to an administrator for a violation of school regulations, the administrator must first determine the nature of the violation and

- the possible disciplinary action to be imposed if the charges are found to be accurate. The administrator must decide whether the alleged violation would subject the student to the possibility of short-term suspension (one to 10 days) or to long-term suspension (more than 10 days).
2. If responsibilities for the alleged violation could result in a short-term suspension, the student will have an informal hearing with the administrator to determine whether the charges were accurate. The student will be informed of charges against him/her. The hearing will consist of interviews with appropriate witnesses, interviews with the student and an investigation into the facts. After the hearing, the administrator will either suspend the student for up to ten days or exonerate the student. A record of the hearing shall be kept and parents/guardians shall be notified.
 3. The student will be allowed to remain in school until after the informal hearing unless the student poses a clear and present danger to himself or others or the school property, in which case, upon being charged he/she may be suspended summarily and the informal hearing conducted within ten school days of the violation.
 4. If the offense is one that could result in a long-term suspension, the administrator must set up a formal hearing with the Superintendent. If the student poses a clear and present danger to himself/herself or to others or to school property he/she, upon being charged, must be suspended summarily and a formal hearing must be conducted, as expeditiously as possible, but within ten school days of the violation.
 5. A formal hearing consists of the following minimum requirements:
 - a. A statement of the charges and the rules or regulation violated.
 - b. The extent of the punishment to be considered.
 - c. The date, time and place of the formal hearing.
 - d. That the student may present witnesses.
 - e. That the student may be represented by counsel.
 6. If it is decided that the hearing is to be held in executive (closed) session, a statement of the right of the parents or guardian (or an emancipated pupil) to indicate their objection to the decision to hold the hearing in executive (closed) session. Such objections must be made in writing to the Governing Board, in cases of expulsion, or to the Superintendent. After the hearing, the hearing officer will render his/her decision within one school day.

APPEAL PROCEDURES - If a parent/guardian wishes to appeal a decision rendered by the Superintendent on long-term suspension, a written appeal must be filed with the Board through a letter to the Superintendent within 5 days after receiving written notice of long-term suspension. The Board shall review all documents relevant to the appeal, and if it determines it appropriate, set a hearing date. In cases where the Governing Board establishes a hearing, legal counsel will be permitted to represent the student/parent guardian during the appeal procedure before the Governing Board.

EXPULSION

1. All conduct, which may result in expulsion, requires a formal hearing before the Governing Board. The student will be allowed all rights included in the formal hearing portion of this policy.
2. No student shall be expelled unless the Governing Board has determined such punishment is applicable after a formal hearing.
3. Provision for students in handicapped programs. The Education of all Handicapped Children Act prohibits a school district from expelling a handicapped student until the Individualized Education Program (IEP) Team has met. If the IEP Team determines that the student's misconduct was not caused by the handicapping condition, a handicapped student may be expelled and the district may cease all educational services.

Student Interaction with District Employees

Students of the Mammoth / San Manuel School district are to demonstrate respect for district employees at all times, both on and off school property.

In any occurrences which have a demonstrated relationship to the Mammoth / San Manuel School District, all district policies and rules which pertain to the treatment of employees by students of the district are in effect.

Dissemination of Student Directory Information

It shall be the policy of the Board of Education of the Mammoth / San Manuel School District to permit its schools to compile non-confidential student directory information such as student's name, address, awards, honors, athletic participation date, information for the school annual and other general data which seem appropriate to school curricular and extra-curricular activities. Written public notice in student handbooks and other appropriate school publications shall notify parents, guardians, and students over 18 that information about a student may be excluded

from student directories upon written request, such requests must be in writing indicating which data are to be excluded, and filed in the office of student records at the time of registration. The releasing of directory information to any commercial, business, or private agency that may have profit motive in mind is prohibited unless specific approval of the Board of Education is granted. The District does not provide directory information. All junior names will routinely be provided to the military recruiting services, unless juniors specifically request deletion of their names.

Sexual Harassment (BOARD POLICY ACA)

All individuals associated with this District, including, but not necessarily limited to, the Governing Board, the administration, the staff and students, are to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person, who engages in sexual harassment, while acting as a member of the school community or while on school property, will be in violation of this policy.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature when made by a member of the school staff to a student or to another staff member, or when made by a student to another student where:

Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment or education; or Submission to or rejection of such conduct is used as a basis for employment or education decisions affecting such individual; or Such conduct has the purpose or effect of substantially interfering with an individual's educational or work performance, or creating an intimidating, hostile, or offensive employment or education environment.

Sexual harassment may include, but is not limited to: suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, or display of sexually suggestive objects, pictures, or cartoons.

Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)

Implying or withholding support for an appointment, promotion, or change of assignment; suggesting that a poor performance report will be prepared; suggesting that probation will be failed. Within the educational environment; implying or suggesting that a poor performance evaluation will be prepared; actually withholding grades

earned or deserved; or suggesting that a scholarship recommendation or college application will be denied.

Coercive sexual behavior used to control, influence, or affect the career, salary, and/or work environment of another employee; within the educational environment, engaging in coercive sexual behavior to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.

Offering or granting favors or educational or employment benefits such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.

Anyone who is subject to sexual harassment, or who knows of the occurrence of such conduct, should immediately inform the Superintendent or his designee(s).

A substantiated charge against an employee of the District shall subject such staff member to disciplinary action, which may include warning, censure, suspension, or dismissal. Any employee who knows of such conduct must report it to the Superintendent or designee or shall be subject to the above listed discipline. A substantiated charge against a student in the District shall subject that student to disciplinary action, which may include suspension or expulsion. All matters involving sexual harassment complaints will remain confidential to the extent possible.

Custodial & Non-Custodial Parent Rights & Responsibilities (POLICY KBBA) (PARENTS RIGHTS AND RESPONSIBILITIES - CUSTODIAL AND NON-CUSTODIAL)

When parents of a student are estranged, separated, or divorced, building personnel will uphold the parents' rights.

1. Both parents have the right to:
 - a. View the child's school records
 - b. Receive school progress reports
 - c. Visit the child briefly at school
 - d. Participate in parent/teacher conferences.
 2. The only exception to a. through d. is when a court order (provided by the custodial parent) restricts any of the above listed rights for the non-custodial parent.
 3. The parent with whom the student resides is known as the custodial parent unless a legal document or signed parental agreement indicates otherwise. Verification may be required from the custodial parent.
- While both parents can visit the student at school, only the custodial parent has the right to remove the child from school property. Only a verified note from the custodial parent will be cause for exception to this provision. If school

personnel anticipate possible student abduction (by the non-custodial parent or any other person), law enforcement personnel are to be notified immediately.

Parent Responsibilities - The custodial parent has the responsibility to:

1. Keep the school office informed as to the address of residence and how he/she may be contacted at all times.
2. Provide a copy of any legal document, which restricts the rights of the non-custodial parent.
 - a. The non-custodial parent is to inform the office of a phone number and/or address where he/she may be contacted regarding student progress/problems.

San Manuel Jr. /Sr. High School Parent Compact

In compliance with IASI (Improving America's School Act of 1994), Title I, Part A, Section 1118, San Manuel Junior/Senior High has developed the following PARENT COMPACT. San Manuel Junior/Senior High School will provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to meet the States challenging student performance standards. With the goal of establishing ongoing, good communication between teachers and parents, San Manuel Jr/Sr High School values parents as partners in the effort to improve and help students achieve high academic standards. Parents are responsible for supporting their children's learning by:

- Monitoring attendance
- Homework completion
- Participating, as appropriate in decisions relating to the education of their child, and
- Encouraging the positive use of extracurricular time.

Thank you for being a valued partner in your child's education.

In Compliance with IASA (Improving America's School Act of 1994), Title I, part a, section 112, San Manuel Junior / Senior High will identify eligible children as children who are failing, or most at risk of failing, to meet the State's challenging student performance standards. The eligible students will be identified within the school on the basis of multiple, educationally related, objective criteria established by the LEA and supplemented by the school.

These criteria will include, but will not be limited to:

- Children who are economically disadvantaged
- Children with disabilities
- Migrant Children
- Limited English proficient children (LEP)

- Performance below the Measurement of Adequate Progress (MAP) on the State's Performance standards
- MAPS © or other benchmark assessments
- Homeless Children
- Neglected or delinquent children
- Students at risk of dropping out
- Students who have been in Head Start in the preceding years

This will include, but will not be limited to:

- Instruction by effective & appropriately certified staff
- Use of the Board Adopted Curriculum
- Annual parent-teacher conferences
- Frequent progress reports
- Reasonable access to staff
- Computer assisted instruction

Policy Notification Statement

It is the policy of Mammoth-San Manuel Public Schools not to discriminate on the basis of race, color, religion, gender, age, national origin, disability, marital status, political affiliation, or veteran status in the educational programs activities or employment policies as required by federal and state laws. The district abides by federal and state laws regarding people with disabilities. If you have a special need, reasonable accommodations will be made in accordance with the Americans Disabilities Act of 1990. Inquiries regarding compliance with any of the above may be directed to the district's Equal Opportunity Specialist/Superintendent, District Office, San Manuel, Arizona 85631, (520) 385-2337 or to the Director of the Office of Civil Rights, U.S. Department of Education, Federal Office Bldg., 1244 Speer Blvd., Ste. 310, Denver, CO 80204-3582.

La Declaracion De Notificacion De Politica: Es la politica de Mammoth-San Manuel Escuelas Publicas para no diferenciar en basea la raza, el color, la religion, el genero, la edad, el origen nacional, la invalidez, matrimonial, el estado, afiliacion politica, o el estado veteranon en sus programas educativos, actividades, o politicas del empleo como requerido por las leyes federales y estatales. El distrito cumple las leyes federales y estatales con respecto a las personas con las invalideces. Si usted tiene una necesidad especial, se haran los alojamientos razonables de acuerdo con los Americanos con las Invalideces Actue de 1990. Las preguntas con respecto a la complacencia con cualquiera del anterior puede dirigirse al la oportunidad Igual del distrito Specialist/Superintendent, la Oficina del Distrito, San Manuel, AZ. 85631, (520) 385-2337 o al Director de la Oficina de Derechos Civiles, Seccion Americana de Educacion, la Oficina Federal Bldg., Ste. 310, Denver, CO 80204-3582

**San Manuel High School Annual
Notification to Parents Regarding
Confidentiality of Student Education
Records**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school within 45 days of a request made to the school administrator. Schools are not required to provide copies of records unless it is impossible for parents or eligible students to review the records without copies. Schools may charge a fee for copies.
- Parents or eligible students have the right to request in writing that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record.

However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest,
- A School official is a person employed or contracted by the school to serve as an administrator, supervisor, teacher, or support staff member (including health staff, law enforcement personnel, attorney, auditor, or other similar roles); a person serving on the school board; or a parent or student serving on an official committee or assisting another school official in performing his or her tasks,
- A legitimate educational interest means the review of records is necessary to fulfill a professional responsibility for the school,
- Other schools to which a student is seeking to enroll,
- Specified officials for audit or evaluation purposes,

- Appropriate parties in connection with financial aid to a student,
- Organizations conducting certain studies for or on behalf of the school,
- Accrediting organizations,
- To comply with a judicial order or lawfully issued a subpoena,
- Appropriate officials in cases of health and safety emergencies and
- State and local authorities, within a juvenile justice system, pursuant to specific State law. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, sports participation (including height and weight of athletes) and dates of attendance unless notified by the parents or eligible student that the school is not to disclose the information without consent.

The Individual with Disabilities Education Act (IDEA) is a federal law that protects the rights of students with disabilities. In addition to standard school records, for children with disabilities education records could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the student's parents and staff of the school of attendance. Also with parental permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws. Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

For additional information or to file a complaint, you may call the federal government at (202) 260-3887 (voice) or 1-800-877-8339 (TDD) or the Arizona Department of Education (ADE/ESS) at (602) 542-4013. Or you may contact:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901
Arizona Department of Education
Exceptional Student Services
1535 W. Jefferson, BIN 24

Phoenix, AZ 85007

This notice is available in English and Spanish on the ADE website at

www.ade.az.gov/ess/resources under forms.

For assistance in obtaining this notice in other languages, contact the ADE/ESS at the above phone/address.

Notificación Anual a los Padres con respecto a la Confidencialidad de los Expedientes Académicos de los Estudiantes La Ley de los Derechos y Privacidad Educativos de la Familia (Family Educational Rights and Privacy Act o FERPA) es la ley Federal que protege la privacidad de los expedientes académicos, de los estudiantes. FERPA les da a los padres ciertos derechos con respecto a los expedientes académicos de sus hijos. Estos derechos, pasan al estudiante cuando éste alcanza la edad de 18 años o asiste a una escuela superior al nivel preparatoria. Estudiantes a quienes los derechos han sido transferidos son "estudiantes elegibles..

- Los padres o el estudiante elegible tienen derecho a inspeccionar y revisar el expediente académico del estudiante que es mantenido por la escuela dentro de un periodo de 45 días a partir de la solicitud hecha al administrador de la escuela. No es obligación de las escuelas proporcionar copias a no ser que sea imposible para los padres o el estudiante elegible revisar el expediente académico sin copias. Las escuelas pueden cobrar una cuota por proporcionar copias.
- Los padres o el estudiante elegible tienen el derecho a solicitar por escrito que la escuela corrija el expediente académico que ellos creen sea inexacto o engañoso. Si la escuela todavía no corrige el expediente académico, el padre o estudiante elegible tiene derecho a una audiencia formal. Después de la audiencia, si la escuela todavía decide no corregir el expediente académico, el padre o estudiante elegible tiene derecho de poner una declaración en el expediente que presente su punto de vista sobre los datos protestados.
- Por lo general, las escuelas deben tener permiso de los padres o del estudiante elegible por escrito para poder revelar cualquier dato del expediente académico del estudiante.
- Autoridades escolares con interés educacional legítimo

Autoridad escolar si una persona empleada o contratada por la escuela para servir como:

- administrador, supervisor, maestro o personal de apoyo (incluyendo personal de salud, personal policial, abogado, auditor u otros con funciones similares); una persona que sirve en la mesa directiva de la escuela; o padre o estudiante que sirve

como miembro de un comité autorizado o que asiste a otra autoridad escolar en sus funciones; un interés educacional legítimo significa que la revisión del expediente es necesaria para cumplir con una responsabilidad profesional para la escuela;

- Otras escuelas en las que el estudiante está solicitando inscripción;
- Autoridades especificadas para propósitos de auditoría o evaluación
- Partes competentes en relación a asistencia de financiamiento para un estudiante;
- Organizaciones conduciendo ciertos estudios por o en nombre de la escuela;
- Organizaciones de acreditación;
- Para cumplir con una orden judicial o citación emitida de acuerdo con la ley
- Oficiales competentes en casos de emergencias de salud y seguridad; y
- Autoridades estatales y locales, dentro del sistema de justicia para menores, de conformidad con la ley estatal específica.
- Las escuelas pueden divulgar, sin consentimiento, datos de "directorio" tales como nombre del estudiante, dirección, número de teléfono, fecha y lugar de nacimiento honores y premios, participación en deportes (incluyendo estatura y peso de los atletas) y fechas de asistencia si no son notificados por los padres o estudiante elegible que la escuela no debe divulgar la información sin consentimiento.

La ley de la educación de Personas con Discapacidades (Individuals with Disabilities Education Act or IDEA) es una ley federal que protege los derechos de estudiantes con discapacidades. Además de los expedientes académicos normales, los expedientes académicos para estudiantes con discapacidades podrían incluir materiales sobre evaluación y exámenes, datos médicos y de salud, Programas Educativos Individualizados y notificaciones y autorizaciones relacionadas, reportes de progreso, materiales relacionadas con acciones disciplinarias y acuerdos de mediación. Tal información es reunida de un número de fuentes pertinentes adicionales, tales como doctores y otros proveedores de servicios de la salud. Estos datos son recogidos para asegurar que el menor es identificado, evaluado y provisto de una Educación Pública Adecuada Gratuita de acuerdo con las leyes estatales y federales sobre educación especial.

Cada una de las agencias participantes bajo la Parte B de IDEA debe asegurarse que, en todas las etapas de la recolección, archivo, retención y divulgación de los expedientes académicos a terceras partes, cumpla con las leyes federales de confidencialidad. Además,

la destrucción de cualquier expediente académico de un menor con una discapacidad debe ser de acuerdo con los requisitos reglamentarios de IDEA.

Para información adicional o para presentar una queja, puede llamar al gobierno federal al (202) 260-3887 (voz) o al 1-800-877- 8339 (TDD) o al Departamento de Educación de Arizona (ADE/ESS al (602) 542-4013 O puede usted contactarr.

SAN MANUEL JR/SR HIGH SCHOOL ATHLETIC HANDBOOK

Students must be in good standing to remain eligible for sports.

An interscholastic athletic program is available to all students of San Manuel Jr/Sr High School. There are a variety of athletic programs to support the individual interests of the student body. Participation in one or more of the athletic programs offers students an opportunity to develop physical skills, proper attitudes and lasting friendships. Participation is an investment in your future.

Athletic Eligibility

All interscholastic activities in grades six through twelve that are (1) of a competitive nature and involve more than one (1) school where a championship, winner or rating is determined and (2) endeavors for which no credit is earned in meeting graduation or promotion requirements that are of a continuous and ongoing nature, organized, planned or sponsored by the District, consistent with District policy, shall be conducted under the provisions of this policy. Such activities will be established and designed to offer students worthwhile athletic and leisure-time interests, wholesome recreational and social activity, and an opportunity to develop skills in democratic and cooperative management for these activities. These programs will be appropriate to the maturity of students and as varied as staff and facilities permits. All such activities conducted under the auspices of the District shall be under the direct supervision of the certificated individual responsible for the activity. It is necessary to have the extracurricular activities function within a realistic framework of control. In order that overenthusiastic students do not place a social or athletic function on a higher plane than the academic program, the following policy will be adhered to:

- Students who, upon having their work checked on a cumulative basis at the end of each three (3) to four (4) – week period, show that they are not working to capacity and have one (1) or more failing grades will be removed from any athletic teams or extracurricular activities. After improving their respective grades such that they are passing on a cumulative basis, they shall be reinstated to the teams or extracurricular activities until a subsequent check is performed unless ineligible for some reason other than academic performance.
- A student who is failing one (1) or more classes and/or has a cumulative semester GPA that falls below 2.0 at grade check will be ineligible for a minimum of one (1) week. When the student is passing all classes and has a GPA of a 2.0 or greater at the end of the week of ineligibility, the student will regain eligibility. If the student is not passing all classes and/or has a GPA below a 2.0, the student will remain ineligible until the student has passing grades in all classes. The period of ineligibility must coincide with an instructional week.
- The eligibility criterion for extracurricular participation shall be a passing grade and have a GPA of 2.0 or above in all classes in which the student is enrolled, and the student shall maintain progress toward promotion or graduation. See District Policy JJJ. Please see must current week.
- The responsibility for notification of students and parents of these requirements and for enforcement of the above rule rests with the Superintendent.
- The student and the parents or guardian shall be notified of ineligibility in a manner such that confidentiality is maintained when:
 - Ineligibility is pending.
 - Ineligibility is determined to be necessary.
- Student work is to be completed and turned in by 3:00 p.m. Friday before the grade check. Teachers will have until 8:00 a.m. the following Monday to input grades in preparation for grade check on Monday.
- Support services shall be made available to students who become ineligible for extracurricular programs as well as to students notified of pending ineligibility. After each grade check interval each student will be checked in each class for grade status. (The student will be notified in writing of the classes in which failing grades are submitted by the teachers and the period of ineligibility.)
- Students whose behavior presents a problem or jeopardizes school discipline may be ineligible for participation in extracurricular activities until such time as their behavior warrants reinstatement.
- The same general standards shall apply for special education students except that such eligibility shall be determined on a case-by-case basis in relationship to the respective students; individual education programs.
- The Superintendent shall establish regulations to ensure that:
 - Necessary documents in support of this policy are maintained.
 - Necessary data related to ineligible students are collected and reported as required by law.
 - The cultural traditions of students are considered when establishing or enforcing rules related to participation in extracurricular activities.

- The requirements of this policy are met. The Superintendent may develop additional rules or procedures for the proper conduct of extracurricular programs and the implementation of the provisions of this policy.

To be eligible to participate in extra-curricular activities:

- Students in their first through sixth semester (freshman through junior year), must be enrolled in a minimum of five (5) credit earning classes.
- Students in their seventh and eighth semester (senior year) must be enrolled in a minimum of four (4) credit earning classes.
- Students shall be required to earn passing grades in each class in which they are enrolled.
- If failing at that time, ineligibility will last a minimum of 1 week.
- A student/athlete may drop a class up to the 1st full week into the Semester without loss of eligibility.

In addition to being scholastically eligible, athletic participants must have on file at the front office:

Athletic physical card, which includes:

1. Physical exam information
2. Parent/Guardian consent – proof of insurance.
3. Athletic Participation Fee
4. HS ONLY
 - a. AIA Brainbook Course
 - b. NFHS Courses as required by the Athletic Director

No equipment will be issued until conditions 1-4 are met. Students who miss the major portion of a school day are ineligible to participate in athletic events for that day or evening without special consent from the Athletic Director.

If a student is dropped from a class for disciplinary reasons that class grade will be an F, making that student ineligible.

Note: Due to COVID-19 considerations all athletes must have a signed parent waiver, release and assumption of risk form uploaded to “registermyathlete.com” in order to participate in sports.

Athletic Equipment

The coach keeps a record of all athletic equipment issued to students. It is the responsibility of each student to check the equipment in at the end of the sport season or if dropping out of the sport activity. Students will be charged for all athletic equipment assigned to them, but not checked in. Specific item number issues athletic equipment. The exact piece of equipment issued must be returned. Remember, you cannot participate in

another sport until you have turned in all equipment from the previous sport.

Admission to School Sponsored Events

In order to help defray the costs of operating an athletic and activity program, it is necessary to charge admission to these events. The admission price for athletic events, musical events, dances or dramatic productions will be announced at the entrance of the event.

The sports activities offered are as follows:

6th, 7th, 8th Grades

Fall Sports

Football
Volleyball
Cheer

9th-12th Grades

Fall Sports

Football
Volleyball
Swim
Cheer

Winter Sports

Boys Basketball
Girls Basketball
Wrestling
Cheer

Winter Sports

Boys Basketball
Girls Basketball
Wrestling
Cheer

Spring Sports

Baseball
Softball
Track

Spring Sports

Baseball
Softball
Track

Athletic Code

Unless there is a satisfactory reason, all players shall report for practice the day that the first call is made for that sport. Excuse from practice may be granted by the head coach of the squad. Under normal circumstances, all athletes are expected to be in school all day the day of games and the day after each game. This includes a Friday game, Monday attendance, as well as during school breaks. Insubordination and poor attitude will not be tolerated at any time. Each participant shall be responsible for his/her actions on the field, court, on campus, in games, at practice sessions and in the community. Members of athletic teams are reminded that they represent the high school and community, and that it is their responsibility for maintaining conduct at all times that is a credit not only to themselves, but to their school and community.

Sportsmanship and moral ethics are to be exemplified at all times in relations with other schools and with officials.

Coaches should be ethical in competing for the services of a student athlete. If a coach puts undue pressure on students, the Athletic Director shall hold him responsible for his/her actions. Each athlete must have an equipment release form signed by their last coach in order to practice for the new sport. This also includes any equipment still out from a spring sport (i.e. no equipment will be issued for football,

volleyball etc., if you have not turned in all equipment from the previous year).
No awards will be given unless all equipment is properly turned in.

Drugs / Alcohol / Tobacco/ E-Cigarettes

Use and/or possession of drugs / alcohol or tobacco by a student athlete is prohibited. The consequences for use or possession are:

1. A student/athlete who is in violation of San Manuel's policy will be dismissed from the team and forfeit all awards.
 2. A student/athlete that is using or has used drugs, alcohol or tobacco during the current season may turn themselves in to a coach or school official for help, one time only.
- * The student/athlete would then be turned over to the school counseling services. All information pertaining to the referral is confidential.

Training Rules

1. School attendance: Athletes are required to be in school all day the day of contests and the day after a contest. The only excuse accepted will be a physician's excuse. This includes school breaks and weekends (i.e. Friday event, Monday in school).
2. Dress and travel: Athletes are expected to dress neatly on all trips and remain together as a group, ride the players' bus to and from the site of the game unless parent makes personal contact with the head coach and receives approval from the Athletic Director. Then, after the contest the athlete will be released to a parent or legal guardian only, with proper written documentation.
3. Conduct and attitude: A team member who fails to live up to training standards or who shows conduct or poor attitude contrary to the best interests of the team and school will be dropped from the team upon action by a coach or Athletic Director.
4. Equipment: All equipment must be turned in before an athlete can receive awards or participate in another sport. Your equipment release form must be signed by your coach prior to receiving any equipment for another sport.
5. I.S.S. / Saturday School: No student will be released from I.S.S. / Saturday School to travel to a game. If the bus leaves during the school day, athletes assigned to I.S.S. will not be allowed to participate in that game. Students who are O.S.S. may not participate.
6. Unsportsmanlike conduct: A display of unsportsmanlike conduct towards an opponent, coach or official, or the use of profanity will result in counseling and disciplinary actions by the head coach up

to, and including, dismissal from the team and parents will be liable for their actions.

7. Theft and destruction: Theft and/or destruction of any school or individuals' equipment or property is not to be tolerated. The athlete will be dismissed from the team and parents will be liable for their actions.
8. Completion of sport: Successful completion of the sports season is required in order for the student to be eligible for a letter or other team awards. (Exception – injury that limits participation). No awards shall be given to any student suspended for the remainder of the season for athletic code or training rules violations. If a student quits a sport after cuts take place or after the first contest of the season, the student will not be eligible to join or practice in another sport until the conclusion of the team's season. Defined as the last contest of the current season-regular season or state playoff game in which that team is participating.
9. All required forms must be cleared through the school office prior to attending any practices. These papers are as follows: physical paper, participation fee paid (if there are financial issues, the student & parent must contact the Athletic Director immediately), parent permission slip- proof of insurance coverage, release from previous sport season. Participation fees will not be reimbursed following the sports 1st competition. Participation fees are as follows:
 Per sport= \$40.00
 Individual participation fee cap = \$120.00
 Family participation fee cap = \$240.00

Release Time

All Contests – Athletes and Managers will be released 15 minutes before report time and/or departure time.

Code of Conduct for Athletes

Every student should have the opportunity to participate in an interscholastic athletic program. It is indeed an honor and a privilege to represent his or her school in athletic competition. The eyes of the student body and the community are focused on the team and its members. It is imperative that all students make an effort:

1. To respect the purposes of the school by conducting themselves as good citizens, athletes and students.
2. To be a part of the team and perform for the betterment of the team.
3. To be loyal to the school and it's coaching staff.
4. To condition themselves properly so that they can safely and adequately meet the physical demands of the sport.

5. To follow training and practice rules that are established for each sport by the coach.
6. To abide by and respect all decisions of officials.
7. To support all school activities.

Discipline of Athletes

Discipline of athletes shall be in accordance with general school policies and athletic rules for all students.

Student athletes assigned to I.S.S. will not be released early to attend away games and will not be allowed to participate in those games. Student athletes who have been suspended from school shall receive the following athletic discipline from the athletic staff:

1. The student shall not be allowed to practice during the term of suspension.
2. The student shall not be allowed to participate in any athletic event during the term of suspension. The length of time of disciplinary action shall be measured for the time of being discharged from school until 8:15 of the day the student is to return to the classroom.

Any further disciplinary action toward the student shall rest in the hands of the coach involved and/or the Athletic Director. When a coach uses reasonable and professional judgment in enforcing policies and rules, he can expect support from his colleagues, the school administrative staff, the central administrative staff, and the Board of Education.

Previous Semester Record

An incoming freshman will be automatically eligible for the first grading period of competition. Summer school credit will count toward previous semester credit in determination of eligibility for a fall sport.

Team Membership

1. The head coach shall keep a record of attendance for all participants.
2. The head coach and all assistants shall award varsity, junior varsity and freshman awards at the conclusion of each season.
3. The head coach shall file a report of award winners in the athletic director's office.
 - a) Conference and state honors shall be indicated by the recipients' names.
4. The scores of all athletic contests shall be recorded in the athletic director's office.

COMPETITION ON SCHOOL TEAM SPORTS ONLY: Applies to Junior High and High School.

A student who is a member of a school team shall not practice or compete with any other group, club, organization, association, etc., in that sport during the interscholastic season of competition. For purpose of this rule and the interscholastic season of competition shall

begin with the first regularly scheduled practice and conclude with that particular team's final game. Any student violating the above rule shall forfeit his/her eligibility for a minimum of the balance of the season for that sport up to a maximum of one calendar year.

A student competing as an individual and in his/her name shall not be coached by, transported by, financed by, or chaperoned by the school or school personnel. S/he shall not be identified as a representative of the school. S/he shall not use any school equipment when competing. All-star games are the exception.

Qualifications for an Athletic Award

Athletic awards for San Manuel High School are determined by the actual playing time of the student and by his/her attitude and behavior not only during the actual game competition but at all times. The coach of each sport shall establish the requisites to be eligible for a letter. Requirements for a letter in any given sport must be written and distributed to each perspective athlete prior to the first contest. A copy of the requirements for a letter in any given sport must also be presented to the building principal and/or the coordinator of student activities. In addition, the following requirements shall be in force:

1. Eligibility rules as stated in the A.I.A. rules and regulations and those adopted by the Mammoth-San Manuel Board of Education are to be complied with.
2. A player will compete for the full season unless injury or crucial family matter arises.
3. In exceptional cases, as determined by the coach, an award may be refused or awarded regardless of the candidate's time.

*The Athletic Council is made up of the head coaches and the Athletic Director.

Awards

Students shall not accept nor have accepted any award (merchandise, memberships, privileges, services, or money) for athletic performances, except meals and/or trophy awards, which cost not more than forty dollars. Students violating this rule shall not be reinstated for at least one full semester after the violation.

A school may, if it desires present one or more emblematic awards to athletes, provided the cost of each does not exceed the maximum amount allowed (\$40.00).

Publicity

An efficiently administered publicity program is a basic essential for promoting an athletic contest. Because of strong community interest all members of the Athletic Department should do everything in their power to build good relationships with the news media.

San Manuel Jr/Sr High School
School Year 2020 - 2021
Eligibility Grade Check Dates

9/08/20	3 Week follow-up grade check for those with F's at the end of school year 2019-2020 & 1st grade check of the school year 2020-2021
9/29/20	Eligibility Grade Check
10/19/20	Eligibility Grade Check and end of 1st quarter
11/09/20	Eligibility Grade Check
11/30/20	Eligibility Grade Check
1/04/21	Eligibility Grade Check and End of 1st Semester (Failures at the end of Semester 1 will result in missing the first 3 weeks of games during Semester 2)
1/25/21	Eligibility Grade Check
2/15/21	Eligibility Grade Check
3/15/21	Eligibility Grade Check and end of 3rd quarter
4/05/21	Eligibility Grade Check
4/26/21	Eligibility Grade Check
5/28/21	Eligibility Grade Check and end of 2nd Semester (2 nd semester F's carry over to 1st semester school year 2020-2021 unless satisfactory completion of Summer School.)

MAMMOTH-SAN MANUEL

Title 1 Preschool Programs



Mammoth San Manuel STEM Preschool Program
711 McNab Parkway
San Manuel, AZ.
520-385-2336
Room 57

Our Facility Director is Principal Michelle Poppen
The individual designated to act in the
Director's absence will be Teacher Carol Verdugo

LICENSING

Each school site is classified by the Arizona Department of Health Services as part-time school age child care facilities.

The facilities are regulated by the Arizona Department of Health Services and the Mammoth-San Manuel School District Governing Board.

ARIZONA DEPARTMENT OF HEALTH SERVICES
400 WEST CONGRESS, SUITE 100
TUCSON, ARIZONA 85701 (520) 628-6540

MAMMOTH-SAN MANUEL SCHOOL DISTRICT GOVERNING BOARD
P.O. BOX 406, SAN MANUEL, ARIZONA 85631 (520) 385-2337

QUALIFICATIONS OF STAFF

The preschool teacher is certified by the Arizona State Department of Education and is a Highly Qualified Teachers. Mrs. Verdugo is certified in Elementary Education with an Early Childhood Endorsement. Mrs. Watson has earned her Bachelor's in Special Education. Our paraprofessionals have met all Arizona State Department of Education requirements to be in the classroom. All members of our preschool staff also hold current CPR and First Aid Certificates.

ENROLLMENT

To enroll, the child must be 4 years old by September 1st of the current school year. A birth certificate and current immunization record are required. You will be notified when a shot update is required. An emergency information card (Blue Form) must be completed with current information. Custody papers or court papers must be on file to be honored by the school. Students must be potty trained to enroll in the regular education preschool programs.

New students will not be enrolled in preschool past the 3rd quarter.

Special Needs Program

Preschool services are available to children on their third birthday if developmental assessment indicates that they have special needs. Special needs services include speech/language therapy, occupational therapy, physical therapy and a special needs individual education program plan.

STAFF

Regular Education Teacher

Ms. Carol Verdugo
520-385-4341 transfer to HS ext. 2257
verdugoc@msmusd.org

Special Needs Teacher

Mrs. Cindy Watson
520-385-4341 ext. 3113
watsonc@msmusd.org

Mammoth San Manuel STEM PRESCHOOL
4 year old PROGRAM
Room 57

PRESCHOOL DAYS AND HOURS

Distance Learning:

Monday, Tuesday, Thursday, Friday

Live sessions will begin at 8:30 am, recorded sessions will also be available

Wednesday's by appointment only

Upon the reopening of preschool:

- AM Session: Monday, Tuesday, Thursday, and Friday
8:25 A.M. to 11:00 A.M
- No preschool on Wednesdays

Wednesday morning will be an optional session based on needs
With Special Needs Teacher Mrs. Cindy Watson.

Students must be signed in and out of the preschool classrooms.



FEES

The Mammoth-San Manuel preschools are funded through Federal Title 1 and Mammoth-San Manuel School funds. The program is free

to Mammoth and San Manuel residents; therefore there is no refunds.

INSPECTIONS

State inspection reports are available at the school for review. Facility Inspection Reports are on file in either of the preschool classrooms. These reports are available for public inspection.

Mammoth-San Manuel STEM Preschool Programs Curriculum and Purpose

PURPOSE

The purpose of preschool is to provide appropriate experiences that contribute to each child's intellectual, social, emotional, and creative growth. Preschool should provide children with a happy and relaxed atmosphere conducive to gaining self-confidence, creativity and responsibility.

Play is an important aspect of intellectual, social, and motor growth in a preschool child. Preschool children also need to be provided with ample play time to allow them to develop their natural creative abilities. Children will be involved in play activities that are sometimes child-initiated and sometimes teacher directed. Through play, the children will develop the prerequisite skills needed to be successful in kindergarten and throughout their future school years.

CURRICULUM

The curriculum that is followed in preschool is state approved and research based. It includes social/emotional development, physical development, cognitive development and language development (listening/speaking and reading/writing). The curriculum is aligned to the Arizona Early Childhood Education Standards.

The curriculum for our 4 year old program includes the Creative Curriculum for Preschool, Handwriting without Tears, Eureka Math and Read It Once Again. The Mammoth San Manuel Preschool programs follow a curriculum guideline that emphasis STEM (science, technology, engineering, and mathematics) and the Arts integrated

into their daily learning activities as well as Google Classroom. Currently we will begin the year with Google Classroom all assignments must be submitted by 7 pm by the due date.

It is the role of the preschool teacher to help each child develop to their social, emotional, and academic potential. The preschool teacher provides a positive and enriching environment for her students. The teacher is available for a short time before and after each class period. Conferences are held twice during the school year, in October and in May. Yearly Progress Reports are written twice a year and shared with parents at the parent conference. At the request of a parent, teachers will schedule any additional conferences. Our teachers urge you to discuss any special concerns or questions that you may have about the preschool program, curriculum, or your child.

S.T.E.M. APPROACH

As soon as a child begins to speak, the questions begin. Why? What? When? How? Making observations, asking questions, and pursuing investigations are essential to a child's understanding of the world. The questions continue as a child grows and becomes a student building oral vocabulary, develop reading readiness, and fuel literacy development.

Early S.T.E.M. learning happens without worksheets and drills, but it does not happen on its own. Young children need S.T.E.M. concepts presented thoughtfully and systematically, yet in a way that also respects their concrete thinking and their need to learn by exploring hands-on materials.

CLASSROOM REQUESTS

We implement several science, technology, engineering, art, and math activities and need a variety of materials that you may already have at home so notes are sent home requesting items. You are never obligated to donate items, it is only if you are financially able to contribute or happen to have these materials around your home.

We also utilize many items that can be recycled. Throughout the school year notices will be sent home requesting these items.

Home-School Connections

In keeping with the STEM approach to learning; a traditional Homework packet will not be sent home. **Communication and home activities:**

- *Our Classroom Newsletter
- * A Monthly Family Activity Calendar
- * STEM Family Engagement Ideas

Hands-On Learning

Hands-on exploration promotes the development of problem solving skills, recognition of cause and effect, and organizing and classifying. These explorations lay the foundation for learning science, technology, engineering, and math concepts. In early childhood it is essential that learning activities be hands-on, child-driven, authentic, and active. Developmentally, young children learn and understand best from what they can see, touch, feel, and manipulate. Children will be encouraged to explore, have fun, and get their hands dirty!

ATTENDANCE AND WITHDRAWALS

Currently Attendance will be taken through Google Classroom. Please call the office your child's teacher when they will not be attending school for the day or if there will be a bus change. If you need to withdraw your child from preschool, please contact the office for an official withdrawal form.

If a child has missed 10 consecutive classes without a parent notifying the teacher, or has not logged onto Google Classroom for attendance your child will be withdrawn from the program and the parent will have to reapply in order for the child to return to preschool.

Attendance is very important. You can help your child realize that school is your child's "job", just like mom and dad have jobs to do.

Due to safety concerns please close gates when you enter and leave the school grounds.

SIGN-IN, SIGN OUT

Children must be signed in and out daily. See your site's information for specific regulations. If you or others bring your child late or pick-up your child early, **YOU MUST SIGN THEM IN OR OUT.** A full signature is required, please no initials.

Signing in and out of class:

Parents are asked to bring their children on time for class but no more than 10 minutes before class starts. Students miss instructions and activities if they arrive to school tardy. Students must be signed in and out of class each day. Please walk your child to the classroom at the beginning of each class and paraprofessionals will be walking children riding a bus. If your child does not ride the bus provided, please pick up your child promptly after class. If you are going to be late, please call the preschool to inform the teacher. If you are more than 10 minutes late your child will be taken to the office and can be picked up there. Students that ride the elementary school bus will be signed in/out by the teacher or paraprofessional.

Upon reopening of preschool during COVID-19:

Arrival Health procedures:

Upon the arrival of students staff will stand at least 6 feet away from parent/guardian and child. Parents will be asked to confirm that their child does not have fever, shortness of breath, or cough. Staff will perform a visual inspection of the student looking for signs of illness which could include flushed cheeks, rapid breathing, or difficulty breathing (without physical activity), fatigue, or extreme fussiness. We encourage parents/guardians to be alert for signs of illness in their children and to keep them home when they are feeling sick. Students who have a fever of 100.4 or above or other signs of illness will not be admitted to the facility. **Students may return with a doctor's note or having been quarantined for 14 days.**

Parent Drop-Off and Pick-Up:

- Hand hygiene stations will be in the classroom so that children can clean their hands when they enter. If a sink with soap and water is not available, hand sanitizer with at least 60% alcohol will be available. If possible, a sign-in station will be outside, sanitary wipes may be available for cleaning pens between each use or bins will be available for clean pens and used pens. Staggering arrival and drop off times may be implemented to limit direct contact with parents as much as possible.
 - Staff will greet children outside as they arrive.
 - A parent may be designated to be the drop off/pick up volunteer to walk all children to their classroom, and at the end of the day, walk all children back to their cars.
- Ideally, the same parent or designated person should drop off and pick up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for [severe illness from COVID-19](#).

FEES

The Mammoth-San Manuel preschools are funded through Federal Title 1 and Mammoth-San Manuel School funds. The program is free to Mammoth and San Manuel residents; therefore there is no refund.

Snacks

During COVID-19 students will be provided snacks. The Arizona Department of Education does regulate that only low fat and low sugar foods are served in class. Please make sure to list any special food/drink requirements or allergies on ER BLUE form.

Birthdays

Birthdays are special and we want to celebrate them. Please speak with your child's teacher to discuss celebrating your child's birthday during COVID-19.

DISCIPLINE

Our goal is to help students develop individual responsibility and self-discipline through abundant praise and positive reinforcement.

The classroom will have consistent, reasonable rules and set limits for the children. If a child's behavior is out of control (hitting, biting, kicking, leaving the classroom, throwing material, etc.) and staff is concerned the child might injure themselves or others, the child may be sent home for the remainder of the day. A meeting may be scheduled with the parent to discuss a behavior plan, if necessary. Time out from activities will be limited to no more than 3 consecutive minutes or after the child has become calm. If you have a concern about an issue in your child's classroom, please consult the preschool teacher directly to see if the problem can be solved.

Discipline Procedures

Preschool classes need to provide a happy and safe environment where all children can develop confidence and learn responsibility. Discipline is designed to help children recognize and choose to participate in appropriate behaviors.

Classroom Rules

- Using words to express needs, wants, ideas, and feeling, instead of using hands and feet (teachers will model and teach self-regulations skills)
- Walking feet in the classroom.
- Keep hands, feet and objects to yourself.
- Share with everyone.
- Participate in all whole class activities.
- Take care of toys and materials. Always put toys away after use and never throw them at another child. School toys need to be left at school and not taken home.

When a child is choosing to misbehave the teacher will utilize one of the appropriate procedures:

1. Verbally reinforce children who are choosing appropriate behavior.
2. Use positive directions to tell the child what you would like done.
3. Explain to the child why this particular behavior is not allowed. Assist the child in participating in an acceptable activity.
4. Use verbal reminders for time limitations.
5. Makes sure the child is paying attention to the teacher before she speaks to the child.
6. Verbalize the child's choice of behavior if there is more than one choice.
7. Encourage the child to solve his/her own problems. The child may require guidance from the teacher.
8. If a child is in danger of injuring him/herself or another child, appropriate steps will be taken to avoid any injury.

ITEMS BROUGHT FROM HOME

Please do not allow your child to bring any toys or items from home unless it is part of a class activity or show and tell. In this case you will get a note from the teacher informing you of the activity.

PARENT COMMUNICATION

The preschool teacher will keep parents informed regarding events, policies and general information. In order to keep you informed on the month's activities, information will be sent home with the student through a classroom monthly newsletter, through written memos, our classroom communication board located outside and on our classroom Web Page. These are very important for you to read and keep for the entire month so that you are always informed!

If you have any questions concerning your child or classroom activities, please call the preschool at any time.

If your child is having difficulty separating from you when you bring them to class, please discuss this with the teacher. Often children are upset for only a few minutes after a parent leaves.

Upon the reopening of preschool during COVID-19: Parents will be limited to visit and /or volunteer in class due to COVID_19.

PARTICIPATION

Parents are encouraged to read to their child daily, review the work brought home each day, go through their child's backpack each day, and encourage their child's participation in school. Adult visitors and volunteers are always welcome. Long-term volunteers are required to be fingerprinted by the health department. You must check in at the office when you arrive at school. Please do not bring younger children when you are volunteering.

TRANSPORTATION

Transportation is provided by the school district on a school bus that meets the requirements of the Department of Transportation for transporting children. The child is to be accompanied to and from the bus stop. The school must be notified of any changes in drop-offs or residence. Children must follow the rules to ride the bus. Stops not on the schedule will not be made. A **written notice** is required for any changes in transportation and a phone call to the office.

When transporting preschoolers home, children are only released to a person that is on the parent's approved list. If there is no approved person at the bus stop to receive the child, the child is transported back to school on the bus.

FIELD TRIPS

You will be notified of any field trips. We must have a signed permission slip for your child to go on the field trip. If your child is registered as a three year old, a parent or guardian will need to accompany them on trips. We require a 1 to 5 ratio of adult chaperones to preschool students on a field trip. Only children who are registered in the school's preschool will be allowed to ride the bus to a field trip. Older siblings are not allowed to miss school to

attend a preschool fieldtrip even if the parent is driving themselves and meeting us there. Students are required to return back to school on the bus. Preschool students may not be checked out while away on fieldtrip without prior consent from principal.

RECORDS

You have the right to review your child's records at any time. You have the right to have a translation in your native language.

LIABILITY

The district has liability insurance as required by Arizona State Rule R9-5-308.

PESTICIDE NOTICE

Notification of pesticide application will be posted in each activity area and in each entrance facility, at least 48 hours before pesticide is applied on the facility's premises containing the date and time of the pesticide application. Pesticide information is available from the licensee upon request.

MEDICATIONS

All medications are to be taken to the school office in the original container and signed-in by the parent. The nurse's office will administer the medicine. Please do not send cough drops or medicine with your child.

ACCIDENT, INJURY OR ILLNESS EMERGENCY PROCEDURES

Parents will be notified immediately if their child has a serious accident, is injured seriously or becomes ill. Please keep your emergency card information updated. If you are unavailable, the person listed on the emergency card will be called. If no one is available, the child will be made comfortable while we continue to try and contact the parent/guardian. If a serious injury occurs, 911 will be called. If in the event children are to be sent home, you will be notified.

INSURANCE

If you do not have health insurance for your child, please consider participating in the Arizona free or low-cost health insurance for children called Kids Care. The telephone number for Kids Care is 1-877-764-5437.

CHILD ABUSE

The preschool is mandated by law to report suspected emotional or physical child abuse within 24 hours of observing the child or the abuse.

LABELING

Please label any personal items your child brings to school: extra clothes, back-pack, coats, etc. The preschool is not responsible for items that are broken, lost or stolen. All children need a regular sized back-pack to transfer notes and materials to and from school. Please keep a change of clothes in the back-pack in case of a toileting accident.

INSPECTIONS

State inspection reports are available at the school for review. Facility Inspection Reports are on file in either of the preschool classrooms. These reports are available for public inspection. Records of Pesticide application, Fire Drills, and Lockdown Logs are kept and can be reviewed in the school office.

AGE-OUT POLICY

Preschoolers who reach the appropriate chronological age for kindergarten will only be considered for enrollment in preschool by consensus of a team who will determine the impact of such a placement on the student in question. Generally the team will consist of the parent, preschool teacher, kindergarten teacher representative, principal, psychologist, involved services providers, and the Title 1 coordinator. Some factors to consider will include, but not be limited to, current research on retention, pertinent assessment information, social-economics, and space availability.

CLASS SIZE

To help keep class sizes small there are two sessions of preschool and a full time classroom paraprofessional. Placement in a given session will be based on the child's needs following an initial developmental screening and location of where they live for the Mammoth students.

DRESS

Children enrolled in preschool are required to dress appropriately and that they wear closed toe shoes. Flip flops and sandals are difficult for children to wear in the sand and run on the playground. At preschool we paint and sometimes get messy so it is preferred that the children wear play clothes.

TOILETING

Students must be potty trained to attend the regular education preschool therefore children must wear regular underpants to school not diapers or pull-ups. Toileting is part of the daily routine in a preschool classroom. If an accident occurs we will use the extra set of clothing in the backpack and send a note home to notify you that the clothes in their backpack are unclean.

School Calendar Dates to Remember



- First day of Distance Learning Pre-K August 17, 2020
- Labor Day Sept. 7th, 2020
- Fall Break (No School) Oct. 9th, 2020
- Veteran's Day (No School) Nov. 11th, 2020
- Thanksgiving Break Nov. 25th-27th, 2020
- Winter Break Dec. 21st-Jan. 1st, 2021
- President's Day Feb. 15th, 2021
- Spring Break March 15th-19th, 2021
- Easter Break April 5th, 2021
- Last day of Preschool May 18th, 2021
- Pre-K Promotion TBD

If there are any Teacher In-service days that will affect the class sessions, parents will be notified of those days on the monthly classroom calendar. Notices will be sent home in advance on any additional special days pertaining to the preschool programs.



Please return this portion to your child's teacher

I have read and understand the information in the Mammoth-San Manuel STEM Preschool Statement of Services Handbook.

Parent/Guardian Name: _____

Home Phone: _____

Cell Phone: _____

Email: _____

Student Name: _____

Parent/Guardian Signature _____

Date: _____

I have a question or comment:

Ms. Verdugo will call you as soon as possible to answer your question.

Attached:

Notice of Pesticide Application

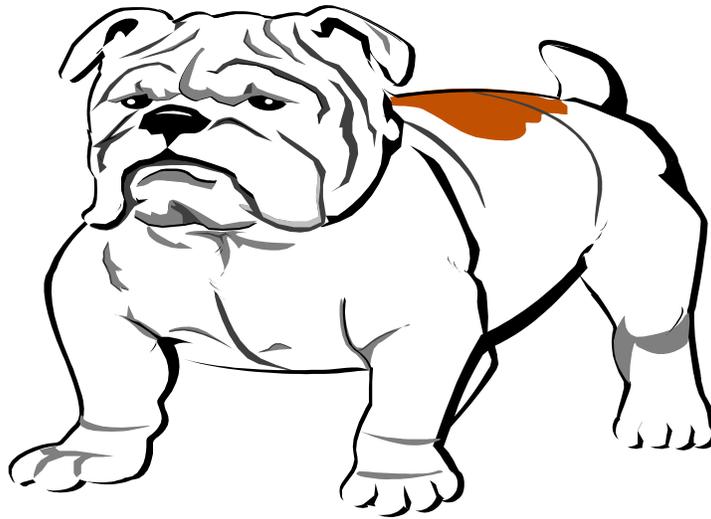


Mammoth – San Manuel Unified School District

Mammoth-San Manuel K-5 Handbook

PO Box 406
San Manuel, Az 85631
520-385-2336
Fax: 520-385-3035

School Hours:
8:30 – 2:40 M, T, TH, F
8:30 – 12:30 W
2019-2020 SY



Mission Statement:

To provide a safe learning community
where students are valued and strive to achieve their personal best
in academics and character.

Governing Board

Terry Newman	President
David Aronson	Member
Michael Carnes	Member
Malinda LeGrand	Member
Louis Madrid	Member
Julie Dale-Scott	Superintendent
Melissa S Joliat	Principal

Table of Contents

Calendar	3
Classroom Assignments	4
Report Cards	4
Parent/Teacher Conferences	4
Awards	4
Attendance	4 & 5
Student Check Out	5
Make Up Work	6
Curriculum	6
Special Education	6
Library	6
Computers	6
Mandatory Reporting	6
Elementary Discipline Plan	7 & 8
Cafeteria	9
Transportation	9
Field Trips	9
School Property	9
Personal Property	10
Dress Code	10
Pets	10
Phones	10
Visitors	10
Volunteers	11
School Release	11
Immunizations	11
Medications	11

(District calendar will be on this page.)

Classroom Assignments:

- In order to create an optimal environment for all children, it is necessary to examine several educational factors relevant to placement. We strive to establish well-balanced classrooms based on: academics, male-female ratio and special education/behavioral needs.
- Combination classes may be recommended in order to meet Mammoth-San Manuel USD suggested teacher/student ratio. In general, we place siblings in separate classrooms to ensure individual development.
- Parents may supply information to assist the staff in placement; however the assignments will be made by the school principal. Also, in order to request a change in placement, the parents must meet with the principal. A change will occur only if there are reasonable educational reasons behind the move.

Report Cards:

- Mammoth-San Manuel USD uses PowerSchool for attendance and grades. It is recommended that the parent call the school in order to obtain the username and password for each individual student in order to stay current on grades.
- Report cards will be sent home with your student every nine weeks or given to parents at parent/teacher conferences.
- If you have a question regarding your student's grades, please do not hesitate to contact the teacher to set up a meeting. Please do not drop in during the school day without an appointment, as the teacher's primary concern is that of the students in his/her classroom.

Parent/Teacher Conferences:

- Conferences will be held at the end of the first and third quarters (see calendar for dates). This is the time to discuss any concerns that you have in regards to your student. If you feel that these times are not enough, please call the teacher and set up a time to meet.
- You may only discuss your student with the teacher. If you have any questions or concerns, please notify the office immediately.

Awards:

- The students have the opportunity to receive academic rewards every quarter by receiving all A's or B's in their classes as well as Honor Roll (3.5-4.0 GPA). All classes are part of these awards.
- **The students also have the opportunity to receive Perfect Attendance awards which means no absences, no tardies and no check-outs per quarter.**
- Students can earn certificates of awards at the classroom level to be given in class as well as ones given at the award assemblies.
- Our Bulldog Award is given for quarterly citizenship, an overall end of year Citizenship award can be earned by no more than five (5) tardies and five (5) absences in a year and no Doghouses or referrals to the office.

Attendance:

- Your student's attendance is crucial to his/her success in school. When your child is absent, please call by 9 AM the day of the absence in order to report why he/she is not in class.
- If a student is not in attendance on the day of an extra-curricular activity, they cannot attend that extra-curricular activity.
- Tardy is defined as arriving after the start of the regular school day at the assigned location ready for instruction.

- An unexcused absence is any absence which has not been excused by a parent according to the procedure mentioned above.
- An excused absence is any absence which has been excused by a parent. Excused absences shall also include any school sponsored event which causes student to miss class, such as field trips, early dismissal for school sponsored sports.
- Truant is any unexcused absences.
- A habitually truant child is a child between the ages of six and sixteen who is truant for at least five days during a single school year (A.R.S. §15-803). Arizona state law states that it is unlawful for any child between the ages of six and sixteen to fail to attend school during the hours school is in session. Unless exempt as defined by A.R.S. §15-803. If a parent fails to ensure that the child attends school, the law states that they are guilty of a "Class III (3) Misdemeanor".

Number of Absences	Consequence
Any unexcused absence	Call to parents
5 total absences	Parent notification. If five or more are unexcused, then possible referral to SRO for habitual truancy.
10 total absences	Parent notification. If five or more are unexcused, then possible referral to SAR for habitual truancy
15 total absences	Parent notification and administrator contact. If five or more are unexcused, then the possible referral to SRO for habitual truancy. Possible attendance contract.
18 total absences	Parent notification and administrator contract. Refer to law enforcement for citation. Withdrawal and reenrollment process. Students with excessive excused absences will be required to provide medical documentation to remain in class and excuse any further absences.

Student Check Out:

- If you wish to pick your student up from school for any reason, you must come to the office and complete the paperwork.
- Students may not walk home during school hours.
- Students will only be released to individuals who are on the Registration form. If you wish to change the information on this sheet, please notify the office in writing.
- If you feel that someone who is not allowed to pick up your student will attempt contact, please let the office know immediately.
- **If a student is checked out from school early for any reason, that absence will affect your student's attendance as well as the Perfect Attendance award.**

Make Up Work:

- If your student is sick and cannot complete schoolwork at home while they are sick, please have the student pick up the work the day they return to school.
- If your student is able to complete the work while they are home sick, please inform the office of a homework request, or let the teacher know in advance. Teachers must receive 24 hours notice.
- Make up work will be available upon request in the office between 3:30pm – 4:00pm daily.
- The student will be allowed one day for each day absent plus one additional day in order to complete the work at home.

Curriculum:

- First Avenue Elementary School is dedicated to teaching reading, writing and math and we seek to provide an enriching educational program.
- In addition, each student learns Social Studies (Arizona in 4th grade, US History 5th grade) and Science.
- We also offer classes in Art, Computers and Physical Education.

Special Education:

- The Mammoth-San Manuel USD provides special education services for students with special needs. The following services are available for qualified students:
 - English Language Learners
 - Resource/Self Contained
 - Speech/Language
 - Talented and Gifted
- If you feel your child is in need of any of the above services, please feel free to let the office know.

Library:

- The library is provided for reading, student research and enjoyment. Learning to use the library is a helpful guide to obtaining knowledge.
- The library is open 7:30-8:25 and 2:45-3:30 so that the students may return or check out books in addition to normal class times.

Computers:

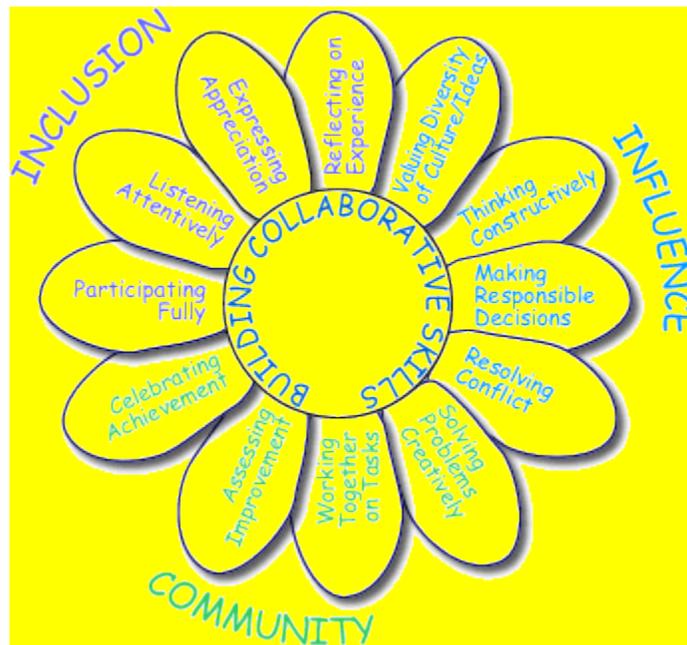
- Computers are provided for students to learn the basics of computers.
- All students and parents must sign a technology form in order for a student to use the computers.
- If a student destroys or damages any part of a computer or any other school electronics, their parents will be expected to pay repair or replacement costs.

Mandatory Reporting:

- All school personnel have an obligation to report any incidents based on “reasonable belief” that abuse has occurred. This includes student-to-student aggressive physical contact.
- For general information on mandatory reporting, please contact the school secretary and information will be provided upon request on Arizona’s Child Abuse Reporting Statute.

Mammoth-San Manuel USD Elementary Schools Discipline Plan:

- The Elementary Discipline Plan is built around school wide Tribes Learning Communities (TLC). We believe that focusing on the Tribes Agreements a positive environment is created that promotes student success.



- Students who choose to follow school rules will receive encouragement, praise and positive privileges.
- When a student makes a decision and acts in a manner that is unacceptable there will be consequences. Faculty and staff will take time to help students understand that they are responsible for their own choices and how to make better choices.
- When a student makes a poor choice, they will receive a logical consequences to help students learn self-discipline and responsibility. We believe we can accomplish “Discipline with Dignity” by delivering logical consequences. Examples of logical consequences are: losing a privilege when it is abused, losing a recess, trash pickup, cleaning up a spill, etc.
- At the classroom level, teachers incorporate Tribes Learning Communities lessons into each day. A “Doghouse” note may be sent home to help keep parents/guardians informed of a behavior or action and what was done in response to that infraction.
- Students who choose to fight or commit other severe offenses will receive severe consequences. Physical violence could be an automatic out-of-school suspension depending on the infraction.
- We appreciate your support in making our Tribes Learning Communities a success. We know that a cooperative effort between home and school results in a positive, pleasant environment where students enjoy learning.

Cafeteria:

- Students may purchase either breakfast or lunch in the cafeteria.
- Students are not allowed to charge meals in the cafeteria, so it is essential that parents put money into their cafeteria account.
- Applications for free and reduced meals are sent home with students at the beginning of the school year.

GRRS							
	Classroom/Specials	Playground	Restrooms	Cafeteria	Breezeways	Bus	Parking Lot
Great Attitude	Use positive praise Think before you act Greet who you meet Work cooperatively with	Solve problems using kind words Show good character Greet who you meet	Wait patiently	Use kind words Have good manners Greet who you meet	Use kind words Greet who you meet	Use kind words Greet who you meet	Listen to safety patrol
Respect	Enter quietly Listen carefully and follow directions Use proper voice Wait your turn to speak Honor others' property	Mind all adults Everybody plays Take turns Take care of equipment	Leave restrooms in sanitary condition Keep lights on Use quiet voices Honor privacy of others	Enter, eat and exit quietly Eat your own food Allow others to enjoy their food choice Listen to adults Use proper voice	Always walk quietly Keep, hands, feet and objects to self	Listen to the driver Use quiet voices Be polite to others	Be considerate of others
Responsibility	Follow school rules and uniform policy Be prepared and organizes Be on time for class Focus on your work Turn in homework on time	Ask to leave the play area Follow game rules Keep playground clean Report problems	Report misuse and inappropriate behavior Use restroom at designated time Flush after each use Wash hands with soap	Keep your area clean Wait patiently Stay in assigned area Keep food in the cafeteria	Stay on the right track Single file Get drinks quietly	Walk to and line up appropriately at bus Keep belongings with you at your seat Follow all bus rules	Walk in designated area Use walking feet
Safe	Use materials and equipment properly Move carefully Sit correctly Keep hands, feet and objects to self	Stay in designated areas Be truthful Use good sportsmanship Use equipment properly	Keep floor dry Stay off toilets and sinks	Clean up food and spills Walk Sit correctly Keep hands, feet and objects to self	Walk Keep breezeway clean Steer clear of doors and others	Follow all bus rules Keep aisles clear Stay seated	Stay clear of parked and moving cars Cross the street in cross walk

- Please ensure that you check the monthly lunch calendar for prices of meals.
- Breakfast is from 8:00-8:25 every day.

Transportation:

- Students should not arrive before 8:00am. We would appreciate your assistance in helping to ensure that your student(s) do not arrive on campus before 8:00am, as we do not provide adult supervision until that time.
- Please make plans with your student in regards to afterschool prior to coming to school. In response to parent concerns and for the safety of our students, we are strictly enforcing the bus pass policy. Phone calls are no longer acceptable for designating bus passes. Passes will only be given to students who provide a written note, email or fax containing the Child's name and the name of the bus stop they need to be dropped off at. All bus passes must be sent to the office BEFORE 12PM. For children who have specific days and/or alternate bus stops frequently, a note must be sent to the office specifying the bus schedule and arrangements for each day.
- Bicycles, Skateboards, Scooters, Heelys, etc: These items may be used as transportation to and from school; however they may not be used on campus at any time. Bicycles should be locked at the bicycle rack by the office. If a student does not have a lock, it is recommended that the student do not bring the bicycle to school. All students are expected to obey all traffic rules and bike safety rules at all times, including wearing a helmet. There should only be one rider on a vehicle.
- Bus service is provided to some students as a district courtesy. Following the bus rules will ensure that your student can continue to ride the bus. Students who choose to break rules will have their bus riding privileges suspended or revoked. Once students arrive at the school, they may not leave the school grounds without being checked out by a parent or a parent designee. Electronics should not be on the bus.

Field Trips

- **All students are required to attend the full day of school on the day of the field trips.**
- Checkout from the field trip requires **24 hour** prior administrative approval and will only be done if it's imperative that the student be checked out. **If a student is checked out from a field trip early, that absence will affect your student's attendance as well as the Perfect Attendance award.**

School Property:

- It is a violation of governing board policy and state statute to damage or deface school property. If your student chooses to participate in such an act, parents are expected to pay replacement costs.
- These charges will be levied at the end of the school year and will need to be paid before report cards will be issued. Students will also be subject to disciplinary action.

Personal Property:

- Students should only carry money that they actually need for school.
- It is recommended that students do not bring any item of value to school. The school will not be responsible for loss of money or personal property brought to school. If these items are brought to school, they will be confiscated and the student will be subject to disciplinary action. These items include, but are not limited to: electronics, drugs or weapons of any kind, pornography, hard balls, water guns, water balloons, skateboards, baseball bats, laser pointers, toys and any item that is considered a disruption to the educational process.

- Students are not allowed to sell or trade items. Items and money will be confiscated and parents will be contacted.

Dress Code:

- Students are allowed to wear any color bottoms but still no leggings/jeggings (leggings count as undergarments). No rip, torn, frayed edges or holes are allowed for bottoms.
- Tops must have sleeves and if there are messages or images they must be a positive if any at all. No lace or open backs on tops.
- Length on skirts and dresses must be to each individual child's mid-thigh.
- Shoes must be closed toed.
- All hats/hoodies must be removed while inside the building. The bill of the cap must be worn in a forward position.

Pets/Animals:

- Pets and animals are not permitted to be on school grounds. The only exception is if the teacher and principal have made prior arrangements and the parent is willing to transport the animal in a contained cage.
- If a stray animal is found on campus, the Pinal County Animal Control Center will be called.

Telephones/Cell Phones:

- The office telephone is used to conduct school business. The office phone is not available to students except in the case of an emergency. Calling home for lunch money, homework, coats or rides are not considered an emergency. If it is raining and your student feels the need for a ride, they will be allowed to call after 2:45 PM from the office.
- Cell phones may not be used during the school day. If a student chooses to bring a cell phone to school, it must be turned off and in his/her backpack during the entire school day. If a student chooses to use his/her cell phone during the school day, the phone will be confiscated and available in the office at the completion of the school day. After a second time, the phone will be available after a parent speaks with the principal. If it occurs again, the cell phone will no longer be allowed on campus.

Visitors:

- Parents are encouraged to visit their student's classroom. Please make arrangements to visit through your classroom teacher. All visitors must sign in at the office before entering any other room or building on the campus.
- Students may not bring other students to campus that are not enrolled at Mammoth-San Manuel PK-12 School, as the student is not covered under the district insurance.

Volunteers:

- We welcome and encourage volunteers. If you wish to volunteer, please contact the office or your student's teacher.

School Release:

- Releasing students during the school day may happen due to inclement weather or emergency situations. This happens very infrequently and may require additional make-up days.

- Please determine a family plan on how to handle this kind of emergency. Discussing beforehand that a student may not be able to make a phone call home will ensure that the student has control in a situation. Parents and Guardians will be contacted once we have made it to a safe place.

Immunizations:

- Arizona law (ARS 36-671 through 674) requires that an immunization history be submitted for each child entering a public school. The responsibility for compliance with this provision is placed upon the parent, guardian or person “in loco parents” of the child. The immunizations must be current and include: DTP, TD, Polio Vaccine, Rubella, Hepatitis and Mumps Vaccines. The only exceptions to school immunization requirements are if the vaccine will seriously endanger the child or if the child is being raised in a religion in which the teachings are opposed to immunization.

Medication:

- If a student needs to take medication during the school day, school personnel must administer the medication in the Nurse’s Office. Administration of medication will conform to Arizona Statutes. We maintain careful control of the possession and use of medication by students at school. Tums, Tylenol and cough drops may be administered to a student as long as a guardian signs the permission form for the school year. This form is available in the Nurse’s Office as well as the front office. We ask that you provide this medicine for your child as well. When possible, students should take all medications at home.
- Students are not allowed to carry medication on them. If your student must take medication at school, it must be in the original container and accompanied by written instruction.