



PARENT / STUDENT HANDBOOK 2019-2020

Mission Statement

Roosevelt School District inspires, motivates, and educates each student as future leaders in our society.

ROOSEVELT SCHOOL DISTRICT NO. 66

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PARENT/STUDENT HANDBOOK SIGN-OFF

Parent Name (please print)

Student Name(s) (please print)

By signing below, I indicate that I understand the following:

- It is my responsibility to read the Parent/Student Handbook;
- It is my responsibility to share the information contained in the handbook with my child(ren);
- If I have any questions regarding information contained in the handbook, I may speak with my child's school office; and
- This signed form must be returned to the homeroom teacher within ten (10) school days of receiving the handbook.

PARENT SIGNATURE

DATE

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ALTERNATIVE EDUCATIONAL PROGRAMS

- A. Students who refuse to comply with rules; refuse to pursue a required course of study or refuse to submit to authority of teachers and administrators may be reassigned to an alternative educational setting by the district with documentation that shows an effort has been made to correct the behavior and the approval of the governing board.
- B. A student may also be reassigned to an alternative educational setting in lieu of long-term suspension or expulsion. A student who has been placed in an alternative setting may return to the regular school program during the current year with the approval of the site administration. The maximum length of time for alternative placement is 45 calendar days.

ATHLETIC PROGRAMS

Roosevelt School District offers after school sports programs for both boys and girls in sixth (6th) through eighth (8th) grades. In order to participate in sports, students must be passing all classes. Roosevelt School District complies with state statute regarding NO PASS, NO PLAY.

ATTENDANCE

- A. Students in the Roosevelt School District are expected to attend school daily.
- B. This policy is governed by state statute ARS § 15-803 – School attendance; exemptions; definitions
 - 1. It is unlawful for any child between six (6) and sixteen (16) years of age to fail to attend school during the hours school is in session, unless excused pursuant to section ARS § 15-803.
 - 2. A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child. Absences exceeding 10% (18 days) of the required attendance days will be considered as unexcused absences as prescribed in section ARS § 15-803, subsection B, paragraph 1.
 - 3. As used in this section:
 - "Habitually truant" means a truant child who is truant for at least five (5) school days unexcused, within a school year.
 - "Truant" means an unexcused absence for at least one (1) class period during the day.
 - "Truant child" means a child who is between six (6) and sixteen (16) years of age and who is not in attendance at a public or private school during the hours that school is in session, unless excused as provided by this section.

BUS GUIDELINES

- A. Students should be aware that it is a privilege to ride the school bus. Students are to obey the bus driver and rules at all times. Students who disobey these rules will be reported to the principal, may be denied the privilege of riding the bus, and may be subject to further disciplinary action.
- B. Students being transported are under the authority of the bus driver.

- C. A time schedule shall be posted in the bus, and it shall be followed.
- D. Students shall:
1. be on time for the bus, both morning and afternoon;
 2. wait patiently for the school bus. Students who cause disturbances (fighting, pushing, scuffling, etc.) at the bus stop will forfeit their right to ride on the bus;
 3. stand a safe distance back from the curb or roadway;
 4. get in line when the school bus is approaching;
 5. always use the steps and handrail;
 6. sit in seats as assigned by the driver;
 7. never crowd or push in line;
 8. take their seats quietly and quickly;
 9. remain seated while the bus is in motion;
 10. not extend hand, arms, heads or objects through bus windows;
 11. never throw anything while on the bus;
 12. talk in normal tones. Loud or vulgar language is prohibited;
 13. keep the bus clean. Not leave trash. Never place books, pencils, etc. in aisle and refrain from damaging the bus;
 14. not open or close windows without permission from the driver;
 15. be courteous to the bus driver and others;
 16. never talk to the bus driver when the bus is in motion;
 17. remain seated until the bus comes to a complete stop;
 18. always face the front when getting off the bus;
 19. always use steps when leaving the bus never jump;
 20. if it is necessary to cross the street, always walk in front of the stopped bus;
 21. have written permission from the parent to leave the bus at a stop other than the assigned bus stop; and not eat, drink, or chew gum on the bus.

C.U.T.S. (COURT UNIFIED TRUANCY SUPPRESSION)

Students who are truant for nineteen (19) days unexcused or more will be cited by attendance clerk. As part of this citation process, both the parent(s) and the student will be required to attend a hearing with a probation officer from the Juvenile Court Center. The hearing will be held at the district Student Services Center. The student and the parent will be assessed one or more of the consequences listed below:

1. Assessment Fee of \$50;
2. Mandatory education session for students;
3. Mandatory education session for parents; and
4. Community service hours for students.

CAFETERIA GUIDELINES

To ensure the safety and orderliness of students in the cafeteria, students must adhere to the following rules:

1. Students are to enter the cafeteria quietly without pushing or shoving and are to be in line.
2. Talking is to be in a whisper to allow all students to hear directions as they are given by teachers or cafeteria staff.

3. Students are not to disturb other students while in the cafeteria.
4. Students are to get their trays and pick up necessary items as they pass through the serving line.
5. Students are not to return to the serving area without permission.
6. Students are not to stand around the serving area waiting for schoolmates.
7. Students are not to move from table to table.
8. When students are finished eating, they are to clear their table, take their trash and trays to designated areas.

CHILD ABUSE REPORTING

State law requires all employees who, when acting in the scope of their employment, develop a reasonable belief that a child is or has been a victim of child abuse to immediately report it to the Arizona Department of Child Safety (DCS) or police. Reports of child abuse are confidential records.

CHILD STUDY TEAM (CST)

The school's Child Study Team (CST) meets to review individual cases of students who are experiencing difficulty in academics or behavior as identified by the teacher. This team works together with the parent to develop an intervention plan to help the student be successful.

If you believe your child is having difficulties learning please speak with your child's teacher and ask that they initiate the CST process.

COMPLAINT PROCEDURE

Roosevelt School District has an open door policy. We want to guarantee student rights in every situation. If you feel you have a complaint about possible discrimination and or segregation in your education at the Roosevelt School District or unjust discipline in the classroom, the procedures for filing your complaint are set forth below:

Step 1 Informal discussion held with site administrator

Step 2 Written form submitted to site administrator

Step 3 Submitted to the Executive Director of Leadership and Learning.

Step 4 Submitted to the Superintendent

- A complete copy of the complaint procedures/form is available in your school office, in the District Office or in the Student Services Building

COMPUTER AND INTERNET USE

- A. The district provides computers and Internet access to support the educational mission of its schools and to enhance the curriculum and learning opportunities for students. The rules listed here are intended to provide students with general guidelines and examples of prohibited uses but do not attempt to state all required or prohibited activities by users. Failure to comply with these rules may result in loss of computer and Internet access privileges, disciplinary action and/or legal action.
- B. Parents should understand that while reasonable precautions will be taken to supervise student use of the Internet, Roosevelt School District cannot prevent all inappropriate uses, including access to objectionable materials and communication with persons outside of the school. The school also is not responsible for the accuracy or quality of information that students obtain through the Internet.

- C. Students and parents are required to sign and submit an Internet/Technology User Agreement. Parents may opt to refuse to allow their child to use computers or the Internet while at school. Parents who wish to exercise this right should notify their school's principal in writing.
- D. **Computer Use Is a Privilege, Not a Right** - Student use of a school's computers, networks and Internet services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action. The principal will have final authority to decide whether a student's privileges will be denied, revoked and/or reinstated.
- E. **Acceptable Use** - Student access to the school's computers, networks and Internet services are provided for educational purposes and research consistent with the school's educational mission, curriculum and instructional goals. The same rules and expectations that govern student conduct and communications will apply to student use of computers and the Internet. Students are further expected to comply with these rules and all specific instructions from the teacher or other supervising staff member/volunteer when accessing the school's computers, networks and Internet services.
- F. **Prohibited Use** - The user is responsible for his/her own actions involving school computers, networks and Internet services and for his/her computer files, passwords and accounts. Examples of unacceptable uses that are expressly prohibited include, but are not limited to, the following are:
1. **Accessing Inappropriate Materials:** Accessing, submitting, transmitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal.
 2. **Illegal Activities:** Using the school's computers, networks and Internet services for any illegal activity or activity that violates other Governing Board policies, procedures and/or school rules.
 3. **Violating Copyrights:** Copying or downloading copyrighted materials without the express authorization of the student's teacher or principal.
 4. **Plagiarism:** Representing as one's own work any materials obtained on the Internet (such as term papers, articles, etc.). When Internet sources are used in student work, the author, publisher and web site must be identified.
 5. **Copying Software:** Copying or downloading software without the express authorization of the student's teacher or principal.
 6. **Non-School-Related Uses:** Using the school's computers, networks and Internet services for non-school related purposes such as private financial gain, commercial, advertising or solicitation purposes.
 7. **Misuse of Passwords/Unauthorized Access:** Sharing passwords, using other users' passwords without permission and/or accessing other users' accounts.
 8. **Malicious Use/Vandalism:** Any malicious use, disruption or harm to the school's computers, networks and Internet services, including, but not limited to, hacking activities and creating/uploading computer viruses.
 9. **Unauthorized Access to Chat Rooms/News Groups:** Accessing chat rooms or news groups without specific authorization from the supervising teacher.
 10. **Misuse of School Name or Logo:** Misuse of a school name or logo on a personal Web site that gives the reader the impression that the Web site is an official Web site of the school or district.
- G. **No Expectation of Privacy** - The school retains control, custody and supervision of all

computers, networks and Internet services owned or leased by the school. The school reserves the right to monitor all computer and Internet activity by students. Students have no expectations of privacy in their use of school computers, including e-mail and stored files.

- H. **Compensation for Losses, Costs and/or Damages** - The student and/or the student's parent/guardian will be responsible for compensating the school for any losses, costs or damages incurred by the school related to violations of Policy and/or these rules, including investigation of violations.
- I. **School Assumes No Responsibility for Unauthorized Charges, Costs or Illegal Use** - The school assumes no responsibility for any unauthorized charges made by students, including, but not limited to, credit card charges, long-distance telephone charges, equipment and line costs, or for any illegal use of its computers, such as copyright violations.
- J. **Student Security** - A student will not reveal his/her full name, address or telephone number on the Internet without prior permission from a supervising teacher. Students should never meet people they have contacted through the Internet without parental permission. Students should inform their supervising teachers if they access information or messages that may seem dangerous, inappropriate or make them uncomfortable in any way.
- K. **System Security** - The security of the school's computers, networks and Internet services is a high priority. Any user who identifies a security problem must notify a supervising teacher. The user will not demonstrate the problem to others. Any user who attempts or causes a breach of system security will have his/her privileges revoked and may be subject to additional disciplinary and/or legal action.

CUSTODY

In cases where custody/visitation affects the district, the school will follow the most recent court order on file with the district. It is the responsibility of the custodial parent or of parents having joint custody to provide the district with the most recent court order. Schools should not be placed in the middle of custody disputes.

DISCIPLINE

- A. **Every student has the right to an education in a safe environment conducive to learning.**
The following disciplinary procedures have been established to ensure that right:
 - 1. Classroom Discipline Plan - Each classroom will have a posted rules and expectations for behavior, consequences for violations and rewards. Teachers will send home their classroom discipline plan for parents to read, sign, and return.
 - 2. Discipline Office Referrals - Students who are referred for office discipline will always be asked to explain what happened so that the student may present any information regarding the incident in question.
- B. Any of the following consequences may be used with students who are sent to the office with a referral:
 - 1. conference with student;
 - 2. conference with parent;
 - 3. time out of assigned class;
 - 4. lunch detention;
 - 5. change of schedule;
 - 6. revocation of privileges;
 - 7. in school suspension;
 - 8. out of school suspension; and/or

9. police referral.
- C. The consequence will be determined by the severity of the behavior and the number of times the student has been seen by administration.
- D. See Appendix A for Discipline Guidelines

DRESS CODE

- A. Students are expected to dress in the proper school uniform. It is the parents' responsibility to ensure compliance with the **Uniform Dress Code**.
- B. All students will wear the designated school uniform. No logos or labels should be seen on the uniform. The clothing may not be altered by slits, shredded hems, etc. The only requirement is that uniforms must be in compliance with district Uniform Dress Code. The designated clothing shall be:
 1. **BOYS** - All shirts must have a lay-down collar with sleeves and must be tucked in at all times. This may be a "polo" shirt or dress shirt. Pants or shorts should be solid and the school authorized color. There should be no outer pockets, i.e., cargo pants, showing on the pants. Shorts must not be longer than the bottom of the knee. These must not fit tightly or too loosely. No denim, blue jeans, i.e., Levi's, or cargo pants are allowed. Belts are required for pants; without initials or other logos.
 2. **GIRLS** - All blouses must have a lay-down collar and sleeves and must be tucked in. This may be a "polo" shirt or blouse. Pants, shorts, skirts, jumpers, skorts, dresses and bib overalls must be solid and the school authorized color. These must not fit tightly or too loosely. Denim, cargo pants, short shorts and short skirts are not allowed. Shorts, skirts, dresses, and skorts must not be shorter than three (3) inches above the knee.
 3. **ALL STUDENTS** - Piercings are allowed, however, jewelry in the nose, chin, tongue, etc., is NOT allowed. Earrings for girls should not exceed the size of a quarter. Earrings for boys is a decision made at each school site. Shoes must have a closed toe and heel. Slippers, sandals and Heelys are not allowed.

DUE PROCESS

- A. Students in Roosevelt School District have rights. They also have the responsibility to respect the rights and property of others. If a student fails to do this, disciplinary action will follow.
- B. If a student fails to fulfill his/her responsibilities regarding conduct, disciplinary action will follow. In disciplinary cases, each student is entitled to due process. This means that the student:
 1. Must be informed of the accusations against him/her; and
 2. Must have an opportunity to respond to the accusations.

EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY

- A. It is the policy of the district to maintain a nondiscriminatory learning environment and to ensure that students are free from discrimination in any district program or activity on the basis of race, color, ethnicity, national origin, gender, religion or disability. Under certain conditions, discrimination can include harassing conduct by students or by district employees if, among other things, the harassing conduct is based on the student's race, color, ethnicity, national origin, gender, religion or disability and if the conduct creates a hostile learning environment under the law.
- B. District policy provides detailed procedures on handling complaints of discrimination. If a student believes he or she has been subject to discrimination by the district, the student should

report the discrimination to the school administrator within fifteen (15) working days from the act of discrimination

- C. Lack of English language skills shall not be a barrier to admission and participation in district programs. Federal law prohibits employment discrimination based on race, color, national origin, gender, religion or disability.
- D. Any student who knowingly makes false accusations of discrimination may be subject to disciplinary action.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents, and students over eighteen (18) years of age (eligible students), certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within forty-five (45) days of the day the district receives a request for access. Parents or eligible students should submit to the school administrator a written request that identifies the record(s) they wish to inspect. The school administrator will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Roosevelt School District to amend a record that they believe is inaccurate or misleading. They should write to the school administrator, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; or a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. Non- custodial and divorced parents have equal rights relating to student records unless the school has been provided a court order to the contrary. Certain student education records are considered "directory information," including the following: student's name, mailing address, e-mail address and telephone number; names of the parents; address and telephone number of the parents; date and place of student's birth; class designation (grade level, etc.); extracurricular participation; weight and height if a member of an athletic team;

enrollment dates; awards received; and photograph. The District hereby elects to refrain from designating any personally identifiable information contained in a student's education records as "directory information" In addition, the district must comply with a request by a military recruiter or an institution of higher education for a secondary student's name, address and telephone number unless the parent or eligible student has opted out of providing such information by giving written notice to the district that such information should not be made public without prior consent.

FIELD TRIPS

- A. Parents will be notified in advance of any planned field trip. Notes will be sent home stating the destination, time and purpose of the proposed trip. Only parents designated as a chaperone may accompany their child on the field trip. Chaperones will not be permitted to bring any students other than the ones scheduled to attend the field trip. This includes students in another grade from the same school, students from another school, infants or toddlers.
- B. A WRITTEN PERMISSION SLIP signed by the parent MUST be obtained before a child is allowed to attend a field trip. Students with unacceptable behavior may be denied the privilege of participating in a field trip. These students may be required to have a parent accompany them on the trip. Parents will be notified if their child will participate or if the parent will need to accompany him or her on the trip.

FIRE DRILLS & SPECIAL EMERGENCIES

- A. Fire drills are held on a periodic basis. A fire evacuation plan is posted in each room. Students should study the plan and become familiar with it. It is important for students to follow teacher instructions quickly and quietly whenever such emergency situations exist. When the first alarm sounds, students will immediately leave the room in an orderly fashion as outlined by the teacher. Since safety in an evacuation is of utmost concern, no one will be allowed to run. Students are not permitted to talk during a fire drill and are to remain at least one-hundred fifty (150) feet away from the building. **NO ONE IS TO RETURN TO THE BUILDING UNTIL INSTRUCTED TO DO SO BY AN ADMINISTRATOR.**
- B. Each school also has Emergency Response Procedures in the case of other special emergencies.

FOOD SERVICES

Parents are welcome to eat lunch with their children. They must, however, purchase a meal at cost. **It is not permissible for parents to eat off of their child's plate when visiting during meal service.** School meals are available free or at a reduced price depending on family income and size. We encourage all families to please complete a lunch application.

GIFTED CHILD FIND

If you think your school-age child shows advanced reasoning ability or is performing significantly above grade level, you may want to have him/her tested to determine eligibility for gifted services. You may contact your child's teacher or the Academic Services Department at (602) 243-4800 if you are interested in having your child tested or if you have questions concerning this process. Any parent may request testing to determine gifted eligibility.

GRADING SYSTEM

- A. Most teachers grade largely on class work and tests. Participation in class discussion, special projects, and effort are also taken into consideration.
- B. Student report cards are issued three (3) times during the school year.
- C. The subjects are graded as follows:
 - 4 = Advanced Level of Standards Mastery
 - 3 = Proficient Level of Standards Mastery
 - 2 = Developing Level of Standards Mastery
 - 1 = Minimal Level of Standards Mastery
- D. Teachers also use behavior descriptors as follows:
 - A = Always
 - M = Mostly
 - S = Sometimes
 - R = Rarely

HARASSMENT/BULLYING

- A. Bullying encompasses a variety of negative acts *repeated 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* (e.g., spitting, pushing, stealing, hitting, and kicking), *verbal* (e.g., name-calling, teasing, taunting, and making threats), and *psychological* (e.g., social exclusion, extortion, intimidation, spreading rumors, and manipulating social relationships).
- B. Harassment and bullying of students are prohibited. Harassment and bullying mean physical or psychological abuse of another student by means of verbal or physical threats, intimidation, insults or other aggressive behavior and include abuse based upon race, ethnicity, gender, religion or disability.
- C. If a student believes that he or she has been harassed or bullied, the student should report the behavior to a teacher, counselor, school nurse, or school administrator. Students who engage in harassment or bullying will be subject to disciplinary action. See Appendix C for more information.

HEALTH OFFICE INFORMATION

- A. It is the mission of your school's health office staff to keep students healthy and in school. Here is information that will help you assist staff in this important endeavor. Remember, the school health office staff is always available to help with your child's needs.
 - 1. Please notify the health office if your child has a health problem. School staff will make every effort to comply with physicians' recommendations.
 - 2. In order to protect students from the spread of disease, please keep your child home if the following symptoms are present: nausea and vomiting, elevated temperature, red or inflamed eyes. Please do not send your child to school when he/she is ill.
 - 3. ***Any student with a temperature of 100.0 degrees or higher may not attend school. Children may not return to school until they are fever-free for twenty-four (24) hours.***
- B. Please make arrangements to have a parent or another adult available at all times to pick up a child who is ill or injured. If both parents are unavailable, a letter designating the person who will be responsible in case of an emergency must be on file in the health office.
- C. Please inform the school immediately of any phone number or address changes and new

emergency contact numbers.

- D. **MEDICATION** - Health office staff administer over-the-counter and prescription medication in accordance with Roosevelt Governing Board Policy. The following is required:
1. Prescription medication must be in its original prescription container and labeled by the pharmacist.
 2. Over-the-counter medication must be in the original factory container with all warnings and directions intact. Many pharmacies provide home and school medication containers when requested. Medications stored in an envelope, foil or baggie will **NOT** be accepted.
 3. The parent/guardian must complete a form giving permission for medication to be administered at school. The form must contain the following information:
§ student's name, grade, teacher, school, name of the medication, dosage;
§ time medication should be given, route, reason it is to be administered; and
§ date(s) to be administered.
 4. All medications should be brought to the health office and picked up from the health office by an adult. Students should not carry medications to and from school.
 5. When a physician feels it is necessary for a student to carry and self-administer an inhaler, the physician shall provide written orders that will be attached to the signed parent permission form (7th and 8th grade students only).
 6. Acetaminophen will not be routinely dispensed to students during the first and last hours of the school day in order to minimize the possibility of drug overdose.
 7. A doctor's note shall be submitted to the health office staff for administration of non-prescription medications beyond a three (3) consecutive day period. This is to ensure that use of over-the-counter medication is not masking the symptoms of a serious health condition.
- E. **PINKEYE**
1. Pinkeye (conjunctivitis) is a bacterial or viral eye infection.
 2. Symptoms include watering, irritation and redness of the white part of the eye and/or the lining of the eyelids, swelling of the eyelids, sensitivity to light and a pus-like discharge.
 3. Pinkeye is easily spread from person to person by contact with discharges from the infected person's eyes.
 4. When a child is sent home because of pinkeye symptoms, we encourage the parent/guardian to call a doctor and report the symptoms. The doctor will decide if an antibiotic medication is necessary.
 5. If medication is prescribed, the child may return to school after using the medication for twenty-four (24) hours.
- F. **HEALTH SCREENING PROGRAMS**
1. **Hearing** tests are given to selected groups of students per Arizona mandate under the guidelines of the Arizona Department of Health Hearing Conservation Program.
 2. **Vision** tests are given to selected groups of students per Arizona mandate.
 3. **Lice** are commonly transmitted when children share combs, brushes, hats and coats. Lice crawl; they do not hop or fly. Lice checks are performed on students as needed. If a child is found to have head lice, the parent/guardian will be notified immediately by telephone and asked to take the child home. Guidelines for getting rid of lice and removing their eggs (nits) from the hair are available at your school health office. All

nits must be removed before the child may return to school. Children treated for lice must report to the health office before being readmitted to school.

4. The nurse is on duty during the regular school day. Her major responsibility is to maintain a healthy environment. First aid and medical care is provided to children who become ill or are injured at school. If the nurse determines that a student is too ill to remain at school, a parent is notified and required to pick up the child. If the nurse cannot reach the parent, she contacts the person who is listed on the emergency form and that person is asked to pick up the child.
5. It is very important that the nurse has up-to-date phone numbers for contacting the parent(s) of every child. No child will be allowed to walk home, even with parental permission. Children are allowed to be picked up only by adults whose names are listed on the emergency card. It is important that children who are vomiting, or who have diarrhea, a fever, cough or a communicable disease or condition should not be sent to school. Also, after an illness, children should be free of a fever for twenty- four (24) hours before returning to school.
6. Students will not be allowed to go to the nurse's office at any time without a pass. Only emergencies and students needing medication will be allowed to the nurse's office during lunchtime without a pass.

G. IMMUNIZATIONS

1. The school maintains health records on each child. An immunization record for school attendance must be completed and current before a youngster can be enrolled.
2. Arizona Law ARS § 15-872 requires that complete, up-to-date records, including the month, day and year of the child's immunizations, be furnished by the parent/guardian prior to school attendance.
3. The immunization requirements (Governing Board Policy JHCB) for a child entering school are:

DIPHTHERIA/PERTUSSIS/TETANUIS (DPT)	<i>five (5) doses, unless the fourth dose was given after the fourth birthday</i>
HAEMOPHILUS INFLUENZAE B (HIB)	<i>preschool & pre-kindergarten up to sixty (60) months of age</i>
HEPATITIS A	<input type="checkbox"/> <i>two (2) doses</i> <input type="checkbox"/> <i>preschool and pre-kindergarten</i>
HEPATITIS B	<input type="checkbox"/> <i>three (3) series</i> <input type="checkbox"/> <i>for all students</i>
MMR #1 MEASLES/MUMPS/RUBELLA	<i>for all students</i>
MMR #2	<i>for all students</i>
POLIO	<i>four (4) doses, unless the third dose was given after the fourth birthday</i>
T-DAP BOOSTER	<i>after age eleven (11) unless TD within last (5) years</i>
TD	<i>every ten (10) years</i>
VARICELLA	<i>Kinder, 1st & 7th grades</i>

4. Parents/guardians are asked to inform health services personnel at their child's school of any immunizations received during the year so that the school records can be kept up-to-date.

5. Arizona Law ARS § 15-872 provides exemptions from immunization requirements for the following:
 - Medical reasons - permanent;
 - Medical reasons - temporary; and
 - Documentation of adequate immunity.
6. Although the law allows exemptions, the county health department may tell the school in the case of an outbreak of any of the diseases covered by the required immunizations, to exclude a non-immunized child from school for the duration of the outbreak.

HIGH HEAT POLICY

During a High Heat Advisory, student recess may be adjusted to ensure student health and safety. Students are encouraged to bring water bottles and drink plenty of water on high heat days.

HOMEWORK

Homework is a natural extension of the school day. It is intended to provide independent practice and build study skills. Teachers are to assign homework daily. Please check with your child's teacher about his/her homework policy. Parents are encouraged to provide time and a quiet study area for their children to complete homework activities.

NOTICE OF NONDISCRIMINATION

The Roosevelt School District does not discriminate on the basis of race, color, national origin, sex, age or disability in admission or access to, or treatment or employment, in its educational programs or activities. Inquiries concerning Title VI, Title VII, Title IX, Section 504, and the Americans with Disabilities Act may be referred to the:

Office for Civil Rights
US Department of Education
1244 Spear Boulevard
Denver, CO 80204

OPEN ENROLLMENT

- A. All Roosevelt schools will accept students from out-of-area provided there is space available. The parent(s), student(s), and school administration enter into an Open Enrollment Contractual Agreement. Parents and students will be asked to comply with three (3) basic conditions for continued enrollment:
 1. Student must have good attendance and be on time;
 2. Student must be willing to follow all school and classroom rules (must not be a behavior problem); and
 3. Student must produce class work and academic skills necessary for student success.
- B. Acceptance of out-of-area students will be considered ONLY if classroom space is available.

PARENT/TEACHER CONFERENCES

During the school year, specific dates have been set aside for parents to schedule official conferences regarding their child's progress. Roosevelt teachers will be happy to discuss your

child's progress whenever you feel it is necessary. Please contact your child's teacher or the school office staff in order to set up an appointment. Please do not set appointments during instructional time.

POLICE/ARIZONA DEPARTMENT OF CHILD SAFETY (DCS) VISITS

Police/DCS may ask to interview a student at school. If the purpose of the interview is to investigate child abuse or neglect, the school cannot notify the parent without police/DCS authorization. In all other cases, the school will make reasonable efforts to notify the parent. After reasonable efforts to notify the parent, the school will allow the interview unless the student does not wish to be interviewed or wishes to first speak with the parent. If the police/DCS wish to take a student into custody, the school must comply with the request. The school will notify the parent unless the police/DCS have directed the school to refer the parent to the police/DCS.

PRESCHOOL CHILDFIND

If you think your preschool-age child may have speech or other delays, please call (602) 243-4866 to make an appointment for screening. Children as young as age two and a half (2 ½) may participate in hearing, vision and developmental screening to determine if further evaluation is necessary. Eligible children identified with significant delays will be offered enrollment in free special education programs located throughout the district.

PROMOTION AND RETENTION

- A. The purposes of these procedures are to identify students who are not achieving satisfactory progress in one or more of the basic subject areas and to provide intervention as early as possible. To accomplish this, the parent, teacher, administrator, and student must work together as a team. This team shall develop and implement a written plan designed around the specific needs of the student, with the goal of decreasing the likelihood of retention. The team shall continue to monitor the student's progress until such time as the student is achieving satisfactory progress.
- B. The school will follow the RSD Board Policy and Procedure for the retention of students. Notices of Unsatisfactory Achievement would be sent the first, second and third grading periods when deemed necessary. Conferences will also be held with parent and teacher. Possible Retention Notices will be sent the third grading period. Student Assistant Team meetings will be held in April to discuss the final recommendation. The final Retention Notice will be sent by certified mail to the parent ten (10) school days prior to the last day of school to inform the parent of the recommendation. Parent may appeal decision of teacher if they do not agree.

PROTECTION OF PUPIL RIGHTS AMENDMENT

The Protection of Pupil Rights Amendment gives parents and eligible students (emancipated minors or students who are eighteen (18) or older) certain rights regarding protected personal information, instructional materials, physical exams and health screenings. These include the right to:

1. Provide written consent before a student participates in any survey funded by the U.S. Department of Education that requests protected information:
 - Political affiliations;
 - Family mental or psychological problems;

- Sexual behavior or attitudes;
 - Illegal, anti-social, self-incriminating or demeaning behavior;
 - Critical appraisals of family members;
 - Privileged relationships recognized by law, such as with attorneys, doctors and ministers;
 - Family religious practices, affiliations or beliefs; or
 - Income, unless required by law to determine program eligibility.
2. Be notified and choose to opt out of certain activities, surveys and exams, including:
 - Activities involving collection, disclosure or use of personal information obtained from students to market, sell or otherwise distribute information to others;
 - Surveys requesting protected information, regardless of funding; and
 - Any non-emergency, invasive physical exam or screening required for attendance, administered by the school and not necessary to protect students' health and safety—except for hearing, vision or scoliosis screenings, or any exam or screening permitted or required by state law.
 3. Inspect the following material, upon request, before the district administers or uses:
 - Surveys and instructional material involving protected information;
 - Documents to collect students' personal information for marketing, sales or other distribution purposes; and
 - Instructional material in the educational curriculum.
 4. Receive notification at the start of each school year, and after substantive changes are made, about the district's policy for complying with the Protection of Pupil Rights Amendment.
 5. Report any violation of rights by filing a claim with:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Ave. SW
 Washington, DC 20202-4605

SAFETY DRILLS AND PROCEDURES

We conduct a fire drill once a month. Each semester we conduct a safety lock down drill and a bus evacuation drill. These drills are conducted during class time. Students periodically review exit routes and safety procedures for evacuating the building and the lock down drill procedures.

SEARCH AND SEIZURE

- A. Order, safety and security are essential to a productive learning environment. When the learning environment is threatened by the presence of contraband, school officials have a responsibility and the authority to search for and obtain the contraband from students or non-students if there is reasonable suspicion that the student possesses such contraband. These searches can include desks and the students' backpacks.
- B. Student desks, school textbooks and library books are the property of the school district and remain, at all times, under the control of the district. However, students are expected to assume full responsibility for the security and safekeeping of their desks, books, other property and equipment. Inspections of desks may be conducted by school authorities at any time without a search warrant or student consent.

SPECIAL EDUCATION (EXCEPTIONAL EDUCATION)

- A. If you or your child’s teacher is concerned about your child’s academic performance or social behavior, your child may be eligible for special education services. The primary purpose of these services is to ensure that your child or any child has the best possible education available to him/her. Eligibility assessment is made by a multidisciplinary team, including you the parent or guardian, the classroom teacher, resource teacher, school psychologist, social worker, and medical professional. At all times, parents retain the right of due process, the right to be involved in determining their child’s educational needs, and the right to veto any suggestions made by other team members.
- B. Once it has been determined that your child is eligible for special education services, and with your consent as a parent, the team will determine where to place your child. The placement decision is based on the principle of “least restrictive environment”. This phrase simply means that your child will be educated in the regular educational environment unless it is clearly evident that your child cannot be educated with supplementary aids and services. The special educator collaborates with your child’s classroom teacher to modify the classroom environment, and instruction to best meet your child’s needs. Each year the special educator reassesses your child’s needs.

STRUCTURED ENGLISH IMMERSION (SEI)

- A. The Roosevelt School District provides Structured English Immersion (SEI) services for qualified English language learner students at all schools. Students with a primary home language other than English who do not test proficient in the Arizona English Language Learner Assessment (AZELLA) in the domains of reading and writing, speaking and listening are eligible for services.
- B. Under the state program model students who do not test overall proficient in English on AZELLA will be placed in a daily four-hour English Language Development classroom with a highly qualified teacher until the student tests proficient in English on AZELLA.
- C. Students who test overall proficient but not in all four domains (reading, writing, speaking and listening) will be placed in a program for thirty (30) to forty-five (45) minutes to become proficient in all four (4) domains.
- D. For further information, please contact your school principal.

STUDENT RECORDS

- A. A student’s educational records are located in the student file, which consists of two (2) major areas:
 - 1. Permanent records (e.g., grades, attendance, health records); and
 - 2. Discipline records
- B. A student’s educational records will be forwarded to any school that requests those records if the student seeks or intends to enroll in that school. The records will be forwarded to schools both inside and outside of the district. Student’s disciplinary records with respect to any suspension or expulsion, as required by state and federal law, will be included.
- C. **Destruction of Educational records** - The district destroys all psychological and special education records on students five (5) years after those students have been removed from special education, have been withdrawn from the district, or have graduated. The parent or emancipated student may obtain these records, rather than having them destroyed, by submitting a written request to the Roosevelt School District.

TEXTBOOKS/LIBRARY BOOKS

Students will be issued/assigned books at the beginning of the school year. A record of what books are issued to students is to be kept by the teacher. **Students will be required to pay for any textbooks and/or library books that are lost or damaged.** Please be careful with all books.

TOBACCO, ALCOHOL, DRUGS

The possession or use of tobacco, alcohol, or non-prescription drugs is not permitted at any time in the school buildings or within the area surrounding the school. None of the above items are to be brought to the building or to be in the possession of a person. This rule applies to all school sponsored activities, regular school days, before and after school. Violations of this rule will result in suspension from school and/or a police investigation.

VANDALISM

Students who deliberately and wrongfully damage or deface school property will be required to pay for the damage and are subject to disciplinary action, which could include a police referral. Parents or guardians of these students will bear the ultimate responsibility for these payments.

VISITORS/GUESTS

- A. Visitors are welcome at our school and are required to register in the office in compliance with Arizona State Statutes. All visitors must wear a visitors badge while on our campuses.
- C. We all have to be extremely careful about any strangers entering the school grounds. It is, therefore, the responsibility of everyone to report any stranger walking around the campus to the school office as soon as possible. This is for your protection, as well as others.
- D. Younger relatives are not allowed on campus without their parents.

WEAPONS

- A. Knives, projectile weapons, guns, etc. are not to be brought to school. They will be confiscated and returned only to a parent/guardian or the police.
- B. Students will be subject to severe disciplinary action.
- C. None of the above items are to be brought onto district property or to be in the possession of a person.
- D. This rule applies to all school sponsored activities, regular school days, before and after school.
- E. Violations of this rule will result in suspension from school and/or police investigation.

ROOSEVELT SCHOOL DISTRICT #66
A GUIDE TO DISCIPLINARY ACTIONS

Displayed below is a guide to the probable disciplinary measures that may be taken in the event of student misbehavior. Absence from the list of additional misbehaviors that may occur does not preclude disciplinary action from being taken on those misbehaviors, nor does it imply limitations to the disciplinary action.

CATEGORY	BEHAVIOR	1ST OFFENSE	2ND OFFENSE	REPEATED OFFENSE
1	<ul style="list-style-type: none"> <input type="checkbox"/> Violation of classroom discipline rules <input type="checkbox"/> Violation of established school rules 	Application of assertive discipline consequences by classroom teacher or supervision staff.		
2	<ul style="list-style-type: none"> <input type="checkbox"/> Repeated violation of classroom discipline rules <input type="checkbox"/> Repeated violation of established school rules 	Student sent to office, counseled, and returned to class; parent contacted (conference may be required).	Student may be removed from classroom; parent conference is held with teacher and administrator; may impose detention, interschool suspension, or suspension of 1–3 days.	
3	<ul style="list-style-type: none"> <input type="checkbox"/> Leaving campus without permission <input type="checkbox"/> Ditching <input type="checkbox"/> Excessive unexcused tardies or absences <input type="checkbox"/> Verbal abuse <input type="checkbox"/> Disrespect to staff or another student <input type="checkbox"/> Threatening staff or student <input type="checkbox"/> Possession of cigarettes or smoking <input type="checkbox"/> Unacceptable sexual conduct <input type="checkbox"/> Serious disruptive behavior <input type="checkbox"/> Noncompliance with bus rules 	<p>Letter to parent; parent conference is held with teacher and administrator; may impose detention, interschool suspension, or suspension of 1–3 days.</p> <p>Student may be removed from classroom; parent conference is held with teacher and administrator; may impose detention, interschool suspension, or suspension of 1–3 days.</p> <p>Conference with principal; parents notified.</p>	<p>Truancy referral to juvenile authorities; mandatory parent conference; may impose detention, interschool suspension, or suspension of up to 5 days.</p> <p>Parent conference held; may impose detention, interschool suspension, or suspension of up to 5 days.</p> <p>May suspend student for up to 2 weeks from bus privileges.</p>	<p>Truancy referral to juvenile authorities; mandatory parent conference; mandatory detention, interschool suspension, or suspension of up to 10 days.</p> <p>Mandatory parent conference; mandatory detention, interschool suspension, or suspension of up to 10 days.</p> <p>May suspend from bus privileges to end of school year.</p>

<p>4</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Theft or extortion <input type="checkbox"/> Possession of drugs, alcohol, or obscene material <input type="checkbox"/> Under influence of drugs or alcohol <input type="checkbox"/> Sexual harassment against another student or staff member <input type="checkbox"/> Fighting <input type="checkbox"/> Destroying or defacing property, including graffiti <input type="checkbox"/> Damaging property of others <input type="checkbox"/> Exhibiting gang-related behavior <input type="checkbox"/> Exhibiting gang-related dress 	<p>May impose interschool suspension or suspension for up to ten (10) days; mandatory parent conference before return to school; possible referral to police; mandatory police referral for drug offenses.</p> <p>In addition to above, student is required to clean up mess or provide restitution.</p> <p>In addition to above, student must remove and surrender gang-related apparel.</p>	<p>Mandatory interschool suspension or suspension for up to ten (10) days; mandatory parent conference; possible referral to police; mandatory police referral for drug offenses.</p> <p>In addition to above, student is required to clean up mess or provide restitution.</p> <p>In addition to above, student must remove and surrender gang-related apparel.</p>	<p>Mandatory interschool suspension or suspension of up to ten (10) days; possible long-term suspension or expulsion*; mandatory parent conference before student returns to school; mandatory police referral for criminal offenses.</p> <p>In addition to above, student is required to clean up mess or provide restitution.</p> <p>In addition to above, student must remove and surrender gang-related apparel.</p>
<p>5</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Gang-related violent activity <input type="checkbox"/> Gang-related threatening behavior <input type="checkbox"/> Intentional physical assault <input type="checkbox"/> Possession of dangerous instrument or any instrument represented as such <input type="checkbox"/> Buying, selling, or dealing drugs or alcohol 	<p>Mandatory interschool suspension or suspension for up to ten (10) days; possible long-term suspension or recommendation for expulsion*; mandatory parent conference; mandatory police referral.</p>		
<p>6</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Possession of a deadly weapon as defined in District Policy JICI 	<p>Mandatory recommendation for expulsion*; mandatory police referral.</p>		

In addition to these guidelines, individual schools may impose disciplinary action according to the schools' site-based discipline programs.

Understanding: A student whose behavior requires removal from the classroom or school may be taken home or to the parent's place of employment. This discipline code is designed to lead to progressively more serious consequences for repeated offenses. The second offense of any kind committed by the student in a school year will be treated as a second offense in whatever category the second offense falls.

= Exception for special education students.

ROOSEVELT SCHOOL DISTRICT #66

**ZERO TOLERANCE
SCHOOL BUS MISCONDUCT**

Student Name	School Name	Bus #	Date	Time
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Your child has violated one or more of the District's rules on school bus conduct. (as indicated below)

LEVEL 1	LEVEL 2	LEVEL 3
<ul style="list-style-type: none"> - Failure to remain properly seated. - Loud disruptive talking or yelling - Failure to take assigned seat - Eating/drinking/chewing on bus - Bothering other passengers - Throwing objects on the bus - Crossing behind the bus - Continuously late to bus stop - Opening window - Other: _____ _____ 	<ul style="list-style-type: none"> - Profanity, obscene language or gestures - Extending head or arm out of bus window - Vandalizing District property - Verbal abuse of another student - Defiant behavior shown to bus driver or assistant - Spitting on the bus - Throwing object at the bus - Other: _____ _____ 	<ul style="list-style-type: none"> - Lighting matches/lighter on bus - Throwing objects from the bus - Verbal abuse of, or physical assault on driver or assistant - Igniting smoke/stink bomb on bus - Smoking on bus - Activating or tampering with emergency equipment - Weapon, simulated weapon, firearm, destructive device or dangerous instrument (on bus or at the stop) - Shoving student(s) into path of oncoming bus - Physical assault on student - Spitting on a person - Other: _____ _____

WARNING GIVEN? Yes: _____ Times: _____ No: _____ Not Applicable: _____

COMMENTS: _____

Driver's Signature

Date

Please sign and return this form to school immediately:

- Your child may continue to ride the bus, however, _____

- Bus privileges are suspended for _____ days. Your child may resume riding on _____
- Bus privileges are revoked for the remainder of the school year:
 - Please call _____ immediately to set up conference.

Student's Signature

Date

Parent's Signature

Date

Administrator's Signature

Date

**ZERO TOLERANCE
MINIMUM
CONSEQUENCES**

LEVEL 1

FIRST OFFENSE -Conference with student - Parent signs/returns ticket

SECOND OFFENSE -Conference with parent and student (telephone or personal)

-If parent fails to participate in conference, the student will receive three (3) days suspension of bus riding privileges.

-Parent signs/returns ticket

THIRD OFFENSE -Three (3) day suspension of bus riding privileges

-Conference with parent and student (telephone or personal)

-If parent fails to participate in conference, the student will remain suspended until parent conference but not less than seven (7) days.

-Parent signs/returns ticket

FOURTH OFFENSE -Seven (7) day suspension of bus riding privileges

-Conference with parent and student (telephone or personal)

-If parent fails to participate in conference, the student will remain suspended until parent conference but not less than seven (7) days.

-Conference with student

FIFTH -Thirty (30) day suspension of bus riding privileges

OFFENSE -Conference with parent and student (telephone or personal)

-If parent fails to participate in conference, the student will remain suspended until parent conference but not less than seven (7) days.

-Conference with student

SIXTH -Suspension of bus riding privileges for the remainder of the school year OR for four (4)
OFFENSE months whichever is greater (carried over to the next school year)

-Parent signs/returns ticket

LEVEL 2

FIRST OFFENSE -Five (5) day suspension of bus riding privileges

- Conference with parent and student (telephone or personal)
- If parent fails to participate in conference, the student will remain suspended until parent conference but not less than seven (7) days.
- Parent signs/returns ticket

SECOND OFFENSE -Ten (10) day suspension of bus riding privileges

- Conference with parent and student (telephone or personal)
- If parent fails to participate in conference, the student will remain suspended until parent conference but not less than seven (7) days.
- Parent signs/returns ticket

THIRD OFFENSE -Thirty (30) day suspension of bus riding privileges

- Conference with parent and student (telephone or personal)
- If parent fails to participate in conference, the student will remain suspended until parent conference but not less than seven (7) days.
- Parent signs/returns ticket

FOURTH OFFENSE -Suspension of bus riding privileges for the remainder of the school year OR for four (4) months whichever is greater (carried over to the next school year)

- Parent signs/returns ticket

LEVEL 3

FIRST OFFENSE -Ten (10) day suspension of bus riding privileges

- Conference with parent and student (telephone or personal)
- If parent fails to participate in conference, the student will remain suspended until parent conference but not less than ten (10) days.
- Other District/Legal action as deemed appropriate
- Parent signs/returns ticket

SECOND OFFENSE -Thirty (30) day suspension of bus riding privileges

- Conference with parent and student (telephone or personal)
- If parent fails to participate in conference, the student will remain suspended until parent conference but not less than ten (10) days.
- Other District/Legal action as deemed appropriate
- Parent signs/returns ticket

THIRD OFFENSE -Suspension of bus riding privileges for the remainder of the school year OR for four (4) months whichever is greater (carried over to the next school year)

- Parent signs/returns ticket

ROOSEVELT SCHOOL DISTRICT #66

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

STUDENTS MAY PRESENT A COMPLAINT OR GRIEVANCE REGARDING ONE (1) OR MORE OF THE FOLLOWING:

- Violation of the student's constitutional rights
- Denial of equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability
- Harassment of the student by another person
- Intimidation by another student
- Bullying* by another student
- Concern for the student's personal safety

PROVIDED THAT:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and
- The procedures shall not apply to any matter for which the method of review if prescribed by law or the Governing Board is without authority to act.

THE GUIDELINES TO BE FOLLOWED ARE:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or professional staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. *Forms are available in the school office.*
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Any questions concerning whether the complaint/grievance falls within this policy shall be determined by the Superintendent.

Complaints by middle school students (grades 6, 7, and 8) may be made only by the students on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student under this policy. A parent or guardian who wishes to complain should do so by completing the forms following policy KE on Public Concerns and Complaints.

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

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

* Bullying encompasses a variety of negative acts *repeated 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* (e.g. spitting, pushing, stealing, hitting, and kicking), *verbal* (e.g. name-calling, teasing, taunting, and making threats) and *psychological* (e.g. social exclusion, extortion, intimidation, spreading rumors, and manipulating social relationships).
The United States Department of Justice

ROOSEVELT SCHOOL DISTRICT #66

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES FORM

Any student who has a grievance that their constitutional rights or equal access to programs have been violated or that they have been a victim of discrimination, harassment, bullying*, intimidation, or any other personal safety issue may lodge a complaint by completing this form. The form should be delivered to a school administrator.

* Bullying encompasses a variety of negative acts *repeated 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* (e.g. spitting, pushing, stealing, hitting, and kicking), *verbal* (e.g. name-calling, teasing, taunting, and making threats) and *psychological* (e.g. social exclusion, extortion, intimidation, spreading rumors, and manipulating social relationships).
The United States Department of Justice

Student Name: _____ **Date of Form Completion:** _____
School: _____ **Date Received by Administration:** _____
Teacher/Team Name: _____ **Grade:** _____

1. **What has happened or is happening that you believe is a grievance as listed above? Please list the names of the people who have committed this act.**

2. **When and how many times has it happened?**

3. **Where has this happened?**

4. **Who has seen/heard this happen?**

5. **What do you think should happen? What is the solution?**

Student Signature

Staff Member Signature
(if student was assisted with form by a staff member)

Date

Date