

**PARENT/STUDENT HANDBOOK
2016-17**



ESPERERO CANYON MIDDLE SCHOOL

**5801 North Sabino Canyon Road
Tucson, Arizona 85750
Telephone (520) 209-8100
Fax (520) 209-8170**

Administration:

**Mary Setliff, NBCT Principal
Kristie Stevens Dean of Students**

Office Hours: 7:00 A.M. - 3:00 P.M.

ECMS Website: www.ecms.cfsd16.org

MISSION

Esperero Canyon Middle School, our learning community focused on the transitional needs of adolescents, inspires and empowers all students to achieve their academic and personal best through enriching, dynamic programs which develop character, responsible citizenship, and a desire for lifelong learning.

INTRODUCTION

Esperero Canyon Middle School has a dedicated staff committed to the intellectual, academic, emotional, social, and physical development of our students. Our school climate fosters and supports positive habits of mind and personal responsibility.

A COMMUNITY OF LEARNERS

Esperero Canyon Middle School is a community of learners in which students are expected to take responsibility for their behavior and academic achievement. A positive school environment is the result of parents, faculty, and administration articulating and consistently reinforcing high standards of student behavior.

STUDENT CONDUCT POLICY

Catalina Foothills School District has developed policies and procedures that govern student behavior. These policies and procedures are listed in the document *Student Conduct* located on the ECMS website. Parents are responsible for reviewing this document with their students. Students are responsible for following the policies. The Esperero staff has developed a discipline plan that is consistent with these policies and procedures. This plan will be reviewed during orientation activities in classes, and as needed throughout the year.

CALENDAR

Parents and students will find information about activities in the Eagle Express newsletter.

IMPORTANT DATES TO REMEMBER

FIRST SEMESTER

First Day of School	Aug 11
Back to School Night	Sep 1
Labor Day Holiday	Sep 5
Parent/Teacher Conferences	Oct 11-12
Fall Break	Oct 13-14
Veterans Day Holiday	Nov 11
Thanksgiving Break	Nov 23-25
Winter Break	Dec 26-Jan 6

SECOND SEMESTER

First Day, Spring Semester	Jan 9
Martin Luther King, Jr. Holiday	Jan 16
Rodeo Break	Feb 23-24
Parent/Teacher Conferences	Mar 16-17
Spring Break	Apr 3-7
Last Day of School	May 24

NO LATE START Wednesdays

Sep 7, Oct 12, Nov 9, Jan 18, Feb 22, Mar 15, May 24

EAGLE PRIDE

EXPECTATIONS OF STUDENTS

At Esperero, two general school wide expectations guide our behavior:

- respect yourself and others
- respect property and all living things

Be Respectful

At ECMS, because we value RESPECT, I will...

- be open-minded about others' differences
- honor others' ideas and accomplishments
- be sensitive to others' feelings
- honor the personal space and property of others

Be Responsible

At ECMS, because we value RESPMSOBO:OUT. O wo;;///

- make good choices
- follow and support classroom rules
- support a safe and bully-free environment

Be Academically Engaged

At ECMS, because we value ACADEMICS, I will...

- be in charge of my own behavior and learning
- practice effective effort

THE EAGLE 8

8 WAYS OF KNOWING

THAT WILL MAKE YOU WISE OVER TIME!

(modified from the Common Core Initiative, 2012)

1. I can make sense of problems and persevere in solving them.
2. I can reason abstractly and quantitatively.
3. I can construct viable arguments and critique the arguments of others.
4. I strive to identify exemplars in all of the subjects I study; furthermore, I use these exemplars as models for my own work.
5. I know how to use appropriate learning tools strategically.
6. I attend to precision.
7. I look for and make use of structure.
8. I look for and express regularity in repeated reasoning.

GENERAL SCHOOL POLICIES AND PROCEDURES

ABSENCES

Parents must call 209-8190 prior to 7:30 a.m. to report student absences for the day. When a student is absent and a call has not been received, the school will make reasonable efforts to contact parents to verify that the absence is legitimate. A note from parents is required if there has been no phone communication.

Parents and teachers are reminded that the CFSD Governing Board Policy JKD requires that students must be in attendance at least 90% of all class sessions (a maximum of nine absences per semester) or the students may be retained.

ACADEMICS

CFSD is implementing standards-referenced report cards at the elementary and middle school levels. In standards-referenced grading and reporting systems, grades/scores reflect what students know and can do relative to the Catalina Foothills School District curriculum. The purpose of the district’s standards-referenced grading system is to measure a student’s performance and product against defined grade-level expectations. Proficient (3.0) means that a student has demonstrated that he or she has learned the required skills and concepts.



The report card lists the essential categories/domains for each subject area. We call them measurement topics. Students receive indicators of progress based on a four-point rubric to show how well they are performing in those areas. At middle school, students will also receive an overall score for each subject. Standards-referenced grade/scores help teachers plan their instruction so they can challenge and support all students. They help parents know the academic areas in which a student meets or exceeds the standard, needs challenge, or needs support. For each marking period, the teacher will indicate how well a student is progressing using the following scale:

Rubric Score	Descriptor
4.0	Highly Proficient (Exceeds Expectations)
3.0	Proficient (Meets Expectations)
2.0	Partially Proficient (Approaching Expectations)
1.0	Minimally Proficient (Below Expectations)

The standards-referenced grading system separately assesses the influence of positive and consistent work habits, effort, and participation. Students will receive a grade/score for development and growth in Personal Responsibility (Work completion/Effort, Class Participation, and Behavior/Conduct), CFSD’s Deep Learning Proficiencies (Critical Thinking and Problem Solving, Citizenship, Creativity and Innovation, Communication, Collaboration, Systems Thinking), and the CFSD Technology Standards.

Scores on the report card can provide useful information because they indicate where the student is performing at a particular point in time and what needs to be done to improve or advance to the next level of the rubric continuum. It is important to remember that grades/scores are the result of a number of factors (tests, assignments, presentations, discussions, observations, simulations, projects, etc.), and some knowledge and skills may not be attained until at or near the end of a school year. The goal is to identify, for every student, the next appropriate “stretch” to move students toward higher levels of learning.

Students and parents can use ParentVUE / StudentVUE, a password-protected portal in Synergy, to review grades/scores. Parents are encouraged to talk to their child’s teacher about specific questions concerning grades/scores.

REPORTING KEY	
4.0	Highly Proficient: Student takes initiative to exceed expectations; consistently produces outstanding work and demonstrates an advanced level of understanding, and applying and transferring advanced skills and complex thinking into new contexts. Student is independent and self-regulated in extending the learning process and usually exceeds assignment requirements.
3.0	Proficient: Student produces work that meets expectations; frequently produces work of high quality, successfully demonstrating mastery of the content (skills/concepts) in the district curriculum standards. Student regularly applies thinking skills and learning strategies, and meets assignment expectations.
2.0	Partially Proficient: Student demonstrates a basic working knowledge of the content (skills/concepts) in the district curriculum standards; produces satisfactory work and usually applies skills/concepts correctly. Progress is evident in applying thinking skills and learning strategies. Student meets minimal assignment expectations.
1.0	Minimally Proficient: Student is performing below expectations in the district curriculum standards. With help, the student demonstrates partial understanding of the basic skills/concepts. There is limited progress in applying thinking skills and learning strategies. Student usually does not meet assignment expectations and seldom produces work of satisfactory quality.
Key	
<ul style="list-style-type: none"> • Deep Learning Proficiencies (DLPs): Critical Thinking and Problem Solving, Communication, Creativity and Innovation, Citizenship, Collaboration, Systems Thinking • Personal Responsibility (PR): Work Completion/Effort, Class Participation, Behavior/Conduct, Self-regulation • Educational Technology (TECH): Creativity and Innovation, Communication and Collaboration, Research and Information Literacy, Critical Thinking/Problem Solving/Decision Making, Digital Citizenship, Operations and Concepts 	

ACADEMIC INTEGRITY

All students who attend ECMS are expected to support a community of honor and integrity by demonstrating academic honesty at all times. Students who do not demonstrate this trait will be referred to administration for disciplinary consequences. Examples of academic dishonesty or cheating include, but are not limited to, the following: attempting to give or receive assistance during tests or quizzes; attempting to use unauthorized aids (e.g., cheat sheets, calculators, phones, etc.) for self or another's benefit; copying or allowing others to copy homework; and fabrication/lying/misrepresentation.

PLAGIARISM

Plagiarism is one type of academic dishonesty. A brief definition of plagiarism is "literary theft." "Plagiarism, from a Latin word meaning 'kidnapper', ranges from inept paraphrasing to outright theft." (Shaw, Dictionary of Literacy Terms). In other words, you may not use the ideas, words or work of others without stating that the material was derived from a source other than yourself.

Some examples of plagiarism that occur in student work include, but are not limited to:

- A. Direct copying of another's material or ideas without acknowledging that source
- B. Using another person's original material or idea without crediting the source of the material or idea
- C. Inadvertent or unknowing plagiarism caused by sloppy research or writing technique

ATHLETICS

All students attending Esperero Canyon Middle School have the opportunity to share a variety of experiences provided through extra-curricular activities coordinated by Community Schools.

ECMS offers a wide variety of after-school athletics during the year. Currently, the following sports are offered: girls and boys soccer, cross country, girls volleyball, softball, baseball, track and field, girls and boys basketball, tennis, flag football, and wrestling.

A physical examination and proof of insurance are required in order to participate in after-school athletics. One physical examination is sufficient per year for athletic participation.

Students are issued a uniform free of charge and are expected to return the uniform in good condition. If a uniform is not returned or is returned damaged, the student will be charged for replacement of the uniform. Students may not receive a replacement uniform until the lost item is returned or replaced.

Spectators at all sporting events, including practices, are expected to exhibit appropriate conduct and language that would be supportive of students, coaches, and the school's expectations.

Students are expected to adhere to all student conduct policies, including bus rules, while participating in athletics. Students and parents recognize that participation in athletics is a privilege that may be suspended or revoked for disruptive or inappropriate behavior.

BACKPACKS

The on-campus use of backpacks or other large bags to carry books and school materials at school will be limited to carrying such bags to and from school. Once at school, all such bags shall be kept in student lockers. In classrooms, in the Commons, and in the MPR during class and assemblies, backpacks and large book bags are prohibited. This policy includes, but is not limited to, backpacks, large duffel bags, briefcases, and large purses. Small purses and pencil cases smaller than a notebook are allowed.

BICYCLES, SKATEBOARDS, AND IN-LINE SKATES

Riding bicycles to school is a privilege, which may be suspended or revoked if safety regulations are abused. Bicycles are to be walked on the campus. Students are expected to park and lock bicycles in the racks located on campus. The use of skateboards and in-line skates is prohibited at all times.

BULLYING/HARASSMENT (POLICY JICK)

Esperero Canyon Middle School is committed to providing a work environment where students, staff, and parents can work together comfortably and productively, free from harassment. Harassing behavior is illegal under both state and federal law and will not be tolerated. Harassment negatively affects morale, motivation, and the ability to learn. It is

inappropriate, offensive, and illegal, and it will not be permitted at ECMS or during the time students wait for buses at bus stops, and while traveling to and from school or at events. Students and parents should carefully review the sections on harassment that are contained in the CFSD *Student Violence/Harassment/Intimidation/Bullying* document located on the ECMS website.

Students who are the victims of harassment should contact an administrator. Harassment will be dealt with according to the Discipline Matrix. Any individual bringing a harassment complaint or assisting in investigating such a complaint will not be adversely affected or discriminated against. Complaint of such retaliation will be promptly investigated, and offenders will be dealt with according to the Discipline Matrix. Any person who purposely fabricates a harassment complaint or who unjustly accuses another for the purpose of teasing or joking will be dealt with according to the Discipline Matrix. Harassment is a serious matter and should be reported immediately to an administrator.

Harassment includes, but is not limited to, verbal abuse that insults or humiliates others. This also includes name-calling and sexual innuendoes as most people find such behavior offensive and inappropriate. Using various forms of technology to cyber-bully, intimidate or demean someone is also harassment. This includes intentionally cruel or lewd messages or pictures spread via social media, text messaging, email, and/or collaborative file sharing. Specific examples of inappropriate or illegal behavior include:

- negative or offensive comments, jokes, or suggestions or innuendoes
- slang, names, or labels that others find offensive
- talking about or calling attention to physical or sexual characteristics in a negative or embarrassing way

BUS PRIVILEGES

Students being transported by school bus are under the authority of the school bus driver and the Catalina Foothills School District. It is the student's responsibility to carry his/her school bus pass (student ID card) whenever riding the school bus. Riding a school bus is a privilege and should be treated as such. These rules are for the safety of all those who ride the bus. Students who refuse to obey these stated rules shall forfeit their bus privileges. **Any student who endangers the safety or well being of others will be removed from the bus immediately and denied transportation.** Referrals from the driver for misbehavior will be handled on an individual basis by the Dean of Students.

Students shall:

- Be at their bus stop and be ready for pick up **AT LEAST FIVE MINUTES** before the bus is due.
- Bus Passes (student ID cards) are required at all times. If a student loses, misplaces, or forgets his/her bus pass, they **WILL NEED** a written pass **FROM THE FRONT OFFICE** in order to board the bus in the PM. **NO EXCEPTIONS!**
 - Students who do not have their bus pass after five consecutive days will need to purchase a new bus pass (student ID card) through the front Office at a cost of \$5.
- Stand a safe distance back from the curb or road and line up single file, facing the street, when the bus approaches.
- Keep cell phones stowed in backpacks and in the "OFF" position.
- Wait for the driver to motion them across the street when it is safe to cross and walk in front of the bus by at least TEN feet.
- Pay attention to what the bus driver says and obey the driver's instructions.
- Always use steps and handrails, and never crowd or push when getting on or off the bus.
- Take their seats quietly and quickly.
- Always sit facing forward.
- Always wear their seat belts and remain seated at all times while on the bus.
- Keep the aisle clear of legs, feet, and backpacks.
- Not eat or drink anything while on the bus.
- Never stand, except to exit the bus at the stop, and shall remain seated until the bus comes to a complete stop.
- Never throw anything on the bus or out the bus window, or extend hands, arms, head, or objects out bus window.
- Have written permission, approved by the school, to ride another bus or get off at a stop other than their own. Alternate arrangements for bus transportation must be made prior to the 2:30 p.m. dismissal time.

- Talk in normal tones; screaming and yelling are prohibited.
- Never use vulgar or abusive language.
- Treat the bus driver and fellow passengers with respect.
- Once the bus starts to move, the driver **WILL NOT** stop to board a student **FOR ANY REASON!**

REFERRALS FROM THE DRIVER FOR MISBEHAVIOR WILL RESULT IN THE FOLLOWING:

1. The first referral will result in a student conference and parents contacted.
2. The second referral will result in the loss of bus privileges for 5 days.
3. The third referral will result in the loss of bus privileges for 10 days.
4. Any student receiving four referrals will be denied bus privileges for the remainder of the school year.

CAFETERIA USE AND MEAL TIME BEHAVIOR

Students have the option of bringing or buying their lunch. Students who bring lunches may store them in the refrigerators located in our classrooms. Lunch bags should be marked with the student's name for easy identification.

A variety of hot lunches are available each day in the Commons. Breakfast is also available each morning from 7:00-7:25 am (9:00-9:25 am on Late Start Wednesdays). Students who wish to purchase a lunch or breakfast may do so using cash or using funds loaded on their ID card.

Funds may be deposited in their lunch account online with InTouch or by making a payment at the school via cash, check, or credit card. For reasons of security, students may only use their own ID card and are prohibited from loaning their ID card to other students.

The following behaviors are expected of students in the cafeteria at all times:

- Students are expected to clean up their own tables and to remove trays, utensils, etc. to the trash cans. Students who fail to do so may have clean up duty assigned, removal of cafeteria privileges, or other disciplinary consequences.
- Eating in the Commons is a privilege. Failure to dispose of litter in an appropriate manner could result in the loss of this privilege.
- Outside food deliveries are not allowed on campus during the school day.

CELL PHONES AND OTHER COMMUNICATION DEVICES ("OFF AND AWAY")

A student may bring a cell phone to school provided that the device is "OFF and AWAY". Cell phones are NOT to be used at any time for personal calls/messages during the day. Students will not be dismissed from classes to make or answer telephone calls. Students may use the phone located in the Front Office to make necessary calls. Students may not take pictures/video of other students or staff members, as it is a violation of the privacy rights of individuals.

BYOD: BRING YOUR OWN DEVICE

Esperero Canyon Middle School, in alignment with CFSD policies (Policy JK-RA), encourages students to bring their own devices to school as part of a Bring Your Own Device (BYOD) movement.

For purposes of BYOD, "technology" means privately owned wireless and/or portable electronic hand held equipment such as a laptop, netbook, tablet, smart phone, mp3 player, or eReader, that can be used for word processing wireless internet access, image capture/recording, sound recording, and information transmitting/receiving/storing, etc. Students must connect to the CFSD-BYOD network and may not use 3G/4G service to circumvent the safety measures CFSD has put in place to protect our students and faculty members. Students and parents must understand that ECMS faculty and staff are not responsible for loss, theft, damage; BYOD at your own risk. Additionally, ECMS faculty and staff are not responsible for troubleshooting, repairing, or installing software on any privately owned devices. Students may not charge their own devices at school. Students must follow and abide by the technology user agreement and the discipline code; failure to do so will result in disciplinary action and loss of BYOD privilege. Students must follow the guidelines that the classroom teachers implement in their classrooms in regards to BYOD. BYOD is not intended to replace our current bountiful technology options for students at ECMS, and any students unable to bring their own devices will not incur any academic penalties.

CONSEQUENCES FOR THE MISUSE OF CELL PHONES AND OTHER COMMUNICATION DEVICES

Students will face the following consequences if the electronic device being used is a disruption to the educational environment:

- 1st Offense: Confiscation for the day and returned to the student
- 2nd and Later Offenses: Confiscation for the day; parent must pick up the device

COMPUTER/INTERNET SERVICES

Students are encouraged to utilize the excellent computer/internet services that are available at Esperero Canyon Middle School.

ECMS offers access to computers and the internet, encouraging students to become responsible and ethical users of these tools. When registering to attend ECMS, students and their parents must sign an *Internet Acceptable Use Agreement*, which describes Catalina Foothills school District's policy for utilizing campus computers. Acceptable uses of the network are activities that support teaching and learning. Games are now allowed. Misuse of the internet is viewed as unethical or illegal solicitation or activities; any messages sent or received that indicate or suggest pornography and obscenity; any violation of another user's right to privacy; or the use of racist, sexist, or inappropriate language. The privilege of using campus computers may be revoked if misuse occurs. Deliberate attempts to interrupt or harm network performance will be viewed as criminal activity under applicable state and federal law.

Student email and Web-Based Applications

Students are issued Google accounts; parents may choose to allow or disallow access to Google email services (Gmail). When using Google applications (Docs, Blogger, etc.) and all other web-based applications (Khan Academy, GIZMOS, etc.) associated with their Google account, students must act in a mature and responsible manner. Please note that student Google accounts are monitored and are the property of the School District. Students who use their Google accounts in an inappropriate or offensive manner, or in a way that disrupts the school network will be subject to administrative action, potentially including removal of Google account access and/or computer privileges at school.

COUNSELING SERVICES

Two counselors are available to assist and support our students. Students who need to see a counselor should make an appointment and obtain a pass from their teacher to miss class. In cases of emergency, students should report directly to a counselor or an administrator.

DRESS AND APPEARANCE

The Governing Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. Students are expected to adhere to reasonable levels of cleanliness and modesty and to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment. Immodest or indecent attire is not acceptable. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on school grounds.

Guidelines for modest attire include but are not limited to:

- Shirts and tops must have 1-inch straps or sleeves (e.g. no halter-tops, spaghetti straps, or racer backs)
- Shirts and tops must cover the torso (torso is defined as upper body, chest, back, and abdomen)
- Shirts and tops should not be too low cut in the front, back, or under the arms
- Clothing should be made of fabric that is not see-through or have cut outs, unless a full coverage garment is layered underneath
- Clothing must be of modest length (e.g. thumb length when arms are fully extended)
- Clothing must completely cover undergarments (i.e. underwear, bra straps)
- Footwear must be worn

Students are prohibited from wearing clothing or accessories that advertise or promote items, including but not limited to: drugs, tobacco, alcohol, weapons, obscenity, profanity, vulgarity, gang or affiliation, racial or sexual remarks, or make reference to prohibited conduct.

School administration will make the final determination regarding appropriateness of the student's appearance. Student attire may not be "fixed" by wearing a jacket, pulling shorts/skirts down or turning the item inside out. Students inappropriately dressed will face the following consequences:

- Student will change into issued ECMS PE uniform clothing. The inappropriate article that is confiscated will remain at ECMS until the issued ECMS PE uniform clothing is returned.
- Repeated dress code violation may result in further disciplinary action by the administration.

DRUG-FREE/WEAPONS-FREE SCHOOL ZONE

ECMS is a drug-free/weapon-free school zone. Students in possession of drugs, drug paraphernalia, knives, guns, martial arts devices, clubs, explosive devices, or any other objects which could be construed as detrimental to self or others are in violation of school rules, district policy, and civil law. ECMS will not tolerate drugs, drug paraphernalia, or weapons on campus. Students who are in possession of such objects will be recommended for a long-term suspension/expulsion hearing and the sheriff's office will be notified.

FOOD AND BEVERAGES ON CAMPUS

Food is only permitted in the Commons. Food and beverages are not allowed in science labs, classrooms, and the Library except at teacher discretion. Students will be financial responsible for any costs associated with damaged property.

FUNDRAISING SALES

The District does not permit individual students to sell items at school, regardless of whether it is for personal profit or to be donated to a non-profit organization.

GUM

Gum chewing is prohibited on buses and on campus. Repeated violations and refusal to abide by school rules will result in a student being assigned to campus clean up.

HEALTH SERVICES

Esperero Canyon Middle School has a full-time Certified School Nurse on site during school hours. The Nurse is responsible for administration of all medication through the school Health Office, in accordance with state and district policy. Parent *Request to Give Medication at School* forms are available through the ECMS Health Office. Students may not carry prescription or over the counter with them, as per district policy.

The Nurse provides students, parents, and staff with preventative health information. In addition, the Nurse will serve as a communication liaison between staff, parents, and students for identification and remedy of student health problems. In the event of school related injuries/illnesses, the Nurse will provide First Aid and make appropriate student referral.

All students who are ill and need to go home must be excused from school through the School Nurse/Health Office. Students may not call parents to pick them up without first visiting the health office.

Parents should report contagious conditions to the School Nurse; these include but are not limited to: strep throat, whooping cough, mono., "pink eye", "flu", and lice. Also, if your student has a new/change in diagnoses such as: asthma, diabetes, migraine headaches, allergy (especially to food or medication), it is important to report this to the School Nurse so the students' health file is updated and the student is provided appropriate health care at school. Students returning to school following a serious illness or injury surgery or concussion must have a note from their physician clearing them to attend school and to participate in P.E.

Immunizations required for school attendance are in accordance with Arizona State Health Services Guidelines. Please refer to the Esperero Canyon Middle School website for current information regarding immunizations and waivers.

HOMEWORK

Communication is vital in the homework process. It should include teacher-student, teacher-parent and parent-student ongoing feedback. Teachers will give clear directions for each assignment and provide feedback to students. Teachers will keep parents informed by returning student work on a regular basis and by contacting individual parents as necessary. In addition, for long-term projects, parents and students will be notified of project requirements, grading criteria, and due dates.

Links to ECMS teachers' homework websites may be found at: <http://ecms.cfsd16.org/index.php/contact>

IDENTIFICATION CARDS (IDs)

In order to support campus safety and security, ECMS students will be issued ID cards which must be displayed at all times during the school day on a lanyard around the neck. At any time during the day, students without IDs displayed will be subject to disciplinary consequences. Students will use these ID cards to ride CFSD buses to and from school, and they may also use these cards to access food services, library services, and for identification at activities. Lost, stolen, or damaged IDs must be replaced by purchasing a new one through the Front Office at a cost of \$5.

IN SCHOOL SUPERVISION (ISS)

Students who are assigned to In-school Supervision (ISS) are advised that there are rules that must be followed or students may be sent home. Students may be assigned or directed by staff to report to ISS for disruptive behavior.

LIBRARY AND MEDIA SERVICES

The Library exists to serve the students, faculty, and staff by providing resources and services that are needed for a successful learning experience. Any student may use the Library during open hours (7:00 am – 2:45 pm, except late-start Wednesdays when the Library opens at 9:00 am).

Students are encouraged to borrow materials, returning them on the first Monday of each month. Fines are not assessed for overdue materials, but students must pay a replacement fee for lost or damaged items. Any student who still retains overdue library items on Friday is warned that library borrowing privileges will be lost if (s)he neglects to settle library obligations prior to Friday's lunch period three months out of the current school year. Computer printers and a photocopy machine are available for student use.

THESE RULES MUST BE OBSERVED IN THE LIBRARY:

- Students are responsible for paying fees associated with losing or damaging materials and textbooks.
- Students must not bring food or drink into the Library.
- Students must respect the Library as a quiet workspace.
- Students must respect the books and equipment; misuse/abuse may result in disciplinary action.

LIBRARY BOOKS AND MATERIALS

Students shall be charged fines for damaged or lost library books or other library materials. A student who has received a notice of impending fine for lost or damaged library books or other library materials may have his or her library borrowing privileges suspended until the fine is paid or otherwise resolved. Students can bring proof of payment to the Library to have their Library privileges restored.

NOTICE AND PAYMENT OF FINES

Fines for lost or damaged school or District property, including textbooks and other instructional materials, library books, or other library materials, musical instruments, technology, etc., are due and payable seven (7) calendar days after a written notice of impending fine for lost or damaged school or District property is sent by means of email, USPS, or hand delivery to the student and his or her parent/guardian.

The School District recommends that fines be paid through the School District's online payment system – InTouch. Payment of a fine may also be made at the Front Office. (Checks should be made payable to CFSD.) If a fine is paid at the Front Office, the student will be issued a receipt evidencing payment of the fine.

Instructional items such as textbooks and library books may not be replaced with the same or similar items purchased by a parent/guardian from a third-party vendor.

REFUNDING FINES

If a fine has been paid because of a lost item and the item is later found and returned to the school or District, the student or his or her parent/guardian can obtain a refund of the fine that was paid if and only if:

- The lost item is returned in an undamaged condition, normal wear and tear excepted, on or before the end of the school year or no later than thirty (30) calendar days after the fine was paid, whichever is later; and
- The fine that had been paid was ten dollars (\$10) or greater.

If a student who qualifies to receive repayment of a fine has other unpaid fines for lost or damaged school or District property, the refund shall first be applied to reduce or eliminate the unpaid fines, with the balance after all such fines have been paid, if any, being refunded.

APPEALING A FINE

If a student or his or her parent/guardian believes that a fine has 1) been incorrectly imposed and is not owed by the student, or 2) would impose a significant economic hardship on the student and his or her family, the student and his or her parent/guardian may appeal the fine by asking for a meeting with the applicable site administrator. Within three (3) work days after such a meeting, the site administrator will affirm, rescind, or modify the fine and shall provide written notice to the person who brought the appeal of the decision being rendered. If the student or his or her parent/guardian is dissatisfied with the decision of the site administrator, the site administrator's decision may be appealed to the Superintendent or designee. Any such appeal must be brought within three (3) work days of receipt of the site administrator's decision. The appeal shall be in writing, explaining why the student or parent/guardian believes the fine to be in violation of one (1) or both of the two (2) standards set out above. The Superintendent or designee shall review the matter as and to the extent deemed appropriate and shall, within five (5) work days, render a decision. The decision of the Superintendent or designee shall be final.

LOCKERS

Locker assignments are made randomly at the beginning of the year. Gym and band lockers will be assigned during class.

- Lockers are school property and are subject to inspection and searches at the discretion of school officials.
- Students are responsible for seeing that no one else obtains the combination.
- Students are responsible for the appearance and condition of the locker. Fines may be assigned for damage done to the outside as well as the inside of the locker. No decorations, stickers, etc. may be placed on the outside of lockers.
- Lockers are unsafe for purses, money, or other valuable. Students should keep valuables in their possession at all times. If this is not possible, valuable items should be brought to the Front Office. The school is not responsible nor does it have insurance to cover students' lost or stolen property. All thefts should be reported to Administration.
- Report all problems with locks or lockers to ISS.
- Students are not authorized to change lockers. All locker changes must be requested from ISS.
- Students may not use personal combination locks to secure lockers.
- Students are strongly urged to use their lockers when in the PE area. Possessions are not secure if they are left on benches, on the floor, etc. Students should lock up all their belongings and must understand that the school is not responsible for lost or stolen property.

LOST AND FOUND

The school is NOT responsible for lost or stolen property. All lost or stolen items should be reported to ISS. The student will be asked to provide information regarding items lost or stolen. During the year, items not claimed at the end of each semester will be donated to a charitable organization. Found items are located in the Commons.

PHYSICAL EDUCATION

All students are required to dress out in clothing that allows for freedom of movement and safe participation during physical education classes. Students who for any reason are unable to participate in PE must bring a note from their parents. Any request for exemption of more than three days will require a doctor's note stating the duration of time the student is to be excused. Students who have been excused from PE must report to class.

In the event a student does not dress out, he/she will walk the track or the perimeter of the MPR, but he/she will not participate in that class' scheduled activities.

PUBLIC DISPLAYS OF AFFECTION

Students shall maintain discretion in the display of affection. Excessive physical display of affection distracts from the educational atmosphere and is prohibited on school premises. Students engaging in an excessive display of affection will be dealt with according to the Discipline Matrix.

PHONE CALLS AND MESSAGES

School phones are off-limits to students, except for the one located in the front Office. Parents are asked to contact the Front Office to ensure contact of students. Messages will be placed on a board in the Commons during their lunch period to notify the students of their messages. It is the student's responsibility to check this board every day.

SCHOOL-HOME COMMUNICATIONS

General communication between the school and parents is sent via email and USPS. At other times a phone call may be necessary. It is vital that parents keep the school informed of current contact information, including postal and email addresses, and phone numbers.

EAGLE EXPRESS and ESPERERO EXPRESS

The Eagle Express and Esperero Express are weekly and monthly newsletters, respectively, that will be posted on our website when school is in session, and parents will be notified via email when it is available.

TEACHER CONTACT

Teachers may be contacted by phone or by email. Phone calls will be returned within twenty-four hours.

SCHOOL HOURS/SUPERVISION

School is in session from 7:30 a.m. (9:30 a.m. on Late Start Wednesdays) until 2:30 p.m. All students are expected to be on campus no later than 7:25 a.m. (when the front gates will be locked) and are also expected to be in their assigned seats in Period 1 no later than 7:30 a.m. (9:30 a.m. on Late Start Wednesdays). Students who arrive after 7:25 a.m. (9:25 a.m. on Late Start Wednesdays) MUST be signed in by a parent at the Front Office and get a late pass to enter Period 1. Students may not be on school grounds prior to 7:00 a.m. (9:00 a.m. on Late Start days) or after 2:45 p.m. unless enrolled in a Community Schools activity or unless granted special permission.

To make sure your child is supervised on campus after school, any student not picked up by 2:50 p.m. will be sent to Study Hall to wait for his/her ride. Study Hall is a fee-based program operated by Community Schools. It is available to students who pre-register at the beginning of each quarter. In the event your student is not picked up by 2:50 p.m. and is sent to Study Hall, a fee of \$20 must be paid when signing your student out of Study Hall.

SEARCHES

When a reasonable suspicion arises that a student is involved in illegal, illicit, or disruptive behavior, the principal or designee has the authority to conduct a search of the student's locker, personal possessions (e.g. handbag, backpack), or person in accordance with Catalina Foothills School District policy.

SIGN-IN/OUT PROCEDURES

SIGN-IN

If at any time a student comes to school after 7:25 a.m. (9:25 a.m. on Late Start days) that student MUST be signed in by a parent at the Front Office and get a pass to enter the current period. This includes when a child comes/returns to school from an appointment or activity. Any notice from a physician or other person that states the student was out for a specific reason only serves to excuse that student for the time the student was off campus. The student still must be signed in at the Front Office.

SIGN-OUT

In the event it is necessary to sign out a student from the school before the regularly scheduled dismissal time, the student will be called out of class when the parent arrives at the school to request the student be taken out of class. Students will not be called out of class before a parent arrives at the school.

TARDY POLICY/PROCEDURE

Students are expected to report to school on time each morning and to each class on time. Students who arrive to school after 7:25 a.m. (9:25 a.m. on Late Start days) MUST be signed in by a parent at the front office.

Students should be in their seats ready to work by the time the bell rings. Students who arrive late to class will have their *tardy card* signed. After three tardies in one quarter, students will be assigned consequences. Consequences may include, but are not limited to, lunch or after school detentions. Students who are habitually tardy will be referred to administration for disciplinary action.

TARDY PROCEDURE

1. If a student arrives in class after the bell has rung, the teacher will sign one of the three boxes of the current quarter.
2. After three tardies in ANY class or combination of classes, the student's *tardy card* has been used up. Upon arriving tardy to a class for a FOURTH time, the student's teacher will annotate the card as full and inform the student that (s)he is ASSIGNED TO LUNCH DETENTION THE FOLLOWING DAY.
3. The student's parents will be called to inform them of the pattern of tardiness.
4. The student will not be able to use a new card until the next quarter begins.
5. Students are responsible for having their planner with them at all times. Should a student LOSE his/her planner or if (s)he is unable to produce it for any reason, the student will be assigned to one lunch period in ISS.

TEXTBOOKS AND SCHOOL EQUIPMENT

Textbooks are loaned to students and distribution is handled through the school library at the beginning of the school year. All textbooks are scanned electronically to insure accuracy of inventory. Students are responsible for maintaining in good condition texts and school materials issued to them. Students are also responsible for returning texts and school materials at the end of the school year, and are strongly discouraged from leaving assigned textbooks or school equipment in any classroom, as they may be required to pay for them should the texts or equipment become damaged, lost, or stolen.

VISITORS TO CAMPUS

All visitors to campus must report to the Front Office upon entering campus, to sign in and receive a visitor's pass. Failure to do so constitutes trespass and may result in charges being filed. Classrooms may only be visited with prior approval from administration. Student visitors are not permitted at any time during the school day.