



**GRANITE MOUNTAIN**  
**UPPER ELEMENTARY SCHOOL**

Home of the Grizzlies!



Student and Parent Handbook 2023-2024

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## CONTACT INFORMATION

### **Granite Mountain Upper Elementary School**

1800 Williamson Valley Road  
Prescott, AZ 86305

Mrs. Karen Hughes, Principal

Email — [karen.hughes@prescottschools.com](mailto:karen.hughes@prescottschools.com)

Mrs. Michelle Allmon, Assistant Principal

Email — [michelle.allmon@prescottschools.com](mailto:michelle.allmon@prescottschools.com)

Ms. Barbara Ouderkirk, Secretary

Email — [barbara.ouderkirk@prescottschools.com](mailto:barbara.ouderkirk@prescottschools.com)

Mrs. Rebecca Hall, Attendance Clerk

Email — [rebecca.hall@prescottschools.com](mailto:rebecca.hall@prescottschools.com)

Mrs. Mai Nguyen, Nurse

Email — [mai.nguyen@prescottschools.com](mailto:mai.nguyen@prescottschools.com)

***Office Hours: Monday~Thursday 7:45 a.m. to 3:30 a.m., Friday 7:45 a.m. to 1:30 p.m.***

Office: (928) 717-3253

Fax: (928) 717-3284

Nurse's Office (928) 541-2293

Cafeteria Line: (928) 541-2299

[www.prescottschools.com](http://www.prescottschools.com)

### Vision Statement:

**Preparing Today's Students for Tomorrow's Opportunities**

### Mission Statement:

**Granite Mountain School is partnering with families and communities to prepare every student for success in a safe, academically innovative and character-rich environment.**



**SCHOOL CALENDAR 2023-2024**

August 3rd.....1st Day of School  
September 1st.....Professional Development Day — No School  
(K-12) September 4th.....Labor Day—No School  
September 14th & 15th.....Parent/Teacher Conferences — Early Release  
October 6th..... End of 1st Quarter  
October 9th-13th..... Fall Break — No School  
October 16th.....2nd Quarter Begins  
October 31st.....Professional Development Day — Early Release  
November 9th.....Professional Development Day — No School  
November 10th.....Veterans’ Day — No School  
November 22nd-24th.....Thanksgiving Break — No School  
December 22nd..... End of 1st Semester — Early Release  
December 25th - January 5th.....Christmas Break — No School  
January 8th..... 3rd Quarter Begins  
January 15th .....Martin Luther King, Jr. Day — No School  
February 16th.....Professional Development Day — No School  
February 19th.....Presidents’ Day — No School  
March 8th.....End of 3rd Quarter  
March 11th-15th..... Spring Break — No School  
March 18th..... 4th Quarter Begins  
April 1st ..... Spring Holiday — No School  
May 3rd.....Professional Development Day — Early Release  
May 23rd.....Last Day of School — Early Release



Welcome to the 2023-2024 School Year at Granite Mountain Upper Elementary!



Greetings from everyone here at Granite Mountain Upper Elementary School! We are so excited to get the year started and we have been working hard to get everything ready. We are going to have an incredible year of learning and growth. We are so happy that you are a part of the Granite Mountain family.

Our focus at GMUES is to meet the unique educational needs of all 5th and 6th grade students. Through our outdoor school environment, we are able to offer a wide range of opportunities and experiences not usually available at an upper elementary school. Due to our two-teacher teaming model, students are able to succeed in a smaller, more personalized environment.

As we embark on this new beginning and new name change, Granite Mountain is still going to have all the elements this community has loved and have enjoyed for years. After receiving some important stakeholder feedback, we are working on the idea of re-establishing an "elementary school" feel and culture to our campus. You will notice the school name change happen slowly but with some very specific planning around clear expectations, structure, and safety. Granite Mountain still has an incredible, highly qualified staff as well as a beautiful outdoor campus. We are working hard to make sure every student has the best experience possible.

GMUES is one of very few schools in Arizona and the nation to have received STEAM certification through AdvancEd School Accreditation. The Granite Mountain staff is dedicated to providing a STEAM-infused (Science Technology Engineering Arts and Mathematics) educational experience. Students have opportunities to learn grade-level content material integrated with critical thinking and real-world applications. In addition to our rigorous grade-level curriculum, the Granite Mountain instructional schedule is built around daily enrichment at each student's individual learning level.

At GMUES, every student is provided an innovative, character-rich education in a safe environment. Our students have the opportunity to explore Band, Orchestra, Choir, PE, Art, STEAM, Intramural Sports, and a wide range of before and after school club activities. Additionally, with 1:1 student access to technology, our students can prepare for college and career readiness in the 21st Century.

As a longtime leader in PUSD, it is my personal belief that every student at Granite Mountain Upper Elementary School deserves the opportunity to learn and succeed with our highly qualified and collegial staff. Our focus will continue to be on building positive relationships with every student, and a renewed sense of belonging for every grizzly.

Here's to an incredible year and partnership! Be on the lookout for the weekly Grizzly Gazette for all your school related questions.

Sincerely,

Karen Hughes, Principal

<https://www.prescottschools.com/GraniteM>

## **Campus Hours for Students**

**Monday - Thursday:**           **8:20 AM - 3:05 PM**

**Fridays:**                       **8:20 AM - 12:45 PM**

The Granite Mountain campus is open for students from 7:45 AM – 3:30 PM. Supervision will not be available before or after these specific times, please make arrangements to drop off/pick up your children during school hours for their safety.

We do not provide supervision on the playground, nor are students allowed in the building prior to 7:45 a.m. When students arrive at school, they **are required to drop off backpacks outside of their classrooms.** Students eating school breakfast must eat first, prior to going to the blacktop for morning recess. Students will stay outside on the blacktop area until the bell at 8:15am. If the temperature or wind chill is below 22 degrees, or if it is raining or snowing, announcements will inform students they may stay inside before school.

Students may not arrive at school prior to 7:45 AM unless they are prepaid members of the Mornings Care Club. (See below.)

- 6:45am to 7:45am - Only students registered and prepaid for Morning Care Club in the Library.
- 7:45am to 8:15am - Breakfast is served in the cafeteria
- 7:45am - Students NOT eating breakfast may be dropped off and go directly to the blacktop area. Please do not drop students off prior to 7:45. (We will not have playground supervision.)
- 8:00am - Get ready bell
- 8:00am - Teachers ready at doors to greet students. Students can go to their first period rooms.
- 8:15am - All students must be done with breakfast, off the blacktop area and in their first period room.
- 8:20am - Class begins (Tardy bell)

## **The Morning Care Club**

The Morning Care Club meets in the library before school from 6:45-7:45 AM. This club is for students whose parents must drop them off before 7:45. Those students will have supervision in the library. The cost is \$40 per quarter for any number of days or portion of the hour before school starts. You must sign up for this club PRIOR to attending and prepay each quarter. Please contact the front office with any questions or to sign up.

## **Parking Lot Gates/School-Day Accessibility**

During school hours, the gates by the pick-up and drop-off area by the gym parking lot will be locked. Parents will need to park in the Abia Judd parking lot and walk up to the office to check your child in/out or sign in to volunteer during school hours. You will not be able to enter the campus in the pick-up/drop-off area by the school gym during that time.

# Granite Mountain School Faculty and Staff

2023-2024



## FACULTY

### Fifth Grade:

ELA/Social Studies..... Mrs. Gina McCuiston  
Math/Science..... Mr. Zachary Lucas  
ELA/Social Studies..... Ms. Anna Austin  
Math/Science..... Mr. Tim Erickson  
ELA/Social Studies..... Mr. Paul Helmken  
Math/Science..... Mrs. Kelli Suggs  
ELA/Social Studies..... Mrs. Dawna Olsen  
Math/Science..... Mrs. Amy Steinberg

### Sixth Grade:

ELA/Social Studies..... Mrs. Terri Conrad  
Math/ Science..... Mr. Christopher Oufnac  
ELA/Social Studies..... Mrs. Michelle Gullikson  
Math/Science..... Ms. Kaylee Wellman  
ELA/Social Studies..... Ms. Jennifer McGill  
Math/Science..... Mrs. Amie Ouderkirk  
ELA/Social Studies..... Mrs. Kristin Funk  
Math/Science..... Mrs. Kim Kloos

### Specials, Interventionists, Special Education:

Band/Orchestra..... Mrs. Darcie Al-Rijab  
Choir..... Mrs. Cassie Kreyling  
Art..... Mrs. Amanda Givens  
STEAM..... Mr. Sebastian Puls  
Physical Education..... Mrs. Abby Sabato  
Instructional Coach..... Mrs. Joeli Tickner  
Instructional Coach..... Mrs. Lisa Derion  
Counselor..... Mrs. Karissa Bruce  
Guidance Counselor..... Mrs. Kristen Morrett  
Math Interventionists..... Mr. Jeff Welch & Ms. Jessica Kissinger  
Reading Interventionists..... Mrs. Rhiannon Haskell & Mrs. Emily Groeber  
Special Education..... Mrs. Lisa Beres, Ms. Carole Reynolds  
Mrs. Charlene Pepe, Mrs. Tricia Feyma, Ms. Jacalyn Pugliese  
Speech Therapist ..... Ms. Shae Morris  
Psychologist..... Latisha Ojuriye

Occupational Therapist.....Bethany Muro  
 Building Substitute .....Ms. Cassie Frederiksen

**SUPPORT STAFF**

Special Education.....Ms. Mikel VanArsdale, Mrs. Elizabeth McNabb, Ms. Lesley Russell,  
 Ms. Janet Yaranon, Ms. Ann Poppie,

Librarian ..... Mrs. Melissa Stumpf  
 ISS Supervisor.....Ms. Lori Ansell  
 Character Coach.....Mrs. Sandi Penrod  
 Health Office ..... Mrs. Mai Nguyen  
 Attendance Clerk .....Mrs. Rebecca Hall  
 Secretary .....Ms. Barbara Ouderkirk  
 Cafeteria Manager.....Alina Coria



**Telephone Contacts**

If you have questions or problems, please feel free to contact the school office at any time. Also, you are encouraged to keep an open line of communication directly with the teachers. Other phone numbers you may find helpful:

Granite Mountain School .....717-3253  
 Service Center.....717-3229  
 Service Center -- after hours.....778-6131  
 District Office .....445-5400  
 Transportation.....717-3229

**GMUES ADMINISTRATION**

Mrs. Karen Hughes, Principal  
 Mrs. Michelle Allmon, Assistant Principal

**DISTRICT ADMINISTRATION**

Mr. Clark Tenney, Superintendent  
 Ms. Mardi Read, Asst. Superintendent  
 Mr. Andy Binder, Asst. Superintendent  
 Mr. Brian Moore, Chief Financial Director  
 Mrs. Kelsey Secor, Director of Instructional Support

**PUSD GOVERNING BOARD MEMBERS**

Mr. Andy Fraher, President  
 Mr. Stan Goligoski, Vice President  
 Mrs. Linda Conn, Member  
 Mrs. Jane Robertson, Member  
 Mrs. Kara Woods, Member



## GMUES SCHOOL SPIRIT

**School Colors:**

Royal Blue and White

**School Mascot:**

Grizzly Bear

**GMS School Song**

We've got the spirit; we've got the will  
We've got the teamwork; we've got the skill  
Grizzly Bears will put up a fight  
To add to our victories tonight  
FIGHT

We never fumble; we never fall  
We are the Grizzlies; we do it all  
We're from Granite Mountain School  
So hail to the blue and white  
BLUE AND WHITE  
(SHOUT all capitalized words)



## GMUES 2023-24 Daily Schedules

### 5th Grade Schedule A - M-Th (All Teams)

Period 1	8:20-9:40
Period 2	9:40-10:21
Period 3	10:25-11:21
Period 4 - Lunch	11:21-12:01
Period 5	12:05-1:01
Period 6	1:05-2:20
Period 7	2:20-3:05

**Early Release Day Schedule:**  
(September 15 & 16, December 21 & May 25)

### 5th GRADE

Block 1	8:20-9:15
Block 2	9:20-10:15
Lunch	10:20-11:00
Block 3	11:05-12:00

### 5th Grade - Fridays

<u>Block 1</u> ELA or Math WIN	8:20-9:10
<u>Block 2</u> ELA or Math	9:15-10:06
<u>Block 3 -</u> ELA or Math WIN	10:11-11:01
<u>Block 4 - Lunch</u>	11:06-11:46
<u>Block 5</u> Connection Circles/ Team Time	11:51-12:45

### 5th Grade - Friday Assembly Schedule

<u>Block 1</u> ELA or Math WIN	8:20-9:06
<u>Block 2</u> ELA or Math	9:10-9:56
<u>Block 3 -</u> ELA or Math WIN	10:00-10:46
<u>Block 4 - Lunch</u>	10:46-11:26
<u>Block 5</u> Connection Circles/ Team Time	11:30-12:00
<b>Assembly</b>	<b>12:05-12:45</b>

**6th Grade Schedule A - M-Th  
(All Teams except H+)**

Period 1	8:20-9:21
Period 2	9:25-10:21
Period 3	10:25-11:40
Period 4	11:40-12:21
Period 5 - Lunch	12:21-1:01
Period 6	1:05-2:20
Period 7	2:20-3:05

**6th Grade Schedule A - M-Th (H+ Only)**

Period 1	8:20-9:40
Period 2	9:40-10:21
Period 3	10:25-11:40
Period 4	11:40-12:21
Period 5 - Lunch	12:21-1:01
Period 6	1:05-1:46
Period 7	1:50-3:05

**Early Release Day Schedule:**  
(September 15 & 16, December 21 & May 25)

**6th GRADE**

Block 1	8:20-9:15
Block 2	9:20-10:15
Block 3	10:20-11:15
Lunch	11:20-12:00

**6th Grade - Fridays**

<u>Block 1</u> Connection Circles/ Team Time	8:20-9:10
<u>Block 2</u> ELA or Math WIN	9:15-10:06
<u>Block 3</u> - ELA or Math	10:11-11:01
<u>Block 4</u> - ELA or Math WIN	11:06-12:00
<u>Block 5</u> - Lunch	12:05-12:45

**6th Grade - Friday Assembly Schedule**

<u>Block 1</u> Connection Circles/ Team Time	8:20-8:50
<u>Block 2</u> ELA or Math WIN	8:55-9:41
<u>Block 3</u> - ELA or Math	9:45-10:31
<u>Block 4</u> - ELA or Math WIN	10:36-11:21
<u>Block 5</u> - Lunch	11:26-12:00
<b>Assembly</b>	<b>12:05-12:45</b>

## **Activity Fee**

There is an annual activity fee of \$40 due at schedule pick-up each year. This fee includes a student agenda, class t-shirt, classroom fees, and materials.

## **Student Drop-off/ Pick-up**

Students may be dropped off and picked up in the parking lot by the GMUES gym or in the parking lot across from the bus stop near Abia Judd. Exercise patience, abide by all traffic laws, and above all BE SAFE. The gate at this area will be locked and unavailable during the school day. Students should not go to Abia Judd to hang out, wait for rides, or visit teachers without permission from the Abia Judd administration. Students must have visible adult supervision if waiting on the playground/field area across from the bus stop.

## **Communication**

Daily announcements are made during the first period. Parents are encouraged to log on to PowerSchool and view student grades and assignments. Urgent information on upcoming events can be found on our school website at <https://www.prescottschools.com/GraniteM>. In addition, communication is provided through our BlackBoard voicemail and email program. Any messages that need to be delivered to a student during the school day will be delivered during the last 15 minutes of the day. Please call before 2:45 if you need us to get a message to your student.

## **PUSD OFFICIAL VISITOR POLICY**

In order to ensure the safety of our students and to limit disruption of instruction, Prescott Unified School District will implement the following visitor's policy. Faculty and Staff have been directed to stop anyone in the building or on the school grounds without a badge and ask them to report to the office to officially sign in. This not only gives us tighter security control, but a way to account for all people in the building and on the grounds should an emergency situation arise.

As in the past, parents are to report to the office to sign students out. Unless the parent has a specific purpose to visit the classroom, they will be asked to remain in the office and the child will be called to the office for dismissal. If the parent has a specific reason to visit the classroom (i.e. student presentation, pre-arranged conference), he or she will follow the procedure for a visitor and be issued a badge.

Your understanding and cooperation will be appreciated.

1. All visitors to the school building must enter via the main entrance of the school office and sign-in. A visitor sticker/badge/lanyard will be used. All visitors must wear a visitor badge when they are on school grounds.

2. Parents or visitors who wish to observe a classroom are required to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum.
3. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings, sporting events, or public gatherings, are not required to sign in at the main office if these events take place outside of school hours.
4. Before school or after school, parents/visitors are permitted to go to the cafeteria to place money on lunch accounts or check the lost and found. Parents/visitors are not permitted to go to the classroom, this includes dropping off or picking up your child at the beginning or end of the day, unless it is approved by the office staff and a visitors pass is granted.
5. Lunch visitors will need to check in at the front office and obtain a visitor's badge. You may choose to buy from the cafeteria or bring in outside food. Please remember that you can only give food to your child.
6. Children who are not enrolled at the school are not to be on the campus unless prior approval of the principal/designee has been obtained.
7. Any person picking up a child from school early will need to be on the emergency list and must show proof of ID, even if the person is known to the office staff.
8. Visitors in the classroom should be dressed appropriately to work with students.
9. All visitors are expected to abide by the rules for public conduct on school property. Any violation of this expectation and you may be asked to leave school property.

### **GMS ANONYMOUS TIP LINE**

The anonymous GMS tip line allows a student to provide information about a school safety issue, violations of school rules, or crimes while remaining anonymous. The GMS tip line is an online and text messaging reporting system. Once students leave school grounds (since they are not allowed to use cell phones during the school day), students are able to text reports of school concern to alert administration of potential issues involving bullying, violence, depression, theft, etc. (text to 37607). To report concerns while on school grounds, the reporting system can also be accessed from the students' PUSD Chromebook logins.

## **BEHAVIOR EXPECTATIONS / DRESS CODE**

### **Discipline Guidelines**

Granite Grizzlies are **respectful, responsible, and safe**. The Granite Mountain School staff is dedicated to the education of the whole child through the continuous growth of his/her mental, physical, and social development. All students are responsible for knowing and obeying school policies and regulations. Arizona Law is considered a part of school policy. A violation of the law is considered to be a violation of school policy.

Associated with the GMS core values (respectful, responsible, and safe) are certain rules that all good Granite Grizzlies follow at all times to stay in the **Green Zone™**:

#### **RESPECTFUL:**

**I will always give respectful responses.**

**I will always keep my hands to myself.**

#### **RESPONSIBLE:**

**I will always give my personal best.**

**I will always walk quietly in the hallways.**

#### **SAFE:**

**I will always walk quietly in the hallways.**

**I will always stay in bounds (out of the dirt and rocks)**

### **GreenZone™**

GreenZone™ is a tangible, measurable way to identify behavior and promote positive interaction and overall environment. GreenZone™ outlines three categories or “zones” of behavior (green, yellow, and red), ranging from acceptable to unacceptable, and encourages individuals of all ages to ‘Stay in the GreenZone™.’ The zones provide an easy avenue to identifying and discouraging “yellow” and “red zone” behavior and promoting kindness and civility overall.

The GreenZone™ focuses on creating the overall culture of Granite Mountain School. As part of this focus, we will address problematic issues *before* they occur. The GreenZone™ will help transform our culture through respect, relationships, responsibility, repair, and reintegration. The GreenZone™ will help us model, restore, foster, and sustain a healthy school community and beyond. The GreenZone™ will be our expectation for everyone in the Granite Mountain School family...students, staff, and parents.

#### **GreenZone™ Behavior:**

- Using a normal rate, tone, and volume of speech

- Complimenting or encouraging others
- Engaging in appropriate casual conversation between peers and with adults
- Joking without intimidation and in a non-harmful manner
- Staying off the rocks
- Walking to and from each location
- Following and encouraging others to follow all school rules
- Acting in a respectful and responsible manner to help create a safe environment for all

***Possible Incentive/Reward Options for GreenZone™:***

- ❖ Potential for increased self-esteem
- ❖ Positive praise and reinforcement from teachers and/or administrators
- ❖ Capturing Kids Hearts themes of the month recognition
- ❖ Grizzly Pride (Character Counts) award for lunch in the Grizzly Den with two friends
- ❖ Monthly and or quarterly academic, attendance, and behavior awards

## **Yellow Zone**

Our students are generally well-behaved and maintain exemplary conduct and citizenship which is necessary for a proper learning environment. Our approach is to incorporate restorative practices to create a safe school environment where all members of the school community are accountable for their actions, resolve conflicts, create positive relationships, and repair any harm done to the community and its members.

**Yellow Zone Behavior:**

- Getting into the rocks/dirt; getting off finished surfaces, including throwing rocks/dirt
- Personal unapproved toys/items that distract in the educational environment
- Disruption, excessive talking
- Disrespect/Defiance
- Dress code violation
- Lying
- Cheating/Academic dishonesty/Plagiarism
- Inappropriate teasing
- Mild physical aggression (pushing, shoving)
- Use of electronic device without permission
- Inappropriate physical contact of ANY kind (PDA)
- Four or more tardies
- Inappropriate use of technology, including school email
- Name calling, put-downs
- Intentionally excluding individuals
- Damaging another's reputation
- Spitting, including off bridges/balconies
- Spreading rumors
- Manipulating friendships or other relationships

- Property misuse
- Gum/candy abuse or misuse
- Caffeine and/or carbonated drinks or items not permitted
- Use and/or misuse of make-up, colognes, perfumes, lotions, deodorants, etc.
- Writing on self or others (or their clothing)

**Consequences for Yellow Zone Behavior:**

Minor behavioral violations are typically handled by the classroom teacher or staff member witnessing such behaviors.

Consequences may include:

- ❖ Verbal Warning
- ❖ Conference with student (Could include Restorative Reflection Report)
- ❖ Discipline Write-up Form
- ❖ Contact Parents (**Mandatory before referral to the office**)
- ❖ Privilege Loss and/or Lunch Detention
- ❖ Restorative Referral (including repair and reintegration)

\*After three violations, students will be referred to the office and/or the Behavioral Assistance Team (BAT).

**Red Zone**

**It is not practical or feasible to include all possible student behaviors that may be deemed inappropriate or against school rules. Therefore, any misconduct not specifically cited in this document is subject to definition and the judgment of the building administration.**(Refer to pages 35-37 in this Student Handbook for definitions of some possible Yellow & Red Zone behaviors.)



**Red Zone Behavior:**

- Use of foul language or obscenities
- Aiding and abetting
- Bullying (including cyber-bullying)
- Threats, intimidation, harassment (threat of physical harm, offensive racial/sexual/religious comments)
- Major disruptions to the educational environment
- Repetitive yellow zone infractions
- Severe or chronic insubordination/non-compliance
- Fighting, assault
- Theft, forgery
- Property damage (belonging to others)
- Vandalism (misuse or destruction of school property)
- Truancy or leaving designated safe school areas
- Violation of district technology guidelines
- Arson, use/possession of matches/lighters
- Use/possession/sale of alcohol, tobacco, or electronic cigarettes
- Use/possession/sale of prescription or non-prescription drugs or paraphernalia
- Use/possession/sale of weapons, destructive devices, or explosive, including fireworks

**Consequences for Red Zone Behavior:**

Restorative Referral is written with the following possible consequences:

- ❖ Office Lunch Detention
- ❖ In School Suspension (ISS)
- ❖ Out of School Suspension (OSS)
- ❖ Long Term Suspension
- ❖ Expulsion

**Restorative repair and reintegration must occur for a student to re-enter the educational environment after a Red Zone violation.**

**Dress Code**

Prescott Unified School District encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that takes into consideration the educational environment, safety, health, and welfare of themselves and others. A spirit of support and cooperation between parents and school personnel is needed to ensure that students come to school appropriately dressed in attire that does not pose health or safety hazards and is appropriate to the school environment.

The administration and staff reserve the right to employ administrative judgment in disallowing any clothing, accessories, jewelry, or other items which could include any trends or fads that are distracting to the educational process, atmosphere, climate, or that pose a safety issue.

Dress for Success. Our objective is to promote personal safety and hygiene, to encourage positive behavior and respect for self and others, to promote positive peer images, and to show respect for family and community expectations.

This dress code is in effect during school hours and during school events. Exceptions to portions of the dress code may be allowed during designated school spirit days or other events at the discretion of the administration.

School regulations prohibit student dress or grooming practices that:

- Present a hazard to the health or safety of the student or to others in the school. This would include:
  - Dangling or large hoop earrings.
  - Articles of clothing or jewelry which may cause damage, maintenance problems, or present any safety concerns or school disruptions (ie chains, spikes, etc).
  - Nails that are filed in pointed shapes (coffin nails, stiletto nails). Nail length needs to be appropriate to the school environment and setting
- May disrupt and/or interfere with school work, create disorder, or prohibit the ability of a staff member to effectively deliver the educational program. This would include:
  - Skirts and shorts that are shorter than fingertip length. Bottom of the skirt/shorts must be at your fingertips when your arms are at your side.
  - Shirts including crop top, belly or 1/2 shirts that do not reach the waistband when seated.  
**(Midriff/torso must be covered at all times)**
  - Clothing that is offensive or inappropriately revealing, such as transparent clothing, straps more narrow than a credit card, low cut shirts, and pajamas/flannel pants/onesies. No athletic clothing (leggings, sweatpants) that skin can be seen through  
**(Straps more narrow than credit card must be covered at all times)**  
**(Pajamas/Flannel Pants/Onesies are meant to sleep in, not go to school in)**
  - Exposed underwear, such as bras and boxer shorts/briefs or anything resembling underwear, such as bralettes, sports bras, tube tops, etc.
  - Pants/shorts that are not worn or secured at the waistline.
  - Pants/shorts that have rips or holes higher than mid-thigh (Holes must be below your fingertips when your arms are at your side).
  - Headgear may **ONLY** be worn during recess outside, such as caps, beanies, hoodies, headbands with ears, horns, accessories, etc., with the exception of religious headgear.
  - Body piercings which cause damage, maintenance problems, or present any safety concerns or school disruptions (ie chains, spikes, etc).
  - Students are not allowed to draw or write on themselves, others, or clothing.
  - Make-up, hair color, hair styles must not potentially disrupt the educational environment including but not limited to lipstick, eyeshadow/eyeliner, etc. (natural-looking mascara is acceptable).
  - Costumes are only allowed to be worn as allowed on spirit days.
  - Clothing that has wording or images that are not school-appropriate.
- Cause excessive wear or damage to school property. This would include:
  - Shoes with heelys (rollers), cleats, or studs.
- Prevent students from achieving their educational objectives.

- Clothing and/or accessories that are gang style or represent membership in a gang.
- Clothing and/or accessories that have statements, pictures, or symbols that represent prejudice, obscenity, vulgarity, sex, drugs, alcohol, or tobacco.

### **Backpacks and Large Purses**

Students may use backpacks and large purses when coming to school in the morning or leaving for the day, but they must drop off their backpacks and large purses at their classrooms when they arrive at school. Students are not allowed to have backpacks and large purses during morning and lunch recess. Backpacks are to remain in the classroom in a designated area during school time. Students should not leave backpacks in the hallway (indoor or outdoor) or other areas unattended once the morning bell rings.

The school reserves the right to inspect or search a backpack, large purse, binders, clothing pockets, and shoes. School officials may conduct searches upon “reasonable suspicion” that a search will reveal evidence of either a **violation or potential violation** of school policy or law. (New Jersey vs. T.L.O., 1985). A metal detecting wand may be used in a reasonable suspicion search.

### **Selling items for personal gain**

Students may not sell items on school grounds or at any school-sponsored activity for personal gain. All sales on school grounds or at school-sponsored activities must benefit the school and its educational programs.

### **Bicycles, Scooters, and Skateboards on Campus**

Students may ride bicycles to and from school, but GMUES accepts no responsibility for loss or damage to any bicycle. Always lock bicycles and never ride them on school grounds. This includes the sidewalks at Abia Judd Elementary School. Bike racks are provided at different locations on campus. Skateboards and scooters are **NOT** allowed on campus and will be held in the office for parents to pick up if brought to school.

### **Items prohibited at school**

Students should not bring valuables or large amounts of money to school. Other non-permitted items include, but are not limited to: gum, fidget spinners, tech decks, caffeine and/or coffee drinks, fireworks, laser pointers, aerosols/sprays, noise makers, silly string, Airsoft guns, paintball guns, tobacco, electronic cigarettes/vapes, weapons, lighters, matches, skateboards, rollerblades, rolling shoes (heelys), scooters, and other unapproved toys/items. Items not allowed on school grounds may be confiscated and stored in the office to be picked up by parents.

### **Cell phones/Smart Watches/Headphones/Electronic Devices/Toys**

If parents allow their children to carry a cell phone or wear a smart watch for emergency purposes while walking home or at the bus stop, it should remain off and in the student’s backpack while at school. If it is heard or seen, it will be confiscated and held at the office until the end of the day. On the second violation, parents/guardians will have to pick up the cell phone. If a parent/guardian needs to get a hold of their student during the school day, please contact the front office at 928-717-3253.

Headphones (airpods, bluetooth headphones, etc.) of any kind are not permitted for use on campus at any time.

Electronic devices such as iPods, iPads, MP3 players, gaming systems, etc. are not allowed at school or on field trips.

Personal items such as toys, trading cards, or personal items not related to the classroom should be kept at home. When unoccupied, classrooms will remain locked; however, the school and/or the district is not responsible nor does it have insurance to cover students' lost or stolen property.

### **Specific to Granite Mountain Upper Elementary School**

Cell phones are only allowed for use after the final dismissal bell has rung AND the student is at their pickup location sitting and following directions from staff members. Any changes to pickup location that needs to be communicated to students please contact the school office to get a note to your child.

If any cell phone/device is heard or seen, it will be confiscated and held at the office until the end of the day. On the second violation, parents/guardians will have to sign the Unauthorized Item form for the student to pick up the cell phone/device the next school day. On the third violation, the parents/guardians will need to pick up the cell phone/device from the front office. Any violation afterward will result in further disciplinary consequences and a cell phone/device contract.

Students may not take pictures/videos of other students or staff members with their cell phones or any other device. It is a violation of the privacy rights of individuals and it is against the law.

## **ATTENDANCE / TRUANCY**

The Prescott Unified School District is committed to the enforcement of state mandatory attendance laws (A.R.S. 15-802) which states that a student may not miss more than 10% of the 180 days. A student who has ten (10) consecutive unexcused absences will result in withdrawal from school per state law A.R.S 15901. Our focus regarding attendance and tardies is to ensure all of our students are present in school and able to achieve optimal learning. Our goal is to create policies and procedures that seek to balance accountability with support, encourage positive choices, strengthen relationships, and focus on harm and repair. At Granite Mountain School we seek to create a culture of belonging, inclusion and respect for every child, every day.

### **Tier I**

- After 5 Absences, 8 Absences, and 10 Absences
  - Attendance letter sent home
    - Letter is to inform, gather information, and encourage improved attendance.
  - Phone Call with parents
    - Phone call with parents about attendance and concerns

### **Tier II**

- Over 15 absences

- Truancy Warning Letter mailed to families
  - Letter is to inform about possibly truancy referral if attendance does not improve
- Restorative Attendance Conference (with referral form)
  - Team meeting with students, parents, support staff, teachers, administrators, and two outside facilitators. Participants determine what is needed to support the student in school. A written agreement is completed and signed by all parties, and then monitored by school administration.

### **Tier III**

- Law Enforcement Citation
  - Referral to Juvenile Court Services
    - Lack of attendance is chronic and warrants more involvement and support by juvenile court services with the family and student.

### **Granite Mountain Attendance Procedures**

Please call the office at (928)717-3253 **every day your student is or WILL BE out of school** whether it's all or part of a day, no matter the reason. This includes half-day mornings, days before vacations, holidays, and missed field trips. Granite Mountain follows the A.R.S. 15-901 (A)(1) on excused absences.

If a student is absent from class, she/he is responsible for making up missed work, tests, etc. Students will have as many days equal to the number absent, without penalty, to complete missed work assigned during the absence period. Any previously assigned work is expected on the due date or on the day returning from an absence. For questions about this, please contact individual teachers or see their websites. Teachers are allotted twenty-four (24) hours to provide the requested homework.

### **Late Arrivals**

Students who arrive late must sign in at the main office with the Attendance Clerk to receive a tardy pass.

### **Leaving Campus**

All students leaving campus must be signed out by a parent in the school office. This is meant for the protection of your child. If someone other than a custodial parent or guardian is to pick up the student, we must have permission from that parent or guardian, in writing. Identification may be required of anyone signing out a student. Be sure that persons whom you anticipate picking up your child are listed as an emergency contact in the PowerSchool account for your son or daughter. If changes are made during the year, please notify the school's office immediately. If your student is going to be riding a bus that is not their normal route, the office will need a bus note from the parent. The parent will also need to contact transportation about this change.

### **Tardy Policy**

Our expectations for class attendance also include punctuality and preparation. Between classes, students are expected to arrive in class on time and with the necessary homework, books, and materials. If a student is more

than ten (10) minutes late, the tardy is recorded as an unexcused absence. Students who are habitually tardy in between class periods (4 or more tardies per quarter) will receive a disciplinary referral to the office.

### **Snow Days**

Due to inclement weather which might endanger students and staff members, one of two situations could occur: (1) School may be canceled altogether, OR (2) A snow schedule may be declared, which means buses will run two hours late and classes will begin two hours late. The rest of the day will run as usual. If either of these conditions exists, announcements will be made over our local radio stations beginning at 6:00 a.m. or you may check either the PUSD website at <http://www.prescottschools.com/> or the PUSD Facebook page at <https://www.facebook.com/pusd1> for any schedule changes.

## **ACADEMIC EXPECTATIONS**

At Granite Mountain School, it is our expectation for every child to succeed. Because of this, any student receiving a D or F in a core academic class will be required to attain proficiency in the grade-level skills necessary for promotion through our Skills Recovery Program during the following academic quarter. Skills Recovery can be accomplished through attending a before or after school academic support club, and/or Summer School. Upon completion of skill recovery activities, students will demonstrate competency through a standards-based assessment.

Honor Roll is based on grades each semester. Students must have a 3.5 or higher GPA.

The Principal's List is based on grades each semester. Students must have a 4.0 GPA.

### **Homework Policy**

At Granite Mountain School we believe homework is an important instructional tool and should be a part of the educational experience to help our students reach proficiency in content standards. Homework is a continuation of school assignments that will reinforce content and skills learned in class. It should not be a substitute for classroom instruction, used for disciplinary purposes nor as a measure of rigor. The amount of homework assigned will be reflective of age-appropriate expectations. In addition, homework assignments should not require an extensive amount of time on the part of the student or the student's family (45 minutes to 1 hour per night, including reading for 5th & 6th grade). Because homework is only one portion of students' content and concept learning, grading of homework is handled consistently by our staff. At Granite Mountain School, scores from homework in any course should not exceed 10 percent of a student's grade for a grading period. Homework is assigned to meet one of the following purposes:

- Prepare students for new learning.
- Practice skills to increase speed and/or accuracy.
- Deepen understanding of concepts learned.

### **Responsibilities of Teachers/Staff:**

- Assign meaningful and appropriate homework that is challenging and aligns with classroom learning objectives.
- Provide ongoing and clear guidance to ensure students understand the directions and reasons for homework.
- Provide timely and specific feedback for all homework assignments.
- Recognize student effort.
- Inform parents and families of the homework policy and their roles related to homework.
- Promote quality work.
- Assist students in being successful and in believing they are capable of doing their work.

**Responsibilities of Parents/Families:**

- Establish routines related to study times and study habits.
- Provide an environment and study area that promotes learning.
- Reduce distractions.
- Provide encouragement.
- Communicate with the school/teacher if difficulties arise.
- Check PowerSchool regularly.

**Responsibilities of Students:**

- Keep track of all homework assignments in the provided student agenda.
- Follow routines related to study times and study habits.
- Choose a place to study that is free from distractions.
- Believe you can do it!
- Follow up with your teachers regarding missed work after an absence.
- Ask for help, if needed.
- Give your best work at all times.
- Complete all assignments on time.

**Grades**

**Course Grading:**

Assessments/Quizzes	50%
Classwork, Projects, Accountability Points, Etc...	40%
Homework	10%

To access your child’s grades and/or missed assignments, go to the Granite Mountain website and select the PowerSchool icon and log on. All students are given a username and password on their schedules at the beginning of the school year. If you need assistance with this, please call us at (928)717-3253.

Students may not engage in **Academic Dishonesty**. A first offense is addressed in the classroom by the teacher; repeated offenses are referred to the office. Academic Dishonesty is the obtaining or attempting to obtain, or aiding another in obtaining or attempting to obtain credit for any assignment or assessment, by any dishonest or

deceptive means, including cheating or copying the work of another student, plagiarism, or unauthorized communication between students during an examination.

## **INTRAMURAL SPORTS**

The intramural sports program differs from traditional interscholastic sports in that it prioritizes inclusion and enjoyment over competition. The intramural program at Granite Mountain will create a great opportunity for 5th and 6th graders to grow as individuals and to learn about fitness. Intramural athletics, unlike competitive athletics, are open to all students, regardless of the student's ability and/or knowledge. In addition, family and community participation will be a fundamental part of our program as well. Our intramural sports program will consist of basketball, volleyball, soccer, flag football, and indoor floor hockey.

**Tentative dates and options for the sports seasons are as follows:**

**Fall Season - August 21st - October 6th**

Co-ed Flag Football

**Winter 1 Season - October 16th - December 1st**

Co-ed Basketball

**Winter 2 Season - January 8th - March 8th**

Co-ed Hockey and Co-ed Volleyball

**Spring Season - March 18th - May 3rd**

Co-ed Soccer

There will be a small fee of \$50 per student, per sport to participate in intramural sports at Granite Mountain. If the sport requires the use of a Jersey, there will be a \$20 charge for any Jersey not returned at the end of the season.

All sports require medical insurance and the school-supplied parental permission form.

Athletes are also required to read and sign the Code of Conduct for Student-Athletes, and parents must read and sign the Code of Conduct for Parents/Guardians. These codes are to be followed at all practices and games. More specific information will be given during skills assessment for each sport.

### **Interscholastic Sports**

Students wishing to participate in Cross Country, Wrestling, and/or Track will be able to do so with the Mile High teams. Granite Mountain students will be taken by bus to Mile High for these sports. The pay-to-play for these sports teams is \$110 per sport. Please reach out to Mile High Middle School for more information at 928-717-3241.



For interscholastic contact sports (wrestling), it is necessary for each student to have a medical release form (physical) completed by your doctor. All sports require medical insurance and the school-supplied parental permission form.

Athletes are also required to read and sign the Code of Conduct for Student-Athletes, and parents must read and sign the Code of Conduct for Parents/Guardians. These codes are to be followed at all practices and games. More specific information will be given during skills assessment for each sport.

### **No Pass No Play**

Extracurricular activities are all interscholastic activities operating under the guidelines, rules, and procedures established by the Arizona Interscholastic Association. This includes but is not limited to athletics, Student Council, and band/orchestra/choir trips. All schools within our athletic league also enforce similar no pass/no play policies.

Eligibility – If a student receives a failing grade at the end of any of the three week progress reporting periods, or at the end of a quarter, s/he will be given one week to raise the grade and will be assigned to after school academic tutoring. If s/he does not raise the grade, s/he is ineligible for the next two week period. S/he **may not** compete in any games or travel with the team or group to away matches or performances. S/he **may** continue to practice with the team or group. At the end of the next three weeks, the same process will be implemented.

### **School Insurance**

Granite Mountain School does not provide medical insurance coverage for school accidents; however, you can purchase your own school insurance. The cost of this insurance varies from school year to school year, and according to the type of coverage you opt to purchase. Applications are available through the School Nurse and should be returned to the School Nurse for processing.

All students wishing to participate in athletics **MUST CARRY SOME KIND OF HEALTH INSURANCE**. Proof of such insurance will be required before being given clearance for athletic participation.

## **TEXTBOOKS**

The school loans students the required textbooks for classes at no cost. Students should cover their books in an effort to protect them. Textbooks are the responsibility of the student. **Any damage to, or loss of books will result in a student having to pay to replace the book.** Please treat each book with respect.

## **LIBRARY**

Granite Mountain has a library of over 13,500 volumes created for the benefit and enjoyment of our students and staff. The Library is open from 7:45 a.m. to 3:30 p.m. daily, except on Friday when the Library closes at 1:00 p.m.. Books are checked out for two weeks at a time and can be renewed if someone else has not placed a hold on it. Overdue books are charged at a rate of ten cents (\$0.10) per day. A five-day grace period is provided

starting with the first overdue day. The student will be held responsible for his/her library obligations. Library fines that are left unpaid will be turned over to the front office.

## **BUS SAFETY PROGRAM**

Bus service is provided to those students living outside a walking distance from GMS. It is a privilege to ride the school bus, not a right. Unacceptable behavior may result in the suspension of bus riding privileges and school consequences. A bus referral may be considered sufficient reason to take away a student's right to attend a semester incentive activity or field trip.

## **SCHOOL-SPONSORED FIELD TRIPS**

Students may have an opportunity to attend educational field trips. Attendance on the field trip is at the discretion of the sponsoring teacher and administration.

## **MEALS**

Students may purchase their breakfast or lunch at school or bring food from home. Lunch menus are posted monthly on the school's website at <http://www.pusdonline.com/food-menus/>. Parents can send money to the school cafeteria with their child(ren) or establish a meal account via [www.pusdonline.com/foodservice](http://www.pusdonline.com/foodservice). Breakfast is \$1.50 per meal and lunch is \$2.75 per meal. Students can also purchase milk for \$0.50. An application for free or reduced price meals is sent home with each student during the first week of school. They are also available in the office. Complete and return the application to the cafeteria manager.

## **STUDENT TRANSITION PLAN**

### **Elementary to Middle School Transition**

During January and February of each year, a minimum of two 4th grade parent informational nights are held for students, parents and the community. During these events, all participants are provided with an overview of the opportunities at Granite Mountain School for students, our educational program and curriculum. School elective teachers and administration visit 4th graders to share elective options and choices they will have beginning in 5th grade at Granite Mountain School. In addition, a school visit day is provided to students during the school day at the end of fourth grade to become acquainted with their classes and schedule while parents are provided information and an overview about our school's expectations, procedures, and policies. A Powerschool training is also provided for parents on this day as well.

Title I and Special Education staff communicate and collaborate regarding needs of incoming students.

### **6th Grade to Prescott Mile High Middle School**

All Granite Mountain Upper Elementary students will go visit Mile High. They will meet with staff and administration to hear about opportunities that will be provided for students when coming to Mile High Middle School. Two parent and student informational nights and school tours are provided to familiarize students with the school campus. Title I and Special Education staff communicate and collaborate regarding needs of incoming students.

## **HEALTH CENTER**

### **Health Services**

PUSD has a full-time school health aide or registered nurse on each of their campuses Monday through Friday during the school day to assist your child with illness, injuries, medication administration, immunization compliance, state mandated hearing/vision screenings, and welfare checks. If health problems are suspected or uncovered during health screenings, parents/guardians will be notified and the child will be referred for diagnosis/treatment. Our health program is concerned with helping your child become physically, mentally, emotionally, and socially integrated.

PUSD also works hand in hand with the Partners for Healthy Students Program. This is a free healthcare service available to uninsured and underinsured (with a high deductible) school students and their siblings from qualifying families in our school district. This program is provided through Yavapai Regional Medical Center, services include:

- Conducts well-child and adolescent exams
- Diagnoses and treats acute and chronic illnesses
- Prescribes and monitor medications
- Conducts sports physicals
- Refers children to medical specialists
- Immunizations under the Vaccines for Children Program (Qualifying children have no insurance, AHCCCS/KidsCare, or are Native American/Native Alaskan.)

Healthcare visits are by appointment only and parent/guardian involvement is required. You may contact your school nurse at your child's school for more information, or you may call 928-771-5123 to schedule an appointment.

For more information, please visit their website at:

<https://www.yrhc.org/support-and-community/partners-for-healthy-students>

### **Illness/injury Protocol**

Students who become ill while in class must obtain a pass from their teacher and report to the nurse. Although our nurse is a valuable resource to students at school, parents are encouraged to call their healthcare provider if they have a general health question or suspect their child is ill. The Health Center (Nurse's Office) is not a substitute for a student's health care provider.

If your child becomes ill or injured during the school day, s/he must see the nurse to be assessed. The nurse will then determine if the parent/guardian should pick up the child. Students are prohibited from contacting parents using personal devices without permission from a teacher, the nurse, or administration. It is very important that you turn in your child's Emergency Medical Consent form at the beginning of each school year, and alert school staff of any changes throughout the year.

Physical Education Excuses: Parents may excuse students from P.E., in writing, for up to three (3) days. If a student is to be out of P.E. longer than that, the excuse must be from a doctor, outlining the dates to be excused and a diagnosis. All notes must be submitted to the School Nurse.

**\*\*\*IN CASE OF EMERGENCY:** Every attempt will be made to contact a parent/guardian first. If the school is unable to reach anyone listed on the student's emergency contact list, and it is deemed necessary, the school will call 911. If needed, the student will be transported by ambulance to the hospital. The school will not be responsible for this cost.

### **General Guidelines for Keeping Children Home from School Due to Illness**

**Common Cold:** Irritated throat, watery discharge from the nose and eyes, sneezing, chills and general body discomfort. **Your child should remain home if symptoms are serious enough to interfere with your child's ability to learn. Medical care should be obtained if symptoms persist beyond 7-10 days, fever develops, or discharge becomes yellow to green.**

**Fever:** **Fever of 100.4 F (38 C) or higher.** Keep your child at home until they are fever free for 24 hours without the use of fever-reducing medicine (e.g., ibuprofen, acetaminophen). At the nurse/health aide's discretion, it may be encouraged that during times of illness outbreaks, students will need to stay at home up to 72 hours fever free without the use of fever-reducing medicine. Fever is a symptom indicating the presence of an illness.

**Flu:** Abrupt onset of fever, chills, headache and body aches. Runny nose, sore throat, and persistent cough are common. **Your child should remain at home until symptoms are gone and the child is without fever for at least 24 hours.** The single best way to protect against seasonal flu and its potential severe complications is for children to get a seasonal influenza vaccine each year. Flu vaccination is recommended for all children aged 6 months and older.

**Strep Throat:** Strep throat usually begins with fever, sore and red throat, pus spots on the back of the throat, and tender, swollen glands of the neck. Nausea and vomiting may also occur. **Your child should remain home from school 12 hours after adequate treatment has been initiated and fever free for 24 hours.**

**Vomiting and Diarrhea (Intestinal Infection):** Stomach ache, cramping, nausea, vomiting and/or diarrhea, possible fever, headache, and body aches. **Your child should remain at home until there is no vomiting, diarrhea or fever for a full 24 hours. If your child has had vomiting, diarrhea or fever during the night, he/she should not be sent to school the following day.**

**Head Lice:** Lice are small grayish-tan, wingless insects that lay eggs called nits. Nits are much easier to see and detect than lice. They are small white or gray, teardrop-shaped specks which are firmly attached to the hair shaft. They are usually found at the nape of the neck, behind the ears, and at the crown of the head. Your child should be treated with a lice-killing shampoo, and nits removed. Instructions on how to properly treat head lice are available at the school. These instructions should be followed carefully to eliminate possible re-infestation and to minimize your child's absence from school. **The school nurse/health aide will check for lice/nits prior to re-entering the classroom.**

**Skin Rashes:** Skin rashes of unknown origin should be evaluated by a physician before your child goes to school. Assuming that a rash is not contagious can lead to the spread of the condition to others.

**Impetigo:** Blister-like lesions that later develop into crusted pus-like sores, most commonly located around the nose and mouth. **Your child should remain home from school until receiving 24 hours of antibiotic therapy and sores are no longer draining.**

**Pain:** If your child complains of, or behavior indicates that he/she is experiencing persistent pain, he/she should be evaluated by a healthcare provider before being sent to school.

**Pinkeye (Conjunctivitis):** A viral or bacterial infection of the eye causing redness and swelling of the membranes of the eye, burning or itching, watery or thick drainage, or crusting on the eyelids. Exposure to allergens can also cause similar but noncontagious symptoms. **If your child is prescribed antibiotic eye drops, he/she should remain home from school until receiving 24 hours of treatment and discharge from the eye has stopped.**

**Chicken Pox:** A skin rash consisting of small, itchy blisters that leave scabs. There may be blisters and scabs all present at the same time. A slight fever may or may not be present. **Your child should remain home until all blisters have scabbed over, usually 5-7 days after the appearance of the first crop of blisters.** Even if your child has received the chickenpox vaccine, there is still a slight chance he/she may get a mild case.

**Ringworm:** A fungal infection that causes a flat, red, ring-shaped rash which may itch or burn. **Your child should remain at home until receiving 24 hours of anti-fungal treatment.**

### **\*\*\*CONSULT YOUR HEALTHCARE PROVIDER FOR ACCURATE DIAGNOSIS**

It is important to follow through with physician care when your child is ill. Please notify your school nurse if your child is diagnosed with any contagious illness. Reporting is confidential and promotes the nurses ability to provide accurate information to the entire school community. Schools, working together with local health departments, have an important role in slowing the spread of diseases and protecting vulnerable students and staff, to help ensure students have safe and healthy learning environments.

### **Medications**

**All** medications are to be kept in the school nurse's office. Students are **not** permitted to carry prescribed or over-the-counter medications, homeopathic, naturopathic, or other medicinal substances on the school campus, on their person, in their backpacks/purses, or in their lockers. It is also important to provide the school nurse/health aide with any dietary or allergy concerns. They will be kept on file with the School Nurse and the Food Service Manager.

Parents with children who have ongoing medical needs (diabetes, severe allergies, seizures, etc.) are encouraged to contact the nurse to explain the situation and develop a plan to ensure safety.

During the course of the school year, your child may need a prescription or an over-the-counter medication administered. To ensure that the child is receiving the correct dose, correct time of administration, and correct medication, a parent/guardian must follow the requirements listed below:

- Medication prescribed by a physician must come to the school nurse in its original container and be labeled by the pharmacy with the student's name, medication directions for use, doctor's name, and date of the prescription. If your child is to take prescription medication both at home and school, ask your pharmacist to provide you with two marked containers (one for use at home and one for use at school).

- All over-the-counter medication must come in its original unopened container. All over-the-counter medications must be FDA approved. Please note, if your child suffers from acute or chronic health issues, such as migraine headaches, you must provide the school with the medication for treatment.
- Parents/guardians must sign the Medical Consent Form in order for the nurse to administer stock medications. This form is part of the back to school paperwork.

### **\*\*\*Guidelines for Students with Special Diets**

If your child has been identified as having a disability and has special dietary needs, changes can be made to your child's school breakfast and/or lunch at no extra charge. The SFE Special Diet Form will need to be completed by the child's physician. (<https://www.prescottschools.com/special-diet-medication-form/>).

Some examples of special dietary needs that are considered disabilities:

- Celiac disease
- Diabetes
- Food allergies that result in severe, life threatening (anaphylactic) reaction
- PKU

For more information, please visit the PUSD website:

<https://www.prescottschools.com/guidelines-students-special-diets/>

### **\*\*\*Stock Epi-Pens and Stock Albuterol Inhalers are available at all PUSD schools**

All PUSD schools in the district have a standing order from our medical director to carry stock Albuterol inhaler/spacers and Epi-Pens for treatment of any student with sudden life threatening respiratory distress and or anaphylaxis due to severe allergies.

If your student has been prescribed an inhaler for asthma and or Epi-Pen for severe allergies, we strongly encourage you to send their personal medication(s) for school use as needed. Our stock Albuterol inhaler and Epi-pens are not intended to replace their own.

Our school nurses and staff are trained to administer these life-saving medications, and prior to giving these medications, we will make every effort to contact parent/guardian and call 911 as necessary. The protocols are written by the Arizona Department of Health Services in consultation with the AZ Department of Education Authorized by A.R.S 15-157 and A.R.S 15-158 and Arizona Administrative Code R7 2-809 and R7 2-810.

### **\*\*\*Permission to Self-Carry Epi-Pens, Rescue Inhaler, and diabetic management**

- Students who have been diagnosed with anaphylaxis may carry Epi-Pens provided that the student's name is on the prescription label and that the parent/guardian completes a Permit for self-administration of Epi-Pens injection ARS 15-341.A.38 form. Appropriate forms are available from the school nurse.
- HB 2229 Asthma Rescue Medication Bill allows students to carry inhalers for self-administration on campus provided the student's name is on the prescription label and that the parent/guardian completes a Permit for self-administration of albuterol inhaler ARS 15-341.A.39 form. Appropriate forms are available from the school nurse.
- Students with diabetes who have diabetes medical management plans provided by the student's parent or guardian, signed by a licensed health professional as specified by A.R.S. 15 344.01, may carry appropriate medications and monitoring equipment and self-administer the medication. Appropriate forms are available from the school nurse.

## **Immunization Requirements for Grades K-12**

In accordance with Arizona State Law (A.R.S. 15-872), parent(s)/guardian(s) must provide documentary proof of school required immunizations prior to attending school. Immunization records provided must show the child's name, date of birth, the month/date/year that all doses were received, and the name of the healthcare agency or provider who administered the vaccine. Students will not be allowed to attend school until either a record of the immunizations or acceptable exemption form from the school nurse's office is provided. Additionally, parents will be notified when their child is due for immunization(s).

**\*\*\*Exception:** Homeless students and children in foster care are allowed a 5-day grace period to submit proof of immunization records.

For information on Grades K-12 AZ Immunization Requirements, please go to:

<https://azdhs.gov/documents/preparedness/epidemiology-disease-control/immunization/school-childcare/school-immunization-requirements.pdf>

## **Hearing/Vision Screening**

Vision/hearing screening is mandated for students by the state of Arizona. School nurses are responsible for planning, implementation, and reporting of these screenings. Parents have the right to choose to not have their child participate in this screening, but must contact your school nurse and fill out an opt out form.

Vision/hearing screenings have been mandated by the state of Arizona for the following population:

- Every child enrolled in special educational/exceptional services
- Every child enrolled in preschool, kindergarten, grades 1, 3, 5, 7 & 9
- Every child who referred on second screening of prior school year
- Every child who doesn't have documentation of hearing screening from prior school year
- Every child who repeats a grade
- Other grades and students as mandated by state law

## **Insurance**

Prescott Unified School District does not provide accident/injury insurance on your child. However, each year you will have the option of obtaining low cost accident/injury insurance through an independent insurance company, offered through the school district. Information about this insurance will be sent home at the beginning of each year by school personnel. This form must be completed and returned to the school office if you wish to provide this for your child. Please remember that if you choose to participate in the insurance program, the claim transaction is between you and the insurance company. If your child is injured, a claim form may be obtained from the school health office. This is a service to parents and is not required. We do encourage that parents have health insurance coverage of your choice for your child(ren).

## **Student Wellbeing Support**

PUSD will provide students with the skills needed for academic success by teaching self awareness, self regulation, and interpersonal skills through monthly character themes provided by the Leadworthy Character Curriculum (CKH) to increase positive relationships on a personal, school, family and community level.

Students can also be referred for additional 1-1 or small group services to be delivered by a Student Wellbeing Counselor (character coach, school counselor, academic advisor, or a mental health therapist depending upon the specific need) in three ways:

- 1)By their teacher or principal
- 2)By their parent or guardian
- 3)By a self-referral

Once a student is referred, the Student Wellbeing Counselor can see the student once without parent permission in an emergency situation. However, these situations will be followed up with parental contact and notification.

Examples could include:

- conflict resolution
- emotional regulation
- coping tools to deal with stress
- learning strategies and skills

If it seems a student needs further support, the student wellbeing staff will then notify the parent or guardian. If counseling is agreed to, the parent or guardian will sign a counseling consent form.

\*If you would like to opt out of this 1x emergency service and be notified in place of the wellbeing counselor please contact your child's principal.

### When Does School Counseling Happen?

The school counseling meeting either individually or within a group will happen sometime during the school day. The student will meet with the student wellbeing counselor one time a week. Normally, the meeting will last about 15-30 minutes for a 1-1 meeting or 30-50 minutes for a small group meeting.

## **PARENT-TEACHER ORGANIZATION (PTO)**

Make your child's educational experience all it can be...get involved with PTO.

Come be a part of an exciting way for parents and teachers to better collaborate in our children's education. We have many committees you can join, such as Hospitality, Fundraising/Donations, and more! One of our main goals is to have better parent communication. Meetings are scheduled for the first Tuesday of each month in the GMS Library, at 3:15 p.m. All are welcome. If you have questions or would like to become more involved, please contact one of our officers.

Laura Morgan - PTO President - lmorgansellsprescott@gmail.com



Alison Hepburn - Treasurer  
Leslie Schuster - Secretary

## **Fundraising Activities**

Any fundraisers being conducted on school grounds, or at any school activity, must be authorized by the Administration, PTO, and/or the GMS Student Council.

Students may NOT sell items for personal gain at any time on school grounds or at school functions.

## **WATCH DOGS**

### **What is WATCH D.O.G.S.® (Dads Of Great Students)?**

WATCH D.O.G.S. (Dads Of Great Students) is a family and community engagement educational initiative. Learn more about WATCH D.O.G.S. [here](#).

### **What are the goals of a WATCH D.O.G.S. program?**

1) To provide positive male role models for the students, demonstrating by their presence that education is important.

2) To provide extra sets of eyes and ears to enhance school security and reduce bullying.

### **Who are WatchDOGS and how does WATCH D.O.G.S. work?**

WatchDOGS are fathers, grandfathers, uncles, and other father-figures who volunteer for at least one day each year at an official WATCH D.O.G.S. school.

WATCH D.O.G.S., a K-12 program, invites fathers, grandfathers, uncles, or other father figures to volunteer at least one day all day at their child's/student's school during the school year. Fathers and father figures sign up to volunteer through a 'Launch Event' such as a "Dads and Kids Pizza Night" or "Donuts with Dad" or by calling their child's school any time throughout the school year. The program is overseen by a "Top Dog" volunteer who partners with the school administrator to coordinate scheduling and identify opportunities for WatchDOGS to provide assistance at the school. WatchDOG dads and volunteers perform a variety of tasks during their volunteer day including monitoring the school entrance, assisting with unloading and loading of buses and cars, monitoring the lunch room, or helping in the classroom with a teacher's guidance by working with small groups of students on homework, flashcards, or spelling.

### **What do WatchDOGS do (while they are at school)?**

During the day, WatchDOGS may read and work on flash cards with students, play at recess, eat lunch with students, patrol the school entrances and hallways, assist with traffic flow and any other assigned activities where they actively engage with not only their own students, but other students as well.

## **LOST ITEMS**

Check for lost items in the cafeteria, gym foyer, or office. If a library book is lost, students must check with the librarian. Items not claimed will be donated to charity at the end of each quarter. Please make every effort to place identification on all classroom and personal items.

## **NO DOGS or OTHER PETS ALLOWED on CAMPUS**

For health and safety reasons, no dogs or other pets are permitted on campus, without approval from school administration for special circumstances.

## **POWER SCHOOL/CONTACT UPDATES**

**It is the responsibility of the parents to ensure that the school has accurate, up to date contact information for you and child(ren) AT ALL TIMES. If at any time life circumstances change, requiring a change of name, address, email, phone number, or needing a contact removed, it is imperative that you notify the school as soon as possible.**

**Please make every effort to ensure that a message can be left on any phone number/voicemail that you have provided for the school to utilize. This will ensure that teachers, the school nurse, and administration can contact you immediately if necessary or in case of an emergency.**

## **SUBSTITUTES / GUEST TEACHERS**

When a substitute/guest teacher is conducting a class, students are expected to be courteous and helpful. Students misbehaving or causing disruption for a substitute/guest teacher will receive disciplinary consequences.

## **SUMMER SCHOOL POLICY**

PUSD and Granite Mountain School offers a summer school program for incoming 5th & 6th grade students in need of enrichment and/or remediation in the core subjects of math/language arts.

The summer program is 3 weeks long, 4 hours per day (8 a.m.-12 p.m.), and 4 days per week (M-Th). Bus transportation from Granite Mountain School will be based upon need and determined after the enrollment process has been completed.

## **STUDENT SCHEDULES and CHANGES**

Student schedules are developed based on the academic needs of the students. Schedule changes will be made during the first week of each semester ONLY if those changes do not result in an imbalance of students in the affected sections. Schedule changes will also be made for the following reasons:

- Misplacement (teacher verification)
- Computer error (pre-registration verification)
- Leveling of classes (administration discretion)
- Medical reasons prevent continuing in a class/course

## **SCHOOL RECORDS**

Granite Mountain School will only forward student's school records to a school faxing a records request with parent signature or official request from the receiving school.

### **Testing**

Periodically, students at Granite Mountain will be given tests for achievement, intelligence, and aptitude. Teachers and school staff will administer the tests. This will help to ensure your child's placement in classes best suited to his or her abilities and interests.

All students are required to participate in the state standardized AASA tests and AZSCI test for 5th graders.

### **Transfer Grades**

Transfer grades from a previous school for a partial grading quarter will not be averaged with those earned at GMS for the remainder of that period. Grades will also only be issued at GMS when there are four weeks or more remaining in a quarter. Semester grades may be the average between the previous school's full quarter and Granite Mountain's assigned grades.

### **Withdrawals/Transfers**

Parents must notify the Office of a withdrawal or transfer. Please give at least a one-day notice, as the student needs to take a withdrawal form around to all his/her teachers and be cleared of book and other obligations. Parents are required to come in and sign the withdrawal/transfer papers.

## **GRIZZLY DEN**

Grizzly Pride awards are given out to students who are identified as doing something great at Granite Mountain School. Each week several students are drawn from the Grizzly Pride cards with a reward being the use of the Grizzly Den.

## **DEFINITIONS OF INFRACTIONS:**

Granite Mountain School includes definitions of infractions, definitions of consequences, and a matrix that reflects the possible consequences related to each infraction. These definitions and infractions are based on the Arizona Department of Education 2011 Safe & Drug-free Schools Report and the Arizona Revised Statutes (A.R.S.).

**Academic Dishonesty:** Obtaining or attempting to obtain, or aiding another in obtaining or attempting to obtain credit for any assignment or assessment, by any dishonest or deceptive means, including cheating or copying the work of another student, plagiarism, or unauthorized communication between students during an examination.

**Aiding and Abetting:** Assisting, encouraging, or offering help or services towards an infraction.

**Alcohol:** The manufacture, sale, purchase, transportation, possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes being intoxicated at school, school-sponsored events, or on school-sponsored transportation.

**Arson:** Knowingly and unlawfully damaging a structure or property by knowingly causing a fire or explosion.

**Bullying:** Continued counts of harassment.

**Destructive Device:** A category of firearm that includes an explosive, combustible or poisonous gas. This includes bombs, grenades, mines, and rockets.

**Disrespect:** “Discourtesy” or any behavior that shows a lack of respect.

**Disruptive Behavior:** Any behavior that directly or indirectly interferes with the normal operations of the school.

**Disorderly Conduct:** A serious class or campus disruption.

**Dress Code Violation:** Any inappropriate attire or accessory stated so in the dress code or judged as such by a school official.

**Drugs:** The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance or equipment and devices used for preparing or taking drugs or narcotics. Includes being under the influence of drugs at school, school-sponsored events, or on school-sponsored transportation. District policy states that students may not be in possession of prescription drugs or over-the-counter drugs while at school. All medications must be checked-in through the School Nurse’s Office for distribution.

**Failure to Attend Detention:** Not attending detention assigned by any school official.

**False Information (lying):** Providing inaccurate information or withholding information.

**Fighting:** Any intentional, mutual, violent, verbal, or physical engagement between two or more students.

**Forgery:** Signing another person’s name to any document in order to defraud that person or others.

**Gum:** Gum chewing is NOT ALLOWED on school grounds.

**Candy Abuse:** Eating candy at inappropriate times and at inappropriate locations.

**Caffeine/Coffee:** No drinks with caffeine (energy drinks), coffee, or soda is allowed on school grounds.

**Harassment:** Intentionally or knowingly annoys, pesters, bothers, stalks, hassles, worries, badgers, hounds, or bullies another person.

**Hate Crime:** A criminal offense or threat against a person, property, or society that is motivated in whole or in part by the offender’s bias against a race, color, national origin, ethnicity, gender, religion, disability, or sexual orientation.

**Improper Care of Equipment/Property:** Failure to use items in their proper, intended ways or being abusive/destructive.

**Injury-Prone Behavior:** Engaging in teasing, wrestling, or other inappropriate behavior. Includes running on sidewalks and other inappropriate areas.

**Insubordination:** Failure to cooperate or follow a teacher, administrator, or any other school authority figure's directive.

**Larceny/Theft:** The unlawful taking, carrying, leading, or riding away of property of another person.

**Not Working/Unprepared:** Failing to put forth effort in class or other required assignment, or not bringing required resources for class.

**Out of Bounds:** Being in or around an area designated as restricted, defined as such either by time or location.

**Outside Without Pass:** Being out of class or other designated area without proper documentation.

**Physical Attack/Assault:** A physical attack includes an actual and intentional touching or striking of another person against his or her will or intentionally causing bodily harm to an individual.

**Profanity:** Using language that is inappropriate and/or offensive to others.

**Public Display of Affection:** Students may not hold hands, hug, or kiss, etc.

**Racial/Cultural/Religious Epithets:** A verbal, visual, or behavioral expression used to show hostility or contempt against a person's race, culture, or religious beliefs.

**Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical sexual conduct.

**Spitting:** In an effort to keep the campus clean, students should not spit on campus.

**Tardy:** Being late to class or other designated location.

**Threats and Intimidation:** Indicating by word or conduct the intent to cause physical injury or damage to a person or their property.

**Tobacco (Vapes):** The possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events and on school-sponsored transportation, including electronic cigarette products or vapes.

**Trespassing:** To enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry. This includes students under suspension or expulsion and unauthorized persons who enter or remain on a campus or board facility after being directed to leave by the chief administrator or designee of the facility, campus, or function.

**Truancy:** "Ditching", failure to attend school as prescribed by law and school policy.

**Vandalism/Criminal Damage:** To willfully or maliciously destroy, injure, disfigure, or deface school property without consent of the owner or custodian by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

**Weapon:** A firearm includes a device which is designed to, or may be readily converted to expel a projectile by the action of an explosive. (This includes a starter gun.)

## **DEFINITIONS OF CONSEQUENCES:**

**After School Work Program/Detention:** Students perform various work duties on campus after school.

**Before School Work program/Detention:** Students perform various work duties on campus before school.

**Behavioral Contract:** Students are placed on a strict written contract in agreement with parents, teachers, and administrators.

**Campus Clean Up:** Students will report to a designated staff member and conduct litter removal, gum removal, weeding, and/or other activities to beautify the campus.

**Exclusion/Restricted from School:** Students are prohibited from attending Granite Mountain pending a parent conference or other requirement.

**Expulsion:** Permanently removed from Prescott Unified School District.

Long Term Suspension: Student is suspended out of school for a period of time to be determined by a hearing officer, longer than ten school days.

Lunch work program: After eating lunch, students perform various work duties assigned by an administrator.

Lunch Detention: After eating lunch, students report to a designated location to serve detention.

Out of School Suspension (OSS): Student serves detention out of school during regular school hours for a time stipulated by an administrator.

In School Suspension (ISS): Student serves detention in the ISS room on campus where they will spend the day. They are able to do classwork while in the room. Time in the ISS room is stipulated by an administrator.

Phone Call Home: Phone contact made with parent or guardian by either the teacher involved or an administrator.

Police Contact: Contact and referral made to the police department where deemed necessary or required by state statute.

Truancy Referral: For students who are truant from school, a referral to Juvenile Justice may be written by an administrator.

Restitution: Student makes compensation, where appropriate, for damage incurred through his or her actions.

Time out in a Classroom: Students will report to a designated classroom for a period of time such as the remainder of the class period.

Warning: Student is cautioned about his/her behavior.

### **Harassment Policy (G.2.1)**

A. It is the policy of the Prescott Unified School District to maintain a learning and working environment that is free from sexual harassment. No employee or student of the district shall be subjected to sexual harassment. Please report all complaints to a Counselor or building administrator.

B. Violations of this policy or procedure will be cause for disciplinary action.

### **Racial / Cultural/ Religious Epithets**

Granite Mountain School is committed to providing a positive and safe school environment in which all students are treated with respect and dignity. The use of derogatory racial/ethnic/cultural/religious epithets is strictly forbidden which includes any behavior aimed at the student's (or a student's family member's) race or religion. This conduct could include the use of negative epithets, racial slurs, derogatory remarks, offensive stereotypes, racist jokes, inappropriate graffiti/written/visual material, taunts on manner of language, insulting gestures, and/or offensive references on racial/cultural/religious customs. Students found to have conducted this type of harassment will be subject to Red Zone behavioral consequences and a parent conference. Additional consequences may be assigned based on the severity of the infraction.

### **Student concerns, complaints, and grievances**

(2009 by Arizona School Boards Association, JII-EB)

Students may present a complaint or grievance regarding one (1) or more of the following:

- Violation of the student's constitutional rights.

- Denial of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities.
- Discriminatory treatment on the basis of race, color, religion, sex, age, 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 procedure shall not apply to any matter for which the method of review is 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 question concerning whether the complaint/grievance falls within this policy shall be determined by the Superintendent.

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.

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.

### **Threats and Intimidation**

Threatening or intimidating remarks to another student, about another student, or concerning the well being of GMS staff or students, will be taken very seriously. This includes, but is not limited to, threats of school violence and threats made against others. Consequences may include police contact and/or suspension.

## **EMERGENCY PROCEDURES**

### **Safety Drills**

It is most important (and required by law) that drills are conducted regularly and in an orderly fashion. Students must follow the instructions as given by the teacher or staff member. Students will practice lock-down, shelter-in-place, and site and building evacuation drills. Students are required to remain quiet and follow all directions accordingly.

### **Parent Information About Emergency Procedures**

If an emergency or disaster situation should arise in our area while school is in session, we want you to be aware that Granite Mountain has developed a safety plan to respond effectively to dangerous situations. If we have a major disaster during school hours, your child will be cared for at school. Prescott Unified School District has a detailed disaster plan which has been formulated to respond to emergency situations.

Your cooperation is necessary in any emergency. **AS STATED EARLIER, it is imperative that your contact information is accurate and current at all times.** Please do not telephone the school. Telephone lines may be needed for emergency communication. Tune your radio to 99.1, 195.7, or 107.5 for emergency announcements. If students are to be kept at school, radio stations will be notified. If electrical service is not affected, information will be relayed via the School District cable on Channel 13. In addition, information regarding day-to-day school operations will be available by calling the District Office or linking to our website at [www.pusdonline.com](http://www.pusdonline.com).

Certain situations may warrant that the school activates our Shelter in Place or Lockdown procedures. All students and staff will clear the fields and outside areas, reporting inside one of our buildings immediately. Anyone arriving at school during a Shelter in Place or Lockdown procedure, even if it is a drill, will not be granted access inside the buildings or to students. When the dangerous incident has subsided, an all-clear signal will be given. Parents entering campus to check a student out **will not** be granted permission until the all-clear signal is given. Please understand that it is for the safety of all students and staff that we do not violate the procedures of the safety plan.



Students will be kept at Granite Mountain until we have been cleared to release students by administration and local law enforcement. Once student release is safe to take place, students will be released only to a responsible adult. This person must be listed in the student's PowerSchool account as an emergency contact. Please be sure you consider the following criteria when you authorize another person to pick up your child at school:

- S/he is 18 years of age or older.
- S/he is usually home during the day.
- S/he could walk to school, if necessary.
- S/he is known to your child.
- S/he is both aware and able to assume this responsibility.

In the event that a natural disaster takes place during the time that students are being transported, students will be kept on the bus(es). Any child who is home waiting for the bus will not be picked up and remains the responsibility of the parent or guardian. In the event an emergency situation occurs in the afternoon, the driver will make every attempt to continue delivering the students to their homes. If road conditions prevent the driver from delivering students to their homes or to school in the morning, the students will be delivered to the nearest school site and that school will communicate with the home school to inform them of the students' whereabouts.

If students need to be evacuated from the school site they will be transported to Prescott High School Gymnasium. Once student release has been authorized we will follow the same procedures as listed above. Please discuss these matters with your immediate family. Planning ahead will help alleviate concern during emergencies.

## **USE OF TECHNOLOGY RESOURCES IN INSTRUCTION**

Terms and Conditions for Prescott Unified School District (PUSD) Students:

Acceptable use of the electronic information services (EIS) requires that the use of the resources be in accordance with the following guidelines and support the education, research, and educational goals of the District. The user must:

- Use the EIS for educational purposes only.
- Agree to not submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Abide by all copyright regulations. Use of all software must be in compliance with state and federal law and PUSD's software licenses. *Violating United States copyright law by illegal reproduction of software can be subject to civil damages of as much as one hundred thousand dollars (\$100,000) and criminal penalties including fines and imprisonment.*
- All software and hardware products installed or run on PUSD personal computers must be reviewed by the designated site technology coordinator and approved by the IT Department.

- Understand that many services and products are available for a fee and *acknowledge the responsibility for any expenses incurred without District approval.*
- The School District specifically denies any responsibility for the accuracy of information. While the District will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the EIS is used and bears the risk of reliance on the information obtained.
- Not reveal home addresses, phone numbers, or other personal information.
- Understand that electronic mail or direct electronic communication is not private. PUSD has the right to monitor electronic communications.
- Not use the network in any way that would disrupt the use of the network by others or disrupt the educational process.
- Not use the EIS for commercial purposes.
- Follow the District's code of conduct.
- Not attempt to harm, modify, or destroy software or hardware; or interfere with system security and District servers. Servers on the PUSD network are the sole responsibility of the Information Technology Department. Any additions to, or changes made to software or hardware must be submitted to the Information Technology Department and Director for approval and implementation.

### **Terms and Conditions for Use of PUSDNET Internet Access**

Internet access is available to students in the District. PUSDNET is a filtered electronic highway connecting thousands of computers all over the world. PUSDNET meets the Children's Internet Protection ACT (CIPA). PUSD enforces a policy of Internet safety that includes measures to block or filter Internet access for both minors and adults to certain visual depictions.

Parents always have an opportunity not to have their children participate in the Internet and may complete an "Objection to Materials or Activities" form.

A user who violates the provisions of the policy will be denied access to the information services and may be subject to disciplinary action up to and including termination of employment. The District may log the use of all systems and monitor all system utilization. Accounts may be closed and files may be deleted at any time. The District is not responsible for any service interruptions, changes, or consequences.

Any disciplinary action chosen shall be consistent with the severity of the violation. Frequency of EIS (Electronic Information Services) violations may also be taken into account.

Referral to legal authorities may take place at any time in the case of illegal activity. In response to intentional malicious activities, possible financial reparations may be imposed. Other actions taken shall be hierarchical in nature:

- Verbal warning.
- Temporary EIS access revocation, amount of time to be based on the severity of the violation.
- Suspension of EIS and/or PUSDNET.
- Permanent access revocation of EIS and PUSDNET.

Any student violation of this policy shall be dealt with by the administrators at the school site.

\*Please note that this policy is valid and enforceable for the entire time a student is enrolled with Prescott Unified School District.

## **LEGAL INFORMATION**

### **Arizona's Mandatory Reporting Law**

The most important responsibility of every professional educator is protecting the welfare of the students in his/her care. The purpose of Arizona's mandatory reporting law, A.R.S. § 13-3620, is to ensure the safety of children. Therefore, educators within the Granite Mountain School take their duty to report possible situations of child abuse very seriously. Below is a brief overview regarding Arizona's mandatory reporting law.

A.R.S. § 13-3620 states that "any person who reasonably believes that a minor is or has been the victim of physical injury, abuse, child abuse, a reportable offense or neglect that appears to have been inflicted on the minor by other than accidental means...shall immediately report or cause reports to be made of this information" to law enforcement or Department of Child Safety (DCS). If the suspected abuser does not have care, custody or control of the minor, the report shall be made to law enforcement only.

Recent changes in the law no longer require educators to have visible evidence of abuse. Educators may form a reasonable belief that abuse has occurred based on their own observations, information provided by the student, or information provided by a third party. It is *not* the responsibility of the educator to investigate in order to determine that abuse has occurred; rather, the educator is responsible to make the report to those agencies that have the legal responsibility to investigate and make such a determination.

If an educator makes a report regarding possible abuse, it is the responsibility of law enforcement or DCS, not the educator, to contact the child's parents about the incident. Additionally, any inquiries about the situation will be referred to law enforcement or DCS. School personnel *cannot* release written documentation regarding a situation being investigated.

In the event that a report ever needs to be made to authorities regarding possible abuse of your child, please be assured that the **first** priority of educators is the well being of your child.

### **Rights of Homeless Students**

The Prescott Unified School District shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless

children, youth, and unaccompanied youth, applies to all services, programs, and activities provided or made available.

**A student may be considered eligible for services as a “Homeless Child or Youth” under the McKinney-Vento Homeless Assistance Act if he or she is presently living:**

- In a shelter, temporary shared housing, or transitional living program
- In a hotel/motel, trailer parks, campgrounds, abandoned in hospitals, or are awaiting foster care placement, or a similar situation due to a lack of alternatives
- At a bus station, park, car, or abandoned building, public spaces, substandard housing, or similar settings
- A primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- Migratory students who qualify as homeless because the children are living in circumstances described above

**According to the McKinney-Vento Homeless Act, eligible students have rights to:**

**Immediate enrollment:** Documentation and immunization records cannot serve as a barrier to enrollment in school.

**School Selection:** McKinney-Vento eligible students have a right to select from the following schools:

- The school he/she attended when permanently housed (School of Origin)
- The school in which he/she was last enrolled (School of Origin)
- The school in the attendance area in which the student currently resides (School of Residency)

**Remain enrolled** in his/her selected school for the duration of homelessness, or until the academic year upon which they are permanently housed.

**Participate in programs** for which they are eligible, including Title I, National School Lunch Program, Head Start, Even Start, etc.

**Transportation Services:** A McKinney-Vento eligible student attending his/her School of Origin has a right to transportation to and from the School of Origin.

**Dispute Resolution:** If you disagree with school officials about enrollment, transportation, or fair treatment of a homeless child or youth, you may file a complaint with the school district. The school district must respond and attempt to resolve it quickly. During the dispute, the student must be immediately enrolled in the school and provided transportation until the matter is resolved. The Homeless Liaison will assist you in making decisions, providing notice of any appeal process, and filling out dispute forms.

For more information, refer to: <http://www.ade.az.gov/asd/homeless/>

or contact:

Kelly Mattox

Prescott High School– 1050 N. Ruth St., Prescott, AZ 86301

928-445-5400 ext 72096 – [kelly.mattox@prescottschools.com](mailto:kelly.mattox@prescottschools.com)

Frank Migali

State Coordinator for Homeless & Refuge Education – Arizona Department of Education

1535 West Jefferson Street, Phoenix, AZ 85007

(602) 542-4963 – frank.migali@ade.az.gov

### **Summary of Child Find Procedures for Parents**

**In compliance with federal legislation, the Prescott Unified School District has established the following policies and procedures for Child Find purposes:**

Prescott Unified School District Policy assures that:

1. Prescott Unified School District will maintain documentation of the public awareness efforts to inform the public and parents within the district's boundaries, including private and religious schools and the County School Superintendent's Office regarding homeless and home-schooled children.
2. Screening activities will be implemented for all newly enrolled students and those transferring in without sufficient records.
3. The screening will be completed within 45 calendar days of school entry.
4. The screening will include consideration of academic or cognitive skills, vision, hearing, communication, emotional, motor and adaptive development.
5. Review, referral, and follow-up will be done on screenings, and documented in the child's cumulative file, with backup data on the district's Child Find Screening Log.
6. Prescott Unified School District will maintain documentation and annually report the number of children with disabilities within each disability category that have been identified, located and evaluated.
7. For children and youth enrolled in private or religious schools, Prescott Unified School District will consult annually with those schools to determine the number of students identified as eligible for special education and related services regardless of whether they are receiving services or not.
8. Children participating in early intervention services who are expected to participate in preschool programs for children with disabilities will be assured a smooth and effective transition, including:
  - Transition conferences will be arranged for children between the ages of 2 years, 6 months and 2 years, 9 months;
  - By a child's 3<sup>rd</sup> birthday, an IEP or IFSP will be developed and implemented to ensure a Free and Appropriate Public Education;
  - And, for children who turn 3 years of age during the summer, the IEP team will determine the date for initiation of services including eligibility for extended school year services.
9. Prescott Unified School District will refer children aged birth through 2 years suspected of having a developmental delay to the Arizona Early Intervention Program to determine eligibility for early services, using the Child Find Tracking Form to ensure follow up within 30 calendar days of initial referral.

## **FERPA (Family Educational Rights and Privacy Act) ADDRESS - Notification of Rights**

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

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official 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, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School 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, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School 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; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. 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. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Prescott Unified School District to comply with the requirements of FERPA

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

## **Equal Educational Opportunity**

It is the policy of the Governing Board to provide a school system guaranteeing equality of opportunity to all students in order that they shall receive the best that can be given in the way of opportunity and encouragement to develop whatever abilities they possess. There is to be no discrimination against any student in regard to opportunities based on any of the following: age, sex, race, religion, handicap, or nationality.

The Prescott Unified School District No. 1 and Granite Mountain School affirms that it does not discriminate on the basis of race, color, national origin, gender, age, or disability in access or admission to, success or treatment in, any of its educational programs.

Granite Mountain School is in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1967 as amended in 1978 and 1986, and the Americans With Disabilities Act of 1990.

Additionally, a lack of English Language skills shall not be a barrier to admission or acceptance into any program including Vocational Education.

Employment Opportunities and Placement Assistance Services relative to these Vocational offerings are available through the State Department of Economic Security and/or the GMS Advisement Center.

Any student or parent having a concern or grievance related to this policy of equality of opportunity should bring the matter to the attention of the Principal so that the matter may be looked into and remedied.

### **GRANITE MOUNTAIN SCHOOL**

The Granite Mountain School Student and Parent Handbook is available in electronic version. Please log onto our website at <http://www.prescottschools.com/gmms/parents-students/> then click the student handbook link.

## Student Handbook Acknowledgment/Signature Form

Please sign below, indicating that you have read, discussed, and understand the information provided in the Student and Parent Handbook for Granite Mountain School. This includes the discipline procedures, dress code policy, electronic devices (including cell phone) policy, emergency plan procedures, attendance policies, and other important information.

\_\_\_\_\_

Student's Name – Please Print

\_\_\_\_\_

Grade

\_\_\_\_\_

Student's Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent's Name – Please Print

\_\_\_\_\_

Parent's Signature

\_\_\_\_\_

Date

**For office use only:**

Date Returned: \_\_\_\_\_

Staff Initials: \_\_\_\_\_



# **Granite Mountain School**



**2023-2024**

**Title I**

**Parent Handbook**

# **Granite Mountain Title I**

## **Mission Statement**

Granite Mountain School is partnering with families and communities to prepare every student for success in a safe, academically innovative, and character-rich environment.

## **Vision Statement**

Preparing Today's Students for Tomorrow's Opportunities

## **Belief Statements**

Because schools must provide experiences which will help students to lead lives that are personally satisfying, healthy, and supportive of the society in which they live:

- We believe there is a critical need for students to learn how to think, to understand concepts and ideas, to apply what they learn, to be able to pose questions and to solve problems.
- We believe effective learning hinges on self-disciplined students actively engaged in construction of their own knowledge and understanding.
- We believe that the school program should provide both training and education, and that learning should be valued as a lifelong endeavor.
- We believe that school should be a safe, clean, nurturing environment and should provide for the diverse needs of students, allowing them to attain their individual potential.
- We believe that schools should provide a relevant, integrated curriculum with articulation across the disciplines.
- We believe that assessment of student progress should be authentic and useful in guiding instruction to assure learning.
- We believe the school environment should foster the values and principles of our democratic society, encouraging personal involvement, responsible citizenship, self-respect and respect for others.
- We believe that our human resources are our most valuable asset. We encourage the development, enhancement, and recognition of the wisdom of people, and maximum utilization of time, material resources, and current appropriate technologies.
- We believe that active partnerships between the school, family, and community are essential to the attainment of relevant educational goals.
- We believe that each school environment and curriculum should foster an appreciation of global issues and cultural diversity.

## **Program Description**

### **Overview**

The goal of the Title I program is to improve student achievement in the areas of reading comprehension, language (writing), and math with an emphasis on early intervention. Granite Mountain School also supports the Arizona Department of Education goals of:

1. Implementation of best practice strategies.
2. Use of effective methods and instructional strategies that are based on scientifically based research.
3. Implementation of a whole school needs assessment.
4. Activities and programs at the school to ensure that students having difficulty mastering proficient and advanced levels of academic achievement are provided with effective, timely additional assistance.
5. On-going professional development of teachers, administrators, and paraprofessionals.
6. Strategies to attract highly qualified teachers.
7. Instruction by highly qualified teachers and paraprofessionals.
8. Strategies to increase parental involvement.
9. Plan for transitioning preschool children from early childhood programs to elementary school and elementary school to middle school.
10. School support team or external technical assistance.
11. Coordination of budget resources.

### **Selection and Placement**

All students in Tier 3 (lowest 25th percentile) are identified for service (Reading and/or Math Intervention, ELL, Special Education). Tier 2 students will also be identified for classroom and/or corrective reading services.

- Galileo
- STAR

- AASA: Arizona’s Academic Standards Assessment
- Teacher input
- Multiple measures as needed for diagnostic purposes
- Parent input

Students performing in the lowest 25% will be established for each grade level (5&6) using Galileo, STAR, and/or AASA scores. Eligible students are placed in the program according to greatest need. The lowest performing students will be the first to be considered for placement until all vacancies are filled. Students enrolled in other programs (ELL, SpEd., etc.) will be considered for placement in the program after consultation with the special area teacher and if openings in the program exist. Students may be placed in or exited from math and/or reading interventions services based upon need and assessment measures throughout the year.

## **Exit Criteria**

Students may be exited from the program utilizing teacher input and quarterly benchmark score, and/or progress monitoring scores from Galileo, Moby Max, STAR or other classroom measures.

And/or

2. They are able to demonstrate the ability to make adequate classroom progress as determined by the reading specialist and the classroom teacher. Such progress shall be demonstrated by:

### **Reading:**

- Phonics
- Comprehension
- Fluency
- Vocabulary

### **Math:**

- Operations and algebraic thinking
- Computational fluency
- Number and operation
- Measurement & Data

- Geometry
- Ratios & Proportional Relationships
- Expressions and Equations
- Statistic & Probability

## **Program Description**

### **5<sup>th</sup> & 6<sup>th</sup> GRADES:**

In these grades, the Reading and Math Intervention teachers will use the pull-out and/or co-teaching model during non-academic core instructional time to implement the following research-based practices:

#### **Reading:**

- Small group instruction, focusing on specific instructional level and skills needs of students
- Reading comprehension instruction
- Informational Text Reading
- Boosting vocabulary and reading fluency through group discussion and repeated reading of familiar text
- Phonics and Spelling practice

#### **Math:**

- Small group instruction, focusing on specific instructional level and skills needs of students
- Computational fluency of math facts
- Building problem solving skills
- Modeling and constructing arguments in math

## **Parent and Family Engagement Policy**

- **Annual Title I Parent and Family Meeting**  
Meeting will be scheduled at a convenient time in which all parents of participating children will be invited and encouraged to attend, to inform parents/guardians of their school's participation School-wide Title I Program, explain the requirements of Title I, the right of parents to be involved in the planning, review and evaluation of the school's Title I Program, describe and explain the curriculum used in the school and the

forms of academic achievement used to measure student progress.

- **Meeting Times**

Flexible scheduled meeting times will be established with the option of child care provided to increase parent/guardian participation.

- **Schoolwide Program Plan**

Under section 1114(b) if the plan is not satisfactory to parents of participating children, submit parent comments on the plan when the school makes the plan available to the School District.

- **Home Reading Program**

- Read a minimum of four days each week for at least fifteen minutes per day with family involvement.

- **Back to School Night (Fall)**

- Parent information night: The parents/guardians are given a Schoolwide Title I Program Description and sign a Parent/Student/Teacher Compact. All components of the program are explained and parents' questions/concerns are addressed.

- **STEAM Nights (Quarterly)**

- Family night to share and present students through project-based application of skills and knowledge.

- **Quarterly Progress Reports**

- Reports are sent home with classroom report cards, with evaluations and comments on areas of progress and/or concern for each child.

- **Parent Conferences**

- All teachers meet the parents of their students during scheduled fall parent conference times. Conferences with Corrective Reading teachers are available either individually, or with the classroom teacher. Additional communication is facilitated through phone calls, as needed.

## **Staff Development**

The teachers and staff at Granite Mountain School will have the opportunity to attend conferences and workshops throughout the year to promote his/her own knowledge and to promote research-based practices for all students. Information learned by individual staff members will then be shared with the Granite Mountain faculty during staff meetings and/or professional development workshops.

- All teachers will attend professional development workshops and workshops on standards based curriculum and testing.
- All classroom and reading and math intervention teachers will work collaboratively during regularly scheduled grade-level meetings throughout the year.

## **Evaluation Component**

Program effectiveness will be evaluated by:

- Galileo Growth and Achievement data
- Khan Academy data of standards mastery
- AASA: Arizona's Academic Standards Assessment
- Participation in parent activities
- On-going data analysis of student achievement and instructional practices through the RTI data analysis process
- Annual school needs assessment results
- Annual parent survey results

# PRESCOTT UNIFIED SCHOOL DISTRICT

## Parents Right-to-Know

(Teacher Qualifications • Not-Highly-Qualified Status)

### **Title I Section 1111 (h)(6)**

#### (6) PARENTS RIGHT-TO-KNOW-

- (A) **QUALIFICATIONS-** At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:
- (i) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
  - (ii) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
  - (iii) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
  - (iv) Whether the child is provided services by paraprofessionals and, if so, their qualifications.
- (B) **ADDITIONAL INFORMATION-** In addition to the information that parents may request under subparagraph (A), a school that receives funds under this part shall provide to each individual parent—
- (i) information on the level of achievement of the parent's child in each of the State academic assessments as required under this part; and
  - (ii) timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.
- (C) **FORMAT-** The notice and information provided to parents under this paragraph shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.



**2023-2024 GRANITE MOUNTAIN SCHOOL**  
**PARENT/STUDENT/TEACHER COMPACT**

**PARENT/GUARDIAN AGREEMENT**

As the parent/guardian of \_\_\_\_\_ I agree to:

- Build a partnership with the school to help my child achieve the state's high standards.
- Ensure that my child has had adequate sleep, breakfast and is dressed appropriately for school.
- See that my child arrives to school on time and attends regularly.
- Have a designated time, place and method for checking my child's papers and homework daily.
- Read to or with my child for 15 minutes a day, at least 4 days per week.
- Maintain communication with my child's teacher(s).
- Require my child to be responsible for his/her behavior, attitude and effort at school and home.
- Notify the school of any changes in contact information.
- Support the school in its efforts to maintain discipline and a safe learning environment.
- Make sure my child is present for state required tests.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**STUDENT AGREEMENT**

**It is important that I work to my ability; therefore I will strive to do the following:**

- Build a partnership with my teachers and parent(s) to help myself achieve the state's high standards.
- Accept responsibility for my behavior, choices and attitude at school and home.
- Attend school regularly and always work to the best of my ability.
- Come to school each day dressed appropriately with a backpack/binder, books, parent/teacher notes, and be prepared for learning.
- Complete and return all homework assignments.
- Show respect for my school, others, and myself by following Granite Mountain School rules.
- Agree to spend at least 15 minutes reading each day.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**TEACHER AGREEMENT**

**It is important that students achieve; therefore I will strive to do the following:**

- Build a partnership with the student and parent to help the student achieve the state's high standards.
- Provide alternative teaching strategies and remediation opportunities for all students while respecting all students.
- Provide specific skill instruction as well as the opportunity to practice skills at the appropriate level.
- Provide a climate in my classroom that is conducive to learning.
- Communicate with parents through conferences, progress reports, report cards and by phone; ensuring regular two-way meaningful communication.
- Provide reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of classroom activities.
- Provide ideas you can use at home to help your child.

Signature \_\_\_\_\_ Date \_\_\_\_\_