



SOCUSD Elementary School K-6
Principal, Brenda M. Buck

Student and Parent

HANDBOOK

2018-2019

*This contains resources and expectations of
SOCUSD Elementary School.
Please read it and keep on hand for future reference.*



Student & Parent Handbook/Discipline Procedures *Acknowledgements and Verification*

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

Discipline Procedures – Discipline Expectations and Consequences

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

This form must be returned to each child's school within 10 days.

Parent Name (printed): _____

Student Name (printed): _____

K-6 Homeroom Teacher: _____ Grade: _____

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____



Electronic Information Services User Agreement *Acknowledgements and Verification*

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

Electronic Information Systems Expectations and Consequences

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

Student & Parent Software Agreement

The student agrees to abide by the terms and conditions of all software and end user license agreements that are in place or that may be required for each piece of software issued and used for the student's specific use in the classroom or at home. This includes, but is not limited to, products provided by Adobe, Microsoft, Google, Apple Inc., and others not listed here that may have been or shall be provided at any future period by SOCUSD and its schools. Under this agreement, students will abide by the license agreement associated with such software.

Your signature below acknowledges and verifies that you have received, and take responsibility to review with your child, the section entitled Electronic Information Systems User Agreement.

This form must be returned within 10 days.

Parent Name (printed): _____

Student Name (printed): _____

K-6 Homeroom Teacher: _____ Grade: _____

Do you have Internet connectivity in your home? Yes No

Do you have a mobile device that has access to internet service, which is available for your student's use? Yes No

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

Please Note: The District is NOT responsible for the loss, damage and/or theft of any of these types of devices.

ELECTRONIC INFORMATION SERVICES (EIS) USER AGREEMENT

Internet access and email are available to students and teachers in Sedona – Oak Creek Unified School District. SOCUSD believes the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence in schools by facilitating resource sharing, innovation, communication and educating minors about digital citizenship including appropriate online behavior, interacting with other individuals on social networking websites and in chat rooms, cyber bullying awareness, and response.

While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages; but ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Acceptable Use - Each user must:

- Use Electronic Information Services (EIS) to support personal educational objectives consistent with the educational goals and objectives of the classroom environment.
- Immediately inform their teacher if inappropriate information is mistakenly accessed.
- Abide by all copyright and trademark laws and regulations.
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school-employed persons.
- Follow the district's code of conduct.
- Understand that inappropriate use may result in cancellation of permission to use the EIS and appropriate disciplinary action up to and including expulsion for students.
- Publish information/student work only on SOCUSD servers or district approved web hosting vendors. Users placing information on the Internet using the district's EIS are publishing information on behalf of the district.
- Be responsible for the appropriate storage and backup of their data.
- Follow existing district policies and have appropriate administrative approval for information collection (online surveys, email, etc.).

In addition, acceptable use for district employees is extended to include requirements to:

- Maintain supervision of students using the EIS
- Agree to directly log on and supervise the account activity when allowing other to use district accounts
- Take responsibility for assigned personal and district accounts, including password protection.
- Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and district accounts and files by unauthorized persons.
- Follow established student data privacy practices and obtain necessary permissions when considering the use of internet resources.

Unacceptable Uses:

- Users must not share their SOCUSD network credentials with any other individual.
- Users shall not submit, publish, display or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material.
- Users shall not use their own computing devices to access the Internet via personal Wi-Fi accounts or by any manner other than connecting through the secure wireless connection provided by the school system.
- Users may not connect or install any computer hardware, hardware components or software, which is their own personal property to and/or in the District's EIS without the prior approval of the District Information Technology Department.
- Users shall not post information that could cause damage or pose a danger of disruption to the operations of the EIS or the District.
- Users shall not access the network for any non-educational purposes.
- Users shall not use the EIS in any way that would disrupt the use of the EIS by others.
- Users shall not use the EIS for commercial or financial gain, political lobbying, or fraud.
- Users will not gain or attempt to gain unauthorized access to the files of others, or vandalize the data or files of another user.
- Users must not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- Users will not download and use games, files, documents, music, or software for non-educational purposes. (i.e. games/animations, audio and other visual files.)

- Users must not attempt to harm, modify, add or destroy software or hardware nor interfere with system security.
- Users will not possess any data, which may be considered a violation of these regulations, in paper, electronic storage or any other form.
- Users will not display name or photo to personally identify an individual without receiving written permission.
- Users shall not cheat using technology devices or plagiarize works that are found on the Internet or any other electronic resource.
- Users will not harass, insult, threaten, attack others or use obscene language in written communications, including social media.
- Users will not post anonymous messages.

Resource Limitations:

- Activities that are deemed by the Information Technology department to cause unreasonable demand on network capacity or disruption of system operation are prohibited.
- Users shall subscribe only to high quality discussion groups or mailing lists that are relevant to their education or professional development.
- Users shall not use the District's EIS for commercial purposes or financial gain. This includes the creation, development and offering of goods or services for sale, and the unauthorized purchase of goods or services. District approved purchases will be made following District approved procedures
- The District's portable information systems and educational technology resources such as notebook computers, peripherals, and/or companion devices, will be at the school sites during school hours.

Personal Responsibility:

- I will report any misuse of the EIS to the administration or Information Technology department.
- I understand that many services and products are available for a fee and acknowledge my personal responsibility for any expenses incurred without District authorization.
- I understand that when I am logged on to District computers or electronic devices, that I am ultimately responsible for any activity that occurs on the computer or electronic device under my log-in.

Network Etiquette:

I am expected to abide by the generally acceptable rules of network etiquette. Therefore:

- I will be polite and use appropriate language. I will not send, or encourage others to send, abusive messages.
- I will respect privacy. I will not reveal any home addresses, or personal phone numbers, or personally identifiable information.
- I will avoid disruptions. I will not use the EIS in any way that would disrupt the use of the systems by others.

When communicating electronically, I will observe the following considerations:

- Be brief.
- Strive to use correct spelling and make messages easy to understand.
- Use short and descriptive titles for articles.
- Post only to known groups or persons.

Services:

Sedona – Oak Creek Unified School District specifically denies any responsibility for the accuracy of information. While Sedona – Oak Creek Unified School 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.

GUIDE TO SOLVING PROBLEMS AND GETTING ANSWERS FAST

We have established procedures to effectively and efficiently respond to questions and suggestions from parents and community members. This guide is meant to serve as a resource for parents and community members to identify the district staff that would have the most information to provide answers to questions and concerns. If you have any questions or concerns related to the school district or your child's progress, please do not hesitate to call. We are here to meet the needs of all students, staff, parents and community members.

K-6 Classroom

- Step 1– Classroom teacher; if not resolved...
- Step 2– School Principal; if not resolved...
- Step 3– Superintendent

Curriculum Questions

(State standards, material being taught, textbooks and materials)

- Step 1– Classroom teacher; if not resolved...
- Step 2– School Principal; If not resolved...
- Step 3– Director of Curriculum and Assessment; if not resolved...
- Step 4– Superintendent

Medical Questions and Concerns

- Step 1– School Nurse; if not resolved...
- Step 2– School Principal; If not resolved...
- Step 3– Superintendent

Transportation

(Bus Stops, Route Problems, etc.)

- Step 1–Transportation bus driver; if not resolved...
- Step 2–Director of Transportation; if not resolved ...
- Step 3 –School Principal; if not resolved...
- Step 4–Superintendent

Student Behavior

(Including Bus Behavior)

- Step 1– Classroom teacher; if not resolved ...
- Step 2– School Principal; if not resolved...
- Step 3– Superintendent

Special Education:

- Step 1– Special Education/General Education Teacher; if not resolved...
- Step 2– Special Education Lead Teacher or School Psychologist; if not resolved...
- Step 3– School Principal; if not resolved...
- Step 4– Director of Exceptional Student Services; if not resolved...
- Step 5–Superintendent

Gifted Education:

- Step 1–Classroom Teacher; if not resolved...
- Step 2– Gifted Resource Teacher; if not resolved...
- Step 3– School Principal; if not resolved...
- Step 4– Director of Curriculum and Assessment; if not resolved...
- Step 4– Superintendent

After School Activities

(Clubs, etc.)

- Step 1– Activity Sponsor; if not resolved...
- Step 2– School Principal; If not resolved...
- Step 3– Superintendent

ANNUAL NOTIFICATION

Family Educational Rights and Privacy Act (FERPA)

Annual Notification to Parents Regarding
Confidentiality of Student Education Records
[34 C.F.R. 300.561 And 300.572]

Dear Parent:

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. The Governing Board has established written policies regarding the collection, storage, retrieval, release, use, and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents’ and students’ rights to privacy. These policies and procedures are in compliance with:

- The Family Education Rights and Privacy Act; Title 20, United States Code, Sections 1232g and 1232h; and the Federal Regulations (34 C.F.R., Part 99) issued pursuant to such act;
- Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT ACT);
- Every Student Succeeds Act (ESSA);
- The Individuals with Disabilities in Education Act; 20 U.S.C. Chapter 33; and the Federal Regulations (34 C.F.R. Part 300); and
- Arizona Revised Statutes, Title 15, sections 141 and 142.

Student education records are collected and maintained to help in the instruction, guidance, and educational progress of the student, to provide information to parents and staff members, to provide a basis for the evaluation and improvement of school programs, and for legitimate educational research. **The students’ records maintained by the District may include, but are not limited to, identifying data, report cards and transcripts of academic work completed, standardized achievement test scores, attendance data, reports of psychological testing, health data, teacher and counselor observations, and verified reports of serious or recurrent behavior patterns.**

These records are maintained by the District under the supervision of the school administrator at the school the student attends or last attended and are available only to the teachers and staff members working with the student. Upon request, the school may disclose education records without consent to officials of another school district in which a student seeks or intends to enroll. **Otherwise, records are not released to most agencies, persons or organizations without prior written consent of the parent [34 C.F.R. 99.7].**

Parents/guardians shall be informed when personally identifiable information (PII) collected, maintained, or used is no longer needed to provide educational services to their child. The information must be maintained for four years after the date their child was last enrolled in this school district.

Parents/guardians have the right to inspect and review any and all records related to their child within 45 days of the day of receiving a request for access, including a listing of persons or organizations who have reviewed or have received copies of the information [34 C.F.R. 99.7]. Parents/guardians who wish to review their child’s records should contact the principal for an appointment or submit to the principal a written request that identifies the records they wish to inspect. School personnel will make arrangements for access and notify the parent/guardian of the time and place where the records may be inspected. School personnel will be available to explain the contents of the records to the parent/guardian. Copies of student education records will be made available to the parent/guardian when it is not practicable for them to inspect and review the records at the school. Charges for the records copies will be applied, unless the fee prevents the parent/guardian from exercising their rights to inspect and review those records.

Parents/Guardians have the right to request that an amendment be made to the student’s education records and to add comments of their own if they believe information in the record file is inaccurate or misleading [34 C.F.R. 99.7(a)(1)]. Parent/guardian should write the principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record, as requested by parent/guardian, the school will notify them 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 parent/guardian when notified of a right to a hearing.

Parents/guardians have 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 a school board. A school official also may include a contractor, or consultant who, while not employed by the schools, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of

PII from educational records (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/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

Parents/guardians have the right to file a complaint with the Family Educational Rights and Privacy Act Office in Washington, D.C., concerning alleged failures by the school to comply with the requirements of FERPA [34 C.F.R. 99.7]. The name and address of the office administers FERPA are:

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

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures.

Copies of the District student education records confidentiality policies and procedures may be reviewed in the assigned office of each school [34 C.F.R. 99.7(a) (5) and 99.7(b)].

Student Records

DESIGNATION OF DIRECTORY INFORMATION

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires the district, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, we may disclose appropriately designated "directory information" without written consent, unless you have advised the **school or district** to the contrary in accordance with our procedures. The primary purpose of directory information is to allow the district to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, may be disclosed to educational and occupational organizations without a parent's prior written consent. The District will not disclose directory information, except as required by law, to any organization other than school-related organizations. "School-related organization" means (a) an organization whose activities support and promote the educational mission of the District, as determined by the Governing Board, or (b) a government agency. School related organizations may include parent organizations, booster clubs, school employee organizations, Community Education Programs, the Arizona Interscholastic Association, and other organizations and clubs affiliated with the District and its schools. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks

In addition, federal laws require the District to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the District that they do not want their student's information disclosed without their prior written consent.

A parent or eligible student who does not want the District to disclose directory information from education records without prior written consent must notify the District in writing within two weeks after enrolling in the Sedona Oak Creek Unified School District. If the School District does not receive this notification from you within the prescribed time, *it will be assumed that your permission is given to release your son/daughter's designated directory information* listed below:

- **Student's name**
- **Address**
- **Student's school email address**
- **Telephone listing**
- **Photograph**
- **Date and place of birth**
- **Grade level**
- **Participation in officially recognized activities and sports**

- **Weight and height of members of athletic teams**
- **Degrees, honors, and awards received**
- **The most recent educational agency or institution attended**
- **The names of parents/guardians of the student**

This information may also be used to compile such things as: newsletters, yearbooks, newspapers, articles, programs (dramatic and athletic), web pages, applications for scholarships and honors, and responses to military recruiters.

Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of -

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use -

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5920

Student Surveys

Student surveys will be prepared, administered, retained, and communicated to parents and students in a manner consistent with state and federal laws. The requirements of the Arizona Revised Statutes shall be as specified in the relevant statutes and subsequent regulations.

The District will comply with all statutes pertaining to surveys including the requirement that notwithstanding any other law, each school district and charter school shall obtain written informed consent from the parent of a pupil before administering any survey that is retained by a school district, a charter school or the department of education for longer than one (1) year and that solicits personal information about the pupil regarding any of the following which are listed in A.R.S. 15-117.

1. Critical appraisals of another person with whom a pupil has a close relationship.
2. Gun or ammunition ownership.
3. Illegal, antisocial or self-incriminating behavior.
4. Income or other financial information.
5. Legally recognized privileged or analogous relationships, such as relationships with a lawyer, physician or member of the clergy.
6. Medical history or medical information.
7. Mental health history or mental health information.
8. Political affiliations, opinions or beliefs.
9. Pupil biometric information.
10. The quality of home interpersonal relationships.
11. Religious practices, affiliations or beliefs.
12. Self-sufficiency as it pertains to emergency, disaster and essential services interruption planning.
13. Sexual behavior or attitudes.
14. Voting history.

A parent of a pupil that has a reasonable belief that a school district has violated this section may file a complaint with the attorney general or the county attorney for the county in which an alleged violation of this section occurred.

The District will comply with the provisions of the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA) and the Protection of Pupil Rights Act (PPRA).

If a parent or eligible student believes that the District is violating the FERPA, that person has a right to file a complaint with the U.S. Department of Education. The address is:

The Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920
Telephone number: (800) 872-5327

Annual Notification

At the beginning of every school year, every school district shall obtain written informed consent from the parent of a pupil to participate in any survey pursuant to A.R.S. 15-117 for the entire year. A parent of a pupil may at any time revoke consent for the pupil to participate in any survey pursuant to subsection A of section 15-117. For any pupil who is at least eighteen years of age, the permission or consent that would otherwise be required from the pupil's parent pursuant to this section is required only from the pupil. All surveys conducted pursuant to subsection A of section 15-117 shall be approved and authorized by the school district. The school district or charter school is subject to the penalties prescribed in subsection L of section 15-117. A teacher or other school employee may not administer any survey pursuant to subsection A of section 15-117 without written authorization from the school district or charter school.

ATTENDANCE PROCEDURE

Regular and timely attendance is a determining factor in educational success. Critical academic information is lost each time a student is out of the classroom. For this reason, we believe all students should be in school every day, unless there is a valid reason for an absence, such as those related to medical or religious absences.

Further, we value the involvement of parents/guardians in the academic process and encourages ongoing communication between home and school, particularly regarding attendance. School staff will make every attempt to assist families in addressing attendance concerns. Arizona Revised Statutes 15-802 and 15-803, however, firmly place the responsibility for attendance on a child's parents/guardians. Arizona State Law (A.R.S. § 15-802 and 15-803) states that every person who has custody of a child between the ages of six and 16 years shall make sure the child attends school for the full time school is in session.

Pursuant to A.R.S. §15-901(A)(1), "...excused absences shall be identified by the Department of Education...". The Department of Education defines an excused absence as being an absence due to illness, doctor appointment, bereavement, family emergencies and out-of-school suspensions. All absences in excess of a cumulative 10% of the instructional days for the school year may be reported as unexcused. Statute does not prohibit the reenrollment of a student withdrawn after 10 consecutive unexcused absences. However once a student crosses the 10% threshold, all absences may be reported as unexcused regardless of multiple enrollments within the same district.

1. Any time your child will not be in school on any specific day, you must place a phone call to the attendance line or submit an excusal note to the attendance office within 24 hours of the absence.
2. All unreported absences will be documented as "unexcused" absences. The school will attempt to contact parents/guardians within the first two hours of the school day, in order to ensure student safety and in an attempt to document an absence reason (A.R.S. § 15-807).
3. Pursuit to A.R.S. § 15-803, a child can only be excused when he/she is accompanied by a parent or a person authorized by a parent.
4. A parent/guardian is the only person who may verify an unexcused absence. Unexcused absences may be verified by the parent/guardian by phone, in person, or in writing to the school office within 24 hours of a student returning to school from an absence.
5. Any absence that has not been verified by a parent/guardian within 24 hours may be considered unexcused.
6. A student who independently chooses not to attend school is considered truant and cannot be excused by the parent. This is classified as "Unauthorized Absence/Truancy/Leaving Campus without Authorization" on the Discipline Matrix, included in the Parent/Student Handbook.
7. Arizona Revised Statute 15-803 defines absences as "excessive" when the number of absent days exceeds 10% of the number of required attendance days. For example, on a 180-day school calendar, excessive absences would equal 18 or more days absent. These include both excused and unexcused absences.
8. When a student is excessively absent, disciplinary action will occur based on the Discipline Matrix provided in the Parent/Student Handbook.
9. If your child is leaving school early for an appointment, he/she must check out through the attendance office with parent sign out, or parent permission for student drivers.
10. Parents of a child between the ages of six and 16 years may be notified by letter when students accumulate 3, 5, 10, 15 and 18 absences

TARDY PROCEDURE

- Students receive more than three tardies

1 st Offense	2 nd Offense	3 rd Offense
<p><u>Tardies four (4) and five (5):</u></p> <ul style="list-style-type: none"> ▪ Notify Parent ▪ Student Conference ▪ Detention 	<p><u>Tardies six (6), seven (7) and eight (8):</u></p> <ul style="list-style-type: none"> ▪ Notify Parent ▪ Student Conference ▪ Detention ▪ One (1) Day OCR 	<p><u>Tardies nine (9) or greater:</u></p> <ul style="list-style-type: none"> ▪ Notify Parent ▪ Student Conference ▪ Three (3) Day OCR

OCR = On Campus Reassignment

BULLYING/HARASSMENT/INTIMIDATION

Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such bullying results in a substantial physical, mental, or emotional negative effect on the victim while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Definitions

Bullying: Bullying may occur when a student is exposed repeatedly and over time to negative actions on the part of one or more other students.

- Bullying behavior is meant to hurt another person and is carried out by someone who is seeking power or control over another person.
- Bullying may constitute a violation of law.
- There are three forms of bullying:
 - Physical
 - Emotional
 - Social

Cyberbullying: Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

Harassment: Harassment is the intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

Intimidation: Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Anyone who believes that harassment, bullying or hazing has occurred should report the behavior to a teacher, counselor, school nurse or school administrator. Bullying reporting forms are located on the district website, and available at the front office of every campus.

Right to Freedom from Harassment/Bullying

Students may expect to be provided with an atmosphere free from harassment. Any student who is subjected to harassment from other students, visitors or school staff, should immediately inform a teacher, principal, assistant principal or assistant superintendent. All school staff are required to report suspected harassment, intimidation or bullying.

We will neither allow nor tolerate retaliation in any form by any employee, student or others against any complaining employee, student or corroborating witness. Likewise, students who knowingly submit false reports of bullying, harassment or intimidation will face consequences.

DUTY TO REPORT

Per state law and Governing Board policy, school employees and certain volunteers who reasonably believe that a child has been the victim of neglect, abuse, and/or non-accidental injury, or sexual offenses must report suspected activity to Department of Child Safety (DCS) and/or local law enforcement agencies. **Where a parent or guardian is the alleged abuser, school personnel are not to notify parent or guardian. DCS and law enforcement agencies are responsible for notification.** Should the alleged perpetrator be other than a member of the child's family, volunteer and school personnel shall follow reasonable notification procedures.

Individuals required to report reasonable suspected abuse are protected by state law from civil or criminal liability.

Schools shall comply with request by DCS or the Police Department to question any child who is a suspected abuse victim. The investigating agency will determine whether school personnel should be with the child during questioning. The DCS worker and/or the police may interview the child and all other children residing in the home, on school grounds outside of the presence of school personnel. They may conduct interviews of the child without permission or notice to the parents where the suspected perpetrator is a family member. DCS also has the authority, upon written request, to obtain school records. **(A.R.S. §13-3620)**

ELECTRONIC DEVICES

When a student brings cell phones or other electronic devices (see definition) to school, please remember:

1. When using a mobile device to access internet, students are required to connect using the district's network, but all access must be in accordance with the Acceptable Use Policy.
2. The District is **NOT** responsible for the loss, damage and/or theft of any of these types of devices.
3. The devices must not be used from bell to bell during instructional time or in violation of other behavioral infractions as outlined in the disciplinary procedures section of this handbook, unless otherwise directed by a staff member for instructional purposes or for use as an educational resource.
4. Other use of electronic devices, including unauthorized video/sound recordings, or Bluetooth speakers may be considered misuse and may result in consequences as outlined in the disciplinary matrix.
5. Any violation of the Internet and Email User Agreement may result in disciplinary consequences.
6. Examples of misuse include, but are by no means limited to: text or other electronic messages that contain harassment, bullying, threatening, intimidation, hate/bias, extortion, endangerment, gang activity, instigation, cheating, sale/distribution of any prohibited substances or items, sexual harassment; electronic images or access to any of the above as well as to any access in violation of sexual materials or sexual misconduct; unauthorized video/sound recordings.
- 7.

CHARACTER PROGRAMS

Universally accepted character traits, such as kindness, compassion, diligence, integrity, sincerity, truthfulness, trustworthiness, respect, responsibility, fairness, caring, citizenship, ,etc. are part of our school culture. Character education will be non-partisan and non-religious. District staff will also be expected to incorporate Diversity Education Awareness into the school and classroom culture.

BICYCLES, ETC.

Schools WILL NOT store skateboards, scooters, rollerblades, etc. in the office or classroom areas. If a student chooses to use this mode of transportation to/from school, the item must be able to be secured with a locking mechanism in the designated area. Bicycles must also be secured in the designated area. **The school will not be responsible for the loss or theft of any of these items.** Students are expected to follow all local laws when traveling to and from school and are encouraged to wear appropriate safety equipment. Bicycles and scooters must be walked in crosswalks and once on the school grounds. Skateboards, rollerblades, etc. must be similarly carried.

Motorized vehicles including scooters are not allowed at any time per Municipal Code 54-55.

BIRTHDAY CELEBRATIONS

Teachers may choose to celebrate all student birthdays on a common day of the month.

1. The activity should take place during lunch or the last 15-20 minutes of the class.
2. The teacher is responsible for the equitable treatment of all students.
3. Teachers should communicate birthday celebration guidelines to parents at the beginning of the year.
4. If food is to be a part of the activity, it must be store-bought and/or professionally prepared. (Parents should check with the school in case there are restrictions with students who have food allergies or food restrictions).
5. Balloons are not allowed on school buses.

CAFETERIA

As part of the National School Lunch and Breakfast programs, the schools may offer meals free or at reduced price. Free and reduced-price meal applications are available in the school office or the Nutrition Services Department. Only one application is required per family. Every District family is encouraged to complete an application.

Please refer to the Nutrition Services webpage at www.sedonk12.org for additional resources such as special diet accommodation procedures, school menus, nutritional information and Smart Snacks in Schools information and guidance.

Breakfast will be served approximately 30 minutes prior to the start of school. The cafeteria will stop serving breakfast

five minutes before the final bell rings.

Students will be allowed to charge their meal a maximum of three times during the school year. After the third charge, an alternative meal, consisting of a sandwich, fruit, vegetable and choice of milk, may be given to the student. Alternative meals may be provided until the student's charge account is satisfied.

Student meals can be paid for by cash or the use of My Meal Plan online. Families can find the information here: <https://www.mymealtime.com/>.

We highly encourage healthy eating habits and physical activity. Schools may request that children not share food with others, especially when the particular food or drink does not meet USDA guidelines. We strongly discourage consumption of unhealthy foods and energy drinks at our school sites. Please note, at both our elementary and high school sites, the cafeteria follows USDA guidelines for sales of a la carte food and drinks.

K-6 parents who wish to eat lunch with their child at school will sign in at the office as a visitor, will sit at a designated family table in the cafeteria, and will not be sitting with students at their class/grade table. If parents would like to purchase a meal, please note that the adult price is different than the student price.

FUNDRAISING AND STUDENT TRAVEL

There may be opportunities for students to participate in field trips or other extracurricular/athletic activities outside of the normal school day. Such opportunities are often presented to students with an understanding that additional fees and/or conditions for their participation may be required. As such, students may be asked to participate in fundraising campaigns. All fundraising is done on behalf of the club/extracurricular activity/field trip and will benefit the club/extracurricular activity/field trip as a whole and not be attributed to any one participant. Likewise, there is no minimum sales requirement for participants. If a student has an extenuating circumstance and cannot meet the monetary expectation, the issue should be brought to the attention of the school site administration. As with all school-sponsored events, expectations for academic eligibility and behavioral guidelines will be adhered to.

GRADING PROCEDURES

The report card is aligned with the Arizona Academic Standards and has been designed to provide the maximum amount of information in a clear format. PowerSchools allows parents/guardians to track their student's progress in real time. Printed grade reports will be sent quarterly for K-6.

The district grading scale on report cards reads:

- A – 90 %
- B – 80%
- C – 70 %
- D – 65 %
- F – below 65 %

It is the expectation that teachers are to enter 2 grades per subject each week with the exception of Social Studies, Science, and Special Areas that are 1 grade per week. This allows for communication of progress.

HONOR ROLL & PRINCIPAL'S LIST

Honor Roll and other awards are presented to students quarterly. These are awards of distinction that all students should strive for. Parents are welcomed and encouraged to attend all awards assemblies.

Honor Roll

Based on all "A" and "B" grades. All special area grades are included when determining honor roll/principal's list status.

Principal's List

Based on all "A" grades. All special area grades are included when determining honor roll/principal's list status.

Perfect Attendance

Student must be present every day of the quarter with no absences for any reason. Given each quarter and annually at the end of the school year or as determined by the school.

HEALTH OFFICE

The Health Office hours on each campus are compatible with school hours. The staff on hand will provide medications when appropriate, monitor immunization requirements, perform hearing and vision screenings and treat minor injuries.

Parents/guardians are expected to complete a yearly health history form documenting written consent to give over the counter medications. Parents should alert health office staff of any child who may have a condition that affects participation in school classes.

Arizona Immunization Requirements

For admission to kindergarten through 12th grade, children must be current with the following immunizations:

- ✓ Diphtheria, Tetanus, Pertussis (DTaP, or DT or DTP)
- ✓ Polio (IPV)
- ✓ Measles, Mumps, Rubella (MMR)
- ✓ Hepatitis B (HepB)
- ✓ Varicella (or documented history of chicken pox)
- ✓ **Tetanus and Diphtheria Booster (Td/Tdap) - Required every five years beginning with 6th grade students who are 11 years of age.**
- ✓ **Menactra/MCV4 (Meningococcal) – Required for students entering 6th grade who are 11 years of age.**

Communicable/Infectious Diseases

Any student with, or recovering from, a communicable disease will not be permitted in school until the period of contagion is passed or until a physician recommends a return, in accordance with A.R.S. §36-621 *et seq.*, appropriate regulations of the State Department of Health Services, and policies of the County Health Department.

Pediculosis (Lice Infestation)

Students with pediculosis shall be excluded from school until treated with a pediculocide. On readmission to school, the student will have a head check with the parent/guardian present. If there are no live lice or nits, the student will be given clearance to return to class. If nits are still present, the child will be sent home and excluded from school until there are no nits present.

MEDICATIONS

All prescriptions and over-the-counter medications must be stored in the Health Office. Prescription medication must be in a pharmacy labeled, original container with name of student, medication name and dose with specific instructions on how to administer on package. Over the counter medication, brought in by a parent/guardian, must be in an unopened, original container with the student's name on it.

All medications must be brought in by a parent/guardian; the appropriate forms must be completed and signed before any medication is given.

INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA) SPECIAL INSTRUCTIONAL PROGRAMS

The District will ensure that all children, including children attending private schools, within the District's jurisdiction who have suspected disabilities are identified, located and evaluated. The process of identifying, locating and evaluating students with disabilities is important to the provision of educational opportunities for all students. Children, aged birth through three years, and suspected of having a disability will be referred to the Arizona Early Intervention Program for evaluation and, if appropriate, services. Children aged 2.9 years – 5 years are screened by the School District. It is the process of identification, evaluation, development of program, placement, and the provision of services – its sensitivity, its accuracy – that will determine much of what happens with students during the remainder of their educational lives.

This process is guided by a variety of laws and regulations regarding identification, evaluation, development of program, placement, and the provision of services enacted at both the state and federal levels.

Procedural Safeguards:

Children with disabilities and their parents are guaranteed procedural safeguards with respect to the provision of free appropriate public education. A copy of the procedural safeguards notice shall be given to the parent upon initial referral for evaluation. If a parent suspects their child of having a disability, birth – age 22, they should contact the administration at the local campus.

If the District and parent/guardian do not agree on the identification, evaluation, educational placement of a child with a disability, and provision of FAPE (free appropriate public education), either the District or parent/legal guardian may request any of the following through the Arizona Department of Education - Exceptional Student Services:

- Mediation – The Arizona Department of Education (ADE) will provide a facilitator trained in the mediation process to assist both the District and parent/legal guardian in resolving the issues.

- Early Resolution – The Arizona Department of Education will provide trained staff to assist both the District and parent/legal guardian in resolving the issues. This is normally handled by phone and the final resolution provided in writing by ADE.
- State Complaint – The Arizona Department of Education provides trained investigators to review all records when a parent/legal guardian files a state complaint in writing. ADE will determine if the District is or is not in compliance and issue the findings in writing.
- Due Process – A parent/legal guardian or the District may initiate a due process hearing. A due process is overseen by a hearing officer and is the most formal method of resolution.

SECTION 504 OF THE REHABILITATION ACT OF 1973

Pursuant to Section 504 of the Rehabilitation Act of 1973, the District has a duty to identify, refer, evaluate and, if eligible, provide a free, appropriate public education to disabled students.

Purpose: The purpose of Section 504 is to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. An eligible student under Section 504 is a student who has a physical or mental impairment that substantially limits a major life activity. Section 504 is not an aspect of special education.

For additional information about the rights of parents of eligible children, or for answers to any questions you might have about identification, evaluation and placement into Section 504 programs, please contact your child's school counselor.

Section 504 and Student Discipline: When a student, who is eligible under Section 504, violates the discipline code of the school and/or School District and is recommended for a suspension of more than 10 days during the school year, a manifestation determination conference must be held.

THREAT MANAGEMENT TEAM

Every case of a threat must be taken seriously. Every instance of threat behavior will be examined individually. In determining whether a threatening situation exists under this process, school administrators and other personnel will be guided substantially by the provisions of A.R.S. § 13-1202 and 13-2911. In general, a threat situation will be deemed to exist when, following an investigation by school administration, a student has been determined by admission or reliable informant(s) to have:

- communicated a death threat against self or others
- communicated a threat of mass violence
- communicated a threat involving weapons or explosive devices
- communicated a threat against school property
- engaged in behaviors that suggest a substantial risk of lethal violence with or without direct communication of a threat

However, the impulsive communication of a verbal threat must be considered in the context of the environment, developmental stage, and interpersonal situation in which it occurs.

STUDENT AND STAFF SELF-DEFENSE

Student Use of Physical Force in Self-Defense

Reasonable use of physical force in self-defense and defense of others will be considered as a mitigating factor in determining penalties for misconduct. The threat or use of physical force by a student is **not** reasonable:

- When made in response to verbal provocation alone;
- When seeking or obtaining assistance from a school staff member is a reasonable alternative;
- When the student has a reasonable opportunity to remove him/herself from the situation or otherwise flee;
- When the degree of physical force used is disproportionate to the circumstances, or exceeds that necessary to avoid injury to oneself or to others.

Use of Physical Intervention by Supervisory Personnel

Any administrator, teacher or other school employee entrusted with the care and supervision of a minor may use reasonable and appropriate physical intervention upon the minor to the extent reasonably necessary and appropriate to maintain order. Use of physical intervention shall not be construed to constitute corporal punishment within the meaning above. Similar physical intervention will be appropriate in self-defense, in the defense of other students and school personnel.

LAW ENFORCEMENT

The District may notify appropriate law enforcement agencies of violations of the law. School Resource Officers (SROs) are shared between our elementary school and the high school. SROs are sworn law enforcement officers who provide security and crime prevention services. They work closely with administrators in an effort to create a safer environment for both students and staff. SROs have the ability to make arrests, respond to calls for service, and document incidents that occur within their jurisdiction. School resource officers also have additional duties that include mentoring and conducting presentations on youth-related issues.

SCHOOL CLUBS/ACTIVITIES GUIDELINES

It is necessary to have all school activities function within a realistic framework of control, guidelines and adherence to academic and behavioral expectations. In addition, school clubs and activities should not be placed as a higher priority than the academic program or the behavioral expectations.

Academics

- All students who participate in extracurricular activities, including clubs, must maintain passing grades in all subjects and/or in all classes in which that student is enrolled. The expectation for passing grades would commence upon tryouts/running for any office/or at the beginning of any process of selection for the club or extracurricular activities.
- If a student has a failing mark in any class, he/she is placed on a pending eligibility list and notification is provided to the parents and activity sponsor.
- If the student is still failing at the next two-week notice, that student will be placed on an ineligibility list and allowed to attend meetings but **NOT PARTICIPATE IN ANY CLUB/ACTIVITY-SPONSORED EVENT** until the student receives a passing grade. Notification is sent to the parents and activity sponsor.
- Ineligibility shall be determined at the conclusion of each two-week period to be reported on Fridays and any change in eligibility status shall begin on the next Monday following the last day of the previous eligibility period.
- Failure to raise a failing grade twice in the same class during the club or activity period will result in the removal from the activity for the remainder of the academic quarter for K-8 schools and for the remainder of the academic semester for high schools.
- Appeal procedures will be outlined in the club/activity by-laws.

Behavior

- All behavioral and disciplinary infractions outlined shall apply to students when they choose to participate in any club or extracurricular activity including when the event or activity does not take place on school grounds.
- Consequences for violating any of the infractions outlined in the handbook or otherwise referred to in the handbook will apply to students while they are participating in the club or extracurricular activity and will commence upon tryouts/running for any office/or at the beginning of any process of selection for the club or extracurricular activities.
- In addition to consequences for violating any of the infractions outlined in the handbook or otherwise referred to in the handbook, student participants may also be suspended or removed from club or extra-curricular activity.
- Behavioral infractions that are otherwise considered civil or criminal offenses will be reported to the authorities and handled by the school administration in a manner consistent with the handling of such situations during the regular instructional day.
- If a student is suspended from school and/or absent from school during the time when a disciplinary investigation is occurring, the student may not participate in any club or extracurricular activities.
- Any appeal of the disciplinary consequences imposed on a student while he/she is a member of a club/ activity, shall follow the appeal procedures outlined when the consequences are related to the academic day.
- When consequences apply to participation in the club/activity, the appeal processes will be outlined in the club/activity by-laws.

STUDENT DRESS CODE – GRADES K-6

We believe there is a connection between Student Dress and Academic Success. As such, any attire that detracts from the learning environment is not acceptable. Students should dress in a manner that takes into consideration the educational environment, safety, health and welfare of oneself and others. The following guidelines are not intended to be entirely inclusive of all dress code situations. The school administration retains the final discretion to determine that the clothing or accessory meets the dress code. Some exceptions may be made for special events, formal attire (dances), spirit week, or costumes.

It is the students and their parent/guardian's responsibility to be aware of the dress code policy and conform to these requirements. Each school will meet the minimum guidelines of the district dress code but may add other restrictions if the school administration deems it necessary. If a student or parent has any questions about whether specific attire or accessories are in compliance with the dress code, they should contact the Principal **prior** to wearing such attire.

Guidelines

- Must not include pajamas or other loungewear.
- Must not include undergarments** worn as outer garments.
- Must not include any reference to a gang or contribute to an atmosphere of threat, intimidation or negative peer pressure.
- Must not include any defamatory writing, obscene language or symbols, reference tobacco, drugs, alcohol, nudity, violence, or weapons.

- Must not create an exposure in violation of any of the above guidelines when sitting, or standing.
- Must not display anything that is otherwise illegal to possess at school.
- Hoods should not be worn during instructional time or when requested not to by a staff member.
- Clothing should have adequate coverage to allow a full range of movement without undergarments showing.

Shirts/Tops

- Must not include spaghetti straps, halter, backless, or strapless tops, nor be deeply or narrowly cut in the back, under the arms, or front to expose cleavage. Bra straps should not show torso cannot be exposed.
- Must not expose any part of the midriff or undergarments when sitting or standing.
- Must not be see-through, ripped, or torn.

Pants/Shorts/Bottoms

- Must be worn close to the waist at all times, regardless of the number of layers.
- Shorts/skorts/skirts must cover the entire buttocks when sitting, or standing and extend to a reasonable length.
- Must not expose **undergarments**** when sitting or standing, regardless of the number of layers.
- Must not be see-through.
- Any spandex or form fitting type of pants/bottoms must be worn with an over garment. Over garments include dresses, long shirts, jackets, etc. that cover the entire buttocks when sitting, or standing and extend to a reasonable length.

Shoes

- Must be worn at all times.
- Must be closed-toe shoes for physical education or any organized physical activity.
- Slippers are not allowed.

Accessories

- Must not present a safety hazard to self or others at the administrator's discretion.
- Must not include sunglasses worn inside any building.
- Students may wear hats or visors that do not otherwise violate the dress code. Regardless, students shall remove their hat or visor when requested to do so by staff.

Consequences for Violation:

In addition to any disciplinary action, students may be asked to do any of the following, depending on the specific circumstances:

- Turn in appropriate clothing inside out.
- Change into clothing that may be provided by the school.
- Have other clothing brought to school.
- Remove the accessory which can be picked up at the end of the day.

*A.R.S. 15-712 permits instruction on the nature and harmful effects of alcohol, drugs, and tobacco. It is illegal for minors to possess these substances. Clothing or accessories that display these substances or are deemed to advocate or encourage the use of these substances are counterproductive to the District's curriculum goals and educational objectives. These items are, therefore, prohibited.

****Undergarment Definition:** *An undergarment is any item specifically designed to be worn underneath other garments and is typically worn next to the skin. Undergarments include, but might not be limited to underwear, bras including sports bras, or other items that might be worn directly against the skin to cover the private areas of the body.*

STAFF RESPONSIBILITIES

When an employee observes a student engaged in behavior that violates District policy, the employee is instructed to intervene, either by requesting the unacceptable behavior cease or by immediately reporting the incident to the administration. Whenever the school administrator becomes aware of a report from a staff member, prompt and effective action to resolve the problem will be taken. When disciplinary action is appropriate, it shall be according to an established discipline plan. The assistance of the home, other educational supportive services and other professional community agencies may be utilized. Each teacher will have a discipline plan for his/her classroom. When a student's actions go beyond that which the teacher can effectively control using his/her plan, the student will be referred to the administration. Students who break rules outside of the classroom may be referred directly to the administration or its designee.

SURVEILLANCE

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

VISITORS TO SCHOOLS

Parents are encouraged to visit the schools. All visitors to any school must report to the school office upon arrival. All visitors will be issued a visitor's badge and provide one form of ID to the front office when they sign in. The ID will be stored in the front office until the visitor signs out. This is consistent with the high school.

For those who wish to visit a classroom during the school day, it is preferred that the teacher and the principal be contacted in advance to arrange a day and time for such visit so as to avoid any conflicts with the school schedule.

In visiting a classroom, parents must realize that the teacher's first responsibility is to the class as a whole, and the teacher will be unable to converse at any length with the visitor. If a conference is desired, arrangements will be made by the teacher for an appointment with the parent either before or after school hours.

No person may enter onto school premises, including visits or audits to a classroom or other school activity, without approval by the principal. Neither will any person be allowed to conduct or attempt to conduct any activity on school premises that has not had prior approval by the principal.

Anyone who is not a student or staff member of the District schools, and is in violation of this policy, may be asked to leave the property of the District. Failure to comply with the lawful directions of District officials or of District security officers or any other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so, will be against District procedures. Failure to obey such instructions may subject the person to criminal proceedings applicable under law.

CLASSROOM MANAGEMENT PLAN

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

Informal Talk

A teacher, school administrator or designee will talk with the student, describing the inappropriate behavior and informing the student of acceptable behavior. The parent may be notified.

Discipline Conference with Student

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

Time-Out (K-6)

Classroom teachers may use a technique similar to the alternative learning classroom imposed by the school administrator. In time-out, the student is assigned, by the teacher, to a supervised location isolated from his/her classmates. Time-out generally will not exceed 30 minutes.

Conference with Parent

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

Restriction of Privileges (K-6)

Inappropriate behavior may result in a restriction of a student's privilege to participate in playground, cafeteria, common areas or specific special activities. The parent will be notified. For example, a teacher may assign and monitor his/her own after school detention or lunch detention.

Removal from Classroom (in extreme circumstances)

State law allows a classroom teacher to remove a certain disruptive student from the classroom and request that a staff committee determine whether the student should return or be reassigned to another classroom. (Board Policy Section 10.42 Student Discipline Policy & Procedures and A.R.S. § 15-841.A.2)

DEFINITIONS

Throughout this handbook, unless the context otherwise requires, the following definitions apply:

At School includes time in a school building, on school property (school parking area, play area, etc.) or school bus. Includes activities happening in school buildings, on school buses and at places that are holding school-sponsored events or activities. This includes on the way to or from school.

Bus Misconduct includes any inappropriate conduct at bus stops, while riding buses, or in the process of boarding or disembarking from a bus. Definitions for infractions that might occur at school apply equally to infractions that might occur on school buses.

Detention is time where students are made to stay in class at a break or at school outside of normal school hours.

District Sponsored Event is any event that is sponsored or supervised by the District or District personnel either on or off campus.

Expulsion is the permanent removal of a student from school and District. Expulsion requires action by the Governing Board.

Long-Term Suspension is a suspension from school for more than 10 days. Due process rights shall be extended to any student suspended.

On-Campus Reassignment (OCR) where available, is when a student is assigned to remain in a classroom/specified location for the entire school day or for specified periods. The student will work on school assignments, while supervised by a staff member. Students may be assigned an OCR for various infractions, which are assigned at the discretion of the building- level administrator. In the Discipline Matrix portion of this handbook, an underlined infraction indicates that an administrator may opt to use an on-campus reassignment as a possible disciplinary action in lieu of off-campus suspension (SUS).

Organization includes an athletic team, association, order, society, corps, cooperative, club or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

School Day includes a day in which school classes/activities are in session in school buildings, on school grounds, and places that are holding school sponsored events/activities. This also includes the time of school bus rides, on the way to or from school.

School Grounds/Property includes the school building and immediate grounds, school transportation, stadiums, gymnasiums and other facilities.

School Official: is any school/district administrator or designee.

Serious Offense is any offense that results in discipline that removes a student from one or more classes during any given school day.

Short-Term Suspension is a student's removal from school for one to ten days, but not to exceed 10 days. Students may be suspended from school by administrators, the District Superintendent, and/or other administrative officials granted this power by the District's Governing Board.

Staff is any employee who works as an employee of the District (i.e., teacher, bus driver, coach, etc.). This shall also include approved volunteers for the District.

SUS is the disciplinary code for a suspension. Suspensions may be in-school or out-of-school suspensions.

Tardy is the failure to be at a designated location at a specified time. This could include arriving to school late or leaving school early. Once a student has more than three tardies (excused or unexcused) in a semester, consequences will be assigned. After three tardies, the only allowable excused tardies are those that have supporting documentation.

Threat Management Team (TMT) is a trained team of school personnel who convene to collect student information in order to make the most appropriate decision with regards to consequences, resources, placement or other decisions in the best interest of the child and the school as a whole. Any infraction at any level of offense could result in a TMT.

Truancy is an unexcused absence for at least one class period during the school day or when a student is absent from school during the hours school is in session, unless excused pursuant to A.R.S. § 15-802.

Under the Influence is the result of consumption of alcohol or drugs, which may or may not affect a student's behavior or change in mood.

References to A.R.S. Regarding Student Behavior

A school may refuse to admit any student who has been expelled from another public school (A.R.S. § 15-841.C)

A school may discipline students for disorderly conduct on the way to and from school. (A.R.S. § 15-341.A.13)

A person who knowingly abuses a teacher or other school employee on school grounds or while teacher or employee is engaged with the performance of his/her duties is guilty of a class 3 misdemeanor. (A.R.S. § 15-507)

Individuals With Disabilities Education Act (IDEA) - STUDENT DISCIPLINE

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

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

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

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

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

After the decision has been made, prior written notice and procedural safeguards are given to the student and parent/legal guardian per IDEA (Individual with Disabilities Education Act) and ADE/ESS (Arizona Department of Education/Exceptional Student Services), the team must develop, review, and/or revise the behavior plan within 10 days of the action. If the behavior is related to the disability, then suspension and/or expulsion may not occur. However, the student's educational program will be reviewed and revised, and the multidisciplinary evaluation team may determine a change of placement/location of services. (34 C.F.R. 300.519 – 300.526)

If the behavior is not related to the disability, suspension and/or expulsion may occur; however, an education program must be delivered to the student who is on an IEP. The IEP team develops this program. The delivery of the educational program may occur through placement on an alternative campus, self-contained public, self-contained private and/or residential setting, as determined by the multidisciplinary evaluation team. In the case of a drug, weapon and/or serious bodily harm infraction, the student may be immediately placed for up to 45 days in an interim alternative educational setting.

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

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

STUDENT DUE PROCESS SUSPENSION/EXPULSION DISCIPLINARY RECORD KEEPING

Discipline

Discipline is administered by the principal/designee, the faculty and the staff.

Referral

Students will be referred to the principal/designee for infractions outlined in the Student and Parent Handbook and when their disruptive behavior interrupts the educational process.

Due Process

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

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

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

The extent of the due process required will depend upon the severity of the infraction and the related consequence. Campus administrators may use their on-campus reassignment program as a disciplinary action in lieu of off-campus suspension for designated infractions.

STUDENT CONDUCT

A student shall be defined as any person who is enrolled in an educational program provided by or approved by the District and carried on in premises owned or controlled by the District.

Students shall not engage in improper behavior, including but not limited to the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Board.
- Threatening an educational institution by interference with or disruption of the school per A.R.S. §13-2911 and §15-841.
- Physical abuse of or threat of harm to any person on District owned or controlled property or at District sponsored or supervised functions.
- Damage or threat of damage to property of the District, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on District controlled premises.
- Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.
- Unlawful use, possession, distribution, or sale of tobacco, alcohol, or drugs or other illegal contraband on District property or at school-sponsored functions.
- Conduct or speech that violates commonly accepted standards of the District and that, under the circumstances, has no redeeming social value.
- Failure to comply with the lawful directions of District officials or any other law enforcement officers acting in performance of their duties, and failure to identify themselves to such officials or officers when lawfully requested to do so.
- Knowingly committing a violation of District rules and procedures. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and procedures shall be sufficient proof that the violation was done knowingly.
- Engaging in any conduct constituting a breach of any federal, state, or city law or duly adopted policy of the Board.
- Carrying or possessing a weapon on school grounds.

In addition to the general rules set forth above, students shall be expected to obey all policies and procedures focusing on student conduct adopted by the Board. Students shall not engage in any activities prohibited herein, nor shall they refuse to obey any order given by a member of the faculty or staff who is attempting to maintain public order.

Any student who violates these policies and procedures may be subject to discipline up to expulsion, in addition to other civil and criminal prosecution. These punishments may be in addition to any customary discipline the District presently dispenses.

Local law enforcement shall be notified by the Superintendent regarding any suspected crime against a person or property that is a serious offense as defined in A.R.S. §13-604(V)(4), involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury to employees, students or others on school property.

The authority of the Superintendent to establish procedures covering students may be delegated to principals for their individual schools.

STUDENT CONDUCT ON SCHOOL BUSES

Each student who is provided transportation services is expected to obey the rules as established for the safety and welfare of all who ride the buses. A school bus is an extension of the school campus. Misconduct on the school bus will be treated in the same manner as it is treated at the schools.

Students who do not follow the safety rules for school bus passengers will be disciplined in accordance with the Board adopted Discipline Procedures. Unacceptable offenses, serious offenses, and severe offenses, as well as the administrative options of consequences for each category described in the Student and Parent Handbook will apply to the school bus in the same manner as they do to the classroom or other school setting. A suspension or termination of bus-riding privileges may be assigned in lieu of, or addition to consequences outlined in the discipline matrix for infractions that have occurred on the bus.

Bus Drivers shall report offenses to the school administrator through a disciplinary referral. Prior to completing a referral for an unacceptable offense, the bus driver is expected to talk with the student about the behavior, explaining the reason for the rule and providing an opportunity for the student to take corrective action.

If violations continue, the bus driver shall telephone the school administrator to explain the continued violations. The administrator will meet with the student and send a warning referral to the parent/guardian. A meeting may be scheduled, at the discretion of the administrator, to include the student and the bus driver.

In addition to the offenses listed in the student code of conduct, the following are examples of unacceptable, serious, and severe offenses that are specific to inappropriate behavior on the school bus. Consequences for these offenses will be consistent with the administrative options as listed in the Student and Parent Handbook.

All of the infractions listed in the Student and Parent Handbook apply to the bus in the same manner as at the school. Expectations include, but are not limited to:

- Ride on assigned bus and get on/off at designated stops.
- Obey the driver and follow their directions.
- When asked, provide name and accurate information
- Be respectful to adults and students on the bus/at the bus stop.
No pushing, shoving, using loud voices, littering
- Remain in seat when bus is in motion, no changing seats.
- Remain in assigned seat as requested.
- Keep aisle clear of feet, school supplies, musical instruments, etc.
- Do not bring unacceptable/dangerous items on the bus, such as animals, glass objects, skateboards, etc.
- Hands, arms, any body parts, must remain inside windows at all times.
- Water can be brought to drink, however eating is not allowed.
- Do not throw any object in the bus or out of the windows
- Do not tamper with or open the emergency door of the bus.

Before or after getting on/off the bus:

- Do not cross behind the bus or attempt to touch or strike the bus.
- Go directly home or to your assigned location.

Note: Any offense that may occur that is not listed in the Student and Parent Handbook will have its severity and consequence decided by the school official.

STUDENT RIGHTS & RESPONSIBILITIES

All students are entitled to enjoy the basic rights of citizenship that are recognized and protected by laws of this country and state for persons of their age and maturity. Each student is obligated to respect the rights of classmates, teachers, and other school personnel. District schools shall foster a climate of mutual respect for the rights of others. Such environment will enhance both the educational purpose for which the District exists and the educational program designed to achieve that purpose.

All District personnel shall recognize and respect the rights of students, just as all students shall exercise their rights responsibly, with due regard for the equal rights of others and in compliance with the rules and procedures established for the orderly conduct of the educational mission of the District. Students who violate the rights of others or who violate rules and procedures of the District or of their school are subject to appropriate disciplinary measures designed to correct their own misconduct and to promote adherence by them and by other students to the responsibilities of citizens in the school community.

The following basic guidelines of rights and responsibilities shall not be construed to be all-inclusive, nor shall it in any way diminish the legal authority of school officials and the Governing Board to deal with disruptive students. These guidelines will be reviewed annually by a committee of stakeholders and updated when required

Rights:

- Students have the right to a meaningful education that will be of value to them for the rest of their lives.
- Students have the right to a meaningful curriculum and the right to voice their opinions, through representatives of the student government, in the development of such a curriculum.
- Students have the right to physical safety, safe buildings, and sanitary facilities.
- Students have the right to consultation with teachers, counselors, administrators, and anyone else connected with the school if they so desire, without fear of reprisal.
- Students have the right to free elections of their peers in student government, and all students have the right to seek and hold office in accordance with the provisions of the student government constitution and in keeping with the extracurricular guidelines of the District.
- Students have the right to be made aware of administrative and/or faculty committee decisions and to be aware of the policies set forth by the Governing Board and school.
- Legal guardians or authorized representatives have the right to see the personal files, cumulative folders, or transcripts of their children who are under the age of eighteen (18) years. School authorities may determine the time and manner of presentation of this information
- Students' academic performance shall be the prime criterion for academic grades; however, noncompliance with school rules and procedures may affect grades (e.g., unexcused absences).
- Students shall not be subjected to unreasonable or excessive punishment.
- Students have the right to be involved in school activities, provided they meet the reasonable qualifications of sponsoring organizations, state organizations, and school procedures.

Responsibilities:

- Students have the responsibility to respect the rights of all persons involved in the educational process and to exercise the highest degree of self-discipline in observing and adhering to school rules and procedures.
- Students have the responsibility to take maximum advantage of the educational opportunities available and seek to achieve a meaningful education.
- All members of the school community, including students, parents, and school staff members, have the responsibility to promote regular attendance at school.
- Students have the responsibility to protect school property, equipment, books, and other materials issued to or used by them in the instructional process. Students will be held financially responsible for any loss or intentional damage caused to school property.
- Students have the responsibility to complete all course assignments to the best of their ability and to complete make-up work after an absence.
- Students have the responsibility to help maintain the cleanliness and safety of the school buildings and property.
- Students have the responsibility to present themselves in class at the prescribed time and with the necessary materials.

Discipline Matrix

Infraction	Consequence	K-2	3-6
<p>*Aggravated Assault</p> <ul style="list-style-type: none"> mandatory TMT <p>An assault (as defined below) accompanied by circumstances that make the situation severe, such as the use of a deadly weapon or dangerous instrument; causing serious physical injury to another; committing the assault knowing, or having reason to know, the victim is a peace officer or a school staff member engaging in a school-related activity. (A.R.S. 13-1204)</p>	MINIMUM	<ul style="list-style-type: none"> Detention 1 – 3 Day SUS 	<ul style="list-style-type: none"> Up to 5 Day SUS
	↓	<ul style="list-style-type: none"> 3 – 5 Day SUS 	<ul style="list-style-type: none"> 10 Day SUS Long-Term SUS
	MAXIMUM	<ul style="list-style-type: none"> 10 Day SUS 	<ul style="list-style-type: none"> Long-Term SUS Expulsion
<p>*Alcohol (Use/Possession/Distribution/Sale)</p> <p>Any intoxicating element. Sale or Distribution of Alcohol is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) alcohol on District property, at a District-sponsored event, or on District-provided transportation.</p>	MINIMUM	<ul style="list-style-type: none"> Detention Up to 3 Day SUS 	<ul style="list-style-type: none"> Up to 10 Day SUS
	↓	<ul style="list-style-type: none"> Up to 5 Day SUS 	<ul style="list-style-type: none"> 10 Day SUS Long-Term SUS
	MAXIMUM	<ul style="list-style-type: none"> 10 Day SUS 	<ul style="list-style-type: none"> Long-Term SUS Expulsion
<p>*Arson (Occupied/Unoccupied)</p> <ul style="list-style-type: none"> possible TMT <p>Knowingly damaging a structure or property (either occupied or unoccupied) by causing a fire or explosion. (A.R.S. 13-1704, A.R.S. 13-1701)</p>	MINIMUM	<ul style="list-style-type: none"> Up to 10 Day SUS Restitution 	<ul style="list-style-type: none"> Up to 10 Day SUS Long-Term SUS Expulsion Restitution
	↓	<ul style="list-style-type: none"> Long-Term SUS Restitution 	<ul style="list-style-type: none"> Long-Term SUS Expulsion Restitution
	MAXIMUM	<ul style="list-style-type: none"> Expulsion Restitution 	<ul style="list-style-type: none"> Expulsion Restitution
<p>*Assault</p> <ul style="list-style-type: none"> possible TMT <p>(1) Intentionally, knowingly or recklessly causing any physical injury to another person; (2) intentionally placing another person in reasonable apprehension of imminent physical injury; or (3) knowingly touching another person with the intent to injure, insult or provoke such person. (A.R.S. 13-1203)</p>	MINIMUM	<ul style="list-style-type: none"> Detention <u>1 – 3 Day SUS</u> 	<ul style="list-style-type: none"> 3 – 5 Day SUS
	↓	<ul style="list-style-type: none"> <u>3 – 5 Day SUS</u> 	<ul style="list-style-type: none"> 5 – 10 Day SUS
	MAXIMUM	<ul style="list-style-type: none"> 10 Day SUS 	<ul style="list-style-type: none"> 10 Day SUS Long-Term SUS Expulsion

Note:

- Parent notification should take place for infractions receiving consequences.
- Administration may exercise discretion when determining consequences between minimum and maximum depending on severity of the infraction.
- If the infraction occurs on the bus, a suspension or termination of bus-riding privileges may be assigned in lieu of, or in addition to the consequences outlined in the matrix for that infraction.
- **An administrator may choose any or all of the consequences for any infraction.**
- The principal is the highest level of appeal for a suspension of 10 days or less.
- An underlined infraction or consequence indicates that an administrator may opt to use an on-campus reassignment as a possible disciplinary action in lieu of off-campus suspension depending on grade level.
- An asterisk (*) indicates that a police report and/or CPS report may be filed.
- TMT = Threat Management Team

Infraction	Consequence	K-2	3-6
<p><u>Bullying</u> Repeated acts over time that involve a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. Bullying may be physical in form (i.e., pushing, hitting, kicking, spitting, stealing); verbal (i.e., making threats, taunting, teasing, name-calling); or psychological (i.e., social exclusion, spreading rumors, manipulating social relationships). Cyber-bullying includes bullying through the misuse of technology. (A.R.S. 13-1202) See page 7.</p>	MINIMUM	▪ Up to 3 Day SUS	▪ Up to 5 Day SUS
	↓	▪ 3 – 5 Day SUS	▪ Up to 10 Day SUS
	MAXIMUM	▪ 10 Day SUS	▪ Long-Term SUS
<p><u>Cheating or Plagiarism</u> Includes the act of intentionally using information or property of another, or knowingly sharing academic information to gain an unfair advantage. To steal and pass off the ideas or words of another as one's own. This includes the unauthorized use of electronic devices.</p>	MINIMUM	▪ Loss of Credit for Assignment	▪ Loss of Credit for Assignment ▪ Detention
	↓	▪ Detention	▪ Up to 3 Day SUS ▪ Loss of Credit for Assignment
	MAXIMUM	▪ 1 Day SUS	▪ 5 Day SUS ▪ Loss of Credit for Assignment
<p><u>*Combustibles</u> (Use/Possession/Distribution/Sale) Includes objects that are readily capable of causing bodily harm or property damage, i.e. matches, lighters, firecrackers, gasoline, and lighter fluid.</p>	MINIMUM	▪ Confiscation ▪ Detention ▪ Up to 1 day SUS	▪ Confiscation ▪ Up to 3 day SUS
	↓	▪ Up to 5 day SUS	▪ Up to 5 day SUS
	MAXIMUM	▪ Up to 10 days SUS	▪ 10 day SUS ▪ Long-Term SUS
<p><u>*Dangerous Instruments</u> (Use/Possession/Distribution/Sale) ▪ possible TMT Includes items that are used, attempted or threatened to be used, and/or is readily capable of causing death or physical injury to any person. Dangerous instruments include, but are not limited to, air soft guns, B.B. guns, knife with a blade length less than 2.5 inches, laser pointer, letter opener, mace, paintball gun, pellet gun, razor blade or box cutter, simulated knife, Taser/stun gun, or tear gas. Sale or Distribution of Dangerous Instruments is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) dangerous instruments on District property, at a District-sponsored event, or on school-sponsored transportation. (A.R.S. 13-105.12)</p>	MINIMUM	▪ Detention ▪ 1 – 3 Day SUS	▪ Up to 5 Day SUS
	↓	▪ 3 – 5 Day SUS	▪ Up to 10 Day SUS
	MAXIMUM	▪ 10 Day SUS	▪ 10 Day SUS ▪ Long-Term SUS ▪ Expulsion

Note:

- Parent notification should take place for infractions receiving consequences.
- Administration may exercise discretion when determining consequences between minimum and maximum depending on severity of the infraction.
- If the infraction occurs on the bus, a suspension or termination of bus-riding privileges may be assigned in lieu of, or in addition to the consequences outlined in the matrix for that infraction.
- **An administrator may choose any or all of the consequences for any infraction.**
- The principal is the highest level of appeal for a suspension of 10 days or less.
- An underlined infraction or consequence indicates that an administrator may opt to use an on-campus reassignment as a possible disciplinary action in lieu of off-campus suspension depending on grade level.
- An asterisk (*) indicates that a police report and/or DCS report may be filed.
- TMT = Threat Management Team

Infraction	Consequence	K-2	3-6
<p>*Defiance/Disrespect</p> <p>Intentionally resisting or disregarding the authority of District personnel, or treating District personnel or any others with contempt or rudeness. This includes, but is not limited to, the failure to respond to a reasonable request/follow directions, being disobedient or the refusal to identify self when requested to do so.</p>	MINIMUM	▪ Detention	▪ Detention
	↓	▪ Detention ▪ 1 – 5 Day SUS	▪ 1 – 5 Day SUS
	MAXIMUM	▪ 10 Day SUS	▪ 10 Day SUS ▪ Long-Term SUS
<p>*Disorderly Conduct</p> <p>▪ possible TMT</p> <p>Any act which substantially disrupts the orderly conduct of a school function, or behavior which substantially disrupts the orderly learning environment. (A.R.S. 13-2904)</p>	MINIMUM	▪ OCR ▪ 1 – 3 Day SUS	▪ Up to 3 Day SUS
	↓	▪ 3 – 5 Day SUS	▪ 5 – 10 Day SUS
	MAXIMUM	▪ 10 Day SUS	▪ 10 Day SUS ▪ Long-Term SUS
<p>Disruption</p> <p>Creating disturbances in class, on campus or at school-sponsored events. Continual or repeated disruptions may warrant more severe consequences.</p>	MINIMUM	▪ Conference ▪ Detention	▪ Conference ▪ Detention
	↓	▪ 1 – 5 Day SUS	▪ 1 – 5 Day SUS
	MAXIMUM	▪ 10 Day SUS	▪ 10 Day SUS ▪ Long-Term SUS
<p>Dress Code</p> <p>The act of non-compliance with the established student dress code guidelines. See page 17.</p>	MINIMUM	▪ Change Clothes	▪ Change Clothes ▪ Detention
	↓	▪ Change Clothes ▪ Detention	▪ Change Clothes ▪ Detention ▪ 1 Day SUS
	MAXIMUM	▪ Change Clothes ▪ Detention	▪ Change Clothes ▪ Up to 3 Day SUS

Note:

- Parent notification should take place for infractions receiving consequences.
- Administration may exercise discretion when determining consequences between minimum and maximum depending on severity of the infraction.
- If the infraction occurs on the bus, a suspension or termination of bus-riding privileges may be assigned in lieu of, or in addition to the consequences outlined in the matrix for that infraction.
- **An administrator may choose any or all of the consequences for any infraction.**
- The principal is the highest level of appeal for a suspension of 10 days or less.
- An underlined infraction or consequence indicates that an administrator may opt to use an on-campus reassignment as a possible disciplinary action in lieu of off-campus suspension depending on grade level.
- An asterisk (*) indicates that a police report and/or DCS report may be filed.
- TMT = Threat Management Team

Infraction	Consequence	K-2	3-6
<p>*Drugs (Use/Possession/Distribution/Sale)</p> <p>Includes the act of using, possessing and/or distributing chemical substances, narcotics, prescription or non-prescription medications, inhalants, controlled substances or substances that students represent to be chemical substances, narcotics or controlled substances. Over-the-counter, non-prescription pharmaceuticals fall into this definition, unless the student has complied with the District's policy for such medication. Medication for cessation of smoking needs to be checked through the health center; otherwise, it will result in being considered a drug. Supplements and/or nutritional supplements shall be considered a look-a-like drug. The term "drugs" includes anything that looks like drugs or which is presented as drugs. Drug residue is also considered a "drug." Sale or Distribution of Drugs is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) drugs on District property, at a District-sponsored event, or on District-provided transportation. Medical marijuana card holders may be subject to discipline if the student fails to comply with related laws and/or statutes. (A.R.S. 13-3415)</p>	MINIMUM	<ul style="list-style-type: none"> ▪ Confiscation ▪ Up to 3 Day SUS 	<ul style="list-style-type: none"> ▪ Confiscation ▪ Up to 5 Day SUS
	↓	<ul style="list-style-type: none"> ▪ Confiscation ▪ 3 – 5 Day SUS 	<ul style="list-style-type: none"> ▪ Confiscation ▪ 10 Day SUS ▪ Long-Term SUS
	MAXIMUM	<ul style="list-style-type: none"> ▪ Confiscation ▪ 10 Day SUS 	<ul style="list-style-type: none"> ▪ Confiscation ▪ Long-Term SUS ▪ Expulsion
<p>*Drug/Tobacco Paraphernalia (Use/Possession/Distribution/Sale)</p> <p>Includes any apparatus or equipment used, including anything that looks like apparatus or equipment used or that can be used, intended for use or designed for use in the act of smoking, injecting, ingesting, inhaling or otherwise introducing into the human body a drug. (Examples include, but are not limited to: rolling papers, pipes, and electronic cigarette device or products.) Also includes any items which are used to store, package or maintain any drug or tobacco substances. If any such paraphernalia includes drug or tobacco residue, the residue will be considered a drug or tobacco pursuant to the definitions for each. Sale or Distribution of Paraphernalia is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) on District property, at a District-sponsored event or on District-provided transportation. (A.R.S. 13-3415 F.1.)</p>	MINIMUM	<ul style="list-style-type: none"> ▪ Confiscation ▪ Detention ▪ 1 Day SUS 	<ul style="list-style-type: none"> ▪ Confiscation ▪ Detention ▪ 1 – 3 Day SUS
	↓	<ul style="list-style-type: none"> ▪ Confiscation ▪ Up to 3 Day SUS 	<ul style="list-style-type: none"> ▪ Confiscation ▪ Parent Conference ▪ 3 – 5 Day SUS
	MAXIMUM	<ul style="list-style-type: none"> ▪ Confiscation ▪ 5 Day SUS 	<ul style="list-style-type: none"> ▪ Confiscation ▪ 10 Day SUS

Note:

- Parent notification should take place for infractions receiving consequences.
- Administration may exercise discretion when determining consequences between minimum and maximum depending on severity of the infraction.
- If the infraction occurs on the bus, a suspension or termination of bus-riding privileges may be assigned in lieu of, or in addition to the consequences outlined in the matrix for that infraction.
- **An administrator may choose any or all of the consequences for any infraction.**
- The principal is the highest level of appeal for a suspension of 10 days or less.
- An underlined infraction or consequence indicates that an administrator may opt to use an on-campus reassignment as a possible disciplinary action in lieu of off-campus suspension depending on grade level.
- An asterisk (*) indicates that a police report and/or DCS report may be filed.
- TMT = Threat Management Team

Infraction	Consequence	K-2	3-6
Electronic Devices Includes cell phones, hand-held devices, media players or other electronic items. These items must be in the off position and not be displayed for use during the school day from bell to bell, unless otherwise directed by a staff member for instructional purposes or for use as an educational resource. Electronic Devices may not interfere with the learning, safety or well-being of others. The District is not responsible for the loss, damage and/or theft of any of these types of devices. See page 10.	MINIMUM	<ul style="list-style-type: none"> ▪ Confiscation ▪ Student Pick-Up 	<ul style="list-style-type: none"> ▪ Confiscation ▪ Student Pick-Up
	↓	<ul style="list-style-type: none"> ▪ Confiscation ▪ Parent Pick-Up 	<ul style="list-style-type: none"> ▪ Confiscation ▪ Parent Pick-Up ▪ Detention
	MAXIMUM	<ul style="list-style-type: none"> ▪ Confiscation ▪ Parent Pick-Up ▪ Detention 	<ul style="list-style-type: none"> ▪ Confiscation ▪ Parent Pick up ▪ 1 Day SUS
*Endangerment <ul style="list-style-type: none"> ▪ possible TMT Recklessly or intentionally creating, engaging in, encouraging or failing to report any potential unsafe, dangerous or hazardous situation. Endangerment can include a risk to the health, safety and welfare of students and staff. Endangerment can include risk of injury, harm and death. Consequences depend on the potential severity of the endangerment. Consequences depend on the direct or indirect involvement of the endangerment, including acting as an accessory. (A.R.S. 13-1201)	MINIMUM	<ul style="list-style-type: none"> ▪ Detention ▪ <u>1 Day SUS</u> 	<ul style="list-style-type: none"> ▪ Detention ▪ <u>Up to 3 Day SUS</u>
	↓	<ul style="list-style-type: none"> ▪ <u>Up to 5 Day SUS</u> 	<ul style="list-style-type: none"> ▪ <u>Up to 5 Day SUS</u>
	MAXIMUM	<ul style="list-style-type: none"> ▪ 10 Day SUS 	<ul style="list-style-type: none"> ▪ 10 Day SUS ▪ Long-Term SUS ▪ Expulsion
*Extortion The act of knowingly obtaining or seeking to obtain property or services, or causing or seeking to cause another to act in a manner, by means of a threat to do any of the following: (1) cause physical injury; (2) cause damage to property; (3) engage in illegal conduct; or (4) make false accusations. (A.R.S.13-1804)	MINIMUM	<ul style="list-style-type: none"> ▪ <u>1 – 3 Day SUS</u> 	<ul style="list-style-type: none"> ▪ Up to 3 Day SUS
	↓	<ul style="list-style-type: none"> ▪ <u>3 – 5 Day SUS</u> 	<ul style="list-style-type: none"> ▪ Up to 5 Day SUS
	MAXIMUM	<ul style="list-style-type: none"> ▪ 10 Day SUS 	<ul style="list-style-type: none"> ▪ 10 Day SUS
*Fighting (with weapon/without weapon) <i>Note: Please refer to section on Student and Staff Self Defense</i> Mutual participation in an incident involving physical violence, where there is no major injury.	MINIMUM	<ul style="list-style-type: none"> ▪ <u>1 Day SUS</u> 	<ul style="list-style-type: none"> ▪ 3 Day SUS
	↓	<ul style="list-style-type: none"> ▪ <u>3 Day SUS</u> 	<ul style="list-style-type: none"> ▪ 5 Day SUS
	MAXIMUM	<ul style="list-style-type: none"> ▪ 10 Day SUS ▪ Long-Term SUS 	<ul style="list-style-type: none"> ▪ 10 Day SUS ▪ Long-Term SUS ▪ Expulsion
*Fire Alarm Misuse Intentionally ringing fire alarm when there is no fire.	MINIMUM	<ul style="list-style-type: none"> ▪ 1 Day SUS 	<ul style="list-style-type: none"> ▪ 3 Day SUS
	↓	<ul style="list-style-type: none"> ▪ 3 Day SUS 	<ul style="list-style-type: none"> ▪ 5 Day SUS
	MAXIMUM	<ul style="list-style-type: none"> ▪ 5 Day SUS 	<ul style="list-style-type: none"> ▪ 10 Day SUS

Note:

- Parent notification should take place for infractions receiving consequences.
- Administration may exercise discretion when determining consequences between minimum and maximum depending on severity of the infraction.
- If the infraction occurs on the bus, a suspension or termination of bus-riding privileges may be assigned in lieu of, or in addition to the consequences outlined in the matrix for that infraction.
- **An administrator may choose any or all of the consequences for any infraction.**
- The principal is the highest level of appeal for a suspension of 10 days or less.
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Infraction	Consequence	K-2	3-6
<p>*Firearm (Use/Possession/Distribution/Sale)</p> <ul style="list-style-type: none"> mandatory TMT <p>Any weapon that is designed to (or may be readily converted to) expel a projectile by an explosive, or by the action of an explosive. This includes any handguns, pistol, revolver, rifle, shot gun. Any destructive device, which includes: any explosive, incendiary, or poison gas, bombs, grenades, mines, rockets, missiles, pipe bombs, firearms or similar devices designed to explode and capable of causing bodily harm or property damage. Sale or Distribution of Firearms is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) on District property, at a District-sponsored event, or on District-provided transportation. (A.R.S. 13-3111, A.R.S. 13-3101)</p>	MINIMUM	<ul style="list-style-type: none"> Expulsion 	<ul style="list-style-type: none"> Expulsion
	↓		
	MAXIMUM		
<p>*Forgery/Falsification</p> <p>The act of falsely or fraudulently marking or altering a document or a verbal, written or electronic communication, or any verbal or written communication that is intentionally false or fraudulent (i.e., dishonesty or lying, filing a false report).</p>	MINIMUM	<ul style="list-style-type: none"> Detention 1 Day SUS 	<ul style="list-style-type: none"> Detention 1 Day SUS
	↓	<ul style="list-style-type: none"> Up to 3 Day SUS 	<ul style="list-style-type: none"> 3 Day SUS
	MAXIMUM	<ul style="list-style-type: none"> 3 Day SUS 	<ul style="list-style-type: none"> 5 Day SUS
<p>*Gambling</p> <p>Is to risk money or anything of value on the outcome of anything involving chance.</p>	MINIMUM		<ul style="list-style-type: none"> Detention
	↓		<ul style="list-style-type: none"> <u>1 Day SUS</u>
	MAXIMUM		<ul style="list-style-type: none"> <u>3 Day SUS</u>
<p>*Gang Activity/Negative Group Affiliation</p> <p>An activity or affiliation of an ongoing loosely organized association of two or more persons, whether formal or informal, that has a common name, signs, symbols or colors, and whose members engage, either individually or collectively, in negative group activity. See page 11.</p>	MINIMUM		<ul style="list-style-type: none"> Detention 1-3 Day SUS
	↓		<ul style="list-style-type: none"> 5 Day SUS
	MAXIMUM		<ul style="list-style-type: none"> 10 Day SUS Long-Term SUS Expulsion
<p>*Harassment</p> <p>The intentional behavior by a student or group of students that is disturbing or threatening to another individual or group of individuals. Intentional behaviors that characterize harassment include, but are not limited to stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs graphics, and social media posts. See page 7. (A.R.S. 13-2921)</p>	MINIMUM	<ul style="list-style-type: none"> Mediation 1 Day SUS 	<ul style="list-style-type: none"> Mediation 1 – 3 Day SUS
	↓	<ul style="list-style-type: none"> 1 – 3 Day SUS 	<ul style="list-style-type: none"> 3 – 5 Day SUS
	MAXIMUM	<ul style="list-style-type: none"> 5 Day SUS 	<ul style="list-style-type: none"> 10 Day SUS Long-Term SUS Expulsion

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Infraction	Consequence	K-2	3-6
<p>*Hate/Bias Related Incidents</p> <p>Any written, oral, physical or electronic communication that one could reasonably conclude was motivated, in whole or in part, by the perpetrator's bias or attitude against an individual victim or group based on perceived or actual personal characteristics. Examples of bias/hate related incidents include age, ancestry or ethnicity, disability, economic status, gender, height or weight, immigration or citizenship status, marital status, race, religion or religious practices, or sexual orientation.</p>	MINIMUM	▪ Detention	▪ Detention ▪ Up to 3 Day SUS
	↓	▪ Detention ▪ 1 Day SUS	▪ Up to 5 Day SUS
	MAXIMUM	▪ 3 Day SUS	▪ Up to 10 Day SUS ▪ Long-Term SUS ▪ Expulsion
<p>Hazing</p> <p>Any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, committed in connection with an initiation into an affiliation or membership in any organization, that is affiliated with an educational institution or when the act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation. See page 11. (A.R.S. 15-2301)</p>	MINIMUM		▪ Up to 5 Day SUS
	↓		▪ Up to 10 Day SUS
	MAXIMUM		▪ Long-Term SUS
<p>Horseplay/Roughhousing/Recklessness</p> <p>Includes rough, boisterous play or behavior.</p>	MINIMUM	▪ Detention	▪ Detention
	↓	▪ Detention ▪ 1 Day SUS	▪ 1 Day SUS
	MAXIMUM	▪ 3 Day SUS	▪ 3 Day SUS
<p>*Indecent Exposure or Public Sexual Indecency</p> <p>Includes, but is not limited to, exposing private areas, consensual participation in any sexual act involving physical contact, touching private areas, depantsing (pulling pants down or off), pulling at another's underclothing. (A.R.S.13-1402, A.R.S.13-1403)</p>	MINIMUM	▪ Detention	▪ Detention ▪ Up to 3 Day SUS
	↓	▪ 1 – 3 Day SUS	▪ 3 – 5 Day SUS
	MAXIMUM	▪ 5 Day SUS	▪ 10 Day SUS ▪ Long-Term SUS ▪ Expulsion
<p>Instigation</p> <p>Includes provoking, antagonizing or failing to report a fight or other dangerous, inappropriate situations. Spreading rumors, harmful gossip, recording/videotaping, social media posting and use of language or gestures that may incite another person or other people to fight are also considered forms of instigation.</p>	MINIMUM	▪ Detention ▪ 1 Day SUS	▪ Up to 3 Day SUS
	↓	▪ 3 - 5 Day SUS	▪ 3 - 5 Day SUS
	MAXIMUM	▪ 5 Day SUS	▪ 10 Day SUS

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Infraction	Consequence	K-2	3-6
<u>Physical Aggression</u> The act of tussles, minor confrontations, pushing, shoving, slapping, hitting, kicking or other physical provocation.	MINIMUM	▪ Detention	▪ Detention ▪ 1 Day SUS
	↓	▪ Detention ▪ 1 – 3 Day SUS	▪ 3 – 5 Day SUS
	MAXIMUM	▪ 5 Day SUS	▪ 10 Day SUS ▪ Long-Term SUS
<u>Public Display of Affection</u> The act of kissing, hugging, fondling or touching in public that is beyond casual contact and which creates, or has the potential to create, a disturbance.	MINIMUM	▪ Warning	▪ Warning ▪ Detention
	↓	▪ Detention	▪ 1 Day SUS
	MAXIMUM	▪ Detention	▪ Up to 3 Day SUS
*Robbery (with weapon/without weapon) The taking, or attempting to take, any property of another from his person or immediate presence and against his will. Such person threatens or uses force against any person with intent to either coerce surrender of property, or to prevent resistance to such person taking or retaining property.	MINIMUM	▪ Restitution ▪ 3 Day SUS ▪	▪ Restitution ▪ 5 Day SUS ▪
	↓	▪ 5 Day SUS ▪ Restitution	▪ 10 Day SUS ▪ Restitution
	MAXIMUM	▪ 10 Day SUS ▪ Long-Term SUS ▪ Restitution	▪ Long-Term SUS ▪ Restitution
<u>Sale/Distribution of Personal Property</u> The attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) personal property, goods or services on District property, at a school or District-sponsored event or on District-provided transportation.	MINIMUM	▪ Confiscation ▪ Detention	▪ Confiscation ▪ Detention ▪ 1 Day SUS
	↓	▪ Confiscation ▪ Detention ▪ 1 – 2 Day SUS	▪ Confiscation ▪ Detention ▪ 1 – 3 Day SUS
	MAXIMUM	▪ Confiscation ▪ Detention ▪ 3 Day SUS	▪ Confiscation ▪ Detention ▪ 5 Day SUS
*<u>Sexual Harassment</u> (No Contact) ▪ possible TMT The unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or to receive benefits, services, or opportunities in the school's program. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.	MINIMUM	▪ Detention	▪ Detention ▪ Up to 3 Day SUS
	↓	▪ 1 – 3 Day SUS	▪ 3 – 5 Day SUS
	MAXIMUM	▪ 5 Day SUS	▪ 10 Day SUS ▪ Long-Term SUS ▪ Expulsion

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Infraction	Consequence	K-2	3-6
<p>*Sexual Harassment (with Contact)</p> <ul style="list-style-type: none"> possible TMT <p>Sexual harassment with contact includes unwanted physical contact of non-sexual body parts.</p>	MINIMUM	<ul style="list-style-type: none"> Detention 	<ul style="list-style-type: none"> Detention Up to 3 Day SUS
	↓	<ul style="list-style-type: none"> 1 – 3 Day SUS 	<ul style="list-style-type: none"> 3 – 5 Day SUS
	MAXIMUM	<ul style="list-style-type: none"> 5 Day SUS 	<ul style="list-style-type: none"> 10 Day SUS Long-Term SUS Expulsion
<p>Sexual Materials</p> <p>Includes pictures, items, devices or electronic images that contain nudity or represent sexual activity that is offensive or disturbs the educational environment. This includes possession or distribution of pornographic materials.</p>	MINIMUM	<ul style="list-style-type: none"> Confiscation 	<ul style="list-style-type: none"> Confiscation Detention Up to 3 Day SUS
	↓	<ul style="list-style-type: none"> Confiscation Detention 1 – 2 Day SUS 	<ul style="list-style-type: none"> Confiscation 3 – 5 Day SUS
	MAXIMUM	<ul style="list-style-type: none"> Confiscation 3 Day SUS 	<ul style="list-style-type: none"> Confiscation 10 Day SUS Long-Term SUS Expulsion
<p>Tardy</p> <p>The failure to be at a designated location at a specified time. This could include arriving to school late or leaving school early. Once a student has more than three tardies (excused or unexcused) in a semester, consequences will be assigned. After three tardies, the only allowable excused tardies are those that have supporting documentation. See page 6.</p>	MINIMUM	<p><u>Tardies 4 & 5:</u></p> <ul style="list-style-type: none"> Notify Parent Student Conference Detention 	<p><u>Tardies 4 & 5:</u></p> <ul style="list-style-type: none"> Notify Parent Student Conference Detention
	↓	<p><u>Tardies 6, 7 & 8:</u></p> <ul style="list-style-type: none"> Notify Parent Student Conference Detention 1 Day OCR 	<p><u>Tardies 6, 7 & 8:</u></p> <ul style="list-style-type: none"> Notify Parent Student Conference Detention 1 Day OCR
	MAXIMUM	<p><u>Tardies 9 or greater:</u></p> <ul style="list-style-type: none"> Notify Parent Student Conference Up to 3 Day OCR 	<p><u>Tardies 9 or greater:</u></p> <ul style="list-style-type: none"> Notify Parent Student Conference Up to 3 Day OCR

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Infraction	Consequence	K-2	3-6
<p>*Technology Misuse/Technology/Computer Tampering</p> <p>The failure to use hardware, software, electronic devices, web pages and networks for the intended educational use or in a manner that causes disruption at a campus or any District facility, including proxy use. Computer Tampering includes, altering, damaging, deleting or destroying a computer, computer hardware or software; introducing a computer contaminant into any computer, or network; causing the disruption of a computer or network. See Electronic Information Systems (EIS) User Agreement. (A.R.S. 13-2316)</p>	MINIMUM	<ul style="list-style-type: none"> Loss of Technology Privileges Restitution 	<ul style="list-style-type: none"> Loss of Technology Use Privileges 1 Day SUS Restitution
	↓	<ul style="list-style-type: none"> Loss of Technology Privileges Restitution 1 Day SUS 	<ul style="list-style-type: none"> 3 – 5 Day SUS Loss of Technology Use Privileges Restitution
	MAXIMUM	<ul style="list-style-type: none"> Loss of Technology Privileges 3 Day SUS Restitution 	<ul style="list-style-type: none"> 10 Day SUS Loss of Technology Use Privileges Restitution
<p>*Theft (over \$100/under \$100)</p> <p>The taking of property that belongs to another without personal confrontation, threat, violence or bodily harm. Theft does not include confiscation by school authorities of property not permitted at the school. NOTE: The District is NOT responsible for the loss, theft or damage of ANY personal items brought to school, including but not limited to, musical instruments, radios, headphones, cell phones, iPods, iPads, (any and all electronic devices), bicycles, etc. Any loss, theft or damage to any personal items will not be covered by District liability insurance.</p>	MINIMUM	<ul style="list-style-type: none"> Restitution Detention 	<ul style="list-style-type: none"> Restitution 1- 3 Day SUS
	↓	<ul style="list-style-type: none"> Detention 1 Day SUS Restitution 	<ul style="list-style-type: none"> 3 – 5 Day SUS Restitution
	MAXIMUM	<ul style="list-style-type: none"> 3 Day SUS Restitution 	<ul style="list-style-type: none"> 10 Day SUS Restitution
<p>*Threat, Bomb</p> <ul style="list-style-type: none"> mandatory TMT <p>Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device. (A.R.S. 13-2911)</p>	MINIMUM	<ul style="list-style-type: none"> Up to 5 Day SUS 	<ul style="list-style-type: none"> Up to 10 Day SUS
	↓	<ul style="list-style-type: none"> 10 Day SUS 	<ul style="list-style-type: none"> Long-Term SUS Expulsion
	MAXIMUM	<ul style="list-style-type: none"> Long-Term SUS Expulsion 	<ul style="list-style-type: none"> Expulsion
<p>*Threat, Chemical or Biological</p> <ul style="list-style-type: none"> mandatory TMT <p>Threatening to cause harm using dangerous chemicals or biological agents. (A.R.S. 13-2911)</p>	MINIMUM	<ul style="list-style-type: none"> Up to 5 Day SUS 	<ul style="list-style-type: none"> Up to 10 Day SUS
	↓	<ul style="list-style-type: none"> 10 Day SUS 	<ul style="list-style-type: none"> Long-Term SUS Expulsion
	MAXIMUM	<ul style="list-style-type: none"> Long-Term SUS Expulsion 	<ul style="list-style-type: none"> Expulsion

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Infraction	Consequence	K-2	3-6
<p>*Threat, Other</p> <ul style="list-style-type: none"> mandatory TMT <p>The incident cannot be coded in one of the above categories but did involve a school threat. This includes Death Threats. (A.R.S. 13-2911)</p>	MINIMUM	<ul style="list-style-type: none"> Mediation 	<ul style="list-style-type: none"> Mediation 1 – 3 Day SUS
	↓	<ul style="list-style-type: none"> 1 – 5 Day SUS 	<ul style="list-style-type: none"> Up to 10 Day SUS
	MAXIMUM	<ul style="list-style-type: none"> 10 Day SUS 	<ul style="list-style-type: none"> Long-Term SUS Expulsion
<p>*Threatening/Intimidating Behavior</p> <ul style="list-style-type: none"> possible TMT <p>When a person indicates by word or conduct, the intent to cause physical injury or serious damage to a person or their property. Repeated acts of threatening, intimidating behavior shall be considered Bullying. See page 7. (A.R.S. 13-1202)</p>	MINIMUM	<ul style="list-style-type: none"> Mediation Detention 1 Day SUS 	<ul style="list-style-type: none"> Mediation Detention Up to 3 Day SUS
	↓	<ul style="list-style-type: none"> Up to 3 Day SUS 	<ul style="list-style-type: none"> Up to 5 Day SUS
	MAXIMUM	<ul style="list-style-type: none"> 5 Day SUS 	<ul style="list-style-type: none"> 10 Day SUS Long-Term SUS Expulsion
<p>*Tobacco (Use/Possession/Distribution/Sale)</p> <p>Includes use, possession of tobacco products of any kind (i.e., cigarettes, cigars, electronic cigarettes or other similar devices), as well as smokeless tobacco (i.e., dip, chew, snuff, twist). Tobacco residue/butts/etc. will also be considered tobacco under this definition. Sale or Distribution of Tobacco is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) on District property, at a District-sponsored event, or on District-provided transportation. (A.R.S. 36-798.03)</p> <p>NOTE: Possession by any person of tobacco products on K-12 public, charter or private school grounds, buildings, parking lots, playing fields and vehicles, and at off-campus school-sponsored events, is a criminal offense.</p>	MINIMUM	<ul style="list-style-type: none"> Detention <u>1 Day SUS</u> 	<ul style="list-style-type: none"> <u>Up to 3 Day SUS</u>
	↓	<ul style="list-style-type: none"> <u>Up to 3 Day SUS</u> 	<ul style="list-style-type: none"> <u>Up to 5 Day SUS</u>
	MAXIMUM	<ul style="list-style-type: none"> <u>5 Day SUS</u> 	<ul style="list-style-type: none"> 10 Day SUS
<p>*Trespass/Loiter</p> <p>When a person enters upon, or in, school property without legal justification or without the implied or actual permission of the administration, or when a person is intentionally present on school grounds, after a reasonable request to leave, does not have any specific reason for being there, or does not have written permission to be there from anyone authorized to grant permission. (A.R.S. 13-2905)</p>	MINIMUM		<ul style="list-style-type: none"> <u>1 – 3 Day SUS</u>
	↓		<ul style="list-style-type: none"> <u>3 – 5 Day SUS</u>
	MAXIMUM		<ul style="list-style-type: none"> 10 Day SUS

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Infraction	Consequence	K-2	3-6
<p>*Unauthorized Absence/Truancy/Leaving Campus without Authorization</p> <p>An unexcused absence for at least one class period during the school day or when a student is absent from school during the hours school is in session, unless excused pursuant to A.R.S. § 15-802. Also known as ditching or skipping class/school. Dysart schools are closed campuses which means that students must remain on the school campus, attend all assigned classes and lunch periods unless otherwise authorized by school administration. See page 5.</p>	MINIMUM	▪ Detention	▪ Detention ▪ 1 Day SUS
	↓	▪ Detention ▪ 1 Day SUS	▪ Up to 3 Day SUS
	MAXIMUM	▪ 1 Day SUS	▪ 5 Day SUS
<p>*Vandalism/Destruction of Property (Personal/School)</p> <p>The willful act of defacing or destroying any building, fixture, vegetation or property (personal or school) either intentionally or unintentionally.</p>	MINIMUM	▪ Detention ▪ 1 Day SUS ▪ Restitution	▪ 1 – 3 Day SUS ▪ Restitution
	↓	▪ 1 – 5 Day SUS ▪ Restitution	▪ 3 – 5 Day SUS ▪ Restitution
	MAXIMUM	▪ 10 Day SUS ▪ Restitution	▪ 10 Day SUS ▪ Long-Term SUS ▪ Expulsion ▪ Restitution
<p>Verbal Abuse/Profanity/Obscenity</p> <p>The use of profanity, swearing or any derogatory language written or stated publicly.</p>	MINIMUM	▪ Detention	▪ 1 Day SUS
	↓	▪ 1 – 2 Day SUS	▪ 3 Day SUS
	MAXIMUM	▪ 3 Day SUS	▪ 5 Day SUS
<p>*Verbal Abuse/Profanity/Obscenity to an Adult</p> <ul style="list-style-type: none"> ▪ possible TMT <p>The use of profanity, swearing or any derogatory language written or stated publicly to an adult. (A.R.S. § 15-507)</p>	MINIMUM	▪ 1 Day SUS	▪ 3 Day SUS
	↓	▪ 3 Day SUS	▪ 5 Day SUS
	MAXIMUM	▪ 5 Day SUS	▪ 10 Day SUS ▪ Long-Term SUS

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<p>*Weapon – Simulated (Use/Possession/Distribution/Sale)</p> <ul style="list-style-type: none"> possible TMT <p>Any simulated firearm made of plastic, wood, metal or any other material which is a replica, facsimile, or toy version of a firearm or any object such as a stick or finger concealed under clothing and is being portrayed as a firearm.</p>	MINIMUM	<ul style="list-style-type: none"> Confiscation Detention <u>1 – 3 Day SUS</u> 	<ul style="list-style-type: none"> Confiscation Detention 1 – 3 Day SUS
	↓	<ul style="list-style-type: none"> Confiscation <u>Up to 3 Day SUS</u> 	<ul style="list-style-type: none"> Confiscation Up to 5 Day SUS
	MAXIMUM	<ul style="list-style-type: none"> Confiscation 5 Day SUS 	<ul style="list-style-type: none"> Confiscation 10 Day SUS
<p>*Weapons - Other (Use/Possession/Distribution/Sale)</p> <ul style="list-style-type: none"> mandatory TMT <p>Includes (but not limited to) a dagger, dirk, stiletto, knife with a blade at least 2.5 inches in length, pocket knife opened by a mechanical device, iron bar, brass knuckles, chains, billy clubs, Chinese stars, nunchakus or any incendiary devices. Distribution/Sale is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) a weapon on District property, at a school or District-sponsored event or on District-provided transportation. (A.R.S. 13-3101)</p>	MINIMUM	<ul style="list-style-type: none"> Up to 5 Day SUS Long-Term SUS 	<ul style="list-style-type: none"> Up to 10 Day SUS Long-Term SUS
	↓	<ul style="list-style-type: none"> Up to 10 Day SUS Long-Term SUS 	<ul style="list-style-type: none"> Long-Term SUS Expulsion
	MAXIMUM	<ul style="list-style-type: none"> Long-Term SUS Expulsion 	<ul style="list-style-type: none"> Expulsion

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ARIZONA REVISED STATUTES

Statute Title	Statute Number
Alcohol	A.R.S. § 4-244
Assault	A.R.S. § 13-1203
Aggravated Assault	A.R.S. § 13-1204
Arson	A.R.S. § 13-1704, 13-1701
Bullying, Threatening/Intimidating	A.R.S. § 13-1202
Computer Tampering	A.R.S. § 13-2316
Disorderly Conduct	A.R.S. § 13-2904 A.R.S. § 13-2911
Discipline	A.R.S. § 15-341.13
Drugs	A.R.S. § 13-3415
Duty to Report	A.R.S. § 13-3620
Endangerment	A.R.S. § 13-1201
Extortion	A.R.S. § 13-1804
Fire Alarm Misuse	A.R.S. § 13-2911
Harassment	A.R.S. § 13-2921
Hazing	A.R.S. § 15-2301
Loitering	A.R.S. § 13-2905
School Day	A.R.S. §15-341, 15-901 ADOT R17-9-104
Suspension	A.R.S. § 15-843 A.R.S. § 15-841-15-844
Threat	A.R.S. § 13-2911
Tobacco	A.R.S. § 36-798
Verbal Abuse	A.R.S. § 15-507
Weapons	A.R.S. § 13-3101

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