

2023-2024



## **Student Code of Conduct**

**AVSD 2023-2024  
Student Handbook**

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Altar Valley Elementary School District No. 51  
2023-2024 Parent/Student Handbook



**Challenging Every Student to Achieve Excellence!**

Dr. David Dumon, Superintendent  
Mrs. Shelly Camp | Principal and Director of Exceptional Education, Altar Valley Middle School  
Ms. Dustie Gunn-Ader | Principal, Robles Elementary School  
Ms. Julie Waters | Director of Federal Programs/Professional Development  
Mr. Jim Summerkamp | Director of Operations

**Governing Board**

Mr. W. John Williams	President
Mr. Robert Ethridge	Vice President
Mr. Chris Isabel	Member
Ms. Shanee Page	Member
Mr. Martin Hudecek	Member

**DISTRICT ADMINISTRATIVE OFFICES**

10105 S. Sasabe Road  
Tucson, Arizona 85736  
(520) 822-1484

Robles Elementary School (PK-5)  
9875 S. Sasabe Road  
Tucson, AZ 85736  
Dustie Gunn-Ader, Principal  
(520) 822-9418

Altar Valley Middle School (6-8)  
16350 W. Ajo Way  
Tucson, AZ 85735  
Shelly Camp, Principal  
(520) 822-9343

Breakfast in the classroom: 8:30 A.M.  
Monday through Thursday: 8:45 A.M. - 3:45 P.M.  
Friday (Early Release): 8:45 A.M. - 1:45 P.M.

Breakfast in the classroom: 7:25 A.M.  
Monday through Thursday: 7:30 A.M. - 2:30 P.M.  
Friday (Early Release): 7:30 A.M. - 12:30 P.M.

Attendance Line: (520) 822-9418, press 1

Attendance Line: (520) 822-9343, press 1

Transportation: (520) 822-5093

## ACKNOWLEDGEMENT OF RECEIPT

### **Code of Conduct:**

**Student and Parent:** I have been provided access to and/or received the District Code of Conduct. I acknowledge that I have been given the opportunity to read and review it with my child/parent/guardian. I understand that I am expected to comply with all provisions that apply to me. I understand that I may contact the school administration if I have any questions pertaining to the information in the Code of Conduct.

### **Bullying and Hazing Policies:**

**Student and Parent:** I have read the information related to Bullying, Hazing, and Student Violence located in the Code of Conduct and understand the consequences for violating these policies.

### **ELECTRONIC INFORMATION SERVICES USER AGREEMENT**

**Student:** I have read and agree to abide by the Electronic Information Services User Agreement and guidelines. I understand that access to computers and internet resources is provided for educational purposes only and I must not use the technology resources to send or request offensive or illegal material. I understand that if I violate the rules and guidelines for technology resources, my access privileges may be revoked and school and/or legal action may be taken as a consequence.

**Parent:** I have read the Electronic Information Services User Agreement and guidelines. I understand that school access to computers and internet resources is provided for educational purposes only. While the District has taken precautions to minimize access by students to inappropriate material, I understand that is impossible for the District to completely restrict access to such material and will not hold the District responsible if my child accesses such material either directly or indirectly. I hereby give permission to the District to permit my child to use District owned computers and internet access.

**This form must be returned to each child's teacher within 5 days.**

Student Name Print: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_



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## ALTAR VALLEY SCHOOL DISTRICT

### GUIDE TO SOLVING PROBLEMS

The Altar Valley School District is here to meet the needs of all students, staff, parents and community members. We have established procedures to effectively and efficiently respond to questions, suggestions and concerns from all stakeholders. This guide is meant to assist you in identifying District staff that would have the most information to provide answers to your 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 contact us.

#### **PK-8 Schools**

Step 1 – Classroom Teacher; If not resolved...

Step 2 – School Principal; If not resolved...

Step 3 – District Superintendent

#### **Transportation**

Step 1 - Director of Transportation; If not resolved...

Step 2 – School Principal; If not resolved...

Step 3 – District Superintendent

#### **Athletics /After School Activities**

Step 1 –Site Coordinator; If not resolved...

Step 2 – Athletic Director; If not resolved...

Step 3 – School Principal; If not resolved...

Step 4 – District Superintendent

#### **Student Behavior**

Step 1 – Classroom Teacher; If not resolved...

Step 2 – School Principal; If not resolved...

Step 3 – District Superintendent

#### **Curriculum**

Step 1 – Classroom Teacher; If not resolved...

Step 2 – School Principal; If not resolved...

Step 3 – Professional Development Director; If not resolved...

Step 4 – District Superintendent

#### **Preschool**

Step 1 – Preschool Teacher; If not resolved...

Step 2 – Principal; If not resolved...

Step 3- Professional Development Director; if not resolved...

Step 4 – District Superintendent

#### **Medical Concerns**

Step 1 – School Nurse; If not resolved...

Step 2 – School Principal; If not resolved...

Step 3 – Lead Nurse; If not resolved...

Step 4 – District Superintendent

#### **Special Education**

Step 1 – Special Education Teacher; If not resolved...

Step 2 – School Principal; If not resolved...

Step 3 – Director of Exceptional Education; If not resolved...

Step 4 – District Superintendent

#### **Technology**

Step 1 – Classroom Teacher; If not resolved...

Step 2 – Technology Department; If not resolved...

Step 3 – School Principal; If not resolved...

Step – District Superintendent

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## **To Altar Valley Students and Parents:**

**Success in school occurs when there is close cooperation between its students, staff and parents. The purpose of this handbook is to communicate the expectations of the Altar Valley School District for student conduct to promote a safe, orderly and positive learning environment and to address certain student rights and responsibilities. The District Governing Board, administration and staff, regard student and staff safety as paramount while also ensuring students' rights are protected.**

**The discipline procedures were developed through the input of parents, teachers, staff and administrators in Altar Valley School District. This handbook addresses only specific areas of District policy. Additional information can be found in the Altar Valley Policy Manual.**

## **GUIDELINES & PROCEDURES**

### **Abuse of Teacher or School Employee**

Any person who knowingly abuses a teacher or other school employee on school grounds or while on duty is guilty of a class three misdemeanor. Board Policy GBGB; A.R.S. §15-507

### **Address - Home**

Please notify the school immediately when there is a change of home address, telephone number, parent's employment, or a change in the emergency telephone number to be used when we are unable to reach a parent. Even though you may have an unlisted telephone number, the school must have the phone number in case of an emergency.

### **Arrival and Departure**

#### **Arrival**

Playground supervisors are on duty at the following times before the first bell: Robles 7:30am and AVMS 7:00am. Students are not to arrive on campus prior to that time.

#### **Departure**

Students are to go directly home after dismissal. If students are to be detained or are involved in an approved after-school activity, permission is required, including parental permission slips with signature. Students not involved in after-school activities attending after-school events must be accompanied by an adult at all times.

### **Attendance – Physical Education**

It is necessary that a doctor's statement be furnished to the health office if a student cannot participate in Physical Education classes for extended periods of time. Parent-written notes will be accepted for excusing the student from P.E. classes for two days. Students not participating in P.E. will not participate in recess activities, sports or after-school games for the day(s) excused.

### **Attendance / Truancy**

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, the Altar Valley Elementary School District No. 51 believes 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.

Regular school attendance is not only a good habit, but also a state law. 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.

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Further, Altar Valley Elementary School District No. 51 values 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.

- A parent/guardian is required to sign in a tardy student at the front office.
- A parent/guardian should contact the school prior to the beginning of the school day when a child will be absent. Call the attendance line and press option 1 or use the ParentVUE portal in Edupoint.
- All unreported absences will be documented as “unknown” 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.
- 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.
- A parent/guardian is the only person who may verify an unknown absence. Unknown 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.
- Any absence that has not been verified by a parent/guardian within 24 hours will be considered unexcused.
- A student who independently chooses not to attend school is considered truant and cannot be excused by the parent. This is classified as “Leaving Campus without Authorization/Unauthorized Absence” on the Student Discipline Procedures, included in the Parent/Student Handbook.
- Arizona Revised Statute A.R.S. §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.
- Parents will be notified by letter when students accumulate 5, 10, 15 and 18 absences.

### **Tardy**

The failure to be at a designated location at a specified time. Students are allowed three excused tardies per semester. 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.

#### **Student Discipline Procedures for Kindergarten through 8th Grade:**

##### **Tardies four (4) and five (5):**

Notify Parent  
Student Conference  
Detention

##### **Tardies six (6), seven (7) and eight (8):**

Notify Parent  
Student conference  
Detention  
One (1) Day OCR

##### **Tardies nine (9) or greater:**

Notify Parent  
Student Conference  
Three (3) Day OCR

### **Truancy**

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.

#### **Student Discipline Procedures for Kindergarten through 2ndGrade:**

##### **1st Offense**

Notify Parent  
Conference  
Detention

##### **2nd Offense**

Detention  
One (1) Day OCR

##### **3rd Offense**

One (1) Day OCR

#### **Student Discipline Procedures for 3rd Grade through 8th Grade:**

##### **Absences four (4) and five (5):**

Notify Parent  
Detention  
One (1) Day OCR

##### **Absences six (6), seven (7) and eight (8):**

Three (3) Day OCR

##### **Absences nine (9) or greater:**

Five (5) Day OCR



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### **Early sign-outs**

When students are signed out early from school, it disrupts their entire class and contributes to the overall issue of excessive absences which results in the loss of State funding to our District. It is understood that there will be times when there is a need to sign your child out early, but please refrain from removing your children from school early unless it is absolutely necessary. Parents must first come to the office and request the release of their child and sign him/her out. The school does not allow parents to pick up students directly from the classroom.

Students at AVMS and Robles can be signed out by an adult who is on the authorized pickup list. They will need to show a picture I.D. in order to do so. Students can be signed out only before the times listed below or will be required to wait until the bell rings to release students.

- AVMS: Monday-Thursday before 2:15, Friday before 12:15
- Robles: Monday -Thursday before 3:30, Friday before 1:30

### **Cafeteria Meal Program**

All children attending Altar Valley School District will receive meals at no charge due to our participation in the National School Lunch and School Breakfast Programs. All enrolled students of Robles Elementary and Altar Valley Middle School are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day.

### **Classroom / Birthday Parties**

Parties must be pre-approved by building principal. Only prepackaged food may be used during celebrations.

### **Closing - Emergency**

During inclement weather, early dismissal will be determined by this procedure:

- The determination to dismiss early will be based strictly upon the safety of the children riding our buses.
- There will be a continual updating of road conditions by our bus drivers. District will evaluate this information, along with their recommendations. Parent calls and radio reports will also be evaluated.
- When road conditions reach the point where our buses may possibly face unsafe road conditions, an early dismissal will be called.
- Parents should be prepared for an early dismissal during unusual weather conditions. Parents may wish to take the following into consideration:
  - o Phone numbers of other responsible adults may be given to the administration office to call if parents will not be home.
  - o Arrangements may be made with neighbors or close friends to supervise the child if parents will not be home.
  - o Plans should be worked out with the child so that if temporarily unsupervised at home, all safety precautions will be strictly followed.
  - o The Administration wants to assure you that they are aware of your concern about early dismissal, but the safety of our children must be given top priority.

### **Confidentiality of Student Education Records**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g; 34 CFR part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record stating his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education records. However, FERPA allows schools to disclose those records, without consent, to the following parties under the following conditions (34 CRT §99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.
- Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

### **Destruction of Student Records**

Altar Valley School District will destroy all special education data on students four fiscal years after students have withdrawn, transferred, or graduated from the District. Records may be kept beyond this period only where required by law or regulation, or if there is pending litigation. Before records are destroyed, parents and/or eligible students have the right to review and/or obtain copies of records. Interested parents and/or eligible students should contact Special Services Department.

### **Student Dress Code**

Altar Valley School District believes that 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. Therefore, school administrators will be allowed the final decision when applying the guidelines to student appearance standards.

### **AVMS and Robles Shirts/Top**

- Must not include tank tops, spaghetti straps, halter tops, strapless tops, or racer back tops. Tank tops are any sleeveless tops with a strap of less than two to three inches with no bra straps showing.
- Must not have a neckline that exposes cleavage.
- Must not extend in the armpit more than six inches from the collarbone.

- Must not include any reference to a gang.
- Must not include any defamatory writing, obscene language or symbols, or symbols of drugs, sex or alcohol.
- Must not expose any part of the midriff when sitting, bending, standing, or when raising arms.
- Must not expose **undergarments\*** when sitting, bending or standing, unless covered by an acceptable over garment, as defined in this section.

#### **AVMS and Robles Pants/Jeans/Shorts/Bottoms**

- Must be worn at the waist at all times, regardless of the number of layers.
- Must not include any reference to a gang.
- Must not include any defamatory writing, obscene language or symbols, or symbols of drugs, sex or alcohol.
- Must be no shorter than fingertips when your arms are at your side.
- Must cover the entire buttocks when sitting, bending or standing.
- Must not expose **undergarments\*** when sitting, bending or standing, regardless of the number of layers.
- Must not be see-through.
- Must not be leggings/stockings/tights worn without an overgarment. Overgarments such as shorts/dresses/skirts/long shirts must be no shorter than fingertips when your arms are at your side.

#### **AVMS and Robles Shoes**

- Must be worn at all times.
- Must be closed-toe shoes.
- Slippers are not allowed.
- Athletic shoes must be worn on PE days.

#### **AVMS and Robles Accessories**

- Must not present a safety hazard to self or others at the administrator's discretion.
- Must not include any reference to a gang.
- Must not include any defamatory writing, obscene language or symbols, or symbols of drugs, sex or alcohol.
- Must not include bandanas or any other head covering apparel inside school building unless for pre-approved religious, medical or safety reasons. Applies to both males and females.
- Must not include sunglasses worn inside any building.

#### **AVMS and Robles Other Guidelines**

- Must not include pajamas or blankets.
- Must not include **undergarments\*** worn as outer garments.
- Must not contribute to an atmosphere of threat, intimidation or negative peer pressure.
- Must not display anything that is otherwise illegal to possess at school.

**Inappropriate:** Inappropriate is defined as anything that is gang related: portrays drugs, paraphernalia, tobacco, or alcohol; insinuates anything sexually inappropriate for the school campus; is intimidating or has racial/gender slurs. If any item of clothing or accessory is identified as inappropriate or is disruptive in the classroom, the student may be asked to remove or change it. It is well known that gang related attire can change. School and District administration reserve the right to discipline students for inappropriate attire as needed.

***\*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.

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## **ELECTRONIC INFORMATION SERVICES USER AGREEMENT**

*Acceptable use of technology resources* means technology must be used in a responsible, efficient, ethical, and legal manner and in accordance with the policies and educational goals of the District. This regulation is designed to guide qualifying students, employees and other users who acquire access privilege through association with the District in the acceptable use of the District's Electronic Information Services (EIS), including computer systems, networks, and other technology resources.

Filtering, monitoring and access controls shall be established to:

- Limit access by minors to inappropriate matter on the Internet and World Wide Web.
- Monitor the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications (e.g., wikis, blogs, on-line collaborative learning sites).
- Monitor for unauthorized access, including so-called "hacking," and other unlawful activities by minors online.
- Restrict access by minors to materials harmful to minors.

### **Content Filtering**

A content filtering program or similar technology shall be used on the District's networked EIS as well as on standalone computers capable of District authorized access to the Internet. The technology shall at a minimum limit access to obscene, profane, sexually oriented, harmful, or illegal materials. Should a District adult employee have a legitimate need to obtain information from an access-limited site, the Superintendent may authorize, on a limited basis, access for the necessary purpose specified by the employee's request to be granted access.

### **Installation of Software**

Users may not install personal software onto District computers without first receiving the express permission of their administrator. Users requesting permission to install personal software must provide the administrator with a copy of the software license that permits them to install the software. Files obtained from sources outside the District, including disks brought from home and files downloaded from newsgroups or bulletin boards, may contain dangerous computer viruses and should never be downloaded onto District computers without prior approval. This is not intended to restrict the downloading of files from Internet sources or online services for use as curriculum supplements by teachers.

### **Duty Not to Waste District Resources**

Users must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to sending mass mailings, printing multiple copies of documents, downloading lengthy files such as non-educational games and music, streaming music, or otherwise creating unnecessary network traffic.

### **Education, Supervision, and Monitoring**

It is the responsibility of all District employees to be knowledgeable of the Board's policy and administrative regulations and procedures related to the use of technology resources. Employees are further responsible, to the extent prudent to an individual's assignment, to educate, supervise, and monitor student use of the District's online computer network. District, department, and school administrators shall provide employees with appropriate in-servicing and assist employees with the implementation of this Policy IJNDB and this regulation.

As a means of providing safety and security in direct electronic communications and to prevent abuses to the appropriate use of electronic equipment, all computer access to the Internet through the District's EIS or standalone connection shall be monitored periodically or randomly through in-use monitoring or

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review of usage logs.

### **Access Control**

Individual access to the District's EIS shall be by authorization only. Designated personnel may provide authorization to students and staff who have completed and returned an annual Acceptable Use Agreement. The Superintendent may give authorization to other persons to use the District's EIS.

Employees leaving the District shall discontinue use of District technology upon termination of employment. Access to the District's EIS will be removed.

### **Personally Identifiable Information**

At no time should a web site or other communication technology contain images of a student with his or her name, parent's name, address, phone number, e-mail address or other identifying personal information unless explicit and verifiable written permission has been granted by the student's parent/guardian. Staff working with students shall edit all publications to insure that student privacy is protected.

### **Web Publishing**

The District recognizes the value and potential of publishing on the Internet. School faculty and staff are encouraged to create electronic home pages or other pages that seek to carry out official business and communication of the District's mission. All such pages must be accessible to the District, parents, and students from an official school website within the District. All staff publishers must adhere to the policies of the District, and must comply with all relevant federal and state laws. Web pages shall not display personally identifiable student information unless explicit and verifiable written permission has been granted by the student's legal parent/guardian. Staff publishers will be responsible for maintaining their class or educational resource sites. Web pages must reflect positively upon the District and school. Web pages must include an e-mail address of the adult maintaining the page. School and teacher websites are the responsibility of the school principal, who designates a school Webmaster. The District provides computer services and networking to enhance the District's educational and administrative processes, and to improve communication with the world community. Material that fails to meet established educational objectives or that is in violation of a provision of District policy and administrative regulations will be removed.

### **Student E-mail Accounts**

The District has created e-mail accounts for all students, with an alias to allow for collaborative sharing between students and their teachers. These accounts will be used at school for school-related projects, but may also be used by students outside of school with parent/guardian permission.

No student will be assigned an e-mail account without parent/guardian approval. The e-mail naming convention will be an alias with first initial, last initial, series of numbers from student identification (ID) and an Altair Valley School District (AVSD) site domain. District-provided e-mail can only be sent and received between students and teachers within AVSD. The password for each student's e-mail account will be shared with parents/guardians to keep them informed about student use of this technological tool. This account will be considered the student's official AVSD e-mail address until such time as the student is no longer enrolled in Altair Valley School District.

See section on acceptable use in this regulation for acceptable and prohibited conduct. Access to and use of student e-mail is considered a privilege accorded at the discretion of the District. The District maintains the right to immediately withdraw the access and use of student e-mail when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to the principal for further investigation and adjudication.

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### **Bring Your Own Device (BYOD)**

The District's goal is to increase students' access to digital tools and facilitate more immediate access to technology-based information, much the way that students utilize pen and paper. To this end, the District recognizes the value of allowing students to bring their own devices to school to connect to the District's EIS. These devices are commonly referred to as Bring Your Own Device (BYOD) or personal electronic devices (PDs). All (BYOD) devices will be required to have the district Web Protection system installed when on school grounds. The purpose of this section of IJNDB-R is to authorize and establish reasonable rules for students to possess and use their PDs at school.

A PD is any electronic device owned by a student or his/her family that stores, transmits, receives or displays voice messages, data, or images, or provides a wireless unfiltered connection to the Internet. This definition includes, but is not limited to, cellular telephones, digital audio players (iPods or MP3 players), digital cameras, laptop computers, tablet computers, pagers, portable game players, and any new technology developed with similar capabilities.

This regulation applies to a student's use of a PD while 1) on school property (including buses), 2) at a school event, or 3) while using the District's network (including at home).

- A student is permitted to use a PD only after the student and a parent/guardian have signed and returned the annual Acceptable Use Agreement.
- In a classroom setting, a student may only use a PD for educational purposes at the direction of a teacher or administrator. Other than in a classroom setting on school property, the administration at each school will determine where, when, and for what purpose a student may use a PD. A school administrator or staff member always has the right to prohibit a student(s) from using a PD at certain times or during designated activities that occur during the school day (e.g., school presentations/assemblies, theatrical performances, or guest speakers).
- In a classroom setting, a student is prohibited from using a PD to access the Internet using any external Internet service (e.g., 3G/4G connections and mobile hot spots). In a classroom setting, a student using a PD, including a smart phone, may only access the Internet using the Wi-Fi access provided by the District. This will require the authorization and installation of the district Web protection system certificate. <https://Securly.com/ssl>
- The student/owner of a PD is the only person allowed to use the device. Students are prohibited from sharing their assigned user name and/or password with others. A student must sign in to the designated PD District wireless network using his or her assigned username and password.
- If a student's use of a PD causes disruption in any setting, the student can be directed either to put the PD away and/or the PD can be confiscated and the student referred to an administrator for further discipline.
- On school property, a student may not use a PD to connect to the District's network by a network cable plugged into a data outlet. Also, on school property, a student may not print from a PD.
- The District is not liable for any PD that is lost, loaned, damaged, or stolen. Each student is responsible for his or her own PD, including set-up, maintenance, charging, and security. Students will not be able to charge personal devices at school. Staff members will not store a student's PD, nor will any District staff diagnose, repair, or work on any PD. If a PD breaks while being used in school, the student will put the device away and take it home at the end of the school day where the student and the parent/guardian can troubleshoot the issue.
- The District is not responsible for the payment of any user fees or data charges associated with the use of a PD that are billed by a third party to a student and/or a student's parent/guardian, even if the fees or charges were incurred by the student for an educational purpose.
- A student who violates a law, District policy, procedure, or school rule while using a PD will be disciplined pursuant to District policies. In addition, an administrator can revoke a student's PD privileges.

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- Students do not have any expectation of privacy in anything they create, store, send, receive, or display on or over the District's EIS.
  - School officials may search and/or seize a student's PD if there are reasonable grounds for suspecting that the search or seizure will reveal evidence that the student has violated or is violating the law or a District policy, procedure, or school rule.

PDs are a supplement to the equipment already in use in the classroom. BYOD is an optional program and parents are not required to purchase a device for their child. Students who do not have access to a PD will be provided with comparable District-owned equipment for classroom lessons that require access to technological resources. Access to or use of PDs will not be used as a factor in grading or assessing student work.

### **Social Media**

Altair Valley School District (AVSD) recognizes that access to new learning technologies gives students and teachers greater opportunities to learn, engage, communicate, and develop skills needed for work, life, and citizenship. The District is committed to developing 21st Century technology and communication skills, including the use of "social media."

Social media is the use of web-based and/or mobile technologies to communicate through interactive dialogue. Social media technologies include, but are not limited to, blogs, picture-sharing, vlogs, wall-postings, e-mail, instant messaging, music-sharing, crowdsourcing, voice over IP (VoIP), Facebook, LinkedIn, MySpace, Twitter, YouTube, Instagram, Google+, and any successor protocol to transmit information. These technologies include any services or applications that: transmit sounds, images, texts, messages, videos, or electronic information; electronically records, plays, or stores information; or accesses the Internet or private communication or information networks used on any device, including smartphones and tablets and other such mobile technologies and subsequent generations of these and related devices.

### **Use of Social Media by Students**

Students are responsible for using good judgment and behavior when using social media and will be held accountable for statements and postings.

- ***For school-related social media.*** A student's school-related social media communication can be considered inappropriate if it violates existing behavior standards in the District's Student Handbook regardless of whether the communication occurs on or off school property. If a student's communication would be considered inappropriate inside the classroom or at school, then it is also inappropriate on a school-related social media site.
- ***For personal social media.*** A student's personal social media communication can be considered inappropriate if it is reasonably likely to have, or does have a negative impact on the school environment and the communication:
  - promotes illegal drugs, illegal activities, violence, or drinking;
  - involves prohibited discrimination, defamation, harassment, intimidation, threats or bullying;
  - is obscene or vulgar; or
  - disrupts a classroom, the school, or a District activity.
- A student should state/post only what he or she wants the world to see. Parents, teachers, and administrators may visit a student's social media sites. Once something is shared, it should be assumed that it will be available for everyone to see, even if the information is only shared on a personal "private" site. Even after something is removed from a social media site, it may already have been copied or printed by others and may remain on the Internet permanently.

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- When using school-related social media:
    - Use social media for school-related purposes only. Avoid discussion of personal topics.
    - Express opinions respectfully and treat others with dignity and respect.
    - Use Standard English. Blog and wiki posts, for example, should be well written. Follow writing conventions, including proper grammar, capitalization, and punctuation.
    - Be open and honest. Use a real name (and AVSD alias) and do not use someone else's identity.
    - Accept responsibility. Acknowledge mistakes and correct errors quickly. Confirm receipt of undated or revised posts, and respond promptly to concerns and misinformation.
    - Comply with copyright laws when using the creative works of others.
    - Follow the "Terms of Use" of any third-party social media provider.
    - Report questionable conduct, contact, or content to a teacher, administrator and/or parent.

### **Extracurricular Activities / Athletics**

The purpose of extracurricular activities is both educational and recreational. These programs should encourage participation by as many students as possible and should always be conducted with the best interests of the participants as the first consideration.

The student must have the written consent of parent or guardian for any type of interscholastic sport, or other extracurricular activity, in which the student engages. It is required that parents/guardians provide their student athletes with health/accident insurance. Students whose behavior presents a problem or jeopardizes school discipline may be ineligible for participation in extracurricular activities until such time as their behavior warrants reinstatement.

The Superintendent will set up other rules for participation for interscholastic athletics, such as those governing academic standing, in accordance with policies of the District and pertinent regulations and recommendations of the state interscholastic athletic association. For more information you may request a copy of Board Policies JJIB, JJJ, and BIB from your school principal. For many years the Altar Valley Middle School athletic program has been a vital and integral part of the growth and development of our middle school students.

The goal and mission of the program, administered by the middle school principal, athletic director and middle school health clerk, is to provide those who participate, an opportunity to have an enjoyable experience while developing their athletic skills in a team environment, learn good sportsmanship, in the spirit of competition and in the process learn and develop positive character traits and qualities. While we expect our athletes to compete hard and compete to win it will be done in the spirit of the environment mentioned above.

All students in the sixth through eighth grade who meet and fulfill the following requirements are eligible to participate in the program. They include:

- Completion of a sports physical exam, signed by a doctor indicating that the student is cleared for sports. This is required for ALL incoming sixth graders and those students new to the District.
- Completion of an updated health questionnaire for those RETURNING students with a completed sports physical already on file with the middle school health office personnel.
- Completion of a signed health insurance verification form. If a student does not have insurance, insurance can be purchased through the school. The necessary forms are available in the school office.
- Completion of a signed academic/behavior contract.



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**NO STUDENT WILL BE ALLOWED TO PARTICIPATE in the program until the above forms are submitted to the health office or athletic director.**

### **Field Trips**

Field trips serve the instructional program by utilizing resources of the community and the area that cannot be brought to the classroom. Parents will be notified of the details of the field trip. Permission slips will be sent home with each student to be signed and returned. Students without permission slips signed by parents or legal guardians will not be permitted to go on the field trip and provided with an alternative assignment that meets the same standards of the trip. When classes go on a field trip, chaperones may be necessary. Chaperones must meet the following criteria:

- Chaperones must be 21 years of age or older.
- Any chaperone who is not a parent or guardian of a student currently enrolled in the District must be fingerprinted.
- All chaperones must be fingerprinted for overnight field trips.
- Chaperones must pay their own way into the destination if required.
- Chaperones must present themselves in such a way as to generally follow the uniform policy of the school.
- Chaperones may NOT bring additional children. There will be absolutely no exceptions.
- On occasion, more volunteers will be present than are actually needed or allowed on the field trip. The classroom teacher and/or principal will have the final decision as to which chaperones that meet the above requirements may actually attend the field trip.

### **Fire Drill / Lockdown Procedures**

For the safety of the children, fire drills will be held a minimum of once per month and lockdowns once a quarter.

### **Homework**

The need for homework, the kind of homework and the amount of time spent will vary with the class and the grade level of the child. Board Policy IKB

Reasons for homework assignments:

1. Re-teach, or additional practice on a skill to enable the student to progress satisfactorily at his/her grade level.
2. Enrichment, to extend learning.
3. Make up work for days absent.
4. Material in which the basic method of skill has been presented and needs to be practiced.

Parents, please work with your child's teacher to ensure completion of homework assigned and return it to the teacher when due.

### **Honor Roll and Principal's List**

Students will qualify for the Honor Roll in grades kindergarten through eight if they have a B average, including citizenship and special area classes.

Students will qualify for the Principal's List in grades kindergarten through eight if they have all A's, including citizenship and special area classes. This is the highest academic honor at this level and is very difficult to achieve.

### **Lost and Found**

Lost and found articles are to be turned in at the office. Students should check there if something is lost.

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Please label (put your name on) all personal items. Items left in the lost and found will be donated to a local charity at the end of each semester.

### **Make-up work**

For absences shorter than three (3) days, teachers will work on an individual basis with the student upon return to school. Upon *parent/guardian request* teachers may prepare a complete package of “make-up” work for a student with absences of three (3) days or longer. Some assignments, such as cooperative work, are not able to be made up. It is the student’s responsibility to learn missed concepts, make up tests and quizzes and to complete all assigned projects. Students with excused absence may be required to complete make-up work before, during or after school in detention or homework rooms. Students are only allowed the same number of days as they were absent to turn in make-up work.

## **PARENT INVOLVEMENT PLAN**

The Altar Valley School District, in cooperation with parents and community, expects all students to achieve academic and personal excellence in a challenging, relevant and supportive learning environment. When families are involved in their children’s learning, both at home and at school, children will do better in school. As a District, we welcome families to be active participants in the education of their children in the following ways:

### **1. Parenting: Establish home environments to support children as students**

- Hold high expectations for your child’s success.
- Provide healthy meals and snacks for your child.
- Establish a daily routine, including time for homework and academic support.
- Make sure your child gets adequate rest.
- Keep your child home to recuperate during times of illness.
- Be aware of classroom procedures, rules and schedules.
- Make sure your child is at school every day on time.

### **2. Communication: Communicate about school programs and child’s progress**

- Conferences will be held with the child’s teacher at least twice a year.
- Report cards and AzM2 results will be sent home.
- Monthly newsletters
- School wide phone messaging system will leave weekly messages.
- Frequent access to staff
- Calls/letters/emails home
- Translators available as needed
- Attend Altar Valley School Board Meetings
- Social Media Posts

### **3. Volunteering: Parents help and support at school**

- **Parents volunteering in the school make a difference.**

Opportunities include:

- Helping in classrooms
- Classroom Clerical tasks
- Chaperoning
- Reading Partner
- Special Events

*(Contact your child’s teacher to volunteer.)*

### **4. Learning at Home: Help students with homework and other education related decisions**

- Participate in family involvement nights.

- Read with and to your child daily.
- Take family field trips to museums and other points of interest.
- Visit the library.
- Get a library card for your child.
- Use family errands as learning tools, such as budgeting, making change, shopping for repairs, using measurements, estimating, telling time, reading maps, following directions, etc.
- Give children responsibilities in the family such as chores.

**5. Decision Making: Inclusion of parents in school decisions and leadership**

- School Site Council
- Subcommittees of Site Councils

**6. Collaborating with the Community: Integrating resources from the community to strengthen school programs and student learning.**

**Parent Parking**

For everyone's safety, we ask for your cooperation in consistently observing these procedures:

- Cars are not allowed where buses are unloading. (The bus bay is for buses and staff parking only.)
- Parents and visitors are to park in the designated parking spaces.
- Do not park in the handicap parking spaces to drop off your child unless you have a handicap parking permit.

**Parent Liability for Damages**

Under Arizona law, parents are liable for damage done to school property by their children. (This liability applies to damage to District transportation vehicles.)

**Parent Responsibility to Transport**

Under Arizona law, the withdrawal of transportation privileges does not relieve parents of the responsibility of sending the student to school.

**Pass/Fail - KidWatch**

The decision as to whether or not a student is promoted to the next grade level at the end of the year is an ongoing process that begins early in the year. Teachers will contact parents half way through each quarter and at the end of the quarter regarding lack of significant student progress. Parents of students whose achievement indicates a concern as to whether or not they will be promoted at the end of the year will have documents to sign each quarter telling exactly what has to change in the student's performance in order for the student be placed on the promotion list. Teachers will be in regular contact with parents so there are no surprises at the end of the year. The state program of *Move on When Reading* may affect promotion of students in third grade if they are not reading at grade level. Parents will be notified if a student's reading level could be a possible cause for retention in third grade.

**Promotion Ceremony (Fifth & Eighth Grade)**

The fifth grade promotion ceremony recognizes students who have successfully met the requirements to be promoted into the sixth grade. Students whose behavior and academic standards have failed to meet District standards may not be considered for the promotion ceremony. Fifth grade students will be informed of this policy during quarterly assemblies and throughout the year.

The eighth grade promotion ceremony recognizes students who have successfully met the requirements to be promoted (not placed) into the ninth grade. Students whose behavior and academic standards have failed to meet District standards may not be considered for the promotion ceremony. Eighth grade students will be informed of this policy during quarterly assemblies and throughout the year.

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## **Report Cards**

Report cards are to inform parents of their child's progress in school. Report cards will be issued at nine-week intervals. In addition, parent-teacher conferences will be scheduled. Parents, please make every effort to meet with the teacher. Communication is extremely important. Parents are encouraged to contact the principal whenever questions arise involving requirements for promotion or retention policy and procedures. Parents and students should be aware of the "Make up assignments" policy located elsewhere in this document.

The grading system utilized by the Altar Valley Elementary School District is as follows: A = 90-100; B = 80-89; C=70-79; D= 60-69; F = 0-59. Report cards may be withheld from students with outstanding debts to the school, i.e., pictures, fund raising monies, library/textbooks lost or damaged, musical instruments, athletic uniforms, etc.

## **Site Council**

The Site Council serves in an advisory capacity to the principal. The principal will seek formal and informal advice from the council on a variety of issues. Council membership consists of parents, teachers, para educators, administrators and community members. All members of Robles Elementary and Altar Valley Middle School Community are invited to attend Site Council Meetings.

## **Smoking or Possession of Tobacco on School Premises**

In accordance with ARS §36-798.03, tobacco products, tobacco substitutes, electronic cigarettes, other chemical inhalation devices, or vapor products are prohibited on school grounds, inside school buildings in school parking lots or playing fields, in school buses or vehicles, or at off-campus school sponsored events. Board Policy JICG, KFAA

## **Special Education Services / Child Find**

Altar Valley School District will ensure that all children (ages 3-21) within its responsibility who have suspected disabilities are identified, located, and evaluated. This process is important to the provision of educational opportunities for all students. The process of identification, evaluation, development of program, placement and the provision of services (often referred to as a "free, appropriate public education") (Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794) is guided by a variety of laws and regulations.

Identification procedures will be completed within 45 calendar days after: (1) Enrollment for each kindergarten student and new students enrolling without appropriate screening records; or (2) Notification to the District by the parent of concerns regarding their child's developmental or educational process. Local community agency resources will be identified for referring parents of children from birth through two years who require screening evaluation, or early intervention services.

The identification procedures for 3-5 year-olds will include screening and evaluation procedures consistent with considerations for older students. Information regarding such screenings and regarding the rights of children with disabilities will be made available in a mode of communication that is understandable to parents, regardless of their ethnic, linguistic, or cultural background.

Teacher rating scales will be used for the screening/identification of students who may require special education. The teacher rating scales will be distributed to classroom teachers as appropriate, along with copies of procedures for identifying students who are exceptional. Identification procedures will include consideration of academic progress, as well as vision and hearing, communication, and emotional and psychomotor problems, but will not include individual evaluation procedures such as psychological testing.

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### **Telephone - School**

Students' use of the telephone will be restricted to those situations where the welfare of the student must be taken into account; otherwise, it must be an emergency situation. This does not include students' failure to bring permission slips, homework or athletic supplies. Unauthorized use of school or personal phones by students is prohibited. **Telephones are for emergency use only.** If a child becomes ill or injured at school the health office will contact the parents. Calls will not be transferred to classrooms during classroom instruction time. Each teacher has their own voice mail and will return your call as soon as they are able.

### **Textbooks, Supplies, and Equipment**

The school will provide all textbooks and a limited amount of basic materials and equipment for students' educational needs. Students will be held responsible for unreasonable damage or loss. If such unreasonable damage or loss occurs, students will be expected to reimburse the school. Parents are asked to encourage their children to have a responsible attitude in the care and use of school property assigned to them.

### **Visitors**

Parents are encouraged to visit the school. The Altar Valley Elementary School District, while supporting parent and community rights to visit the campus, does limit unscheduled visitations from the general public to once per month. The "general public" is anyone who does not come under the definition of student, faculty member, staff member, or employee.

All visitors to school(s) must report to the school office upon arrival. Visitors to the campus will sign in with the front office and obtain a visitor's pass. Each visitor will be required to state the purpose of visit, specific location to be visited, and approximate length of stay on campus (visits longer than thirty (30) minutes require prior approval of the teacher/administrator, except for special events.)

Parents may visit only their student's classroom or the class their student is in at the time of the visit. Board Policy KI, KFA

### **Withdrawal / Removal of Students**

Before any student may leave the school the parent/guardian is required to report to the school office. A student must be "signed out" prior to removal. Prior to withdrawing a student all school property must be returned and all accounts cleared before the student is withdrawn. The parent/guardian must complete a withdrawal slip. Board Policy JFC

## **HEALTH & WELFARE**

### **Accidents and Injuries**

Any accident or injury on school grounds should be reported to the nearest adult supervisor and/or health office personnel immediately. The school health clerk/office personnel is responsible for checking ill and injured students to determine the action to be taken to best benefit the student.

It is imperative the student information sheet is completed each year to enable the school to handle any emergency that may arise concerning students as quickly as possible.

First aid procedures shall be based on the following fundamental concepts:

- The school is responsible for the emergency handling of accidents and sudden illness occurring at school or on school property.
- The school is not responsible for subsequent treatment or payment.
- At the time of an emergency, the school has the responsibility for:
  - caring for the child;

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- o notifying the child's parents, guardian or emergency person, or if these cannot be reached;
  - o following directions given on the child's enrollment card;
  - o getting the child under professional care with or without family permission (in extreme cases). For more information, please refer to Board Policy G-026.

### **Chronic Health**

In accordance with ARS § 15-346, the Altar Valley Elementary School District is committed to providing an appropriate education to all students including those with chronic health conditions resulting from illness, disease, or accident. Instructional provisions will be determined on an individual basis to ensure continuous learning that is integrated with the regular education program as much as possible. No student certified as having chronic health conditions will be penalized for absences as long as absences are due solely to illness, disease, or accident. Credit will be given for completed course requirements. A *Medical Certification of Student with Chronic Illness or Injury* form should be completed by a qualified physician or nurse practitioner and submitted to the health office/school administrator.

### **Diet Restrictions**

Parents must notify the school with a physician's statement if they wish their child to have diet restrictions including exclusions of milk. The school will attempt where regulations permit to exclude food items or make substitutions. Parent(s)/Guardian(s) also have the options of sending regulated meals (breakfast, lunch, snack) from home to meet the dietary needs of the child.

### **Head Lice Policy**

Students with active head lice will not be permitted to attend school pending treatment with a product designed to get rid of them (pediculicide). Nits may persist after treatment, but successful treatment should kill all crawling lice, according to the Center for Disease Control and Prevention. Information packets and tools can be provided by the health office to parents to guide them in the successful elimination of these pests. It should be noted that head lice can be a nuisance, but they have not been shown to spread disease. Students sent home for head lice must be accompanied to school by an adult and seen in the health office before being allowed back in school and on the bus.

### **Immunizations**

It is State law that in order to attend school, a student must submit documented proof of immunization to the school administration unless the pupil is exempt from immunization pursuant to ARS § 15-873. A student's immunization record must be submitted prior to attendance, although a student may be conditionally enrolled provided that necessary immunizations have been initiated and a schedule has been established for completion of the required immunizations. The school administrator shall review the school immunization record at least twice each school year until the pupil receives all of the required immunizations. A student shall not be allowed to attend school without submitting documentary proof of compliance to the school administrator unless the student is exempt from immunization. On enrollment, the school administrator shall suspend that student if the administrator does not have documentary proof of compliance and the student is not exempt from immunization. A student who fails to comply with the immunization schedule shall be suspended from school attendance until documentary proof of compliance is provided to the school administrator, except that a homeless student shall not be suspended from attendance until the fifth (5th) calendar day after enrollment. Board Policy JLCB

### **Medication**

The school does not stock over-the-counter medication for students. Students that need medicine prescribed by a physician must give the medicine to the school health clerk/office personnel and report to the health office when it is time to take the medicine. Students may not be in possession of any medicines/

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drugs while at school. Medications which are to be administered at school must follow this procedure (no exceptions) Board Policy JLCD

- ALL medications brought to school must be given to the school health clerk/office personnel.
- Must be in original container and have dosage instructions
- Parent/Guardian must complete a *Permission to Administer Medication* form giving the name of medication, exact instructions (dosage and time intervals), and duration to administer medication for prescription and non-prescription medications
- ONLY THE SCHOOL HEALTH CLERK/OFFICE PERSONNEL OR A DESIGNEE WILL ADMINISTER MEDICATION.
- Inhalers, EpiPens, and Glucagon Kits may be carried by students if proper procedures are adhered to:
  - *Authorization for Self-Carry/Administration of Medicine* form must be completed and signed by Parent/Guardian AND attending physician/healthcare professional which includes exemption from liability for school District and employees
  - Prescribed by a licensed physician or health care professional
  - Child's name is on the device box with a prescription label
  - All other medication must be administered through the health office.
  - All medications (prescription or OTC) can be picked up the last day of the school year in the health office. They will be discarded if not picked up within a week after school is out.

### **Screening**

It is State law that the following students receive a Screening for Hearing each school year:

- All students receiving Special Services
- Any child repeating a grade
- Grade Levels: Preschool, Kindergarten, 1st , 3rd , 5th , 7th
- New students to the District (in aforementioned grades) with no record of being
- screened

If you do NOT wish to have your child screened, you must provide your request in writing to the school Health Office.

*\*Please note, all students receiving or being screened for Special Services are required, by law, to have a Hearing and Vision screening completed each year.*

## **STUDENT CODE OF CONDUCT**

### **Purpose**

The Altar Valley Elementary School District's Governing Board recognizes that the establishment of specific behavior expectations for students is essential to creating a quality learning environment.

The purpose of the Student Code of Conduct is to ensure that students have a full opportunity to learn without disruption; that the health, welfare, and safety of students and staff members are maintained; that District property is protected; and that all individuals at school be treated with courtesy and respect.

The school administration will make an annual review of these guidelines and welcomes the views and suggestions of the school community. School personnel will continually strive to maintain a disciplinary system that is fair, effective, and appropriately consistent, so that students may learn self-discipline, develop individual worth, and receive the most benefit from school.

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## Due Process Rights

Students referred for discipline are guaranteed the following due process rights: (1) the right to be informed of accusations against them, (2) the opportunity to admit or deny accusations, (3) the right to hear evidence on which accusations are based, (4) an opportunity to present an alternative factual position. *Note: Although some due process must and shall be provided in matters of student discipline, constitutional law does not require a formal hearing in all cases. Case law does not give students the right to call witnesses in matters in which the disciplinary consequences are no greater than a 10-day suspension. (Goss v. Lopez, 419 US 565, 1975).*

## Searches

The administration has the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety, and welfare of the student(s) exists. Items provided by the District for storage (e.g., backpack, desks) of personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. (Students have no reasonable expectancy of privacy, and backpack, desks, storage areas, etc., may be inspected at any time with or without reason, or with or without notice, by school personnel.)

## Bullying

The Governing Board of the Altar Valley Elementary School District believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society. To assist in achieving a school environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated.

**Bullying** may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property, is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm, occurs when there is a real or perceived imbalance of power or strength, or may constitute a violation of law.

**Bullying** of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyber bullying, exposure to social exclusion or ostracism, physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and damage to or theft of personal property.

**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** is 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,



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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** 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.

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 acts result 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.

### **Reporting Incidents of Bullying**

Students who believe they are experiencing being bullied or suspect another student is bullied should report their concern to any staff member of the school District. School personnel are to maintain appropriate confidentiality of the reported information.

Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations. Students found to be bullying others will be disciplined up to and including suspension or expulsion from school. Knowingly submitting a false report under Policy JICK or this exhibit shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying is a violation of the law. Board Policy JICK-EB

### **Hazing**

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

### **Hazing Definitions**

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

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

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

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## **Hazing Directions**

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing.

- Customary athletic events, contests or competitions that are sponsored by an educational institution.
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.

All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

## **Reporting/Complaint Procedure**

Students and others may report hazing to any professional staff member. Professional staff members must report the incident to the school such details as may have been provided. A failure by a staff member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accord with school policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accordance with statutory requirements and be reported to a law enforcement agency.

A person who complains or makes a report regarding hazing may complain or report directly to the school administrator or to a professional staff member. The professional staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purpose. At a minimum the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. When a professional staff member receives the information, the staff member will transmit a report to the school administrator or supervising administrator no later than the next school day following the day the staff member receives the report/complaint.

The report/complaint will be investigated by the school administrator or a supervising administrator. The procedures to be followed are:

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the time line may only be by necessity as determined by the Superintendent.
- The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.

All violations of this policy shall be treated in accordance with the appropriate procedures and penalties provided for in school policies related to the conduct and discipline of students, staff, and others.

## **SCOPE OF DISCIPLINE GUIDELINES**

These guidelines apply to student conduct during school hours, at bus stops, while riding, boarding, or exiting a District vehicle, going to and from school, and at all school-sponsored activities.

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## General Campus Rules

- Violation of the following campus management rules will result in appropriate disciplinary action. Chronic offenders of these rules will be subject to loss of privileges or suspension from school.
- Animals that are not for handicapped students and pets are not allowed at school or in District vehicles.
- Students are not to ride bicycles on the school premises at any time.
- Deception: Students will face disciplinary action for falsifying or forging a document used for school purposes.
- Disruptive Items: Possession of disruptive items is not allowed (see Definitions section).
- Disruptive noises: Yelling, whistling, and other distracting noises are to be avoided.
- Food or drinks: The consumption of food or drinks is allowed only in designated areas and at designated times.
- Gum and sunflower seeds: Possession of gum and sunflower seeds is prohibited. Do not bring such items to school.
- Bandanas, other head coverings, hoods, and sunglasses are not permitted to be worn inside school buildings.
- Library conduct: The library is considered a classroom environment. Students are to follow the specific rules established by the librarian.
- Littering: Students will not throw, drop, leave, or misplace trash, drink, or food items other than in proper containers.
- Loitering: No loitering will be allowed on campus before or after school. Students will not loiter around or inside the office at any time.
- Missing bus: Students who intentionally or negligently miss their bus or cause a driver to make an unscheduled return will face disciplinary action. Repeated violations may lead to suspension or revocation of transportation privileges.
- Mistreating school property: Students shall not mistreat or misuse school property. Misuse includes standing on campus benches, slamming or kicking doors, mistreating furniture, or otherwise abusing school property.
- Office phones: Phones in the office are to be used only for emergencies and only with permission from a member of the office staff.
- Restrooms: Students shall use only restrooms assigned to their grade level and gender.
- Running: Students shall not run on or near the school's parking lot, sidewalks, or inside any building.
- Throwing or kicking objects: At no time will students throw or kick stones, sticks, or any object that may harm another individual or cause property damage. This includes athletic equipment.
- Trespassing: Students shall not be present in unauthorized areas. Such areas include:
  - Teachers' lounge
  - Staff vending machine area
  - Staff preparation rooms
  - Staff restrooms
  - Behind office counter
- Parent Conferences: In certain discipline cases, parents will be called for a conference with administration, the teacher (or teachers), and the student. In severe cases, students may not re-enter school without a parent conference.

## Classroom Rules

The classroom is regarded as the most important place at school. Though the classroom teacher has the discretion to set additional classroom rules, the following three basic rules will guide student behavior: Students will:

- Not interrupt a speaker or distract a listener

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- Respect the rights, welfare, and feelings of others
  - Arrive on time to class, do the class work assigned, and follow other directions of the teacher

### **Playground, Cafeteria, and Assembly Rules**

To ensure the safety of students, and to maintain school effectiveness and order, the following rules shall be observed by all students (other special rules may apply):

#### **Playground Rules**

Students will:

- Stay in designated play areas
- Not tackle or engage in rough play
- Use no foul language, tease or fight
- Not throw hardballs without special permission
- Not engage in dangerous use of rocks, sticks or other objects
- Use playground equipment in a proper and safe manner, such as:
  - One person to a swing
  - Swinging back and forth only; no side or circular swinging allowed/twisty
  - No adjustment of swing height
  - No jumping from swings or other improper use

#### **Cafeteria Rules**

Students will:

- Enter the cafeteria quietly
- Use good manners; no food throwing or creating a mess
- Remain seated until excused to leave
- No roughhousing or horseplay
- Speak softly and make no unnecessary noises
- Clean the area around their seat, picking up all paper, wrappers, food, etc. on table and floor, taking care of the tray before leaving cafeteria

#### **Assembly Rules:**

Students will:

- Enter and leave assembly in an orderly manner, as directed by teacher or staff
- Sit quietly in designated areas during assemblies
- Keep hands and feet to themselves

Disciplinary actions that may result from the violation of any playground, cafeteria, or assembly rule may include, but are not limited to:

- Warning
- Isolation from other students
- Parent contact
- Loss of school privileges
- Disciplinary referral

#### **District Transportation Rules**

Transportation to and from school is not a right guaranteed by the state or school District, except for transportation of special needs students as required by their Individual Education Program; therefore the privilege of riding District transportation can be revoked or suspended at any time. Parents are requested to review District transportation rules and encourage appropriate behavior.

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District transportation vehicles are considered extensions of the school campus; therefore all the rules and disciplinary consequences set forth elsewhere in these Disciplinary Guidelines apply to student conduct at bus stops, on District vehicles, or while boarding or exiting from a vehicle.

In addition to the reasonable rules established by a driver of a District vehicle, students are to comply with the following specific transportation rules.

The driver of a school bus is legally responsible for the orderly conduct and safety of all passengers being transported. All passengers are under the authority of the school bus driver (ADOT § R17-9-104). If there is a serious violation or safety concern on the bus, the driver may bring the bus to the school or the Transportation Facility where there is adult supervision. Student(s) may be removed from the bus, and the parents will be notified to pick up their child. *Surveillance cameras are installed on school buses.* Cameras are used by the District primarily for aiding with student discipline and student safety on the buses.

A student will be subject to disciplinary actions for violating District transportation rules; such actions may include, but are not limited to:

- Loss or suspension of transportation privileges
- Suspension from school
- Recommend expulsion

### **Specific Transportation Rules**

- School buses are an extension of the classroom. The same rules apply.
- Students will obey the driver at all times.
- Be at designated bus stop 5 minutes prior to time listed
- Board bus one at a time. Do not push at any time. Use the handrail.
- After boarding, students must quickly and quietly find assigned seats and move over to allow other students to sit. Girls will sit on the driver's side and boys will sit on the door side of the bus.
- Students will not leave seats while bus is in motion or stopped, except for loading and unloading.
- Students must sit up in their seats facing front of bus.
- No pets, animals, balloons, or glass objects on bus
- All students will ride on their assigned bus, *unless permission has been given by administration with required note from parent.*
- Students are required to be picked up and dropped off at assigned bus stops only. Any change must be requested by the parent in writing, signed and dated. The request must state when the change is to go into effect and for how long it will remain in effect. Administrative approval is required before bus drivers will be authorized to change the student's bus stop.
- Students will not demonstrate public affection (kissing, hugging, etc.) on or around the bus.
- No cell phone use on bus.
- Students will not place arms, hands, heads or other body parts out the window.
- Keep aisles clear of legs, feet, and book bags
- Water is the only allowable drink.
- No food allowed

### **Classroom Management Plan**

All teachers will work collaboratively with administration and 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.

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Other staff members may be responsible for supervising students in the cafeteria, on the playground, and throughout campus according to established school-wide behavioral expectations. Staff members should work with classroom teachers when students do not comply with the informal actions described below. In certain incidents a disciplinary referral may be generated to the school administration.

**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.

**Time-Out**

The teacher or staff members assign the student to a designated area in the classroom, to a buddy-teacher classroom, or other supervised location where the student is isolated from his/her classmates and the environment in which the student was making poor choices. Time-Out is typically one class period or less.

**Detention**

The teacher or staff member will hold a child in the classroom or other supervised location before school, during lunch or after school. Detention is typically 30 minutes or less. Parent will be notified if detention is to be served before or after school.

**Conference/Behavior Plan**

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

**Restriction of Privileges**

Teachers or staff members may restrict a student's participation in a special event or activity, i.e. fieldtrip, assembly, class party, etc. Parent may be contacted.

**Administration Resolution Options Removal from Promotion**

Administration may not allow a student to participate in optional promotional ceremonies due to inappropriate student behavior. This includes participation in promotion ceremonies, awards assemblies, other ceremonies, and any other event where student participation is voluntary.

**Denial of Bus-Riding Privileges**

A school administrator may deny bus-riding privileges for inappropriate/disruptive behavior. The parent will be notified prior to the denial taking place.

**Restitution (Liability)**

Under Arizona law, parents may be responsible for damage to, or theft of, school property done by their child (including textbook and/or library book or other school issued equipment, damage or loss). Failure to comply with restitution consequences could result in the incident being submitted to a collection agency.

**On-Campus Reassignment (OCR)**

Temporary assignment to an On-Campus Reassignment (OCR) is an alternative to off-campus suspension. OCR may be imposed for up to 10 days. The student is removed from the regular classroom setting and is assigned to a location isolated from classmates. Class assignments will be given to a student placed in an OCR. The parent will be notified.

**Detention/Time out**

Assign to OCR for detention or time out.

**Behavior Contract**

A conference will be held with the teacher, parent, student and administrator. A behavior contract will be written.

## Out of School Suspension/Short-Term Suspension

School administrators may suspend a student for 10 school days or less. The student will be informed of the alleged violation of school rules and be given an opportunity to respond. There is no right to appeal a short-term suspension to any person, other than the school principal. When the student's behavior causes a danger to self or to others, an out-of-school suspension may be immediate. During any off-campus suspension, a student is not permitted on District property or at District functions/events. Classroom assignments will be provided, upon parent request, during a short-term suspension.

## Long-Term Suspension

In addition to a short-term suspension, the school administrator may recommend to District-level administration that a long-term suspension be imposed. Suspensions exceeding 10 school days may be imposed following a due process hearing. The student and parent are informed of the District's due process procedures. During any off-campus suspension, a student is not permitted on District property or at District functions/events.

## Expulsion

Expulsion means the permanent withdrawal of the privilege of attending any school in the District, unless the Governing Board reinstates that privilege. A recommendation for expulsion will be made by a hearing officer after the appropriate due process hearing. Only the Governing Board can expel a student. The student's parent will be notified, in writing, that expulsion is recommended. Notification will include instructions regarding due process procedures. During any expulsion, a student is not permitted on District property or at District functions/events.

## Administrative Discretion

The offenses mentioned in these guidelines are merely examples of student misconduct and therefore are not to be regarded as exhaustive. The disciplinary actions listed are meant as *recommendations* only, not to be applied so rigidly as to neglect the best interest of the student, school, or family. The school administration may prohibit additional conduct and take disciplinary actions that vary from these discipline guidelines, depending on the circumstances of the offense and the history of the offender. (Note: Alternatives to suspension may be issued by the administration, dependent upon individual circumstances, in less serious incident.)

## Arizona Revised Statutes References

Abuse / Verbal Abuse	A.R.S. § 15-507	School day	A.R.S. § 15-341, 15-901
Bullying	A.R.S. § 13-3620, 15-341	Suspension	A.R.S. § 15-841 – 15-844
Computer Tampering	A.R.S. § 13-2316	Tobacco	A.R.S. § 36-798, 15-341, 13-3622
Disorderly Conduct	A.R.S. § 13-2904, 13-2911	Trespassing	A.R.S. § 15-841
Disruption	A.R.S. § 13-2911	Truancy	A.R.S. § 15-802
Expulsion	A.R.S. § 15-841 – 15-844	Vandalism	A.R.S. § 15-842
Hazing	A.R.S. § 15-2301	Weapons	A.R.S. § 13-3102, 15-341, 15-841
Loitering	A.R.S. § 13-2905		

## Notes:

- 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.
- An asterisk (\*) indicates that a police report may be filed.
- If the infraction occurs on the bus, a suspension of bus-riding privileges may be assigned 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.

## Student Discipline Procedures | K-2

Infraction	Definition	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b>*Aggravated Assault</b>	An assault 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.	Conference Notify Parent Detention One (1) Day SUS	Three (3) Day SUS Five (5) Day SUS	Five (5) Day SUS Ten (10) Day SUS
<b>*Arson</b>	Knowingly damaging a structure or property (either occupied or unoccupied) by causing a fire or explosion.	Up to Ten (10) Days SUS Restitution	Long Term SUS Restitution	
<b>*Assault</b>	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.	Conference Detention One (1) Day SUS Three (3) Day SUS	Three (3) Day SUS Five (5) Day SUS	Five (5) Day SUS Ten (10) Day SUS
<b><u>Alcohol</u></b> (use/possession/ distribution/sale)	Includes 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.	Detention Up to Five (5) Day SUS	Five (5) to Ten (10) Day SUS	Long-Term SUS Expulsion
<b><u>Bullying</u></b>	Repeated acts over time that involve a real or perceived imbalance of power. 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).	Conference Notify Parent Up to Three (3) Day SUS	Notify Parent Three - Five (3-5) Day SUS	Notify Parent Five - Ten (5-10) Day SUS
<b><u>Cheating / Plagiarism</u></b>	Intentionally using information or property of another, without permission of the school, to obtain an unfair advantage.	Conference Notify Parent	Conference Notify Parent Detention	Conference Notify Parent One (1) Day SUS
<b><u>*Dangerous Instruments / Devices</u></b> (use/possession/ distribution/sale)	Items that are used, attempted or threatened to be used, and/or is readily capable of causing physical injury to any person. 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. Distribution/Sale is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) dangerous instruments on District property, at a school or District-sponsored event or on District-provided transportation.	Detention Conference One (1) Day SUS	Three (3) Day SUS	Five (5) Day SUS

OCR = On-Campus Reassignment

SUS = Suspension



## Student Discipline Procedures | K-2

**K-2**

Infraction	Definition	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b>*Death Threat</b> (with weapon/ without weapon)	The act of stating an intended action whether written, oral or electronic that could cause death.	Up to Ten (10) Day SUS	Ten (10) Day SUS Long-Term SUS Expulsion	Expulsion
<b>*Disorderly Conduct</b>	Any act which substantially disrupts the orderly conduct of a school function, or behavior which substantially disrupts the orderly learning environment.	Conference Notify Parent One (1) Day SUS Three (3) Day SUS	Three (3) Day SUS Five (5) Day SUS	Five (5) Day SUS Ten (10) Day SUS
<b>*Disrespect / Defiance / Insubordination</b>	Treating District personnel or any others with contempt or rudeness; intentionally resisting or disregarding the authority of District personnel. This includes, but is not limited to, the failure to respond to a reasonable request, or the refusal to identify self when requested to do so; being disobedient, refusing to identify self, or failing to follow the directions of authority of a school, a District staff member or an individual placed in authority by the school or the District (i.e., volunteers).	Conference Detention	Detention One (1) Day SUS Three (3) Day SUS	Five (5) Day SUS Ten (10) Day SUS
<b><u>Disruption</u></b>	Creating disturbances in class, on campus or at school-sponsored events. Continual or repeated disruptions may warrant more severe consequences.	Conference Detention	One (1) Day SUS Three (3) Day SUS	Five (5) Day SUS Ten (10) Day SUS
<b><u>Dress Code Violation</u></b>	Non-compliance with the established student dress code guidelines.	Change Clothes Notify Parent One (1) Day OCR	Change Clothes Detention Conference Three (3) Day OCR	Change Clothes Detention Conference Five (5) Day OCR
<b>*Drugs</b> (use/possession/ distribution/sale)	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.	One (1) Day SUS Three (3) Day SUS	Five (5) Day SUS	Ten (10) Day SUS

OCR = On-Campus Reassignment

SUS = Suspension

## Student Discipline Procedures | K-2

Infraction	Definition	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b><u>*Drug / Tobacco Paraphernalia</u></b> (use/possession/distribution/sale)	Includes any apparatus or equipment used, or capable of being used, in absorbing or consuming a drug or tobacco. (Examples include, but are not limited to: rolling papers, pipes, matches and lighters.) 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	Notify Parent Detention One (1) Day SUS Three (3) Day SUS	Five (5) Day SUS	Ten (10) Day SUS
<b><u>Electronic Devices</u></b>	Include cell phones, pagers, hand-held computers, 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 arrival to departure, 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. <b>The District is not responsible for the loss, damage and/or theft of any of these types of devices.</b>	Student Pick-Up Notify Parent/Conf. Confiscation	Parent Pick-Up Confiscation	Parent Pick-Up Detention Confiscation
<b><u>*Endangerment</u></b>	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.	Notify Parent Detention One (1) Day SUS	Three (3) Day SUS Five (5) Day SUS	Five (5) Day SUS Ten (10) Day SUS
<b><u>*Extortion</u></b>	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.	One (1) Day SUS Three (3) Day SUS	Three (3) Day SUS Five (5) Day SUS	Five (5) Day SUS Ten (10) Day SUS
<b><u>*Fighting</u></b> (with weapon/ without weapon)	When two or more persons engage in any violence toward each other in an angry or quarrelsome manner.	One (1) Day SUS	Five (5) Day SUS	Ten (10) Day SUS Long-Term SUS

OCR = On-Campus Reassignment

SUS = Suspension

## Student Discipline Procedures | K-2

**K-2**

Infraction	Definition	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b>*Firearms</b> (use/possession/ distribution/sale)	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 guns, 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.	Expulsion		
<b>*Other Firearms</b> (use/possession/ distribution/sale)	Other than handguns, rifles or shotguns) is any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile. This includes expelling of the frame or receiver of any weapon described above, any firearm muffler or firearm silencer, any explosive, incendiary, or poison gas, bomb, grenade, mine or similar device or any weapon which will or which may be readily converted to expel a projectile. Distribution/Sale is the attempt or act of offering, selling, trading, procuring or distributing on District property, at a school or District-sponsored event or on District-provided transportation.	Up to Five (5) Day SUS	Up to Ten (10) Day SUS	Long-Term SUS
<b>*Forgery / Falsification</b>	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).	Notify Parent Detention One (1) Day SUS	Three (3) Day SUS	Three (3) Day SUS
<b>*Harassment</b>	The persistent or repeated annoying or tormenting of another.	Mediation One (1) Day SUS	One (1) Day SUS Three (3) Day SUS	Three (3) Day SUS Five (5) Day SUS
<b>*Hate / Bias-Related Incidents</b>	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.	Conference Notify Parent	Conference Detention	One (1) Day SUS
<b>Horseplay / Roughhousing</b>	Includes rough, boisterous play or behavior.	Conference Notify Parent Detention	Detention One (1) Day SUS	One (1) Day SUS Three (3) Day SUS

OCR = On-Campus Reassignment

SUS = Suspension

## Student Discipline Procedures | K-2

Infraction	Definition	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b><u>Instigation</u></b>	Includes provoking, antagonizing or failing to report a fight or other dangerous, inappropriate situations. Spreading rumors, harmful gossip and social media posting are also considered forms of instigation.	Up to Three (3) Day SUS	Three - Five (3-5) Day SUS	Five - Ten (5-10) Day SUS
<b><u>*Leaving Campus without Authorization / Unauthorized Absence</u></b>	Also known as ditching or skipping class/school.	Notify Parent Conference Detention	Detention One (1) Day SUS	One (1) Day SUS
<b><u>Physical Aggression</u></b>	The act of tussles, minor confrontations, pushing, shoving or other physical provocation.	Conference Notify Parent Detention	Detention One (1) Day SUS Possible PBIS	Three (3) Day SUS Five (5) Day SUS Required PBIS
<b><u>Public Display of Affection</u></b>	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.	Warning Conference	Parent Conference	Parent Conference Detention
<b><u>*Robbery (with weapon/without weapon)</u></b>	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.	Five (5) Day SUS Restitution	Ten (10) Day SUS Restitution	Long-Term SUS Restitution
<b><u>Sale or Distribution of Personal Property</u></b>	The attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) personal property or services on District property, at a school or District-sponsored event or on District-provided transportation.	Notify Parent/Conf. Detention Confiscation	Notify Parent /Conference Detention One (1) Day SUS Three (3) Day SUS Confiscation	Notify Parent /Conf. Detention One (1) Day SUS Three (3) Day SUS Confiscation
<b><u>*Sexual Harassment (contact/ no contact)</u></b>	Discrimination based on gender that includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature made by one individual to another and/or that might contribute a substantial risk of mental harm or personal degradation (Sexual: relating to, affecting, or typical of sex, the sexes, or the sex organs and their functions; implying or symbolizing erotic desire or activity.)	Notify Parent Conference Detention	One (1) Day SUS Three (3) Day SUS	Three (3) Day SUS Five (5) Day SUS
<b><u>Sexual Materials</u></b>	Includes pictures, devices or electronic images that contain nudity or represent sexual activity that is offensive or disturbs the educational environment.	Notify Parent Conference Confiscation	Detention Conference w/Parent One (1) Day SUS Confiscation	Three (3) Day SUS Five (5) Day SUS Confiscation
<b><u>*Sexual Misconduct</u></b> <i>Continued on next page</i>	The use of verbal, written, electronic or physical actions or any language that is sexually demeaning and/or that might contribute	Notify Parent Conference Detention	One (1) Day SUS Three (3) Day SUS	Three (3) Day SUS Five (5) Day SUS

OCR = On-Campus Reassignment

SUS = Suspension

## Student Discipline Procedures | K-2

**K-2**

Infraction	Definition	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b><u>*Sexual Misconduct</u></b>	a substantial risk of mental harm or personal degradation. This violation includes, but is not limited to, indecent exposure, consensual participation in any sexual act involving physical contact, lewd comments, touching private areas, depantsing, pulling at another's underclothing, possession or distribution of pornographic materials.	Notify Parent Conference Detention	One (1) Day SUS Three (3) Day SUS	Three (3) Day SUS Five (5) Day SUS
<b><u>*Simulated Weapon</u></b> (use/possession/distribution/sale)	An instrument displayed or represented as a weapon, including toys that resemble weapons. Sale or Distribution of Simulated Weapons 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.	Notify Parent Detention One (1) Day SUS Confiscation	One (1) Day SUS Three (3) Day SUS Confiscation	Ten (10) Day SUS Confiscation
<b><u>Tardy</u></b>	The failure to be at a designated location at a specified time. Students are allowed three excused tardies per semester. 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.	<b><u>Tardies four (4) and five (5):</u></b> Notify Parent Student Conference Detention	<b><u>Tardies six (6), seven (7) and eight (8):</u></b> Notify Parent Student Conference Detention One (1) Day OCR	<b><u>Absences nine(9) or greater:</u></b> Notify Parent Student Conference Three (3) Day OCR
<b><u>Technology Misuse / Computer Tampering</u></b>	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; using a computer or computer system to threaten, alarm, harass or cause another person to suffer substantial emotional distress; or using technology for uses outside of legitimate educational purposes; 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.	Notify Parent Conference Loss of Technology Privileges Restitution	Notify Parent Loss of Technology Privileges Restitution	Notify Parent Loss of Technology Privileges Up to Three (3) Day SUS Restitution
<b><u>Theft</u></b> (over \$100/ under \$100)	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. <b>NOTE:</b> The District is <b>NOT</b> 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 <u>not</u> be covered by District liability insurance.	Notify Parent Restitution	Notify Parent Detention Restitution	One (1) Day SUS Three (3) Day SUS Restitution
<b><u>Threatening / Intimidating behavior</u></b>	The act of negatively using or applying a real or perceived imbalance of power to frighten, compel, deter or otherwise threaten or intimidate through actual or implied behaviors. Repeated acts of Threatening/Intimidating shall be considered Bullying.	Mediation Detention One (1) Day SUS	One (1) Day SUS Three (3) Day SUS	Three (3) Day SUS Five (5) Day SUS Ten (10) Day SUS

## Student Discipline Procedures | K-2

Infraction	Definition	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b><u>Tobacco</u></b> (use/possession/ distribution/sale)	Includes smoking tobacco (i.e., cigarettes, cigars, electronic cigarettes or similar devices) and 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.	Conference Notify Parent Detention One (1) Day SUS	One (1) Day SUS Three (3) Day SUS	Five (5) Day SUS Ten (10) Day SUS
<b><u>Truancy</u></b>	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.	Notify Parent Conference Detention	Detention One (1) Day OCR	One (1) Day OCR
<b><u>Vandalism / Destruction of Personal or School Property</u></b>	Willful act of defacing or destroying any building, fixture, vegetation or property (personal or school) either intentionally or unintentionally.	Conference Notify Parent Detention One (1) Day SUS Restitution	One (1) Day SUS Three (3) Day SUS Restitution	Five (5) Day SUS Ten (10) Day SUS Restitution
<b><u>Verbal Abuse / Profanity / Obscenity</u></b>	The use of profanity or any derogatory language written or stated publicly.	Conference Notify Parent Detention	One (1) Day SUS Three (3) Day SUS	Three (3) Day SUS Five (5) Day SUS
<b><u>Verbal Abuse / Profanity / Obscenity to an Adult</u></b>	The use of profanity or any derogatory language written or stated publicly to an adult.	One (1) Day SUS	Three (3) Day SUS	Five (5) Day SUS Ten (10) Day SUS
<b><u>Weapon</u></b> (use/ possession/ distribution/ sale)	Includes (but not limited to) a bomb, firearm, other firearm, gun, revolver, pistol, dagger, dirk, stiletto, knife with a blade over 2 1/2" in length, pocket knife opened by a mechanical device, iron bar, brass knuckles, chains, billy clubs, Chinese stars, or any incendiary devices. A firearm is 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 guns, bombs, grenades, mines, rockets, missiles, pipe bombs, firearms or similar devices designed to explode and capable of causing bodily harm or property damage. 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.	Up to Ten (10) Day SUS Long-Term SUS	Long-Term SUS	Long-Term SUS Expulsion

**Note:**

- An underlined infraction indicates that an administrator may opt to use on-campus reassignment as a possible disciplinary action in lieu of off-campus suspension.
- An asterisk (\*) indicates that a police report may be filed.
- If the infraction occurs on the bus, a suspension of bus-riding privileges may be assigned 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.

## Student Discipline Procedures | 3-5

Infraction	Definition	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b>*Aggravated Assault</b>	An assault 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.	Five (5) Day SUS Ten (10) Day SUS	Ten (10) Day SUS Long-Term SUS	Long-Term SUS Expulsion
<b>*Arson</b>	Knowingly damaging a structure or property (either occupied or unoccupied) by causing a fire or explosion.	Ten (10) Day SUS Long-Term SUS Expulsion Restitution	Long-Term SUS Expulsion Restitution	
<b>*Assault</b>	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.	Five (5) Day SUS	Five (5) Day SUS Ten (10) Day SUS	Ten (10) Day SUS Long-Term SUS Expulsion
<b><u>Alcohol</u></b> (use/possession/ distribution/sale)	Includes 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.	Five (5) Day SUS Ten (10) Day SUS	Ten (10) Day SUS Long-Term SUS	Long-Term SUS Expulsion
<b><u>Bullying</u></b>	Repeated acts over time that involve a real or perceived imbalance of power. 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).	Conference Notify Parent Three - Five (3-5) Day SUS	Notify Parent Ten (10) Day SUS	Notify Parent Long-Term SUS
<b><u>Cheating / Plagiarism</u></b>	Intentionally using information or property of another, without permission of the school, to obtain an unfair advantage.	Notify Parent Loss of Credit for Assignment	Up to Three (3) Day SUS Loss of Credit for Assignment	Five (5) Day SUS
<b><u>*Dangerous Instruments / Devices</u></b> (use/possession/ distribution/sale)	Items that are used, attempted or threatened to be used, and/or is readily capable of causing physical injury to any person. 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. Distribution/Sale is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) dangerous instruments on District property, at a school or District-sponsored event or on District-provided transportation.	Five (5) Day SUS	Ten (10) Day SUS	Ten (10) Day SUS Long-Term SUS Expulsion
<b><u>*Death Threat</u></b> (with weapon/without weapon)	The act of stating an intended action whether written, oral or electronic that could cause death.	Up to Ten (10) Day SUS	Ten (10) Day SUS Long-Term SUS Expulsion	Expulsion
<b><u>*Disorderly Conduct</u></b>	Any act which substantially disrupts the orderly conduct of a school function, or behavior which substantially disrupts the orderly learning environment.	Three (3) Day SUS	Five (5) Day SUS	Ten (10) Day SUS Long-Term SUS

3-5

OCR = On-Campus Reassignment

SUS = Suspension

## Student Discipline Procedures | 3-5

3-5

Infraction	Definition	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b><u>*Disrespect / Defiance / Insubordination</u></b>	Treating District personnel or any others with contempt or rudeness; intentionally resisting or disregarding the authority of District personnel. This includes, but is not limited to, the failure to respond to a reasonable request, or the refusal to identify self when requested to do so; being disobedient, refusing to identify self, or failing to follow the directions of authority of a school, a District staff member or an individual placed in authority by the school or the District (i.e., volunteers).	Notify Parent Conference Detention	One (1) Day SUS Three (3) Day SUS	Five (5) Day SUS Ten (10) Day SUS Long-Term SUS
<b><u>Disruption</u></b>	Creating disturbances in class, on campus or at school-sponsored events. Continual or repeated disruptions may warrant more severe consequences.	Conference Detention	One (1) Day SUS Three (3) Day SUS	Five (5) Day SUS Ten (10) Day SUS Long-Term SUS
<b><u>Dress Code Violation</u></b>	Non-compliance with the established student dress code guidelines.	Change Clothes Notify Parent One (1) Day OCR	Change Clothes Detention Conference Three (3) Day OCR	Change Clothes Detention Conference Five (5) Day OCR
<b><u>*Drugs</u></b> (use/possession/ distribution/sale)	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.	Five (5) Day SUS Ten (10) Day SUS Long-Term SUS	Long-Term SUS Expulsion	Long-Term SUS Expulsion
<b><u>*Drug / Tobacco Paraphernalia</u></b> (use/possession/ distribution/sale)	Includes any apparatus or equipment used, or capable of being used, in absorbing or consuming a drug or tobacco. (Examples include, but are not limited to: rolling papers, pipes, matches and lighters.) 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.	Notify Parent Detention One (1) Day SUS Three (3) Day SUS	Five (5) Day SUS	Ten (10) Day SUS
<b><u>Electronic Devices</u></b>	Include cell phones, pagers, hand-held computers, 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 arrival to departure, 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. <b>The District is not responsible for the loss, damage and/or theft of any of these types of devices.</b>	Confiscation Student Pick-Up Notify Parent	Confiscation Parent Pick-Up Detention	Confiscation Parent Must Pick-Up One (1) Day SUS

OCR = On-Campus Reassignment

SUS = Suspension



## Student Discipline Procedures | 3-5

Infraction	Definition	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b>*Endangerment</b>	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.	Detention Up to Three (3) Day	Three (3) Day SUS Five (5) Day SUS	Ten (10) Day SUS
<b>*Extortion</b>	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.	Three (3) Day SUS	Five (5) Day SUS	Ten (10) Day SUS
<b>*Fighting</b> (with weapon/without weapon)	When two or more persons engage in any violence toward each other in an angry or quarrelsome manner.	Three (3) Day SUS	Five (5) Day SUS	Ten (10) Day SUS Long-Term SUS Expulsion
<b>*Firearms</b> (use/possession/distribution/sale)	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 guns, 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.	Expulsion		
<b>*Other Firearms</b> (use/possession/distribution/sale)	Other than handguns, rifles or shotguns) is any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile. This includes expelling of the frame or receiver of any weapon described above, any firearm muffler or firearm silencer, any explosive, incendiary, or poison gas, bomb, grenade, mine or similar device or any weapon which will or which may be readily converted to expel a projectile. Distribution/Sale is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) on District property, at a school or District-sponsored event or on District-provided transportation.	Up to Ten (10) Day SUS Long-Term SUS Expulsion	Long-Term SUS Expulsion	Expulsion
<b>*Forgery / Falsification</b>	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).	Notify Parent Detention One (1) Day SUS	Three (3) Day SUS	Three (3) Day SUS
<b>Gambling</b>	Is to risk money or anything of value on the outcome of anything involving chance.	Conference Notify Parent Detention	One (1) Day SUS	Three (3) Day SUS
<b>Gang Activity</b>	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 gang activity.	Detention Three (3) Day SUS	Five (5) Day SUS	Ten (10) Day SUS Long-Term SUS Expulsion

3-5

OCR = On-Campus Reassignment

SUS = Suspension

## Student Discipline Procedures | 3-5

3-5

Infraction	Definition	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b><u>*Harassment</u></b>	The persistent or repeated annoying or tormenting of another.	Mediation Three (3) Day SUS	Three (3) Day SUS Five (5) Day SUS	Ten (10) Day SUS Long-Term SUS Expulsion
<b><u>*Hate / Bias-Related Incidents</u></b>	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.	Detention Three (3) Day SUS	Five (5) Day SUS	Ten (10) Day SUS Long-Term SUS Expulsion
<b><u>Hazing</u></b>	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.	Five (5) Day SUS	Ten (10) Day SUS	Long-Term SUS
<b><u>Horseplay / Roughhousing</u></b>	Rough, boisterous play or behavior.	Conference Notify Parent Detention	One (1) Day SUS	Three (3) Day SUS
<b><u>Instigation</u></b>	Includes provoking, antagonizing or failing to report a fight or other dangerous, inappropriate situations. Spreading rumors, harmful gossip and social media posting are also considered forms of instigation.	Up to Three (3) Day SUS	Three - Five (3-5) Day SUS	Five - Ten (5-10) Day SUS
<b><u>*Leaving Campus without Authorization / Unauthorized Absence</u></b>	Also known as ditching or skipping class/school.	Notify Parent Detention One (1) Day SUS	Three (3) Day SUS	Five (5) Day SUS
<b><u>Physical Aggression</u></b>	The act of tussles, minor confrontations, pushing, shoving or other physical provocation.	Detention One (1) Day SUS	Three (3) Day SUS Possible PBIS	Five (5) Day SUS Ten (10) Day SUS Long-Term SUS Required PBIS
<b><u>Public Display of Affection</u></b>	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.	Warning Conference Notify Parents	Parent Conference One (1) Day SUS	Three (3) Day SUS
<b><u>*Robbery</u></b> (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	Five (5) Day SUS Restitution	Ten (10) Day SUS Restitution	Long-Term SUS Restitution
<b><u>Sale or Distribution of Personal Property</u></b>	The attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) personal property or services on District property, at a school or District-sponsored event or on District-provided transportation.	Notify Parent/Conf. Detention Confiscation	Notify Parent/Conf. Detention One (1) Day SUS Three (3) Day SUS Confiscation	Notify Parent/Conf. Detention Three (3) Day SUS Five (5) Day SUS Confiscation

OCR = On-Campus Reassignment

SUS = Suspension

## Student Discipline Procedures | 3-5

Infraction	Definition	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b><u>*Sexual Harassment</u></b> (contact/ no contact)	Discrimination based on gender that includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature made by one individual to another and/or that might contribute a substantial risk of mental harm or personal degradation (Sexual: relating to, affecting, or typical of sex, the sexes, or the sex organs and their functions; implying or symbolizing erotic desire or activity.)	Notify Parent Conference Detention Up to Three (3) Day SUS	Three (3) Day SUS Five (5) Day SUS	Ten (10) Day SUS Long-Term SUS Expulsion
<b><u>Sexual Materials</u></b>	Includes pictures, devices or electronic images that contain nudity or represent sexual activity that is offensive or disturbs the educational environment.	Notify Parent Conference Detention Up to Three (3) Day SUS Confiscation	Three (3) Day SUS Five (5) Day SUS Confiscation	Ten (10) Day SUS Long-Term SUS Expulsion Confiscation
<b><u>*Sexual Misconduct</u></b>	The use of verbal, written, electronic or physical actions or any language that is sexually demeaning and/or that might contribute a substantial risk of mental harm or personal degradation. This violation includes, but is not limited to, indecent exposure, consensual participation in any sexual act involving physical contact, lewd comments, touching private areas, depantsing, pulling at another's underclothing, possession or distribution of pornographic materials.	Notify Parent Conference Detention Up to Three (3) Day SUS	Three (3) Day SUS Five (5) SUS	Ten (10) Day SUS Long-Term SUS Expulsion
<b><u>*Simulated Weapon</u></b> (use/possession/ distribution/sale)	An instrument displayed or represented as a weapon, including toys that resemble weapons. Sale or Distribution of Simulated Weapons 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.	Notify Parent Detention One (1) Day SUS Confiscation	One (1) Day SUS Three (3) Day SUS Confiscation	Ten (10) Day SUS Confiscation
<b><u>Tardy</u></b>	The failure to be at a designated location at a specified time. Students are allowed three excused tardies per semester. 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.	<b><u>Tardies four (4) and five (5):</u></b> Notify Parent Student Conference Detention	<b><u>Tardies six (6), seven (7) and eight (8):</u></b> Notify Parent Student Conference Detention One (1) Day OCR	<b><u>Absences nine(9) or greater:</u></b> Notify Parent Student Conference Three (3) Day OCR
<b><u>Technology Misuse / Computer Tampering</u></b>	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; using a computer or computer system to threaten, alarm, harass or cause another person to suffer substantial emotional distress; or using technology for uses outside of legitimate educational purposes; 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.	Conference Loss of Technology Use Privileges One (1) Day SUS Restitution	Three (3) Day SUS Loss of Technology Use Privileges Restitution	Five (5) Day SUS Ten (10) Day SUS Loss of Technology Use Privileges Restitution

3-5

OCR = On-Campus Reassignment

SUS = Suspension

## Student Discipline Procedures | 3-5

3-5

Infraction	Definition	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b>Theft</b> (over \$100/under \$100)	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.  <b>NOTE:</b> The District is <b>NOT</b> 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 <u>not</u> be covered by District liability insurance.	Notify Parent One (1) Day SUS Three (3) Day SUS Restitution	Three (3) Day SUS Five (5) Day SUS Restitution	Five (5) Day SUS Ten (10) Day SUS Restitution
<b>Threatening / Intimidating behavior</b>	The act of negatively using or applying a real or perceived imbalance of power to frighten, compel, deter or otherwise threaten or intimidate through actual or implied behaviors. Repeated acts of Threatening/Intimidating shall be considered Bullying.	Notify Parent Conference Detention Up to Three (3) Day SUS	Three (3) Day SUS Five (5) Day SUS	Ten (10) Day SUS Long-Term SUS Expulsion
<b>Tobacco</b> (use/possession/distribution/sale)	Includes smoking tobacco (i.e., cigarettes, cigars, electronic cigarettes or similar devices) and 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.	Three (3) Day SUS	Five (5) Day SUS	Ten (10) Day SUS
<b>Trespassing/Loitering</b>	Entering upon, or in, school property without legal justification or without the implied or actual permission of the administration. Applies to students serving a suspension and/or directed to leave the premises.	Parent Conference Detention One (1) Day SUS Three (3) Day SUS	Parent Conference Three (3) Day SUS Five (5) Day SUS	Five (5) Day SUS Ten (10) Day SUS
<b>Truancy</b>	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.	<b><u>Absences four (4) and five (5):</u></b> Notify Parent Detention One (1) Day OCR	<b><u>Absences six (6), seven (7) and eight (8):</u></b> Three (3) Day OCR	<b><u>Absences nine (9) or greater:</u></b> Five (5) Day OCR
<b>Vandalism / Destruction of Personal or School Property</b>	Willful act of defacing or destroying any building, fixture, vegetation or property (personal or school) either intentionally or unintentionally.	One (1) Day SUS Three (3) Day SUS Restitution	Three (3) Day SUS Five (5) Day SUS Restitution	Ten (10) Day SUS Long-Term SUS Expulsion Restitution
<b>Verbal Abuse / Profanity / Obscenity</b>	The use of profanity or any derogatory language written or stated publicly.	One (1) Day SUS	Three (3) Day SUS	Five (5) Day SUS
<b>Verbal Abuse / Profanity / Obscenity to an Adult</b>	The use of profanity or any derogatory language written or stated publicly to an adult.	Three (3) Day SUS	Five (5) Day SUS	Ten (10) Day SUS Long-Term SUS
<b>Weapon</b> (use/possession/distribution/sale)	Includes (but not limited to) a bomb, firearm, other firearm, gun, revolver, pistol, dagger, dirk, stiletto, knife with a blade over 2 1/2" in length, pocket knife opened by a mechanical device, iron bar, brass knuckles, chains, billy clubs, Chinese stars, or any incendiary devices. A firearm is 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 guns, bombs, grenades, mines, rockets, missiles, pipe bombs, firearms or similar devices designed to explode and capable of causing bodily harm or property damage. 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.	Up to Ten (10) Day SUS Long-Term SUS Expulsion		

**Note:**

- An underlined infraction indicates that an administrator may opt to use on-campus reassignment as a possible disciplinary action in lieu of off-campus suspension.
- An asterisk (\*) indicates that a police report may be filed.
- If the infraction occurs on the bus, a suspension of bus-riding privileges may be assigned 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.

## Student Discipline Procedures | 6-8

Infraction	Definition	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b>*Aggravated Assault</b>	An assault 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.	Long-Term SUS	Expulsion	
<b>*Arson</b>	Knowingly damaging a structure or property (either occupied or unoccupied) by causing a fire or explosion.	Ten (10) Day SUS Long-Term SUS Expulsion Restitution	Long-Term SUS Expulsion Restitution	Expulsion Restitution
<b>*Assault</b>	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.	Five (5) Day SUS Ten (10) Day SUS	Ten (10) Day SUS Long-Term SUS Expulsion	Long-Term SUS Expulsion
<b>Alcohol</b> (use/possession/ distribution/sale)	Includes 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.	Ten (10) Day SUS Long-Term SUS	Long-Term SUS Expulsion	Expulsion
<b>Bullying</b>	Repeated acts over time that involve a real or perceived imbalance of power. 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).	Conference Notify Parent Five (5) Day SUS	Notify Parent Ten (10) Day SUS	Notify Parent Long-Term SUS
<b><u>Cheating / Plagiarism</u></b>	Intentionally using information or property of another, without permission of the school, to obtain an unfair advantage.	Notify Parent Loss of Credit for Assignment One (1) Day OCR	Up to Three (3) Day SUS Loss of Credit for Assignment	Five (5) Day SUS Loss of Credit for Assignment
<b><u>*Dangerous Instruments / Devices</u></b> (use/possession/ distribution/sale)	Items that are used, attempted or threatened to be used, and/or is readily capable of causing physical injury to any person. 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. Distribution/Sale is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) dangerous instruments on District property, at a school or District-sponsored event or on District-provided transportation.	Five (5) Day SUS Ten (10) Day SUS	Ten (10) Day SUS Long-Term SUS Expulsion	Long-Term SUS Expulsion
<b>*Death Threat</b> (with weapon/without weapon)	The act of stating an intended action whether written, oral or electronic that could cause death.	Up to Ten (10) Day SUS	Ten (10) Day SUS Long-Term SUS Expulsion	Expulsion
<b><u>*Disorderly Conduct</u></b>	Any act which substantially disrupts the orderly conduct of a school function, or behavior which substantially disrupts the orderly learning environment.	Three (3) Day SUS Ten (10) Day SUS	Ten (10) Day SUS Long-Term SUS	Expulsion
<b><u>*Disrespect / Defiance / Insubordination</u></b>	Treating District personnel or any others with contempt or rudeness; intentionally resisting or disregarding the authority of District personnel. This includes, but is not limited to, the failure to respond to a reasonable request, or the refusal to identify self when requested to do so; being disobedient, refusing to identify self, or failing to follow the directions of authority of a school, a District staff member or an individual placed in authority by the school or the District (i.e., volunteers, guest teachers).	Conference Detention One (1) Day SUS	One (1) Day SUS Three (3) Day SUS	Five (5) Day SUS Ten (10) Day SUS Long-Term SUS

6-8

OCR = On-Campus Reassignment

SUS = Suspension

## Student Discipline Procedures | 6-8

6-8

Infraction	Definition	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b><u>Disruption</u></b>	Creating disturbances in class, on campus or at school-sponsored events. Continual or repeated disruptions may warrant more severe consequences.	Conference Detention One (1) Day SUS	One (1) Day SUS Three (3) Day SUS	Five (5) Day SUS Ten (10) Day SUS Long-Term SUS
<b><u>Dress Code Violation</u></b>	Non-compliance with the established student dress code guidelines.	Change Clothes Notify Parent One (1) Day OCR	Change Clothes Detention Conference Three (3) Day OCR	Change Clothes Detention Conference Five (5) Day OCR
<b>*Drugs</b> (use/possession/ distribution/sale)	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.	Five(5) Day SUS Ten (10) Day SUS Long-Term SUS	Long-Term SUS Expulsion	Long-Term SUS Expulsion
<b><u>*Drug / Tobacco Paraphernalia</u></b> (use/possession/ distribution/sale)	Includes any apparatus or equipment used, or capable of being used, in absorbing or consuming a drug or tobacco. (Examples include, but are not limited to: rolling papers, pipes, matches and lighters.) 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.	Up to Ten (10) Day SUS	Up to Ten (10) Day SUS Long-Term SUS	Long-Term SUS Expulsion
<b><u>Electronic Devices</u></b>	Include cell phones, pagers, hand-held computers, 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 arrival to departure, 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. <b>The District is not responsible for the loss, damage and/or theft of any of these types of devices.</b>	Confiscation Student Pick-Up Notify Parent	Confiscation Parent Pick-Up Detention	Confiscation Parent Must Pick-Up One (1) Day SUS Three (3) Day SUS
<b>*Endangerment</b>	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.	Detention Up to Three (3) Day	Three (3) Day SUS Five (5) Day SUS	Ten (10) Day SUS Long Term SUS Expulsion
<b>*Extortion</b>	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.	Three (3) Day SUS Five (5) Day SUS	Five (5) Day SUS Ten (10) Day SUS	Ten (10) Day SUS Long Term SUS

OCR = On-Campus Reassignment

SUS = Suspension

## Student Discipline Procedures | 6-8

Infraction	Definition	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b>*Fighting</b> (with weapon/without weapon)	When two or more persons engage in any violence toward each other in an angry or quarrelsome manner.	Five (5) Day SUS	Ten (10) Day SUS	Long-Term SUS Expulsion
<b>*Firearms</b> (use/possession/distribution/sale)	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 guns, 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.	Expulsion		
<b>*Other Firearms</b> (use/possession/distribution/sale)	Other than handguns, rifles or shotguns) is any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile. This includes expelling of the frame or receiver of any weapon described above, any firearm muffler or firearm silencer, any explosive, incendiary, or poison gas, bomb, grenade, mine or similar device or any weapon which will or which may be readily converted to expel a projectile. Distribution/Sale is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) on District property, at a school or District-sponsored event or on District-provided transportation.	Five (5) Day SUS Ten (10) Day SUS Confiscation Long-Term SUS Expulsion	10 Day SUS Confiscation Long-Term SUS Expulsion	Expulsion
<b>*Forgery / Falsification</b>	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).	One (1) Day SUS Three (3) Day SUS	Three (3) Day SUS	Five (5) Day SUS
<b><u>Gambling</u></b>	Is to risk money or anything of value on the outcome of anything involving chance.	Conference Notify Parent Detention One (1) Day SUS	Three (3) Day SUS	Five (5) Day SUS
<b>Gang Activity</b>	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 gang activity.	Three (3) Day SUS	Five (5) Day SUS	Ten (10) Day SUS Long-Term SUS Expulsion
<b>*Harassment</b>	The persistent or repeated annoying or tormenting of another.	One (1) Day SUS Three (3) Day SUS	Three (3) Day SUS Five (5) Day SUS	Ten (10) Day SUS Long-Term SUS Expulsion
<b>*Hate / Bias-Related Incidents</b>	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.	Three (3) Day SUS	Five (5) Day SUS	Ten (10) Day SUS Long-Term SUS Expulsion

6-8

OCR = On-Campus Reassignment

SUS = Suspension

## Student Discipline Procedures | 6-8

6-8

Infraction	Definition	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b>Hazing</b>	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.	Five (5) Day SUS	Ten (10) Day SUS	Long-Term SUS
<b><u>Horseplay / Roughhousing</u></b>	Rough, boisterous play or behavior.	Conference Detention One (1) Day SUS	Three (3) Day SUS	Five (5) Day SUS
<b><u>Instigation</u></b>	Includes provoking, antagonizing or failing to report a fight or other dangerous, inappropriate situations. Spreading rumors, harmful gossip and social media posting are also considered forms of instigation.	Up to Three (3) Day SUS	Five - Ten (5-10) Day SUS	Long-Term SUS
<b><u>*Leaving Campus without Authorization / Unauthorized Absence</u></b>	Also known as ditching or skipping class/school.	Notify Parent Detention One (1) Day SUS	Three (3) Day SUS	Five (5) Day SUS
<b><u>Physical Aggression</u></b>	The act of tussles, minor confrontations, pushing, shoving or other physical provocation.	One (1) Day SUS	Three (3) Day SUS	Five (5) Day SUS Ten (10) Day SUS Long-Term SUS
<b><u>Public Display of Affection</u></b>	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.	Warning Conference Notify Parents Detention One (1) Day SUS	Parent Conference One (1) Day SUS Three (3) Day SUS	Three (3) Day SUS Five (5) Day SUS Ten (10) Day SUS
<b><u>*Robbery (with weapon/without weapon)</u></b>	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.	Five (5) Day SUS Restitution	Ten (10) Day SUS Restitution	Long-Term SUS Restitution
<b><u>Sale or Distribution of Personal Property</u></b>	The attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) personal property or services on District property, at a school or District-sponsored event or on District-provided transportation.	Notify Parent/ Conf. Detention One (1) Day SUS Confiscation	Notify Parent/ Conf. Detention One (1) Day SUS Three (3) Day SUS Five (5) Day SUS Confiscation	Notify Parent / Conf. Detention Five (5) Day SUS Ten (10) Day SUS Confiscation
<b><u>*Sexual Harassment (contact/ no contact)</u></b>	Discrimination based on gender that includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature made by one individual to another and/or that might contribute a substantial risk of mental harm or personal degradation (Sexual: relating to, affecting, or typical of sex, the sexes, or the sex organs and their functions; implying or symbolizing erotic desire or activity.)	Notify Parent Conference Up to Three (3) Day SUS	Five (5) Day SUS	Ten (10) Day SUS Long-Term SUS Expulsion
<b><u>Sexual Materials</u></b>	Includes pictures, devices or electronic images that contain nudity or represent sexual activity that is offensive or disturbs the educational environment.	Notify Parent Detention Three (3) Day SUS Confiscation	Three (3) Day SUS Five (5) Day SUS Confiscation	Ten (10) Day SUS Long-Term SUS Expulsion Confiscation

OCR = On-Campus Reassignment

SUS = Suspension



## Student Discipline Procedures | 6-8

Infraction	Definition	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b>*Sexual Misconduct</b>	The use of verbal, written, electronic or physical actions or any language that is sexually demeaning and/or that might contribute a substantial risk of mental harm or personal degradation. This violation includes, but is not limited to, indecent exposure, consensual participation in any sexual act involving physical contact, lewd comments, touching private areas, depantsing, pulling at another's underclothing, possession or distribution of pornographic materials.	Notify Parent Conference Three (3) Day SUS	Five (5) SUS	Ten (10) Day SUS Long-Term SUS Expulsion
<b>*Simulated Weapon</b> (use/possession/ distribution/sale)	An instrument displayed or represented as a weapon, including toys that resemble weapons. Sale or Distribution of Simulated Weapons 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.	Notify Parent Five (5) Day SUS Confiscation	Five (5) Day SUS Ten (10) Day SUS Confiscation	Long-Term SUS Confiscation
<b><u>Tardy</u></b>	The failure to be at a designated location at a specified time. Students are allowed three excused tardies per semester. 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.	<b><u>Tardies four (4) and five (5):</u></b> Notify Parent Student Conference Detention	<b><u>Tardies six (6), seven (7) and eight (8):</u></b> Notify Parent Student Conference Detention One (1) Day OCR	<b><u>Absences nine (9) or greater:</u></b> Notify Parent Student Conference Three (3) Day OCR
<b><u>Technology Misuse / Computer Tampering</u></b>	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; using a computer or computer system to threaten, alarm, harass or cause another person to suffer substantial emotional distress; or using technology for uses outside of legitimate educational purposes; 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.	Conference Loss of Technology Use Privileges Three (3) Day SUS Restitution	Five (5) Day SUS Loss of Technology Use Privileges Restitution	Ten (10) Day SUS Long-Term SUS Loss of Technology Use Privileges Restitution
<b><u>Theft</u></b> (over \$100/under \$100)	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.  <b>NOTE:</b> The District is <b>NOT</b> 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 <u>not</u> be covered by District liability insurance.	Notify Parent One (1) Day SUS Three (3) Day SUS Restitution	Three (3) Day SUS Five (5) Day SUS Restitution	Five (5) Day SUS Ten (10) Day SUS Long-Term SUS Restitution
<b><u>Threatening / Intimidating behavior</u></b> -	The act of negatively using or applying a real or perceived imbalance of power to frighten, compel, deter or otherwise threaten or intimidate through actual or implied behaviors. Repeated acts of Threatening/Intimidating shall be considered Bullying.	Parent Conference Detention Three (3) Day SUS	Parent Conference Detention Five (5) Day SUS	Ten (10) Day SUS Long-Term SUS Expulsion
<b>Tobacco</b> (use/possession/ distribution/sale)	Includes smoking tobacco (i.e., cigarettes, cigars, electronic cigarettes or similar devices) and 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.	Three (3) Day SUS	Five (5) Day SUS	Ten (10) Day SUS Long-Term SUS

6-8

OCR = On-Campus Reassignment

SUS = Suspension

## Student Discipline Procedures | 6-8

Infraction	Definition	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b>Trespassing/Loitering</b>	Entering upon, or in, school property without legal justification or without the implied or actual permission of the administration. Applies to students serving a suspension and/or directed to leave the premises.	Parent Conference Detention One (1) Day SUS Three (3) Day SUS	Three (3) Day SUS Five (5) Day SUS	Five (5) Day SUS Ten (10) Day SUS
<b><u>Truancy</u></b>	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.	<b><u>Absences four (4) and five (5):</u></b> Notify Parent Detention One (1) Day OCR	<b><u>Absences six (6), seven (7) and eight (8):</u></b> Three (3) Day OCR	<b><u>Absences nine (9) or greater:</u></b> Five (5) Day OCR
<b><u>Vandalism / Destruction of Personal or School Property</u></b>	Willful act of defacing or destroying any building, fixture, vegetation or property (personal or school) either intentionally or unintentionally.	One (1) Day SUS Three (3) Day SUS Restitution	Three (3) Day SUS Five (5) Day SUS Restitution	Ten (10) Day SUS Long-Term SUS Expulsion Restitution
<b><u>Verbal Abuse / Profanity /Obscenity</u></b>	The use of profanity or any derogatory language written or stated publicly.	One (1) Day SUS Three (3) Day SUS	Three (3) Day SUS Five (5) Day SUS	Five (5) Day SUS Ten (10) Day SUS
<b><u>Verbal Abuse / Profanity /Obscenity to an Adult</u></b>	The use of profanity or any derogatory language written or stated publicly to an adult.	Five (5) Day SUS	Ten (10) Day SUS	Long-Term SUS Expulsion
<b>Weapon</b> (use/possession/ distribution/sale)	Includes (but not limited to) a bomb, firearm, other firearm, gun, revolver, pistol, dagger, dirk, stiletto, knife with a blade over 2 1/2" in length, pocket knife opened by a mechanical device, iron bar, brass knuckles, chains, billy clubs, Chinese stars, or any incendiary devices. A firearm is 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 guns, bombs, grenades, mines, rockets, missiles, pipe bombs, firearms or similar devices designed to explode and capable of causing bodily harm or property damage. 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.	Ten (10) Day SUS Long-Term SUS Expulsion	Expulsion	

6-8

### Notes:

- An underlined infraction indicates that an administrator may opt to use on-campus reassignment as a possible disciplinary action in lieu of off-campus suspension.
- An asterisk (\*) indicates that a police report may be filed.
- If the infraction occurs on the bus, a suspension of bus-riding privileges may be assigned 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.



# Build, Grow, Flourish, Succeed at Altar Valley School District

## Vision

Altar Valley builds relationships with students, staff, and community ensuring growth and success.

## Mission

Altar Valley provides a safe environment where all flourish academically, socially, and emotionally.

## We Value

- Equitable opportunities for all
  - Academic growth
  - High expectations
- Community collaboration
- Well-rounded lifelong learners

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## COMPACT FOR LEARNING

Altar Valley School District #51  
Tucson, Arizona

*The Altar Valley School District in cooperation with parents and community, expects all students to achieve academic and personal excellence in a challenging, relevant and supportive learning environment. When families are involved in their children's learning both at home and at school, children do better in school. As a District, we welcome families as active participants in the education of their children.*

As a teacher I will:

- believe that each student can learn.
- respect and value the uniqueness of each child and his or her family.
- provide an environment that promotes active learning.
- enforce the behavior guidelines in the classroom and throughout the school in a fair and consistent manner.
- assist each child in achieving the essential academic learning requirements.
- document ongoing assessment of each child's academic progress.
- maintain open lines of communication with students and parents.
- seek ways to involve parents in the school program.
- demonstrate professional behavior and a positive attitude

As a parent/guardian I will:

- believe my child can learn.
- show respect and support for my child, the staff and the school.
- see that my child attends school regularly and is on time.

As a student I will:

- believe that I can learn.
- show respect for myself, my teachers, my school and other students and staff.
- always try to do my best in my work as well as my behavior.
- work cooperatively with students and staff to follow the behavior guidelines in the classroom and throughout the school buildings, playground and buses.
- come to school prepared with my homework and supplies.

***Together we are partners in your child's education  
as we follow this compact.***

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## **ALTAR VALLEY SCHOOL DISTRICT EVERY STUDENT SUCCEEDS ACT (ESSA)**

### **Impact on Our School**

The Altar Valley School District is dedicated to making sure all children succeed in school and in life. Each school's and student's achievement is measured and reported under the federal law known as Every Student Succeeds Act (ESSA).

Each year, our schools receive a report from the state that shows our letter grade. The report includes summaries of student scores for each school and breaks those scores into different subgroups including race/ethnicity, students with disabilities, Limited English Proficiency and economically disadvantaged.

### ***Title I Funding***

Our school receives Title I funding. Title I is a federal program that provides resources to schools in areas of economic need. ESSA focuses on schools like ours that receive Title I funding.

Under ESSA, every school receiving Title I money is required to notify parents of their rights to request and receive the following information from the school:

- Professional qualifications of their child's teachers including degrees/certificates held and whether the teacher is certified in the area he/she is teaching.
- Whether or not their child is receiving instruction by a paraprofessional, and if so, his/her qualifications. This applies to all instructional staff in the school, not just those paid with Title I funds.
- The school improvement status of their child's school. Title I schools that do not make adequate progress may be required to offer services such as tutoring.
- Their child's achievement level on tests.
- If you need to discuss your child's achievement level, contact your site principal.
- If your child has been assigned or taught four consecutive weeks by a teacher who does not meet the highly qualified definition.
- Of parent's right to be included in the planning and implementation of the parent involvement program.

We need your help to make sure that all our children are successful in school and in life. By working together as a community, we will overcome our challenges and build the bright future our children deserve.

***If you would like to get involved, contact our Director of Federal Programs and Staff Development at (520) 822-9343.***

### **Information about our Title I Program:**

- You are encouraged to attend a Title 1 meeting each year to learn about our Title I Program. Be sure to watch for more information. Additional meetings may be requested.
- You are encouraged to participate in decision making policy development activities as well as improving the parent involvement plan and compact for learning.
- As a school we will provide you with information about programs, curriculum and expectations for your child's achievement. We will offer information to all parents equally in a form/language they can understand.
- The Site Council is involved in the development and evaluation of the school wide plan. If you have concerns about the plan you are invited to share those concerns with the Site Council.
- We welcome your involvement in the schools in our District. If you are interested in any of the above programs or have ideas of your own, please, contact the building principals, site council chair or volunteer coordinator. Thank you for becoming a part of the Altar Valley school community.

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## **HOMELESS EDUCATION PROGRAM INFORMATION FOR PARENTS THE MCKINNEY-VENTO ACT**

**If your family lives in any of the following situations:**

- In a shelter
- In a motel, vehicle or campground due to the lack of an alternative adequate accommodation
- In a car, park, abandoned building, or bus or train station
- Doubled up with other people due to loss of housing or economic hardship

Your school-age children may qualify for certain rights and protections under the McKinney-Vento Act.

Your eligible children have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is your preference.
  - If the school district believes that the school you select is not in the best interest of your children, then the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.
- Receive transportation to and from the school of origin, if you request this.
- Receive educational services comparable to those provided to other students, according to your children's needs.

If you believe your children may be eligible, contact the local liaison to find out what services and supports may be available. There also may be supports available for your preschool-age children.

**Local Contacts:** Evelyn See (520) 822-9418

**State Homeless Education Program Coordinator:** Rita Rodriguez (602) 542-4963

If you need further assistance with your children's education needs, contact the National Center for Homeless Education: 1-800-308-2145 \* e-mail them at [homeless@serve.org](mailto:homeless@serve.org) \* <http://nche.ed.gov>

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## **FOSTER CARE—Did you know?**

- Foster children no longer falls under McKinney-Vento.
- Foster children should remain in their school of origin.
- Foster children should be enrolled immediately, even without all required paperwork.
- Foster children automatically qualify for the FREE & reduced lunch program.

For more information contact your district's foster care point of contact.

Foster Care Point of Contact: Evelyn See (520) 822-9418

Foster Care Education Coordinator: Joey Taylor (602) 542-3569

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## 2023-2024 AVSD ASSESSMENT CALENDAR

### **Curriculum-Based Measurement (CBM) - ACADIENCE/Maze/Math (Grades K-8)**

CBM #1 - Week of August 21

CBM #2 - Week of November 27

CBM #3 - Week of April 22

### **Galileo Testing (2nd - 8th Grade)**

Pre-Test - Week of August 14

BMK #1 - Week of October 2

BMK #2 - Week of December 4

Post-Test (Grades 3-8) - Week of February 26

Post Test (Grade 2) - Week of April 29

### **AZELLA Testing**

Spring 2024

### **AzSCI Test (Grades 4 and 8)**

Spring 2024

### **AzM2 Assessment (Grades 3-8)**

Spring 2024

### **Formative Assessments**

Formative Assessments are administered every 1-3 weeks in Reading and Math to determine if your child mastered the taught curriculum. A Reteach and Enrichment period has been created for students to be re-taught what they missed. If they were successful they are put in an Enrichment class to extend their learning.

### **Curriculum-Based Measurement (CBM)**

CBM's are quick assessments used to determine how your child is progressing on their basic skills in the area of Reading and Math.

### **Galileo**

Galileo is a test used to assess how well your child has mastered the grade level standards and material they have received each quarter. The results of this test are used by teachers to continually monitor your child's progress and provide interventions where needed. Tests are given quarterly.

### **AZELLA**

The Arizona English Language Learner Assessment (AZELLA) is a standards-based assessment that

meets both state and federal requirements to measure students' English language proficiency. **AZELLA** is used for both placement and reassessment purposes.

**AzSCI** is a Standards Based Assessment that measures student proficiency of the Arizona Academic Content Standards in Science. It meets federal requirements for student assessment. It is administered to students in Grades 5 and 8.

**Arizona's Academic Standards Assessment (AASA)** is the statewide achievement test for Arizona students. Arizona public school students in Grades 3 – 8 will take the grade level AzM2 assessments in English Language Arts and Mathematics.

# Altar Valley School District #51

## 2023-2024 School Year Calendar

### July

4 Independence Day  
7, 14, 21 District Office Closed  
24 New Teachers Report  
28 All Teachers Report

July 2023						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2024						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### January

1 New Year's Day  
1-5 Winter Break  
8 Second Semester Begins  
15 Civil Rights Day-No School

School Days: 17

### August

2 Meet the Teacher  
3 First Day of School  
4 Early Release Friday Start

School Days: 21

August 2023						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2024						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

### February

22-23 Rodeo Days – No School

School Days: 19

### September

4 Labor Day  
14-15 Conferences Early Release

School Days: 20

September 2023						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

March 2024						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### March

1 End of 3<sup>rd</sup> Quarter  
7-8 Conferences Early Release  
11-15 Spring Break – No School

School Days: 16

### October

6 End of First Quarter  
16-20 Fall Break

School Days: 17

October 2023						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2024						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### April

1 Spring Holiday- No School

School Days: 21

### November

10 Veterans Day (Observed – No School)  
22-24 Thanksgiving Holiday

School Days: 18

November 2023						
S	M	T	W	TH	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2024						
S	M	T	W	TH	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### May

22 Second Semester Ends/Early Release  
23 Teachers' Last Day  
27 Memorial Day

School Days: 16

### December

21 First Semester Ends / Early Release  
22 Winter Break - No School  
25-29 Winter Break

School Days: 15

December 2023						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2024						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### June

7, 14, 21, 28 District Office Closed

Total School Days 180

First Semester 91  
Second Semester 89

40<sup>th</sup> Day September 28, 2023

100<sup>th</sup> Day January 19, 2024

### SCHOOL HOURS:

**Robles Elementary**  
8:45-3:45 Monday – Thursday  
1:45 Early Release Friday

**AVMS**  
7:30-2:30 Monday – Thursday  
12:30 Early Release Friday

Governing Board Approve December 13, 2022

	Start/End Dates
	Meet the Teachers/Conf
	No School
	District Office Closed
	Regarding Teachers
	Early Release

