

Little Red School Student Handbook

Code of Conduct and District Information

For

2024-2025



Santa Cruz Elementary School District 28

Student Name: _____

Homeroom Teacher: _____

2024-2025 Little Red School Schedule

Monday – Thursday

Kinder– 8th Grade 7:50 – 3:30p.m.

Middle School Homeroom Schedule

Middle School Master Schedule			
2024-2025			
Time	6th Grade Homeroom MA-Muri 65+Min-Integrated Reading, listening, speaking, & Vocabulary - ELD Instruction 65+Min-IntegratedWriting, and Grammar- ELD Instruction	7th Grade -Homeroom LA-Dupuy 65+65+Min-Integrated Reading, listening, speaking, & Vocabulary - ELD Instruction Min-IntegratedWriting, and Grammar- ELD Instruction	8th Grade -Homeroom SC-Mrs. Shaju 65+Min-IntegratedWriting, and Grammar- ELD Instruction
7:50 - 8:00	Homeroom Attendance	Homeroom Attendance	Homeroom Attendance
8:00 - 9:00 1st period	Teacher Prep Time PE/Computers every grading period rotation between PE & computers ----- 6th grade & 7th = 1st grup 8th Grade = 2nd group ----- breakfast for middle school @8:45 in MPR superivsed by Mr. Romero & Jenny/Dani ----- homeroom teachers pick up students @	Teacher Prep Time PE/Computers every grading period rotation between PE & computers ----- 6th grade & 7th = 1st grup 8th Grade = 2nd group ----- breakfast for middle school @8:45 in MPR superivsed by Mr. Romero & Jenny/Dani ----- homeroom teachers pick up students @	Teacher Prep Time PE/Computers every grading period rotation between PE & computers ----- 6th grade & 7th = 1st grup 8th Grade = 2nd group ----- breakfast for middle school @8:45 in MPR superivsed by Mr. Romero & Jenny/Dani ----- homeroom teachers pick up students @
9:00 - 10:30 2nd Period	6th Grade	7th Grade	8th Grade
10:30- 12:05 3rd period	8th Grade	6th Grade	7th Grade
12:05-12:30	LUNCH	LUNCH	LUNCH
12:30- 2:00 4th period	7th Grade	8th Grade	6th Grade
2:00-3:30 5th period	6th Grade Social Studies-Mesa Learning	7th Grade Social Studies-Mesa Learning	8th Grade Social Studies-Mesa Learning
3:30	Dismissal-walk students to buses	Dismissal-walk students to buses	Dismissal-walk students to buses

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Welcome to Santa Cruz Elementary School District #28

Welcome back to a great year. We have a successful year ahead of us. We are proud of Little Red School and all of our accomplishments. Our mission is to make our school a place where students, parents, and community members feel valued and safe; and where students are able to excel, in a caring environment that focuses on their individual needs. We hope each and every family and community member will assist us in making our school a place to learn and grow.

This 2024-2025 student handbook is provided to answer questions you may have about the school. The first section outlines the district's expectations for student behavior, the rights and obligations of students, and the consequences for noncompliance. It also provides school procedures and legal information we are required to provide. We believe it is imperative that each student and adult follows these guidelines, so we can provide a safe and caring learning environment.

Sincerely,

Mrs. Kathy Romero, Superintendent/Principal

Our Staff

Superintendent/Principal

Kathy Romero

Principal Admin. Assistant

Danitza Garcia

School Admin. Assistant

Betty Fernandez

Business Manager

Denisse Melendez

Business office Admin. Assistant

Jennifer Willey

Special Education

Monique Labra

PE Teacher/Coach

Manny Romero

Title One teacher

Christine Bastidas

Gifted Teacher

Diana Lopez/Amanda Dupuy

Kindergarten/1st Grade

Barbara Hernandez

2nd/3rd Grade

Diana Lopez

4th/5th Grade

Ralph Lopez

Math 6th – 8th Grade

Douglas Muri

Language Arts 6th – 8th Grade

Amanda Dupuy

Science 6th – 8th Grade

Mable Shaju

Title I Aide

Yumara Martinez

Instructional Aides

Leslie Sobarzo

Maintenance

Alfredo Alvarez

Frank Corella

Bus Driver/Coach

Alvaro Monteverde

Bus Driver

Aracely Caballero

Governing Board

President

Dr. Carrie Pottinger

Clerk

Dr. John Wemlinger

Member

Danny Fish

Member

Ronald Fish

Member

Robert Noon

Meetings are held on the second Tuesday of each month in the office. The agenda is posted on the office door twenty-four hours before the meeting.

Our Mission

Santa Cruz Elementary District #28 provides a safe learning environment with high expectations and academic success for everyone; the district empowers students to be confident, knowledgeable, responsible, and productive citizens in a diverse, ever-changing world.

To accomplish this, we all need to share responsibility and do our part:

Students

- To attend school punctually, prepared with proper books, supplies, and assignments.
- To enjoy and allow others to enjoy the school environment.
- To maintain the attitude of a life-long learner who has high academic and social standards.

Parents

- To ensure their children are punctual and responsible.
- To notify the school when and why their children are absent.
- To maintain open productive communication with the teachers and school.
- To provide a private place to read, study, and complete assignments.
- To turn off music and TV daily and read and/or interact academically to their children.

Teachers

- To manage an effective instructional and assessment program based on the Arizona Academic Standards.
- To establish and maintain an environment conducive to learning for all students.
- To model and maintain an attitude of a life-long learner.
- To keep open and productive communication with parents and the community.

School

- To provide a safe and pleasant learning environment.
- To support lifelong learning habits in reading, writing, math, research, respect, responsibility, rights reasoning, reflecting, and the arts.
- To provide services, resources, and assistance to students needs during school hours.
- To keep parents informed of the programs, social and financial situations, and about support needed for a sound educational program.
- To provide a pleasant, punctual, and safe bus service.

Rules Around the School

Highway 82

No Little Red Student will cross Highway 82 without an adult (18 years or older) EVER.

School

1. Walk quietly in the halls.
2. NO gum in the school.
3. Keep the bathrooms clean.
4. No bullying of any kind. **No Profanity**
5. No cell phones at school.
6. Obey and respect all adults.

Playground

1. Stay in assigned area.
2. No toys or equipment from home.
3. Follow the monitor's directions.
4. No food or drink on the playground.
5. Let the monitor help you settle conflicts.
6. Treat others and equipment with respect.
7. Line up immediately when the whistle is blown.

Cafeteria

1. Walk to the cafeteria.
2. Wait patiently in line.
3. Try all food you are served and eat everything you serve yourself.
4. Leave your place clean.
5. Speak softly and respect others.
6. No food or drink is taken to the playground.
7. No sharing of food.

Office

1. You need a pass from an adult to go to the office.
2. No phone use unless an adult writes a note with a specific reason for calling.

Bus

1. Obey all of the bus driver's instructions and directions.
2. Bus aisles and emergency exits shall remain clear of all objects.
3. Students must stay in their assigned seats.
4. Stay properly seated (back against seat, legs facing forward, and all body parts inside the bus).
5. Talk quietly with respectful language – **no profanity**.
6. No eating or drinking on the bus. Keep the bus clean.
7. All rules in the Code of Conduct pertain to the bus.

Field Trips

1. A parent permission slip including instructions for medical attention and special needs must be received before any field trip.
2. Field Trips are a privilege and students must behave in class and have passing grades or they **may** be excluded from the trip.
3. Students must follow all school rules on field trips.

Santa Cruz Elementary School District #28

Student Transportation

Little Red Student Drop Off and Pick Up Rules and Agreement:

We want to keep our drop off and pick up area safe for all students. To help us make it a safe place for every one, please follow these rules:

- Drive under 5 miles per hour in front of the school.
- Stay in your car while waiting to pick up your student in the drop off/pick up lane. No leaving your car.
- Stay in your lane and do not pass cars that are loading children.
- Students may only walk to cars in the drop off and pick up lane, if you are on the street you need to get out of the car and get your student(s).
- If you need to come into school, park your car in the lot across the street and walk over.
- Walk where the sidewalk is.

Morning: School supervision starts at 7:30 in the morning. No students **should be dropped off at school before 7:30.**

Dismissal times for students is at 3:30p.m. for students Kinder – 8th grade. Our **school does not have supervision for students after dismissal times.**

The Santa Cruz Elementary School District #28 supports ride sharing and encourages families to coordinate driving to and from school with other families to minimize the burden on our streets and school campuses. At the same time, we are responsible for students until they reach home. For this reason, **we require parents to call or send a signed note if your child will go home with another person.** If you are allowing for a person under the age of 18 to pick up your child, please send in a written notice signed by you giving consent for a minor to pick up your child.

If you are picking up numerous students, please park and walk over so the staff can help straighten out who has permission without blocking traffic.

Traffic does get backed up at the time of student release. If your child is not ready to board your vehicle as you arrive at the gate, please move your vehicle to the back of the line until your child is at the gate or park in the front parking lot and come pick up your child at the front gate.

Little Red Bus Rules and Agreement

We want to make our buses a safe and pleasant experience for everyone involved. To help us with this, students must follow the rules listed below:

1. Obey all of the bus driver's instructions and directions.
2. Bus aisles and emergency exits shall remain clear of all objects.
3. Student must stay in their assigned seats.
4. Stay properly seated with you back against the seat back, your legs facing forward and all parts of your body in the seat area not in the aisle or out the window.
5. Talk quietly, use respectful language – **no profanity.**
6. No eating or drink on the bus.
7. Keep the bus clean – no vandalism.
8. Animals, skateboards, glass containers, weapons/dangerous instruments, tobacco, alcohol or drugs are not permitted.
9. No student has the right to interfere with the safety, well-being or learning of others.
10. All rules in the Code of Conduct pertain on the bus.

Students are assigned a seat by the bus driver and/or administration and at no time are they to move from one seat to another. Students shall report directly to the bus and be seated in their assigned seat as quickly as possible after school dismissal. They will enter and leave the bus in an orderly fashion; without running, pushing, or crowding. They will wait until the bus comes to a complete stop before attempting to leave or enter the bus. They will walk at least 10 feet in front of the bus, so the driver can see them at all times. Do not ever walk behind the bus and before crossing the road, wait for the driver to signal.

All students must ride to school and home on their assigned bus. The bus will stop only at administration approved stops. Drivers will not transport any person not regularly assigned to the bus without written permission from the office.

If you have trouble with the bus service, bus driver or other students on the bus, please contact Mrs. Romero (287-0737).

Bus transportation is provided by the District as a convenience and privilege to students. All Regulations of the school apply while students are being transported in school vehicles per Board Policy EEAE. In addition, passengers must remain **seated** in assigned seats at all times while the bus is in motion. The bus driver has the authority to take action to ensure the safety and well being of all passengers. The consequences listed below are in addition to the general rules of conduct and depending on level of offense the consequence may differ and not follow this order.

1st Offense: The driver will conference the student to attempt to correct the behavior and notify in writing the principal.

2nd Offense: The driver will conference the student to attempt to correct the behavior and notify in writing the Principal. Parents will be notified and the student will be suspended for 1 day.

3rd Offense: The driver will conference the student to attempt to correct the behavior and notify in writing the Principal. Parents will be notified and the student will be suspended for 3 days.

4th Offense: The driver will conference the student to attempt to correct the behavior and notify in writing the Principal. Parents will be notified and the student will be suspended for 5 or more days or lose bus privileges.

5th Offense: The driver will notify in writing the Principal. Parents will be notified and the student will be suspended for from the bus for the remainder of the year.

Note: The administration may eliminate suspension steps or assign other punishments according to the severity of the offense and/or at the discretion of the principal.

STUDENT RESPONSIBILITIES

Basic Foundation of the Code

The Santa Cruz Elementary School District 28 Governing Board recognizes that students should have freedom to express their individuality in school, but such expression should never intrude upon or endanger the freedom of others. The intent of all District policies and regulations pertaining to student conduct is to establish a balance between individual freedoms and the necessity of maintaining school safety and security. In implementing these policies, school staff members will consider all factors and should take tolerant, sensitive, and intelligent action. In helping students demonstrate proper conduct through discipline consequences, the goal should be to help students learn self-discipline.

Students, both as individuals and in groups, must comply with District policy and regulations and individual school rules pertaining to student conduct. Students must also respect the authority of teachers. Any open defiance of a teacher or other staff member will constitute cause for disciplinary action.

Any act by a student that interferes with the operation of a school or otherwise violates any rule listed in the Student Code of Conduct is prohibited. Students who commit such acts will be subject to disciplinary action, which may include suspension or expulsion.

Students must comply with both the District-wide Student Code of Conduct and with all rules established by the principal and faculty of the school district. A student's failure or refusal to comply with the rules of his or her school will subject the student to disciplinary action, which may include suspension or expulsion.

Notification of Disciplinary Rules

The principal or lead teacher is required to ensure that copies of district and school rules pertaining to discipline, suspension, and expulsion of students are distributed to parents and students. The rules must be communicated to students at the beginning of each school year, and to transfer students at the time of their enrollment in the school. Both the Parent and student sign SCED#28 form acknowledging they have read the handbook and understand its regulations.

Interpretation of Disciplinary Rules

Preserving the safety and protecting the health and general welfare of students, District employees, visitors, and volunteers on school property and at school activities are the legal and moral responsibilities of the Governing Board and its administration. Therefore, the interests of safety and welfare shall be the paramount guiding principle for interpretation of disciplinary rules. Generally, words will be given their ordinary meaning, unless those terms are otherwise defined (such as words in italics, which are defined in the glossary of this handbook). In the event of any conflict in interpretation, the determination of the Superintendent shall be final.

Application of Rules to Attempts, Aiding or Abetting

Any student who attempts to commit, conspires to commit, assists the commission, or conceals the commission of any provision of the District's Student Code of Conduct or the rules adopted by any individual school is subject to disciplinary action as if the student had committed the act.

Application of Rules to Possession

A student will be considered to "possess" or "be in possession of" a substance or object if the student (1) knows of the nature, existence, and location of the substance or object, and (2) has control of the substance or object, regardless of the duration of the control

Prosecution of Criminal Acts Compared to School Discipline

The school administration is *required* to report certain crimes to appropriate law enforcement officials (Definitions of Violations). School disciplinary matters, however, are not governed by criminal law and court procedures. Similarly, juvenile or criminal court matters are not governed by school district rules or procedures. Court proceedings relating to an incident at school is separate from the school's disciplinary procedures. Courts take actions for violations of laws – usually criminal laws. Schools take disciplinary action for violations of school and district rules. Behavior that violates school rules may not violate criminal law. So, discipline may be imposed even if a court decides not to impose criminal penalties. Different standards of proof and evidence exist between court and the school district hearings. Generally, a lesser degree of proof is required to establish a violation of school rules than would be required to establish a violation of criminal law. In the school setting, the "preponderance of evidence" applies. A preponderance of evidence exists where there is a greater weight or more convincing degree of evidence than the evidence offered in opposition to it. In simpler terms, it is a balance of 50.1% of evidence versus 49.9% of opposite evidence.

The Student Code of Conduct

Where and when does this Code of Conduct apply?

It is important that students and parents understand when this Code of Conduct applies to students. It applies to students at various times and places, including:

- During regular school hours;
- While the student is being transported by the school bus or by other transportation arranged or approved by the school district;
- During school-sponsored events;
- During field trips;
- During athletic functions, whether at District schools or a non-district school;
- When the student is traveling to and from school by any means;
- At times and places where a principal or other school employee has jurisdiction or authority over students;
- During other activities associated with the school in any way including personal or school electronic devices to bully, harass, intimidate or threat the school or any school stakeholders; and
- On school or district grounds at any time, regardless of whether school is in session or not.

Additionally, the principal may take disciplinary action when a student's misconduct away from school has a detrimental effect on other students or on the orderly educational process of the district, because the violation is directly connected to prior violations at school or threatens to produce further violations or a risk of harm or injury at school.

Special Rule for Athletic and Activity Participants

Students participating in interscholastic activities for their schools do so as representatives for their school community and as role models for other students. Their involvement with drugs and alcohol at any time can therefore negatively reflect upon their community and convey a poor example to their peers. In addition, the use of drugs or alcohol by athletic or activity participants can lead to an increased risk of harm or severe injury during those activities. The Santa Cruz Elementary School District 28 therefore maintains a zero tolerance "24/7" policy on the use of drugs or alcohol by participants. Any interscholastic participant who uses, possesses or transfers alcohol or drugs at any time during a season will be immediately removed from the activity for the balance of the season. This rule applies 24 hours a day, seven days a week, regardless of a student's location.

To which students does this Code of Conduct apply?

The rules and procedures outlined in this Student Code of Conduct apply to all District students from Preschool level through Grade 8. Differences in the age and maturity of students are naturally considered, however, in determining the type of disciplinary action to be taken in the event of violations.

Generally speaking, the older and more mature a student is and/or the more serious the infraction, the more personal responsibility the student will carry for his or her actions.

District personnel who administer student discipline will follow appropriate disciplinary procedures for disabled students when dealing with students in special education programs, with those receiving Section 504 accommodations, and with those who are pending evaluation.

What is disciplinary action?

In the Appendix we have provided "Definition of Actions" page that the school administration uses to discipline student. Teachers may also have their own classroom rules that they use to discipline students, such as teacher reprimand, time out, etc.

District-Level Disciplinary Actions

Short-Term Suspension – A principal may suspend a student from school for up to ten school days due to misconduct. A short-term suspension imposed by the principal's designee may be appealed to the principal. A short-term suspension, which was imposed or approved by the actual school principal, is not subject to appeal. During a short-term suspension, **the student must remain away from all district schools and activities**. If it is necessary for a student to come to a school during a short-term suspension, the student must make prior arrangements with the principal to do so.

A long-term suspension may be requested by the principal due to recurring misconduct and/or serious misconduct. A long-term suspension may be imposed, after an opportunity for a hearing, by a hearing officer appointed by the Governing Board.

Long-Term Suspension – A suspension of a student from school for a term not to exceed the total number of school days in one school year. A long-term suspension may carry over from one school year into the next. A student or parent has a right to

appeal the decision of the district hearing officer to the Governing Board in accordance with District policy and regulation. A suspension remains in effect pending the Board's review of the appeal. During the term of a long-term suspension, the student must remain away from all district schools and activities. If it is necessary for a student to come to a school during a long-term suspension, the student must make prior arrangements with the principal to do so.

Expulsion – Expulsion is defined as the permanent withdrawal of student's right to attend a district school unless the Governing Board reinstates the right. Following a long-term suspension hearing, the hearing officer may request that the Governing Board expel a student. In the event of such a request, the Governing Board will determine whether to appoint a hearing officer to hold an expulsion hearing. In that case, the expulsion hearing officer will make a recommendation to the Governing Board as to whether the student should be expelled following the hearing. **Only the Governing Board can determine whether a student should be expelled;** the Board will decide if expulsion or other discipline should be imposed after considering the recommendation of the hearing officer. A student or parent has a right to dispute or appeal the recommendation of the hearing officer to the Governing Board in accordance with District policy and regulation. Expulsion is the most serious disciplinary step available. As part of its decision to expel, the Governing Board reserves the right to permit the student to apply for readmission after any period of time it may set. The Governing Board, or its hearing officer, may also establish conditions for readmission with which the student must comply prior to readmission. During the term of an expulsion, the student must remain away from all district schools and activities. If it is necessary for a student to come to a school during an expulsion, the student must make prior arrangements with the principal and the hearing officer to do so.

What types of behavior does this Code of Conduct prohibit?

The Code of Conduct prohibits certain kinds of behavior. A list of the violations in the Appendix. Please note that they include School Policies (such as school bus rules).

- Students are prohibited from personally committing the acts described in the Definitions of Violations.
- Students are also prohibited from attempting to commit a prohibited act.
- Additionally, students are prohibited from conspiring to commit, assisting another to commit or concealing the commission of any of the following acts.

Which type(s) of disciplinary action will be imposed for violations?

Principals are given broad discretion to implement disciplinary action that they deem appropriate when it is determined that a student has violated this Code of Conduct or a school rule. In doing so, principals must utilize the types of discipline authorized by this Code of Conduct. There are, however, certain disciplinary requirements or guidelines for principals to apply.

In the pages that follow, there are several charts that classify violations of the rules of prohibited behavior described above into five categories. Those five categories are: Minor, Moderate Severity, Serious, Very Serious, and High Level.

For each group of classified violations, the charts that follow provide “mandatory” and “discretionary” consequences, which may vary, depending upon whether a student's violation is a first-time occurrence or a repeated violation.

Understanding the Discipline Charts

“Mandatory” consequences are the types of discipline that principals are required to impose.

These are just the minimum level of discipline which the District requires in the event of an applicable violation.

Principals have discretion to impose a higher level of discipline, subject to “Discretionary” limitations shown in the charts.

“Discretionary” consequences are the forms of discipline that may be used at the principal’s discretion.

At the elementary level, the age and developmental level of the student is considered in considering the severity of the discipline imposed as well as the number of repeated offenses.

Principals may request a waiver of mandatory disciplinary requirements from the Superintendent. The Superintendent has the last and final word on any disciplinary action for students.

Discipline Charts for Violations of Code of Conduct

Level 1: Minor Violations
<ul style="list-style-type: none"> • School and Bus Policies-not following bus rules • Minor Aggressive Act • Minor Disorderly Conduct • Disruption • Defiance, Minor Disrespect towards Authority, and Non-Compliance • Attendance Violations: Excessive Tardies, Leaving School without Permission • Dress Code Violation • Gambling • Public Display of Affection • Unacceptable use of school computers/technology • Violation of Sports Activity, School Activity, or Playground Rules that do not present a safety risk. • Minor Sexual Harassment or Misconduct (e.g.; behavior that a young student recognizes as affection but the victim sees as misconduct)

***If a student commits one or more of the level 1 violations listed above, the principal will use the disciplinary actions listed below.**

Level 1: First Occurrence	Level 1: Repeat Occurrence
<p>Mandatory</p> <ul style="list-style-type: none"> *Student Conference <p>Discretionary</p> <ul style="list-style-type: none"> *Parent conference/notification *Other Actions – In School Disciplinary Work Assignments *Referral to Outside Agency *Warning *Detention 	<p>Mandatory</p> <ul style="list-style-type: none"> *Parent Notification *Student Conference <p>Discretionary</p> <ul style="list-style-type: none"> *Parent conference *Other Actions – In School Disciplinary Work Assignments *Referral to Outside Agency *Warning *Detention *Behavior Intervention Contract *Suspension *Privilege Suspension

Discipline Charts for Violations of Code of Conduct

Level 2: Moderate Severity Violations

- School and Bus Policies-not following bus rules
- Minor Aggressive Acts that continue to occur in similar situations
- **Moderately Severe** Disruption
- **Moderately Severe** Defiance, Disrespect towards Authority/Adults, and Non-Compliance
- Recklessness
- Contraband
- Simulated Firearms or Dangerous Items
- Lying
- Plagiarism
- Cheating
- Bullying
- Inappropriate Language That isn't addressed to a person
- Negative Group Affiliation
- Petty Theft
- Improper Use of Technology (e.g. computer, Network Infraction, Telecommunication Device)
- **Moderately Severe** Sexual Harassment

- Any Repeated Level 1 Violation
- Any Level 1 Violation which impacts student/staff safety

***If a student commits one or more of the level 2 violations listed above, the principal will use the disciplinary actions listed on the next page.**

Level 2: First Occurrence	Level 2: Repeat Occurrence
<p style="text-align: center;">Mandatory</p> <ul style="list-style-type: none"> *Parent Notification *Student Conference *Warning *Confiscation of Contraband <p style="text-align: center;">Discretionary</p> <p>Action Completed in On Day</p> <ul style="list-style-type: none"> *Demerit *Drug Test *Parent Conference *Referred to Outside Agency *Student Verbal Apology *Student Written Apology *Withdrawal from School <p>Action Completed in One or More Days</p> <ul style="list-style-type: none"> *Behavior Contract *Behavior Intervention Group: <ul style="list-style-type: none"> Anger Management Group Drug Prevention Group Other Group *Behavior Intervention Plan *Detention *Functional Behavior Assessment *Meeting with School counselor *Peer Mediation *Privileges Suspended *Restitution *Saturday School *Teen Court *Treat Assessment *Other Action - (Time Out, Academic Contract, Bus Probation or Suspension, etc.) <p>Removal</p> <ul style="list-style-type: none"> *In School Suspension *Out of School Short Term Suspension <p>Victim Related Actions</p> <ul style="list-style-type: none"> *Meeting with School Counselor or Administrator *Referral to Outside Agency *Victim notified of Right to Transfer 	<p style="text-align: center;">Mandatory</p> <ul style="list-style-type: none"> *Parent Notification *Student Conference *Warning *Confiscation of Contraband *Detention or Suspension *Other Action – Monitoring Student Behavior <p style="text-align: center;">Discretionary</p> <p>Action Completed in On Day</p> <ul style="list-style-type: none"> *Demerit *Drug Test *Parent Conference *Referred to Outside Agency *Student Verbal Apology *Student Written Apology *Withdrawal from School <p>Action Completed in One or More Days</p> <ul style="list-style-type: none"> *Behavior Contract *Behavior Intervention Group: <ul style="list-style-type: none"> Anger Management Group Drug Prevention Group Other Group *Behavior Intervention Plan *Detention *Functional Behavior Assessment *Meeting with School counselor *Peer Mediation *Privileges Suspended *Restitution *Saturday School *Teen Court *Treat Assessment *Other Action - (Time Out, Academic Contract, Bus Probation or Suspension, etc.) <p>Removal</p> <ul style="list-style-type: none"> *In School Suspension *Out of School Short Term Suspension <p>Victim Related Actions</p> <ul style="list-style-type: none"> *Meeting with School Counselor or Administrator *Referral to Outside Agency *Victim notified of Right to Transfer

Discipline Charts for Violations of Code of Conduct

Level 3: Serious Violations

- Profanity
- Fighting
- Bullying
- Cyber Bullying and/or Pornography during the school day or school events, or that affects the educational process
- Tobacco Violations
- Theft
- Graffiti or Tagging
- Vandalism of Personal Property
- Vandalism of School Property
- Nonsexual Harassment
- Forgery
- Pornography
- E Cigarettes
- Improper Use of Technology such as bullying, harassment, intimidation, and threats even when outside of school hours, profanity, pornography, (e.g. computer, Network Infraction, Telecommunication Device)
- Repetition of Level 1 and 2 Violations
- Level 1 and 2 Violations, which present a serious risk to student or staff safety.

***If a student commits one or more of the level 3 violations listed above, the principal will use the disciplinary actions listed on the next page.**

Level 3: First Occurrence	Level 3: Repeat Occurrence
<p>Mandatory</p> <ul style="list-style-type: none"> *Parent Notification *Student Conference *Suspension *Confiscation of Contraband *Other Action – Monitoring Student Behavior <p>Discretionary</p> <p>Action Completed in On Day</p> <ul style="list-style-type: none"> *Demerit *Drug Test *Parent Conference *Referred to Outside Agency *Student Verbal Apology *Student Written Apology *Withdrawal from School <p>Action Completed in One or More Days</p> <ul style="list-style-type: none"> *Behavior Contract *Behavior Intervention Group: <ul style="list-style-type: none"> Anger Management Group Drug Prevention Group Other Group *Behavior Intervention Plan *Detention *Functional Behavior Assessment *Meeting with School counselor *Peer Mediation *Privileges Suspended *Restitution *Saturday School *Teen Court *Treat Assessment *Other Action - (Time Out, Academic Contract, Bus Probation or Suspension, etc.) <p>Removal</p> <ul style="list-style-type: none"> *In School Suspension *Out of School Short Term Suspension <p>Victim Related Actions</p> <ul style="list-style-type: none"> *Meeting with School Counselor or Administrator *Referral to Outside Agency *Victim notified of Right to Transfer 	<p>Mandatory</p> <ul style="list-style-type: none"> *Parent Notification *Student Conference *Suspension *Confiscation of Contraband *Other Action – Monitoring Student Behavior *Referral to Outside Agency <p>Discretionary</p> <p>Action Completed in On Day</p> <ul style="list-style-type: none"> *Demerit *Drug Test *Student Verbal Apology *Student Written Apology *Withdrawal from School <p>Action Completed in One or More Days</p> <ul style="list-style-type: none"> *Behavior Contract *Behavior Intervention Group: <ul style="list-style-type: none"> Anger Management Group Drug Prevention Group Other Group *Behavior Intervention Plan *Detention *Functional Behavior Assessment *Meeting with School counselor *Peer Mediation *Privileges Suspended *Restitution *Saturday School *Teen Court *Treat Assessment *Other Action - (Time Out, Academic Contract, Bus Probation or Suspension, etc.) <p>Removal</p> <ul style="list-style-type: none"> *In School Suspension *Out of School Short Term Suspension <p>Victim Related Actions</p> <ul style="list-style-type: none"> *Meeting with School Counselor or Administrator *Referral to Outside Agency *Victim notified of Right to Transfer

Discipline Charts for Violations of Code of Conduct

Level 4: Very Serious Violations

- Endangerment
- Assault
- Drug Paraphernalia
- Substance Represented as Illicit Drug
- Threat or Intimidation
- Bomb Threats
- Chemical or Biological Threats
- Fire Alarm Misuse
- Hazing
- Extortion
- Cyber Bullying and/or Cyber pornography during school hours or school events or that affects the educational process even when outside of school
- Burglary/Breaking and Entering (Second and Third Degree)
- Improper Use of Technology such as bullying even when outside of school hours, profanity, pornography, (e.g. computer, Network Infraction, Telecommunication Device)
- Pornography
- Indecent Exposure or Public Sexual Indecency
- Sexual Harassment
- Dangerous Items (Air Soft Gun, BB Gun, Knife with blade less than 2.5 inches, Laser Pointer, Letter Opener, mace, Paintball gun, Pellet gun, razor blade or box cutter, Tear Gas, etc.)
- Chronic repetition of Level 1, 2, and 3 Violations.
- Level 1, 2, and 3 violation, which pose a very serious risk of harm to students or others.

***If a student commits one or more of the level 4 violations listed above, the lead teacher or principal will use the disciplinary actions listed on the next page.**

Level 4: First Occurrence	Level 4: Repeat Occurrence
<p>Mandatory</p> <ul style="list-style-type: none"> *Parent Notification *Student Conference *Warning *Confiscation of Contraband *Other Action – Monitoring Student Behavior *Out of School Short Term Suspension <p>Discretionary</p> <p>Action Completed in On Day</p> <ul style="list-style-type: none"> *Demerit *Drug Test *Student Verbal Apology *Student Written Apology *Withdrawal from School <p>Action Completed in One or More Days</p> <ul style="list-style-type: none"> *Behavior Contract *Behavior Intervention Group: <ul style="list-style-type: none"> Anger Management Group Drug Prevention Group Other Group *Behavior Intervention Plan *Detention *Functional Behavior Assessment *Meeting with School counselor *Peer Mediation *Privileges Suspended *Restitution *Saturday School *Teen Court *Treat Assessment *Other Action - (Time Out, Academic Contract, Bus Probation or Suspension, etc.) <p>Removal</p> <ul style="list-style-type: none"> *In School Suspension *Out of School Long Term Suspension *Expulsion *Removal by Student IEP Team to IAES *Removal by hearing officer *Reassignment to a Different Class <p>Victim Related Actions</p> <ul style="list-style-type: none"> *Meeting with School Counselor or Administrator *Referral to Outside Agency *Victim notified of Right to Transfer 	<p>Mandatory</p> <ul style="list-style-type: none"> *Parent Notification *Student Conference *Warning *Confiscation of Contraband *Other Action – Monitoring Student Behavior *Referral to Outside Agency *Parent Conference *Out of School Short Term Suspension <p>Discretionary</p> <p>Action Completed in On Day</p> <ul style="list-style-type: none"> *Demerit *Drug Test *Student Verbal Apology *Student Written Apology *Withdrawal from School <p>Action Completed in One or More Days</p> <ul style="list-style-type: none"> *Behavior Contract *Behavior Intervention Group: <ul style="list-style-type: none"> Anger Management Group Drug Prevention Group Other Group *Behavior Intervention Plan *Detention *Functional Behavior Assessment *Meeting with School counselor *Peer Mediation *Privileges Suspended *Restitution *Saturday School *Teen Court *Treat Assessment *Other Action - (Time Out, Academic Contract, Bus Probation or Suspension, etc.) <p>Removal</p> <ul style="list-style-type: none"> *In School Suspension *Out of School Long Term Suspension *Expulsion *Removal by Student IEP Team to IAES *Removal by hearing officer *Reassignment to a Different Class <p>Victim Related Actions</p> <ul style="list-style-type: none"> *Meeting with School Counselor or Administrator *Referral to Outside Agency *Victim notified of Right to Transfer

Discipline Charts for Violations of Code of Conduct

Level 5: High Level Violations

- Aggravated Assault
- Drug Violations:
 - Inhalants
 - Inappropriate use of over the counter and prescription drugs.
 - Illicit drugs
- Bullying
- Hazing
- Homicide
- Kidnapping
- Sexual Harassment with Contact
- Sexual Abuse/Sexual Conduct with a Minor/Child Molestation
- Sexual Assault (Rape)
- Burglary (first Degree)
- Robbery
- Armed Robbery
- Weapons:
 - Firearm (Handguns, Shotguns or Rifles, Bomb, Grenade, etc.)
 - Other Weapons (Billy Club, Brass Knuckles, Knife with blade 2.5 inches or longer, Nunchakus)
- Chronic repetition of Level 1, 2, 3, and 4 Violations.
- Level 1, 2,3, and 4 violations, which pose an extremely serious risk of harm to students or others.

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***If a student commits one or more of the level 5 violations listed above, the principal will use the disciplinary actions listed on the next page.**

Level 5: First Occurrence	Level 5: Repeat Occurrence
<p>Mandatory</p> <ul style="list-style-type: none"> *Parent Notification *Student Conference *Warning *Confiscation of Contraband *Other Action – Monitoring Student Behavior *Referral to Outside Agency *Parent Conference *Long Term Suspension *Expulsion Hearing mandatory in cases of Weapons, Arson, and or Drugs <p>Discretionary</p> <p>Action Completed in On Day</p> <ul style="list-style-type: none"> *Demerit *Drug Test *Student Verbal Apology *Student Written Apology *Withdrawal from School <p>Action Completed in One or More Days</p> <ul style="list-style-type: none"> *Behavior Contract *Behavior Intervention Group: <ul style="list-style-type: none"> Anger Management Group Drug Prevention Group Other Group *Behavior Intervention Plan *Detention *Functional Behavior Assessment *Meeting with School counselor *Peer Mediation *Privileges Suspended *Restitution *Saturday School *Teen Court *Treat Assessment *Other Action - (Time Out, Academic Contract, Bus Probation or Suspension, etc.) <p>Removal</p> <ul style="list-style-type: none"> *In School Suspension *Expulsion *Removal by Student IEP Team to IAES *Removal by hearing officer *Reassignment to a Different Class <p>Victim Related Actions</p> <ul style="list-style-type: none"> *Meeting with School Counselor or Administrator *Referral to Outside Agency *Victim notified of Right to Transfer 	<p>Mandatory</p> <ul style="list-style-type: none"> *Parent Notification *Student Conference *Warning *Confiscation of Contraband *Other Action – Monitoring Student Behavior *Referral to Outside Agency *Parent Conference *Long Term Suspension *Expulsion Hearing mandatory in cases of Weapons, Arson, and or Drugs <p>Discretionary</p> <p>Action Completed in On Day</p> <ul style="list-style-type: none"> *Demerit *Drug Test *Student Verbal Apology *Student Written Apology *Withdrawal from School <p>Action Completed in One or More Days</p> <ul style="list-style-type: none"> *Behavior Contract *Behavior Intervention Group: <ul style="list-style-type: none"> Anger Management Group Drug Prevention Group Other Group *Behavior Intervention Plan *Detention *Functional Behavior Assessment *Meeting with School counselor *Peer Mediation *Privileges Suspended *Restitution *Saturday School *Teen Court *Treat Assessment *Other Action - (Time Out, Academic Contract, Bus Probation or Suspension, etc.) <p>Removal</p> <ul style="list-style-type: none"> *In School Suspension *Expulsion *Removal by Student IEP Team to IAES *Removal by hearing officer *Reassignment to a Different Class <p>Victim Related Actions</p> <ul style="list-style-type: none"> *Meeting with School Counselor or Administrator *Referral to Outside Agency *Victim notified of Right to Transfer

Special Rules of Discipline

Weapons and Drugs

As students and parents would naturally expect, weapon and drug violations are among the most serious violations a student could commit. Santa Cruz Elementary District 28 has a “zero tolerance” policy for such violations. **In the case of weapon or drug violations, long-term suspensions, and expulsion hearings are MANDATORY.**

Possession of weapons is a particularly serious matter. **Indeed, federal and state law REQUIRES the school district to expel any student – for no less than one school year -- who brings a firearm to school or to a school activity.** The law provides for very limited exceptions to this strict rule, which can only be determined by the Governing Board of the District on a case-by-case basis.

Special Rule for Athletic and Activity Participants

Students participating in interscholastic activities for their schools do so as representatives for their school community and as role models for other students.

Involvement with drugs and alcohol by activity participants at any time negatively reflects upon their community. Such involvement by these student leaders also sets a poor example to their peers. In addition, the use of drugs or alcohol by athletic or activity participants can lead to an increased risk of harm or severe injury during those activities. Santa Cruz Elementary District 28 maintains a **zero tolerance “24/7” policy** on the use of drugs or alcohol by interscholastic activity participants.

Threatening an Educational Institution

Arizona law prohibits any person, including any student, from threatening the safety and security of an educational institution. Qualifying threats may include possession of a weapon, drugs, or prohibited objects. Other behavior that may potentially threaten a school includes, but is not limited to, verbal threats, physical assault, fighting, arson, bomb threats, false fire alarms, and extortion/robbery.

In accordance with Arizona Revised Statutes Section 15- 841(H), a student who threatens a school must be expelled for a period of no less than one year. The School District Governing Board may rarely modify this strict expulsion requirement on a case-by-case basis.

CRIMES OR BEHAVIORS THAT MUST BE REPORTED TO LAW ENFORCEMENT

Notwithstanding disciplinary action taken by a school, **certain criminal and/or disruptive behavior must be reported to appropriate law enforcement authorities.** The following incidents WILL BE reported to law enforcement authorities by school officials:

- Aggravated assault with or without a weapon
- Assault
- Arson

- Bomb threats and/or setting of a false alarm
- Burglary/breaking and entering
- Cyber bullying/threats (may or may not be repeated)
- Cyber pornography or indecent exposure
- Endangerment
- Homicide
- Injuries caused on purpose
- Kidnapping
- Non-accidental injuries.
- Physical Assault
- Possession of weapon
- Possession, sale, or distribution of drugs; dangerous substances, or alcohol
- Rape
- Sexual assault/misconduct
- Threatening an educational institution

The District will also report any person's involvement in illegally removing a student from the school or other places where the principal has jurisdiction over the student, such as on school buses, on field trips, at athletic functions, and during school-sponsored events.

CRIMES OR BEHAVIORS THAT MAY BE REPORTED TO LAW ENFORCEMENT

Additionally, the administration **MAY report** to the law enforcement agencies other potentially disruptive incidents occurring within the regular operation of the school. Such incidents include, but are not limited to, the following:

- Demonstration by students which could create unsafe conditions (such as a strike/walk-out/manifestation)
- Extortion
- Theft/possession of stolen property
- Trespassing
- Vandalism

The foregoing lists are not exclusive and exhaustive. Other conduct MAY be reported to law enforcement officials if deemed necessary by the principal or other administration of the District.

DUE PROCESS FOR STUDENTS

Any student whose behavior may warrant suspension or expulsion under the Student Code of Conduct will be provided due process prior to the implementation of the suspension or expulsion. This is a legal safeguard that protects the rights of students and their parents and is constitutionally guaranteed.

Due process steps include:

- Oral or written notice of the charges presented to the student;
- An opportunity for the student to present the student's side of the story in an informal or formal hearing or meeting, as applicable;
- The right to be represented by legal counsel or other party at the student's or parent's(s') expense;
- The allowance, for safety purposes, for a student to be removed from the school prior to an informal hearing, with that hearing to follow as soon as practical;
- Adequate notification of a hearing to the student and parent;
- An opportunity for a fair hearing;
- Notification to parents about the short-term suspension of the student;
- More formal due process in long-term suspension and expulsion proceedings;
- Right to appeal the decision of a hearing officer regarding long-term suspensions or expulsions to the Governing Board.

DISTRICT INFORMATION

Admission Requirements

A student must meet the following age requirements:

- Kindergarten: The child must be five (5) years of age by September 1st unless otherwise approved by administration.
- First Grade: The child must be six (6) years of age by the start of school unless otherwise approved by administration.

Santa Cruz Elementary School District requires students to live within the school district boundaries. We require the following documents to register in our District:

- Original birth certificate (no copies).
- Immunization records or exemption.
- Proof of residence in District;
 - 2 utility bills (electric, water, and or telephone).
 - Lease or rent agreement.
 - Proof of homeownership.
- Picture identification with parent or legal guardian's current address.
- Withdrawal forms AND report card or transcripts from previous school.
- If parents are separated or divorced, provide proof of custody.

Absences and Attendance

"Every Day Matters!"

Regular school attendance is essential for success in school. Students with 95% attendance rates or better are more than twice as likely to pass standardized achievement tests as students who attend only 85% of the time. Students who are frequently absent may be putting their futures in jeopardy; studies have shown that chronic absenteeism, especially truancy, is highly associated with dropping out of school and has a direct and negative result on student achievement.

Dropouts typically earn \$260,000 *less* than high school graduates over a lifetime. Please strive to have your children in attendance every school day unless they are sick. We urge you to ensure your child's best opportunity for educational success by scheduling medical and dental appointments after school hours except in cases of emergency and by scheduling family vacations during school vacation and recess periods.

State law requires that you authorize your child's absence from school and notify us in advance or at the time of the absence. Your call to us will also help protect your child. If your child is absent and we don't hear from you, we'll do our best to contact you by phone the same day that class is missed. Accordingly, it's vital that we have one or more telephone numbers to contact you. If your numbers change, let us know right away.

State law also mandates that the school record a reason for a child's absence. Absences are excused only for necessary and important reasons. Such reasons include illness, bereavement, other family emergencies, and observance of religious holidays of the family's faith.

When a student will be absent, the parent must call the school on or before the day of the absence in order to advise the school of the absence and the reason for the absence. When it is impossible to call on the day of the absence, the school should be notified when the student returns in time for the

student to obtain an admission slip prior to the student's first class. If no authorization is received by one day after your child returns, the absence will be considered unexcused. For absences greater than one day in length, the school should be notified in advance or on each day of the absence. If a parent does not have access to a phone, either at home or at work, a note will be accepted for verification purposes.

If your child is absent for ten (10) consecutive school days: state law mandates that your child be automatically withdrawn from enrollment in order to stop state funding. You may then be required to fill out new enrollment documentation upon returning from an absence of such length.

Excessive absences may also affect a student's eligibility to participate in field trips, extracurricular activities and sports. In addition, absences can result in discipline and may be considered by a teacher in determining a student's grade or promoting a student; a student can fail a class or be retained in a grade level due to excessive absences.

Parents are responsible for ensuring that their children attend school. If a student is habitually truant, the parents and student may be cited by the court for truancy. By law, a student is considered habitually truant if absent without excuse for five or more days or if absent, with or without excuse, for 18 or more days.

Chronic Illnesses: In cases where medical documentation can be provided regarding a long-term illness or an ongoing medical condition, parents should contact their school administration regarding the chronic health program.

Open enrollment students: Those who are frequently absent may lose their open enrollment status. A student will benefit more from attending school regularly somewhere else rather than attending school in our District on an inconsistent basis.

State Standardized Testing

State Standardized testing is a mandatory test given, in April, statewide to students which measures student proficiency in state standards for Writing, Reading, Mathematics and Science. The test is administered at several times throughout a student's education – in grades 3 through 8, and in grades 10 up to 12, depending upon a student's performance on the assessment. At the elementary and middle school level, the test covers information that is taught at the grade level in which the student is tested. Parents receive a copy of their child's scores and measurement results each year, usually in the summer or fall following the testing. Little Red School uses this data to create Title One and others types of Tutoring groups to help students succeed, please help your child by making sure they attend these classes. In addition, students and their parents can create a customized tutoring/study guide as well as sample practice tests through the Arizona Department of Education website at: <http://www.ade.state.az.us>.

For every 1% drop in a student's school attendance rate, there is a corresponding 5% drop in State standardized performance.

AZELLA

The English language learner assessment is a mandatory test for all students whose parents indicate on a registration form that Spanish is spoken in the home. Under Arizona law, our school must test these students at least once a year (including students whose parents have withdrawn them from the program) and provide English instruction during the school day.

Arizona Tax

Parents, teachers, and community members can donate up to \$400 to the school and get the money deducted from their Arizona tax return. The money can be used for any school activities, events, or field trips. This money may also be designated for the one day eighth-grade trip. All donations are appreciated. If interested please contact our business manager-**Denisse Melendez 520-287-0737**.

Award Ceremonies and Honor Roll Policy

To make **Honor Roll**, Students must have **all A's and/or combinations of A's and B's in all core classes** (Reading, Writing, LA, Math, Science and Social Studies). To make **Principal's list**, Students must have an **"A"** in all core classes and no needs improvements. **Two Mighty Mustang student awards are also selected by homeroom teachers to be recognized for Might Mustang Character traits.**

Bullying, Harassment & Intimidation

A large body of research shows that bullying behavior has a negative and potentially lifelong effect upon both the student who bullies and the student who does the bullying. From poor attendance and academic achievement, to disciplinary problems at school, to drug and alcohol abuse, to criminal violations, bullying is harmful to those involved.

Santa Cruz Elementary District 28 prohibits bullying, and the District's full policy on the matter is contained in this handbook, along with a complaint form which students, parents or others can use to report incidents of bullying.

Our goal in enforcing the bullying policy is not to label any child or re-victimize anyone, but rather to provide a safe and caring learning environment. We consider this duty so important that all District staff members, not just teachers or administrators, are required to intervene and address any incident of bullying which they personally observe. They must also ensure that any report of bullying made to them by a student or parent is properly forwarded for investigation.

All reports must be investigated and will be investigated. Where reports of bullying are verified, appropriate disciplinary action will be taken. Students or parents who file reports will be informed of the outcome of the investigation, however, **federal and state law prohibit disclosure of any disciplinary action taken against other students**. Documentation of investigations is retained for the requisite period of time under law when allegations are verified; where a report cannot be verified, documentation is not retained, again in accordance with law.

Cell Phones and Other Electronic Devices

While cell phones provide a convenient means for families to remain in contact, use of them during class time or school activities can be disruptive to the learning process of both the student with the phone and others. Thus, the use cell phones and other electronic devices such handheld games or personal data assistants at school, such devices may not be used in a classroom or anywhere else at school. **Students are NOT allowed to bring cell phones to school or any other electronic devices to school and to school functions and activities.**

Administrators and teachers are authorized to confiscate electronic devices that are used in a classroom or used in any other manner that violates district policies **for two weeks and recurrent confiscation for the entire school year**. The parent or guardian of a student whose electronic device has been confiscated may recover the item from the school administrator. **The District is not responsible for the loss or theft of personal items and devices**, but the District has provided a secure locked area specifically for these items.

Child Abuse Reporting

State law requires that any school district employee acting in the scope of their employment who develops a reasonable belief that a child is or has been a victim of child abuse to immediately report their belief to Department of Child Safety or to the police. "Reasonable belief" requires very little evidence. Although the child abuse reporting law applies most often to an adult physically abusing a child, the law also mandates reports of neglect, sexual abuse or non-accidental injury, regardless of the age or maturity of the alleged abuser. Thus, a fight between students that results in non-accidental injury to a student will be reported to the police. Likewise, an act of sexual harassment by one student against another that constitutes sexual abuse will be reported to the police for possible criminal charges. On occasions where a school must report possible child abuse, Department of Child Safety or law enforcement may prohibit the school from informing the parent or guardian of the report for a period of time.

Child Find

All children with disabilities who need special education services have the right to a free appropriate public education. To accomplish this Santa Cruz Elementary District 28 has established the following procedures for locating and referring children:

- The District will maintain documentation of public awareness efforts to inform the public and parents within the district's boundaries.
- Screening activities will be implemented for all newly enrolled students and those transferring in. The screenings will be completed within 45 calendar days of school entry.
- For children enrolled in private or religious schools the District will consult annually with these schools to determine the number of students identified as eligible for special education and related services regardless of where they are receiving services.
- The children participating in early intervention services who are expected to participate in preschool programs for children with disabilities will be assured a smooth and effective transition including.

Closed Campus

Students are required to remain on campus during school hours unless on a school sponsored trip or taken out of school by their parent or guardian. Parents or guardians must notify the office and get a pass to take their student from the school during school hours. There must be **written signed permission** for anyone who is not a parent or guardian to take the student out of school.

Computer and Internet Use

The use of computers and Internet access by students at school supports the educational mission of the District and enhance our curriculum and learning opportunities for students. All District students may receive instruction via electronic.

The paragraphs, which follow here, are intended to provide students and parents with general guidelines and examples of prohibited uses of district computer equipment. Failure to comply with District rules may result in loss of computer and Internet access privileges, disciplinary action and/or legal action.

The district has implemented technical precautions to restrict student and staff access to controversial or inappropriate materials; however, on a shared network that interacts with the public domain, it is impossible to identify or control all controversial materials. **In addition, while efforts are made to supervise student use of the Internet, schools cannot prevent all inappropriate uses, just as it is impossible for parents to do so at home.** Student activity in a forum as public

and constantly evolving as the internet carries inherent risk of access to objectionable material and communication with persons outside the school. The school also is not responsible for the accuracy or quality of information that students obtain through the Internet.

Student Work Product: Just as student works are often displayed within the school building or at events located off school grounds, student work product may also be posed for display – as an example or to recognize achievement – on a school, District’s website, local newspaper, class web site, and or social event. Limited information concerning the student (name, age and grade level) may also be posted with the work along with student’s picture. Parents who do not wish a student’s work to be displayed, may indicate so through completion of a “Non-Release of Information” form available through the school office.

Acceptable Use: In general, a student access to the school’s computers, networks and Internet services should be for educational purposes and research consistent with the school’s educational mission, curriculum, and programs. The same rules governing student conduct, communications and behavior in the Code of Conduct contained in this handbook also apply to student use of computers and the Internet. Students are also expected to comply with all directives from the teacher or staff when using computers.

Prohibited Uses: Unacceptable uses that are expressly prohibited include, but are not limited to, the following:

1. Accessing, submitting, transmitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal.
2. Using the school’s computers, networks and Internet services for any illegal activity or activity that violates other Governing Board policies, procedures, and/or school rules.
3. Copying or downloading copyrighted materials without the express authorization of the student’s teacher or school administrator.
4. Plagiarism -- Representing as one’s own work any materials obtained on the Internet (such as term papers, articles, etc.). When using Internet sources, like others, in student work, the author, publisher or web site must be identified.
5. Downloading or installing software without the permission of the student’s
6. Purposefully causing disruption or harm to the school’s computers, networks or Internet services, including, but not limited to, hacking and creating or uploading computer viruses.
7. Accessing communication forums methods, such as chat rooms, social networks, instant messaging or e-mail without authorization from a teacher or other staff member.

No Expectation of Privacy. In order to maintain school and student safety, the District retains full control, custody and supervision of all computers, networks and Internet services owned or leased by the District. The district and its schools also reserve the right to monitor all computer and Internet activity by students. Students have no expectation of privacy in their use of school-owned computers. Students may and can be held accountable as well for mis-use of technology at home that involves the school, students, and or staff.

Student Security. Students must be instructed and occasionally reminded that they should never reveal their full name, picture, address or telephone number on the internet without prior permission -- from a supervising teacher and or their parent. Students should also never meet people they have contacted through the Internet without parental permission. Students should inform their teacher or school administrator if they ever receive e-mails, information or messages that seem threatening, inappropriate or make them uncomfortable in any way.

Costs and Charges

The District provides a free, appropriate public education to all enrolled students. There are no costs that a parent is required to pay in order to attend District schools. When students seek to enroll in a school, they may receive a list of required and non-required materials and supplies. Parents who are able to provide these materials for their student are urged to do so to maximize the use of school funds for other instructional purposes. No student will be denied an education if the parent is unable to provide those materials and supplies, however.

While textbooks, Chromebooks, Middle School PE and sports uniforms, along with other school equipment are provided at no cost to students; **they will be required to pay for any lost or damaged textbooks, chrome books, and other uniforms or equipment.** If students do not pay for lost or damaged materials, they may not be allowed to participate in extracurricular activities or to be promoted to the next grade.

Crisis and Emergency Plans

Santa Cruz Elementary School District has an emergency/crisis plan to respond to unforeseen events. The plans include responses to a variety of scenarios along with lockdown and evacuation procedures and provide for cooperation with appropriate emergency responders. To protect against their misuse by individuals with harmful or disruptive intentions, these plans are not released to the public. This helps ensure their effectiveness on the rare and unlikely occasion that they must be implemented. Where an emergency at a school site occurs, our first priority is to ensure the safety of our students. We strive, however, to communicate with you within one school day when a situation has taken place.

Custody Matters

In cases where custody matters affect a child attending school in the District, the District will follow **the most recent completed and signed court order which** is on file with the district. It is the responsibility of the custodial parent, or of parents having joint custody, to provide the district with the most recent court order.

Parents should also be consistent in their direction to school staff regarding custody matters; direction which contradicts court orders or which varies frequently can result in confusion and misunderstanding that often leads to concern and upset for the parties involved.

Parents should understand that school employees do not wish to be and cannot be placed in the middle of custody disputes that are private family matters. If a parent desires a school employee to testify in a family law matter, a subpoena for attendance of the employee will be required. School employees, as public employees hired to serve students, may not be used as expert witnesses in court matters unless specifically retained for that purpose while they are not on duty for the District. **Visitation:** Non-custodial parents are urged to arrange visitation outside of school time to ensure that a student's full attention may be focused on their instructional program and activities.

Dress Code/Grooming

We believe individualism is important and we do not use uniforms. However, the district staff has the obligation to maintain a climate conducive to study, to protect the health and safety of students, and to regulate appearance to the extent that it is not destructive or disruptive to the educational process. According to A.R.S. §15-841(A): "Pupils shall comply with the rules..." **Therefore, students and parents have the responsibility to see that students are dressed in compliance with the district dress code as designated in this document.**

The school dress code will be enforced throughout the school year, during school hours, and at school sponsored activities (including graduations). If there is any question of the appropriateness of a student's dress, that student will be referred to the Administration for final determination of appropriateness. Failure to comply with the dress code shall result in disciplinary action. **A continual violation of the school district dress code will be considered defiant and insubordinate behavior and may result in more severe disciplinary action.**

The following are the dress code guidelines to be followed by all students:

- **Hats**, headgear, caps, beanies, sun visors, etc., are not allowed on campus or at school-sponsored events (i.e., sporting events, band or choir performances). Hats may be worn after school hours at after-school events.
- **Shirts** All shirts must have finished necklines and sleeves. Backless, midriff, transparent shirts, altered or plunging necklines are not permitted. No undergarments, belly buttons, may show. No spaghetti strap shirts allowed.
- **Wearing apparel/body piercings** which depicts alcohol, drugs, gangs, tobacco, sex, political statements, guns and/or weapons, any act illegal or hazardous to one's health, or which the site administration deems inappropriate, may not be worn.
- **Pants** must be worn at the waist and may not be more than two inches larger than the student's actual waist size. No undergarments may show. Pants with holes in the higher upper thighs too close to the undergarments are not allowed. No writing on the bottom section.
- **Shorts** In addition to the waist requirements (see Pants), shorts, including the top of slits, must be as long as the student's longest fingertip when arms and shoulders are in the relaxed, neutral position. No undergarments may show. No writing on the bottom section.
- **Dresses and Skirts** Dresses and skirts, including top of slits, **must be as long as the student's longest fingertip when arms and shoulders are in the relaxed**, neutral position. Dresses must have sleeves. Backless, midriff, transparent dresses, altered or plunging necklines are not permitted. No undergarments may show.
- **Footwear** There are to be no bare feet. Slippers, stocking feet, flip-flops, shower shoes, thongs, or metal cleats on soles of shoes, etc., are prohibited. Middle school students may because they change shoes for PE. Flip-flops would be defined as footwear with a single strap across the toes and a single thing between the toes. Thongs are considered flip-flops.
- **Belts** must be tucked into belt loops and may not hang down more than 6 inches from the buckle.
- **Pajamas**, including pajama bottoms, are not allowed except on specially designated days as determined by the site administrators.
- **Clothing shall be clean and in good repair.**
- **Physical education uniforms** are to be worn for middle school PE classes only and may not be worn as regular daily attire unless they are given permission by administration.
- **Piercings**, there are to be no facial and/or body piercings of any type.

Gang-Related Apparel/Grooming: The District desires to keep schools and students free from the threat of harmful influences by any group or gang that advocates drug use, crime or disruptive behavior. Therefore, the presence of any apparel, jewelry, hair color, accessory, tattoos, symbols, or manner of dress or grooming that by virtue of its color, arrangement, trademark, symbol, or any other attribute, denotes or implies membership in or affiliation with such a group is prohibited because of the potential disruption of the educational process or threat to the safety of the other students which the same represents.

Enforcement: In addition to disciplinary action that may be imposed against students who violate the District's dress code, students or their parents may also be asked to do any of the following:

- Turn inappropriate clothing inside out.
- Change into clothing that may be provided by the school.

- Have other clothing brought to school.
- Remove the accessory.
- Cover the offending markings or symbols.

Dropping Off and Picking Up Students

We want to keep our drop off and pick up area safe for all students. To help us make it a safe place for everyone, please follow these rules:

- Drive under 5 miles per hour in front of the school.
- Stay in your car while waiting to pick up your student in the drop off/pick up lane. No leaving your car.
- Stay in your lane and do not pass cars that are loading children.
- Students may only walk to cars in the drop off and pick up area by the gate, if you are on the street you need to get out of the car and get your student(s).
- If your child is not at the gate, move your vehicle to the back of the line or park in the front parking lot and come pick your child by the gate.
- If you need to come into school, park your car in the lot across the street and walk over.
- Walk where the sidewalk is.
- Don't leave students before 7:30 or after 3:30. School has no supervision.

Field Trips

The District values field trips that relate to the curriculum and instructional program of the District. Schools have limited funding for field trips and may charge for extracurricular field trips.

Parental permission is required for all field trips, or which will involve community service duties, or which will occur outside of normal school hours. Teacher or other certificated personnel supervision is always provided by the District for field trips, but parent chaperones are also sometimes required, as circumstances and space permit. Only students who are approved for a particular activity and their assigned sponsors, teachers, coaches and district-approved chaperones may participate in field trips. Due to liability and funding factors, friends and Families of students are not permitted to participate in field trips unless they are doing so as school-approved chaperones.

Private transportation. Parents who wish to transport their own child on any such school-sponsored trip rather than sending the student on district transportation, will be required to make prior arrangements with the school. Before a student will be permitted to participate in a field trip, but travel with a parent privately, the parent will be required to sign an acknowledgement indicating that they will transport the student.

Food in Classrooms

Under the latest public food safety regulations, food brought into the classroom for classroom parties must come from a commercial source and, sadly, cannot be homemade. Items must provide a list of ingredients and should be individually wrapped to avoid bare hand contact with the food. If the items are not individually wrapped, such as cookies or cupcakes from a bakery, an adult wearing disposable gloves must serve the food.

With the exception of classroom parties, food provided to students in grades Kindergarten through 8th, must meet Arizona Nutrition Standards provided by the Arizona Department of Education. Details on the nutrition standards are available from your child's school or online at: <http://www.azed.gov/health-safety/cnp/HB2544/ArizonaNutritionStandards.pdf>.

Birthdays

It is our commitment at our school to provide the best academic education we can offer to your children. Our school days are very busy, filled up with academic activities; therefore, **we will not be permitting Birthday parties during the year in the classrooms. Please do not send any party items or food.**

Thank you for your understanding and support.

Free School Meal Program

Our School district has qualified for a free breakfast and lunch program for all students. We are required to fill out lunch applications for the time being and ask that you please send your child's application to school as soon as possible.

Please make sure that you go on to the school web site and select whether or not you would like to select meals for your child.

Grading

90%-100%	A
80%-89%	B
70%-79%	C
60%-69%	D
59%and below	F

All A's is equal to Principal List

Combination of A & B's is equal to Honor Roll

Homelessness

We are committed to ensuring that homeless children in the Santa Cruz community have equal access to the same free, appropriate public education as provided to other children in our district, and we will work to eliminate barriers to a homeless child's enrollment. Homeless students are never singled or separated on the basis of their homelessness from other students. Students and their families who are homeless and who experience any difficulty obtaining access to education or other district services are encouraged to contact the District's Office at 520-287-0737.

Immunizations

Arizona law requires documentary proof of immunity against certain childhood diseases for students attending Arizona schools for the first time. Students subject to this requirement who lack documentary proof of immunizations may enroll but cannot be permitted to attend classes until the requisite proof is provided. If required immunizations become due during a student's enrollment in a given school year, failure to promptly provide proof of compliance will result in automatic exclusion from school until compliance occurs, in accordance with state law. Parents are reminded that due to the public health matters involved, the District cannot violate state law by permitting children who are not in compliance to attend school. Requirements for obtaining an exemption from immunization requirements for medical reasons or due to personal beliefs are available from the school nurse or health office. (See, A.R.S. §15-872.) Students who are exempted from compliance will, however, be excluded from school if there is an outbreak of an illness for which they have not been immunized.

Insurance

The District does not maintain insurance for student medical or dental costs if the student is injured during school activities or while on school premises. Parents are responsible for securing insurance coverage for their children. Forms for a very low-cost student accident insurance program available to parents are available at the school. Like most insurance policies, there are some coverage limitations and exclusions. The District issues the student accident information forms as a Convenience and service to students and parents; the District has no other connection with the insurance company and receives no compensation if parents purchase the coverage. Parents may pick up additional forms and purchase insurance at any time throughout the school year. Parents may also be able to obtain very limited (24-hour increment) accident insurance policies for special events such as field trips and the like through private insurance agencies.

In the event of an emergency, whether a student has insurance or not, the school may call 911 and emergency services may respond, to include a student's transport by ambulance to a hospital. The school has no responsibility to pay for these services; they are the responsibility of the parent/guardian.

Law Enforcement

On occasion, law enforcement officers will visit a school site to request an interview with a student regarding a criminal investigation; the school will contact the parent. Where child abuse or abandonment is involved, the officer is permitted to investigate the alleged victim of abuse as well as any sibling of the victim or other child residing with the victim. See "Child Abuse Reporting" above.

Non-School Related Matters. If a police officer enters the campus requesting to interview a student attending the school on an issue that is not school related, the interview would generally not be permitted at school unless the parent provides consent. If the officer directs that parents are not to be contacted because the interview is related to criminal activity of the parent(s)/guardian, the school official will allow the interview. Otherwise, the parent will be contacted and will be asked if he/she agrees to the student being interviewed. If the parent consents, the parent will be requested to be present or to authorize the interview in their absence. Where an attempt was made and the parent(s) cannot be reached, the peace officer will be requested to contact the parent(s) and make arrangements to question the student at another time and place.

Lost or Found Property

Anything brought to school is the responsibility of the student. If you feel your property has been lost or stolen, contact the school office. However, there is no guarantee he/she will be able to recover the lost or stolen item or secure the replacement of it. The best rule to follow is: ***If you don't want to lose it, don't bring it to school.***

Media

The news media frequently cover events, people and activities at our schools. Your child may be interviewed, recorded, photographed or videotaped by the media or district staff for a story in the newspaper, radio or television. In some cases, photos and videos may be placed on the Internet for public access by the media. You can choose to prohibit district/media coverage of your child in advance by selecting the appropriate box on the emergency Information sheet sent to you along with the handbook. A copy of this form is available in the office and must be submitted each year.

Medications

The presence of legal medications in the schools can present a risk to student safety. Students have been injured or have become ill when other student inappropriately shared their medication with them. Consequently, the District must impose restrictions on the presence of prescription and over the counter medications in schools. Students who do not follow school district rules on concerning the possession and use of legal medications at school are subject to discipline which can include long-term suspension or expulsion. Parents are urged, for the safety of their children and others, to ensure compliance with these rules as well.

When it is necessary for a student to take medication during school hours, school personnel may assist if the following conditions are met:

- **The medication must be prescribed by a physician.**
- **The parent or guardian must provide written permission for school personnel to administer the medicine to the student.**
- The medication must come to the school office in the prescription container provided by the pharmacist. Written directions from the physician or pharmacist must state the name of the patient, the name of the medicine, the dosage, and the time it is to be given and must match the prescription container.
- An administrator may designate a school employee to administer the medication.
- Each administration of prescription drugs will be documented, recording that the student received the medication.
- Drugs must be kept in their original containers in a locked medicine cabinet.

Over-the-counter medication: When it is necessary for a student to receive a medicine at school that is sold, offered, promoted, and advertised to the general public without a prescription, the following procedure has been established to ensure the protection of the school and the student:

- **The parent or guardian must provide written permission for the administration of specific over-the-counter drugs.**
- Over-the-counter medicine must be provided by the parent to the school office in the original manufacturer's packaging with all directions, dosages, compound contents, and proportions clearly marked. An administrator may designate a school employee to administer a specific over-the-counter drug. **The over-the-counter medication must be sealed and unopened.**
- Each instance of the administration of an over-the-counter drug will be documented.
- Over-the-counter drugs must be kept in their original containers in a locked medicine cabinet.

Middle School Materials and Equipment

Backpacks: Students must put all school items in their clear see-through backpacks. **Students MAY NOT carry, bags, purses, hats, or similar items into the school grounds.** These items must stay in their lockers.

Book Lockers: Students will be allowed to go to their lockers before school, before PE, and after School. Students need to leave all personal items (except for their binder), including cell phones and electronics devices for away games) in their lockers. Students will use the lock provided by the school and should not share their locker combination with others. Students will not vandalize or damage lockers, if this happens, they will be subject to the Code of Conduct. Students will not enter other student's lockers.

Sports lockers: **Sports lockers are only assigned to those joining sports.** Students need to leave all personal items in their lockers. Students will use the lock provided by the school and should not

share their locker combination with others. Students will not vandalize or damage lockers, if this happens, they will be subject to the Code of Conduct. Students will not enter other student's lockers.

Sports uniforms: Each middle school student will receive a uniform. The top and bottom will have matching numbers and students are to keep their uniforms in their PE locker during the week. Uniforms and tennis shoes are to be worn everyday in PE class. Students are to take their uniforms home on Thursday so they can be washed. Students who lose their uniforms will need to pay to replace them (tops and bottoms are \$5.00 each).

Open Enrollment

The Santa Cruz Elementary School District has an open enrollment policy consistent with Arizona state law. Opportunity for open enrollment at any school site is dependent upon capacity to accept students from other districts or in-district attendance areas only after ensuring enrollment from within the schools own attendance area can be served.

Parents may pick up open enrollment applications at each school beginning January 1 of each school year. Applications are due by the end of May, and parents will be notified if the student is accepted, denied or placed on a waiting list by the beginning of the next school year.

By signing the Open Enrollment application, the student and parent agree to comply with all the policies and regulations of the District and rules of the receiving school, including standards for academic effort, conduct and attendance. **The superintendent may revoke open enrollment, if policies and regulations for discipline and attendance are violated.**

PE Participation

Our PE program is designed to give students the experience and practice of trying different sports and activities that can build a life long interest in physical healthiness. For this reason, all students will participate in PE unless they have a note from a physician stating what the problem is and how long the student will need to stay out of PE.

Policies

Interested persons may review District policies and regulations in their entirety at the District office.

Product Sales

Because students and staff are at school for the purposes of learning and working, respectively, the District generally prohibits their solicitation by third parties seeking to sell products or services. Groups permitted to sell products on campus must be an officially recognized school organization and must have the sale approved by the principal. Where a student group conducts such a sale, all funds collected must be deposited in the school's student funds account for the student club involved. Where a parent-teacher organization or booster group conducts a sale, prior authorization and compliance with District financial procedures is also required. Under state law, when students participate in fund-raising efforts conducted by school support organizations, resulting revenues must be shared with student groups in proportion to their level of effort and support.

Release of Directory Information

During the school year, District staff members may compile non-confidential student directory information such as:

- The student's name.
- The student's date and place of birth.
- The student's class designation (i.e., first grade, eighth grade, etc.).
- The student's extracurricular participation, i.e. sports, band, clubs.
- The student's achievement awards and honors.
- The student's photograph (such as may be provided for yearbook use).
- The school/school district the student attended before enrollment in the District.

According to state and federal law, this directory information identified above may be publicly released without permission of parents or students who have reached majority age (18). This is often the case in yearbooks and school programs. If you do not wish any or all of the above information about your child/you released, you must request a Non-Release of Information Form from the main office, complete this form, **and** return it to your school administration (office) within ten school days by August 23, 2022.

STUDENT PROGRESS

Conferences

Parent-teacher conferences regarding your child's progress in school are meaningful and important. Parent-teacher grade report conferences are scheduled at the end of the first and third quarters. Additionally, a parent or guardian may request a conference in writing or by phone or by email with their child's teacher and/or administration whenever necessary.

Mid-Quarter Progress Report Grades

At 4-1/2 weeks into the quarter, Progress report letter grades will be sent home with students in grades K-8

Report Cards

Report cards are issued four (4) times yearly. The first report card is given at a parent-teacher conference. The second report card is sent home with the student at winter break. The third report card is given at the spring parent-teacher conference. The fourth report card is sent home with the student on the last day of school.

Search and Seizure

School administrators have the right to search students and seize property, when they have a reasonable suspicion that the search will produce evidence that the student has violated the law or the rules of the school/District, or when they have reasonable suspicion that the student may have material harmful or detrimental to the health, safety and/or welfare of students. Any search conducted on this basis will be reasonable in scope and not excessively intrusive on the student, given the student's age, sex, and other factors, including the nature of the infraction.

School-Provided Storage Space: Storage areas provided to students by a school such as lockers, desks, cabinets or "cubbies", are provided only as a convenience to students, and always remain the property of the school. These storage areas are subject to school control and supervision. Students have no reasonable expectation of privacy in these spaces. School officials may therefore randomly inspect these spaces at any time, with or without reason, without notice, without student consent, and without a search warrant. Students who accept lockers or desks assume full responsibility of the security of their lockers, desks, etc. Whenever a student is required to, or exercises an option of providing his or her own lock to secure a school-provided storage space, the student must provide

the combination or key to the school authority that issued the storage space when requested. Failure to do so will result in the lock being cut.

Student's Person and Personal Belongings: Students have a reasonable expectation of privacy in the personal belongings. However, the search of a backpack, purse, or similar item at school is permissible when school authorities have a reasonable suspicion that the search will produce evidence that the student has violated or is violating the law or the rules of the school/district. Searches of a student's person are also permitted, based upon reasonable suspicion. Such searches may include a request to empty one's pockets or a request to remove outer garments, such as jackets or sweaters, but such a search will not include removal of other clothing by school officials. Strip searches are prohibited.

Skateboards, Skates, and Rollerblades

For the safety and well being of students, faculty and others, students are prohibited from using scooters, skateboards, roller blades/shoes, or similar devices on campus at any time, unless as part of an established classroom activity. Violation of this rule will subject the student to discipline, and the unauthorized use of District premises by students for these purposes may also be considered trespassing.

Sports Eligibility -- Extra-Curricular Activities

The primary function of this school district is to support student academic achievement. In pursuit of that goal, the District recognizes that a well-rounded educational experience includes extracurricular interests and athletic activities. However, academics must take priority, therefore, the District and its schools have set eligibility requirements for student participation in extracurricular pursuits.

Participation in interscholastic athletics and other activities is a privilege and not a right.

- To be on a team, each student must complete the district's sports packet, have a physical, and proof of insurance yearly.
- **Students must maintain a D or better** in all classes to participate in games. Grades will be checked every two weeks.
- Students will need to call their parents to notify them of their failing grades and will need to meet with the teacher to find out what they need to do to improve their grades.
- While a student is ineligible, they may still practice with the team, and students become eligible as soon as their grade rises to a D or better.
- Coaches may enforce their own rules, but their rules may not infringe on these rules or the rules in the Code of Conduct.

Sports Games

We encourage students and parents to participate in our sport events, but we need to make sure this is a safe environment for everyone. For that reason, we have these rules:

- **Students may stay to watch games after school, if their parents are also at the game.**
- Students may stay with another adult who is not their parent or guardian. If they have a signed note from their parent giving them permission.
- **Students are to stay with their parents at all games. There is no supervision on the playgrounds or other areas of the school for students.**
- Students from other schools may not stay at our games unless their parents are there.

Staff Qualification Information

The District is proud of its high caliber staff. Under the federal No Child Left Behind Act (NCLB),

every school district must report how many of its affected staff members are highly qualified. In Little Red School, more than 100% of our staff is highly qualified. NCLB also requires school districts to inform parents that they have the right to request and receive timely information on the professional qualifications of their child's classroom teachers. More specifically, upon request, we must provide the following information:

- Whether the teacher has met state qualifying and licensing criteria for the grade levels and subject areas in which the teacher is teaching.
- Whether the teacher is teaching under emergency or other provisional status.
- The bachelor's degree major(s) of the teacher and any other graduate certification(s) or degree(s) held by the teacher, including the field of discipline of the certification(s) or degree(s).
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Résumés describing educational background and teaching experience are maintained for all teachers and other instructional personnel. If you wish to review the résumés for your child's teachers or obtain any of the information described above, contact the school administration.

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

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

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

Provided that:

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

The guidelines to be followed are:

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

The Superintendent shall determine any question concerning whether the complaint/grievance falls within this policy.

Student Fund Raising Activities

Fund raising activities by students on school premises or elsewhere, as representatives of the school will be permitted only when connected with specific school activities approved by the principal. Participation in contests and fund-raising activities shall be governed:

- The aim of the activity shall benefit youth in educational, civic, social, and/or ethical development.
- The activity shall not be detrimental to the regular planned instruction.
- A teacher or school staff will directly supervise the activity.
- The proceeds shall be deposited daily in the Student Activity Fund and shall be used only as specified by Arizona law.

Student Records

Parents and guardians of a student may inspect and review the student's educational records that are collected, maintained, or used by the District.

Telephone Messages

Due to the limited staff available at a school, as well as the disruptive impact on staff, instruction and school operations, the delivery of telephone messages to students cannot be assured and should be minimized, except in emergencies.

Universal Precautions (Communicable/Infectious Diseases)

Due to communicable diseases such as HIV and hepatitis, the District has instituted "universal precautions" which are recommended by the Center for Disease Control. To safeguard students and staff, school-based employees regard all body fluids as potentially infectious. They are trained to avoid direct contact if possible, to wear gloves if necessary, to wash hands thoroughly, and to report injuries to the nurse immediately. Students are not to touch blood or body fluids and should seek adults for assistance.

Vandalism & Parental Liability

Students are expected to treat their school with respect. Vandalism and defacement of school property disrupts the orderly operations of the school and can negatively impact school climate and student body access to and use of facilities. We want all students to be able to enjoy the buildings, grounds and equipment which our taxpayers provide.

Under Arizona law, parents of minors who cut, deface, or otherwise damage any school property shall be liable for all damages caused by their children. See, A.R.S §15-843.

Visitors to Schools

We encourage you to visit your child's school. **For the safety of all our students and staff, however, we do require that you and all other visitors report to the school office upon arrival on campus if you visiting during the school day (7:30 – 3:30).** Visitors (including parents) are expected to sign in and wear a visitor's badge. Visitors who fail to comply with the requirement to register and obtain a visitor badge may be in violation of criminal trespass laws, student behavioral expectations, or both. See A.R.S. § 13-1502(A)(1).

Parents and others must comply with directions from the principal and teachers when visiting. If you wish to meet with your child's teacher or school administrator, please make prior arrangements to avoid conflicts with school activities and instructional program schedules. • According to A.R.S. 15-507 a person who abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of his/her duties is guilty of a class 3 misdemeanor – possible penalty – up to thirty (30) days imprisonment and /or up to a \$500,000 fine.

Students from other schools are not allowed to visit other school campuses during the school day, unless they participating in an official school or district event and have permission from the superintendent.

We understand that students may require social services. However, given the limited resources and instructional time available to our schools, schools should be preserved as places of student learning. Therefore, external social service providers seeking to visit and provide services or treatment to students are better met in other settings outside our schools. Those services are more properly provided in the third party's own facilities, under the supervision and direction of the parent or guardian. Where appropriate, necessary, and properly authorized by the school principal, a third party may simply observe a student from a suitable distance so as not to interrupt the instruction of that student or others.

Volunteers

The District is fortunate to be supported by the invaluable assistance of volunteers throughout the District and from every walk of life. Under Arizona law, all volunteers must be fingerprinted and cleared to work with students.

APPENDIX

STUDENT RIGHTS

DUE PROCESS FOR STUDENTS

Any student whose behavior may warrant suspension or expulsion under the Student Code of Conduct will be provided due process prior to the implementation of the suspension or expulsion. This is a legal safeguard that protects the rights of students and their parents and is constitutionally guaranteed.

Due process steps include:

- Oral or written notice of the charges presented to the student;
- An opportunity for the student to present the student's side of the story in an informal or formal hearing or meeting, as applicable;
- The right to be represented by legal counsel or other party at the student's or parent's (s') expense;
- The allowance, for safety purposes, for a student to be removed from the school prior to an informal hearing, with that hearing to follow as soon as practical;
- Adequate notification of a hearing to the student and parent;
- An opportunity for a fair hearing;
- Notification to parents about the short-term suspension of the student;
- More formal due process in long-term suspension and expulsion proceedings;
- Right to appeal the decision of a hearing officer regarding long-term suspensions or expulsions to the Governing Board.
- More information regarding student disciplinary action may be found in the *Code of Conduct*.

Equal Opportunity Statement

Santa Cruz Elementary School District is an Equal Opportunity employer and educational institution. The District does not discriminate on the basis of race, color, national origin, sexual orientation, age, religion/religious beliefs, gender, creed, citizenship status, marital status, political beliefs/affiliation, home language, disability, family, social or cultural background in admission or access to, or treatment in its educational programs and activities, nor in its employment practices.

Inquiries concerning Title VI, Title VII, Title IX, Section 504, IDEA and Americans With Disabilities Act may be referred to the District's Superintendent, 520-287-0737.

Student Records

Family Educational Rights and Privacy Act of 1974

"Student records" includes all student information that is required by a governing body to be recorded and retained by the school or district.

Student records do *not* include the work notes of a teacher, administrator or other professional unless such notes are used or expected to be used by anyone other than the professional.

Student records are considered professional and confidential and shall be available under the following circumstances:

1. To the parents/guardian of the student, unless a parent's parental rights have been severed by a court.
2. To the professional staff of the school district in which the information was obtained.
3. In accordance with written instructions of a parent/guardian to transfer the records to another school, institution, or agency.

4. To any state or federal agency as long as such records do not identify the student and upon the approval of the local school district board.
5. With respect to grade transcripts, to any other school or educational institution to which the student is attending or has applied for admittance.
6. To a student or person over the age of eighteen (18) or emancipated minor whose records are maintained by the school.
7. To the district's agents acting on behalf of the district, those records, files, documents, and other materials, which (i) contain information directly related to a student; and (ii) are maintained by an educational agency or institution.
8. In response to a judicial order or lawful subpoena.
9. To comply with the request of authorized law enforcement officials conducting an investigation of acts of terrorism, which disclosure is required by law.
10. To recruitment officers of the United States Armed Forces, unless parents/guardians or eligible students prohibit such release.

Upon confirming a parent/guardian's identity, the authorized personnel of a school district shall, upon request, make available to the parent or guardian of a student the content of the student's records.

The parent or guardian shall be permitted to be accompanied by one other person of his/her choosing at such time as the parent or guardian reviews the content of the student's record, in the presence of a school official.

As a parent/guardian, you have the right to challenge the accuracy of your child's records and are entitled to a hearing with respect to that challenge, to ensure that the records are not inaccurate, misleading, or otherwise in violation of privacy or other rights of the student.

Viewing of student records upon request of parents/guardians must be granted within 45 days.

A parent/guardian shall have the right to insert a personal statement into their student's permanent record. They shall also have the right to request amendment to said records. They shall receive notification of the procedure to be followed should they wish to challenge the records and have statements amended, upon request.

A parent/guardian shall have the right to request copies of certain documents in the student's file. The district will charge up to thirty-five cents (35¢) per document page for this service.

Hatch Amendment: In addition to the rights of review pertaining to pupil records as set forth above, the parents/guardians of a student may inspect all instructional materials, including teachers' manuals, films, tapes or other supplementary instructional material which will be used in connection with any research or experimentation program or project, i.e., any program or project designed to explore or develop new or unproven teaching methods or techniques.

Parents/guardians and/or eligible students have the right to deny public release of "Directory Information". Notification must be given to the institution within thirty (30) days of enrollment if the parent, guardian and/or student wish to deny the institution the right to give out directory information.

To prohibit the release of student information, please complete and return to the school the "Non-Release of Information" form available at the school.

Rights of the Disabled Under Section 504 of the Rehabilitation Act

This notification will serve to advise you of the rights of students as they are set forth in SECTION 504 OF THE REHABILITATION ACT OF 1973 AND THE AMERICANS WITH DISABILITIES ACT OF 1990.

1. All new facilities must be barrier-free, i.e., readily accessible to and usable by individuals with disabilities.
2. Programs or activities in existing facilities will be made accessible to the disabled within 60 days.
3. Every disabled child will be entitled to a free public education appropriate to his or her individual needs, regardless of the nature or severity of the disability. In those unusual cases where placement in a special residential setting is necessary, public authorities will be financially responsible for tuition, room and board.
4. Disabled children must not be segregated in the public schools, but must be educated with the non-disabled in regular classrooms to the maximum extent possible.
5. Educational institutions must undertake each year to identify and locate disabled children needing services.
6. Colleges and universities must make reasonable modifications in academic requirements, where necessary, to ensure full educational opportunity for disabled students.
7. Educational institutions and other social service programs must provide auxiliary aids, such as readers in school libraries or interpreters for the deaf to ensure full participation of disabled persons.
8. Qualified students with a disability may not be discriminated against solely by reason of his/her disability, in admission or access to, treatment, or employment in any program, activity or service sponsored by the district.

Title IX of the Education Amendment Act of 1972

1. No person, on the basis of sex, may be denied admission or be subject to discrimination in admission by any school district.
2. The school district shall not provide any course or otherwise carry out any of its education programs or activities separately on the basis of sex, require or refuse participation therein by any of its students on such basis, including health, physical education, industries, business, vocational, technical, home economics, music and adult education courses.
3. School districts may not discriminate against any person on the basis of sex in the counseling or guidance of student or applicants.
4. No student shall, on the basis of sex, be treated any differently from any other student in the provision of educational opportunities such as: programs and activities (curricular and extra-curricular), benefits and services, aid and employment, and in the establishment of the rules and regulations and the enforcement of discipline.
5. Sexual discrimination includes sexual harassment. Unwelcome sexual advances; requests for sexual favors; or verbal or physical conduct of a sexual nature where (a) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's educational achievement; or (b) submission to or rejection of such conduct by an individual is used as a basis for educational decisions affecting such individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an offensive environment, is prohibited by the school district.
6. The school district shall not apply any rule concerning a student's actual or potential parental, family, or marital status which treats students differently on the basis of sex.
7. Portions of classes in elementary and secondary schools which deal exclusively with human sexuality may be conducted in separate sessions for boys and girls.
8. In accordance with the rules of the Arizona Interscholastic Association, participation on interscholastic teams shall be open to all middle school students in all sports, except that the school shall not offer the following sports on a mixed sex team basis: Softball, Volleyball and (Basketball is offered separately to boys and girls).
9. No person shall on the basis of sex be excluded from participation in, be denied the benefit of, or be

subjected to discrimination in employment or recruitment consideration, or selection therefore, whether full-time or part-time, under any education program or activity operated by the local school district.

Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Santa Cruz Elementary School District to notify you and to obtain your consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

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

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings. Your school will provide you with notice of any activities requiring parental notice and consent or opt-out for the upcoming school year. For all surveys and activities, your school will provide parents reasonable notice and a reasonable period of time to opt their child out prior to the administration of the surveys and activities. In addition, parents have the right to review any protected information survey.

(Please note that this notice and consent/opt-out right does not apply to parents whose student is 18 years old or is an emancipated minor under State law; in that case, the notice and opt out right transfers to the student.)

Parents or students who believe their rights under PPRA may have been violated may file a complaint with the District’s Legal Department or by writing the Family Policy Compliance Office of the U.S. Department of Education. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

Santa Cruz Elementary District 28

Bully Report Form

Date of Incident: _____ Time of Incident: _____

Location of Incident: _____

Description of Incident: _____

(Please continue on the back if you need more space)

Name(s) of person(s) (if you know) who bullied you or someone else or a description of the person(s):

Please include this information if you feel comfortable doing so. District policy and Arizona law requires that we keep this information confidential, and we promise to do so.

OPTIONAL—Your Name: _____

Name(s) of other witnesses:

If possible, please give this completed report form to your school administrator or give it to a teacher who will make sure an administrator gets it.

For Administrative Use:

Date Received: _____ Investigated by: _____ Date: _____

Findings: _____

Intervention: _____

Santa Cruz Elementary District 28 Grievance or Concern Report Form

Date of Incident: _____ Time of Incident: _____

Location of Incident: _____

Description of Incident: _____

(Please continue on the back if you need more space)

Name(s) of person(s) (if you know) who bullied you or someone else or a description of the person(s):

Please include this information if you feel comfortable doing so. District policy and Arizona law requires that we keep this information confidential, and we promise to do so.

OPTIONAL—Your Name: _____

Name(s) of other witnesses:

If possible, please give this completed report form to your school administrator or give it to a teacher who will make sure an administrator gets it.

For Administrative Use:

Date Received: _____ Investigated by: _____ Date: _____

Findings: _____

Intervention: _____

BUS SAFETY PROGRAM

This checklist may be used by District officials as a guide for transportation documents or transportation handbooks.

Arriving at pickup point:

- Be on time. Leave home in good time so that you will arrive at the pickup point before the school bus.
- If you have to walk along the road to reach the bus stop, walk on the left side facing oncoming traffic.
- Walk on the shoulder of the road where possible, and not on the traveled portion.
- If other students are waiting at the bus stop, get in line without pushing or crowding and stay off the roadway.

Board the bus:

- Line up in single file parallel to the roadway, with younger students in front, so they can board first.
- Wait until the bus comes to a complete stop before attempting to get on board.
- Board the bus quickly but without crowding or pushing.
- Never run on the bus, as the steps or floor may be slippery, especially in wintertime. Place your foot squarely on the step, not on the edge, and use the handrail.
- Be particularly careful if you are carrying books or parcels, as it is difficult to see the steps and to hold the handrail.
- Go directly to your seat and sit straight, well to the back of the seat, and face the front of the bus.

Conduct on the bus:

- The bus will not move until all passengers are seated.
- Remain seated throughout the trip, and leave your seat only when the bus has reached its destination and comes to a complete stop.
- Keep your books and parcels on your lap or put them under the seat or on the luggage rack.
- Keep the aisle clear.
- Do not talk to the driver except in case of emergency.

- Avoid doing anything that might disturb or interfere with the driver. Refrain from loud or boisterous talking or yelling.
- Never stick hands, arms, head, or feet out of the windows of the bus.
- Do not open windows without the driver's permission.
- Do not throw anything within the bus or out of a window; you might injure a pedestrian or force a motorist to make a dangerous maneuver.
- Do not touch the emergency door or exit controls or any of the bus safety equipment.
- Do not discard refuse in the bus.
- Eat at home or school, but not on the bus.
- Obey promptly the directions and instructions of the school bus driver.

Prohibited items:

- Tobacco is not allowed in a school bus.
- Alcoholic beverages shall not be carried in a school bus.
- Insects, reptiles, or other animals shall not be transported in a school bus. [A.A.C. R17-9-104]
- No weapon, explosive device, harmful drug, or chemical shall be transported in a school bus.

Exit from the bus:

- Remain seated until the bus has reached its destination and comes to a complete stop.
- Do not push or crowd when leaving the bus.

Crossing the highway:

- If you must cross the road, walk to a point about ten (10) feet in front of bus but do not cross until you can see that the driver has indicated that it is safe to do so.
- As you cross the road, look continuously to the right and left. At an intersection, look in all directions.
- Cross at right angles. Never cross the highway diagonally.
- Walk briskly across the road, but do not run.
- Never cross the road behind the bus.

Accident or other emergency:

- In case of an accident or emergency, older students should help the driver to maintain order and assist younger students.
- Stay in the bus unless otherwise directed by the driver.

- If you have to leave the bus, stay in a group and obey the driver's instructions.
- Do not expose yourself or others to needless hazard.

Procedures followed upon student misbehavior on school bus:

- When a student misbehaves on a bus for the first time, the driver will explain to the offender the necessity for good behavior.
- If, after talks and warning, the rider continues to violate the rules, the driver will inform the student that the rule violation will be reported to the principal. This report will include the use of a written form that lists the offense and the action taken by the principal.
- Upon receiving the complaint and discussing it with the driver, the principal will then call the student to the office and warn the student that the parents must be notified that the student will be put off the bus if misbehavior reoccurs.
- If poor conduct continues, the driver will again report the incident to the principal. After discussion it will be decided whether to take the bus-riding privilege away from the student, and, if so, for how long.
- When a student is not allowed transportation by school bus, the principal will inform the parents of the penalty, the reason for it, and how long the penalty will last. In such cases, the parents become responsible for seeing that their child gets to and from school safely.
- A student who is put off one (1) bus will be refused transportation by all drivers for the specified period of time.

(This section on student misbehavior shall be made available to parents and students in copy form.)

JK ©
STUDENT DISCIPLINE

The Superintendent shall recommend policies and develop procedures for the discipline of students that comply with A.R.S. [15-843](#). These policies and procedures will apply to all students traveling to, attending, and returning from school, and while visiting another school or at a school-sanctioned activity, or in any other situation in which the District may lawfully exercise its authority to discipline a student. When suspension or expulsion is involved, notice, hearing, and appeal procedures shall conform to applicable legal requirements.

The discipline, suspension and expulsion of pupils shall not be based on race, color, religion, sex, disability, national origin, ancestry or any other unlawful reason. A substantial or deliberate failure to comply with the prohibition against race, color, religion, sex, disability, national origin, ancestry or any other unlawful reason may subject the District to the loss of funds imposed by A.R.S. [15-843](#).

Unless required by A.R.S. [15-841](#)(G), bringing a firearm to school, which may be modified on a case-by-case basis, a school district or charter school may out-of-school suspend or expel a pupil who is enrolled in kindergarten through fourth grade (K-4) only if all of the following apply:

- A. The pupil is seven (7) years of age or older.
- B. The pupil engaged in conduct on school grounds that meets one (1) of the following criteria:
 1. Involves the possession of a dangerous weapon without authorization from the school.
 2. Involves the possession, use or sale of a dangerous drug as defined in A.R.S. [13-3401](#) or a narcotic drug as defined in A.R.S. [13-3401](#) or a violation of A.R.S. [13-3411](#).
 3. Immediately endangers the health or safety of others.
 4. The pupil's behavior is determined by the School District Governing Board or Charter School Governing Body to qualify as aggravating circumstances and that all of the following apply:
 - a. The pupil is engaged in persistent behavior that has been documented by the school and that prevents other pupils from learning or prevents the teacher from maintaining control of the classroom environment.
 - b. The pupil's ongoing behavior is unresponsive to targeted interventions as documented through an established intervention process that includes consultation with a school counselor, school psychologist or other mental health professional or social worker if available within the School District or Charter School or through a state sponsored program.
 - c. The pupil's parent or guardian was notified and consulted about the ongoing behavior.
 - d. Before a long-term suspension or expulsion, the school provides the pupil with a disability screening and the screening finds that the behavioral issues were not the result of a disability.

C. Failing to remove the pupil from the school building would create a safety threat that cannot otherwise reasonably be addressed or qualifies as "aggravating circumstances."

D. Before suspending or expelling the pupil, the School District or Charter School considers and, if feasible while maintaining the health and safety of others, in consultation with the pupil's parent or guardian to the extent possible, employs alternative behavioral and disciplinary interventions that are available to the School District or Charter School, that are appropriate to the circumstances and that are considerate of health and safety.

The School District or Charter School shall document the alternative behavioral and disciplinary interventions it considers and employs.

E. The School District or Charter School, by policy, provides for both:

1. A readmission procedure for pupils who are in kindergarten through fourth grade (K-4) and who have served at least five (5) school days of a suspension from the school that exceeds ten (10) school days to be considered for readmission on appeal of the pupil's parent or guardian.

2. A readmission procedure for pupils who are in kindergarten through fourth grade (K-4) and who are expelled from or subject to alternative reassignment at the school to be considered for readmission on appeal of the pupil's parent or guardian at least twenty (20) school days after the effective date of the expulsion or alternative reassignment.

"Aggravating circumstances" means the pupil is engaged in persistent behavior that:

A. Has been documented by the school.

B. Prevents other students from learning or prevents the teacher from maintaining control of the classroom environment.

C. Is unresponsive to targeted interventions as documented through an established intervention process.

The principal of each school shall ensure that a copy of all rules pertaining to discipline, suspension, and expulsion of pupils are distributed to the parents of each pupil at the time the pupil is enrolled in school.

The principal of each school shall ensure that all rules pertaining to the discipline, suspension, and expulsion of pupils are communicated to students at the beginning of each school year, and to transfer students at the time of their enrollment in the school.

Information concerning a student's disciplinary record will be held in the strictest confidence.

Disciplinary actions taken will be recorded in an administrative log, and all types of suspensions or expulsions will be recorded in a separate file for each student.

Temporary Removal

Teachers are authorized to temporarily remove a student from a class. A teacher may temporarily remove a student to the principal, or to a person designated by the school administrator, in accord with:

A. Rules established for the referral of students.

B. The conditions of A.R.S. [15-841](#), when applicable.

The Superintendent shall establish such rules as are necessary to implement the temporary removal procedure.

Confinement

If confinement is authorized by the Governing Board, in accordance with A.R.S. [15-843](#), the Superintendent shall ensure that disciplinary policies involving the confinement of pupils left alone in an enclosed space shall include the following:

- A. A process for prior written parental notification that confinement may be used for disciplinary purposes that is included in the pupil's enrollment packet or admission form.
- B. A process for written parental consent before confinement is allowed for any pupil in the School District. The policies shall provide for an exemption to prior written parental consent if a school principal or teacher determines that the pupil poses imminent physical harm to self or others. The school principal or teacher shall make reasonable attempts to notify the pupil's parent or guardian in writing by the end of the same day that confinement was used.

Schools are not prohibited from adopting policies which include procedures for the reasonable use of physical force by certificated or support staff personnel in self-defense, defense of others and defense of property (A.R.S. [15-843](#), subsection b, paragraph 3.)

Threatened an Educational Institution

Threatened an educational institution means to interfere with or disrupt an educational institution as found in A.R.S. [15-841](#) and [13-2911](#). A student who is determined to have threatened an educational institution shall be expelled from school for at least one (1) year except that the District may modify this expulsion requirement for a pupil on a case-by-case basis and may reassign a pupil subject to expulsion to an alternative education program if the pupil participates in mediation, community service, restitution or other programs in which the pupil takes responsibility for the results of the threat. The District may require the student's parent(s) to participate in mediation, community service, restitution or other programs with the student as a condition to the reassignment of the pupil to an alternative education program.

Regulating Off-Campus Speech

While the District may regulate certain types of off-campus student speech, it must be mindful of student rights of expression under the First Amendment.

Circumstances that may implicate the District's off-campus regulatory interests include, but are not limited to:

- A. Serious or severe bullying or harassment targeting particular individuals.
- B. Threats aimed at teachers or other students.
- C. The failure to follow rules concerning:
 - 1. Lessons.
 - 2. The writing of papers.
 - 3. The use of computers.

4. Participation in other online school activities.

D. Breaches of school security devices.

The District may take affirmative steps to work with the student, short of discipline, to engage in future respectful and accountable digital citizenship.

Adopted: September 14, 2021

LEGAL REF.:

A.R.S.

[13-403 et seq.](#)

[13-2911](#)

[13-3401](#)

[13-3411](#)

[15-105](#)

[15-341](#)

[15-342](#)

[15-841](#)

[15-842](#)

[15-843](#)

[15-844](#)

CROSS REF.:

[GBEB](#) - Staff Conduct

[JIC](#) - Student Conduct

[JKA](#) - Corporal Punishment

[JKD](#) - Student Suspension

[JKE](#) - Expulsion of Students

[JLDB](#) - Restraint and Seclusion

STUDENT DISCIPLINE

A student may be subject to disciplinary action when the student:

- Engages in conduct that is disorderly, i.e., intentionally causing public inconvenience, annoyance, or alarm, or recklessly creating a risk thereof, by:
 - Fighting or engaging in violent behavior.
 - Making unreasonable noise.
 - Using abusive or obscene language or gestures.
 - Obstructing vehicular or pedestrian traffic.
 - Creating a hazardous or physically offensive condition by any act that serves no legitimate purpose.
- Engages in conduct that is insubordinate, i.e., failing to comply with the lawful directions of a teacher, school administrator, or other school employee in charge of the student.
- Endangers the safety, morals, health, or welfare of others by any act, including but not limited to:
 - Selling, using, or possessing alcohol, drugs, or other controlled substances or drug paraphernalia.
 - Selling, using, or possessing weapons, fireworks, or other dangerous instruments or contraband.
 - Selling, using, or possessing obscene materials.
 - Using profane, vulgar, or abusive language (including ethnic slurs).
 - Gambling.
 - Hazing.
 - Engaging in lewd behavior.
- Engages in any of the following forms of academic misconduct:
 - Lateness for, missing, or leaving school or class without permission or excuse.
 - Cheating (including but not limited to copying, using unauthorized help sheets and the like, illegally obtaining tests in advance, substituting for a test-taker, and other forms of unauthorized collusion).
 - Plagiarism.

- Engages in conduct violative of the Board's rules and regulations for the maintenance of public order on school property.
- Uses personal portable electronic instruments, communication, and entertainment devices, including but not limited to cell phones, still and video cameras and equipment, recording/playback apparatus, and other electronic equipment which may be used for similar purposes, during the school day or during directed student study time unless such use has been specifically authorized by the school administrator.
- Has a record of excessive absenteeism.
- Is believed to have or actually has committed a crime.

Reasonableness of use of physical force in self-defense, defense of others, and defense of property will be considered as a mitigating factor in determining penalties for misconduct. The threat or use of physical force by a student is not reasonable (i) when made in response to verbal provocation alone, (ii) when assistance from a school staff member is a reasonable alternative, or (iii) when the degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk.

Permissible Penalties

The range of penalties that may be imposed for violations of student discipline rules include, but are not limited to, the following:

- Verbal warning.
- Written warning.
- Written notification to parents.
- Probation.
- Detention.
- Suspension from transportation.
- Suspension from athletic participation.
- Suspension from social or extracurricular activities.
- Suspension of other privileges.
- Exclusion from a particular class.
- Confinement with implementation of mandatory provisions.
- In-school suspension.
- Involuntary transfer.
- Community service.
- Suspension.

- Alternative to Suspension Program.
- Expulsion.
- Alternative to Expulsion Program.

Depending upon the nature of the violation, student discipline may be progressive, i.e., generally, a student's first violation should merit a lighter penalty than subsequent violations. A District employee or agent should take into account all other relevant factors in determining an appropriate penalty. The above penalties may be imposed either alone or in combination.

Student Disciplinary Proceeding

Each school will establish a procedure that at a minimum will provide the principal, or the designee of the school administrator, with documentation of the teacher's reason(s) for the temporary removal of a student from class.

Refusal to readmit per A.R.S. [15-841](#):

- Upon discussion, by the administrator with the teacher, of disciplinary action implemented in conjunction with a temporary removal in accord with the rules established by the Board, the teacher will be required to state an intent to readmit or refuse to readmit the removed student. If the teacher refuses to readmit the student, the reason shall be written by the teacher, explaining the conditions used to determine the removal, and shall be provided to the administrator by the next business day following the temporary removal.
- Either of the following conditions must exist for a temporary removal per A.R.S. [15-841](#):
 - The teacher has documented that the pupil has repeatedly interfered with the teacher's ability to communicate effectively with the other pupils in the class or with the ability of the other pupils to learn.
 - The teacher has determined that the pupil's behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the other pupils in the classroom or with the ability of the other pupils to learn.
- The matter will be referred to the school placement review committee (SPRC) constituted in accord with statute if the conditions are consistent with those stated in A.R.S. [15-841](#). Within three (3) business days following the date of temporary removal, the SPRC shall determine to either place the student in a new class or return the student to the existing class if that is the best or only practicable alternative.
- If the student is qualified for educational services under the Individuals with Disabilities Education Act (IDEA), any change in the student's individualized education program (IEP) shall be determined by the individualized education program (IEP) team in accord with federal regulations.

Any teacher, administrator, Board member, parent, or other person may report a violation of student disciplinary rules to an administrator. The administrator will then make an investigation of the charges as deemed appropriate and will institute appropriate proceedings.

This information for the maintenance of public order on school property will be publicized and explained to all students and provided in writing to parents as requested. In order to promote

effectiveness of student discipline, the assistance of parents in enforcing rules for student discipline shall be invited and encouraged.

Involving Staff Members

The principal is responsible for involving staff members of the school in the development of a positive plan for student discipline. All staff members are responsible for implementing the plan of student discipline for the school.

STUDENT CONDUCT

The Superintendent will establish regulations governing the conduct of students in school, traveling to and from school, at school functions, or affecting the school order. In establishing these regulations, the Superintendent may consult with student or staff committees. In addition to compliance with regulations established by the Superintendent, students are expected to obey all rules and regulations adopted by the Governing Board, and to obey any order given by a member of the faculty or staff relating to school activities.

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

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

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

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

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

Local law enforcement shall be notified by the Superintendent regarding any suspected crime against a person or property that is a serious offense as defined in [15-341](#), involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury to employees, students or others on school property.

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

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

[13-105](#)

[13-2911](#)

[15-341](#)

[15-507](#)

[15-521](#)

[15-841](#)

[15-842](#)

[15-843](#)

CROSS REF.:

[GBEB](#) - Staff Conduct

[JK](#) - Student Discipline

[JKD](#) - Student Suspension

[JKE](#) - Expulsion of Students

[KFA](#) - Public Conduct on School Property

STUDENT ABSENCES AND EXCUSES

The regular school attendance of a child of school age is required by state law. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons include illness, bereavement, other family emergencies, and observance of major religious holidays of the family's faith.

In the event of a necessary absence known in advance, the parent is expected to inform the school; if the absence is caused by emergency, such as illness, the parent is expected to telephone the school office. When a student returns to school following any absence, a note of explanation from the parent is required.

When Absent from School

State law mandates that the school record reasons for all student absences. Therefore, when a student is absent, it will be necessary for the parent to call the school on or before the day of the absence in order to advise the school as to the reason for the absence. When it is impossible to call on the day of the absence, the school should be notified on the morning the student returns, in time for the student to obtain an admission slip prior to the student's first class. All absences not verified by parental or administrative authorization will remain unexcused.

If a parent does not have access to a phone, either at home or at work, a note will be accepted for verification purposes.

For absences greater than one (1) day in length, the school should be notified each day of the absence.

All personnel will solicit cooperation from parents in the matter of school attendance and punctuality, particularly in regard to the following:

- The scheduling of medical and dental appointments after school hours except in cases of emergency.
- The scheduling of family vacations during school vacation and recess periods.

The school may require an appointment card or a letter from a hospital or clinic when the parent has not notified the school of an appointment of a medical or dental nature.

School administrators are authorized to excuse students from school for necessary and justifiable reasons.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

[15-346](#)

[15-802](#)

[15-806](#)

[15-807](#)

[15-843](#)

[15-873](#)

[15-902](#)

CROSS REF.:

JE - Student Attendance

JICA ©
STUDENT DRESS

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance except when their choices affect the educational program of the schools or the health and safety of others. This policy is intended to provide guidance for students, staff, and parents.

The Board authorizes the Superintendent to develop and enforce school regulations pertaining to student dress that promote safety and a positive learning environment. Student dress shall not:

- A. Present a hazard to the health or safety of the student or to others in the school.
- B. Materially and substantially interfere with school work, create disorder, or disrupt the educational program.
- C. Cause excessive wear or damage to school property.
- D. Include any type of clothing, accessories and/or jewelry that is worn with the intent to convey affiliation with a criminal street gang as defined in A.R.S. [13-105](#).

Discriminatory or obscene language or symbols, or symbols of sex, drugs, or alcohol on clothing are prohibited.

Students may wear clothing, accessories and jewelry that display religious messages or religious symbols in the same manner and to the same extent that other types of clothing, accessories and jewelry that display messages or symbols are permitted.

Adopted: September 10, 2019

LEGAL REF.:

A.R.S.

[13-105](#)

[15-110](#)

[15-341](#)

CROSS REF.:

[JICEC](#) - Freedom of Expression

[JICF](#) - Secret Societies/Gang Activity

[JJJ](#) - Extracurricular Activity Eligibility

TOBACCO USE BY STUDENTS

The possession or use of tobacco products, tobacco substitutes, electronic cigarettes, other chemical inhalation devices, or vapor products is prohibited in the following locations:

- School grounds.
- School buildings.
- School parking lots.
- School playing fields.
- School buses and other District vehicles.
- Off-campus school-sponsored events.

The Superintendent may establish procedures necessary to implement this policy. Disciplinary penalties for the possession or use of tobacco or similar products (including any inhaled tobacco substitute) may include, but are not limited to, suspension of the student from school or a recommendation for expulsion when there is evidence of repeated and continuous violation of this policy.

Under the provisions of A.R.S. [36-798.03](#), a person who violates the prohibition is guilty of committing a petty offense.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

[13-3622](#)

[15-341](#)

[36-798.03](#)

20 U.S.C. 6083

CROSS REF.:

[GBED](#) - Smoking by Staff Members

[KFAA](#) - Smoking on School Premises at Public Functions

**JICH ©
DRUG AND ALCOHOL
USE BY STUDENTS**

Students on school property or at school events shall not knowingly breathe, inhale or drink a vapor-releasing substance containing a toxic substance, nor shall a student sell, transfer or offer to sell or transfer a vapor-releasing substance containing a toxic substance.

The nonmedical use, possession, distribution or sale of

- alcohol,
- drugs,
- synthetic drugs,
- counterfeit drugs, or
- imitation drugs,

on school property or at school events is prohibited. *Nonmedical* is defined as "a purpose other than the prevention, treatment, or cure of an illness or disabling condition" consistent with accepted practices of the medical profession.

Students in violation of the provisions of the above paragraph shall be subject to removal from school property and shall be subject to prosecution in accordance with the provisions of the law.

Students attending school in the District who are in violation of the provisions of this policy shall be subject to disciplinary actions in accordance with the provisions of school rules and/or regulations.

For purposes of this policy, "drugs" shall include, but not be limited to:

- All dangerous controlled substances prohibited by law.
- All alcoholic beverages.
- Any prescription or over-the-counter drug, except those for which permission to use in school has been granted pursuant to Board policy.
- Hallucinogenic substances.
- Inhalants.
- Synthetic, counterfeit or imitation drugs.
 - A compound or substance, regardless of its contents, compound or substance, that produces in the user an experience, effect and/or display of effects that mimic the experience, effect and/or display of effects produced by substances controlled or prohibited by law, or that is represented as producing in the user such experiences or effects.

Medical Marijuana

The conditions which follow are applicable to a District student who holds an identification as a medical marijuana cardholder issued by the Arizona Department of Health Services for the

medical use of marijuana as set out in the Arizona Revised Statutes (A.R.S.).

The District will not refuse to enroll a student or otherwise penalize a student for being a medical marijuana cardholder unless failure to do so would cause the school to lose a monetary or licensing benefit under federal law or regulations.

A student medical marijuana cardholder shall not possess or engage in the use of marijuana on District property, in a District vehicle, or at a District-sponsored event.

A student medical marijuana cardholder is subject to, without bias, the same code of conduct and disciplinary standards applicable to all District students.

If District officials have a reasonable belief a student may be under the influence, in possession of or distributing medical marijuana in a manner not authorized by the medical marijuana statutes law enforcement authorities will be informed.

Adopted: date of Manual adoption

LEGAL REF.:

A.R.S.

[4-101](#)

[4-241](#)

[4-244](#)

[13-3401](#) through [13-3461](#)

[15-345](#)

[36-2801](#) *et seq.*, Arizona Medical Marijuana Act

20 U.S.C. 7101 *et seq.*, Safe and Drug-Free Schools and Communities Act

CROSS REF.:

[JLC](#) - Student Health Services and Requirements

[JLCD](#) - Administering Medicines to Students

DRUG AND ALCOHOL USE BY STUDENTS

Drug Abuse Prevention

The following administrative procedures are to be used to implement the Governing Board policy on drug abuse prevention:

- It shall be the responsibility of all school employees to report to the principal or other administrator in charge all suspected instances of the use, possession, or sale of drugs.
- Distribution or sale of drugs:
 - When it is reasonably certain that a student is involved in the distribution or sale of drugs, law enforcement authorities and parent(s) or legal guardian(s) shall be contacted.
 - A student who has been determined to be involved in the distribution of drugs shall be reported to the law enforcement authorities and shall be subject to suspension or expulsion.
- Possession of drugs:
 - Law enforcement authorities shall be contacted when the principal determines that drugs to be used for nonmedical purposes are found in the possession of a student. The principal may also contact law enforcement authorities to help make such a determination. Students who are in possession of drugs to be used for nonmedical purposes may be suspended or expelled.
 - A student who has been suspended for a drug-related offense for a second time will be referred to the Superintendent for further action (A.R.S. [15-843](#)).
- Under the influence of drugs:
 - A student who is reasonably suspected of being under the influence of drugs shall be referred to the school office.
 - The parent(s) or legal guardian(s) of a student who is determined to be under the influence of drugs shall be contacted. The student may be suspended or expelled.
 - A student who has been involved in a drug-related offense for a second time will be referred to the Superintendent for further action (A.R.S. [15-843](#)).
- Student who seeks help:
 - The District does not condone the nonmedical use of drugs. The need for the availability of help to those who use/abuse drugs is recognized. It is the position of the District that communications between students and professional staff members will be held in trust unless it becomes evident that withholding information may result in harm or injury to the student or others. Staff members shall refer students who seek help to the school nurse.

- Involvement with medical drugs (medication):

- A student who needs access to medical drugs in school shall leave them, in the original container, with the school nurse. Permission and written directions from a physician concerning their use shall be left with the school nurse.
- Students who are in possession of medically approved drugs, but have not followed the directions described above, shall be disciplined in accordance with school disciplinary policies.
- Students who distribute such drugs to others will be considered as distributing drugs for nonmedical purposes.

- Parental involvement:

- When the school principal questions a student who is reasonably suspected of having violated the school drug policy, reasonable efforts shall be made to notify the student's parents or legal guardian that such questioning has taken place.
- Reasonable efforts shall be made to notify the parents or legal guardian of a student who has been determined to have violated the school drug policy.

- Medical services:

- A student who is reasonably suspected of being under the influence of drugs while school is in session shall be referred to the school nurse. Such cases shall be treated like any other medical problem.
- When there is reasonable suspicion that any student is under the influence of drugs while at a school activity and health services are unavailable, it shall be the responsibility of the supervisor on duty to call for appropriate assistance.

- Return to school:

- When a student has returned from a suspension for using drugs for nonmedical purposes, reasonable efforts should be made by school personnel and parent(s) or legal guardian(s) to prevent the problem from recurring. The process could include, but not necessarily be limited to, the following:

- ⇒ Utilization of community-based programs.

- ⇒ In-school group or individual counseling.

- ⇒ An effort by the professional staff to help the student emphasize the positive alternative to drug-use behavior.

- Student neglect, child abuse, or child maltreatment:

- A staff member who believes that a parent or other adult is contributing to drug-using behavior of a student shall confer with the principal.
- Such a conference does not change the duty of the staff member to ensure that the case is referred to the appropriate child protective services for further investigation.

- Drug education:

- Substance abuse prevention shall be combined with health, science, citizenship, or a similar program.
- In addition to the established curriculum, the principal shall direct the use of other educational information, including, but not necessarily limited to, assemblies, speakers, printed materials, class discussions, and bulletin board materials.
- Student counseling.
 - Counseling should emphasize drug abuse prevention as well as treatment, and an effort should be made to make it available to all students who desire this service.
 - Counseling may be done individually or in groups.
 - When a student seeks out an employee other than a counselor to discuss a drug problem, the particular staff member shall advise the counselor.
- Staff education:
 - Within the first thirty (30) days of each school year, the Superintendent shall arrange a meeting that will include information on drug abuse prevention. The program will be conducted by personnel trained in drug abuse prevention and will include, but not necessarily be limited to, District policies and procedures, identification of commonly used drugs, and an approach that recognizes the dignity and worth of each student.
- Parent and community education:
 - At least once annually, the District shall sponsor a program for the community on its drug abuse prevention programs. In addition to presentations by school staff members, the program may include representatives of law enforcement agencies and medical professions.
 - Additionally, the District may offer programs in parent effectiveness training.
 - News releases and other forms of communications may be used to educate parents and the community, using regular school channels for such purposes. Such communications will be approved by the Superintendent.

Confidentiality

In order to preserve the rights of those in a counseling relationship, the counselor will inform the individual that information within the school setting cannot always be kept confidential. In some cases it will be referred to the appropriate individual or agency. Such cases may include those that endanger the welfare of the student or others.

The student shall be advised that school records include data concerning school achievement, test results, and attendance. School records are protected by federal and state statutes and do not include information concerning drug involvement.

JICK ©
STUDENT BULLYING / HARASSMENT /
INTIMIDATION

The Governing Board believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Board further believes a school environment inclusive of these traits maximizes student achievement, fosters student personal growth, and helps students build a sense of community that promotes positive participation as members of society.

The District, in partnership with parents, guardians, and students, shall establish and maintain a school environment based on these beliefs. The District shall identify and implement age-appropriate programs designed to instill in students the values of positive interpersonal relationships, mutual respect, and appropriate conflict resolution.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying, harassment or intimidation as defined by this policy will not be tolerated.

Definitions

Bullying: 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

- A. 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,
- B. 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,
- C. occurs when there is a real or perceived imbalance of power or strength, or
- D. 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

- A. 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 cyberbullying,
- B. exposure to social exclusion or ostracism,
- C. physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- D. damage to or theft of personal property.

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

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

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

Prohibitions and Discipline

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

Reporting Incidents of Bullying/ Harassment/Intimidation

A student who is experiencing bullying, harassment, intimidation or believes another student is experiencing bullying, harassment, or intimidation is to report the situation to the principal or another school employee. A school employee who becomes aware of or suspects a student is being bullied, harassed or intimidated shall immediately notify the school administrator. School personnel shall maintain confidentiality of the reported information.

The initial notification of an alleged incident may be provided verbally. A detailed written description of the incident and any other relevant information must be provided on form(s) made available by the school and submitted to the principal within one (1) school day of the verbal report. Should the principal be the employee who observes, is informed of, or suspects a student is experiencing bullying the principal shall document the incident or concern in writing. Failure by an employee to report a suspected case of bullying may result in disciplinary action up to suspension without pay or dismissal pursuant to Board Policies GCQF and GDQD.

Reprisal by any student or staff member directed toward a student or employee related to the reporting of a case of bullying or a suspected case of bullying, harassment, or intimidation shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

At the time a student reports alleged bullying, harassment, or intimidation the principal shall provide to the student who has allegedly been bullied, harassed, or intimidated a written copy of student rights, protections and support services available to the student and shall notify the student's parent(s)/guardian(s) of the suspected incident of harassment, intimidation or bullying.

The principal shall investigate *all* reports of bullying, harassment, or intimidation. If the principal determines that bullying, harassment, or intimidation has occurred, discipline will be

administered pursuant to Board Policies JK, JKD, and JKE. Regardless of the outcome of the investigation the principal will meet with the involved students to review the findings of the investigation. Subject to the restrictions of the Family Educational Rights and Privacy Act (FERPA) set out in Policy JR, the parent(s) or guardian(s) of the involved students shall also be informed of the findings of the investigation.

Documentation related to reported bullying, harassment, or intimidation and subsequent investigation shall be maintained by the District for not less than six (6) years. In the event the District reports incidents to persons other than school officials or law enforcement all individually identifiable information shall be redacted. Restrictions established by FERPA on disclosure of personally identifiable student information must be observed at all times.

The Superintendent shall establish procedures for the dissemination of information to students, parents and guardians. The information will include, but not be limited to, Governing Board policies, incident reporting, support services (proactive and reactive) and student's rights. The dissemination of this information shall

- A. occur during the first (1st) week of each school year,
- B. be provided to each incoming student during the school year at the time of the student's registration,
- C. be posted in each classroom and in common areas of the school, and
- D. be summarized in the student handbook and on the District website, and

the Superintendent shall establish procedures for the dissemination of information to District employees including, but not limited to

- A. Governing Board policy,
- B. preventive measures,
- C. incident reporting procedures,
- D. available support services for students (both proactive and reactive), and
- E. student rights.

Information will be provided to staff members at the beginning of each instructional year and on the first day of employment for new employees.

The Superintendent shall establish procedures designed to protect the health and safety of students who are physically harmed as the result of bullying, harassment, or intimidation. These will include, when appropriate, procedures for contacting emergency medical services, law enforcement agencies, or both.

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

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.

Adopted: October 09, 2018

LEGAL REF.:

A.R.S.

[13-1202](#)

[13-1203](#)

[13-1204](#)

[13-2321](#)

[13-2916](#)

[13-2921](#)

[13-3506.01](#)

[15-341](#)

A.A.C.

[R7-2-1308](#)

CROSS REF.:

[IJNDB](#) - Use of Technology Resources in Instruction

[JI](#) - Student Rights and Responsibilities

[JIC](#) - Student Conduct

[JII](#) - Student Concerns, Complaints and Grievances

[JK](#) - Student Discipline

[JKD](#) - Student Suspension

[JKDA](#) - Removal of Students from School-Sponsored Activities

[JKE](#) - Expulsion of Students

[JR](#) - Student Records

JJJ ©
EXTRACURRICULAR ACTIVITY
ELIGIBILITY

All interscholastic activities in grades six (6) through eight (8) that are 1) of a competitive nature and involve more than one (1) school where a championship, winner, or rating is determined and 2) endeavors for which no credit is earned in meeting graduation or promotion requirements that are of a continuous and ongoing nature, organized, planned, or sponsored by the District, consistent with District policy, shall be conducted under the provisions of this policy. Such activities will be established and designed to offer students worthwhile athletic and leisure-time interests, wholesome recreational and social activity, and an opportunity to develop skills in democratic and cooperative management for these activities. These programs will be appropriate to the maturity of students and as varied as staff and facilities permit.

All such activities conducted under the auspices of the District shall be under the direct supervision of the certificated individual responsible for the activity.

It is necessary to have the extracurricular activities function within a realistic framework of control. In order that overenthusiastic students do not place a social or athletic function on a higher plane than the academic program, the following policy will be adhered to:

- A. Students who, upon having their work checked on a cumulative basis at the end of each two (2)-week period, show that they are not working to capacity and have one (1) or more failing grades will be removed from any athletic teams or extracurricular activities. After improving their respective grades such that they are passing on a cumulative basis, they shall be reinstated to the teams or extracurricular activities until a subsequent check is performed unless ineligible for some reason other than academic performance.
- B. The eligibility criterion for extracurricular participation shall be a passing grade in all classes in which the student is enrolled, and the student shall maintain progress toward promotion or graduation.
- C. The responsibility for notification of students and parents of these requirements and for enforcement of the above rule rests with the Superintendent.
- D. The student and the parents or guardian shall be notified of ineligibility in a manner such that confidentiality is maintained when:
 - 1. Ineligibility is pending.
 - 2. Ineligibility is determined to be necessary.
- E. Support services shall be made available to students who become ineligible for extracurricular programs as well as to students notified of pending ineligibility.

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 same general standards shall apply for special education students except that such eligibility shall be determined on a case-by-case basis in relationship to the respective students' individual education programs.

The Superintendent shall consult with and invite comment on this policy from parents and teachers and shall make recommendations to the Board regarding this policy, as necessary,

after considering such comments. The Board, as a part of the procedure for adoption of this policy, shall hold a public hearing on the contents of this policy. [The Board, as a part of the procedure for adoption of this policy, shall form an advisory committee for input from parents and teachers.]

A school district governing board, a charter school or an interscholastic athletic association of which a school district governing board or charter school is a member may not prohibit a pupil from wearing a religious or cultural accessory or hair piece while participating in an extracurricular or athletic activity if the accessory or hair piece does not jeopardize the health or safety of the pupil or any other person participating in the activity, as determined by the supervisor of the extracurricular activity or the officiant of the athletic activity.

The Superintendent shall establish regulations to ensure that:

- A. Necessary documents in support of this policy are maintained.
- B. Necessary data related to ineligible students are collected and reported as required by law.
- C. The cultural traditions of students are considered when establishing or enforcing rules related to participation in extracurricular activities.
- D. The requirements of this policy are met.

The Superintendent may develop additional rules or procedures for the proper conduct of extracurricular programs and the implementation of the provisions of this policy.

Adopted: October 4, 2016

LEGAL REF.:

A.R.S.

[15-347](#)

[15-705](#)

[15-802.01](#)

A.A.C.

[R7-2-808](#)

CROSS REF.:

[JB](#) - Equal Educational Opportunities

[JI](#) - Student Rights and Responsibilities

[JICEC](#) - Freedom of Expression

[JII](#) - Student Concerns, Complaints, and Grievances

[JJIB](#) - Interscholastic Sports