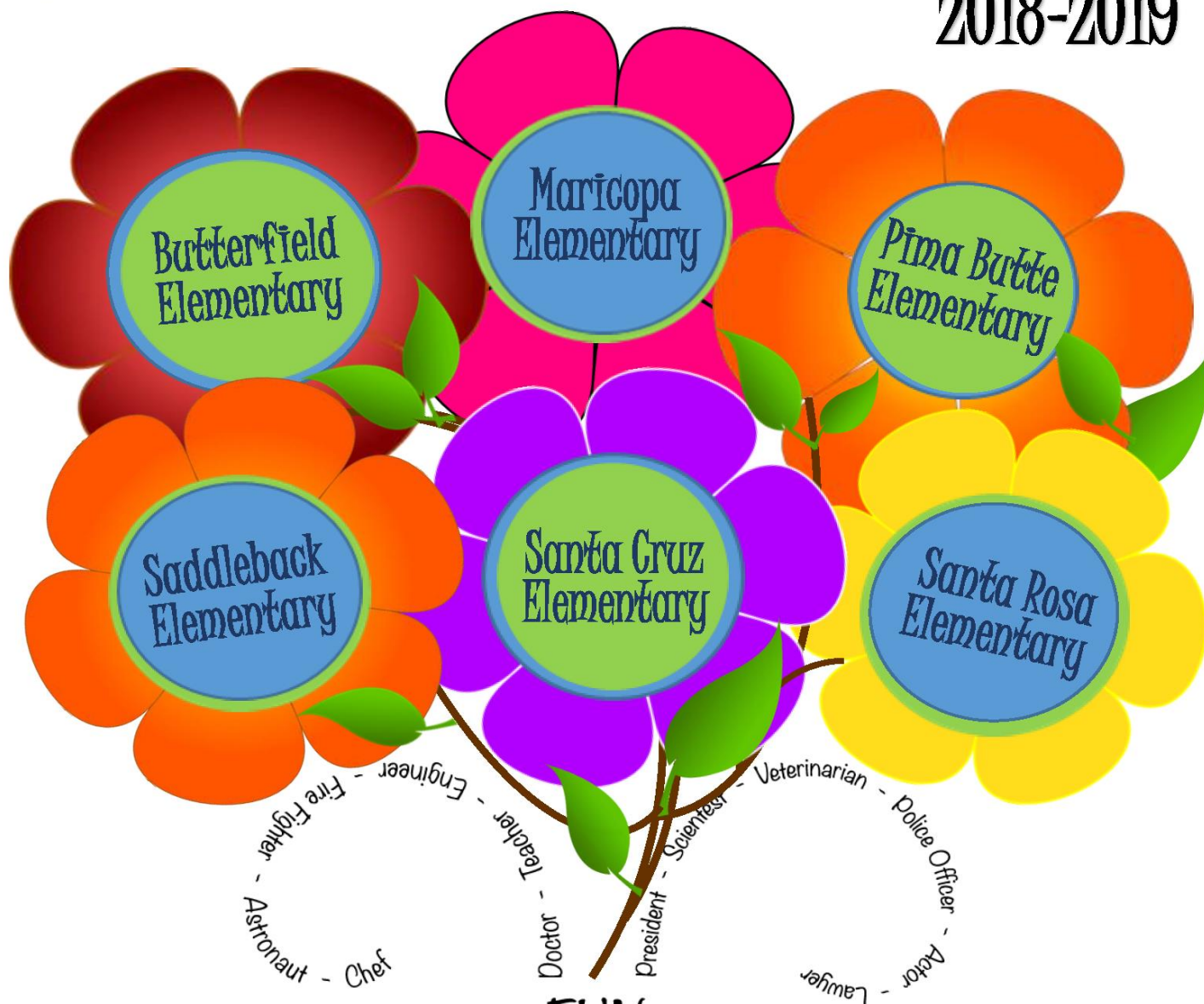




Maricopa Unified School District #20 Elementary Student Handbook 2018-2019



FUN

Language
building Math
Writing Science
Integrity excellence
Character Laughter cooperation
Respect education discipline
Responsibility Memories Imagination Knowledge



Maricopa Unified School District#20

44150 W. Maricopa/Casa Grande Hwy.
Maricopa, AZ 85138



Superintendent

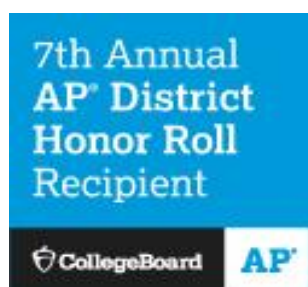
Dr. Tracey Lopeman

Board Members

AnnaMarie Knorr, President
Dr. Gary Miller, Vice President
Torri Anderson, Member
Patti Coutr , Member
Joshua Judd, Member

Dear Parents/Guardians,

Welcome to the 2018/2019 school year at the Maricopa Unified School District! We are excited to start a wonderful year with our students. Please review this student handbook with your child. It is a wonderful tool to utilize throughout the school year. You can also find more detailed information on our district website at www.maricopausd20.org.



Butterfield Elementary School

Janel Hildick, Principal
Karla Hyde, Administrative Assistant
43800 W. Honeycutt Rd.
Maricopa, AZ 85138
520-568-6100 - Office

Saddleback Elementary School

Felicia Williams, Principal
Rachel Luna, Administrative Assistant
18600 N. Porter Rd.
Maricopa, AZ 85138
520-568-6110 - Office

Maricopa Elementary School

Dr. Jennifer Robinson, Principal
Jeri Daniels, Administrative Assistant
18150 N. Alterra Pkwy.
Maricopa, AZ 85139
520-568-5160 - Office

Santa Cruz Elementary School

Dr. Loraine Conley, Principal
Julie Lorayes, Administrative Assistant
19845 N. Costa del Sol Blvd.
Maricopa, AZ 85138
520-568-5170 - Office

Pima Butte Elementary School

Randy Lazar, Principal
Patricia Damps, Administrative Assistant
42202 W. Rancho El Dorado Pkwy.
Maricopa, AZ 85138
520-568-7150 - Office

Santa Rosa Elementary School

Eva Safranek, Principal
Edith Martinez, Administrative Assistant
21400 N. Santa Rosa Dr.
Maricopa, AZ 85138
520-568-6150 - Office

Main Phone: (520) 568-5100 ■ Website: www.maricopausd.org

Thank you for choosing Maricopa Unified School District schools for your child's educational needs!

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MUSD Motto

"Dream. Learn. Become."

MUSD Goals

1. Improve student learning and become an "A" rated school district with each school achieving an "A" grade.
2. Increase and expand innovative learning opportunities
3. Recruit, train and retain a high quality staff
4. Improve instructional technology

Our Vision

Maricopa UNIFIED

A community dedicated to student success

Our Mission

The mission of the Maricopa Unified School District is to ensure all students achieve excellence by preparing them to be lifelong learners and responsible citizens who value innovation and global diversity.

We believe:

1. Students are our highest priority.
2. In providing a safe learning environment.
3. In strong partnerships with teachers, support staff, administrators, parents/families and community.
4. In meeting the individual education needs of each student.
5. In helping students develop the skills they need to achieve their potential.
6. Excellence is achieved by maintaining high expectations.
7. Academic success requires accountability.

ENROLLING AND WITHDRAWING STUDENTS FROM SCHOOL

ENROLLING NEW STUDENTS

Registration

Registration is held at all district schools during the school year and summer break. To register in school for the first time, a birth certificate, baptism certificate or another approved document is required by state law. Official immunization records must be submitted and reviewed before a student can be fully enrolled. Parents/Guardians ID and proof of residency will also be requested at time of registration, a copy of a utility bill or mortgage/lease agreements are valid documents for proof of residency.

Enrollment Packet Forms

Parents/Guardians will be asked to fill out required registration forms. Standard documents that are included in the enrollment packet are listed below. All forms must be completed for every new student with the exception of those that are marked "Informational /explanatory only" or "Optional".

- Elementary Enrollment Requirements (Informational only)
- Medication Procedures and Rules (Informational only)
- Enrollment Form
- PHLOTE (Primary Home Language Other Than English)
- Health Information Sheet
- Emergency Contact Information - When students are injured and/or sick, it is IMPERATIVE that we contact Parents/Guardians quickly. Please inform the school office of any changes in phone numbers and/or contacts as soon as possible.
- Records Request
- Documentation of Court Orders
- Arizona Residency Document Instructions (Explanatory only)
- Arizona Residency Document Form
- Parent Acknowledgements and Permissions Form
- Library Permission Form
- School and Parent Involvement Guidelines
- Form 506 - Native American (Optional)
- Impact Aid Program Survey Form (Optional)
- McKinney Vento Form (Optional)
- Open Enrollment Form (Optional) -- Each school within the Maricopa Unified School District is assigned addresses within certain boundaries. If a parent wishes to enroll a child in a school outside of those boundaries an Open Enrollment form must be filled out and the acceptance, or refusal, of enrollment will be determined by the school principal.

Immunizations

Students will not be admitted without immunizations being current. Please see page 23 for requirements.

Parental Custody

In most cases, natural parents shall be given reasonable access to their children at school and to their children's official records. Exceptions to this will be made in cases in which one natural parent has been awarded sole or partial custody of the child and there are certified court orders restricting the access rights of the other parent. The legal guardian must be responsible for notifying school officials of the conditions of the guardianship by providing the legal paperwork. In the absence of any court order both parents have equal access to student information and their children.

YEARLY RE-ENROLLMENT OF RETURNING STUDENTS

Enrollment Data

Every year Parents/Guardians will be asked to complete forms which must be updated annually. These include, but are not limited to:

- Emergency Contact Sign Out Information Form - Please provide the information requested. THERE MUST BE SOMEONE LISTED ON THE FORM WHO CAN BE CONTACTED BY TELEPHONE DURING THE SCHOOL DAY. This form is used by the nurse and the office to contact parents in case of absences, illness, or accidents. It is very important that phone numbers, places of employment, etc. are kept current for the child's protection. It is necessary to notify the office of any changes during the school year. An enrollment form will be sent home at the beginning of the school year to update any of your child's information.
- Health Information Sheet
- Arizona Residency Document Form
- Parent Acknowledgements and Permissions From
- Library Permission Form
- School and Parent Involvement Guidelines

WITHDRAWING A STUDENT

Transfers and Withdrawals

If you plan to move, please let the school know at least three days in advance. It is expected that outstanding fees will be paid and all textbooks, library books, and band instruments will be returned in good condition or paid for before the withdrawal process is completed.

STUDENT RIGHTS AND RESPONSIBILITIES



JI-R © REGULATION

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

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

The following basic guidelines of rights and responsibilities shall not be construed to be all-inclusive, nor shall it in any way diminish the legal authority of school officials and the governing board to deal with disruptive students.

RIGHTS:

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

RESPONSIBILITIES:

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

STUDENT EXPECTATIONS

Students should remember that they are responsible for their own actions. If their actions are in violation of school guidelines, they will have to accept the consequences. Students need to understand that Arizona law allows the school district to hold them accountable for their behavior on the way to and from school, and during any school sponsored activity. Every person at all MUSD schools is entitled to due process. This means that students always have the right to tell their side of a problem and have people listen. Students also have the right to be treated fairly and equitably.

Assembly Behavior

Assemblies are important and fun school activities. When attending an assembly, please obey the following rules:

- Walk quietly to and from assemblies
- Remain courteous while being seated and when leaving
- Be respectful of presenter at assemblies
- Maintain audience appropriate behavior such as good listening skills, quiet voices, with hands on your lap

Cafeteria behavior

- Treat cafeteria workers with respect
- Students are to remove trays, papers, food, etc. from their table area before leaving the cafeteria
- No objects of any kind will be thrown in the cafeteria

Community Service

The school administrator has the authority to assign students to school community service on the school campus after school or during the school day. Parents will be notified in advance of community service.

Inappropriate Items

Electronic devices or toys of any kind are prohibited. The school cannot guarantee security for these items. Such items will be confiscated and must be picked up by the parent or guardian.

Playground Behavior

Playground rules provide safety and security for all students. Teachers will instruct their students on how to use the playground. It is important that students get involved in an activity, game, or sport while on the playground.

If you bring your own playground equipment to school, the school will not be responsible for lost or stolen property.

General Rules:

- Use common sense and show respect for others
- Do not throw inappropriate items such as sand, mud, rocks, weeds, bugs, etc.
- Stay outside until the bell rings
- Do not stand on the monkey bars
- One basketball per basket
- No tag games; do not pull or drag on others
- Do not walk around in large groups
- No flips on bars or hanging upside down

Restrooms

Students should use only the restroom that is designated by their teacher.

Important! Remember:

- Wash your hands before you leave the restroom
- Loud talk, yelling and horseplay is not allowed in the restroom areas
- Students must return quickly to class
- Help keep the restroom clean
- Students who write or draw on the restroom walls or other surfaces can be suspended and a parent conference can be required

Profane and Vulgar Language

PROFANE OR OBSCENE LANGUAGE AND GESTURES ARE UNACCEPTABLE and will not be permitted at school, on the playground, coming to or going from school. A student WILL BE suspended from school if they continue this negative behavior after the first warning.

Smoking, Alcohol and Drugs

The possession and/or use of tobacco, alcohol, drugs or any substance which may be used for the purpose of intoxication, is prohibited. VIOLATION OF THIS RULE WILL RESULT IN SUSPENSION.

Social Probation

Students who are showing unacceptable progress in class or students who have serious and/or repetitive conduct problems will be placed on student probation. These students will not be allowed to attend special activities conducted at school. A report of the restriction will be recorded in the student's discipline file in the student management system.

Time-Away Rooms

Your school may be equipped with time-away rooms located in the office. The purpose of these rooms is to allow the student a place to sit and reflect upon his/her behavior. These rooms may be used for in-school suspension. Saturday School may be offered. Often this is an alternative to suspension and allows students to reflect and learn from their behavior. Teachers, Principal or designee may assign a Saturday School depending on the gravity of the offense. Parents will be notified and will work together with school personnel to ensure student attends.

ATTENDANCE

MUSD's goal is to ensure the attendance of students and to promote a school culture of academic achievement. The parent or guardian is charged by law with responsibility for the student's consistent school attendance. The superintendent/principal designee will enforce the laws regarding attendance, with consideration of the variables that affect children and families. The superintendent/principal designee will place emphasis on the prevention and correction of the causes of absenteeism.

Parents/Guardians and Student Responsibilities

Parents/Guardians and students should be aware of the attendance policy. Students should attend class all day. Parents/Guardians need to call the school prior to 8:00 a.m. to provide the attendance clerk with the following information:

- Parent's Name
- Student's Name
- Teacher's Name
- Reason for Absence (i.e. Flu, Strep Throat, Asthma)
- Contact Phone Number

Parents and students need to verify absences in writing within 24 hours. Keep a file at home to hold originals of doctor's excuses, court summons, funeral notices, etc. Arrange for doctor and dentist appointments after school. Students need a full instructional day. Parent and/or guardian need to inform the school of any changes or corrections necessary to keep the contact phone numbers up to date. PLEASE NOTE: As per ARS 15-802, a student absence can only be excused by the school principal. A note or phone call from a Parents/Guardians does not automatically excuse the absence.

Excused Absences

The following reasons will be accepted as excuses for being absent:

- Verified legal appointment, such as court
- Religious holiday
- Funeral/death in the family
- Verified illness or hospitalization
- Communicable disease (Flu, Measles, etc.)
- Pre-approved request/special circumstance (i.e. family, vacations)

Absences will only be excused if the office receives written verification within 24 hours of the student returning to school. Any absence unverified by the end of the next school day is considered unexcused.

Student Tardiness

Maricopa Unified School District recognizes the importance of students assuming the responsibility of being on time to class. A student will be considered tardy if he/she is not inside the classroom when the tardy bell rings. If a student abuses the tardy policy, appropriate disciplinary action will be applied.

1st Tardy – Warning

2nd Tardy – Detention

Excessive Tardiness - Office referral consistent with student database discipline category/violation list.

(Refer to MUSD Code of Conduct)

Pre-approved Requests/Special Circumstance

In certain circumstances when it is necessary for a student to be absent for an extended amount of time, notification should be made to the school at least ten (10) days prior to the absence. Filing a request does not guarantee approval. The following criteria will be considered.

- Grades – must have a passing grade in each subject
- Attendance – amount of prior absences/tardiness
- Behavior – prior referrals, disciplinary actions, etc.
- Students must arrange all class work prior to the absence and complete all work by a determined date

Parents/Guardians Notification

The school shall make a reasonable effort to promptly telephone and notify parents or guardians of an absent student within two hours after the start of school. In order to do this, it is **IMPERATIVE** that we have current contact information. Please inform the school office of any changes in phone numbers and/or contacts as soon as possible.

Consequences for Absences

After three absences the student will receive an attendance policy warning. The first notice will be in the form of a truancy letter notifying the Parents/Guardians of the missed days. The primary purpose is to advise the parent/guardian that the student's grade may be affected due to the absences.

After five absences the student may be placed on an attendance contract and a second notice truancy letter will be sent home. A parent conference may be scheduled and Parents/Guardians may be referred to the court system for truancy citation. Students who violate an attendance contract may be removed from the school.

Students with excessive absences, (over 10) will be subject to the laws of Arizona in regards to attendance and will receive a final truancy letter. The School Resource Officer/Truancy Officer per Arizona statute may cite the student or the parent for truancy. Excessive absences affect the student's grades. Administration may require medical documentation for excessive or habitual absences. (ARS code 15-802)

After 10 days of consecutive unexcused absences, the state requires schools to automatically withdraw the student.

Truancy Violations

ARS 15-802, parent of a child between six and sixteen years of age or a person who has custody of a child, who fails to enroll or fails to ensure that the child attends school pursuant to this section is guilty of a Class 3 Misdemeanor.

Arizona's Truancy Laws (ARS 15-802 and 15-803) define two circumstances when a student may be cited for failing to attend school.

- A student is "habitually truant" when he or she has five or more unexcused absences from school. "Truant" means an unexcused absence for at least one class period during the day.
- A student has "excessive absences" when the student misses more than 10 percent (18 days) of the required number of school days per year, whether the absence is excused or unexcused.

If the student experiences a significant number of excused/unexcused absences or trancies, both the Parents/Guardians and the child could be issued a citation for violation of the truancy law. A citation would require that both the Parents/Guardians and the child appear in court regarding this matter.

Student Pick-up – Signing Students in and Out of School

For the safety and protection of the student, he/she cannot be taken from school, before regular dismissal time, without a Parents/Guardians physically signing out the child. Photo identification will be required of all persons. **A student will not be excused to leave school on the basis of a note or telephone call.** Student must be signed out in the front office by a person at least 18 years of age. A student may be allowed to leave with someone other than the parent only if the parent has notified the school of such an arrangement in writing or if the person is listed on the emergency contact list.

Only parent or legal guardians may authorize check-out of a student. Only individuals designated on authorization list may pick up student. If a student leaves school during the day, and does not check out at the attendance office, it is considered an unexcused absence and classified as ditching. Students are not permitted to leave school without permission.

DISTRICT/SCHOOL INFORMATION

Care of Campus

A student body is often judged by the appearance of the school property. Care of the grounds, buildings, and equipment is the responsibility of all students and staff. Each classroom will be asked to help keep the campus clean and free of litter. Have RESPECT for your school and be proud to show it to your family and friends.

Contacting the Classroom

Although all MUSD elementary school campuses support and encourage open communication between home and teachers, the school requests that Parents/Guardians do not call the classroom during the instructional hours. Parents/Guardians may call the office and leave a message for the teacher or they may email the teacher directly.

Email

All MUSD teachers have an email address. Please feel free to communicate with your child's teacher via email for classroom activity or curricular information.

Field Trips

Field trips are to supplement the regular classroom work and relate to curriculum being taught in the classroom. They are a privilege and students are expected to follow the same guidelines and rules on a field trip as they do at school.

Students who go on field trips or engage in other school related/sponsored activities are counted present in school.

Fundraising

Classrooms may sponsor fundraisers for various activities. The principal must approve all fundraisers prior to the activity. The student council must also approve fundraiser activities.

Guidelines for School Volunteers

The staff invites and encourages parental involvement. Parents are invited to make an appointment to volunteer their time in the classroom or school. Parents are encouraged to be an active member in the school community. When visiting our schools, please follow the guidelines below:

- Volunteers sign-in with photo identification or volunteer badge at the office upon entering the campus
- Obtain and wear a volunteer badge
- Work under the direct supervision of a professional staff member
- Follow the lead of the teacher or supervisor
- Be familiar with school rules and policies
- Honor commitments - Be dependable
- Notify teacher or supervisor if unable to keep appointment
- Keep confidential matters confidential
- Leave younger children at home
- Parent Volunteers must be registered with the district office and be fingerprinted to supervise children

Parent volunteers can assist our elementary schools by:

- Assisting with non-instructional tasks
- Provide teachers with more time to work with students
- Provide individual attention to students who need more one-to-one interaction
- Read or be read to by students
- Volunteers who do not have children in school must also be fingerprinted
- Volunteers are to be supervised at all times when working with children
- Volunteers must receive training to use die-cut or copy machines

Please remember that all adults are role models for our students. For more information, please contact your designated school site.

Language Translation Services

Language translation services are available for Parents/Guardians during meetings with school staff members. Parents/Guardians needing this service should inform the teacher or the school office staff. Request must be made 10 school days in advance.

Lost and Found

If a student loses any personal items such as a wallet, purse, jacket, or textbook, he/she should check with the lost and found. Please put names on clothing and personal items brought to school. All unclaimed items will be sent to charitable organizations at the end of each quarter.

Media Release – Local and State Publications

We value and applaud our student successes. Opportunities may arise when a student is to be recognized for their outstanding achievement. Student's first name, last name and photograph may be released to the media only if written parental permission has been submitted.

NOTE: If permission is not granted, your child will not be able to be included in any newspaper articles outlining accomplishments.

Money

Students should never bring large amounts of cash to school. School personnel will attempt to locate any lost money, but the person bringing money to school is responsible for it. The school will not be held liable for missing or stolen money that a student brings to school.

Parents' Guide to Child Abuse Reporting Requirements for School Personnel

The law covering the mandatory reporting of child abuse has recently changed and the obligation for school employees is greater than ever before. The duty to protect children from child abuse, sexual abuse, and neglect is one that is incumbent on every school district employee. It is important that parents and families understand these obligations and the ramifications on school personnel. The following guidelines are designated to clarify what these new obligations are.

What triggers an obligation to report? A.R.S. 13-3620 provides that anyone who "reasonably believes" that a minor is or has been the victim of physical injury, abuse, and child abuse, reportable offense or neglect that has been inflicted on the minor by other than accidental means or that is not explained by the available medical history as being accidental in nature shall immediately report or cause reports to be made of this information to a peace officer or to Child Protective Services at the Department of Child Safety. This means that if a school employee hears a rumor, overhears a conversation or by any other means, becomes aware that a child may be the subject of physical injury, sexual abuse, or neglect, that employee has an obligation to report. It is not necessary to have visual or actual evidence of abuse to trigger the reporting requirement. Staff is bound by law to not discuss or share any information to any person unless specifically authorized by applicable law or court order.

Pets and Other Animals

For the safety of all students, please do not bring pets on campus. Pets may NOT be brought to the classroom without prior permission from the principal. Animals cannot be transported by school buses. If a pet follows a student to school, the office will contact the student's home to arrange for pet pick up. If the parents cannot be contacted, then animal control will be notified.

School Announcements

All MUSD elementary schools will communicate school activities, notes and calendars to parents on a regular basis. Students should recognize the importance of taking all notices home to their family. The weekly or monthly newsletter (varies by site) is available on each school website.

School Pictures

A commercial company takes individual and group photographs in the fall and spring. Packets of color photos will be offered for sale to parents. Students may wear dress clothes for the fall formal pictures if staying within the appropriate dress code guidelines.

Student Dress Code

The school district has the responsibility to promote the basic rules of sanitation, safety, neatness, and modesty while students are on campus. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others. Students will not dress in a manner that disrupts the learning process. Each student must keep in mind that he/she is a representative of the Maricopa Unified School District and the Maricopa community. The school administrator makes final determinations on school appropriate attire. The following is a summary and will provide you with guidelines.

Dress Code Guidelines

- Shirts must be school appropriate and not interfere with the educational environment
- Dresses, shorts, skorts, pants, capri pants and jeans must be clean, neat, and fit appropriately
- All skorts, shorts, dresses, skirts must be at least fingertip length when arms are resting naturally at the side
- For safety reasons, shoes must be securely fastened in the back (closed toed shoes preferred)
- Shoes with heels less than two inches
- For safety reasons, all hanging or loop earrings shorter than ½ inch

Dress Not Permitted

- Tank tops and spaghetti strap tops
- Tights worn alone
- Tight, baggy, oversized or see-through clothing
- No undergarments may show
- Flip flops or slip on shoes without a back
- Shoes with wheels (heelys)
- Hats, hoods, or sunglasses are not permitted in the building
- Fads or styles deemed inappropriate or disruptive to instruction by the administration

We are always looking for donations of school appropriate clothing. Any new or used donations are greatly appreciated.

Student Deliveries



Deliveries for students will not be accepted at school (floral arrangements, balloon bouquets, etc.).

Student Records

Parents/Guardians have access to their child's school records. School employees respect the privacy of student records and recognize that only important, factual information should be in permanent records. In addition, Board Policies and State Law limit information that can be given to people outside Maricopa Unified School District without permission of parents. MUSD Policies on access to student records and other information, and parent and student rights, comply with the Family Educational Rights and Privacy Act of 1974 (FERPA). A written request must be submitted and approved by the building principal or district administrator at least 24 hours prior to the copies being completed.

Tax Credit Donations

Parents, family members, and others can make tax credit donations to the school of their choice to be used for extra-curricular activities. These donations help fund things such as, but not limited to, field trips, sports programs, and art appreciation. If you'd like more information ask the school office staff.

What is Tax Credit?
Arizona allows state taxpayers to have a say concerning where their state tax dollars go. Taxpayers in Arizona are allowed to make a donation to individual schools in the Maricopa Unified School District and to deduct the amount of the donation from state taxes.

How much can I donate?
Arizona law allows state taxpayers to claim up to \$400 for married taxpayers filing jointly. Single taxpayers, head of household, or married taxpayers filing separately can contribute \$200.

Title I School-Wide and Title I Targeted Assistance Programs

The Maricopa Unified School District must notify Parents/Guardians of students attending Title I School-Wide and Title I Targeted Assistance Programs. Parents/Guardians may request information on the professional qualifications of the student's teacher. The information must state if:

- Teacher meets state qualifications and licensure requirements
- Teacher is teaching under an Arizona Emergency Teaching Certificate
- Teacher has a baccalaureate degree

Treatment of School Employees - Arizona Statute 15-507

A person who knowingly insults or abuses any school employee on school grounds or while the employee is performing his/her duties is guilty of a misdemeanor that is punishable by a fine and/or imprisonment.

Visitors on Campus

Parents of our students are welcome at any time. In order to provide a secure environment, ALL MUSD parents/visitors are required to report to the office and sign in with a picture identification before going to other parts of the building, including classrooms. Visitor tags are required to be worn by ALL visitors. Parents/visitors must sign out in the office when they leave school property. For the protection of students, Arizona law requires all visitors to "make officials aware of their presence."

Visits to classrooms are asked to be prearranged through the administrator and/or classroom teacher. In order to ensure limited disruption to instruction and the learning environment, the building administrator reserves the right to limit the length of time as well as the date and time of day when the prearranged visit is to occur.

The board and administration will not tolerate any person or persons whose presence disrupt classes, school activities or hinder the instructional process. If such persons will not leave the school premises upon request, the building principal, or his or her designee, may contact the proper legal authorities.

A student wanting to bring a student visitor to school must get permission from the principal before the visit. In addition, the student visitor must have a pass from the office. All student visitors must follow school rules and must be on a vacation break from another school.

ACADEMICS AND SPECIAL PROGRAMS

Child Find

The Maricopa District is asking for parent cooperation and assistance in identifying children with handicapping conditions. If you know of any child needing special programming, please contact the office of Exceptional Student Services at 520-568-5100 ext. 1057.

Preschool Program

The District Preschool Program is located at Saddleback Elementary School. Priority placement is given for those students who qualify as requiring special needs according to state guidelines. Students who do not meet the guidelines may be admitted as space is available in the program through a mandatory screening program. Children who are 2 years 9 months of age and who have a handicap condition may be included in the preschool program.

The Preschool Educational Program consists of educationally appropriate practices. Children are encouraged to make choices, develop vocabulary, increase listening skills, cooperate in play activities, and build mathematical concepts.



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Admission to Kindergarten

The district believes that a solid kindergarten program creates the foundation of learning as students begin their academic career. For this reason, the following kindergarten options are available for families.

- **Full Day Kindergarten Program**
Full day program will allow students to fully develop their academic skills. It will be offered to families who have children who turn five (5) years old before September 1st. In addition to the regular kindergarten curriculum, they will be able to participate in enrichment activities and specials.
- **Early Kindergarten**
Any student who will be turning five (5) years old between September 1st – December 31st is eligible to be assessed for admittance into kindergarten. Assessments are done at the district office in the spring prior to the beginning of the new school year. If students pass the kindergarten assessment, they are placed on a 30 day probationary period to see if the program meets the child's learning needs.

Art Appreciation (formerly known as Meet the Masters)

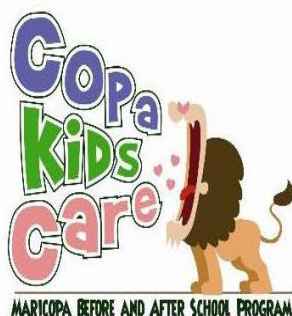
Volunteers teach this enrichment program. Each month, the focus is on one artist, who they were, and why their work is considered important. The students view a short slideshow that highlights the featured artist and their style. The students are then shown how to do their own version of a famous masterpiece.

Competency Requirements for Promotion of Students from Third Grade (Move on when Reading)

AZ Statute IKE-RB states that students who obtain a score on the reading portion of the AZMerit State Assessment, or a successor test that demonstrates the student is reading far below the third (3rd) grade level will not be promoted from the third (3rd) grade.

Copa Kids

This is a before and after school child care program provided by the district at a reasonable fee to parents who need a place for their children to go while they are working. Information about the program is located in Elementary School offices or by contacting Traci Manoguerra at 520-568-5100 ext. 1011



Copa Kids Care is the place for your before and after school childcare needs. We provide a fun and safe environment for all children Kinder through 5th grade. We are located at Butterfield Elementary School and open Monday through Friday. Our AM program runs from 6:00am-8:05am and our PM program runs from 3:30pm – 6:00pm. For more information, please contact Traci Manoguerra at 520-568-5100 ext. 1011 or email tmanoguerra@musd20.org.

Counseling

Counselors are available at our elementary schools. Referrals are available at each school office. Teacher, parent and students can fill out the referral to request services. Parents will be notified in advance before services are provided. More information can be found on the district webpage.

ELL Program

Our ELL Program provides services to students that need assistance in learning English. Arizona law requires that children with a home language other than English be assessed for proficiency in oral language, reading comprehension, and written communication. Following Parents/Guardians notification, students who are identified as limited English proficient may receive various forms of instructional support focused on English acquisition.

Exceptional Students' Program

Students being considered for special education placement are screened, evaluated, and placed by a team. Special education programming at the school is implemented by a resource teacher, who works directly in the resource room with exceptional students and in consultation with regular classroom teachers to help them better meet student needs. We also have schools with classrooms that specialize in caring for students with greater special education needs.

Parents of special education students share in making the decisions concerning their children's evaluation, placement, and program development. Parent information meetings are held as needed.

Gifted Program

The goal of the MUSD Gifted Program is to provide identified exceptionally talented students with individually appropriate instructional programs. Students in grades 3-5 will have the opportunity to participate in a gifted pull out program. Students that are identified as gifted will receive services with a highly qualified gifted teacher.

Maricopa Unified Gifted & Talented Program Mission Statement

The MUSD Gifted Program's mission is to offer a broad base of experiences to identified students. By providing qualitatively differentiated curriculum, this program facilitates the growth of students as independent, life-long learners, with the development of skills, concepts and positive attitudes within the cognitive, emotional and social domains. A major goal of the curriculum should be the teaching and practice of the thinking skills at all levels of the hierarchy.

For more information contact:

Gretchen Brown
Director of Multiple Projects
520-568-5100 Ext. 1009
gbrown@musd20.org

Zoe Redfern
Elementary Gifted Teacher
(520) 568-6110 Ext. 2435
zredfern@musd20.org



Grading

The grades come from a percentage standard. The percentage will be based on the following scale:

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

E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

AZMerit Proficiency Labels

Highly proficient
Proficient
Partially proficient
Minimally proficient

The following are used to evaluate a student's progress: teacher observation, classroom performance, criterion referenced tests developed by MUSD and AZ Merit.

Homework and Study Habits

The purpose of homework is to provide additional practice on previously introduced skills or to enrich classroom experience. Homework includes such activities as brief drills, reading, collecting information, sharing ideas with Parents/Guardians and providing project/assignments in which students must utilize their time in creative thought.

Homework will be assigned consistent with the development level, special needs, potential, and achievement level of the individual student. Students, regardless of their intellectual capacity, should understand that mastery of skills is not always possible within the time constraints of the classroom. Homework will address the objectives of the instructional program. To supplement work in class, teachers often give additional assignments to help in understanding of the subject. Students can gain satisfaction from a well-done homework assignment. Parents and students need to work together to find a suitable time and place at home to do homework.

Honor Roll

MUSD Elementary Schools have established an honor roll system to recognize outstanding academic achievement every grading quarter. Grades for reading, writing, math, science and social studies will be considered for the honor roll. Honor roll students will be recognized. Celebrations vary by site.

Make Up Work

Students will be allowed the same number of days to make up daily assignments as the number of days missed. If work is not turned in within the designated time period, and no contact is made explaining the circumstances that necessitate an extension, a failing grade will be given. If possible, parents should request make-up work at least 24 hours before they intend to pick it up.

Remember: Students are still responsible for class work missed during an absence.


Progress Reports

The purpose of a student progress report is to communicate to Parents/Guardians their child's current achievement status in each curriculum area. Student progress reports will be sent home at midterm of each grading period and when significant changes are observed by a teacher. Report cards are sent home with the student at the end of every 9 week grading period as listed on the school calendar. Parents are encouraged to participate in their child's progress by scheduling visits to their child's classroom.

Promotion and Retention

Yearly promotion for students in grades K-5 is based on evidence of individual student progress in achieving mastery of learning objectives. The teacher shall make the decision based upon academic performance for promotion or retention of students in the common schools. Parents will be notified and a conference will be set up to discuss possible retention.

Retention will be considered if the student is partially proficient or minimally proficient in at least two subjects, one or more of which should include reading, math, and language arts (grades K-5) and/or excessive absences in accordance to truancy laws. Retention will be considered for a student having more than 12 absences per semester when it is contributing to poor academic performance. At the end of the second and subsequent grading periods, parents will be notified if a child is at risk for retention. Please note that in Arizona Revised Statutes the student's teacher has the authority to promote or retain students. Pursuant to Arizona Revised Statutes, IKE-RA, a parent may appeal to the Governing Board for reconsideration of any placement decision but has the burden of proof. It must demonstrate to the board that the student has mastered the State Board adapted standards for that grade level.



The 21st Century Community Learning Center Grant is a federally-funded program that supports after-school community learning centers that operate primarily on school campuses statewide. Services include academic intervention and enrichment activities along with a broad array of youth development opportunities. These after school and summer classes complement the student's regular school day program. The 21st CCLC programs mainly serve students who attend high-poverty and low-performing schools and their families. After school programs help students meet the core standards in academic subjects such as language arts and math. Please check your schools website to see if they offer the 21st Century Learning Program on their campus.

Library

Students are encouraged to use the library in their school and draw from its wealth of materials as much as possible. Some general guidelines for behavior in the library are as follows:

- Students need to use quiet voices and be respectful of others when using the library
- Students should return materials to the library as soon as they are finished reading them to allow others to check them out.
- Students who do not return books on time will not be allowed to check out additional books
- Students will be expected to pay for any library books or bar-codes they damage or lose

Recitation of the Declaration of Independence

Arizona Revised Statute 15-203.A.26 states that the Arizona State Board of Education shall, “Require pupils to recite the following passage from the Declaration of Independence for pupils in grades four through six at the commencement of the first class of the day in the schools, except that a pupil shall not be required to participate if the pupil or the pupil’s parent or guardian objects”:

“We hold these truths to be self-evident, that all men are created equal, that they are endowed by their creator with certain unalienable rights that among these are life, liberty and the pursuit of happiness. That to secure these rights, governments are instituted among men deriving their just powers from the consent of the governed.”

If you do not want your child to participate in this, please notify the school office in writing.

School Materials and Supplies

All textbooks will be furnished at no cost to the students. Students are responsible for textbooks issued to them for their use during the school year. If loss or damage (above normal wear) of the books occurs, parents and students will be expected to pay for such. If Parents/Guardians wish to donate classroom supplies such as pencils, paper, or notebooks, it would be greatly appreciated.

Student Led Conferences

Student Led Conferences can be scheduled and requested during any point in the school year. Parents may call and schedule an appointment with the teacher. In addition, district dates are scheduled for student led conferences each year. Parents/Guardians and teachers are partners in the education of the whole child.

FOOD SERVICES, HEALTH SERVICES, AND SAFETY

FOOD SERVICES

The goal of the Maricopa Unified School District Child Nutrition Department is to provide students with nutritious meals each day. All MUSD#20 Elementary Schools have closed campuses, which means that students cannot leave campus without permission. Students may purchase a lunch from the school cafeteria or elect to bring a sack lunch from home.

MUSD#20 participates in the National School Lunch/Breakfast Program that offers free and reduced prices to students who qualify. Information and applications are available at the district office, the school offices and online at www.maricopausd.org/childnutritionprograms. These applications must be renewed each school year.

Breakfast and Lunch

Breakfast is served every school day free of charge to all students.

Student lunch prices are:

- Full price: \$2.75
- Reduced (must qualify): \$0.40
- Free (must qualify)

Parents are always welcome to come and enjoy a meal with their child and purchase a separate breakfast and/or lunch. Parents are not allowed to take food from student trays. Call the food service department of your child's school should you have any questions or concerns.

- Parents breakfast: \$2.50
- Parents lunch: \$3.50

Paying for lunches

Students are expected to pay for lunches provided by the school and will be allowed up to three (3) charges. The cafeteria staff will send up to two written reminders to Parents/Guardians and will then call home if there is no response to the letters. After the third charge the child will receive a sandwich, serving of fruit and a drink until the account balance is cleared.

There are several ways for Parents/Guardians to pay for meals and weekly/monthly payment is encouraged. Parents will be able to prepay for meals at the school or online. Student transactions will also be available to parents online.

- You may send money with your child in the form of cash, check (\$25.00 returned check fee) or money order to be paid directly to the school cafeteria.
- You may go to the school, get a visitor's pass, and go to the cafeteria yourself to pay on your child's account.
- You may pay online with myschoolbucks.com. (information is available at school offices and from the cafeteria).

If you need to check the balance of your child's account you may:

- Contact the school cafeteria at any time during cafeteria business hours (usually from about 7:00 am to 1:00 pm)
- Use myschoolbucks.com free of charge – this allows 24 hour access to check the balance of your child's account and/or to view daily meal transactions. You may also set up a free email reminder for low balances online and the website will work with any cell phone web browser as well.

We must follow the Federal Healthy Snack guidelines/Wellness Policy for all MUSD schools (see next page).

MARICOPA UNIFIED SCHOOL DISTRICT NO. 20

REGULATION TITLE: DISTRICT WELLNESS POLICY

REGULATION CODE: Public Law 111-296, Section 204 SP-42-2011

Policy Intent

The Maricopa Unified School District promotes wellness by supporting good nutrition and regular physical activity as part of the total learning environment. Wellness is defined as the dynamic state of achieving optimal well-being in all the dimensions of health: physical, mental/emotional and social.

Nutrition Education

Nutrition education shall be integrated within the comprehensive health education curriculum and taught at every grade level.

The entire school environment, not just the classroom, shall support the nutrition education program and be linked to the school meal program – reaching classroom, cafeteria and community.

All students shall have the skills necessary to make nutritious choices. Students will receive nutrition education that fosters the adoption and maintenance of healthy eating behaviors.

Each school in the district will encourage staff to model healthy eating and physical activity as a valuable part of life.

Our schools will strive toward integrating a coordinated school health approach.

Parents will be provided the opportunity to give feedback on wellness goals through our website, email, parent conferences and family engagement events.

Nutrition Promotion

All school meals promote fresh fruits, vegetables, whole grains, and low-fat items, including low-fat and fat-free milk.

School meals shall be made attractive to students. To the extent possible, school and transportation schedules shall be designed to encourage participation in the school meal programs.

After obtaining food, students will be provided adequate time (minimum of 20 minutes) to eat lunch.

All food service personnel will have adequate training in food service operations including professional development in the area of food and nutrition. Food service personnel will also be in compliance with the New Professional Standards requirement from USDA which is effective July 1, 2015. The standards, another key provision of the Healthy, Hunger-Free Kids Act of 2010 (HHFKA), aim to institute minimum education standards for local school nutrition directors as well as annual training standards for all school nutrition professionals. These standards will ensure school nutrition personnel have the knowledge, training, and tools they need to plan, prepare, and purchase healthy products to create nutritious, safe and enjoyable school meals. This final rule will create minimum hiring standards for new school food authority (SFA) directors based on a school district's size and require minimum annual training for all new and current school nutrition professionals.

Students shall be provided a pleasant environment in which to eat lunch.

The district will share and publicize information about the nutritional content of meals with students and parents.

Our district will provide peanut free zones and complies with special dietary needs for students as defined in the ADE special dietary needs manual.

Nutritional Guidelines for all Foods on Campus

The district is a peanut restricted/peanut aware district. Food service staff is not responsible for unknown allergens.

The district will regulate all food items sold including foods and beverages sold through vending machines, school stores and concessions, and will be consistent with federal and state nutrition guidelines, following the Smart Snack Rule that was effective July 1, 2014. **This includes all PTO food and beverage sales during school hours.**

Food and Drug Administration Requirements for Vending Machines CACF-09-2016 published December 1, 2014; final rule NSLP institutions must comply by December 1, 2016. Items in vending machines will be required to have calorie labels so consumers have clear and regular nutrition information, allowing them to make informed and healthy choices when purchasing.

Our district will regulate the nutritional quality of ALL a la carte items sold; regulating calorie, sugar, or saturated fat content of ALL items sold.

Our school district will provide a specific and restricted list of food items allowed to be served/distributed. Consumption of food and beverages during the normal school day will follow USDA nutrition standards. Any class party will be held after lunch if possible.

Federal regulation states: class parties held in individual classroom by a single class may be exempt from the nutritional regulations. Common areas are not exempt. Multiple classrooms participating in a combined party or event are subject to nutrition standards. Field days, group recognitions, etc., are not considered classroom parties and are not exempt. Class parties held in an individual classroom by a single class may be exempt by teacher's discretion to celebrate birthdays, class achievement, holiday etc. Parent(s) may provide food items not meeting nutritional standards (food items must come from a commercial kitchen – cannot be homemade) or parent/teacher may use option of musd food services providing healthier food items.

The normal school day includes before, during and after school, but does not include special events, such as athletic contests or performances held outside the normal school day. The normal school day is considered midnight to 30 minutes after the last bell.

No outside food items will be allowed during breakfast and lunch serving times.

Fundraising activities should support healthy eating and wellness following the nutrition standards. For the sale of food and/or beverages that do not meet the smart snack rule standards a revision was made in April 2015. Per memo HNS#4-2015 – all exemption requests for fundraisers by Local Education Agencies (LEAs) will be approved by the Arizona Department of Education. ADE will track the number of exemptions granted and only take action to alter this policy if one or more LEAs abuse the policy. While ADE recognizes the importance of nutrition at our schools, we do not wish to have a deterrent effect on those wishing to raise funds for school functions. Per ADE any fundraiser should be a single event of duration not exceeding one week. A school principal or designated representative of the school will submit the request for the fundraiser. However, per USDA the State agency must specify to USDA the number of exemptions they may grant. If the State agency doesn't respond – USDA will assume the State agency is electing to prohibit any exempt fundraisers.

Our district food service program will comply with the federal and state nutrition guidelines that require the use of products that are high in fiber, low in added fats, sugar and sodium, consistent with calorie requirements and served in appropriate portion size. This will be consistent with USDA standards and shall be established for all foods offered by the district's nutrition services department.

In our district food service program, all grains will be at least 51% whole grain.

Our district will not use food as a reward. All "treasure box" items must meet guidelines.

Our district will prohibit soda and allow only water and beverages that are at least 50% juice K-8.

Our district will sell only diet soda to high school students, 20 oz max.. Soda will not be available at any other campus.

Our district will only sell low fat white and skim milk flavored.

Students and staff will have access to free, safe and fresh drinking water throughout the school day. All drinking fountains will be maintained and kept in good working order.

All of our school sites have drinking fountains but some are not accessible to all students during meal time. For those sites that do not have nearby drinking fountains in eating area – due to the eating area also being used for physical education class and safety concerns – a table with drinking water and small cups will be made available to the students during their meal time near the serving line.

Physical Activity

Physical education classes will be provided to students in all grade levels.

It is recommended that physical education classes be provided at a minimum of two times per week for grades K-6 and meet the district requirement for grades 7-12. Nationally recommended amounts of physical education are 150 minutes per week at the elementary level and 225 minutes per week at the middle and high school level.

Elementary students should accumulate a minimum of 120 minutes of age appropriate physical activity over the course of each full week, per national standards. Secondary schools should promote physical activities, both formal and informal, on a daily basis. Currently we provide PE 2 days per week at 30 minutes per day and a structured recess supported by Peaceful Playgrounds 3 days per week at 15 minutes. That is a total of 105 minutes per week for students in K-6.

Physical education classes will have the same student/teacher ratios used in other classes.

The physical education program shall provide adequate space and equipment and conform to all applicable safety standards.

The district will not tolerate the use of physical activity as punishment, the withholding of participation in physical activity/education as punishment, or the use of physical education class time to complete assignments from other classes. Furthermore, restorative practices in the form of affective statements and questions and short impromptu conferences shall be used during physical activity to enhance student problem-solving, address bullying or inappropriate play, and promote peer to peer socialization.

Athletics, recess and/or other classes may not take the place of physical education. Physical education classes will be taught by a certified physical education instructor.

Classroom physical activity opportunities shall be offered daily during the school day.

The district promotes the use of school facilities outside of school hours for physical activity programs offered by community-based organizations.

All students in grades K-6 shall receive daily supervised recess.

Activities to Promote Student Wellness

Our district will promote healthy choices through prominently displaying healthy foods in the cafeteria, use of posters and or food tastings and comparable pricing for healthy food options.

District will have consistency of nutrition messages throughout the school – classroom, cafeteria, school hallways, etc.

District will consider policies that will encourage physical activity such as increasing access to the gym or creating safer routes to bike or walk to school.

The District will uphold current State policy regarding immunization and enforcement. Parents will receive education by the health staff regarding the risk of not immunizing and the health effect to the learning community.

The school district will create, strengthen or work within existing school health advisory councils to develop, monitor, review and revise the Local Wellness Policy. The School Health Advisory Council (SHAC), which will

consist of all USDA required participants, including teachers of physical education and school health professionals, will serve as resources to school sites for implementing these policies.

Stakeholder Involvement

The school district will establish a School Health Advisory Council (SHAC) comprised of parents, students, administrators, a member of the school board, community member, physical education instructor, nurse/school health professional and representative from the school food authority to review the local wellness policy; to develop, implement, monitor and improve nutrition and physical activity in the school environment.

The activities of the SHAC will be reported to the school administration periodically.

Local Discretion

As long as all the required elements are present the district wellness policy shall be tailored to fit the needs of our schools.

Public Notification

The district shall inform and update the public (including parents, students, and others in the community) about the content and implementation of the local wellness policy. Public notification will include parent/student handbook, district website, parent night/open house. The district will develop a process for members of the community who are not able to be a part of the committee, who wish to have input in the wellness policy development process. These individuals can register their concerns and recommendations with the district.

Measuring Implementation/Evaluation

The SHAC will meet annually during early implementation of policy and assessment of policy. **On each school campus, schools shall establish a plan for implementation including principal designation of one or more individuals to ensure compliance with standards of the district wellness policy.** Additionally, the public will have an opportunity for input at that time. Participants assessing the policy, date of assessment and documentation of any revisions will be noted.

The Director of Food and Nutrition will prepare an annual report on the district's compliance with the law and policies related to the wellness policy.

Dated: May 28, 2014

Revised: June 12, 2014

Board Approved: June 2014

Revised: April 23, 2015

Revised: May 2015

Board Approved: June 9, 2015

Revised: May 2016

Board Approved: May 25, 2016

HEALTH SERVICES

The health office is open during school hours and can be contacted by calling the school. During class time, a student must have a pass signed by a teacher to see the nurse (except in an emergency).

Please remember that the nurse is not a substitute for proper medical care and cannot diagnose or prescribe for your child. Sick children should stay home or be taken to the doctor. The school does not provide transportation for routine medical care.

The health office staff is prohibited by law from administering medication of any kind, including Tylenol, at school without a written order from a physician or parent. All medication, prescription and over-the-counter, is kept in the health office in the original container and packaging. Students are not allowed to self-carry any medication, prescription or over-the-counter, except for medication and/or equipment required for diabetes, asthma, or severe allergic reaction per state law and Governing Board policy. Forms for medication administration and self-carry of medication related to diabetes, asthma, and severe allergic reaction are available in the health office and must be completed prior to the student having medication on campus.

Illness

If a student becomes ill at school, Parents/Guardians will be notified. The best place for a child who is ill is at home in the care of an adult. The school nurse is not allowed to diagnose an illness. If a student is ill or injured, the Parents/Guardians should check with a doctor before sending a child to school. Upon becoming ill at school, the student must obtain a pass from the teacher and go to the nurse. If necessary, the nurse will contact the parent to take the student home. In any emergency, the school nurse or an administrator will notify the Parents/Guardians. If deemed necessary, paramedics may be called.

When students are injured and/or sick, it is **IMPERATIVE** that we contact Parents/Guardians quickly. Please inform the school office of any changes in phone numbers and/or contacts as soon as possible. **IMPORTANT: We must have the names and numbers of persons to contact in case of an emergency if we are not able to reach a parent.**

Any student with, or recovering from, a communicable disease will not be permitted in school until the period of contagion is passed or until a doctor recommends a return.

Children with any illness should stay home for at least 24 hours after a fever of 100.4 or greater, vomiting, nausea, or diarrhea and must be symptom free without the use of any medications that interrupt the illness.

Immunizations

State law requires immunizations against rubella (measles), poliomyelitis, and diphtheria. State law also requires that parents provide an immunization history and official immunization records for each child at the time of registration. Students will not be admitted without immunizations being current. Parents are asked to inform the school nurse of any immunizations received during the year so that school records can be kept up-to-date. Children can be exempted from immunizations in the following circumstances:

- If a physician certifies that one or more of the immunizations would endanger the child's life
- If Parents/Guardians submit a signed statement that immunizations are contrary to their personal beliefs

Although the law allows exemptions, the County Health Department may tell the school to exclude a child from school if there is an outbreak of any of the diseases listed above.

Medication Procedures

Students are not allowed to possess prescription drugs or over-the-counter medication, including cough drops while on school grounds during school hours and activities. All medication is to be taken directly to the school nurse by Parents/Guardians. For occasions when it is necessary for a student to receive a prescription drug during the school day, the following procedure has been established to ensure the protection of the school and the student and to assure compliance with existing rules and regulations:

Administration by School Personnel

- The medication must be prescribed by a physician
- The Parents/Guardians must provide written permission to administer the medicine to the student. Appropriate forms are available from the health office
- 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
- An administrator may designate a school employee to administer the medication
- Each administration of prescription drugs must be documented
- Drugs must be kept in their original container in a locked cabinet

Self-Administration of Prescription Drugs

- When the physician feels it is necessary for the student to carry and self-administer the medication, the physician shall provide a written recommendation to be attached to the signed parent permission form
- The Parents/Guardians must provide written permission for the student to self-administer and carry the medication. Appropriate forms are available from the health office
- The medication must come in the prescription container provided by the pharmacist

Over-The-Counter Medication

When is it necessary for a student to receive a medicine that does not require a prescription order but is sold, offered, promoted, and advertised to the general public, the following procedure has been established to ensure the protection of the school and the student:

Administration by School Personnel

- Written permission must be provided by the Parents/Guardians for the administration of specific over-the-counter drugs
- Any over-the-counter drug or medicine sent by the parent to be administered to a student must come to the health office in the original manufacturer's packaging with all directions, dosages, compound contents, and proportions clearly marked. Student's name is to be clearly written on the container
- An administrator may designate a school employee to administer a specific over-the-counter drug
- Each instance of administration of an over-the-counter drug must be documented in a daily log
- Over-the-counter drugs must be kept in their original containers in a locked cabinet

Control of Student Medication

Use or administration of medication on school premises may be disallowed or strictly limited if it is determined by the principal, in consultation with medical personnel, that a threat of abuse or misuse of the medicine may pose a risk of harm to a member of the student population. The student shall take extraordinary precautions to keep secure any medication or drug, and under no circumstances shall make available, provide, or give the item to another person. The student shall immediately report the loss or theft of any medication brought onto school campus. Violation of this regulation may subject the student to disciplinary action.

SAFETY**Fire Drills**

Fire drills will be held on a regular basis in conjunction with the Maricopa Fire Department. Teachers will instruct the students on the exit route from their classroom. Students should leave the room quickly and in an orderly manner, in a single line and remain that way at their designated location until the return signal is given. It is very important that all students remain quiet in order to hear important directions.

Lockdown Drills

Lockdown drills are essential in case there is some kind of danger that would require students to be in their classroom and protected from any problems. A lockdown drill means that all students remain in the classroom with their teacher with the classroom door locked. No person (adult or child) will be able to walk the campus unless escorted by a designated school employee. It is very important that all students remain quiet in order to hear important directions.

TECHNOLOGY



Cell Phones

Students may carry cell phones with them in their backpacks. Cell phones must be turned off during the school day unless the teacher has approved it for educational purposes. The school will not be held liable for cell phones and the students/guardians will be responsible in case the phone is lost, stolen or damaged. Please see the BYOD policy (Appendix B on page 59).

Electronic Information Services User Agreement (EISUA – Formerly called the Acceptable Use Policy/AUP)

The school's information technology resources, including email and Internet access, are provided for educational purposes. Online communication constitutes web browsing, email, instant messaging, blogging, any use of network resources, etc. MUSD electronic resources include, but are not limited to, all hardware, software, data, communication devices, printers, servers, filtered internet access, and local and wide area networks. Online communication is critical for learners to apply 21st Century skills and employ tools such as interactive websites, blogs, video conferencing, podcasts, etc., which offer authentic opportunities for students to express and share information.

To keep students safe and comply with the Children's Internet Protection Act (CIPA), the Electronic Information Services User Agreement (EISUA) is put in place and updated to accommodate the many educational and global changes to date. This EISUA is written for all those who use school-provided network connections. These connections may be used for classroom blogs, student emails, podcast projects, interactive websites, social media, and any other occasion students, teachers, or community members use school network resources. Adherence to the policy is necessary for continued access to the school's technological resources.

The Electronic Information Services User Agreement (EISUA) can be found in Appendix A (page 57).

G Suites for Education

The Maricopa Unified School District is a G Suite for Education district, meaning all students will be issued a login to a G Suite for EDU account. User account information can be obtained from your child's teacher. As part of daily instruction, students will be using several web-based instructional programs such as, but not limited to, enVision Math, SchoolCity, Google Apps for Education (Classroom, Docs, Drive, Sheets, etc.). These programs are also accessible from home and it is highly encouraged that your child uses their accounts from home as much as possible.

Inappropriate Internet Use

The following actions are not acceptable student behavior when using the internet at school:

- Retrieving or displaying any material that is defamatory, abusive, obscene, profane, gang-related, sexually threatening or explicit, racially offensive or illegal
- Using personal instant messaging services
- Downloading games, music, files, software, or documents without permission from the teacher
- Revealing full name, address, phone number, personal email address, or other personal information over the internet

Inappropriate Workstation Use

The following actions are not acceptable student behavior when using the computer work stations at school:

- Sharing username and password with others
- Using another person's account and password
- Gaining unauthorized access to or vandalizing the data or files of others
- Modifying workstation settings
- Stealing data, equipment, or intellectual property
- Using the network for illegal, inappropriate, or obscene purposes, or in support of such activities

Consequences of Violations

The Maricopa Unified School District has a right to restrict or terminate information network access to students who violate the rules. MUSD also has the right to monitor network activity to ensure that the acceptable use policy is followed. Consequences of violations include but are not limited to:

- Parent notification
- Restitution to repair or replace intentionally damaged equipment
- Suspension of internet, computer, or network access
- Revocation of internet, computer, or network access
- School suspension

GETTING TO AND FROM SCHOOL



RIDING BICYCLES, SCOOTERS OR WALKING TO SCHOOL

Students who do not ride the bus should arrive at school no earlier than thirty minutes before school starts and should leave the school grounds immediately after dismissal unless they are taking part in an organized after-school activity and have parental permission.

If students live within a mile from the school and have parental permission, then the rules listed below must be followed:

- Stay on sidewalks as much as possible
- Do not walk or ride bikes or scooters in the street
- Never walk or ride between parked cars
- Use only designated crosswalks to cross the street and always look both ways for oncoming traffic
- Walk bikes and scooters across the street
- Bike and scooter riders are **REQUIRED** to wear helmets
- Bikes and scooters need to be locked in the school bike racks
- The school is not responsible for the protection of a student's bike or scooter
- Before and after school, students must walk bikes and scooters on or off the school grounds
- School administration may require students to take bicycle safety courses

The school will not be responsible for stolen or damaged bicycles or scooters.

Skateboards and Inline Skates

Skateboards, non-motorized scooters, roller skates and in-line skates may not be ridden on school campuses at any time. A contract explaining regulations and safety may be required to be signed by the students and parent. The school is not responsible for the loss, damage or theft of these items.

BUS RULES & EXPECTATIONS

Students riding district buses are expected to follow the guidelines for bus riders.

All students who ride the bus **MUST** ride the same **AM** bus every morning and the same **PM** bus every afternoon. We do not allow temporary changes to a student's stop. Permanent changes should be reported to transportation as soon as possible, in order to make sure we provide the safest transportation for all students.

Any student who does not behave appropriately on the bus or does not cooperate with the bus driver can lose bus-riding privileges for a period of time or the remainder of the school year. Refusal to obey any bus driver when he/she is enforcing the bus rules is a serious offense! We ask parents to emphasize the absolute necessity of following the bus rules. Remember our drivers are entrusted with the lives of our young people and they must have support to keep our children safe every day. **They are authorized to assign seats at all grade levels.**

Kindergarten students must be met at the bus stop by an adult. Any kindergarten student not met at their stop will be returned to school.

All questions pertaining to transportation should be directed to the Transportation Director at 520-568-5100, once prompted select the transportation option.

Rules for Student Transportation

Arizona statutes do not mandate public transportation in this state. School bus transportation is provided as a courtesy and is a privilege, not a right. If a student's conduct is such that the health, safety, comfort, or the well-being of others is jeopardized, on or off the bus, a district official may deny the privilege of riding the bus. The school bus driver is in charge of the bus and all its passengers and has total authority and responsibility. Only designated district officials are authorized to suspend transportation privileges.

Student Conduct on the School Bus

- In general, conduct on the bus should be the same as what is expected in the classroom. The school bus is NOT a playground; save horseplay and wrestling for another place and time
- Place books and other gear in your lap
- Avoid loud talking, or anything else that might distract the driver
- Do not sit in the driver's seat or interfere with him/her in any manner at any time
- Keep quiet near railroad tracks so that the driver can listen for trains
- Keep head, arms, and body inside the bus. Keep your hands and feet to yourself
- Do not throw objects inside of or outside of the bus
- No eating or drinking on the bus
- Remain seated until the bus has come to a complete stop and get off at your assigned bus stop
- Do not open windows without permission
- Do not damage the bus and always assist in keeping it clean
- Take a seat and remain seated, facing forward, while the bus is moving. Keep your feet on the floor in front of the seat, not in the aisle
- Keep the aisle and the exits clear
- Fights with other students and/or attacking other students or the driver is prohibited
- Use of abusive or vulgar language or directing such language toward other students or adults is prohibited
- The emergency door and exit controls may be used only during supervised drills or actual emergencies

School Bus Discipline

Based on the severity of the offense, the consequences will be adjusted as needed. All suspensions are based on actual school days (non-school days are not considered days served). The school administration will make contact with Parents/Guardians regarding any discipline behavior or suspension issues from the school buses. The final decision will be made by school administration.

Bus Misconduct Referral Policy and Procedures (Policy EEAEC)

Drivers are responsible for maintaining order on the buses. Administering sanctions for misconduct on the school bus is the responsibility of the transportation department. It is the responsibility of the transportation department to communicate information to administration who will advise the parents when a student has been suspended. In the event of misbehavior on the part of the student riding the bus, the bus driver may issue the student a "Bus Referral" for minor and/or major infractions. The driver will complete a School Bus Misconduct Referral Form.

- Depending on the nature and severity of the incident, the first bus referral may result in a written warning, or other disciplinary action, up to and including temporary or permanent suspension of bus privileges by the transportation director
- The first bus referral on an activity bus will result in the suspension of activity bus riding privileges for the remainder of the semester or school year depending on the time of the year
- Parents/Guardians contact will be initiated by an administrator regarding referrals and possible consequences. Severe infractions or second referrals will have a copy sent home as well. All referrals will be filed in the transportation office as well as the school site
- Habitual misconduct will result in permanent suspension from the privilege of bus transportation. This procedure will not preclude the right and responsibility of school officials to take other immediate action, as may be necessary in their judgment, for the preservation of good order and specifically for the safety and well-being of others who ride the bus. Suspension from bus transportation does not excuse the student from school attendance

School Site Walking Boundary Regulations

The Maricopa School Board authorizes the regular school bus transportation to and from school for the following categories:

- Students with disabilities who require transportation, as indicated in their respective individual education programs (IEP)
- Students living within a one (1) mile radius (grades K-8) or one and one half (1.5) mile radius (grades 9-12) of the school **where hazardous or difficult routes exist and where other arrangements cannot be provided**
- Students who are residents within a school attendance area and live more than one (1) mile radius (grades K-8) or one and one half (1.5) mile radius (grades 9-12) of the school
- Transportation for pupils who do not reside within an established school attendance area, limited to no more than twenty (20) miles each way to and from the school of attendance or to and from a pickup point on a regular transportation route or for the total miles traveled each day to an adjacent school for eligible nonresident pupils who meet the economic eligibility requirements established under the national School Lunch and Child Nutrition Acts (42 United States Code sections 1751 through 1785) for free or reduced-price lunches
- Transportation for homeless students to their school of enrollment, if it is the school of origin, will be arranged as needed by the school liaison for homeless students

Transportation of Students Admitted Through Open Enrollment

A resident/nonresidential student is eligible for district transportation on routes within the attendance boundaries of the school to which the student has been accepted for open enrollment. It is the responsibility of the parents or guardians of the student to have the student at a designated pickup point within the receiving school's transportation area. If the parent is unable to transport the child to a stop within the schools boundaries, the parent is responsible for providing transportation to and from school.

DISCIPLINE

MUSD PRIDES ITSELF IN PROVIDING SAFE SCHOOLS

General Philosophy

Students have the right to learn in a school that is safe and orderly. Proper student behavior is a REQUIREMENT at ALL Maricopa Unified School District schools. An emphasis is placed on good citizenship at each school. Good citizenship implies that students will take responsibility for their own behavior.

Arizona Safety Accountability for Education - Students who feel safe at school perform better academically than students that do not feel safe. The State of Arizona and MUSD have developed a new way of reporting school safety and discipline. For more information regarding violations and consequences, please refer to the MUSD Arizona Safety Accountability for Education handbook.

School Board Policy states:

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

- Engages in conduct that is disorderly
- Engages in conduct that is insubordinate
- Endangers the safety, morals, health, or welfare of others
- Engages in conduct that violates the Board's rules and regulations for the maintenance of public order on school property

Due Process Rights

Informal Due Process

In disciplinary cases, students are entitled to due process. Students will:

- Be informed of accusations against them
- Have the opportunity to accept or deny the accusations
- Have explained to them the factual basis for the accusations
- Have a chance to present an alternative factual position if the accusations are denied

If a student does become involved in a situation in which a suspension or expulsion might result, both the student and his/her Parents/Guardians will be given a more detailed description of the due process procedures.

In-school Suspension

In-school suspension means that a student is detained at school, but is suspended from a class and isolated from other students for a specific time. Student is given classroom work to be completed for credit.

Short-term Suspension

Short-term suspension means the temporary withdrawal of the privilege of attending school in the district for a period of ten consecutive days or less.

The school principal has the authority to impose short-term suspensions. The student shall receive verbal notice of the alleged misconduct and the evidence that exists to support the allegation. The student will have an opportunity to explain his/her version of the facts. The school official may suspend the student for ten days or less, choose another disciplinary alternative or exonerate the student. A written record of the decision will be kept in the student's discipline file. There is not a right to appeal a short-term suspension. In addition to imposing a short-term suspension the school administrator may recommend to the superintendent that a long-term suspension or expulsion be imposed.

Long-term Suspension

Long-term suspension means the withdrawal of the privilege of attending school in the district for a set period of time of eleven or more consecutive school days. After following informal Due Process, the administrator may choose to recommend long term suspension, choose another disciplinary alternative, or exonerate the student. If long term suspension is recommended, a written Notice of Intent to Impose a Long-Term suspension shall be mailed or hand delivered to the Parents/Guardians. This letter will explain the offense, the recommendations, and the rights of the Parents/Guardians to request a formal hearing.

Alcohol/drug violations: If a long-term suspension is recommended and it is the first long-term suspension for an alcohol or drug offense, the principal may allow the student to return after a suspension of at least ten (10) days has been served and the student has successfully completed a district approved alcohol/drug assessment. Failure to satisfactorily complete the alcohol/drug assessment will result in the initial long-term suspension being reinstated. If a long term suspension is recommended and it is the second long-term suspension for an alcohol or drug offense, an assessment will not lessen the term of suspension. If the recommendation is for expulsion, an assessment will not lessen the recommendation. If financial assistance is needed for the assessment, the Parents/Guardians must put a request for financial assistance in writing to the school's principal.

Expulsion

Expulsion means the permanent withdrawal of the privilege of attending school in the Maricopa Unified School District unless the Governing Board reinstates that privilege. Specific behavior consequences will be defined and communicated to Parents/Guardians by individual site administrators. The student and Parents/Guardians will be informed when a student is subject to expulsion from school.

Expulsion requires official action of the Governing Board or a Board appointed hearing officer. Formal notification will include instructions regarding the District's due process procedure. All documentation will be recorded in the student's discipline file.

Parent Involvement in Student Behavior

Parental involvement in behavior and discipline issues is mandatory. Parents/Guardians will be notified of actions taken by the school for anything other than minor offenses and will be involved in developing plans to correct significant or chronic problems.

Possession of Harmful or Disruptive Items

Some examples of harmful items would be: items or materials that could cause bodily harm, liquid paper, aerosol sprays, water guns, knives and/or any other items that may constitute a weapon or cause harm to another. Contraband will be confiscated and kept with the principal until the parent picks up the item.

Restitution

Under Arizona law Parents/Guardians are liable for damage done by their children. This includes all technology devices. In any situation in which damages to school property occur, the students or Parents/Guardians are required to pay for damages. If restitution is not made in the designated time frame additional consequences will result.

Restriction of Privileges

The school administrator may notify Parents/Guardians of privilege restrictions. Such privileges include cafeteria, library, classroom, bus use, school passes, field trips and bicycle/scooter/skates/skate board use. A report of the restriction will be recorded in the student's discipline file and in the student management system.

Searches

The administration has the right to search and seize property, including school property temporarily assigned to students, when there is a reason to believe that some material or matter detrimental to health, safety and welfare of the student(s) exists.

Items provided by the district for storage of personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have no reasonable expectation of privacy, and desk and storage areas may be inspected by school personnel at any time, with or without reason, or with or without notice, and without permission of the student or the student's Parents/Guardians.

STUDENT VIOLENCE/HARASSMENT/INTIMIDATION/BULLYING

Policy JICK © - Student Violence/Harassment/Intimidation/Bullying

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, students, and staff, 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:

- Has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property
- Is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm
- Occurs when there is a real or perceived imbalance of power or strength, or may constitute a violation of law
- Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to, verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying, exposure to social exclusion or ostracism, physical contact including, but not limited to, pushing, hitting, kicking, shoving, or spitting, and damage to or theft of personal property

Cyberbullying: Cyberbullying is, but is 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 or graphics. Harassment may be related, but not limited to, race, religious orientation, sexual preference, 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 any of the behaviors listed above 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 any of the behaviors listed above which occur outside of the school and the school day when such behaviors result in a substantial physical, mental, or emotional negative effect on the victim while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or

when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

REPORTING BULLYING/HARASSMENT/INTIMIDATION

Step 1:

Report the situation directly to the teacher, office or to a trusted adult. The initial report can be verbal, but a written report of events will be needed.

Step 2:

The principal, assistant principal or disciplinarian, or principal's designee will provide the student with a copy of student rights (listed on pages 3-4), protections and any support services available. The Parents/Guardians will be notified of the report from the student.

Step 3:

The allegation will be investigated to determine if the incident meets the criteria/definitions listed above. Dependent on the investigation, a mediation of the individuals involved may be necessary. If the allegation of bullying, harassment, intimidation and/or cyber bullying prove to follow the definitions/criteria, the school will take immediate disciplinary action.

Discipline consequences for incidents of bullying, harassment, intimidation and/or cyber bullying can include, but are not limited to, the following:

- Conference
- Mediation
- Cease and desist order
- Bullying contract
- In school suspension
- Out of school suspension
- District disciplinary hearing
- Referral to local authorities

Reporting Incidents of Bullying

A student who is experiencing bullying, or believes another student is experiencing bullying, 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 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 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 the principal shall provide to the student who has allegedly been bullied a written copy of student rights, protections and support services available to the student and shall notify the student's parent(s) of the report.

The principal shall investigate all reports of bullying. If the principal determines that bullying 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 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 is not limited to, governing board policies, incident reporting, support services and student's rights. The dissemination of this information shall:

- Occur during the first (1st) week of school
- Be provided at registration
- Be posted in each classroom and in common areas of the school
- 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 governing board policy, preventive measures, incident reporting procedures, available support services for students (both proactive and reactive), and 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. 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: August 24, 2011

MUSD K-5 CODE OF CONDUCT



GENERAL BEHAVIORAL EXPECTATIONS

Students are expected to conduct themselves in a manner that is consistent with the vision, goals, and beliefs of the Maricopa Unified School District. Accordingly, students are prohibited from engaging in behavior (1) that obstructs, disrupts, or interferes with any educational, administrative, disciplinary, or other activity sponsored or approved by the District, (2) that endangers or threatens the safety of any person, or (3) that inflicts or threatens to inflict damage on property of the District, District employees, students, or others. In addition, students who have committed or are believed to have committed a crime may be subject to school discipline. A.R.S. §15-843(B) (4). Students who fail to abide by this general behavioral expectation will be subject to appropriate discipline, regardless of whether the conduct violates any specific provision of prohibited behavior, and may be cause for revocation of open enrollment admission status.

The Code of Conduct is based upon progressive student discipline as described in Governing Board regulation JK-RA: "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."

In addition to any specifically enumerated consequences, any violation of the General Behavioral Expectation listed above or of any Specifically Prohibited Behaviors beginning on the next page may result in the following consequences:

- A. The student may be isolated from other students and prohibited items will be confiscated.
- B. A conference will be held with parents to inform them of the inappropriate behavior and to remind them of school policy and disciplinary procedures.
- C. The student may be required to make use of counseling/intervention services.
- D. The student may be removed from the aggrieved teacher's class with loss of credit.
- E. The student will make restitution for damages, if appropriate.
- F. The student may be assigned detention, work detail, a behavior contract and/or in-school suspension.
- G. The student may receive a short term suspension (up to 10 days) from school premises and activities.
- H. For repeated or serious violations, the student may be removed from the regular school program or recommended for long term suspension or expulsion.
- I. Administration may involve police. Legal action may be taken.

Consistent with the general behavioral expectations, the following specified behaviors are prohibited on school property (including school buses and bus stops), in the vicinity of the school, at school-sponsored activities, and on the way to and from school unless otherwise required by the Student Handbook or Board Policy. Disciplinary decisions are at the discretion of the administrator and are expected to be connected to the misconduct in a logical and timely manner.

Code of Conduct Violations and Consequences

Prohibited Behavior		Consequences (Any or all of the following may be applied in any order)
1. Aggression		
A. Verbal Provocation	Use of language or gestures that may incite another person or other people to fight.	<p>A. The student may be isolated from other students and prohibited items will be confiscated.</p> <p>B. A Conference will be held with parents to inform them of the inappropriate behavior and to remind them of school policy and disciplinary procedures.</p> <p>C. The student may be required to make use of counseling/intervention services.</p> <p>D. The student may be removed from the aggrieved teacher's class with loss of credit.</p> <p>E. The student will make restitution for damages, if appropriate.</p> <p>F. The student may be assigned detention, work detail, a behavior contract and/or in-school suspension.</p> <p>G. The student may receive a short term suspension (up to 10 days) from school premises and activities.</p> <p>H. For repeated or serious violations, the student may be removed from the regular school program or recommended for long term suspension or expulsion.</p> <p>I. Administration may involve police. Legal action may be taken.</p>
B. Minor Aggressive Act	Student engages in non-serious but inappropriate physical contact, i.e., hitting, poking, pulling or pushing. Other behaviors that may be considered under this violation are pulling a chair out from underneath another person, or other behaviors that demonstrate low level hostile behaviors. (See Section 8F – Disruption - for additional prohibited behavior)	
C. Disorderly Conduct **	<p>A.R.S. §13-2904. Disorderly conduct; classification</p> <p>A. A person commits disorderly conduct if, with intent to disturb the peace or quiet of a person, or with knowledge of doing so, such person:</p> <ol style="list-style-type: none"> Engages in fighting, violent or seriously disruptive behavior; or Makes unreasonable noise; or Uses abusive or offensive language or gestures to any person present in a manner likely to provoke immediate physical retaliation by such person; or Makes any protracted commotion, utterance or display with the intent to prevent the transaction of the business of a lawful meeting, gathering or procession; or Refuses to obey a lawful order to disperse issued to maintain public safety in dangerous proximity to a fire, a hazard or any other emergency; or Recklessly handles, displays or discharges a deadly weapon or dangerous instrument. (Possession of a deadly weapon or dangerous instrument must also be reported as a weapons violation to ADE and to local law enforcement). 	
D. Recklessness	Unintentional, careless behavior that may pose a safety or health risk for others.	
E. Endangerment**	<p>A.R.S. §13-1201. Endangerment; classification</p> <p>A. A person commits endangerment by recklessly endangering another person with a substantial risk of imminent death or physical injury.</p> <p>B. Endangerment involving a substantial risk of imminent death is a class 6 felony. In all other cases, it is a class 1 misdemeanor.</p>	
F. Fighting*	Mutual participation in an incident involving physical violence where there is no major injury. Verbal confrontation does not constitute fighting.	
G. Assault**	<p>A.R.S. §13-1203. Assault; A person commits assault by: 1. Intentionally, knowingly or recklessly causing any physical injury to another person; or 2. Intentionally placing another person in reasonable apprehension of imminent physical injury; or 3. Knowingly touching another person with the intent to injure, insult or provoke such person.</p>	

H. Aggravated Assault**	<p><u>A.R.S. §13-1204, Aggravated assault</u>; A person commits aggravated assault if the person commits assault as defined in section §13-1203 under any of the following circumstances:</p> <ol style="list-style-type: none"> 1. If the person causes serious physical injury to another; 2. If the person uses a deadly weapon or dangerous instrument; 3. If the person commits the assault after entering the private home of another with the intent to commit the assault; 4. If the person is eighteen years of age or older and commits the assault upon a child the age of fifteen years or under; 5. If the person commits the assault knowing or having reason to know that the victim is a peace officer, or a person summoned and directed by the officer while engaged in the execution of any official duties; 6. If the person commits the assault knowing or having reason to know the victim is a teacher or other person employed by any school and the teacher or other employee is upon the grounds of a school or grounds adjacent to the school or is in any part of a building or vehicle used for school purposes, or any teacher or school nurse visiting a private home in the course of the teacher's or nurse's professional duties, or any teacher engaged in any authorized and organized classroom activity held on other than school grounds. 	See consequences A-I on previous page
2. Alcohol, Medications and Other Drugs		
A. Alcohol Violation **	The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of intoxicating alcoholic beverages or substances represented as alcohol, or otherwise listed in Appendix A. This includes being intoxicated at school, at school-sponsored events or on school-sponsored transportation.	<ol style="list-style-type: none"> A. The student may be isolated from other students and prohibited items will be confiscated. B. A Conference will be held with parents to inform them of the inappropriate behavior and to remind them of school policy and disciplinary procedures. C. The student may be required to make use of counseling/intervention services. D. The student may be removed from the aggrieved teacher's class with loss of credit. E. The student will make restitution for damages, if appropriate. F. The student may be assigned detention, work detail, a behavior contract and/or in-school suspension. G. The student may receive a short term suspension (up to 10 days) from school premises and activities. H. For repeated or serious violations, the student may be removed from the regular school program or recommended for long term suspension or expulsion. I. Administration may involve police. Legal action may be taken.
B. Drug Violation**	<p>The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation or importation of any controlled drug or narcotic substance or equipment and devices used for preparing or taking drugs or narcotics. Includes being under the influence of drugs at school, school-sponsored events or on school-sponsored transportation. Category includes over-the-counter medications if abused by the student. This category does not include tobacco or alcohol.</p> <p>“Drug” means any narcotic drug, dangerous drug, marijuana or peyote (A.R.S. §13-3415), or otherwise defined in District Policy JICH-Drug and Alcohol Use By Students.</p> <p>Substance: (designations for ADE and law enforcement reporting purposes)</p> <p>Alcohol</p> <p>Drugs:</p> <ol style="list-style-type: none"> 1.* Inhalants 2.**Prescription drugs (Inappropriate Use Of) 3.*Over the Counter Drugs (Inappropriate Use of) 4.**Illicit Drugs <ol style="list-style-type: none"> a. Ecstasy b. Cocaine or Crack c. Hallucinogens d. Heroin e. Marijuana f. Methamphetamines g. Other illicit drug h. Unknown drug 5. Drug Paraphernalia 6. Substance represented as illicit drug 	

C. Medications (Unauthorized Possession, Use)	<p>“Unauthorized Possession or Use of Medication” occurs when a student, without previously obtaining authorization pursuant to the District’s medication policy (see General Information “Medication”), possesses or uses a prescription or over-the-counter medication in accordance with the physician’s written directions (prescription medications) or the manufacturer’s written directions (over-the-counter medications). (NOTE: Any other possession, use, or distribution of a prescription or over-the-counter medication will be treated as a violation of the drug and alcohol policy.)</p>	See consequences A-I on previous page
D. Tobacco Violation	<p>The possession, use, distribution or sale of tobacco or tobacco-like products (including but not limited to e-cigarettes) on school grounds, at school-sponsored events or on school-sponsored transportation. (Paraphrased from: A.R.S. §36-798.03)</p> <p>A person who knowingly sells, gives or furnishes cigars, cigarettes or cigarette papers, smoking or chewing tobacco, to a minor, and a minor who buys, or has in his possession or knowingly accepts or receives from any person, cigars, cigarettes or cigarette papers, smoking or chewing tobacco of any kind, is guilty of a petty offense (A.R.S. §13-3622).</p>	<p>A. Student shall be isolated from other students. B. Material will be confiscated. C. Appropriate sources will be contacted for any needed medical assistance. D. Parents will be informed of incident and disciplinary procedures. E. Administration will notify police.</p> <p>Confirmed student enrollment in a District approved tobacco awareness/cessation program may be used to supplant one day of suspension as determined by administration.</p>
3. Arson		
A. Arson of a structure or property**	<p>A.R.S. §13-1703. Arson of a structure or property: A person commits arson of a structure or property by knowingly and unlawfully damaging a structure or property by knowingly causing a fire or explosion.</p> <p>A.R.S. §13-1704 Arson of an occupied structure A person commits, arson of an occupied structure by knowingly and unlawfully damaging an occupied structure by knowingly causing a fire or explosion.</p> <p>A.R.S. §13-1701, 2. Occupied structure means any structure as defined in paragraph 4 in which one or more human beings either is or is likely to be present or so near as to be in equivalent danger at the time the fire or explosion occurs. The term includes any dwelling, house, whether occupied, unoccupied or vacant.</p>	<p>A. The student may be isolated from other students and prohibited items will be confiscated. B. A Conference will be held with parents to inform them of the inappropriate behavior and to remind them of school policy and disciplinary procedures. C. The student may be required to make use of counseling/intervention services. D. The student may be removed from the aggrieved teacher’s class with loss of credit. E. The student will make restitution for damages, if appropriate. F. The student may be assigned detention, work detail, a behavior contract and/or in-school suspension. G. The student may receive a short term suspension (up to 10 days) from school premises and activities. H. For repeated or serious violations, the student may be removed from the regular school program or recommended for long term suspension or expulsion. I. Administration may involve police. Legal action may be taken.</p>
4. Attendance Policy Violation: Violation of state, school district, or school policy relating to attendance.		
A. Tardy	Arriving to class after the designated start time for the school day or class period.	<p>A. The student may be isolated from other students. B. A conference will be held with parents to inform them of the inappropriate behavior and to remind them of school policy and disciplinary procedures.</p> <p>(continued on following page)</p>

B. Leaving School Grounds w/out permission	Leaving school grounds without permission during the school day.	<p>C. The student may be removed from the aggrieved teacher’s class with loss of credit.</p> <p>D. The student will make restitution for damages, if appropriate.</p> <p>E. The student may be assigned detention, work detail, a behavior contract and/or in-school suspension.</p> <p>F. The student may receive a short term suspension (up to 10 days) from school premises and activities.</p> <p>G. For repeated or serious violations, the student may be removed from the regular school program or recommended for long term suspension or expulsion.</p> <p>H. Administration may involve police. Legal action may be taken.</p>
C. Unexcused Absence	State law mandates that the school record reasons for all student absences. When a student is absent it is necessary for the parents to notify the school. All absences not verified by parental or administrative authorization will be unexcused.	
D. Truancy	Truant means an unexcused absence for at least one (1) class period during the day. This includes absence from any class, study hall, or activity during the school day for which the student is scheduled.	
E. Other Attendance Violation		
5. Cheating, Forgery, Lying, Plagiarism		
A. Cheating	<p>Is to deprive of something valuable by the use of deceit or fraud; is to influence or lead by deceit, trick or artifice.</p> <p>Cheating on schoolwork is presenting the work of another as one’s own. This includes: copying an examination, assignment, or other school work; working with others on projects and assignments that are meant to be done individually; looking at or copying another student’s test, quiz, or homework answers; the use of cheat sheets or other forms of visual prompts including the use of PDA’s, calculators, cell phones, and/or text messages; taking papers (or any portions thereof) from other students, publications, or the internet; viewing a video, reading a summary, or consulting study aids (Cliffs Notes or equivalent, internet sources) of a book in place of reading the book; falsifying grades.</p>	<p>A. The student may be isolated from other students and prohibited items will be confiscated.</p> <p>B. A Conference will be held with parents to inform them of the inappropriate behavior and to remind them of school policy and disciplinary procedures.</p> <p>C. The student may be required to make use of counseling/intervention services.</p> <p>D. The student may be removed from the aggrieved teacher’s class with loss of credit.</p> <p>E. The student will make restitution for damages, if appropriate.</p> <p>F. The student may be assigned detention, work detail, a behavior contract and/or in-school suspension.</p> <p>G. The student may receive a short term suspension (up to 10 days) from school premises and activities.</p> <p>H. For repeated or serious violations, the student may be removed from the regular school program or recommended for long term suspension or expulsion.</p> <p>I. Administration may involve police. Legal action may be taken.</p>
B. Forgery	Is falsely and fraudulently making or altering a document.	
C. Lying	Is to make an untrue statement with intent to deceive; is to create a false or misleading impression.	
D. Plagiarism	Is to steal and pass off the ideas or words of another as one's own. Plagiarism is a specific type of cheating. Plagiarism is the written representation of another’s words, thoughts, or ideas as one’s own. While it is expected that a student who is writing will use information from sources other than personal experience, appropriate acknowledgement of such sources is required. Plagiarism includes: using a direct quotation without citing the source; paraphrasing the ideas, interpretation, or expressions of another without giving credit; failing to acknowledge or document sources.	

6. Bullying, Harassment, Threat, Intimidation Note: If a violation is known to be Bullying or Hazing, record the violation as such. Otherwise, indicate Harassment, Nonsexual. If the harassment or intimidation is of a sexual nature, record under Sexual Offenses as Harassment, Sexual.		
A. Harassment, Non-Sexual	<p>A.R.S. §13-2921. Harassment; classification; definition</p> <p>A. A person commits harassment if, with intent to harass or with knowledge that the person is harassing another person, the person:</p> <ol style="list-style-type: none"> 1. Anonymously or otherwise communicates or causes a communication with another person by verbal, electronic, mechanical, telegraphic, telephonic or written means in a manner that harasses. 2. Continues to follow another person in or about a public place for no legitimate purpose after being asked to desist. 3. Repeatedly commits an act or acts that harass another person. 4. Surveys or causes another person to survey a person for no legitimate purpose. 5. On more than one occasion makes a false report to a law enforcement, credit or social service agency. 6. Interferes with the delivery of any public or regulated utility to a person. <p>For the purposes of this section, "harassment" means conduct that is directed at a specific person and that would cause a reasonable person to be seriously alarmed, annoyed or harassed and the conduct in fact seriously alarms, annoys or harasses the person.</p> <p>Note: Bullying, Hazing and Sexual Harassment are types of Harassment. Indicate harassment if the violation is not specifically Bullying, Hazing or Sexual Harassment, or if the specific type of Harassment is not known.</p>	<ol style="list-style-type: none"> A. The student may be isolated from other students and prohibited items will be confiscated. B. A Conference will be held with parents to inform them of the inappropriate behavior and to remind them of school policy and disciplinary procedures. C. The student may be required to make use of counseling/intervention services. D. The student may be removed from the aggrieved teacher's class with loss of credit. E. The student will make restitution for damages, if appropriate. F. The student may be assigned detention, work detail, a behavior contract and/or in-school suspension. G. The student may receive a short term suspension (up to 10 days) from school premises and activities. H. For repeated or serious violations, the student may be removed from the regular school program or recommended for long term suspension or expulsion. I. Administration may involve police. Legal action may be taken.
B. Bullying**	<p>Bullying is repeated acts over time that involves a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical in form (e.g., pushing, hitting, kicking, spitting, stealing); verbal (e.g., making threats, taunting, teasing, name-calling); or psychological (e.g., social exclusion, spreading rumors, manipulating social relationships). (Paraphrased from: Ericson, Nels, 2001, Addressing the Problem of Bullying, U.S. Dept. of Justice, Fact Sheet #FS-200127.)</p>	
C. Threat or Intimidation**	<p>When a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property. (Paraphrased from A.R.S. §13-1202)</p> <p>A.R.S. §13-1202. Threatening or intimidating</p> <p>A. A person commits threatening or intimidating if the person threatens or intimidates by word or conduct:</p> <ol style="list-style-type: none"> 1. To cause physical injury to another person or serious damage to the property of another; or 2. To cause, or in reckless disregard to causing, serious public inconvenience including, but not limited to, evacuation of a building, place of assembly or transportation facility; or 3. To cause physical injury to another person or damage to the property of another in order to promote, further or assist in the interests of or to cause, induce or solicit another person to participate in a criminal street gang, a criminal syndicate or a racketeering enterprise. <p>B. Threatening or intimidating pursuant to subsection A, paragraph 1 or 2 is a class 1 misdemeanor, except that it is a class 6 felony if the offense is committed in retaliation for a victim's either reporting criminal activity or being involved in an organization, other than a law enforcement agency, that is established for the purpose of reporting or preventing criminal activity. Threatening or intimidating pursuant to subsection A, paragraph three is a class 4 felony.</p>	

D. Hazing*	Involvement in an initiation process involving harassment.	<i>See consequences A-I on previous page</i>
7.School Policies and Other Violations: This category comprises misbehavior defined in District policy but not captured elsewhere.		
A. Defiance, Disrespect Towards Authority, and Non-Compliance	Student engages in refusal to follow directions, talks back, or delivers socially rude interactions.	A. The student may be isolated from other students and prohibited items will be confiscated. B. A conference will be held with parents to inform them of the inappropriate behavior and to remind them of school policy and disciplinary procedures. C. The student may be required to make use of counseling/intervention services. D. The student may be removed from the aggrieved teacher's class with loss of credit. E. The student will make restitution for damages, if appropriate. F. The student may be assigned detention, work detail, a behavior contract and/or in-school suspension. G. The student may receive a short term suspension (up to 10 days) from school premises and activities. H. For repeated or serious violations, the student may be removed from the regular school program or recommended for long term suspension or expulsion. I. Administration may involve police. Legal action may be taken.
B. Combustibles	Student is in possession of substance or object that is readily capable of causing bodily harm or property damage, i.e. matches, lighters, firecrackers, gasoline, and lighter fluid.	
C. Contraband	Items stated in school policy as prohibited because they may disrupt the learning environment.	
D. Closed Campus Violation	Occurs when a student leaves campus in violation of the District's closed campus policy. See General Information, "Closed Campus." A. Elementary and Middle Schools are closed campuses from time of student drop-off to pick up. Consequences for violation are determined by the administration in accordance with Article B, Behavior. B. High School campuses are closed to all students throughout their scheduled day, including lunchtime. Students who need to leave for medical reasons or special circumstances must obtain administrative permission in advance and may not leave campus without a pass from the front office or the nurse's office. The principal or designee will have discretion to grant students permission to leave the campus during the school day.	
E. Disruption	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talking, yelling, or screaming; noise with materials; horseplay or roughhousing; sustained out-of-seat behavior, running in the building, hallways, or corridors, etc.	
F. Dress Code Violation	Student wears clothing that does not fit within the dress code guidelines stated by school or District policy.	
G. Gambling	To play games of chance for money or to bet a sum of money.	
H. Language, Inappropriate	Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way but not rising to the level of threatening or intimidating.	
I. Negative Group Affiliation	Specific attitudes and actions of a student affiliated with a negative group typically include most of the following: <ul style="list-style-type: none"> • May or may not have a recognized leader. Do most things together, especially socially • Stick together on issues. • Act bored, disinterested, or imposed upon by teacher ideas, suggestions, or requirements. • Involve themselves in each other's problems; therefore, perpetuate each other's problems. • Claim loyalty and righteousness if reprimanded. All the interference they cause is in the name of friendship. • Likely to confront authority as a group when one member has been disciplined. • Usually uncooperative, and possibly hostile. • As a group, likely to be either very good or very poor students. • Conduct themselves as though no other individuals exist in the school, including other students. • Not objective. They turn off to everything, sometimes without even knowing what they are doing. 	

J. Public Display of Affection	Kissing, sexual touching or other displays of affection in violation of school policy.	<p>A. Student must participate in a conference.</p> <p>B. Parent must participate in a conference.</p> <p>C. Student may be assigned detention and/or work detail.</p> <p>D. Repeat offenses may result in a suspension for a period not to exceed ten days and/or pending conference with parents. The Principal or designee will determine either or both actions.</p>
K. Pranks, Including Interschool Rivalry	<p>“Pranks” include any act of mischief, that (1) causes a negative public image of the school; (2) is intended to, or could reasonably be interpreted as intending to, taunt or create excessive tension between groups within one school or between two or more schools; (3) disrupts or distracts from a school event (such as a homecoming parade, school assembly, etc.); or (4) is intended to stimulate similar acts of mischief by other students.</p>	<p>A. Student shall be isolated from other students.</p> <p>B. Parents will be informed of incident and disciplinary procedures.</p> <p>C. Request written apology from student(s) to be communicated to all concerned (i.e., letter, P.A. address, press release).</p> <p>D. Student may be issued work detail (amount and type of labor to be determined by the situation). Cancellation, postponement, or restriction of related event(s) (i.e., football games, parade, dance, etc.).</p> <p><i>(continued on following page)</i></p> <p>E. Student may be dropped from co-curricular activities.</p> <p>F. Student may be required to make use of counseling/intervention services.</p> <p>G. Student may be suspended from school premises and activities for a period not to exceed ten days and/or pending conference with parents. The principal or designee will determine either or both actions.</p> <p>H. Administration may involve police. Legal action may be taken.</p> <p>I. Student may be recommended for a formal disciplinary hearing as per A.R.S. §15-841.</p>
L. Littering	Includes leaving or depositing trash or other debris in places other than appropriate receptacles.	<p>A. Responsible party/parties pick up trash/debris and dispose of it properly.</p> <p>B. Responsible party/parties compensate for damages or excessive custodial time.</p> <p>C. Parents will be informed of incident and disciplinary procedures.</p> <p>D. Repeat offenses may result in a suspension for a period not to exceed nine days and/or pending conference with parents. The principal or designee will determine either or both actions.</p>
M. Other Violation of School Policy	Defined by school district policy.	(Administration discretion)

8. School Threat (Threat of destruction or harm) or Interference with Disruption of an Educational Institution

Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff (National Forum on Educational Statistics, Safety in Numbers).

A.R.S. §13-2911. Interference with or disruption of an educational institution

A. A person commits interference with or disruption of an educational institution by doing any of the following:

1. Intentionally, knowingly or recklessly interfering with or disrupting the normal operations of an educational institution by either:
 - (a) Threatening to cause physical injury to any employee or student of an educational institution or any person on the property of an educational institution.
 - (b) Threatening to cause damage to any educational institution, the property of any educational institution or the property of any employee or student of an educational institution.
2. Intentionally or knowingly entering or remaining on the property of any educational institution for the purpose of interfering with the lawful use of the property or in any manner as to deny or interfere with the lawful use of the property by others.
3. Intentionally or knowingly refusing to obey a lawful order given pursuant to subsection C of this section.

B. To constitute a violation of this section, the acts that are prohibited by subsection A, paragraph 1 of this section are not required to be directed at a specific individual, a specific educational institution or any specific property of an educational institution. For the purposes of this section:

1. "Interference with or disruption of" includes any act that might reasonably lead to the evacuation or closure of any property of the educational institution or the postponement, cancellation or suspension of any class or other school activity. For the purposes of this paragraph, an actual evacuation, closure, postponement, cancellation or suspension is not required for the act to be considered an interference or disruption.

Note: Parents are urged to speak with their children about what kinds of words may be perceived as threatening by another child. For example, children may not threaten to "kill" another student or teacher. Though unlikely to result in an actual attempt on someone's life, these words are considered extremely threatening.

A. Bomb Threat**	Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device.	A. The student may be isolated from other students and prohibited items will be confiscated.
B. Chemical or Biological Threat**	Threatening to cause harm using dangerous chemicals or biological agents.	B. A Conference will be held with parents to inform them of the inappropriate behavior and to remind them of school policy and disciplinary procedures.
C. Fire Alarm Misuse**	Intentionally ringing fire alarm when there is no fire.	<i>(continued on following page)</i> C. The student may be required to make use of counseling/intervention services.
D. Other School Threat *	The incident cannot be coded in one of the above categories but did involve a school threat.	D. The student may be removed from the aggrieved teacher's class with loss of credit. E. The student will make restitution for damages, if appropriate. F. The student may be assigned detention, work detail, a behavior contract and/or in-school suspension. G. The student may receive a short term suspension (up to 10 days) from school premises and activities. H. For repeated or serious violations, the student may be removed from the regular school program or recommended for long term suspension or expulsion. I. Administration may involve police. Legal action may be taken.

9. Sexual Offenses Note: Consider age and developmentally appropriate behavior before using this category.		
A. Pornography**	<p>Pornography is the sexually explicit depiction of persons, in words or images, created with the primary, proximate aim, and reasonable hope, of eliciting significant sexual arousal on the part of the consumer of such materials. (VanDeBeer, Donald. 1992. "Pornography." <i>Encyclopedia of Ethics</i>. New York: Garland Publishing.)</p>	<p>A. The student may be isolated from other students and prohibited items will be confiscated.</p> <p>B. A Conference will be held with parents to inform them of the inappropriate behavior and to remind them of school policy and disciplinary procedures.</p> <p>C. The student may be required to make use of counseling/intervention services.</p> <p>D. The student may be removed from the aggrieved teacher's class with loss of credit.</p> <p>E. The student will make restitution for damages, if appropriate.</p> <p>F. The student may be assigned detention, work detail, a behavior contract and/or in-school suspension.</p> <p>G. The student may receive a short term suspension (up to 10 days) from school premises and activities.</p> <p>H. For repeated or serious violations, the student may be removed from the regular school program or recommended for long term suspension or expulsion.</p> <p>I. Administration may involve police. Legal action may be taken.</p>
B. Indecent Exposure or Public Sexual Indecency**	<p>A.R.S. §13-1401. Definition can be found at: http://www.azleg.state.az.us/FormatDocument.asp?inDoc=/ars/13/01401.htm&Title=13&DocType=ARS</p> <p>A.R.S. §13-1402. Indecent exposure; exception; classification</p> <p>A. A person commits indecent exposure if he or she exposes his or her genitals or anus or she exposes the areola or nipple of her breast or breasts and another person is present, and the defendant is reckless about whether the other person, as a reasonable person, would be offended or alarmed by the act.</p> <p>B. Indecent exposure does not include an act of breast-feeding by a mother.</p> <p>A.R.S. §13-1403. Public sexual indecency; public sexual indecency to a minor; classifications</p> <p>A. A person commits public sexual indecency by intentionally or knowingly engaging in any of the following acts, if another person is present, and the defendant is reckless about whether such other person, as a reasonable person, would be offended or alarmed by the act:</p> <ol style="list-style-type: none"> 1. An act of sexual contact. 2. An act of oral sexual contact. 3. An act of sexual intercourse. 4. An act of bestiality. <p>B. A person commits public sexual indecency to a minor if the person intentionally or knowingly engages in any of the acts listed in subsection A and such person is reckless about whether a minor under the age of fifteen years is present.</p>	
C. Harassment, Sexual **	<p>U.S. Department of Education, Office of Civil Rights, Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, Title IX, January 2001:</p> <p>Sexual harassment is unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or to receive benefits, services, or opportunities in the school's program. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Because sexual harassment of students is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972, it is governed by this statute and corresponding guidance. Title IX applies to any public or private school receiving federal funding.</p> <p>Does not include legitimate nonsexual touching or other nonsexual conduct, for example, a high school athletic coach hugging a student who made a goal or a kindergarten teacher's consoling hug for a child with a skinned knee.</p> <p>Relevant factors in determining whether behavior rises to the level of sexual harassment include:</p> <ul style="list-style-type: none"> • The degree to which the conduct affected one or more students' education • The type, frequency and duration of the conduct 	

	<ul style="list-style-type: none">• The identity of and relationship between the alleged harasser and the subject or subjects of the harassment• The number of individuals involved• The age and sex of the alleged harasser and the subject or subjects of the harassment• The size of the school, location of the incidents, and the context in which they occurred• Other incidents at the school	<i>See consequences A-I on previous page</i>
D. Harassment, Sexual with Contact**	Sexual harassment that includes unwanted physical contact of nonsexual body parts. (Includes areas not covered in A.R.S.)	
E. Sexual Abuse or Sexual Conduct with a Minor or Child Molestation**	A.R.S. §13-1404. Sexual abuse; classification A. A person commits sexual abuse by intentionally or knowingly engaging in sexual contact with any person fifteen or more years of age without consent of that person or with any person who is under fifteen years of age if the sexual contact involves only the female breast. A.R.S. §13-1405. Sexual conduct with a minor; classification; definition A. A person commits sexual conduct with a minor by intentionally or knowingly engaging in sexual inter- course or oral sexual contact with any person who is under eighteen years of age. A.R.S. §13-1410. Molestation of child; classification A. A person commits molestation of a child by intentionally or knowingly engaging in or causing a person to engage in sexual contact, except sexual contact with the female breast, with a child under fifteen years of age.	
F. Sexual Assault**	A.R.S. §13-1406. Sexual assault; classification; increased punishment A. A person commits sexual assault by intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person without consent of such person.	
10. Technology, Improper Use Of		
A. Computer	Includes any violation of the Acceptable Use Guidelines, as set forth in the Student and Parent Computer and Network Resource Policy.	A. Student shall be isolated from other students. B. Parents will be informed of incident and disciplinary procedures. C. Student may lose computer and network privileges. D. Student may be suspended from school premises and school sponsored activities for a period not to exceed ten days and/ or pending conference with parent. The principal or designee will determine either or both actions. E. Student may be removed from the class with loss of credit. F. Student may be recommended for a for- mal disciplinary hearing as per A.R.S. §15- 841. G. Administration may involve police and legal action may be taken.
B. Network Infraction	Includes any violation of the Acceptable Use Guidelines, as set forth in the Student and Parent Computer and Network Resource Policy.	
C. Telecommunication Device	Inappropriate Possession or Use of an Electronic Device or Toy occurs when such device is possessed or used in a way that interferes with the orderly operation of the school or otherwise constitutes disruptive behavior. “Electronic Device” includes, without limitation, MP3 Players/IPODS, music player of any kind, cell phones, electronic games, digital cameras, etc.	A. Student shall be isolated from other students. B. Materials may be confiscated. C. Parents will be informed of incident and disciplinary procedures. D. Repeat offenses may result in a suspension for a period not to exceed ten days and/or pending conference with parents. The principal or designee will determine either or both actions.
D. Other Technology	Any electronic device infraction not defined above.	

<p>11. Theft A.R.S. §13-105.11 (See definition of Extortion, Burglary-First Degree and Armed Robbery below)</p> <p>Dangerous instrument: Anything that, under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing death or serious physical injury.</p>		
A. Petty Theft	Arizona law does not differentiate between petty and grand theft, but school administrators may want to consider thefts under \$100 as petty.	
B. Theft**	<p>Taking or attempting to take money or property belonging to another person or the school with the intent to permanently deprive the victim of his or her possessions.</p> <p>A.R.S. §13-1802. Theft: classification; definitions</p> <p>A. A person commits theft if, without lawful authority, the person knowingly:</p> <ol style="list-style-type: none"> 1. Controls property of another with the intent to deprive the other person of such property; or 2. Converts for an unauthorized term or use services or property of another entrusted to the defendant or placed in the defendant's possession for a limited, authorized term or use; or 3. Obtains services or property of another by means of any material misrepresentation with intent to deprive the other person of such property or services; or 4. Comes into control of lost, mislaid or mis-delivered property of another under circumstances providing means of inquiry as to the true owner and appropriates such property to the person's own or another's use without reasonable efforts to notify the true owner; or 5. Controls property of another knowing or having reason to know that the property was stolen; or 6. Obtains services known to the defendant to be available only for compensation without paying or an agreement to pay the compensation or diverts another's services to the person's own or another's benefit without authority to do so. 	<ol style="list-style-type: none"> A. The student may be isolated from other students and prohibited items will be confiscated. B. A Conference will be held with parents to inform them of the inappropriate behavior and to remind them of school policy and disciplinary procedures. C. The student may be required to make use of counseling/intervention services. D. The student may be removed from the aggrieved teacher's class with loss of credit. E. The student will make restitution for damages, if appropriate. F. The student may be assigned detention, work detail, a behavior contract and/or in-school suspension. G. The student may receive a short term suspension (up to 10 days) from school premises and activities. H. For repeated or serious violations, the student may be removed from the regular school program or recommended for long term suspension or expulsion. I. Administration may involve police. Legal action may be taken.
C. Burglary or Breaking and Entering (second or Third Degree)**	<p>A.R.S. §13-1507. Burglary in the second degree; classification</p> <p>A. A person commits burglary in the second degree by entering or remaining unlawfully in or on a residential structure with the intent to commit any theft or any felony therein.</p> <p>B. Burglary in the second degree is a class 3 felony.</p> <p>A.R.S. §13-1506. Burglary in the third degree; classification</p> <p>A. A person commits burglary in the third degree by:</p> <ol style="list-style-type: none"> 1. Entering or remaining unlawfully in or on a nonresidential structure or in a fenced commercial or residential yard with the intent to commit any theft or any felony therein. 2. Making entry into any part of a motor vehicle by means of a manipulation key or master key, with the intent to commit any theft or felony in the motor vehicle. 	

D. Burglary (First Degree)**	<p>A.R.S. §13-1508. Burglary in the first degree; classification</p> <p>A. A person commits burglary in the first degree if such person or an accomplice violates the provisions of either section §13-1506 or §13-1507 and knowingly possesses explosives, a deadly weapon or a dangerous instrument in the course of committing any theft or any felony.</p> <p>B. Burglary in the first degree of a nonresidential structure or a fenced commercial or residential yard is a class 3 felony. It is a class 2 felony if committed in a residential structure.</p>	See consequences A-I on previous page
E. Extortion**	<p>A.R.S. §13-1804. Theft by extortion; classification</p> <p>A. A person commits theft by extortion by knowingly obtaining or seeking to obtain property or services by means of a threat to do in the future any of the following:</p> <ol style="list-style-type: none"> 1. Cause physical injury to anyone by means of a deadly weapon or dangerous instrument. 2. Cause physical injury to anyone except as provided in paragraph one of this subsection. 3. Cause damage to property. 4. Engage in other conduct constituting an offense. 5. Accuse anyone of a crime or bring criminal charges against anyone. 6. Expose a secret or an asserted fact, whether true or false, tending to subject anyone to hatred, contempt or ridicule or to impair the person's credit or business. 7. Take or withhold action as a public servant or cause a public servant to take or withhold action. 8. Cause anyone to part with any property. 	
F. Robbery**	<p>Using force or threatening to use force to commit a theft or while attempting to commit a crime.</p> <p>A.R.S. §13-1904. Armed robbery: A person commits robbery if, in the course of taking any property of another from his person or immediate presence and against his will, such person threatens or uses force against any person with intent either to coerce surrender of property or to prevent resistance to such person taking or retaining property.</p>	
G. Armed Robbery**	<p>A.R.S. §13-1904. Armed robbery: A person commits armed robbery if, in the course of committing robbery as defined in section §13-1902, such person or an accomplice:</p> <ol style="list-style-type: none"> 1. Is armed with a deadly weapon or a simulated deadly weapon; or <p>Uses or threatens to use a deadly weapon or dangerous instrument or a simulated deadly weapon.</p>	

<p>12. Trespassing To enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry. This includes students under suspension or <u>expulsion</u> and unauthorized persons who enter or remain on a campus or school board facility after being directed to leave by the chief administrator or designee of the facility, campus or function.</p> <p>A.R.S. §13-1503. Criminal trespass in the second degree: A person commits criminal trespass in the second degree by knowingly entering or remaining unlawfully in or on any nonresidential structure or in any fenced commercial yard.</p>		
A. Trespassing	Includes the unauthorized presence of an individual on school property, including presence in an area closed to that individual. In addition, “trespassing” includes (1) the unauthorized presence of a Maricopa student on a campus other than his or her own; (2) the unauthorized presence on campus of a student during a period in which the student is serving an out- of-school suspension or has been expelled; (3) the presence on campus without a visitor’s pass, of a student who has withdrawn from the Maricopa Unified School District School.	<p>A. The student may be isolated from other students and prohibited items will be confiscated.</p> <p>B. A Conference will be held with parents to inform them of the inappropriate behavior and to remind them of school policy and disciplinary procedures.</p> <p>C. The student may be required to make use of counseling/intervention services.</p> <p>D. The student may be removed from the aggrieved teacher’s class with loss of credit.</p> <p>E. The student will make restitution for damages, if appropriate.</p> <p>F. The student may be assigned detention, work detail, a behavior contract and/or in-school suspension.</p> <p>G. The student may receive a short term suspension (up to 10 days) from school premises and activities.</p> <p>H. For repeated or serious violations, the student may be removed from the regular school program or recommended for long term suspension or expulsion.</p> <p>I. Administration may involve police. Legal action may be taken.</p>
<p>13. Vandalism or Criminal Damage Willful destruction or defacement of school or personal property (National Forum on Educational Statistics, Safety in Numbers).</p> <p>A.R.S. §13-1602. Criminal damage: A person commits criminal damage by recklessly:</p> <p>1. Defacing or damaging property of another person; or 2. Tampering with property of another person so as substantially to impair its function or value; or 3. Parking any vehicle in such a manner as to deprive livestock of access to the only reasonably available water; or 4. Drawing or inscribing a message, slogan, sign or symbol that is made on any public or private building, structure or surface, except the ground, and that is made without permission of the owner.</p> <p>Examples: Destroying school computer records, carving initials or words in desk top, spray painting on walls, or damaging vehicles.</p> <p>Note: When using this code, record the cost of repairing or replacing the damaged property under “Cost.”</p>		
A. Graffiti or Tagging	Writing on walls, drawings or words that are scratched, painted, or sprayed on walls or other surfaces in public places (MSN Encarta Online Dictionary).	<p>A. The student may be isolated from other students and prohibited items will be confiscated.</p> <p>B. A Conference will be held with parents to inform them of the inappropriate behavior and to remind them of school policy and disciplinary procedures.</p> <p>C. The student may be required to make use of counseling/intervention services.</p> <p>D. The student may be removed from the aggrieved teacher’s class with loss of credit.</p> <p>E. The student will make restitution for damages, if appropriate.</p>
B. Vandalism of Personal Property*	Willful destruction or defacement of personal property.	
C. Vandalism of School Property	Willful destruction or defacement of school property.	

		<p>F. The student may be assigned detention, work detail, a behavior contract and/or in-school suspension.</p> <p>G. The student may receive a short term suspension (up to 10 days) from school premises and activities.</p> <p>H. For repeated or serious violations, the student may be removed from the regular school program or recommended for long term suspension or expulsion.</p> <p>I. Administration may involve police. Legal action may be taken.</p>
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14. Weapons and Dangerous Items

The violation of laws or ordinances prohibiting the use, possession, sale, manufacture, purchase or transportation of weapons, destructive devices, dangerous items, simulated firearms or other items as listed in this section.

A.R.S. §13-3101. Definitions

A. In this chapter, unless the context otherwise requires:

1. "Deadly weapon" means anything that is designed for lethal use. The term includes a firearm.
2. "Deface" means to remove, alter or destroy the manufacturer's serial number.
3. "Explosive" means any dynamite, nitroglycerine, black powder, or other similar explosive material, including plastic explosives. Explosive does not include ammunition or ammunition components such as primers, percussion caps, smokeless powder, black powder and black powder substitutes used for hand loading purposes.
4. "Firearm" means any loaded or unloaded handgun, pistol, revolver, rifle, shotgun or other weapon that will expel, is designed to expel or may readily be converted to expel a projectile by the action of an explosive. Firearm does not include a firearm in permanently inoperable condition.
5. "Improvised explosive device" means a device that incorporates explosives or destructive, lethal, noxious, pyrotechnic or incendiary chemicals and that is designed to destroy, disfigure, terrify or harass.
6. "Occupied structure" means any building, object, vehicle, watercraft, aircraft or place with sides and a floor that is separately securable from any other structure attached to it, that is used for lodging, business, transportation, recreation or storage and in which one or more human beings either are or are likely to be present or so near as to be in equivalent danger at the time the discharge of a firearm occurs. Occupied structure includes any dwelling house, whether occupied, unoccupied or vacant.
7. "Prohibited possessor" means any person:
 - (a) Who has been found to constitute a danger to self or to others or to have persistent or acute disabilities or grave disabilities pursuant to court order pursuant to section 36-540, and whose right to possess a firearm has not been restored pursuant to section 13-925.
 - (b) Who has been convicted within or without this state of a felony or who has been adjudicated delinquent for a felony and whose civil right to possess or carry a gun or firearm has not been restored.
 - (c) Who is at the time of possession serving a term of imprisonment in any correctional or detention facility?
 - (d) Who is at the time of possession serving a term of probation pursuant to a conviction for a domestic violence offense as defined in section 13-3601 or a felony offense, parole, community supervision, work furlough, home arrest or release on any other basis or who is serving a term of probation or parole pursuant to the interstate compact under title 31, chapter 3, article 4.1.
 - (e) Who is an undocumented alien or a nonimmigrant alien traveling with or without documentation in this state for business or pleasure or who is studying in this state and who maintains a foreign residence abroad. This subdivision does not apply to:
 - (i) Nonimmigrant aliens who possess a valid hunting license or permit that is lawfully issued by a state in the United States.
 - (ii) Nonimmigrant aliens who enter the United States to participate in a competitive target shooting event or to display firearms at a sports or hunting trade show that is sponsored by a national, state or local firearms trade organization devoted to the competitive use or other sporting use of firearms.
 - (iii) Certain diplomats.
 - (iv) Officials of foreign governments or distinguished foreign visitors who are designated by the United States department of state.
 - (v) Persons who have received a waiver from the United States attorney general.
 - (f) Who has been found incompetent pursuant to rule 11, Arizona rules of criminal procedure, and who subsequently has not been found competent.
 - (g) Who is found guilty except insane.
8. "Prohibited weapon":
 - (a) Includes the following:
 - (i) An item that is a bomb, grenade, rocket having a propellant charge of more than four ounces or mine and that is explosive, incendiary or poison gas.
 - (ii) A device that is designed, made or adapted to muffle the report of a firearm.
 - (iii) A firearm that is capable of shooting more than one shot automatically, without manual reloading, by a single function of the trigger.
 - (iv) A rifle with a barrel length of less than sixteen inches, or shotgun with a barrel length of less than eighteen inches, or any firearm that is made from a rifle or shotgun and that, as modified, has an overall length of less than twenty-six inches.
 - (v) An instrument, including a nunchaku, that consists of two or more sticks, clubs, bars or rods to be used as handles, connected by a rope, cord, wire or chain, in the design of a weapon used in connection with the practice of a system of self-defense.
 - (vi) A breakable container that contains a flammable liquid with a flash point of one hundred fifty degrees Fahrenheit or less and that has a wick or similar device capable of being ignited.
 - (vii) A chemical or combination of chemicals, compounds or materials, including dry ice, that is possessed or manufactured for the purpose of generating a gas to cause a mechanical failure, rupture or bursting or an explosion or detonation of the chemical or combination of chemicals, compounds or materials.
 - (viii) An improvised explosive device.
 - (ix) Any combination of parts or materials that is designed and intended for use in making or converting a device into an item set forth in item (i), (vi) or

<p>(viii) of this subdivision.</p> <p>(b) Does not include:</p> <p>(i) Any fireworks that are imported, distributed or used in compliance with state laws or local ordinances.</p> <p>(ii) Any propellant, propellant actuated devices or propellant actuated industrial tools that are manufactured, imported or distributed for their intended purposes.</p> <p>(iii) A device that is commercially manufactured primarily for the purpose of illumination.</p> <p>9. "Trafficking" means to sell, transfer, distribute, dispense or otherwise dispose of a weapon or explosive to another person, or to buy, receive, possess or obtain control of a weapon or explosive, with the intent to sell, transfer, distribute, dispense or otherwise dispose of the weapon or explosive to another person.</p> <p>B. The items set forth in subsection A, paragraph 8, subdivision (a), items (i), (ii), (iii) and (iv) of this section do not include any firearms or devices that are registered in the national firearms registry and transfer records of the United States treasury department or any firearm that has been classified as a curio or relic by the United States treasury department.</p> <p><u>Dangerous Instrument</u> A.R.S. §13-105.12 – Anything that, under the circumstances in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious physical injury.</p>		
<p>A. Firearm (Including Destructive Devices)**</p>	<p><u>A.R.S. §13-3111. Minors prohibited from carrying or possessing firearms; exceptions; seizure and forfeiture; penalties; classification</u></p> <p>A. Except as provided in subsection B, an un-emancipated person who is under eighteen years of age and who is unaccompanied by a parent, grandparent or guardian, or a certified hunter safety instructor or certified firearms safety instructor acting with the consent of the un-emancipated person's parent or guardian, shall not knowingly carry or possess on his person, within his immediate control, or in or on a means of transportation a firearm in any place that is open to the public or on any street or highway or on any private property except private property owned or leased by the minor or the minor's parent, grandparent or guardian.</p> <p><u>A.R.S. §13-3101. Definitions</u></p> <p>4. "Firearm" means any loaded or unloaded handgun, pistol, revolver, rifle, shotgun or other weapon that will expel, is designed to expel or may readily be converted to expel, a projectile by the action of an explosive. Firearm does not include a firearm in permanently inoperable condition.</p> <p>The following is paraphrased from: 18 USC 921</p> <p>Firearm: Any weapon, including a starter gun, which will be or is designed to or may be readily converted to expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon, any firearm muffler or silencer or any destructive device. This definition does not include antique firearms.</p> <p>Other Firearms –Firearms other than handguns, rifles or shotguns including:</p> <ol style="list-style-type: none"> Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; The frame or receiver of any weapon described above; Any firearm muffler or firearm silencer; Any destructive device, which includes: Any explosive, incendiary, or poison gas <ul style="list-style-type: none"> Bomb; Grenade, Rocket having a propellant charge of more than four ounces, Missile having an explosive or incendiary charge of more than one-quarter ounce, Mine or Similar device Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter 	<ol style="list-style-type: none"> Student shall be isolated from other students. Parents will be informed of incident and disciplinary procedures. Administration will involve police. Legal action may be taken. The material will be confiscated and turned over to police. Appropriate sources will be contacted for any needed medical assistance. Student may be suspended from school premises and school-sponsored activities for a period of up to ten days. For any weapons violation, the student may be recommended for a formal disciplinary hearing as per A.R.S. §15-841. In cases where a student is in possession of a gun, unloaded or loaded, switchblade, and/or a knife with a blade which is 1½ " or longer in length, and brings such deadly weapon or dangerous instrument on a school campus, there will be an automatic recommendation to the Board for an expulsion hearing as per A.R.S. §15-841. <p>This punishment may be in addition to any other customary discipline.</p>

	<ul style="list-style-type: none"> Any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled. <p>(This definition does not apply to items such as toy guns, cap guns, BB guns, and pellet guns. See Dangerous Items and Simulated Firearms listed below.)</p> <p>Destructive Device: A category of firearm that includes an explosive, combustible or poisonous gas. This includes bombs, grenades, mines and rockets. Any type of weapon (other than a shotgun or a shotgun shell which is generally recognized as particularly suitable for sporting purposes) which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant; and which has any barrel with a bore of more than one-half inch in diameter, and any combination of parts either designed or intended for use in converting any device into a destructive device or from which a destructive device may be readily assembled. The term “destructive device” shall not include any device which is designed or redesigned for use as a weapon.</p>	See consequences A-H on previous page
B. Other Weapons**	Use, possession, sale, purchase, manufacture, or transportation of other weapons such as a billy club, brass knuckles, nunchakus, or a knife with a blade length at least 1½”.	A. The student may be isolated from other students and prohibited items will be confiscated.
C. Dangerous Items*	<p>The use, possession, sale, purchase, manufacture, or transportation of dangerous items such as air soft gun, BB gun, knife with a blade length of less than 3”, laser pointer, letter opener, mace, paintball gun, pellet gun, razor blade or box cutter, simulated knife, Taser or stun gun, tear gas, or other dangerous items.</p> <p>A dangerous item used to cause bodily injury to, threaten, or intimidate another person may be classified as a dangerous instrument as defined below and must be reported to law enforcement.</p> <p><u>A.R.S. §13-105.12</u></p> <p>Dangerous instrument: Anything that under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury.</p>	<p>B. A Conference will be held with parents to inform them of the inappropriate behavior and to remind them of school policy and disciplinary procedures.</p> <p>C. The student may be required to make use of counseling/intervention services.</p> <p>D. The student may be removed from the aggrieved teacher’s class with loss of credit.</p> <p>E. The student will make restitution for damages, if appropriate.</p> <p>F. The student may be assigned detention, work detail, a behavior contract and/or in-school suspension.</p> <p>G. The student may receive a short term suspension (up to 10 days) from school premises and activities.</p> <p>H. For repeated or serious violations, the student may be removed from the regular school program or recommended for long term suspension or expulsion.</p> <p>I. Administration may involve police. Legal action may be taken.</p> <p>This punishment may be in addition to any other customary discipline.</p>
D. Simulated Firearm	Any simulated firearm made of plastic, wood, metal or any other material which is a replica, facsimile, or toy version of a firearm or any object such as a stick or finger concealed under clothing and is being portrayed as a firearm.	

* Reported to ADE

** Mandated to report to local law enforcement, also ADE



Maricopa Unified School District Elementary Discipline Referral 2018-2019

Student Name: _____	<input type="checkbox"/> IEP <input type="checkbox"/> 504	Grade: _____	Teacher: _____	Date of Referral: _____
Referring Teacher/Staff: _____		Date of Incident: _____		Time of Incident: _____

Major Problem Behaviors			Location	Perceived Motivation
<input type="checkbox"/> Physical Aggression <input type="checkbox"/> Disruption <input type="checkbox"/> Tardy (Excessive) <input type="checkbox"/> Fighting <input type="checkbox"/> Bullying <input type="checkbox"/> Dress Code <input type="checkbox"/> Drugs _____ <input type="checkbox"/> Inappropriate Display of Affection	<input type="checkbox"/> Defiance <input type="checkbox"/> Disrespect <input type="checkbox"/> Abusive Language <input type="checkbox"/> Harassment <input type="checkbox"/> Disability <input type="checkbox"/> Race <input type="checkbox"/> Ethnicity <input type="checkbox"/> Religion <input type="checkbox"/> Gender <input type="checkbox"/> Sexual <input type="checkbox"/> Physical <input type="checkbox"/> Other	<input type="checkbox"/> Weapon <input type="checkbox"/> Knife <input type="checkbox"/> Gun <input type="checkbox"/> Other _____ <input type="checkbox"/> Electronic Violation <input type="checkbox"/> Property Damage <input type="checkbox"/> Theft <input type="checkbox"/> Vandalism <input type="checkbox"/> Lying / Cheating <input type="checkbox"/> Other _____	<input type="checkbox"/> Classroom <input type="checkbox"/> Hall <input type="checkbox"/> Playground <input type="checkbox"/> Cafeteria <input type="checkbox"/> Bathroom <input type="checkbox"/> Bus <input type="checkbox"/> Bus Loading Zone <input type="checkbox"/> Multi-Purpose Room <input type="checkbox"/> Library <input type="checkbox"/> Do Not Know <input type="checkbox"/> Other _____	<input type="checkbox"/> Attention from Peers <input type="checkbox"/> Attention from Adults <input type="checkbox"/> Obtain Item / Activity <input type="checkbox"/> Avoid Peers <input type="checkbox"/> Avoid Adults <input type="checkbox"/> Avoid Work/ Activity <input type="checkbox"/> Retaliation <input type="checkbox"/> Do Not Know <input type="checkbox"/> Other _____

Incident Report:

 (Attach student statements of all involved)

Previous Action Taken/Teacher Intervention:	Office Intervention:
	<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Conference w/ Student <input type="checkbox"/> Time Out / Detention <input type="checkbox"/> Loss of Privilege(s): _____ <input type="checkbox"/> In School Suspension Days: _____ <input type="checkbox"/> Out of School Suspension Days: _____ </div> <div> Parent Contact Person Contacted: _____ Time of Contact: _____ Phone#/Email Contacted: _____ </div> </div>

Additional Information:

Student Signature: _____ Date: _____

 Parent Signature Administrative/Designee Signature Date

TRESPASS NOTIFICATION			
This notice serves to inform you that during your suspension you are not allowed to be on campus, school property or at any school function. If you are found on school property, you will be cited for criminal trespass. Be advised that the Maricopa Police Department has been given your name and will respond in accordance with Arizona Revised Statute (A.R.S.) 13-1502(A)(1). I fully understand that I cannot come to campus during my suspension from school.			
Student Signature: _____		Date: _____	
ADMINISTRATIVE USE ONLY			
Reprimand/Warning/No action	Date(s): _____	Saturday School	Date(s): _____
Parent Contact _____	Date(s): _____	In School Suspension	Date(s): _____
Behavior/Bullying/Attendance Contract	Date(s): _____	Out of School Suspension	Date(s): _____ Ret. _____
Detention/Loss of Privilege/Campus Duty	Date(s): _____	MPD Citation	Date/#: _____
Case Manager/Counseling Referral	Name: _____	Discipline Hearing	Date to be determined

Maricopa Unified School District SWIS 5.6 Office Referral Form Definitions

Minor Problem Behaviors

Minor Problem Behavior	Definition
Defiance (M-Defiance)	Student engages in brief or low-intensity failure to follow directions or talks back.
Disrespect (M-Disrespect)	Student delivers low-intensity, socially rude or dismissive messages to adults or students.
Disruption (M-Disruption)	Student engages in low-intensity, but inappropriate disruption.
Dress Code Violation (M-Dress)	Student wears clothing that is near, but not within, the dress code guidelines defined by the school/district.
Inappropriate Language (M-Inapp Lan)	Student engages in low-intensity instance of inappropriate language.
Other (M-Other)	Student engages in any other minor problem behaviors that do not fall within the above categories.
Physical Contact/ Physical Aggression (M-Contact)	Student engages in non-serious, but inappropriate physical contact.
Property Misuse (M-Prpty Misuse)	Student engages in low-intensity misuse of property.
Tardy (M-Tardy)	Student arrives at class after the bell (or signal that class has started).
Technology Violation (M-Tech)	Student engages in non-serious, but inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/or computer.

Major Problem Behaviors

Major Problem Behavior	Definition
Abusive Language/ Inappropriate Language/ Profanity (Inapp Lan)	Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.
Arson (Arson)	Student plans and/or participates in malicious burning of property.
Bomb Threat/ False Alarm (Bomb)	Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion.
Bullying (Bullying)	The delivery of direct or technology-based messages that involve intimidation, teasing, taunting, threats, or name calling.
Defiance/ Insubordination/ Non-Compliance (Defiance)	Student engages in refusal to follow directions or talks back.
Disrespect (Disrespect)	Student delivers socially rude or dismissive messages to adults or students.
Disruption (Disruption)	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.
Dress Code Violation (Dress)	Student wears clothing that does not fit within the dress code guidelines practiced by the school/district.
Fighting (Fight)	Student is involved in mutual participation in an incident involving physical violence.
Forgery/ Theft/Plagiarism (Theft)	Student is involved by being in possession of, having passed on, or being responsible for removing someone else's property; or the student has signed a person's name without that person's permission, or claims someone else's work as their own.
Gang Affiliation Display (Gang Display)	Student uses gesture, dress, and/or speech to display affiliation with a gang.
Harassment (Harass)	The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class.

Major Problem Behavior	Definition
Inappropriate Display of Affection (Inapp affection)	Student engages in inappropriate, consensual (as defined by school) verbal and/or physical gestures/contact, of a sexual nature to another student/adult.
Inappropriate Location/ Out of Bounds Area (Out Bounds)	Student is in an area that is outside of school boundaries (as defined by school).
Lying/Cheating (Lying)	Student delivers message that is untrue and/or deliberately violates rules.
Other Behavior (Other)	Student engages in problem behavior not listed.
Physical Aggression (PAgg)	Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).
Property Damage/Vandalism (Prop dam)	Student participates in an activity that results in destruction or disfigurement of property.
Skip class (Skip)	Student leaves or misses class without permission.
Tardy (Tardy)	Student is late (as defined by the school) to class or the start of the school day (and Tardy is not considered a minor problem behavior in the school).
Technology Violation (Tech)	Student engages in inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/or computer.
Truancy (Truan)	Student receives an 'unexcused absence' for ½ day or more.
Use/Possession of Alcohol (Alcohol)	Student is in possession of or is using alcohol.
Use/Possession of Combustibles (Combust)	Student is/was in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, and lighter fluid).
Use/Possession of Drugs (Drugs)	Student is in possession of or is using illegal drugs/substances or imitations.
Use/Possession of Tobacco (Tobacco)	Student is in possession of or is using tobacco.
Use/Possession of Weapons (Weapons)	Student is in possession of knives (> 6 in., < 6 in.) and guns (real or look alike), or other objects readily capable of causing bodily harm.

Custom Fields (used in Demonstration School account)

Custom Fields	SWIS allows schools to use custom fields to more clearly define categories within their data. Examples are listed below.
Custom Fields Explanation	Categories : The additional information to be collected Labels: The drop-down items to be available
Custom Fields Demo	Category: Hallway Labels: East Wing, West Wing, Breezeway
Custom Fields Demo	Category: Bullying Labels: threats, name calling, teasing/taunting

Locations

Locations	Definition
Art Room (Art)	The area used for art classes and activities.
Bathroom/Restroom (Bathrm)	Areas used by students for taking care of personal needs.
Bus (Bus)	The area inside the bus.
Bus Loading Zone (Bus zn)	The area used for bus loading and unloading.
Cafeteria (Café)	The area used for breakfast and lunch.
Classroom (Class)	Areas used for instructional purposes.
Commons/Common area (Common)	Areas shared by students and staff for specific activities.
Computer Lab (Comp)	Area used for group computer classes and activities.

Gym (Gym)	Areas used for physical education activities.
Hallway/Breezeway (Hall)	Areas designated for passing from one activity/class to another.
Library (Library)	The area designated for research and study.
Locker Room (Locker rm)	The area used by students to prepare for and completing physical education classes and/or sporting events.
Music Room (Music rm)	The area used by students for music activities (e.g., music class, choir, band)
Off-Campus	An area beyond the property boundary of the school and not affiliated with a school activity.
Office (Office)	The area used by school staff for primary school business and management.
Other Location (Other)	The location for problem behavior event occurs in a location that is not listed
Parking Lot (Park lot)	Areas used for parking vehicles during school hours.
Playground (Plygd)	The outside area used for recess breaks.
Special Event/ Assembly/Field Trip (Special evt)	Areas used for infrequent activities that occur in and/or out of school.
Stadium	Area used for athletic/special events.
Unknown Location (Unknown)	The location of problem behavior event is not known or undetermined.
Vocational Room (Voc Rm)	The area of a school used for vocational classes and activities.

Perceived Motivation (Function of Behavior)

Perceived Motivation	Definition
Avoid Adult (Avoid a)	Student engages in problem behavior(s) to get away from adult(s).
Avoid Peer(s) (Avoid p)	Student engages in problem behavior(s) to get away from/escape peer(s).
Avoid Tasks/Activities (Avoid task)	Student engages in problem behaviors(s) to get away/escape from tasks and/or activities.
Obtain Adult Attention (Ob a attn)	Student engages in problem behavior(s) to gain attention of adult(s).
Obtain items/Activities (Ob itm)	Student engages in problem behavior(s) to gain items and/or activities.
Obtain Peer Attention (Ob p attn)	Student engages in problem behavior(s) to gain attention of peer(s).
Other (Other)	Possible motivation for referral is not listed above. Staff using this area will specify the possible motivation for this student's problem behavior.
Unknown Motivation (Unknown)	Student engages in problem behavior(s) for unclear reasons.

Others Involved

Others Involved	Definition
None (None)	Student engages in problem behavior incident alone.
Other (Other)	Student engages in problem behavior with person not listed above.
Peers (Peers)	Student engages in problem behavior incident with peer(s).
Staff (Staff)	Student engages in problem behavior incident with staff.
Substitute (Substitute)	Student engages in problem behavior incident with substitute.
Teacher (Teacher)	Student engages in problem behavior incident with teacher.
Unknown (Unknown)	It is unclear if any others were involved in incident.

Restraint/Seclusion

Restraint/Seclusion	Definition
None	(Default) No restraint or seclusion was used.
Restraint	Any measure or condition used to immobilize or reduce the ability of a student to move his or her torso, arms, legs, or head freely.
Restraint & Seclusion	The use of both restraint and seclusion.
Seclusion	The involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving.
<i>Definitions based on documentation from the U.S. Department of Education on Restraint and Seclusion.</i>	

Action Taken

Action Taken	Definition
Action Pending (Act Pen)	Consequence for referral is pending. Referral will be modified when “action taken” is determined.
Additional Attendance/ Saturday School (Sat Sch)	Consequence for referral results in student attending classes on a Saturday.
Alternative Placement (Alt Placement)	Consequence for referral results in student being placed in a different educational setting
Bus Suspension (Bus susp)	Consequence for referral results in 1-3 day period when student not allowed on the bus.
Community Service (Comm svc)	Consequence for referral results in involvement in community service activities or projects.
Conference with Student (Conf)	Consequence for referral results in student meeting with administrator, teacher, and/or parent (in any combination).
Expulsion (Expul)	Consequence for referral results in student being dismissed from school for one or more days.
In-School Suspension (In-sch susp)	Consequence for referral results in a period of time spent away from scheduled activities/classes during the school day.
Individualized Instruction (Instruct)	Consequence for referral results in student receiving individualized instruction specifically related to the student’s problem behaviors.
Loss of Privilege (Loss priv)	Consequence for referral results in student being unable to participate in some type of privilege.
Other Action Taken (Other)	Consequence for referral results in administrative decision that is not listed. Staff using this area will specify the administrative action taken.
Out-of-School Suspension (Out-sch susp)	Consequence for referral results in a 1-3 day period when student is not allowed on campus.
Parent Contact (Parent)	Consequence for referral results in parent communication by phone, email, or person-to-person about the problem.
Restitution/Community Service (Restitution)	Consequence for referral results in apologizing or compensating for loss, damage, or injury; community services.
Time in Office (Office)	Consequence for referral results in student spending time in the office away from scheduled activities/classes.
Time Out/Detention (Detent)	Consequence for referral results in student spending time in a specified area away from scheduled activities/classes.

APPENDIX A

IJNDB-E © EXHIBIT

USE OF TECHNOLOGY RESOURCES IN INSTRUCTION ELECTRONIC INFORMATION SERVICES USER AGREEMENT

Details of the user agreement shall be discussed with each potential user of the electronic information services (EIS). When the signed agreement is returned to the school, the user may be permitted use of EIS resources.

TERMS AND CONDITIONS

Acceptable use

Each user must:

- A. Use the EIS to support personal educational objectives consistent with the educational goals and objectives of the school district.
- B. Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- C. Abide by all copyright and trademark laws and regulations.
- D. Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- E. Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school employed persons.
- F. Not use the network in any way that would disrupt the use of the network by others.
- G. Not use the EIS for commercial purposes.
- H. Follow the district's code of conduct.
- I. Not attempt to harm, modify, add/or destroy software or hardware nor interfere with system security.
- J. Understand that inappropriate use may result in cancellation of permission to use the educational information services (EIS) and appropriate disciplinary action up to and including expulsion for students.

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

- A. Maintain supervision of students using the EIS.
- B. Agree to directly log on and supervise the account activity when allowing others to use district accounts.
- C. Take responsibility for assigned personal and district accounts, including password protection.
- D. Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and district accounts and files by unauthorized persons.

Personal responsibility

I will report any misuse of the EIS to the administration or system administrator, as is appropriate.

I understand that many services and products are available for a fee and acknowledge my personal responsibility for any expenses incurred without district authorization.

Network etiquette

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

- A. Be polite and use appropriate language. I will not send, or encourage others to send, abusive messages.
- B. Respect privacy. I will not reveal any home addresses or personal phone numbers or personally identifiable information.
- C. Avoid disruptions. I will not use the network in any way that would disrupt use of the systems by others.
- D. Observe the following considerations:
 - 1. Be brief.
 - 2. Strive to use correct spelling and make messages easy to understand.
 - 3. Use short and descriptive titles for articles.
 - 4. Post only to known groups or persons.

Services

The school district specifically denies any responsibility for the accuracy of information. While the district will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the electronic information services (EIS) is used and bears the risk of reliance on the information obtained.

I have read and agree to abide by the school district policy and regulations on appropriate use of the electronic information system, as incorporated herein by reference.

I understand and will abide by the provisions and conditions indicated. I understand that any violations of the above terms and conditions may result in disciplinary action and the revocation of my use of information services.

The user agreement of a student who is a minor must also have the signature of a parent or guardian who has read and will uphold this agreement.

Parent or guardian cosigner

As the parent or guardian of the above named student, I have read this agreement and understand it. I understand that it is impossible for the school district to restrict access to all controversial materials, and I will not hold the district responsible for materials acquired by use of the electronic information services (EIS). I also agree to report any misuse of the EIS to a school district administrator (misuse may come in many forms but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, or other issues described in the agreement).

I accept full responsibility for supervision if, and when, my child's use of the EIS is not in a school setting. I hereby give my permission to have my child use the electronic information services.

APPENDIX B

MUSD District BYOD (bring your own device) Policy

The Maricopa Unified School District's Bring Your Own Device Policy allows students to connect personal devices to the district's WIRELESS network provided approval is granted from the principal or authorized designee, and the student's parent or legal guardian. Parents who wish to allow their child to use a personal device must have signed off on the Parent Acknowledgements and Permissions form. This policy does not extend to district owned devices.

For purposes of this policy, "device" means personally owned electronic equipment with wireless internet capability that can be used for educational purposes. This includes, but is not limited to, laptops, netbooks, tablets, eReaders, smartphones, iPods, iPads, etc.

Terms of Agreement:

- Access to the network is a privilege, not a right
- Use of my device while connected to the network is governed by the District's Electronic Information Services User Agreement (EISUA) policies as set forth in the Maricopa Unified School District Policy Manual, and all other District policies and regulations pertaining to the use of technology resources
- I must receive signed authorization on the Parent Acknowledgements and Permissions form from my parent or legal guardian and the principal or authorized designee and before using my device on the network
- I must utilize the District network to connect to the internet on my device while on school grounds. This requires that I log in with my district-supplied student user ID and password. I am not to use a personal network, broadband, or other external connection to the internet
- I am not permitted to have any external network services or utilities running on my device while it is connected to the District network
- No personal network routers, access points, switches, hubs, network printers, or any other device besides that listed in this agreement, may be connected to the network at any time.
- Current antivirus software must be installed on my device and I must continue to have up to date virus definitions installed and configured
- I will not store any confidential District data on my device
- I am responsible for adhering to copyright and licensing laws and guidelines for all software on my device
- I understand this approval is granted for the current school year and must be reapplied for each school year

District's Rights:

- The District uses filtering technology and protection measures to restrict access to inappropriate material on the network; however, it is not possible to absolutely prevent such access. Inappropriate use may result in cancellation of permission to use the network and will be followed by prompt disciplinary and/or legal action
- An agent may be installed on my device as part of my use of the network. This agent will be used to ensure the security and management of the network. Administrators, faculty and other authorized district personnel may review files and messages to maintain system integrity and ensure that users are acting responsibly
- The District's Technology Director and/or the campus/department supervisor or authorized designee may revoke my privilege to use the network when I am found violating any part of this policy

Liability:

- I assume all liability when installing or uninstalling any software and do so at my own risk
- I assume all liability for improperly configuring my device
- I will not hold the District liable, under any circumstances, for theft, damage, loss of my device, or loss of data stored on my device

The District assumes no obligation for the support, either onsite, remotely, by email, or by telephone, of the personal device; neither will it accept any liability for modifications made to the device as a result of establishing a connection. The network continues to be configured in the best interests of the District-owned devices that are using it.



2018 – 2019 School Year Calendar

(Approved 2.8.17)

JULY '18						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

July 4 – Independence Day
 July 12 – New Teachers 1st Day
 July 16 – Returning Teachers 1st Day
 July 23 – Student's 1st Day of School

AUGUST '18						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER '18						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Sept. 3 – Labor Day
 Sept 28 – End of 1st Quarter

OCTOBER '18						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Oct. 1 – Oct 12 Fall Break
 Oct .15 Work Day - No Students

NOVEMBER '18						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Nov. 12 – Veteran's Day Observed
 Nov. 21-23 - Thanksgiving

DECEMBER '18						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Dec. 21 – End of 2nd Quarter

JANUARY '19						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Dec. 24 – Jan 4 – Winter Break
 Jan 7 – Work Day – No Students
 Jan 21 – MLK Day

FEBRUARY '19						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

Feb. 18 – President's Day

MARCH '19						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Mar. 15 – End of 3rd Quarter
 March 18 – 29 – Spring Break

APRIL '19						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

April 19 Good Friday

MAY '19						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May 24 – Last Day 4th Quarter
 May 27 – Memorial Day

JUNE '19						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Professional Development - Early Release (Every Wednesday)

Elementary: 1:10 PM (MES & SBE) or 1:35 PM (BFE, PBE, SCE, SRE)
 Middle School: 3:10 PM
 High School: 12:30 PM

Parent Teacher Conference

Elementary Window - 10/16-19 & 4/1-5
 Middle School Window - 10/16-19 & 4/1-5
 High School Window - 10/16-19 & 4/1-5

End of Quarter Early Release(Sept. 28, Dec. 21, March 15 and May 24):

High School - 12:30 PM Middle Schools - 2:10 PM Elementary Schools 1:10 PM (MES & SBE) or 1:35 PM (BFE, PBE, SCE, SRE)

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