

# 2016 – 2017

## Secondary Student Handbook



*Striving to make the world a  
BRIGHTER place,  
One student at a time*



*A community dedicated to student success.*



Superintendent: Dr. Steve Chestnut  
44150 West Maricopa/Casa Grande Highway  
Maricopa, AZ 85138  
520-568-5100  
<http://www.maricopausd.org>

Maricopa Unified School District #20

2016-2017

**GOVERNING BOARD**

Patti Coutre, President  
AnnaMarie Knorr, Vice President  
Torri Anderson, Member  
Gary Miller, Member  
Rhonda Melvin, Member

**Vision**

Maricopa Unified: A community dedicated to student success.

**Mission**

Ensure all students achieve their potential in school, career and life by unifying students, staff, curriculum and community in a safe, supportive, empowering, challenging and innovative learning environment.

It is the policy of Maricopa Unified School District not to discriminate with regard to race, color, religion, gender, national origin, or disabilities. This policy shall be followed in the operation of its educational programs and activities, recruitment, admissions, employment practices and other educational services.

**THIS HANDBOOK WILL BE REVIEWED ON A REGULAR BASIS AND MAY BE  
MODIFIED OR CHANGED AT ANY TIME**

Desert Wind Middle School – “Home of the Tigers”  
35565 W. Honeycutt Rd.  
Maricopa, AZ 85138  
520-568-7110

<http://www.maricopausd.org/DWMS/>



|                 |                          |           |
|-----------------|--------------------------|-----------|
| June Celaya     | Principal                | Ext. 3108 |
| Mallory Miller  | TOSA                     | Ext. 3107 |
| Wanda Lubag     | Administrative Assistant | Ext. 3102 |
| Rosemary Araiza | Registrar                | Ext. 3103 |

---

Maricopa Wells Middle School – “Home of the Panthers”  
45725 W. Honeycutt Ave.  
Maricopa, AZ 85139  
520-568-7100

<http://www.maricopausd.org/MWMS/>



|               |                          |           |
|---------------|--------------------------|-----------|
| Rick Abel     | Principal                | Ext. 3003 |
| Thad Miller   | TOSA                     | Ext. 3001 |
| Jana Everett  | Administrative Assistant | Ext. 3008 |
| Hilda Rodarte | Registrar                | Ext. 3006 |

---

Maricopa High School – “Home of the Rams”  
45012 W. Honeycutt Ave.  
Maricopa, AZ 85139  
520-568-8100

<http://www.maricopausd.org/MHS/>



|                |                          |           |
|----------------|--------------------------|-----------|
| Renita Myers   | Principal                | Ext. 4017 |
| TBD            | Assistant Principal      | Ext. 4018 |
| Jesse Roth     | Assistant Principal      | Ext. 4013 |
| Paula Pavlosky | Administrative Assistant | Ext. 4016 |
| Brenda Snow    | Registrar                | Ext. 4005 |

## **TABLE OF CONTENTS**

|  |              |
|--|--------------|
| <b>Parent Acknowledgements and Permissions</b>   | <b>5-6</b>   |
| <b>Student Parking Acknowledgement and Application (MHS only)</b>                              | <b>7-8</b>   |
| <b>Technology</b>  | <b>9-11</b>  |
| • Acceptable Use Policy  |              |
| • Bring Your Own Device (BYOD)   |              |
| <b>Secondary Dress Code</b>  | <b>11-13</b> |
| <b>School Policies, Rules and Regulations</b>  | <b>13-16</b> |
| • Student Violence, Harassment, Intimidation, Bullying and Cyber Bullying (Policy JICK/J-3200) |              |
| • Student Rights and Responsibilities (Policy JI/Regulation JI-R)                              |              |
| <b>Code of Conduct</b>   | <b>17-28</b> |
| <b>Definitions of Consequences</b>   | <b>29</b>    |
| <b>Code of Conduct Violations and Consequence Matrix</b>                                       | <b>30-36</b> |
| <b>Secondary Policies, Regulations, Rules and Information</b>                                  | <b>36-47</b> |
| <b>Transportation</b>  | <b>48-50</b> |

**PLEASE SIGN AND RETURN THE PARENT ACKNOWLEDGEMENTS AND PERMISSIONS PAGE SECTIONS AND RETURN IT TO THE SCHOOL SPECIFIED LOCATION OR TEACHER WITHIN 3 DAYS.**

# Maricopa Unified School District #20

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

## Parent Acknowledgements and Permissions 2016-2017

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ ID#: \_\_\_\_\_  
Please print

Parent Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_  
Please print

**Handbooks are available on the district and school websites ([www.maricopausd.org](http://www.maricopausd.org))**

### HANDBOOK VERIFICATION

I have received a copy of the Maricopa Unified School District Student/Parent Handbook or viewed it on the Maricopa Unified School District website ([musd20.org](http://musd20.org)). I am aware that my son/daughter and I are expected to read, understand, and abide by the conduct and disciplinary rules and regulations contained in this herein.

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

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

### CODE OF CONDUCT

Yes ☐ I have read through the Secondary Code of Conduct or viewed it and understand disciplinary action will follow infractions. All rules/expectations apply to any 6<sup>th</sup> – 12<sup>th</sup> grade students enrolled in Desert Wind or Maricopa Wells Middle Schools or Maricopa High School. Violations of the Code of Conduct could jeopardize participation in end of the year activities such as, field trips, unification/graduation ceremonies.

### DRESS CODE

I have received and read or viewed a copy of the Maricopa Unified School District Student Dress Code Policy. I am aware that my son/daughter is required to follow the standards set forth in the policy.

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

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

### MEDIA RELEASE/YEARBOOK AUTHORIZATION

**During the school year, district staff members may compile non-confidential student directory information which may be used for the school yearbook, athletic/activity rosters, school programs and other similarities. According to state and federal law, this directory information may be publicly released without permission of parents, legal guardians, or eligible students.**

- ☐ Yes, I authorize MUSD to release my child's first name, last name and photograph to the media for positive recognition AND to be included in the school yearbook or classroom composite.
- ☐ I only authorize my child's first name, last name and photograph to be included in the school yearbook or classroom composite.
- ☐ No, I do not authorize MUSD to release my child's first name, last name and photograph to the media for positive recognition AND the school yearbook or classroom composite. (Note: Your child will not be able to be included in any newspaper articles outlining accomplishments, such as academic awards or Honor Roll).

### HEALTH OFFICE

Yes ☐ I have reviewed the MUSD Health Office Expectations.

### **BULLYING, HARASSMENT, CYBER-BULLYING AND INTIMIDATION**

I understand disciplinary actions will be instituted for any student found to have engaged in behaviors contrary with the MUSD policy against bullying, harassment, cyber-bullying and intimidation.

Signature of Parent/Guardian: \_\_\_\_\_

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

Signature of Student: \_\_\_\_\_

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

### **CLOSED CAMPUSES**

My student and I understand that all MUSD campuses are closed and students are not permitted to leave campus at any time during the school day, unless the appropriate check-out process is followed through the front office. We also acknowledge that food deliveries are not permitted at any time on any campus. Students are expected to eat lunch provided through the cafeteria or bring lunch from home.

Signature of Parent/Guardian: \_\_\_\_\_

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

Signature of Student: \_\_\_\_\_

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

### **PERMISSION FOR STUDENT USE OF TECHNOLOGY**

Maricopa Unified School District uses mobile technology (laptops, Chrome books, iPads) in the classroom. It is imperative that students and parents understand the importance of treating these devices, along with all of our technology, with the best care possible. The following policies will be implemented.

1. All students are responsible for their learning at all times while using their device.
2. No horseplay will be tolerated.
3. Any student behaving inappropriately on their device will automatically have to put it away, and complete an alternate assignment.
4. Just as with all school property, you will assume responsibility for any damage and may be charged for repair or replacement.

Signature of Parent/Guardian: \_\_\_\_\_

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

### **INTERNET ACCEPTABLE USE POLICY**

I have reviewed the AUP Policy with my student.

Signature of Student: \_\_\_\_\_

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

Signature of Parent/Guardian: \_\_\_\_\_

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

### **GOOGLE APPS FOR EDUCATION**

Maricopa Unified School District will be using Google Apps for Education in the classroom. Google Apps for Education is a suite of free, web-based programs that includes email, document creation, shared calendars and collaboration tools. Email will be available only to grades 6-12 but not K-5. All other Google Apps will be available for all grades.

Please review the attached information; complete and return this page to school. If you have any questions, please don't hesitate to call 520-568-5100 x 1090.

Yes ☐ No ☐

I give permission for my child to use Maricopa Unified School District Google Apps for Education. By doing so, I agree to enforce acceptable use when my child is off District Property.

Yes ☐ No ☐

I give permission for my child and the school to publish work and photographs online, with the understanding that student last names and confidential personal information will not be published.

Signature of Parent/Guardian: \_\_\_\_\_

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

### **BRING YOUR OWN DEVICE**

The BYOD Policy allows students to connect personal electronic devices to the District's WIRELESS network with approval. By signing below I grant my approval and understand that my student must abide by the all requirements/expectations.

Signature of Student: \_\_\_\_\_

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

Signature of Parent/Guardian: \_\_\_\_\_  
(if user is under 18)

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

## MARICOPA HIGH SCHOOL STUDENT PARKING ACKNOWLEDGEMENT

All students who drive or intend to drive to school must follow the policies and procedures pursuant to MUSD Board Policy JLIIE/J-6650, Regulation JLIIE/J6661 and Exhibit JLIIE-E/J6681.

### I acknowledge and understand that:

- Students are permitted to park on school premises as a matter of privilege, not of right.
- The District retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property.
- The District may inspect the interiors of student automobiles whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside the automobiles.
- Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.
- A student who fails to provide access to the interior of the car upon request by a school official will be subject to school disciplinary action.
- If the student fails to follow school policy and procedure related to use of vehicles, the vehicle may be towed away and stored, at the owner's expense. The authorizing personnel will notify the law enforcement agency of the jurisdiction of the school within one (1) hour of the time the vehicle is moved or towed ARS 28-4836.

### Acknowledgements: Initial on each line that you understand and agree to the terms.

\_\_\_\_\_ I understand I must register each vehicle that I may drive to school.

\_\_\_\_\_ If driving multiple vehicles, I understand that it is my responsibility to transfer my parking decal to ensure compliance and avoid a wheel lock or towing.

\_\_\_\_\_ I understand I must pay the required \$30 parking fee to utilize areas designated as student parking.  
(There is a \$10.00 replacement fee for a decal.)

\_\_\_\_\_ I understand I am responsible to ensure my school issued parking decal is visible at all times and is affixed to the inside upper left corner of my window (driver's side).

\_\_\_\_\_ I understand I am not allowed to park in areas specified for staff or visitor parking.

\_\_\_\_\_ I understand that I cannot transfer or sell my parking decal to another student.

\_\_\_\_\_ I understand if I drive recklessly, park in unauthorized areas, park incorrectly or disobey directives action in accordance with the Code of Conduct.

My signature below indicates that I have read the policies, regulations, rules and consequences set forth.

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

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

Parent Signature: \_\_\_\_\_

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

**PLEASE COMPLETE BOTH SIDES AND RETURN DOCUMENTS AND PAYMENT TO THE BOOKSTORE ONLY**

## STUDENT PARKING APPLICATION AND REGISTRATION

PRINT STUDENT LAST NAME

PRINT STUDENT FIRST NAME

GRADE

ID#

List all vehicles that may be driven during the school year.

|              | VEHICLE 1 | VEHICLE 2 | VEHICLE 3 | VEHICLE 4 |
|--------------|-----------|-----------|-----------|-----------|
| MAKE         |           |           |           |           |
| MODEL        |           |           |           |           |
| COLOR        |           |           |           |           |
| PLATE NUMBER |           |           |           |           |

### RETURN FORM AND PAYMENT TO THE BOOKSTORE ONLY

Please return this Registration Form and Acknowledgement along with the required \$30.00 payment to the MHS Bookstore. A receipt will be issued at that time.

### STUDENT RECEIPT OF DECAL

I hereby acknowledge that I have received the MHS Parking Decal and agree it is my responsibility to secure it to the inside drivers side corner of the front windshield of any registered vehicle I will be driving/parking. I understand that failure to display the decal will result in Violation Notice(s) which may include wheel locks, fines, possible towing (at owner's expense) and loss of parking privileges on the MHS campus.

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

### FOR OFFICE USE ONLY

Date Registered \_\_\_\_\_ Decal # \_\_\_\_\_ Parking Space # \_\_\_\_\_  
SP ER LS

Payment Type: \_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_ Cashier's Check \_\_\_\_\_ Money Order

Bookstore Confirmation Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# INTERNET ACCEPTABLE USE POLICY (AUP)

JNDB-E

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 Acceptable Use Policy is put in place and updated to accommodate the many educational and global changes to date. This Acceptable Use Policy 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 following policy is necessary for continued access to the school's technological resources:

## Students must:

1. Respect and protect the privacy of others.
  - Use only assigned accounts.
  - Not view, use, or copy passwords, data, or networks to which they are not authorized.
  - Not distribute private information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources.
  - Observe all network security practices, as posted.
  - Be responsible for the use of their individual access account(s) and should take all reasonable precautions to prevent others from being able to use their account(s), including coworkers, friends, or family. Under no condition should a user provide his/her password to another person. Report security risks or violations to a teacher or network administrator.
  - Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
  - Conserve, protect, and share these resources with other students and Internet users.
  - Be responsible in consumption of bandwidth; the priority use is for educational purposes.
3. Respect and protect the intellectual property of others.
  - Not infringe copyrights (no making illegal copies of music, games, or movies!).
  - Not plagiarize.
4. Respect and practice the principles of community.
  - Communicate only in ways that are kind and respectful. Report threatening or discomforting materials to a teacher.
  - Students will promptly disclose to their teacher or other appropriate school employee any message received that is inappropriate.
  - Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, meant to harass, or use obscene language).
  - Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
  - Not use the resources to further other acts that are criminal or violate the school's code of conduct.
  - Not send spam, chain letters, or other mass unsolicited mailings.
  - Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

## Filtering

1. As required by law and in recognition of the need to establish a safe and appropriate computing environment, the District will use filtering technology to prohibit access, to the degree possible, to objectionable or unsuitable content that might otherwise be accessible via the Internet.
2. The use of anonymizing proxy sites or software to get around content filtering is strictly prohibited.

## Illegal activities include, but are not limited to:

- Tampering with computer hardware or software
- Software piracy
- Unauthorized entry into computers and files (hacking)
- Knowledgeable vandalism or destruction of equipment
- Deletion of computer files belonging to someone other than oneself
- Uploading or creating of computer viruses
- Distribution of obscene or pornographic materials
- Sexting

**This Agreement Covers but is not limited to:**

- Publishing and browsing on the Internet (including Intranet and Extranet)
- Downloading or accessing files from the Internet or other electronic sources
- Email
- Electronic bulletins/notice boards
- Electronic discussion/news groups
- Weblogs ('blogs')
- File transfer
- File storage
- File sharing
- Video conferencing
- Streaming media
- Instant messaging
- Online discussion groups and "chat" facilities
- Subscriptions to list servers, mailing lists or other like services
- Copying, saving or distributing files
- Viewing material electronically
- Printing material
- Personal electronic devices used on campus or school sanctioned activities

**Consequences for Violation:** Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

**Supervision and Monitoring:** School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

## MUSD BYOD POLICY

The Maricopa Unified School District's Bring Your Own Device Policy ("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. Students who wish to request that a personal device be connected to the network must use this 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

#### Usage:

- Access to the network is a privilege, not a right.
- Use of my device while connected to the network is governed by this policy, the District's "Internet Acceptable Use Policy, 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 this form from the principal or authorized designee and my parent or legal guardian before using my device on the network.
- I must utilize the 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 on this form, 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 annually.

#### 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.

## SECONDARY DRESS CODE

The District encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that takes into consideration the educational environment, safety, health, and welfare of self and others. Students who volunteer for extracurricular activities, such as athletics, band, chorus, et cetera, are subject to the standards of dress as defined by the sponsors of such activities. Policy JICA/Regulation J-2361

The Board authorizes the Superintendent to develop and enforce school regulations prohibiting student dress or grooming practices that:

1. **Present a hazard to the health or safety of the student or to others in the school.** Policy JICA/J-2350
  - Shirts, blouses, turtlenecks may only exceed one size larger than their fitted size.

- Head coverings: No type of head covering (i.e. baseball caps, cowboy hats, beanies, stocking hats/caps, do rags, skull caps, berets, masks, etc.) may be worn inside any classroom or building unless indicated by a School Spirit Days or for occupational safety headgear required for special classes. *Regulation J-2361*
- Sunglasses may not be worn inside classrooms or buildings unless a note from a physician is provided to the Health Office.
- Sleepwear, blankets, slippers or beachwear are prohibited.
- Bare feet are prohibited; shoes must be worn at all times. *Regulation J-2361* Proper footwear may be required for certain classes.
- Jewelry shall not be worn if it presents a safety hazard to self and/or others. *Regulation J-2361*
  - Pocket chains, studded bracelets, dog collars, and other articles/accessories, which may be judged to be potentially harmful and/or could be used as a weapon are not permitted.
- Articles of clothing, buttons or badges may not be worn they contains the following: offensive, obscene, vulgar words, phrases, or illustrations; derogatory statements toward the purpose of education, political, religious, racial, or national groups; innuendos, plays-on-words or references to drugs, alcohol, weapons, violence, negative grouping; inappropriate sexual references; and/or advertises any product or service not permitted to minors by law (i.e. Alcohol/tobacco companies, gun/ammo companies, Playboy bunny, etc.) *Policy JICA-R/Regulation J-2361*

**2. Materially interfere with school work, create disorder, or disrupt the educational program. *Policy JICA/J-235***

**UPPER BODY GARMENTS**

- Undergarments are not to be visible at any time.
- All clothing must be of sufficient density that the body cannot be seen through the clothing.
- Bare midriffs, halter/tube tops, and spaghetti straps are not acceptable past the third (3<sup>rd</sup>) grade. *Regulation J-2361*
- Plunging necklines, when cleavage is visible, are prohibited. Necklines of shirts or blouses may not extend beyond the student's hand when the hand is placed sideways below the student's collarbone.
- Off the shoulder shirts must be worn over a tank top style shirt as to cover visible undergarment.
- Muscle shirts are not permissible at any time for either gender.

**LOWER BODY GARMENTS**

- Undergarments are not to be visible at any time.
- All clothing must be of sufficient density that the body cannot be seen through the clothing.
- Shorts, skirts and skorts will extend to at least mid-thigh while standing or sitting and must follow the same guidelines when worn with leggings.
- Leggings worn alone are prohibited.

**3. Cause excessive wear or damage to school property. *Policy JICA/J-2350***

**4. Prevent students from achieving their educational objectives. *Policy JICA/J-2350***

**5. Represent membership in a gang. *A.R.S. 15-341, Policy JIC/J-2350, JICF- Secret Societies/Gang Activity***

- Students may not attend school dressed in all solid colors (i.e. Red shirt, pants and/or shoes).
- No bandanas of any color, size, or shape may be carried or displayed in any classroom or at any school activity. This includes simulations of anything representing "colors." *Regulation J-2361*
- No T-shirts or "rags" may be slung over the shoulder or carried.
- No accessory or clothing can be worn or carried that may reflect negative groupings, concealment of contraband, create any form of distraction, or creates an atmosphere of threat, intimidation or undue pressure or disrupts the educational environment/process.
- Gang-related personalization is not permitted on hats, items of clothing, or on one's person. *Regulation J-2361*

**6. Obscene language or symbols, or symbols of sex, drugs, or alcohol on clothing are expressly prohibited. *Policy JICA/J-2350***

- Profane or defamatory writing on clothing or jewelry is not acceptable. *Regulation J-2361*

- Writing or drawing on oneself, backpacks, binders or books, which is deemed to be derogatory, defamatory, obscene or otherwise offensive, is prohibited.
- Articles of clothing, buttons or badges may not be worn they contains the following:  
offensive, obscene, vulgar words, phrases, or illustrations; derogatory statements toward the purpose of education, political, religious, racial, or national groups; innuendos, plays-on-words or references to drugs, alcohol, weapons, violence, negative grouping; inappropriate sexual references; and/or advertises any product or service not permitted to minors by law (i.e. Alcohol/tobacco companies, gun/ammo companies, Playboy bunny, etc.) Policy JICA-R/Regulation J-2361

Students in violation of the Secondary Dress Code may not attend classes/events until proper attire is acquired. For circumstances where a student has no alternative clothing, the office may provide substitute items to loan, based solely on availability. If suitable clothing is unavailable for student loan, parents/guardians are responsible to deliver appropriate clothing through the office, or to pick the student up from school. Loaned clothing must be returned to the office at the end of the same school day of the loan, unless the item or clothing relates to or insinuates drugs, alcohol, weapons, sex, gang affiliation or profanity. These items must be picked up by a parent/guardian and will not be returned to the student.

#### **Consequences:**

**1<sup>st</sup> Infraction:** If suitable clothing is not available through the school, a parent/guardian will be contacted to supply needed clothing so the student can continue with their academic day.

**2<sup>nd</sup> and subsequent violations:** Students will be subject to site based disciplinary action, which may include parent pick up.

**PLEASE NOTE:** Site administration retains the final determination of Dress Code violations as needed.

- Schools will charge a \$5.00 fee to student accounts for any loaned item of clothing not returned.
- High school seniors must clear all deficiencies through the bookstore prior to graduation.
- Lost and Found clothing/items and confiscated clothing/items are subject to quarterly discard or donation.

## **STUDENT VIOLENCE / HARASSMENT / INTIMIDATION / BULLYING**

**JICK**

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

**Harassment** is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, 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** is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

***Prohibitions and Discipline:***

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

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

***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 or principal's designee 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 not be limited to, Governing Board policies, incident reporting, support services (proactive and reactive) and student's rights. The dissemination of this information shall

- occur during the first (1st) week of each school year,
- be provided to each incoming student during the school year at the time of the student's registration,
- be posted in each classroom and in common areas of the school, and

- 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**

#### **Reporting Bullying/Harassment:**

##### **Step 1:**

Report the situation directly to the office or to a trusted adult. The initial report can be verbal, but a written report of events will be needed as well, school personnel will provide the form.

##### **Step 2:**

The principal, assistant principal or disciplinarian, or principal's designee will provide the student with a copy of student rights (listed on pg. 23), protections and any support services available. The Parent/guardian 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.

Support services, protections and consequences for incidents of bullying, harassment, intimidation and/or cyber bullying may be one or more, but not limited to the following:

- Conference with students/parents
- Mediation among students
- Cease and Desist order
- Bullying Contract
- Counseling support
- In School Suspension
- Out of School Suspension
- District Disciplinary Hearing
- Referral to School Resource Officer

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

All District personnel shall recognize and respect the rights of students, just as all students shall exercise their rights responsibly, with due regard for the equal rights of others and in compliance with the rules and 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 consultation with teachers, counselors, administrators, and anyone else connected with the school if they so desire, without fear of reprisal.
- Students have the right to free elections of their peers in student government, and all students have the right to seek and hold office in accordance with the provisions of the student government constitution and in keeping with the extracurricular guidelines of the District.
- Students have the right to be made aware of administrative and/or faculty committee decisions and to be aware of the policies set forth by the Governing Board and school.
- Legal guardians or authorized representatives have the right to see the personal files, cumulative folders, or transcripts of their children who are under the age of eighteen (18) years. School authorities may determine the time and manner of presentation of this information.
- Students' academic performance shall be the prime criterion for academic grades; however, noncompliance with school rules and 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.
- Married students share these rights and responsibilities, including the opportunity to participate in the full range of activities offered by the school, and shall be subject to the rules and regulations of the school.

**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.



# CODE OF CONDUCT VIOLATIONS

## Aggression

- Verbal Provocation
- Minor Aggressive Act (eg, hitting)
- Disorderly Conduct
- Recklessness
- Endangerment\*
- Fighting\*
- Assault\*
- Aggravated Assault\*\*

## Alcohol, Tobacco and Other Drugs (indicate whether sale/distribution or intent to sell/distribute; use; possession; or share)

- Alcohol Violation\*\*
- Tobacco Violation\*\*
- Drug Violation
  - Inhalants\*
  - Prescription Drugs (Inappropriate Use Of)\*\*
  - Over the Counter Drugs (Inappropriate Use of)\*
- Illicit Drugs\*\*
  - Ecstasy
  - Cocaine or Crack
  - Hallucinogens
  - Heroin
  - Marijuana
  - Methamphetamine
  - Other Illicit Drug
  - Unknown Drug
  - Drug Paraphernalia
  - Substance Represented as Illicit Drug

## Arson

- Of a Structure or Property\*
- Of an Occupied Structure\*\*

## Attendance Policy Violation

- Tardy
- Leaving School Grounds without Permission
- Unexcused Absence
- Truancy

## Harassment, Threat and Intimidation

- Harassment, Nonsexual\*
- Bullying\*
- Threat or Intimidation\*
- Hazing\*

## Homicide\*\*

## Kidnapping\*\*

## Lying, Cheating, Forgery or Plagiarism

- Lying
- Cheating
- Forgery
- Plagiarism

## School Policies, Other Violations of

- Combustible
- Contraband
- Defiance, Disrespect towards Authority, and Non-Compliance
- Disruption
- Dress Code Violation
- Gambling
- Language, Inappropriate
- Negative Group Affiliation
- Parking Lot Violation
- Public Display of Affection

## School Threat

- Bomb Threat\*\*
- Chemical or Biological Threat\*\*
- Fire Alarm Misuse\*\*

## Sexual Offenses

- Pornography
- Indecent Exposure or Public Sexual Indecency\*
- Harassment, Sexual\*
- Harassment, Sexual with Contact\*
- Sexual Abuse/Sexual Conduct with a Minor/Child

## Molestation\*\*

- Sexual Assault (Rape)\*\*

## Technology, Improper Use of

- Computer
- Network Infraction
- Telecommunication Device

## Theft

- Petty Theft
- Theft
- Burglary/Breaking and Entering (Second and Third Degree)\*
- Burglary (First Degree)\*\*
- Extortion\*
- Robbery\*
- Armed Robbery\*\*

## Trespassing

## Vandalism or Criminal Damage

- Graffiti or Tagging
- Vandalism of Personal Property\*
- Vandalism of School Property\*

## Weapons and Dangerous Items

- Firearms\*\*
  - Handgun or Pistol
  - Shotgun or Rifle
  - Other Firearm or Destructive Device
    - Bomb
    - Grenade
    - Starter Gun
    - Other Firearm or Destructive Device

## Other Weapons\*\*

- Billy Club
- Brass Knuckles
- Knife with blade length of at least 2.5 inches
- Nunchakus

## Dangerous Items\*

- Air Soft Gun
- B.B. Gun
- Knife with blade less than 2.5 inches
- Laser Pointer
- Letter Opener
- Mace
- Paintball Gun
- Pellet Gun
- Razor Blade or Box Cutter
- Simulated Knife
- Taser or Stun Gun
- Tear Gas
- Other Dangerous Item

## Simulated Firearm

\* Reported to ADE

\*\*Required to be reported to local law enforcement; also reported to ADE

## MUSD 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.

Violations noted with \* are reported to the Arizona Department of Education. **Violations noted with \*\* are additionally reported to local law enforcement.**

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."

**Students involved in more than one infraction related to drugs, alcohol, violence or specifically defined weapons or any other infractions that risks the health and safety of others, will be recommended for long-term suspension or expulsion and an impartial due process hearing.**

### AGGRESSION

|  |  |
|--|--|
| Instigation/Provocation  | Use of language, photos or gestures that may incite another person or other people to fight. (verbal, written, gestured or electronic)   |
| Minor Aggressive Act<br>Horseplay, Roughhousing,<br>Verbal Altercation | Student engages in non-serious and non-disruptive, but inappropriate physical contact, i.e., hitting, poking, [pulling] or pushing (SWIS™). Other behaviors that may be considered under this violation are running in the building, hallways, or corridors, pulling a chair out from underneath another person, or other behaviors that demonstrate low level hostile behaviors such as verbal altercation.   |
| Disorderly Conduct   | <p><u>13-2904. Disorderly conduct; classification</u></p> <p>A. A person commits disorderly conduct if, with intent to disturb the peace or quiet of a campus, neighborhood, family or person, or with knowledge of doing so, such person:</p> <ol style="list-style-type: none"> <li>Engages in fighting, violent or seriously disruptive behavior; or</li> <li>Makes unreasonable noise; or</li> <li>Uses abusive or offensive language or gestures to any person present in a manner likely to provoke immediate physical retaliation by such person; or</li> <li>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</li> <li>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</li> <li>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 weapon violation to ADE and to local law enforcement.)</li> </ol> <p><b>MUSD RESERVES THE RIGHT TO FILE CHARGES OF DISORDERLY CONDUCT AGAINST STUDENTS WHO ENGAGE IN ANY FORM OF THE ABOVE BEHAVIOR, WHICH INCLUDES A PHYSICAL ALTERCATION.</b></p> |
| Recklessness   | Unintentional, careless behavior that may pose a safety or health risk for self or others.   |
| Endangerment*  | <p><u>13-1201. Endangerment; classification</u></p> <p>A. A person commits endangerment by recklessly endangering self or others 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>   |

|   |   |
|---|---|
| Fighting*   | Mutual participation in an incident involving physical violence, where there is no major injury. (US Department of Education, Office of Safe and Drug-Free Schools Uniform Management Information and Reporting System guidelines, 10/06) Verbal confrontation alone does not constitute fighting.  |
| Assault*  | <u>A.R.S. §13-1203. Assault</u> ; 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.  |
| Aggravated Assault**                                  | <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: 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.  |
| <b>ALCOHOL, MEDICATIONS, TOBACCO AND OTHER DRUGS:</b> |   |
| Alcohol Violation**                                   | The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of intoxicating alcoholic beverages <u>or substances represented as alcohol</u> . This includes being intoxicated at school, school-sponsored events and on school-sponsored transportation.   |
| Drug Violation**                                      | <p>The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation or importation of any controlled drug, narcotic substance, synthetic drug (i.e. bath salts, spice) or equipment and devices used for preparing or taking drugs or narcotics. Includes being under the influence of drugs at school, school-sponsored events and 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><u>"Drug"</u> means any narcotic drug, dangerous drug, marijuana or peyote (A.R.S. §13-3415).</p> <ul style="list-style-type: none"> <li>• Inhalants*</li> <li>• Prescription drugs** (Inappropriate Use Of)</li> <li>• Over the Counter drugs* (Inappropriate Use of)</li> <li>• Illicit Drugs**: a) Ecstasy, Cocaine or Crack, Hallucinogens, Heroin, Marijuana, Methamphetamines, Other Illicit drugs, Unknown drugs, Synthetic, "designer" or imitation drugs.</li> <li>• Substances represented as illicit drugs</li> </ul> <p><u>"Drug paraphernalia"</u> means all equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a drug in violation of this chapter (A.R.S. §13-3415 F. 1.).</p> |
| Medications (Unauthorized possession, Use)            | "Unauthorized Possession or Use of Medication" occurs when a student, without previously obtaining authorization pursuant to the District's medication policy, 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.   |
| Tobacco Violation**                                   | <p>The possession, use, distribution or sale of tobacco products on school grounds, at school-sponsored events and on school-sponsored transportation. (Paraphrased from: A.R.S. §36-798.03) A school violation includes nicotine, nicotine-delivering substances, chemicals or devices that produce smoke or vapor, which includes but are not limited to, e-cigarettes, hookahs, waterpipes, Shisha, cigarettes, cigars, chewing tobacco, or vapor products. The violation also includes any other "tobacco innovation."</p> <p>A "vapor product" means a noncombustible tobacco-derived product regardless of shape or size, which can be used to heat a liquid nicotine solution contained in cartridges.</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).  |
| <b>ARSON:</b>  |  |
| Arson of a structure or property**   | <p>"Property" means anything other than a structure which has value, tangible or intangible, public or private, real or personal, including documents evidencing value or ownership. "Structure" means any building, object, vehicle, watercraft, aircraft or place with sides and a floor, used for lodging, business, transportation, recreation or storage. A.R.S. 13-1701</p> <p>A person commits reckless burning by recklessly causing a fire or explosion which results in damage to an occupied structure, a structure, wildland or property. Reckless burning is a class 1 misdemeanor.</p>   |
| 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. Arson of an occupied structure is a class 2 felony. A.R.S 13-1703   |
| <b>ATTENDANCE POLICY VIOLATIONS:</b>   |  |
| Tardy  | Arriving at school or class after the scheduled start time.  |
| Leaving School Grounds without permission  | Leaving school grounds or being in an "out-of-bounds" area during regular school hours without permission of the principal or principal designee. Students who leave without permission create a serious legal liability problem for the district.   |
| Unexcused Absence  | Defined by school district policy for discipline purposes. Unexcused absences are utilized in the calculation of truancy for federal reporting, but are obtained from SAIS for this purpose.   |
| Truancy  | <p>The state of Arizona requirement for school attendance and definitions for truancy are as follows: <u>A.R.S. §15-803. School attendance; exemptions; definitions</u></p> <p>A. It is unlawful for any child between six and sixteen years of age to fail to attend school during the hours school is in session, unless either:</p> <ol style="list-style-type: none"> <li>1. The child is excused pursuant to A.R.S. §15-802, subsection D or A.R.S. §15-901, subsection A, paragraph 6, subdivision (c).</li> <li>2. The child is accompanied by a parent or a person authorized by a parent.</li> <li>3. The child is provided with instruction in a home school.</li> </ol> <p>B. A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child as defined in A.R.S. § 8-201. Absences may be considered excessive when the number of absent days exceeds ten per cent of the number of required attendance days prescribed in A.R.S. §15-802, subsection B, paragraph 1.</p> <p>C. As used in this section:</p> <ol style="list-style-type: none"> <li>1. "Habitually truant" means a truant child who is truant for at least five school days within a school year.</li> <li>2. "Truant" means an unexcused absence for at least one class period during the day.</li> <li>3. "Truant child" means a child who is between six and sixteen years of age and who is not in attendance at a public or private school during the hours that school is in session, unless excused as provided by this section</li> </ol> |
| Other Attendance Violation   | Defined by school district policy. Users can add other violations specific to their policies. For example, this line might be used to record truancy at the level that is required for county court referral.  |
| <b>HARASSMENT, BULLYING, THREATS AND INTIMIDATION:</b>   |  |
| <b>Note:</b> 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. |  |
| Harassment, Nonsexual*   | <p><u>A.R.S. §13-2921. Harassment; classification; definition</u></p> <p>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"> <li>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.</li> <li>2. Continues to follow another person in or about a public place for no legitimate purpose after being asked to desist.</li> <li>3. Repeatedly commits an act or acts that harass another person.</li> <li>4. Surveils or causes another person to surveil a person for no legitimate purpose.</li> <li>5. On more than one occasion makes a false report to a law enforcement, credit or social service agency.</li> <li>6. Interferes with the delivery of any public or regulated utility to a person.</li> </ol>   |

|                                |   |
|--------------------------------|---|
|                                | <b>Note:</b> Bullying and Sexual Harassment are types of Harassment. Indicate harassment if the violation is not specifically Bullying or Sexual Harassment, or if the specific type of Harassment is not known.  |
| <b>Bullying*</b>               | Bullying is <u>repeated</u> 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.) Bullying may include the use of videos, text messages, social media posts, images and other forms of technology.  |
| <b>Threat or Intimidation*</b> | 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)<br><br><u>A.R.S. §13-1202. Threatening or intimidating</u><br>A person commits threatening or intimidating if the person threatens or intimidates by word or conduct:<br>1. To cause physical injury to another person or serious damage to the property of another; or<br>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<br>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.<br>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 3 is a class 4 felony. |
| <b>Hazing*</b>                 | <u>A.R.S. §15-2301. Hazing prevention policies; definitions</u><br>Violations of hazing prevention policies adopted pursuant to this section do not include either of the following:<br>1. Customary athletic events, contests or competitions that are sponsored by an educational institution.<br>2. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.<br>C. For purposes of this section:<br>2. "Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:<br>(a) The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.<br>(b) The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation.<br>3. "Organization" means an athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.                                      |
| <b>Homicide**</b>              | Includes first degree murder, second degree murder, manslaughter or negligent homicide. Intentionally or recklessly causing the death of another person (Paraphrased from A.R.S. §13, Chapter 11).  |
| <b>Kidnapping**</b>            | <u>A.R.S. §13-1304. Kidnapping; classification; consecutive sentence</u><br>A person commits kidnapping by knowingly restraining another person with the intent to:<br>1. Hold the victim for ransom, as a shield or hostage; or<br>2. Hold the victim for involuntary servitude; or<br>3. Inflict death, physical injury or a sexual offense on the victim, or to otherwise aid in the commission of a felony; or<br>4. Place the victim or a third person in reasonable apprehension of imminent physical injury to the victim or such third person.<br>5. Interfere with the performance of a governmental or political function.<br>6. Seize or exercise control over any airplane, train, bus, ship or other vehicle.<br>B. Kidnapping is a class 2 felony unless the victim is released voluntarily by the defendant without physical injury in a safe place prior to arrest and prior to accomplishing any of the further enumerated offenses in subsection A of this section in which case it is a class 4 felony. If the victim is released pursuant to an agreement with the state and without any physical injury, it is a class 3 felony. If the victim is under fifteen years of age kidnapping is a class 2 felony punishable pursuant to section 13-604.01. The sentence for kidnapping of a victim under fifteen years of age shall run consecutively to any  |

|   |  |
|---|--|
|   | other sentence imposed on the defendant and to any undischarged term of imprisonment of the defendant.   |
| <b>LYING, CHEATING, FORGERY FALSE REPORTING OR PLAGIARISM:</b>                                    |  |
| Cheating  | Is to deprive of something valuable by the use of deceit or fraud; is to influence or lead by deceit, trick or artifice. 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.  |
| Forgery   | Falsely and fraudulently making or altering a document.  |
| Lying, False Reporting  | Making an untrue statement with intent to deceive; creating a false or misleading impression. A.R.S. 13-2907.01. <u>False reporting to law enforcement</u> . Knowingly making a false statement in relation to a crime.  |
| Plagiarism  | Stealing and passing off the ideas or words of another as one's own. 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.   |
| <b>SCHOOL POLICIES AND OTHER VIOLATIONS:</b>  |  |
| <b>This category comprises misbehavior defined in district policy but not captured elsewhere.</b> |  |
| Defiance, Disrespect Towards Authority, and Non-Compliance  | Student engages in refusal to follow directions, talks back, or delivers socially rude interactions.   |
| Combustible   | 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.   |
| Contraband  | Items stated in school policy as prohibited because they may disrupt the learning environment.   |
| Closed Campus   | Occurs when a student leaves campus in violation of the District's closed campus policy. Secondary schools (Desert Wind Middle School, Maricopa Wells Middle School and Maricopa High School are closed to all students throughout their scheduled academic 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.  |
| 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; or sustained out-of-seat behavior; running in buildings, corridors, hallways, or courtyard where other classes or activities are taking place.  |
| Dress Code Violation  | Student wears clothing that does not fit within the dress code guidelines stated by school or District policy.   |
| Gambling  | To play games of chance for money or to bet a sum of money.  |
| 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 intimidation.   |
| Littering   | Includes leaving or depositing trash or other debris in places other than appropriate receptacles.   |
| 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"> <li>• May or may not have a recognized leader.</li> <li>• Do most things together, especially socially.</li> <li>• Stick together on issues.</li> <li>• Act bored, disinterested, or imposed upon by teacher ideas, suggestions, or requirements.</li> <li>• Involve themselves in each other's problems; therefore, perpetuate each other's problems.</li> <li>• Claim loyalty and righteousness if reprimanded. All the interference they cause is in the name of friendship.</li> <li>• Likely to confront authority as a group when one member has been disciplined.</li> <li>• Usually uncooperative, and possibly hostile.</li> <li>• As a group, likely to be either very good or very poor students.</li> <li>• Conduct themselves as though no other individuals exist in the school, including other students.</li> </ul> |

|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>Not objective. They turn-off to everything, sometimes without even knowing.</li> </ul>  |
| Other Violation of School Policy   | Defined by school district policy.   |
| Parking Lot Violation  | Includes any use of a vehicle, including parking, that violates school rules or driving laws or that endangers property or personal safety. (Examples include, but are not limited to: parking without registration of a vehicle as required by District policy, parking without the purchase of an annual parking pass, parking in the space designated to another student or staff member, or driving over 5mph in any school parking lot).  |
| Public Display of Affection  | Kissing, sexual touching, or other displays of affection in violation of school policy.  |
| Pranks, Including Interscholar Rivalry   | "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.  |
| <b>SCHOOL THREAT:</b>  |  |
| <b>School Threat (Threat of destruction or harm) or Interference with or Disruption of an Educational Institution:</b> |  |
|  | <p>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).</p> <p><u>A.R.S. §13-2911. Interference with or disruption of an educational institution</u><br/> A person commits interference with or disruption of an educational institution by doing any of the following:</p> <ol style="list-style-type: none"> <li>Intentionally, knowingly or recklessly interfering with or disrupting the normal operations of an educational institution by either: <ol style="list-style-type: none"> <li>Threatening to cause physical injury to any employee or student of an educational institution or any person on the property of an educational institution.</li> <li>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.</li> </ol> </li> <li>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.</li> <li>Intentionally or knowingly refusing to obey a lawful order given pursuant to subsection C of this section.</li> </ol> <p>B. To constitute a violation of this section, the acts that are prohibited by subsection A, paragraph 1 of this section are <b>not required to be directed at a specific individual</b>, a specific educational institution or any specific property of an educational institution. For the purposes of this section:</p> <p>"Interference with or disruption of" includes any act that might reasonably lead to the evacuation or closure of any property of the <b>educational institution</b> 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.</p> <p>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.</p> |
| Bomb Threat**  | Threatening to or causing harm by using a bomb, dynamite, explosive, or arson-causing device.  |
| Chemical or Biological Threat**  | Threatening to or causing harm by using dangerous chemicals or biological agents.  |
| Fire Alarm Misuse**  | Intentionally ringing the fire alarm when there is no fire.  |
| Other School Threat*   | The incident cannot be coded in one of the above categories but did involve a school threat.   |
| <b>SEXUAL OFFENSES:</b>  |  |
| <b>Note: Consider age and developmentally appropriate behavior before using this category.</b>                         |  |
| Pornography  | Pornography can be: 1) The depiction of erotic behavior, as in pictures or writing, intended to cause sexual excitement. 2) Materials, such as books or photographs, that depict erotic behavior and is  |

|  |  |
|--|--|
|  | intended to cause sexual excitement, or the depiction of acts in a sensational manner so as to arouse a quick intense emotional reaction or 3) The depiction of acts in a sensational manner so as to arouse a quick intense emotional reaction.   |
| Indecent Exposure or Public Sexual Indecency*                      | <p>A.R.S. 13-1401 Definition can be found at:<br/> <a href="http://www.wazleg.state.az.us/FormatDocument.asp?inDoc=/ars/13/01401.htm&amp;Title=13&amp;DocType=ARS">http://www.wazleg.state.az.us/FormatDocument.asp?inDoc=/ars/13/01401.htm&amp;Title=13&amp;DocType=ARS</a></p> <p><u>13-1402. Indecent exposure; exception; classification</u><br/> 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><u>13-1403. Public sexual indecency; public sexual indecency to a minor; classifications</u><br/> 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"> <li>1. An act of sexual contact.</li> <li>2. An act of oral sexual contact.</li> <li>3. An act of sexual intercourse.</li> <li>4. An act of bestiality.</li> </ol> <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>   |
| Harassment, Sexual with Contact*                                   | Sexual harassment that includes unwanted physical contact of non-sexual body parts (Includes areas not covered in A.R.S.)  |
| Sexual Abuse or Sexual Conduct with a Minor or Child Molestation** | <p><u>A.R.S. §13-1404. Sexual abuse; classifications</u> - 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.</p> <p><u>A.R.S. §13-1405. Sexual conduct with a minor; classifications</u> - A person commits sexual conduct with a minor by intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person who is under eighteen years of age.</p> <p><u>A.R.S. §13-1410. Molestation of child; classification</u> - 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.</p>   |
| Harassment, Sexual*  | <p><u>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:</u></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"> <li>• The degree to which the conduct affected one or more students' education</li> <li>• The type, frequency and duration of the conduct</li> <li>• The identity of and relationship between the alleged harasser and the subject or subjects of the harassment</li> <li>• The number of individuals involved</li> <li>• The age and sex of the alleged harasser and the subject or subjects of the harassment</li> <li>• The size of the school, location of the incidents, and the context in which they occurred</li> <li>• Other incidents at the school</li> </ul> |



|  |  |
|--|--|
| Sexual Assault** (Rape)  | <b>A.R.S. §13-1406. Sexual assault; classification; increased punishment</b><br>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.  |
| Sexting  | Sending sexually explicit photographs or messages via cell phone.  |
| <b>TECHNOLOGY (IMPROPER USE OF):</b>   |  |
| Computer   | Includes any violation of the Acceptable Use Policy Guidelines.  |
| Network Infraction   | Includes any violation of the Acceptable Use Policy Guidelines, BYOD or Google Apps for Education.   |
| 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, is used for non-instructional purposes or otherwise constitutes disruptive behavior. Electronic Device: includes, without limitation, MP3 Players/iPods, music players of any kind, cell phones, electronic games, digital cameras, etc.  |
| Other Technology   | Any electronic device infraction not defined above.  |
| <b>THEFT:</b><br><b>Indicate whether School Property or Non-School Property; dollar amount is recorded on the incident description page.</b><br><b><u>A.R.S. §13-105.11</u> (See definition of Extortion, Burglary-First Degree and Armed Robbery below)</b><br><b>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.</b> |  |
| Petty Theft**  | Arizona law does not differentiate between petty and grand theft but school administrators may want to consider thefts under \$100 as petty.   |
| Theft**  | 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.<br><b><u>ARS §13-1802. Theft: classification</u></b><br>A. A person commits theft if, without lawful authority, the person knowingly:<br>1. Controls property of another with the intent to deprive the other person of such property; or<br>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<br>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<br>4. Comes into control of lost, mislaid or misdelivered 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<br>5. Controls property of another knowing or having reason to know that the property was stolen; or<br>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. |
| Burglary or Breaking and Entering<br>(Second or Third Degree)*   | <b><u>ARS §13-1507. Burglary in the second degree; classification</u></b><br>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; burglary in the second degree is a class 3 felony.<br><b><u>ARS §13-1506. Burglary in the third degree; classification</u></b><br>A person commits burglary in the third degree by:<br>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.<br>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.  |
| Burglary<br>(First Degree)**   | <b><u>ARS §13-1508. Burglary in the first degree; classification</u></b><br>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 <b>dangerous instrument</b> in the course of committing any theft or any felony.<br>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.   |
| Extortion**  | <b><u>ARS §13-1804. Theft by extortion; classification</u></b><br>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:<br>1. Cause physical injury to anyone by means of a deadly weapon or dangerous instrument.<br>2. Cause physical injury to anyone except as provided in paragraph 1 of this subsection.<br>3. Cause damage to property.<br>4. Engage in other conduct constituting an offense.   |

|                 |  |
|-----------------|--|
|                 | <p>5. Accuse anyone of a crime or bring criminal charges against anyone.</p> <p>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.</p> <p>7. Take or withhold action as a public servant or cause a public servant to take or withhold action.</p> <p>8. Cause anyone to part with any property.</p>   |
| Robbery**       | <p>Using force or threatening to use force to commit a theft or while attempting to commit a crime.</p> <p><u>ARS §13-1902. Robbery:</u> 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> |
| Armed Robbery** | <p><u>ARS §13-1904. Armed robbery:</u> A person commits armed robbery if, in the course of committing robbery as defined in section 13-1902, such person or an accomplice:</p> <p>1. Is armed with a deadly weapon or a simulated deadly weapon; or 2. Uses or threatens to use a deadly weapon or dangerous instrument or a simulated deadly weapon.</p>  |

### **TRESPASSING:**

To enter or remain on public school campus or school board facility without authorization or invitation and with no lawful purpose for entry. This includes students under suspension or expulsion and unauthorized persons who enter or remain on campus or school board facility after being directed to leave by the chief administrator or designee of the facility, campus or functions (SDFS Terms and Definitions). 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.

|             |  |
|-------------|--|
| 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 students 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 Districts school. |
|-------------|--|

### **VANDALISM OR CRIMINAL DAMAGE:**

Willful destruction or defacement of school or personal property (National Forum on Educational Statistics, Safety in Numbers).

A.R.S. §13-1602. Criminal damage: A person commits criminal damage by recklessly:

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. 4. Drawing or inscribing a message, slogan, sign or symbol that is made on any public or private.

|                                 |  |
|---------------------------------|--|
| 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). |
| Vandalism of Personal Property* | Willful destruction or defacement of personal property.  |
| Vandalism of School Property    | Willful destruction or defacement of school property.  |

### **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

"Deadly weapon" means anything that is designed for lethal use. The term includes a firearm.

"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.

"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 fire-arm 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 (viii) of this subdivision.

"Prohibited Weapon" does not include fireworks imported, distributed or used in compliance with state laws or local ordinances, any propellant, propellant actuated devices or propellant actuated industrial tools that are manufactured, imported or distributed for their intended purposes or a device that is commercially manufactured primarily for the purpose of illumination.

**Dangerous Instrument** 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.

**Firearm**  
(Including Destructive Devices)\*\*

A.R.S. §13-3111. Minors prohibited from

carrying or possessing firearms; exceptions; seizure and forfeiture; penalties; classification

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.

A.R.S. §13-3101. Definitions

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.

**The following is paraphrased from: 18 USC 921**

**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.

**Other Firearms** –Firearms other than handguns, rifles or shotguns including:

1. 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;
2. The frame or receiver of any weapon described above;
3. Any firearm muffler or firearm silencer;
4. Any destructive device, which includes: Any explosive, incendiary, or poison gas
  - A. Bomb;
  - B. Grenade,
  - C. Rocket having a propellant charge of more than four ounces,
  - D. Missile having an explosive or incendiary charge of more than one-quarter ounce,
  - E. Mine or Similar device
  - F. 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
  - G. 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.

(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.)

**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.

**Other Weapons\*\***

Use, possession, sale, purchase, manufacture, or transportation of other weapons such as billy club, brass

|                   |  |
|-------------------|--|
|                   | knuckles, nunchakus, or a knife with a blade length at least 2½”.  |
| 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><br/> <b>Dangerous instrument:</b> 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> |
| 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.  |

## DEFINITIONS OF CONSEQUENCES

|  |  |
|--|--|
| <b>After-School Detention</b>                                | Teachers and administration may utilize After School Detention as a consequence for violations to the Code of Conduct. Failure to report to After School Detention as assigned will be considered insubordination and will result in further disciplinary action. Teachers will follow their site designated procedures before referring a student for not attending after-school school detention.  |
| <b>Alternate Placement</b>                                   | Only students who qualify under IDEA may be eligible.  |
| <b>Attendance Contract</b>                                   | Following a parent conference/notification, an attendance contract is established and will be signed by both parent and student.   |
| <b>Behavioral Contract</b>                                   | Following a parent conference/notification, a behavioral contract is established and will be signed by both parent and student.  |
| <b>Bullying Contract</b>                                     | Following a parent conference/notification, a behavioral contract is established and will be signed by both parent and student.  |
| <b>Campus Duty</b>   | Students who violate school rules may be assigned campus duty as an alternative to suspension. Administration reserves the right to assign based on Code of Conduct infraction.  |
| <b>Conference w/Parent</b>                                   | Parents are notified of this conference by telephone, personal contact, letter or certified letter. A conference is held with the student, the parents, appropriate school personnel and/or any other individuals concerned.   |
| <b>Conference w/Student</b>                                  | A formal conference is held between the student and one or more school official(s). During this conference, the student must agree to correct the inappropriate behavior.  |
| <b>Expulsion</b>   | The student is informed immediately that he/she is subject to expulsion and the due process procedure is explained. The student's parent/legal guardian is also notified by telephone and suspension letter that the student is subject to expulsion. Additional notification, which includes clear instructions regarding due process procedure, is mailed to the parent/legal guardian via certified mail. An expulsion does not become effective until the due process hearing has been completed.  |
| <b>In-School Suspension<br/>(based on site availability)</b> | This is the temporary removal of students from all regular classes for violation of school rules. Students are then assigned to the in-school suspension program for the entire day or any part thereof where they will spend their time studying, doing homework or class work. Failure to report as assigned will be considered insubordination and will result in further disciplinary action. While serving an in-school suspension, the student will not participate in any school day activities. The student will receive credit for class work completed and submitted that day.   |
| <b>Long-term Suspension<br/>(up to one year)</b>             | As directed by Governing Board policy, school administrators may recommend long-term suspension for serious discipline issues. This recommendation is forwarded to the District Director of Instructional Services. Students who receive a long-term suspension will not be permitted to make up class work while on suspension.   |
| <b>Refusal to Readmit</b>                                    | Teachers may request a temporary or permanent removal of a student from the classroom setting pursuant to ARS 15-841 as a result of continued behavior infractions. The discipline file for the student would be referred to the School Placement Review Committee for review and placement determination. Policy J-4611   |
| <b>Removal from Class<br/>(based on site availability)</b>   | The student is removed from one or more class periods and could be suspended to home.  |
| <b>Saturday School<br/>(based on site availability)</b>      | Students who violate school rules may be assigned to Saturday School. Students serving Saturday School are expected to study, complete homework, or read so as not to disrupt the program. Students in attendance will also engage in campus clean-up for a portion of the allotted time. Additional expectations will be explained when assigned.   |
| <b>Short-term Suspension<br/>(10 days or less)</b>           | Students in violation of school rules may receive off-campus suspension for their breach of the Secondary Code of Conduct. If suspended, students are removed from classes and assigned to a parent/guardian for the period of time specified by school administration. During suspension, students are not permitted on campus and will not participate in any school activities. Students may be required to attend a meeting with site administration prior to returning to campus. Teachers are not required to present suspended students with classwork during the period of their suspension, but are required to provide the work when the student returns. Students are afforded an equal number of days to make-up missed work as suspension. (ie. two days of suspension equates to two days to make up work. <b>Short-term suspensions cannot be appealed.</b> |

## CODE OF CONDUCT VIOLATIONS AND CONSEQUENCES

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."

The following chart shows the minimum and maximum range of disciplinary action that will be enforced for each area. These statements are guidelines only and do not limit the judgment of the administrator who must assess the situation and the student's behavioral history. School rules apply when a student is attending school, on school grounds, at school sponsored events, traveling to or from school, before or after school at bus stops, on any district property, or when the student is engaged in misconduct that affects the climate of the school.

**Notes:** The use of commas in the Minimum and Maximum columns below indicate "and/or" and are dependent on the infraction and use of progressive discipline. Violations noted with \* are reported to the Arizona Department of Education. Violations noted with \*\* are additionally reported to local law enforcement.

| <b>AGGRESSION</b>  |   |  |
|--|---|--|
| <b>Violation</b>   | <b>Minimum</b>  | <b>Maximum</b>   |
| <b>Instigation/Provocation</b><br>Board Policy JIC<br>Written, verbal, electronic or gestured  | 7-8: Conference, 3-5 days ISS or OSS, long-term suspension<br>9-12: Conference, 5-7 days ISS or OSS, long-term suspension | 7-8: 5-10 days ISS or OSS, expulsion<br>9-12: 7-10 days ISS or OSS, expulsion  |
| <b>Minor Aggressive Act</b><br><b>Verbal Altercation/Argument</b><br>Board Policy JIC  | 7-8: Conference, 3-5 days ISS or OSS<br>9-12: 3-5 days ISS or OSS   | 7-8: 5-10 days ISS or OSS, long-term suspension<br>9-12: 5-10 days ISS or OSS, long-term suspension                  |
| <b>Disorderly Conduct</b><br>Board Policy JIC  | 7-8: Conference, 3-5 days ISS or OSS<br>9-12: 5-10 days ISS or OSS  | 7-8: 5-10 days ISS or OSS<br>9-12: 10 days OSS + long-term suspension, expulsion                                     |
| <b>Recklessness</b><br>Board Policy JIC  | 7-8: Conference, 3-5 days ISS or OSS<br>9-12: 3-5 days ISS or OSS   | 7-8: 5-10 days ISS or OSS<br>9-12: 9 days ISS or OSS, long-term suspension   |
| <b>Endangerment*</b><br>Board Policy JIC   | 7-8: 5-10 days ISS or OSS<br>9-12: 5-10 days ISS or OSS   | 7-8: 10 days OSS + long-term suspension, expulsion<br>9-12: 10 days OSS + long-term suspension, expulsion            |
| <b>Fighting*</b><br>Board Policy JIC, JK   | 7-8: 5-7 days OSS<br>9-12: 10 days OSS, long term suspension  | 7-8: 7-10 days OSS, long-term suspension, expulsion<br>9-12: Long-term suspension, expulsion                         |
| <b>Assault**</b><br>Board Policy JIC   | 7-8: 5-7 days OSS<br>9-12: 10 days OSS, long-term suspension  | 7-8: 7-10 days OSS, long-term suspension, expulsion<br>9-12: 10 days OSS + expulsion                                 |
| <b>Aggravated Assault**</b><br>Board Policy JIC  | 7-8: 10 days OSS + long-term suspension<br>9-12: 10 days OSS + long-term suspension, expulsion                            | 7-8: 10 day OSS + expulsion<br>9-12: 10 day OSS + expulsion  |
| <b>Other Aggression</b><br>ie. horseplay/roughhousing<br>Board Policy JIC  | 7-8: Conference, 1-5 days ISS or OSS<br>9-12: Conference, 1-5 days ISS or OSS   | 7-8: 5-10 days ISS or OSS, long-term suspension<br>9-12: 5-10 days ISS or OSS, long-term suspension, expulsion       |
| <b>Bias/Hate Crime**</b><br><b>Racial Slurs/Writings/Drawings</b>  | 7-8: 3-5 days ISS or OSS<br>9-12: 5-10 days ISS or OSS, long-term suspension  | 7-8: 5-10 days ISS or OSS, long-term suspension<br>9-12: 10 day OSS + long-term suspension or expulsion              |
| <b>ALCOHOL, TOBACCO AND OTHER DRUGS</b>  |   |  |
| <b>Inhalants, Prescription Drugs (Inappropriate Use of), Over the Counter Drugs (Inappropriate Use of), Ecstasy, Cocaine or Crack, Hallucinogens, Heroin, Marijuana, Methamphetamines, Imitation, Synthetic and "Designer" drugs, Other illicit drugs, Unknown drugs, Drug paraphernalia, and substances represented as illicit drugs.</b> |   |  |
| <b>Violation</b>   | <b>Minimum</b>  | <b>Maximum</b>   |
| <b>Alcohol Violation*</b><br>Use, possession, under the influence of<br>Board Policy JICH  | 7-8: 10 days OSS, long term suspension, alternate placement, MPD Referral<br>9-12: 10 days OSS, long term suspension,     | 7-8: 10 day OSS, long term suspension, alternate placement, MPD Referral<br>9-12: 10 days OSS, long term suspension, |

|   | alternate placement, MPD Referral   | alternate placement, MPD Referral   |
|---|---|---|
| <b>Alcohol Violation*</b><br>Distribution<br>Board Policy JICH  | 7-8: 10 days OSS, long term suspension or expulsion, alternate placement, MPD Referral<br>9-12: 10 days OSS, long term suspension or expulsion, alternate placement, MPD Referral | 7-8: 10 days OSS, long term suspension, expulsion, alternate placement, MPD Referral<br>9-12: 10 days OSS, long term suspension, expulsion, alternate placement, MPD Referral |
| <b>Drug Violation**</b><br>Use, possession, under the influence (includes medications)<br>Board Policy JICH | 7-8: 10 days OSS, long term suspension, alternate placement, MPD Referral<br>9-12: 10 days OSS, long term suspension, alternate placement, MPD Referral                           | 7-8: 10 days OSS, long term suspension, expulsion, alternate placement, MPD Referral<br>9-12: 10 days OSS, long term suspension, expulsion, alternate placement, MPD Referral |
| <b>Drug Violation**</b><br>Sale or distribution (includes medications)<br>Board Policy JICH                 | 7-8: 10 days OSS, long term suspension, expulsion, alternate placement, MPD Referral<br>9-12: 10 days OSS, long term suspension, expulsion, alternate placement, MPD Referral     | 7-8: 10 days OSS, long term suspension, expulsion, alternate placement, MPD Referral<br>9-12: 10 days OSS, long term suspension, expulsion, alternate placement, MPD Referral |
| <b>Drug Violation**</b><br>Over the counter sale or distribution<br>Board Policy JICH                       | 7-8: 10 days OSS, long term suspension, expulsion, alternate placement, MPD Referral<br>9-12: 10 days OSS, long term suspension, expulsion, alternate placement, MPD Referral     | 7-8: 10 days OSS, long term suspension, expulsion, alternate placement, MPD Referral<br>9-12: 10 days OSS, long term suspension, expulsion, alternate placement, MPD Referral |
| <b>Drug Paraphernalia**</b><br>Board Policy JICH  | 7-8: 10 days OSS, long term suspension, alternate placement, MPD Referral<br>9-12: 10 days OSS, long term suspension, alternate placement, MPD Referral                           | 7-8: 10 days OSS, long term suspension, alternate placement, MPD Referral<br>9-12: 10 days OSS, long term suspension, alternate placement, MPD Referral                       |
| <b>Tobacco Violation**</b><br>Possession, use, sale or distribution<br>Board Policy JICG                    | 7-8: 3-5 days OSS<br>9-12: 3-5 days OSS   | 7-8: 7-10 days OSS, long-term suspension, MPD Referral<br>9-12: 7-10 days OSS, long-term suspension, MPD Referral   |
| <b>ARSON</b>  |   |   |
| Violation   | Minimum   | Maximum   |
| <b>Arson of a structure or property*</b><br>Board Policy JIC, JK  | 7-8: 10 days OSS, long-term suspension, expulsion<br>9-12: 10 days OSS, Expulsion   | 7-8: 10 day OSS + expulsion<br>9-12: 10 day OSS + expulsion   |
| <b>Arson of an occupied structure**</b><br>Board Policy JIC, JK   | 7-8: 10 days OSS, long-term suspension, expulsion<br>9-12: 10 day OSS + expulsion   | 7-8: 10 day OSS + expulsion<br>9-12: 10 day OSS + expulsion   |
| <b>ATTENDANCE POLICY VIOLATION</b>  |   |   |
| Violation   | Minimum   | Maximum   |
| <b>Tardy</b><br>Board Policy JK   | 7-8: Conference, 1-5 days ISS or OSS<br>9-12: Attendance contract, Saturday School/Campus clean-up, 3-5 days ISS or OSS   | 7-8: 5-10 days ISS or OSS<br>9-12: 5-10 days ISS or OSS   |
| <b>Leaving School Grounds w/out Permission</b><br>Board Policy JK   | 7-8: Conference, Attendance contract, 1-5 days ISS or OSS<br>9-12: Conference, Attendance contract, Saturday School, 1-5 days ISS or OSS  | 7-8: 5-10 days ISS or OSS<br>9-12: 5-10 days ISS or OSS   |
| <b>Unexcused Absence</b><br>Board Policy JHB  | 7-8: Conference, Attendance contract, 1-5 days ISS or OSS<br>9-12: Conference, Attendance contract, Saturday School, 1-5 days ISS or OSS  | 7-8: 5-10 days ISS or OSS<br>9-12: 5-10 days ISS or OSS, possible loss of credit  |
| <b>Truancy</b><br>Board Policy JHB  | 7-8: Conference, 1-5 days ISS or OSS<br>9-12: 3-5 days ISS or OSS   | 7-8: 5-10 days ISS or OSS, withdrawn from school on 11 <sup>th</sup> day<br>9-12: 5-10 days ISS or OSS, withdrawn from school on 11 <sup>th</sup> day                         |
| <b>Other Attendance Violation</b><br>Board Policy JEA   | 7-8: Conference, attendance contract, 1-5 days ISS or OSS   | 7-8: 5-10 days ISS or OSS   |

|   |  |   |
|---|--|---|
| Non Compliance w/Policy   | 9-12: Conference, attendance contract, 1-5 days ISS or OSS   | 9-12: 5-10 days ISS or OSS, long-term suspension  |
| <b>HARASSMENT, THREAT AND INTIMIDATION</b>  |  |   |
| 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. |  |   |
| <b>Violation</b>  | <b>Minimum</b>   | <b>Maximum</b>  |
| <b>Harassment, Nonsexual*</b><br>Board Policy JIC, JICFA  | 7-8: Conference, behavior contract, 1-5 days ISS or OSS<br>9-12: Behavior contract, 1-5 days OSS   | 7-8: 5-10 days OSS or long-term suspension<br>9-12: 5-10 days OSS, long-term suspension   |
| <b>Bullying*</b><br>Board Policy JIC, JII   | 7-8: Conference, Bullying contract, 1-5 days ISS or OSS<br>9-12: Conference, Bullying contract, 5-10 days ISS or OSS, long-term suspension,                          | 7-8: 5-10 days OSS, long-term suspension, expulsion<br>9-12: 10 days OSS + long-term suspension, expulsion  |
| <b>Threat or Intimidation*</b><br>(includes stalking)<br>Board Policy JICF, JII   | 7-8: Conference, Behavior contract, 2-5 days ISS or OSS, MPD referral<br>9-12: Behavior contract, 3-5 days ISS or OSS, MPD Referral                                  | 7-8: 5-10 days ISS or OSS, long-term suspension, expulsion, referral to MPD<br>9-12: 5-10 days ISS or OSS, MPD Referral, long-term suspension, expulsion                |
| <b>Threat to Educational Institution**</b><br>Bomb Threat, Chemical or Biological Threat<br>Fire Alarm Misuse**<br>Board Policy JIC, JK   | 7-8: 10 day OSS + long-term suspension, expulsion + MPD Referral<br>9-12: 10 day OSS + long term suspension, expulsion + MPD Referral                                | 7-8: 10 day OSS + expulsion + MPD Referral<br>9-12: 10 day OSS + expulsion + MPD Referral   |
| <b>Hazing*</b><br>Board Policy JIC, JICFA   | 7-8: Conference, Behavior contract, 3-5 days ISS or OSS, long-term suspension + MPD Referral<br>9-12: 5-10 days ISS or OSS, long-term suspension + MPD Referral      | 7-8: 5-10 days ISS or OSS, long-term suspension, expulsion + MPD Referral<br>9-12: 10 days OSS + long-term suspension, expulsion + MPD Referral                         |
| <b>Homicide**</b>   | 7-8: 10 day OSS + expulsion + MPD Referral<br>9-12: 10 day OSS + expulsion + MPD Referral  | 7-8: 10 day OSS + expulsion + MPD Referral<br>9-12: 10 day OSS + expulsion + MPD Referral   |
| <b>Kidnapping**</b>   | 7-8: 10 day OSS + expulsion + MPD Referral<br>9-12: 10 day OSS + expulsion + MPD Referral  | 7-8: 10 day OSS + expulsion + MPD Referral<br>9-12: 10 day OSS + expulsion + MPD Referral   |
| <b>LYING, CHEATING, FORGERY OR PLAGIARISM</b>   |  |   |
| <b>Violation</b>  | <b>Minimum</b>   | <b>Maximum</b>  |
| <b>Cheating</b><br>Board Policy JIC   | 7-8: Conference, loss of credit on assignment, 1-5 days ISS or OSS<br>9-12: Conference, loss of credit on assignment, parent contact by teacher, 1-3 days ISS or OSS | 7-8: 5-10 days ISS or OSS, possible loss of credit in class, long-term suspension<br>9-12: 5-10 days ISS or OSS, possible loss of credit in class, long-term suspension |
| <b>Forgery</b><br>Board Policy JK   | 7-8: Conference, 3-5 days ISS or OSS<br>9-12: 3-5 days ISS or OSS, possible loss of credit in class  | 7-8: 5-10 days ISS or OSS, possible loss of credit in class, long-term suspension<br>9-12: 5-9 days ISS or OSS, long-term suspension, possible loss of credit in class  |
| <b>Lying, False Reporting</b>   | 7-8: Conference, 1-5 days ISS or OSS<br>9-12: 1-3 days ISS or OSS, possible loss of credit in class  | 7-8: 5-10 days ISS or OSS, long-term suspension<br>9-12: 3-5 days ISS or OSS, possible loss of credit in class  |
| <b>Plagiarism</b><br>Board Policy JK  | 7-8: Conference, loss of credit on assignment, 1-5 days ISS or OSS<br>9-12: Loss of credit on assignment, 1-3 days ISS or OSS, possible loss of credit in class      | 7-8: 5-10 days ISS or OSS, long-term suspension, possible loss of credit in class<br>9-12: 3-10 days ISS or OSS, long-term suspension, possible loss of credit in class |
| <b>SCHOOL POLICIES AND OTHER VIOLATIONS</b>   |  |   |
| <b>Note:</b> This category comprises misbehavior defined in district policy but not captured elsewhere.   |  |   |
| <b>Violation</b>  | <b>Minimum</b>   | <b>Maximum</b>  |
| <b>Defiance, Disrespect Towards Authority, Insubordination, and Non-Compliance</b><br>Board Policy JIC, JK  | 7-8: Conference, 1-5 days ISS or OSS, behavior contract, possible removal from class (see policy JK-EC)<br>9-12: 1-5 days ISS or OSS, behavior                       | 7-8: 5-10 days ISS or OSS, removal from class, long-term suspension<br>9-12: 5-10 days ISS or OSS, removal from class, long-term suspension                             |



|  |   |   |
|--|---|---|
|  | contract , possible removal from class (see policy JK-EC)   |   |
| <b>Combustible</b><br>Board Policy JICI<br>Lighters, matches, incendiary devices, aerosol                      | 7-8: 3-5 days ISS or OSS, long-term suspension<br>9-12: 3-10 days ISS or OSS, Long-term suspension, expulsion               | 7-8: 5-10 days ISS or OSS, long-term suspension, expulsion<br>9-12: 5-10 days ISS or OSS, expulsion   |
| <b>Contraband</b><br>Board Policy JIC, JK  | 7-8: 3-5 days ISS or OSS, long-term suspension<br>9-12: 3-5 days ISS or OSS, long-term suspension, expulsion                | 7-8: 5-10 days ISS or OSS, long-term suspension, expulsion<br>9-12: 5-10 days ISS or OSS, long-term suspension, expulsion                   |
| <b>Closed Campus</b>   | 7-8: Conference, 1-3 days ISS or OSS<br>9-12: Conference, 1-5 days ISS or OSS   | 7-8: Conference, 3-5 days ISS or OSS<br>9-12: Conference, 5-10 days ISS or OSS  |
| <b>Disruption Classroom or Campus, Incurable Behavior</b><br>Board Policy JIC                                  | 7-8: Conference, 1-3 days ISS or OSS<br>9-12: Conference, 1-3 days ISS or OSS   | 7-8: 5-10 days ISS or OSS, removal from class, long-term suspension<br>9-12: 5-10 days ISS or OSS, removal from class, long-term suspension |
| <b>Dress Code Violation</b><br>Board Policy JICA   | 7-8: Change clothing, conference, 1-3 days ISS or OSS<br>9-12: Change clothing, conference, 1-3 days ISS or OSS             | 7-8: Change clothing, 3-5 days ISS or OSS<br>9-12: Change clothing, 3-5 days ISS or OSS   |
| <b>Gambling</b><br>Board Policy JK   | 7-8: 5-10 days ISS or OSS<br>9-12: 5-10 days ISS or OSS   | 7-8: 10 day OSS + long-term suspension, expulsion<br>9-12: 10 day OSS + long-term suspension, expulsion                                     |
| <b>Language, Inappropriate</b><br>Board Policy JIC, JK   | 7-8: Conference, 1-5 days ISS or OSS<br>9-12: 1-3 days ISS or OSS   | 7-8: 5-10 days ISS or OSS<br>9-12: 5-10 days ISS or OSS   |
| <b>Littering</b><br>Board Policy JIC, JI-R   | 7-8: Conference, campus duty, 1-3 days ISS or OSS<br>9-12: Conference, campus duty, 1-3 days ISS or OSS                     | 7-8: Campus duty, 5-7 days ISS or OSS<br>9-12: Campus duty, 5-10 days ISS or OSS  |
| <b>Parking Lot Violation</b><br>Board Policy JLIE<br>Fees will not be refunded for loss of privileges          | 7-8: Not applicable<br>9-12: Warning sticker, wheel clamp, 1-5 days OSS, loss of parking privileges one semester            | 7-8: Not applicable<br>9-12: Wheel clamp, 5-10 days OSS, towing car, loss of parking privileges for one year                                |
| <b>Negative Group Affiliation Gang Activity/Secret Societies</b><br>Board Policy JICF                          | 7-8: Conference, 1-5 days ISS or OSS, long-term suspension<br>9-12: 5-10 days ISS or OSS, long-term suspension              | 7-8: 5-10 day OSS, expulsion<br>9-12: 10 day ISS or OSS, expulsion  |
| <b>Other Violation of School Policy</b>  | 7-8: Conference, 1-3 days ISS or OSS<br>9-12: Conference, 1-5 days ISS or OSS   | 7-8: 5-10 days ISS or OSS<br>9-12: 5-10 days ISS or OSS   |
| <b>Public Display of Affection</b><br>Board Policy JIC   | 7-8: Conference, 1-5 days ISS or OSS<br>9-12: Conference, 1-3 days ISS or OSS   | 7-8: 5-10 days ISS or OSS<br>9-12: 5-10 days ISS or OSS   |
| <b>Public Urination</b><br>ARS 13-402 Indecent Exposure<br>Policy JIC  | 7-8: 1-5 days ISS or OSS, refer to police<br>9-12: 3-5 days ISS or OSS, refer to police                                     | 7-8: 5-10 days ISS or OSS, refer to police<br>9-12: 5-10 days ISS or OSS, refer to police   |
| <b>Pranks, Including Interschool Rivalry</b><br>Board Policy JIC, JIC-R  | 7-8: Conference, 1-5 days ISS or OSS<br>9-12: Conference, 1-5 days ISS or OSS   | 7-8: 5-10 days ISS or OSS, long-term suspension<br>9-12: 5-10 days ISS or OSS, long-term suspension   |
| <b>Unauthorized Sales</b><br>Board Policy JJE  | 7-8: Conference, 1-5 days ISS or OSS<br>9-12: Conference, 1-5 days ISS or OSS   | 7-8: 5-10 days ISS or OSS<br>9-12: 5-10 days ISS or OSS   |
| <b>SEXUAL OFFENSES</b> Note: Consider age and developmentally appropriate behavior before using this category. |   |   |
| <b>Violation</b>   | <b>Minimum</b>  | <b>Maximum</b>  |
| <b>Pornography</b><br>Board Policy JK  | 7-8: 3-5 days ISS or OSS + MPD Referral<br>9-12: 5-10 days ISS or OSS + MPD Referral  | 7-8: 5-10 days ISS or OSS, long-term suspension, expulsion + MPD Referral<br>9-12: Long-term suspension, expulsion + MPD Referral           |
| <b>Indecent Exposure Public Sexual Indecency*</b><br>Board Policy JK   | 7-8: 3-5 days ISS or OSS, long-term suspension + MPD Referral<br>9-12: 5-10 days OSS or long-term suspension + MPD Referral | 7-8: 5-10 days ISS or OSS, long-term suspension, expulsion + MPD Referral<br>9-12: 10 days OSS + Expulsion + MPD Referral                   |

|  |   |   |
|--|---|---|
| <b>Indecent or Lewd Behavior/Material</b><br>Board Policy JK                                 | 7-8: 3-5 days ISS or OSS + MPD Referral<br>9-12: 3-5 days ISS or OSS + MPD Referral   | 7-8: 5-10 days ISS or OSS, long-term suspension, expulsion + MPD Referral<br>9-12: 5-10 days ISS or OSS, long-term suspension, expulsion + MPD Referral |
| <b>Harassment, Sexual*</b><br>Board Policy JK  | 7-8: 5-10 days ISS or OSS, long-term suspension + MPD Referral<br>9-12: Cease and Desist Order, 5-10 days OSS, long-term suspension + MPD Referral                    | 7-8: 10 days OSS + expulsion + MPD Referral<br>9-12: 10 days OSS + expulsion + MPD Referral   |
| <b>Harassment, Sexual with Contact*</b><br>Board Policy JK                                   | 7-8: Cease and Desist Order, 10 days OSS + long-term suspension + MPD Referral<br>9-12: 10 days OSS + long-term suspension + MPD Referral                             | 7-8: 10 days OSS + expulsion + MPD Referral<br>9-12: 10 days OSS + expulsion + MPD Referral   |
| <b>Sexual Abuse or Sexual Conduct with a Minor or Child Molestation**</b><br>Board Policy JK | 7-8: 10 days OSS + expulsion + MPD Referral<br>9-12: 10 days OSS + expulsion + MPD Referral   | 7-8: 10 days OSS + expulsion + MPD Referral<br>9-12: 10 days OSS + expulsion + MPD Referral   |
| <b>Sexual Assault** (Rape)</b><br>Board Policy JIC   | 7-8: 10 days OSS + long-term suspension + MPD Referral<br>9-12: 10 days OSS + long-term suspension + MPD Referral   | 7-8: 10 days OSS + expulsion + MPD Referral<br>9-12: 10 days OSS + expulsion + MPD Referral   |
| <b>SCHOOL THREAT</b>   |   |   |
| <b>Violation</b>   | <b>Minimum</b>  | <b>Maximum</b>  |
| <b>Bomb Threat**</b><br>Board Policy JIC, JIC-R, JICK  | 7-8: 10 days OSS + long-term suspension + MPD Referral<br>9-12: 10 days OSS + long-term suspension + MPD Referral   | 7-8: 10 days OSS + expulsion + MPD Referral<br>9-12: 10 days OSS + expulsion + MPD Referral   |
| <b>Chemical or Biological Threat**</b><br>Board Policy JIC, JIC-R, JICK                      | 7-8: 10 days OSS + long-term suspension + MPD Referral<br>9-12: 10 days OSS + long-term suspension + MPD Referral   | 7-8: 10 days OSS + expulsion + MPD Referral<br>9-12: 10 days OSS + expulsion + MPD Referral   |
| <b>Fire Alarm Misuse**</b><br>Board Policy JIC, JIC-R, JICK                                  | 7-8: 10 days OSS + long-term suspension + MPD Referral<br>9-12: 10 days OSS + long-term suspension + MPD Referral   | 7-8: 10 days OSS + expulsion + MPD Referral<br>9-12: 10 days OSS + expulsion + MPD Referral   |
| <b>Other School Threat*</b><br>Board Policy JIC, JIC-R, JICK                                 | 7-8: 10 days OSS + long-term suspension + MPD Referral<br>9-12: 10 days OSS + long-term suspension + MPD Referral   | 7-8: 10 days OSS + expulsion + MPD Referral<br>9-12: 10 days OSS + expulsion + MPD Referral   |
| <b>TECHNOLOGY VIOLATION</b>  |   |   |
| <b>Violation</b>   | <b>Minimum</b>  | <b>Maximum</b>  |
| <b>Computer or Network</b><br>Board Policy IJNDB   | 7-8: Conference, possible computer suspension up to 1 month, 1-5 days ISS or OSS<br>9-12: Conference, possible computer suspension up to 1 month, 1-5 days ISS or OSS | 7-8: Possible computer suspension for school year, 5-10 days ISS or OSS<br>9-12: Possible computer suspension for school year, 5-10 days ISS or OSS     |
| <b>Electronic Devices</b><br>Board Policy JK   | 7-8: Confiscate item, conference, 1-5 days ISS or OSS<br>9-12: Confiscate item, conference, 1-5 days ISS or OSS   | 7-8: Confiscate item, 5-10 day ISS or OSS<br>9-12: Confiscate item, 5-10 days ISS or OSS  |
| <b>Other Technology</b><br>Board Policy IJNDB  | 7-8: Conference, possible computer suspension up to 1 month, 1-5 days ISS or OSS<br>9-12: Possible computer suspension up to 1 month, 1-5 days ISS or OSS             | 7-8: Possible computer suspension for school year, 5-10 days ISS or OSS<br>9-12: Possible computer suspension for school year, 5-10 days ISS or OSS     |
| <b>THEFT</b>   |   |   |
| <b>Violation</b>   | <b>Minimum</b>  | <b>Maximum</b>  |
| <b>Petty Theft</b><br>Board Policy JIC   | 7-8: 3-5 days ISS or OSS, restitution + MPD Referral<br>9-12: 3-5 days ISS or OSS, restitution +  | 7-8: 5-10 days ISS or OSS, long-term suspension, restitution + MPD Referral<br>9-12: 5-10 days ISS or OSS, long-term                                    |

|   |   |   |
|---|---|---|
|   | MPD Referral  | suspension, restitution + MPD Referral  |
| <b>Theft</b><br>Board Policy JIC  | 7-8: 3-5 days ISS or OSS, long-term suspension, restitution, expulsion + MPD Referral<br>9-12: 3-5 days ISS or OSS, long-term suspension, restitution, expulsion + MPD Referral | 7-8: 5-10 days ISS or OSS, long-term suspension, restitution, expulsion + MPD Referral<br>9-12: 5-10 days ISS or OSS, long-term suspension, restitution, expulsion + MPD Referral |
| <b>Burglary or Breaking and Entering* 2<sup>nd</sup> or 3<sup>rd</sup> degree</b><br>Board Policy JIC | 7-8: Long-term suspension + MPD Referral<br>9-12: 10 days OSS + Long-term suspension + MPD Referral   | 7-8: 10 days OSS + expulsion + MPD Referral<br>9-12: 10 days OSS + expulsion + MPD Referral   |
| <b>Burglary** 1<sup>st</sup> degree</b><br>Board Policy JIC   | 7-8: 10 days + expulsion + MPD Referral<br>9-12: 10 days + expulsion + MPD Referral   | 7-8: 10 days + expulsion + MPD Referral<br>9-12: 10 days + expulsion + MPD Referral   |
| <b>Extortion*</b><br>Board Policy JIC   | 7-8: 5-10 days ISS or OSS, long-term suspension + MPD Referral<br>9-12: 5-10 days ISS or OSS, long-term suspension + MPD Referral   | 7-8: 10 days OSS + long-term suspension, expulsion + MPD Referral<br>9-12: 10 days OSS + long-term suspension, expulsion + MPD Referral   |
| <b>Robbery**</b><br>Board Policy JIC  | 7-8: 5-10 days ISS or OSS, restitution + MPD Referral<br>9-12: 5-10 days ISS or OSS, restitution + MPD Referral   | 7-8: 10 days OSS + long-term suspension, expulsion + MPD Referral<br>9-12: 10 days OSS + long-term suspension, expulsion + MPD Referral   |
| <b>Armed Robbery**</b><br>Board Policy JIC  | 7-8: 10 days OSS + expulsion + MPD Referral<br>9-12: 10 days OSS + expulsion + MPD Referral   | 7-8: 10 days OSS + expulsion + MPD Referral<br>9-12: 10 days OSS + expulsion + MPD Referral   |
| <b>TRESPASSING</b>  |   |   |
| <b>Violation</b>  | <b>Minimum</b>  | <b>Maximum</b>  |
| <b>Trespassing</b><br>Board Policy JIC  | 7-8: 3-5 days ISS or OSS and/or MPD citation or arrest<br>9-12: 3-5 days ISS or OSS and/or MPD citation or arrest   | 7-8: 5-10 days ISS or OSS and/or MPD citation or arrest<br>9-12: 5-10 days ISS or OSS and/or MPD citation or arrest   |
| <b>VANDALISM OR CRIMINAL DAMAGE</b>   |   |   |
| <b>Violation</b>  | <b>Minimum</b>  | <b>Maximum</b>  |
| <b>Graffiti or Tagging</b><br>Board Policy JIC  | 7-8: 3-5 days ISS or OSS, long-term suspension, restitution + MPD Referral<br>9-12: 5-10 days ISS or OSS, long-term suspension, restitution + MPD Referral                      | 7-8: 5-10 days ISS or OSS, long-term suspension, expulsion, restitution + MPD Referral<br>9-12: 10 days OSS + long-term suspension, expulsion, restitution + MPD Referral         |
| <b>Vandalism of personal property</b><br>Board Policy JIC   | 7-8: 3-5 days ISS or OSS, long-term suspension, restitution + MPD Referral<br>9-12: 5-10 days ISS or OSS, long-term suspension, restitution + MPD Referral                      | 7-8: 5-10 days ISS or OSS, long-term suspension, expulsion, restitution + MPD Referral<br>9-12: 10 days OSS + long-term suspension, expulsion, restitution + MPD Referral         |
| <b>Vandalism of school property</b><br>Board Policy JICB  | 7-8: 3-5 days ISS or OSS, long-term suspension, restitution + MPD Referral<br>9-12: 5-10 days ISS or OSS, long-term suspension, restitution + MPD Referral                      | 7-8: 5-10 days ISS or OSS, long-term suspension, expulsion, restitution + MPD Referral<br>9-12: 10 days OSS + long-term suspension, expulsion, restitution + MPD Referral         |
| <b>WEAPONS AND DANGEROUS ITEMS</b>  |   |   |
| <b>Violation</b>  | <b>Minimum</b>  | <b>Maximum</b>  |
| <b>Firearm **</b><br>Including destructive devices<br>Board Policy JIC, JICI                          | 7-8: 10 days OSS + expulsion + MPD Referral<br>9-12: 10 days OSS + expulsion + MPD Referral   | 7-8: 10 days OSS + expulsion + MPD Referral<br>9-12: 10 days OSS + expulsion + MPD Referral   |
| <b>Other Weapons**</b><br>Board Policy JIC, JICI  | 7-8: 10 days OSS + long-term suspension, expulsion + MPD Referral<br>9-12: 10 days OSS + long-term suspension + MPD Referral  | 7-8: 10 days OSS + expulsion + MPD Referral<br>9-12: 10 days OSS + expulsion + MPD Referral   |
| <b>Explosives and Fireworks</b><br>Board Policy JICI, JK  | 7-8: 1-5 days ISS or OSS, long-term suspension + MPD Referral<br>9-12: 5-10 days ISS or OSS, long-term  | 7-8: 5-10 days ISS or OSS, expulsion + MPD Referral<br>9-12: 10 days OSS, expulsion + MPD   |

|   |   |   |
|---|---|---|
|   | suspension + MPD Referral   | Referral  |
| <b>Dangerous Items*</b><br>Simulated Firearm<br>Board Policy JICI | 7-8: Confiscate item, parent/student conference, 5-10 days ISS or OSS, long-term suspension + MPD Referral<br>9-12: Confiscate item, parent/student conference, 5-10 days ISS or OSS, long-term suspension + MPD Referral | 7-8: 10 days OSS, expulsion + MPD Referral<br>9-12: 10 days OSS, expulsion + MPD Referral   |
| <b>Simulated Firearm</b><br>Board Policy JIC, JICI                | 7-8: 10 days OSS + expulsion + MPD Referral<br>9-12: 10 days OSS + expulsion + MPD Referral   | 7-8: 10 days OSS + expulsion + MPD Referral<br>9-12: 10 days OSS + expulsion + MPD Referral |

## SECONDARY POLICIES, REGULATIONS, RULES AND INFORMATION

### Alternative School Assignment

Under Arizona law (A.R.S. 15-841 E and F) a school district may reassign a student to an alternative education program if the student refuses to comply with school rules, refuses to pursue the required course of study, or refuses to submit to the authority of teachers, administrators or the Governing Board. A student can also be reassigned if he/she threatens an educational institution as defined in A.R.S. 13-2911.

### Assembly Conduct

Spirit Assemblies are provided to students as an opportunity to celebrate campus successes and build school spirit. Students are required to sit in the section provided for their class and adhere to the Code of Conduct at all times. Students who do not conduct themselves properly will be referred to administration for discipline.

### Attendance

Arizona Law and Workplace Standards require students to be at school and on time each day. The right and privilege of attending public school carries with it certain responsibilities on the part of parents and students. High school attendance is ultimately the responsibility of the student and his/her family. It is important that parents and student recognize the direct relationship between academic success and regular school attendance. Parents and students should keep absences below 10 or they will be jeopardy of losing credit for the semester. Most classroom activity cannot be replicated; class discussion and participation is lost to those who are absent. Administration will require documentation for excessive or habitual absences.

### Attendance Definitions

**Absence-** Students who fail to report to one or more classes will be marked absent. A student who arrives more than 10 minutes late is considered absent.

**Excused absence-** An absence is excused if a parent or guardian notifies the school of the reason for the absence. The determination to excuse an absence will be made in compliance with Arizona Department of Education guidelines.

**Unexcused absence-** Any absence not verified by parent or guardian will be considered unexcused.

**School-related absence-** If a student misses class due to a pre-approved school-related activity, it will not count as an absence.

**Suspension-** Of days suspended, the first 10% (18 days) will be considered excused. If a student is suspended above the 10%, those suspension days will be considered unexcused. If a student has 10 consecutive absences they will be withdrawn.

**Tardy-** A student is tardy when he/she is not in class and seated when the final bell rings and will be marked absent after 10 minutes.

### Tardy To Class

Students are expected to be seated in their classrooms ready to begin class work prior to the late bell. At the 5<sup>th</sup> tardy in each class, students will be referred for disciplinary action. Every subsequent 5<sup>th</sup> tardy will result in additional consequences.

### Absences

A student is allowed 10 absences, excused or unexcused per class per semester. The 11<sup>th</sup> absence will result in loss of credit unless there are extenuating circumstances; however, documentation is required. Contact the Attendance Office with questions regarding extenuating circumstances.

### Reporting an Absence

As per district policy J-1550, when a student is absent it will be necessary for the parent to call the school on or before the day of the absence in order to advise the school as to the reason for the absence. When it is impossible to call on the day of the absence, the school should be notified on the morning the student returns, in time for the student to obtain an admission slip prior to the student's first class. All absences not verified by parental or administrative authorization will remain unexcused. If a parent does not have access to a phone, either at home or at work, a note will be accepted for verification purposes.

**Make-up work:** The student is responsible for making arrangements with their teachers to complete make-up work for absences; all work must be completed within the same amount of time after returning as the class periods absent from class. For example, allow two class periods to complete make-up work for two class periods of absences.

\*Student attendance will be reviewed daily and may be adjusted to remain in compliance with Arizona Department of Education guidelines.

**Excused Absences** include, but are not limited to:

- Individual illness or health conditions- documentation from a doctor is required
- Serious illness in the immediate family- documentation required
- Religious holidays
- Legal appointments
- Death in the immediate family
- School sanctioned activities
- Medical and dental appointments- documentation required

### **Unexcused Absences**

Unexcused absences are considered truancies. If a student misses one or more periods in a school day, the unexcused absence will be considered ditching. While parents may be aware of these circumstances, the absence will remain unexcused for attendance purposes. *Administrators are the only persons able to excuse absences.*

### **Academic Consequences for Absences:**

- Parents will be notified of daily absences from school via an automated calling system.
- Unverified absences will result in loss of credit on assignments in each class missed.

### **Attendance/Credit Appeal:**

9<sup>th</sup>-11<sup>th</sup> grade:

- If a student has accumulated more than 10 absences (excused or unexcused) by the end of each semester in any class, he or she must appeal to receive credit. Attendance appeals are available on the MHS website and in the attendance office. The report card will list N/C (No Credit) for the classes where the absences do not meet the seat time requirements. Please follow the directions attached to the Attendance/Credit Appeal form and return the form and required document to the Attendance Office within five (5) working days of the postmarked date.

12<sup>th</sup> grade:

- Seniors who accumulate more than 10 absences (excused or unexcused) each semester, will jeopardize their status for graduation. 1<sup>st</sup> semester appeals must follow the process for 9<sup>th</sup>-11<sup>th</sup> grade students above. 2<sup>nd</sup> semester appeals will be considered 1-2 weeks prior to graduation. A denial of credit for either 1<sup>st</sup> or 2<sup>nd</sup> semester will result in loss of credit and/or graduation.

Attendance appeals will only be considered with documentation for the following reasons:

- Death in the family
- Hospitalization(s)
- Chronic health conditions (documentation must be on file in the Health Office)
- Homelessness
- Illness
- Legal appointments

### **Ten Consecutive Absences**

After 10 days of consecutive absences, the student will be withdrawn from Maricopa High School.

### **Student Check-In**

If a student is late to school, a parent/guardian must accompany them into the front office to sign them in, regardless of the period.

### **Student Check-Out**

Students are not permitted to leave campus without parent and administrative permission.

Parent/guardian or those listed on emergency contact list must present picture ID to the Attendance Office in order to sign a student out of school.

### **Student Check-Out for scheduled appointments**

A parent or guardian is expected to call the attendance office to grant permission for a student to be released from class early.

1. In order for a student to leave campus during the school day, the student must obtain a release pass from the attendance office prior to leaving. To receive this pass, a parent must send a written excuse or call the attendance office **before** the

- student's first class that morning.
2. The student will present the pass to the teacher and report to the attendance office to sign out.
  3. All students must leave campus through the front office. Any student leaving campus without a pass is subject to disciplinary action.
  4. Students will not be allowed to be checked out during any safety drills.

### **Pre-Approved Requests/Special Circumstances**

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

- Grade – must have a passing grade in each class.
- Attendance – amount prior to absences/tardies
- Behavior – prior referrals, disciplinary actions, etc
- Students must collect all class work prior to the absences and complete all work by a predetermined date.

### **Bullying, Harassment, Cyber-Bullying and Intimidation**

All Maricopa Unified School District schools operate in accordance with Arizona Revised Statute 15-341 (37) and MUSD Policy JICK/J-2300. Incidents of Bullying, Harassment, Cyber-Bullying and/or Intimidation will not be tolerated. Each report will be fully investigated as laid out in policy on pages 12-14.

### **Awards & Student Recognition - Maricopa High School**

Maricopa High School recognizes and celebrates students who excel in academics, athletics, the Arts, as well as other programs offered within the school throughout the year. Many of the honors below are presented during the annual Evening of Excellence held in May of each year. Students are required to be enrolled for the full academic year to be eligible.

#### **Academic Excellence (Letter)**

This award is bestowed upon each student who has maintained an un-weighted GPA of 4.0 or for AP/Honor students a 4.0 weighted plus a 3.5 un-weighted for Semester 1 and Quarter 3. Presentation of this award will take place in May of each year and be held in the Maricopa High School Performing Arts Center.

#### **Academic Achievement**

This award is bestowed upon each student who has maintained an un-weighted GPA of 3.8-3.99 or for AP/Honor students a 3.8-4.0 weighted plus a 3.0 un-weighted for Semester 1 and Quarter 3. Presentation of this award will take place in May of each year and be held in the Maricopa High School Performing Arts Center.

#### **Honor Roll**

Students who achieve Honor Roll status with a GPA of 3.5 or for AP/Honor students a 3.5-3.79 weighted plus a 3.0 un-weighted will be honored and acknowledged during the academic day.

#### **Athlete of the Year Award**

This award is bestowed upon one male and one female athlete who have lettered in two varsity sports for the current academic year. Presentation of this award will take place in May of each year and be held in the Performing Arts Center.

#### **Academic Athlete of the Year Award**

This award is bestowed upon one male and one female athlete who have lettered in two varsity sports and hold the highest ranking grade point averages. Presentation of this award will take place in May of each year and be held in the Performing Arts Center.

### **GRADUATION HONORS**

#### **Valedictorian**

The student with the highest-class rank will be recognized with a medallion. \*Class Rankings follow Policy IKC/I-7100

#### **Salutatorian**

The student with the second highest class rank will be recognized with a medallion. \*Class Rankings follow Policy IKC/I-7100

#### **Academic Excellence**

Students, who achieve Academic Excellence, as indicated above, will be recognized with a gold cord and a gold tassel.

#### **Academic Achievement**

Students, who earned Academic Achievement, as indicated above, will be recognized with a silver core and a silver tassel.

#### **Honor Roll**

Students, who earn Honor Roll status, as indicated above, will be recognized with a silver cord.

#### **National Honor Society**

Students who have been inducted in the society will be recognized with a gold NHS stole.

## **Awards & Student Recognition – Desert Wind and Maricopa Wells Middle Schools**

Desert Wind and Maricopa Wells recognizes and celebrates students who excel in academics, athletics, and who demonstrated excellent character. There are two Evening of Excellence nights held in early January and at the end of May. Below is a brief description of the awards presented at these award ceremonies.

### **Principal's List**

This award is bestowed upon each student who has earned straight A's each semester (December and May).

### **Honor Roll**

This award is bestowed upon each student who has earned A's and B's each semester (December and May).

### **Character Award**

This award is bestowed upon each student who demonstrated exceptional leadership, showed a genuine care for others, and had a willingness to rise above and take on challenges without being asked each semester (December and May).

### **Team MVP**

This award is bestowed upon a student-athlete who had the largest impact on the team on and off the fields or courts. Winning this award encompasses the student-athlete's dedication to the team, putting teammates and coaches first, maximum effort at the player's position and contribution to the team being victorious. Semester 1 teams consist of: Baseball, Softball, Boys Soccer, Cross Country, Girls Volleyball. Semester 2 teams consist of: Football, Girls Basketball, Cheer, Boys Basketball, Girls Soccer, and Wrestling.

### **Team Most Improved**

This award is bestowed upon a student-athlete who has increased their impact on the team in a positive way the most from the beginning to the end of the season. This is done by improving overall skill level of play, but other factors, such as attitude towards teammates and coaches are also taken into account. Semester 1 teams consist of: Baseball, Softball, Boys Soccer, Cross Country, Girls Volleyball. Semester 2 teams consist of: Football, Girls Basketball, Cheer, Boys Basketball, Girls Soccer, and Wrestling.

## **CELL PHONES AND ELECTRONIC EQUIPMENT**

It is unlawful for any person to knowingly photograph, videotape, film, or digitally record or by any other means use a device to secretly view or record another person without that person's consent. In addition, it is unlawful to disclose, display, distribute, or publish a photograph, videotape, film, or digital recording made without the consent of the person depicted. Refer to ARS Statute 13-3019. Violation of this statute is a class 5 felony.

Cell phones and electronic devices must be turned off and put away as soon as students arrive on campus. Cell phones are not be used at any time during the school day (unless identified for instructional purposes by the teacher) or during assemblies. Any phone/electronic device not being utilized for instructional purposes will be confiscated. Students must bring their ID to retrieve these items from the front office at the end of the school day.

Students bring these devices to school at their own risk. If a student has a cell phone or other electronic device on campus or the bus and it is damaged or stolen, the school will not utilize resources to investigate the incident nor will the District take any financial responsibility for the cell phone or cell phone charges or for any other electronic device.

### ***1<sup>st</sup> Infraction:***

Phone/electronic device will be confiscated. Student MUST show ID to retrieve device at the end of the school day.

### ***2<sup>nd</sup> and subsequent infractions:***

Phone/electronic device will be confiscated. Student MUST show ID to retrieve the device at the end of the school day and will be subject to disciplinary action as directed by site administration.

## **CHANGE OF ADDRESS OR TELEPHONE NUMBER**

It is imperative that parents and guardians notify the respective school in person of any change of address or telephone number, in case of emergency. Changes to information will not be accepted by phone notification. Please request a copy of the Student Profile from the office to make the appropriate changes.

## **CLASS FEES**

Additional fees may apply to specific elective courses. If a student transfers from a course where a fee is applied and paid, a refund must be requested within 30 days by a parent/guardian. Requests made after 30 days will not be granted.



## CLUBS – Maricopa High School

Students are encouraged to take part in an established extra-curricular club and/or determine if they would like to create a club.

|                              |                     |                            |
|------------------------------|---------------------|----------------------------|
| AFJROTC                      | Class of 2018       | Link Crew                  |
| Anime                        | Class of 2019       | MHS Theatre Company League |
| Aquaponics                   | Copa Crazies        | of Legends                 |
| Band Council                 | Copa Cultivators    | Orchestra Council          |
| Baseball Club                | Culinary Arts       | Rams Softball Club         |
| Bleeding Pens Poetry Society | Dance Club          | Rotary Interact Club       |
| Book and Media (BAM)         | Debate Team         | Service Before Self        |
| Boys Basketball Club         | DECA                | Soccer Club                |
| Card Club                    | Drama Club          | Softball Club              |
| Cheer                        | Fashion Club        | Tech Team                  |
| Class of 2016                | Football Club       | Track Club                 |
| Class of 2017                | Glee Club           | Volleyball Club            |
|                              | Jumpin'-Jivin' Rams | Wrestling Club             |

***\*Additional clubs may be established based on student interest and available sponsorship***

## CLUBS – Middle Schools

Clubs at the middle school level are established on student interest.

## CLOSED CAMPUS

All MUSD campuses are closed campuses. Students are to remain on campus from the time of arrival in the morning until after their last class of the day. If a student is off-campus without permission, this is an off-campus violation and will result in disciplinary action. Food deliveries are prohibited. Students may bring their lunch or utilize the cafeteria only. **Non-students:** For reasons of security, only current year students are permitted on campus during the school day and after school. Parents and others wishing to conduct official business must report first to the administrative offices. All others will be deemed as trespassers and are subject to arrest (ARS Title 13).

## CONFERENCES

Parent/Teacher conferences may be scheduled with the student's teachers as needed during the school year. The school-wide conference schedule is listed below:

Middle School: Student Led-Conferences October 21, 2015 and March 23, 2016

High School: Conferences October 14, 2015 and February 24, 2016

## COUNSELING SERVICES

Counselors are here to assist students, teachers and parents with school and social matters. Please urge your students to contact their counselor when academic or social concerns impede learning. Counselors are available by appointment, phone or email to answer questions and discuss concerns from parents.

## DAILY ANNOUNCEMENTS

Publication of campus announcements will vary by site.

## DANCES

Students must show their valid Maricopa High School ID in order to enter a dance; those who arrive without their current year ID will not be allowed entrance. Students may invite one guest to Homecoming, Prom and the Winter Formal school dances only. A Guest Pass application must be obtained through the administrative offices and is **due back to the office no later than 3 school days prior to the dance**. Failure to meet the stated deadline will result in a denial of the request. Guests must provide a copy of their current school or state issued photo ID and must be in high school (grades 9-12), or have graduated from MHS no longer than one year previous. Anyone 21 or older will not be allowed access to MHS dances. All dance attendees are subject to the same dance regulations as MHS students. **Prom only:** guests who do not meet the standard guest requirements will be considered on a case by case basis. Students with a disciplinary record while enrolled in another school or previously enrolled in Maricopa High School may be denied admission to dances.

## DISTRIBUTION OF MATERIAL

All outside information (announcements, pamphlets, newsletters, memos, etc.) must be approved by the district office prior to distribution. Information may not be distributed to students or staff on campus without prior authorization.

## DRESS CODE

Each year parents ask for guidelines as they help students select appropriate attire for school. School pride, morale and image are



influenced by the general appearance of students. MUSD wants to provide opportunities for students to express themselves within established parameters. Students and parents/guardians should be aware that school is a place for the business of education and is not a showcase for extreme styles of dress and grooming.

#### **Administrator Discretion**

The school administration retains the final discretion to determine that the garment or accessory meets the Secondary Dress Code. Some exceptions may be made for uniforms, formal attire, and or spirit days.

#### **Consequences**

Students who are deemed to be in violation of the dress code will be removed from the classroom and provided one opportunity to comply (change, remove item, call parent). All violations will be documented and are subject to disciplinary action.

### **DROPPING/ADDING COURSES**

After the 10<sup>th</sup> day of the semester, students will not be allowed to drop a course or make changes in their schedule. If a student transfers/drops a class after the 10<sup>th</sup> day, a "WF" (withdrawn failing) will be posted on their transcript. Exceptions to this will be considered for extreme circumstances. Students enrolling in a class during the first 15 days will be required to make up all work missed. Students who enroll in a class from the 16<sup>th</sup> to the 30<sup>th</sup> day of the class (without transfer grades) may at the teacher's discretion to earn credit in the class by making up the work. Students who enroll in a class after the 31<sup>st</sup> day will be auditing the class and will not earn credit.

### **DUE PROCESS**

Students in Maricopa Schools have rights and in disciplinary cases, students are entitled to due process. This means students:

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

### **EARLY RELEASE STUDENTS**

Students who qualify for an early release schedule must sign a contract of understanding and cannot be on campus more than 10 minutes before a late start or 10 minutes after an early release. Students with an early release may not return to campus to ride the school bus for transportation. Students found on campus in excess of the 10 minutes may be subject to disciplinary action and a schedule change to revoke the early release or late start status. Students involved in after school activities must make arrangements to return to campus at the conclusion of the regular school day. All Early Release and Late Start students are required to register their vehicles and purchase the parking pass decal in the Bookstore.

### **ENFORCEMENT OF SCHOOL RULES OFF CAMPUS**

School rules and other reasonable expectations of appropriate student behavior are extended to include student conduct while off campus during the regular school day. This includes student conduct while traveling to and from school, during lunch and release times. School authorities may discipline a student for any misconduct while off campus during these times. School rules will be enforced for all school events on or off of district property. Disciplinary action will be imposed for improper conduct off campus that is found to be connected with incidents on campus. In accordance with District Regulation JK-R/J-4611, students may be subject to disciplinary action when they are believed to have or actually have committed a crime, regardless of school hours, if the conduct is deemed to affect the school order.

### **EXTRA-CURRICULAR PARTICIPATION POLICY – Maricopa High School**

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

All such activities conducted under the auspices of the District shall be under the direct supervision of the certificated individual responsible for the activity. It is necessary to have the extracurricular activities function within a realistic framework of control. In order that overenthusiastic students do not place a social or athletic function on a higher plane than that academic program, the following policy will be adhered to:

- The student must pass all classes for each grading period in all subjects and maintain a GPA of 2.0 or better.
- Grading periods are defined as grades that are issued every 9 weeks.
- Grades from 4<sup>th</sup> quarter of the preceding year shall be used for fall athletics.
- If a student is failing a class at any grading period, the student will become ineligible for a minimum of two (2) weeks from

any athletic teams or extracurricular activities.

During this period of ineligibility students may practice with the team, band or group. However, the ineligible students may not travel to competitions or events that rate performance. Ineligible students may not wear any school issued uniforms/equipment, but may be on the sidelines, dugouts or benches with their team during games/contests. If upon the grade checks, the student is found to have a D in any class, that student may be approaching ineligibility. After improving their respective grades such that they are passing on the subsequent 2 week grade check, they shall be reinstated to the teams or extracurricular activities until a subsequent check is performed, unless ineligible for some reason other than academic performance.

- The eligibility criterion for extracurricular participation shall be a passing grade in all classes in which the student is enrolled, and the student shall maintain a GPA of 2.0 or higher.
- The student will be notified of eligibility status by their respective coach in a manner such that confidentiality is maintained when eligibility is pending or ineligibility is determined to be necessary.

Parents, guardians and students are encouraged frequently monitor grades through Parent/StudentVue and contact teachers directly with questions or concerns. Students whose behavior presents a problem or jeopardizes school discipline may be ineligible for participation in extracurricular activities until such time as their behavior warrants reinstatement. The same general standards shall apply for special education students except that such eligibility shall be determined on a case-by-case basis in relationship to the respective students' individual education programs. *CROSS REF.: JJIB - Interscholastic Sports*

### **Physicals**

All athletes are required to have an annual physical dated after March 1<sup>st</sup> of current year, prior to participation. Please contact the athletics office with additional questions.

### **Insurance**

All athletes must have proof of insurance before beginning participation. Insurance is available for all students who wish to pay for the policy. Further information may be obtained in the athletic director's office.

All students must have this information on file with the athletic department prior to participation.

### **FERPA**

The Family Educational Rights and Privacy Act (FERPA) is a complex Federal law that protects the privacy interests of parents and students with regard to educational records. Generally, FERPA gives parents the right to inspect and review their children's education records, request amendment of the records, and have some control over the disclosure of information from the records. When a student turns 18 or enters college, FERPA classifies him or her as an "eligible student" and transfers the rights under the Act from the parent to the student. FERPA requires school districts to notify parents and eligible students annually of their rights under the Act. When you turn 18 years of age, you have the right to your FERPA records. Please refer to the MUSD Programs & Course Description Book for further information regarding FERPA rights.

### **FINAL EXAMS**

Students may not take semester final exams prior to the date/time they are scheduled. Students with excused absences during semester final exams will receive an Incomplete (INC) for any final exam missed and are required to make arrangements with their teachers within the first two weeks of the following semester to complete each exam.

### **SECONDARY GRADING EXPECTATIONS**

Grades within the secondary schools are weighted in the following categories:

40% Tests and Quizzes

40% Other

20% Final Exams

### **FIRE ALARMS, LOCK-DOWNS & EVACUATIONS**

Each school maintains detailed plans for dealing with emergency situations and has excellent communication with local law enforcement agencies. Schools participate in **monthly fire drills and/or school-wide lockdown drills**. When the FIRE ALARM sounds, students should evacuate the building in an orderly, quiet manner and follow the instructions of staff members in charge. Students should not stand on paved areas where emergency vehicles may need to pass. Students reporting and/or creating false fire alarms will be subject to disciplinary action from administration and referral to Maricopa Police Department.

### **HALL PASSES**

Students are expected to remain in class during the entire instructional period. Restroom passes will only be given in emergency situations. When a student receives permission from a teacher to leave the class, they must sign out and take the school issued teachers hall pass. Other passes will not be accepted. A student with no pass will be considered out of class without permission and may be subject to disciplinary action. It is the expectation that students utilize passing periods to use the restroom. Students with health conditions/concerns must provide the Health Office with proper documentation if needed.

## HEALTH OFFICE

The health office is present on campus to provide care for general illness, injuries, monitoring of students with chronic health issues, and the supervision and administration of medications prescribed by the student's health care provider during school hours. Students must have a hall pass or be accompanied by a staff member to enter the health office. The student is **not to leave school** without the permission of the health office and the parent/legal guardian signing out the student from the health office and the main school office.

## Immunizations

State law requires immunizations against Measles, Mumps, Rubella, Polio, Diphtheria, Hepatitis B, Tetanus, Pertussis and Meningococcal. State law also requires that parents provide an official immunization record at the time of registration. Students will not be admitted, per state law, without an immunization record and all vaccines current. Parents are asked to inform the health office of any immunizations received during the school year to update all school records. Students can be exempted from immunizations for the following circumstances:

- A health care provider has certified that one or more of the immunizations would endanger the student's life
- A parent/legal guardian completes and submits the state exemption for that states immunizations are contrary to their personal beliefs. The exemption form is to be submitted directly to the health office.

Although the law allows exemptions from immunizations, the Pinal County Health Department may exclude students from school during an outbreak of a vaccine preventable disease to which they are exempted.

## Medications at School

Per Governing Board Policy J-5350 JLCD, students are **not allowed** to carry prescription or over-the-counter medication on their person without consent from their health care provider. If a student requires medication during the school day the following policy is in place:

- The medication must be prescribed by the student's licensed health care provider.
- A parent/legal guardian must bring the medication to the health office. Students are not allowed to bring medication to the health office.
- Prescription medication must be in the original pharmacy container, labeled with the student's name, date prescribed, name of medication, dosage, route, time the medication is given during the school day, and the name of the prescribing physician on the label.
- Consent by the parent/legal guardian and a medical order from the health care provider must be obtained before the health office or principal appointed staff will administer any prescription medications during the school day. In accordance with law and MUSD Governing Board Policy, students may self-carry prescription medication and equipment necessary to manage diabetes, asthma, or severe allergic reaction. Parent consent forms to self-carry medication and equipment are available in the health office.
- The parent/legal guardian is responsible for supplying all medication, equipment if needed to administer the medication, and all refills the student will need during the school year.
- Over-the-Counter medications are not to be carried by students (cough drops, fever reducing, body aches and pains, anti-diarrhea, and the like).

## Emergency Care at School

The health office staff is certified in cardiopulmonary resuscitation (CPR) and first aid. The licensed nurse is skilled in assessment and evaluation. During an emergency medical event, the licensed nurse or building principal may determine that for the health and safety of a student who has been injured or having a severe medical emergency 911 call is necessary. Parent/legal guardians are contacted immediately. It is always the hope that a parent can come to the school to go with their student to a designated hospital. In the event that is not possible, the Director of Health Services or a staff member designated by the building principal will accompany the student. Contact with the parent/legal guardian will be maintained during transport whenever possible. It is the responsibility of the parent/legal guardian to pay all transport and medical hospital bills as the result of the injury or medical event.

## HOMEWORK & MAKE-UP WORK POLICY

Students are responsible for making arrangements with their teachers to complete make-up work for absences or suspensions. Students who have an excused absence are responsible for collection of all missing work and requirement to make up the work in each class. For each day absent excused, the student has an equal number of days to make up work. Failure to do so may result in a failing grade or no credit in the course. In cases involving an extended absence of more than three (3) days, parents should arrange with the teachers to have work submitted to the office for pick up. Please allow teachers 24 hours to submit work.

## STUDENT IDENTIFICATION CARDS (IDs)

All students are to carry their photo ID card issued by each school site at all times while on campus. Students will be **REQUIRED** to show/use their ID cards for the following:

- To show any/all staff for purposes of safety

- To show bus drivers for transportation access to and from school
- To scan for access to lunch accounts in the Cafeteria
- To scan for book check-out in the Library
- To scan for book check-out in the Bookstore
- To show for purchase a Student Parking Decal – High School only
- To show for verification to pick up confiscated items in the office
- To show as verification as Early Release or Late Start status (only seniors who qualify)

A free student ID is available the first two weeks of school or within two weeks of enrollment. The ID must always be legible, and in its original condition. If an ID is found to be defaced or damaged, the ID will be confiscated and the student will be required to purchase a new ID. A lanyard will be provided for the first ID only. Students who fail to comply will be subject to disciplinary action and denial of services. If the card is lost, stolen, or damaged there is a \$5.00 replacement fee, to be paid through the bookstore.

## **INSURANCE**

The school does not provide medical insurance coverage for school accidents. Student Accident/Health Insurance plans are offered by outside agencies and available in the front office or district office.

## **LOCKERS**

Lockers are the property of Maricopa High School. Students are allowed to rent assigned lockers as a convenience for a fee of \$5.00 annually. Students have no expectation of privacy for anything stored in a locker and all lockers are subject to search by District personnel at any time. Lockers may only be secured with school issued locks. Personal locks will be removed. All lockers must be cleaned out prior to the end of the school year.

## **LOST & FOUND**

Lost and found is located in the bookstore. Students should check the bookstore before school, during lunch, or after school to claim lost items. We encourage you to label all clothing, musical instruments and other personal items. All unclaimed items are donated to charity at the end of each quarter.

## **LUNCH**

Students are REQUIRED to scan student ID cards to access their lunch account. Entering an ID number will no longer be available in an effort to increase speed through the lunch lines, decrease student wait times and reduce fraudulent activity.

Food is only permitted in the cafeteria, outdoor dining area(s), and other designated eating areas during lunch. All students are expected to model good citizenship and dispose of lunch trays and other trash in the receptacles provided; failure to comply will result in disciplinary action.

- Students are not permitted to leave campus during lunch at any school within the district. If a student needs to leave during lunch, a parent must pick them up and sign them out in the front office.
- Students who are found to repeatedly litter will face disciplinary action
- For safety reasons, lunch deliveries are not accepted at any time. Students may bring their own lunch or utilize the cafeteria only.

Lunch accounts can be established in the cafeteria (cash or check) and accessed by the student using their student ID number. Deposits to accounts may be made in the cafeteria or by going to [www.nutrikids.com](http://www.nutrikids.com)

Federal applications for free and reduced lunches are available in the cafeteria and the front office. Forms must be filled out every year. Students who were in the program the previous school year will be carried for 30 days in the new school year. For questions or further information, please contact Suzette Moe, Director of Food Services at 520-568-5100 ext. 1034

## **MANDATORY REPORTING OF CRIMINAL ACTIVITIES TO AUTHORITIES**

Arizona State Statutes (ARS 13-3620) require schools and school employees to report criminal activity to local law enforcement. Schools are also required to report incidences of child abuse, neglect, and crimes against children to local law enforcement and Child Protective Services. Recent changes in the law require schools to report threats, or rumors of threats, made against schools, students, and school personnel. Schools must also report all incidents of non-accidental injuries that might occur during altercations at school.

## **CHILD ABUSE (ARS 13-3620)**

School employees cannot ignore child abuse. By law, reasonably suspected cases of non-accidental injury, sexual molestation, abuse and neglect must be reported to Child Protective Services or the local law enforcement agency. People who are required to report suspected abuse are protected from civil or criminal liability.

## **MILITARY**

If a student chooses to not have their information shared with the military services, please submit a letter to the counseling office.



## **NATIONAL HONOR SOCIETY**

The National Honor Society is the leader among educational organizations and societies that promotes recognition for students who reflect outstanding accomplishments in the areas of scholarship, leadership, service, and character. Memberships exhibit excellence in academics and leadership, honorable and admirable character, and demonstrate a commitment to service. National Honor Society Handbook, 17<sup>th</sup> Edition

## **PARENTVUE/STUDENTVUE PORTAL**

The ParentVUE portal allows parent/guardians to view their children's school information. The information is accessed directly from the student records system Synergy SIS, so the records are always up-to-date. While the website is accessible over the Internet, access is secured via a logon and password. Parents can only see information about their children, and cannot see the records for other students. Parents may only screen the information and cannot make changes to the student record.

Parents/guardians must provide identification, have educational rights and supply a valid email address to the school to obtain the activation code for portal access.

## **RETURNED CHECK POLICY (MUSD)**

Checks are gladly accepted by Maricopa Unified School District 20. Payment will need to be made in cash or money order for any checks returned as unpaid to MUSD.

## **REPORT CARDS**

Report cards are issued and mailed home at the conclusion of each quarter. Progress reports will be available online through ParentVUE. Students have the right to question grades, absence records and other school records. If you think an error has been made please contact the teacher who issued the grade.

## **SCHOOL PROPERTY**

Furnished textbooks, library books, athletic uniforms and equipment are the student's responsibility. If school property issued is lost, stolen or damaged, the student will be expected to pay for the replacement. Students are encouraged to pay these charges with cash, check or money order. In cases of hardship, students may be allowed to arrange a payment plan. Under Arizona law, parents are liable for damage done to school property by their children.

## **SECONDARY SCHOOL START/END TIMES**

Desert Wind Middle School

Maricopa Wells Middle School

9:10 a.m. – 4:10 p.m.

Early Release: 9:10 a.m. – 3:10 p.m.

Maricopa High School

7:30 a.m. – 2:30 p.m.

Early Release: 7:30 a.m. – 12:30 p.m.

## **SEARCH AND SEIZURE- JIH/J-3400 and JLIE-R/J-6661**

School administration or their designee have the right to search students and seize property including school property temporarily assigned to students when there is reasonable suspicion to believe that some material or item is detrimental to the health, safety, and welfare of the student(s) and is in their possession or control. Searches may include student's personal property such as backpacks or pockets. Any search will be reasonable in scope and not excessively intrusive on the student considering the age, gender, and nature of the infraction. Items provided by the school for storage (P.E. lockers, desks) of personal items are provided as a convenience to the student and remain the property of the school and are subject to its control and supervision. They may be inspected at any time, with or without reason, or with or without notice by school personnel. Administrative searches are random searches not based on specific suspicions. Administrative searches will be conducted by school administrators or their designee as deemed appropriate. Students who use, possess, or sell substances that they represent as being drugs may be subject to the above policy.

## **SIGNS AND POSTERS**

Clubs and organizations or persons desiring to display posters must have authorization by the Activities/Facilities Director. All posters, decorations, and tape must be removed by 6:30 a.m. the school day following the activity. Publicity for election campaigning must follow the rules of good taste. Posters can only be placed in designated areas attached with painters tape to minimize damage to paint. Posters cannot be placed in the center window of the doors.

## **BICYCLES/ROLLERBLADES/SCOOTERS/SKATESBOARDS/SKATES AND ROLLERBLADES ON CAMPUS**

The use of bicycles, skateboards, rollerblades, scooters, or similar types of transportation is not allowed on campus at any time. If you ride a bike, skateboard or scooter to school, you must provide your own chain/lock and secure it in the bike rack. Bikes must be walked on campus. Failure to follow this guideline may result in the loss of the privilege to bring your bike to school. MUSD schools are not responsible for loss, theft or damage of personal possessions. \*Desert Wind and Maricopa Wells Middle School students are not permitted to drive a motor vehicle to school.

## **STUDENT ACTIVITY PASS - Maricopa High School**

A student activity pass is available at the beginning of each school year for a cost of \$35.00. This pass entitles students to free admission to Student Council sponsored dances, home athletic events, except A.I.A. tournaments, band concerts, choir concerts, dance concerts or prom. Replacement cost is \$5.00.

## **STUDENT COUNCIL**

Student Council is an important part of the school. Student council is an organization through which the students may express their opinions and assist in the functions of the school. Student council promotes leadership and initiative. A president, vice-president, secretary and treasurer of the student body are elected to represent the student body during the school year. Grade level representatives are elected to the council. Groups and individuals who wish to sell products on campus must be officially recognized school organizations, and must have the sale approved by the student council. All funds collected must be deposited in the school's student funds account.

## **STUDENT FEES, FINES, AND CHARGES**

**JQ-R**

Students may be held responsible and accountable for loss of or damage to school property, including textbooks and library books. For purposes of this Regulation, the term "loss" includes a student's failure to return school property at the conclusion of a semester or course or by the date established by school site administrators.

In accordance with Arizona law (A.R.S. 15-727), the District will hold students using the textbooks, subject matter materials, supplementary books and instructional computer software responsible for the damage or loss of those item(s). If a student for any reason requires a second copy of a textbook, subject matter materials, supplementary books and instructional computer software, the student will be required to reimburse the District for the cost of those item(s). The District will use all monies obtained for lost or damaged items for the purpose of new textbook, subject matter materials, supplementary books and instructional computer software.

In addition to the foregoing, the following penalties or consequences may be imposed upon a student that loses a school owned textbook, subject matter material, supplementary books and instructional computer software and does not reimburse the District for the cost of the same:

- A student who is a graduating senior may not be permitted to participate in commencement ceremonies.
- The District may file a complaint against the parent or adult student seeking damages for the lost item(s).

4600422.1

## **STUDENT GRIEVANCES**

**JII-EB**

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

- Violation of the student's constitutional rights
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies unless said denial is related to the student's individual capabilities
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability
- Harassment of the student by another person
- Concern for the student's personal safety
- Intimidation by another student
- Bullying by another student

Provided that:

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

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to an administrator or professional staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. Forms are available in the school office.
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.
- Any question concerning whether or not the complaint/grievance falls within this policy shall be determined by the Superintendent.
- Complaints by students may be made only by the students on their own behalf.

- A complaint or grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.
- Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.
- Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant district policies shall be followed.
- When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.

## **STUDENT PARKING - Maricopa High School**

**JLIE**

In an effort to better serve the students of Maricopa High School, MUSD constructed a student parking facility. All students who wish to park in the student designated parking areas are required, by policy, to register each vehicle in the bookstore. **Students are not permitted to park in lots not designated for student parking.** The parking application is included in this handbook, but is also available in the MHS Bookstore. The annual fee for parking is \$30.00. The decal must be placed in the inside top left corner of the windshield. There is a \$10.00 cost for to replace a decal.

Students are allowed to use designated parking as a convenience. All cars parked on the MHS campus are subject to search by District personnel at any time. Students have no expectation of privacy for anything stored in their vehicles on school grounds.

\*Desert Wind and Maricopa Wells Middle School students are not permitted to drive a motor vehicle to school.

**Parking Rules:** Loss of parking privileges may result from, but are not limited to the following:

1. Failure to register and display a valid current year parking decal
2. Excessive speed
3. Driving recklessly
4. Transporting alcohol, illegal substances, or dangerous weapons
5. Leaving campus without permission
6. Transporting students off campus who should otherwise be on campus
7. Exhibiting other unsafe or disruptive behaviors
8. Violation(s) of littering

Students park at their own risk and are subject to parking stickers violations, wheel clamps and towing, at the owner's expense, for violations of the parking rules. Maricopa High School is not responsible for vehicular damage, theft, loss of property or expenses/damages while parked on campus.

## **TELEPHONES**

Teacher telephones are business phones and are not available for student use. Students may use the front office phone for urgent calls if needed, but will not be called out of class for phone calls. Calls to teaching staff during the academic day will be forwarded to voicemail.

## **TRANSLATION SERVICES**

Language translation services are available for parents or guardians during meetings with school staff members. Parents or guardians needing this service should inform the teacher or the school office staff. Request must be made 5 school days in advance.

## **VISITORS**

All visitors must sign in at the school office and wear the Visitor's Pass at all times. Parents, who wish to visit classrooms or shadow their student, must make an appointment with site administration at least 24 hours in advance to ensure accommodations in each classroom. We encourage all parents to become official volunteers through the Volunteer Program.

## **WITHDRAWAL FROM SCHOOL**

The faculty and administration encourage all students to remain in school. Students who are having problems are advised to see their counselor, teacher or principal for guidance. If a student is withdrawing, the following steps must be taken:

1. Contact the counselor.
2. Complete forms obtained from registrar's office.
3. Get withdrawal documentation signed by teachers, nurse, bookstore/librarian, counselor and parent/guardian.
4. Return the form to the school Registrar.
5. Withdrawals are not considered complete until all books are returned, outstanding debts are paid and the student ID is returned to the bookstore.

## BUS RULES & EXPECTATIONS

Students riding district buses are expected to follow the guidelines for bus riders. **Bus drivers are authorized to assign seats at all grade levels.** Drivers will try to accommodate parent seating requests, but they cannot guarantee parent/student preference.

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 your students 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 from all of us.

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 pupil 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 school 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 transportation officials are authorized to suspend transportation privileges.

### General Bus Policies

1. Students are required to ride the bus assigned to them and to board and disembark at their assigned bus stop. High school students will need to show the driver their Student ID cards (which they are required to carry according to their high school handbook) upon boarding the school bus.
2. The bus driver has full responsibility and authority for the safety of students while they are being transported on the bus.
3. Parents may not remove a student from a bus, after the student has boarded, without the approval of a school representative and proper verified identification.
4. Parents may not board the bus nor may they accompany their children on the bus ride to or from school.
5. Parents are responsible for damages to the school bus if caused by their children. Students will not be permitted to ride the bus until the cost of the damages is received by the district.
6. Drivers may assign seats for elementary, middle, and high school students.
7. Only items that can be held in the student's lap may be transported on the bus, (ie: Large musical instruments, athletic equipment, etc.).
8. Radios or stereos, (cassette tapes, CD players, etc.) may not be transported on the bus. IPODS, etc., may be transported only on buses servicing schools that allow IPODS on campus.
9. No animals, of any kind, are allowed on the bus at any time.
10. Items not permitted at school may not be transported on the bus (ie: animals, reptiles, glass objects, etc.).
11. Students will be issued a School Bus Referral by the bus driver for infractions of the rules. The school bus driver and the transportation department are responsible for handling behavioral problems occurring on the school bus or at the bus stop.
12. Suspension from bus transportation does not excuse the student from school attendance.

### Student Responsibilities

1. Students must always follow the school bus driver's instructions. The driver's primary concern is for student safety.
2. Students should exercise good manners, caution and consideration for other people. Show respect for the driver, the bus, other students, and other adults.
3. Students may not have anything in their possession that may cause injury to others.
4. Students will not transport any items on the bus that are not permitted at school.
5. Students will sit in their assigned seats.
6. Students will take bus route change information home to parents/guardians.
7. Students will refrain from using body products (deodorants, perfume, etc.) until they are off the bus.

### While Waiting for the Bus

1. Dress properly for the weather.
2. Be at your stop five (5) minutes before your scheduled bus stop time. Your school bus driver has a schedule to keep and cannot wait. Be on time for the bus.
3. Stay a safe distance from the roadway, and stay away from the bus until the entry door is opened.



4. Line up at the place designated by the bus driver when the school bus approaches.
5. Stay out of the danger zone—don't play in or near the road or push others.
6. Let the smaller children board first.
7. Damage or improper conduct at the bus stop which results in injuries or property damage will result in suspension from bus privileges and restitution as deemed necessary.

#### **Boarding and Disembarking from the School Bus**

1. Students must cross the roadway approximately fifteen (15) feet in front of the bus and only when the driver instructs the pupils to cross. Watch for traffic. Stop immediately if the bus driver sounds the horn or tells you to stop over the loud speaker.
2. Students boarding from the right must wait for the driver's command to board.
3. Always use the handrail and go up and down the steps one at a time.
4. Don't push, crowd, or disturb others.
5. When boarding, go directly to your assigned seat and be seated.
6. After you leave the bus, go directly home or to the assigned place.

#### **Student Conduct on the School Bus**

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

#### **Bus Misconduct Referral Policy and Procedures**

***Drivers are responsible for maintaining order at all times. Drivers may issue a "Bus Referral" for minor and/or major infractions. Administering sanctions for misconduct on the school bus is the responsibility of the transportation department. It is the responsibility of the department to advise parents when a student has been suspended.***

1. 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 Supervisor.
2. 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.
3. Parent/Guardian Contact will be initiated by the Driver or 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.
4. 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.

#### **For Safety's Sake**

1. Parents/guardians should review and discuss bus safety and conduct rules with their children. Parental support of the bus driver and the school will help ensure safe rides to and from school for all riders.
2. Students must be responsible for their own conduct on the bus so that nothing they do will risk their own safety or the

safety of others.

3. Buses depart the school approximately seven (7) minutes after the dismissal bell in the afternoon. Students are expected to be on the bus at pull-away time at the schools. Students will not be allowed to board the bus after the first bus moves away from the curb.
4. Know the location of your child's bus stop. This information can be found at [www.maricopausd.org](http://www.maricopausd.org) or by contacting transportation (520)568-5100. Know the other students waiting at the bus stop. Be sure your child is dressed appropriately for the weather.
5. Contact the Transportation Department or your child's school if your child does not arrive home on time.
6. Contact the Transportation Department if there are problems on the bus or with driver concerns.
7. Contact the Transportation Department regarding questions about your child's bus route or times. This information is also available on the Maricopa School District website<sup>8</sup>. Parents are expected to observe all traffic laws regarding school buses, (e.g. stopping for flashing lights, school speed limit zones, stop arms, etc.).

#### **Please Remember**

1. The goal is a safe, pleasant and enjoyable trip for all riders, so students should not jeopardize the health, safety, comfort, or well-being of others on or off the bus.
2. Inappropriate bus conduct may result in loss of bus riding privileges and/or suspension from school by a school district official.
3. To ride on the school bus is a privilege and not a right.

#### **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.
- 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.

The District shall provide transportation for students with disabilities whose individualized education program (IEP) specifies that transportation is necessary for fulfillment of the program.





# Incident Referral Guide for Transportation

## Infractions & Minimum Consequences:

| Level 1:<br>(causes delay)   | Level 2:<br>(disrespect or unsafe)   | Level 3:<br>(illegal, dangerous,<br>damaging)  |
|--|--|--|
| 1 <sup>st</sup> Offense: Parent Contact<br>K-6: Warning<br><br>7-12: Warning   | 1 <sup>st</sup> Offense: Parent Contact<br>K-6: Warning -2 day school bus suspension<br>7-12: Warning -3 day school bus suspension | 1 <sup>st</sup> Offense: Parent Conference<br>K-6: 5-10 day school bus suspension<br><br>7-12: 10-15 day school bus suspension   |
| 2 <sup>nd</sup> Offense: Parent Contact<br><br>K-6: 1-3 day school bus suspension<br><br>7-12: 3-5 day school bus suspension | 2 <sup>nd</sup> Offense: Parent Contact<br><br>K-6: 2-5 day school bus suspension<br><br>7-12: 5-10 day school bus suspension      | 2 <sup>nd</sup> Offense: Parent Conference<br>K-6: 30 day school suspension<br>7-12: 4 months or remainder of school year, whichever is <b>LONGER</b> .<br>Consequence <u>WILL</u> follow over to the upcoming school year if necessary. |
| 3 <sup>rd</sup> Offense: Parent Conference<br>K-6: 3-5 day school bus suspension<br>7-12: 5-7 day school bus suspension      | 3 <sup>rd</sup> Offense: Parent Conference<br>K-6: 5-10 day school bus suspension<br>7-12: 15 day school bus suspension            |  |
| <b>**Additional offenses will be considered as a LEVEL 2: 3<sup>rd</sup> Offense and further action will be taken.</b>       | 4 <sup>th</sup> Offense: Parent Conference<br>K-6: 15 day school bus suspension<br>7-12: 30 day school bus suspension              |  |
|  | Additional offenses will be considered as a LEVEL 3: 2 <sup>nd</sup> Offense and further action will be taken                      |  |

**Based upon severity of 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 transportation department will make parent contact regarding any discipline behavior or suspension issues from the school busses.*

*The final decision will be made by Administration in the transportation department.*



---

## **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.

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.**

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/available at class parties or at all times. Consumption of food and beverages during the normal school day will follow USDA nutrition standards. Any class party will be held after 2:00 p.m.

Class parties held in an individual classroom by a single class may be exempt three times per school year – Halloween, Christmas and Valentine’s Day. No individual birthday parties not meeting nutrition regulations will be allowed. 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.

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. (One half hour prior to the first bell and 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 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.

## **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-8 and meet the district requirement for grades 9-12. 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 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 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**