Kyrene Family Handbook 2019-20
INTRODUCTION
The Kyrene School District recognizes the importance of teaching our students personal responsibility. We encourage students to be actively involved in creating and maintaining a school environment which is conducive to learning and promotes individual responsibility.

We expect our students, with the support of their parents/guardians and the school staff members, to take responsibility in fostering a positive, orderly, and respectful school setting. The primary focus of the school is to provide opportunities for each student to learn and to facilitate the acquisition of skills and knowledge necessary to function successfully in our community and complex world. In order to maintain an academic focus, students are expected to show respect and consideration, including but not limited to, the right to take advantage of available educational opportunities without interference from others.

Parents/guardians are the primary educators and are a vital component in the teaching and reinforcement of their child’s learning of personal responsibility. Together, the school and the home can guide and support our children and young adolescents as they mature into successful and productive adults.

The contents of this handbook are derived from excerpts from the Kyrene Governing Board Policy Manual. For a reading of the full policy manual, please visit http://policy.azsba.org/asba/Z2Browser2.html?showset=kyrene.

Governing Board Expectations
It is the expectation of the Governing Board that all staff members shall treat students with dignity and shall recognize, honor, and support each student’s unique individuality and contribution. The learning environment shall reflect this fundamental belief of respect and value so as to create a climate conducive to successful learning. To establish the conditions that promote progress and achievement, the Superintendent shall establish the following goals:

- To enhance the self-image of students by helping them to achieve their personal academic potential, helping them feel respected and worthy, and providing a learning environment that presents appropriate daily challenges and positive encouragement to each individual student
- To provide an environment of reality in which students can learn personal and civic responsibility for their actions through meaningful experiences as school citizens
- To place the welfare of students as the top priority
- To provide in every way feasible, for the safety, health, and welfare of students
- To protect and observe the legal rights of students
- To deal with students in matters of discipline in a just and constructive manner
- To promote regular attendance and good work

Parent Involvement
The Kyrene School District recognizes the essential role that meaningful parent involvement plays in establishing effective learning environments. Meaningful parental involvement is defined as:

- Parent participation that supports the instructional program,
- Parent participation in the school-related decision-making, and
- Parent participation that supports school/District-related activities.

School Volunteers
Beginning in the 2019-20 school year, all non-parent school volunteers and any parent wishing to attend an overnight field trip must hold a valid state-issued Fingerprint Clearance Card (FPCC). A FPCC currently costs $75 and can be obtained through a Department of Public Safety approved vendor. This process can take several weeks to complete so we encourage volunteers to plan ahead. Once obtained, a FPCC is valid for six years.

As before, parents and guardians who volunteer at school sites will not be required to hold a FPCC.

FPCC requirements are rooted in child safety. Thank you for your support as we put students first.

Title I Parent Involvement Policy
As part of the Title I parental involvement policy (Section 1118 of the Elementary and Secondary Education Act of 1965), each school receiving Title I funds will develop a school/parent compact that outlines how parents, school staff, and students will share responsibility for improving student achievement. School compacts will be reviewed and revised as necessary annually.

To ensure effective involvement of parents and to support a partnership among the schools, parents and community for improving student achievement, the District shall provide the capacity for involvement which is provided through:

- Established district level councils: The structure of these committees ensures collaborative decision-making with parents as valued stakeholders
- Parental involvement activities include volunteering to serve on school council/committees
- Trainings offered through various District departments
- Communication vehicles such as a school newsletter, school site council monthly meetings, and annual Title I meetings
- Collaboration between programs to be established through parent-staff meetings which involve parents of Title I and Title VI students
- Annual recommitment by parents, students, and teachers to the expectations outlined in the parent compact

Parents need to be involved in creating policy that establishes expectations for parental involvement and the means for carrying out the requirements.

To this end, Kyrene School District offers the following opportunities:

- Annual meetings held on all Title I campuses
- School Site Council meetings held regularly to seek input
- Communication avenues such as parent surveys, newsletters, parenting class, and written description of programs
- PTO meetings held regularly

The Kyrene School District developed the following policies which ensure effective communication between the school, parents, and the community concerning student achievement while establishing an avenue for parent and community involvement.

- Policy ABA Community Involvement
- Policy ABAA Parental Involvement
- Policy CE Administrative Councils, Cabinets, and Committees
- Policy IKAB Report Cards/Progress Reports
- Policy KA School-Community-Home Relations
- Policy KB Parental Involvement
- Policy KD Public Information and Communications

Curriculum Night/Meet the Teacher
Each school holds a Meet the Teacher/Curriculum Night at the beginning of the school year. We encourage all parents/guardians* to attend. Teachers will give a brief presentation regarding the curriculum, academic expectations, and behavioral guidelines. Students and families will also be able to gather information on lunch accounts, free and reduced lunch applications, PE uniforms, transportation, among other items.

Parent/Teacher Conferences
Kyrene schools value communication with parents/guardians. You are encouraged to work with your child’s teachers in finding the best way to meet your child’s individual learning needs. Parents/guardians and teachers are partners in the education of the whole child.

Parents may request conferences with individual teachers or with the entire team at any time throughout the school year. In addition, opportunities for evening conferences are scheduled twice during the school year.

It will help the teacher if parents/guardians come to the conference prepared with a list of questions, comments, or concerns regarding their child’s progress. By doing this, the teacher can specifically address your areas of interest.
School Newsletter

Families will receive a school newsletter on a regular basis, which will highlight important events, dates, activities and achievements. Occasionally other materials and bulletins may be sent home with students. Most of our communication will be digital and will be sent to the primary email and phone number on file.

Family Resource Center

The Kyrene Family Resource Center provides free, confidential resources to families in need. These resources include school supplies, food, clothing, hygiene and resource connections. The Resource Center is open to all children, families and employees in Kyrene. For more information or to volunteer, call 480-541-4772.

"Guardian" as used herein shall mean a child's legal guardian as defined in A.R.S § 8-531(8)

REGISTRATION

Registration is held at the schools during the school year and at the Kyrene School District Administration office during the summer break. To enroll students new to the Kyrene School District, parent/guardian must provide:

- An original birth certificate with the state seal, a valid passport or a baptismal certificate and a signed affidavit explaining the inability to provide a copy of the birth certificate. The student's full name on the birth certificate will be used for all educational records
- Photo I.D. of parent/guardian (per court order or other legal documentation)
- Current immunization records
- The address of previous school for records request
- Proof of residency (i.e. a current utility bill, lease or purchase contract for the home/apartment with your name and address)

Please note: We cannot enroll a child without current immunization records or an exemption pursuant to A.R.S. § 15-873. Step-parents and other extended family members may not enroll students unless they are the legal guardian(s) identified in current, legal court documents or possess a valid, notarized Power of Attorney from the parent or legal guardian authorizing the individual to make educational decisions for the student.

Open Enrollment Policies

Parent(s)/Guardian(s) who reside in this state seeking enrollment in a school outside the attendance area of the pupil’s residence may enroll in schools within this District, subject to the procedures fully set forth in Policy JFB and JFB-R. All applicants must submit a completed open enrollment application inclusive of supplemental materials to be considered for open enrollment. Open enrollment includes:

- In-District families wishing to have a boundary exception from their child’s home school to another Kyrene school; or
- In-District families that move out of Kyrene School District boundaries and wish their child to remain in a Kyrene school; or
- Out-of-District families requesting that their child be placed in a Kyrene school.

All parties listed above must submit an open enrollment application in order to attend a Kyrene school. Continued open enrollment status is subject to annual review. A student’s open enrollment application may be revoked if any of the conditions are met below.

- A. If the parent/guardian has engaged in misconduct by providing false or misleading information to the District or to any District employee, including information requested or required on any open enrollment or admission application;
- B. If the school or program does not have capacity for additional enrollment; or
- C. If a pupil is not in good standing. To be in good standing a student (1) must not be enrolled in an alternate placement to suspension, nor has been enrolled in an alternate placement to suspension in the current or previous school year; and/or (2) does not have more than ten (10) days of short-term suspension in any one year during the student’s school career; and/or (3) is not in the process of being long-term suspended, nor has had a long-term suspension during the student’s school career; nor is in the process of being expelled, nor has been expelled during the student's school career; and/or (4) is in compliance with any condition of disciplinary action imposed by the District or by any other public or private school, or with any condition imposed by a juvenile court pursuant to A.R.S. § 8-301 et seq., and/or (5) has demonstrated regular attendance, as defined by no more than eighteen (18) days of absence in the current or previous school year pursuant to A.R.S. § 15-803.

Early Entrance to Kindergarten

Families of children that turn five between September 1 and December 31 may apply for an exception to enter kindergarten early. Early entrance will be approved for children who demonstrate exceptional social and emotional maturity, and whose learning needs are advanced. These children should perform similarly in respect to behavior, social, emotional, and academic skills to their older classmates in order to meet the challenges of Kyrene’s kindergarten curriculum. We will admit children early whenever we feel confident that they can be successful during the kindergarten year and move on to first grade with the necessary skill, maturity, and confidence.

The process for Early Entrance Kindergarten admission is stated below:

1. All parents/guardians are required to submit an Early Entrance to Kindergarten Interest Form and attend an Early Entrance to Kindergarten informational meeting.

2. All parents/guardians are required to complete the Kyrene Kindergarten Early Admissions Application.

3. A screening appointment will be set up at the district office for each individual student.

4. Each student is required to participate in a screening with a kindergarten teacher or a district office administrator at a scheduled time at the district office. At this screening, parents/guardians are required to bring the completed admissions application.

5. Upon completion of these requirements, a district office staff member will notify the parents/guardians of the decision to accept a child as an age exception into Kindergarten within two weeks. The district office has final approval and there are no appeals to this decision. Families will complete the registration process for their child AFTER the child is accepted for early entrance to kindergarten.

NOTE: Early Admission to kindergarten is on a provisional basis. If after the first 45 days there is a question as to kindergarten being the most appropriate learning environment for your child, a team may be convened to reconsider the placement decision. No age exceptions will be granted after the start of the first day of the school year. For additional information please contact the Curriculum and Assessment Department at (480) 541-1250 or visit our website at https://www.kyrene.org/Page/1367.

First Grade Early Entrance

For admission to first grade, children should be six years old before September 1 of the current school year. Families of children that turn six between September 1 and December 31 may apply for an exception to enter first grade early. This applies to any child that falls within this age range and who has attended Kindergarten in another district, private school, charter school, or in another state/county. NOTE: If the child enrolled in and attended Early Entrance into Kindergarten within Kyrene for the complete prior school year, a screening is not needed for first grade.

The process for Early Entrance to First Grade is stated on next page.
1. Submit a first grade online interest form. (https://www.kyrene.org/Page/1367)

2. Make an appointment for their child to be screened at the District Office. You will be contacted to schedule the screening appointment after you submit an interest form; screenings begin at the end of April through summer for the next school year.

3. Have your child attend a screening with a teacher or district office administrator.

4. Upon completion of these requirements, a district office staff member will contact families with a final decision within two weeks. The district office administrator has final approval and there is no appeal process. Families will complete the registration process for their child AFTER the child is accepted for early entrance to first grade.

For additional information please contact the Curriculum and Assessment Department at (480) 541-1250 or visit our website at https://www.kyrene.org/Page/1367.

Promotion from Third Grade

The law, (A.R.S. § 15-701), states that when a third grade student scores far below the third grade level on the reading section on the annual State reading test, they will not be promoted to fourth grade. This law addresses a parent/guardian’s right to appeal, students who may be exempt from this requirement, and the obligations of the school for students who may be in danger of failing as a result of this rule.

Additional information on the law can be found online at http://www.azed.gov/mowr/.

Parent Contact Information

It is essential that parent contact information be kept current. When students are injured and/or sick, it is imperative that we contact parents/guardians quickly. We need your help to keep the school office staff and your student’s teacher informed of any changes in home, work or cell phone numbers. Please inform the school front office of an address change. New proof of residence is required for all address changes.

Parent contact information may be found by logging into ParentVUE on the Kyrene website at www.kyrene.org. In many cases parents can also access student schedules and grades. Please log-in regularly to view this information. If there is a change in your information, please contact your school office.

Immunizations

The school maintains health records on each student. An immunization record for school attendance must be completed and current before a student can attend school. Arizona law ARS §15-872 requires that a complete, up-to-date record, including the month, day and year of the child’s immunizations, be furnished by the parent/guardian prior to school attendance. See the Health Services section of this handbook for the immunizations required.

Insurance

It is the responsibility of the parent/guardian to provide insurance for their child. If you do not have your own insurance, school day or 24-hour accident insurance is available through a private insurance agency. This insurance is optional. Information on this insurance policy is given to each student at the beginning of the school year.

Claims are handled by the insurance carrier and are not processed by the school district. A full summary of coverage is provided on the application form that the student receives. Additional forms may be obtained in the school office.

Custody

Parent/guardian shall be given reasonable access to their children at their school and to their children’s official school records. Exceptions to this will be made in cases where there are court orders restricting the rights of one parent to access a child and/or the child’s official school records. It shall be the responsibility of the parent/guardian who has a court order restricting the rights of the other parent/guardian to notify school officials of the conditions of the court order, and to provide school officials with a copy.

In those circumstances where a person other than the parent has been granted legal guardianship, the legal guardian is responsible for notifying the school officials of the conditions of guardianship and for providing the school officials all pertinent written documentation or changes.

STUDENT PLACEMENT

Kyrene School District wants to provide the optimum learning environment for your children. In order for children to learn well, it is essential that equitable, compatible, balanced classes be assembled, since the composition of the class is an important factor in the individual student’s learning. The school staff carefully considers all factors including individual student needs when making class placement decisions. (Policy reference JG, JG-R)

Schedule/Teacher Assignment Changes

To provide educational continuity, schedule/teacher assignment changes are made for three reasons only:

- An error in the student’s schedule;
- A needed change in the level of instruction; or
- A doctor’s excuse from Physical Education classes for health reasons.

It is not possible to change a schedule because a student has “changed his/her mind about an exploratory,” “does not like the teacher,” “wants to be with a friend,” etc.

Promotion/Retention

Kyrene is dedicated to the continuous development of each student. Educational planning for students is based on the understanding that students learn at different rates and even among students in the same grade level, knowledge and skill levels differ. The goal in Kyrene is to provide opportunities for learning that will enable each student to make as much progress as possible in any given year.

Progress results from acquiring new knowledge and skills outlined in the curriculum. In this context, promotion is based on the evidence of progress by individual students toward achieving mastery of pre-identified learning objectives. Retention timelines and procedures are outlined in policy IKE and IKE-RA.

If a student is making inadequate progress in mastering objectives, the teacher, with the support of the school intervention team, will modify the instructional program as needed to facilitate progress. Please note that, according to Arizona Revised Statutes, teachers shall have the authority to determine the promotion or retention of their students. If a parent/guardian chooses not to accept a decision of the teacher as provided in state statute, the parent/guardian may request in writing that the Governing Board review the teacher’s decision. The Governing Board may review the teacher’s decision and may decide to overrule that decision.

It is the belief of the Kyrene School District that an open line of communication between home and school should be maintained at all times to increase the likelihood of student growth and success.
RELEASE OF STUDENT RECORDS AND DIRECTORY INFORMATION

There are instances in which parents/guardians may desire the disclosure of "directory information."

Kyrene's policies and regulations for maintaining student records is governed by the Family Educational Rights and Privacy Act (FERPA) of 1974. Under FERPA, parents/guardians have the right to access and review the educational records of their children. Procedures for reviewing records are available in your school office or in Appendix A of this handbook. (Policy reference JR)

FERPA also mandates that school employees keep educational records confidential. FERPA and Board Policy limit the information that can be released without the permission of parents/guardians. The Kyrene School District designates the following personally-identifiable information as "directory information" and may disclose this information without prior written consent:

- Student's name
- Parents/guardians names, address, home and work phone number*
- Student's date and place of birth*
- Student's telephone listing*
- Student's class designation, i.e., first grade, eighth grade, etc.
- Student's teacher name
- Student's achievement awards or honors
- Student's achievement awards or honors
- Student's weight and height if a member of an athletic team
- Student's photograph
- Dates of attendance at current school
- School or school district the student last attended before enrollment in Kyrene
- Student's ethnicity
- Student's gender

Note: Items marked with (*) are only designated as "directory information" if being released to: 1) Entities providing students with scholarships for educational programs, activities, or services; or 2) Kyrene Elementary School District-affiliated groups or vendors (e.g., parent/teacher groups, booster clubs, student groups or clubs, yearbook vendors, picture vendors, and the like).

Items marked with (*) will not be released to any third party that does not conform to the requirements here.

Items designated as "directory information" may be disclosed unless the parents or legal guardians of the student sends a letter to the school principal within two weeks after receipt of this handbook, refusing to let any or all of the categories of directory information be used. Unless modified by the written direction of the student's parents/guardians, this designation will remain in effect through the remainder of the school year.

Please give careful consideration before directing the school to not release "directory information." There are instances in which parents/guardians may desire the disclosure of "directory information," such as:

- Student yearbooks
- Programs for awards ceremonies or school concerts
- Rosters for sports activities
- Honors or achievements to be included in District publications, newspapers, or other publications
- Class list for distribution of valentines or other activities
- Student writing/artwork on class or District internet web pages

CURRICULUM AND ASSESSMENT

Kyrene designs a curriculum and program of study which identifies specific objectives in all courses offered by the district. (Policy reference IGA, IGD, IGE, IGE-R)

The Arizona Department of Education defines standards for instruction and assessments in Arizona’s schools. These components are the organizational foundation for successful student achievement of the skills and knowledge of the standards as expressed in Kyrene’s Curriculum Guides. The standards also form the basis of the federal Every Student Succeeds Act (ESSA). Kyrene parents are encouraged to support this effort by being involved in their child’s daily education.

Middle School Program

Our middle school program consists of two major areas of learning: core courses and elective courses. The core courses provide the continued learning of primary objectives, while the elective courses broaden students’ knowledge through exposure to a variety of different subject areas.

The core courses are English Language Arts, Mathematics, Science, and Social Studies. Elective choices may include but are not limited to Spanish, Band, Orchestra, Chorus, Physical Education, Art, Theater, Multi-media and Family and Consumer Science.

Gifted and talented education (GATE) courses are offered at every middle school. The goal of the GATE program is to provide identified students with appropriate instruction. Students in GATE course are gifted identified or have meet academic criteria.

All students who have Physical Education (P.E.) as an exploratory must dress in appropriate gym attire. School P.E. uniforms are available for purchase and are required. Exceptions (i.e., medical reasons or religious beliefs, etc.) must be approved by the school administration. Students are expected to participate in all phases of the P.E. program. Exclusion because of health reasons must be accompanied by a written excuse from the family physician. A note from the parent/guardian may excuse a student for up to three days. All communication should be directed to the P.E. teacher.

Students enrolled in Physical Education will be issued a P.E. locker soon after school begins. These lockers are loaned to students by the school so they will have a place to keep their clothing, books and materials. The lockers remain the property of the school and may be searched by school personnel at any time. Students are responsible for keeping their locker combination private.

The school is not responsible for items missing or stolen from lockers.

Textbooks, Instructional Materials, and School Supplies

Textbooks, like all other instructional materials, are selected on the basis of their alignment with and support of the District’s curriculum. A committee consisting of teachers and other staff members evaluates and recommends textbooks for adoption by the Governing Board (Policy reference IJJ). Textbooks are available for public review before they are adopted.

All textbooks, supplies, and materials, including consumable items required by the District to be used by students, will be furnished at no cost. Consumable items that students [by their own volition] elect to use for a special project or for the enrichment of their learning experience shall be provided by and paid for by the students and their parent(s)/legal guardian(s).

Students are responsible for each book checked out to them. If a book is lost, stolen, or damaged, the student will be responsible for paying for the book. Students who owe money for any books or materials will lose all social and extra-curricular activity privileges (middle school dances, sports, clubs, etc.) until they have paid in full. The Kyrene School District may charge an insufficient funds fee for returned checks, stopped payments and credit card chargebacks.
Homework
The purpose of homework is to provide additional practice on previously introduced skills or to enrich classroom experiences. Homework includes activities such as brief drills, reading, collecting information, sharing ideas with parents and guardians, and providing projects/assignments in which students must utilize their time in creative thought.

An additional purpose of homework is to encourage the student to develop effective study skills, self-discipline, work ethic, and individual habits, which are integral and indispensable elements of a quality education. The student is responsible for understanding homework expectations before leaving school and for completing the assignment on time.

Parent(s) and legal guardian(s) can support the homework program by providing the student with time necessary to complete the work and by providing a quiet and well-lighted place to study.

Progress Reports
Kyrene encourages, supports, and values the school achievement of each student. The measurement of academic achievement is based upon the student’s mastery of identified curriculum objectives. The goal of our school staff is to maximize every student’s learning and learning potential.

The primary function of a progress report is to communicate information to parents/legal guardians about their child’s current achievement status in regards to specific learning objectives in each curriculum area. Report cards are issued at the end of each grading period.

Teachers report progress related to achievement of subject objectives by a letter grade and/or progress indicator and comments. Comments are used to communicate information about a student’s effort, study habits, and behavior.

Parents can access their student’s demographic and attendance information by logging into ParentVUE on the Kyrene website at www.kyrene.org. In many cases parents can also access student schedules and grades.

Elementary School
• Parent/guardian conferences are held in the fall and the spring.
• Written progress reports are sent home for kindergarten in the winter and at the end of the year. Written progress reports are sent home quarterly for grades 1 through 5.

Middle School
• Written progress reports are sent home quarterly for grades 6 through 8.
• The letter grades A, B, C, D, and F, are used to indicate the level and degree of course targets mastered. If a student has made unacceptable progress, a letter grade of “F” is used.
• A student who receives an “I” (incomplete) has a designated period of time to complete missing coursework. If the coursework has not been satisfactorily completed at that time, the grade will be changed to an “F”. During the last grading period, a grade of “F” will be issued if coursework is not completed.
• Students ending the year with one or more grades of “F” may be required to retake the course(s) or could be considered for retention.

Assessment of Learning
In order to ensure that Kyrene’s students are being challenged academically, their performance is assessed continuously using a variety of assessment measures. Ongoing assessment is completed by each child’s classroom teacher. Each child’s academic performance is evaluated in comparison to his/her own previous performance.

In addition to these instructional assessments, other assessments are based on the adopted Kyrene curriculum and identified performance objectives. Several District level assessments will be conducted in various subject areas within each grade level. The purpose of these assessments is to evaluate a student’s performance on the Governing Board-adopted Kyrene curriculum. Results of these evaluations are used to make needed programming changes.

More individualized evaluations are provided for students with special needs. Classroom teachers, special program teachers, school psychologists, and other appropriate professionals work together to conduct specialized evaluations.

Arizona requires State testing in grades 3-8 in English Language Arts, Mathematics, and Science.

Middle School Students: The Tempe Union High School District requires assessment of students in high school Spanish 1-2. Questions regarding an individual student’s progress should be directed to the classroom teacher, psychologist, and/or school administrator.

INSTRUCTION
Uninterrupted Instructional Time
Each school and/or grade level has time designated for uninterrupted instruction. The school protects instructional time by ensuring classes are not interrupted with announcements or messages from home. When you have messages, materials, lunch money or lunches, etc., please take them to the school office.

Gifted Education
Gifted students are defined as those who score at or above the 97th percentile on national norms in one or more of three areas—verbal (language), quantitative (math), and nonverbal (spatial) reasoning—on any test for gifted identification approved by the Arizona State Board of Education. Testing occurs three times throughout the school year at school sites. Opportunities are published in school newsletters at each school and on the Kyrene website.

If you have a child in Kindergarten through 8th grade whom you feel might qualify in one or more of the assessed areas, contact the gifted resource teacher or administrator at your child’s school.

Structured English Immersion
Kyrene’s Structured English Immersion Program serves students who need assistance in learning English. Arizona law requires that children with a home language other than English be assessed for proficiency in oral language, reading comprehension, and written communication.

Following parent/guardian notification, students who are identified as limited English proficient may receive various forms of instructional support focused on English acquisition.

Native American Support Services
Kyrene Native American Programs provide educational and cultural enrichment for American Indian/Alaskan Natives (AI/AN) students, while promoting an active Native American community within Kyrene Schools.

The program aims to provide culturally-relevant academic assistance to students, and to increase parent/community participation in program and school activities.

In order to be eligible for these services, students must have a completed 506 form in their school file.

Persons eligible: Federally-recognized members of a tribe, band or other organized group of Indians, including those terminated since 1940; children or grandchildren of any such member of preceding group; Inuit, Aleut, or other Alaskan Native considered by the Secretary of the Department of Interior to be an American Indian. For further information, call 480-541-1133.
EXCEPTIONAL STUDENT SERVICES

Special Education
Special Education is available to students with a disability as indicated under the Individuals with Disabilities Education Act (IDEA) and require specially designed instruction. The Individualized Education Program (IEP) is a written program that outlines the special education services the student will receive. A continuum of services is available based upon the needs of the student.

Our District believes in the importance of parent participation and collaboration in the special education process.

Pursuant to A.R.S. 41-1351, special education records, including intervention, evaluation and IEP’s, will be destroyed four years after final enrollment of student in the District.

Section 504
Section 504 is an anti-discrimination, civil rights statute enacted to protect the rights of individuals with disabilities in programs and activities that receive federal funding. For students to be eligible for 504 protection, the student must have a physical or mental impairment which substantially limits one or more major life activities, such as, learning, concentrating, and thinking. The limitation would make it more difficult for the student with the impairment to access or participate in the same educational opportunities afforded non-disabled students. A student with such an impairment may have a 504 Accommodation Plan completed with the school team.

Please contact the Section 504 Coordinator at your child’s school if you feel your child may be eligible and require a Section 504 plan.

“Child Find” Program
Child Find is a component of the Individuals with Disabilities Education Act (IDEA '04) that requires a school district to locate, identify, and evaluate all children with disabilities, ages birth through 21, that are located within their geographical boundaries who are in need of early intervention or special education services. Please call your child’s school or the Exceptional Student Services office at 480-541-1150.

Kyrene Integrated Preschool Program
The Kyrene Integrated Preschool Program offers an exciting first learning experience for children who are typically developing, as well as children who are experiencing delays in their development. Kyrene's developmentally appropriate, peer-based curriculum is aligned with the Arizona Early Learning Standards, and emphasizes early literacy, math and communication. The Integrated preschool classroom provides opportunities for each student to improve motor and self-help skills, learn leadership skills, practice compassion and acceptance of diversity, and encourage creativity and a love of learning.

For further information, please call 480-541-1156.

HEALTH SERVICES
Your school’s Health Office staff works to help keep students healthy and in school. Kyrene Health Offices are staffed by Health Assistants, who manage students’ illnesses and accidents that occur at school. Health Assistants administer medication, keep health records and perform vision and hearing screenings.

Kyrene District Nurses provide consultation, mentoring and training for Health Assistants and school staff. District Nurses are responsible for developing Health Care Plans for students with health needs and communicating with parents and health care providers regarding school health issues.

In order to protect students from the possible spread of disease, please keep your child home if the following symptoms are present: fever, vomiting, diarrhea, red or inflamed eyes, drainage, skin rash with fever. Please do not send your child to school when he/she is ill.

Any student with a temperature of 101º F or higher may return to school when they are fever-free for 24 hours without fever-reducing medication. The Health Assistant may send your child home regardless of temperature if they develop symptoms of illness at school that prevent them from participating comfortably in school activities.

Please make arrangements to have either a parent/guardian or another authorized adult available at all times to pick up a child who is ill or injured. If both parents/legal guardians are unavailable, the school will begin calling the adults listed by the parents on the Emergency Card.

Heat Advisories
During excessive heat days, an email notification is sent to all staff indicating guidelines for outside activity. Outdoor recess will be limited to 15 minutes. Hydration before and during recess will be emphasized.

High Pollution Advisories
During days that are identified as High Pollution Advisory Days, an e-mail notification is sent to all staff including guidelines for outside activity. Parents of students with chronic health conditions at the elementary level will have the opportunity to identify if they would like their child kept inside on High Pollution Advisory Days as part of their health plan. Middle School students with chronic health conditions will be notified of High Pollution Advisory Days and will be provided with options to remain inside.

Immunizations
Arizona law ARS §15-872 requires that a complete, up-to-date immunization record be furnished by the parent prior to enrolling a child in school. The record should include the month, day, and year of your child’s immunizations. Children will be excluded from school without proof of immunizations. The immunization requirements for a child entering a Kyrene school (including preschool) contingent on age are:

- Diphtheria/Pertussis/Tetanus (DPT, DTaP, Tdap)
- Polio
- MMR #1 and MMR #2
- Haemophilus Influenzae B (HIB)
- Hepatitis A series (for Preschool)
- Hepatitis B series
- Chicken Pox (Varicella)
- Meningococcal

Please inform health office staff at your child’s school of any immunizations received during the year so that the school records can be kept up to date. Arizona law ARS §15-872 provides exemptions from immunization requirements.

Although the law allows exemptions, if an outbreak of any of the diseases covered by required immunizations occurs, the Maricopa County Health Department may require that children who are not immunized be excluded from school for the duration of the outbreak.

Medication
Health Office staff administer over-the-counter and prescription medication in the school setting in accordance with Kyrene Governing Board Policy JLCD-R. The following is required:

- All medications must be brought to the Health Office and picked up from the Health Office by an adult. Students should not carry medications to and from school. Up to a 30-day supply will be accepted.
- Prescription medication must be in its original prescription container and labeled by the pharmacist. Many pharmacies provide home and school medication containers when requested.
- Over-the-counter medication must be in the original factory container with all warnings and directions intact. No medications in envelopes, foil or bags will be accepted.
- Sample prescription medication must be accompanied by a prescription. The parent/guardian must complete a medication form (located in the school Health Office) giving permission for medication to be administered at school. The form must contain the following information: student's name, grade, teacher, and school; name of the medication, dosage, time
medication should be given; method for administering medication; reason it is to be administered; and dates to be administered.

- Only medications that are needed to treat an existing ailment will be stored in the Health Office.
- Expired medications will not be administered.
- Medication will be given in a dosage that is weight and/or age-appropriate as indicated by the manufacturer’s recommendations and or physician’s order.
- The Arizona Department of Health Services will not allow preschool children to receive stock medications of any form.
- A physician authorization must be submitted to the Health Assistant for administration of non-prescription medications beyond a three-consecutive-day period to ensure medications are not masking the symptoms of a serious health condition.
- A student may carry and self-administer an inhaler or Epinephrine device with proper labeling and with written parental permission. Students should report to an adult or to the Health Office after use.
- The District reserves the right to disallow the use or administration of any medication on school premises if the threat of abuse or misuse of the medicine may pose a risk of harm to any student.
- School Health Offices DO NOT stock aspirin, ibuprofen (Advil, Motrin), Benadryl, Hydrocortisone cream or ointment, Antibiotic ointment, or cough drops.
- School Health Offices will stock acetaminophen and dispense with parent/guardian permission for complaint of headache (absence of head injury) or Temperature 101˚F and above. Acetaminophen will not be routinely dispensed to students during the first and last hour of the school day in order to minimize the possibility of drug overdose.

Health Screening

Hearing and Vision Screening

Hearing and vision screenings are given to selected groups of students per Arizona mandate under the guidelines of the Arizona Department of Health Sensory Program and the Arizona Department of Education.

If you do NOT want your child screened, please notify your school’s Health Assistant.

Communicable Disease

A Communicable Disease is a disease that can be transmitted from one individual to another. For the protection of all concerned, Governing Board Policy JLCC requires that students be excluded from school to protect the student’s own welfare and also to protect other students from illness. Early recognition of a communicable disease is of prime importance. The administrator or county health director shall make the decision for exclusion and readmission. Common examples are:

Influenza (Flu)

Health Assistants send home students who exhibit a sudden onset of fever, chills, headache, muscle aches, nausea or vomiting and/or sore throat.

Chicken Pox (Varicella)

The Chicken Pox (Varicella) rash can appear all over the body and develop into itchy, fluid-filled blisters. A fever or not feeling well can precede the rash by 1-2 days. A student should be kept out of school until all blisters are scabbed over and dry and until he/she is fever-free for 24 hours.

Conjunctivitis (Pinkeye)

Pinkeye (conjunctivitis) may be caused by bacteria, virus or allergy. Symptoms include: watering; irritation and redness of the white part of the eye due to bacterial and allergic causes. It can be very contagious. Symptoms include swelling of the eyelids; crusting of lashes, sensitivity to light; and a puss-like discharge may occur.

Pediculosis (lice)

Lice checks are performed on students as needed. Students with head lice will be excluded from school until treatment specific for head lice has been initiated and the student is symptom free (Policy reference JLCC).

Notification to Parents Regarding Communicable Diseases

The school principal, in consultation with Health Services, determines when and to whom communicable disease notification letters will be sent.

- Generally, if there is a physician-confirmed case of communicable illness in a classroom, a letter may be sent to all parents/guardians of children in that classroom.
- Generally, if 10% of the school population has been confirmed by a physician to have a certain communicable disease, a notification letter is sent home to parents of the entire student body.

Special Provisions for Students

Chronic Health Conditions

A chronic health condition refers to students who are unable to attend regular classes for intermittent periods of one or more consecutive days because of illness, disease, pregnancy complications or accident as certified by a health professional.

Asthma

Parents of children with asthma and/or severe allergy should contact their child’s school Health Office upon enrolling their child. The parent will be asked to complete an asthma and/or allergy health care plan that will be reviewed by the school health team. Parents should provide the school with all prescribed emergency medication.

Special Dietary Needs

Parents of students with special dietary needs, documented by a licensed physician, should contact the Dietary Department.

Physical Education Excuses

A student may be excused from Physical Education for three days upon written request from a parent/guardian. For any longer period of time, a request from the child’s physician is required. Excuses written by a physician should be given to the Health Office.

Medical Release to Return to School

In order for your child to safely return to school after a recent hospitalization, surgical procedure, major injury, or death, medical release will need to be signed by a medical provider. This medical release should include a date to return to school, any health concerns or accommodations and/or activity restrictions while at school. Return released paperwork to the school health office to make arrangements for any necessary health support at school.
COMMUNITY EDUCATION SERVICES

Adult Education
Community Education offers a variety of online educational and recreational courses for lifelong learners. Classes in the area of fine arts, foreign language, personal development, and health and fitness are just a few of the opportunities available.

Kyrene Kids Club

Before School and After School
Kids Club offers school age children a variety of planned activities before school, after school, and on early dismissal days. Children choose from numerous activities including cooking, science exploration, board games, arts and crafts, drama, storytelling, indoor and outdoor active games and homework time. Multiple program options (number of days per week, hours per day, etc.) are available. Please see “After Hours” for middle school students.

Non-school Days
At selected sites, Kids Club offers programs during some school closure days for a separate fee. Non-school Days may be purchased by anyone (even if they don’t regularly attend Kids Club programs), and include special events.

Summer Kids Club
Summer Kids Club is an exciting summer program! Summer Kids Club offers children a fun and rewarding time with friends. There are field trips, crafts, special events, pretend play, indoor and outdoor active games, and many other fun and age-appropriate activities.

Community and Signature Preschool

In Kyrene, we believe each child has unique needs, interests, and learning styles. For our earliest learners, those children age 3 to 5 (not yet in kindergarten), we offer a full line of Preschool options through our Community, Integrated, and Signature Preschool Programs that will allow you to choose the early learning opportunity that is the best match for your child.

Our Preschool Programs are designed to meet the individual developmental needs of all children through creativity, imagination, exploration and active participation.

Classes are multi-age and incorporate developmentally appropriate hands-on activities that help children reach their full potential—cognitively, socially, physically, and emotionally. Arizona Early Learning Standards are seamlessly taught throughout the day to better prepare children for kindergarten in Kyrene and foster a lifelong love of learning.

Community Preschool

Community Preschools provide an environment that encourages and supports each child’s natural curiosity to explore their environment and experience learning through play-based activities. Implementing a whole child approach helps each child receive a personal learning experience that covers all areas of development.

Program options are flexible to meet the varying schedule needs for families while also preparing children for the routine and structure of a Kindergarten classroom. Families can choose Community Preschool as a wraparound program in conjunction with Integrated Preschool.

Arts Integrated Preschool

Located on the Arts Integrated campus, Arts Integrated Preschool nurtures individual creative expression through music, movement, literature, fine arts, and drama. Children build an appreciation for the arts through reading, written classroom materials, and child performances.

Arts Integration is an approach to teaching in which children construct and demonstrate understanding through an art form. The arts are essential to providing children with the means to think, feel, and understand the world around them. Children learn there are multiple ways to understand math, science and reading.

Bienvenidos Preschool “A foreign language immersion program”
Located on the Dual Language campuses, Bienvenidos is a Spanish language exploration program with instruction in both English and Spanish. Children are introduced to the Spanish language through reading, writing and speaking facilitated by bilingual staff and classroom materials.

This program fosters an environment where children build an appreciation for cultural diversity. Kyrene’s Dual Language program is designed to prepare all children to meet educational and life goals in both English and Spanish in order to make positive contributions to a global society.

Early Learning Academy

Early Learning Academy provides a personalized learning approach using the Spalding Method through a direct instructional model for phonics, writing and math. Parents are invited to take part in a parent-teacher conference twice a year to discuss their child’s growth.

This Preschool follows the mission of the Kyrene Traditional Academy which is: To provide a strong academic foundation for all children to excel, while ensuring a safe, supportive, and caring environment in partnership with families and the community. Character building and social development are a focus of play-based centers that are offered daily.

Leader in Me Preschool

Aligned with the Leadership Academies, stories from Sean Covey’s 7 Habits of Happy Kids are read to introduce children to leadership skills. The 7 Habits are reinforced through daily activities, songs and classroom conversations. Children hold leadership roles in the classroom and keep Leader Notebooks with data, goals and work samples.

Leadership Academies in Kyrene prepare children with 21st century skills by fostering synergy with a team, a focus on personal leadership, a more proactive environment, excitement for learning, responsibility, and goal setting through data-based learning.

Project-based Preschool

Based on the Project Approach philosophy which states, “children have a strong disposition to explore and discover. The Project Approach builds on natural curiosity, enabling children to interact, question, connect, problem-solve, communicate, reflect, and more”.

Project-based instructors facilitate learning through the three-phase design process (selecting a topic, data collection, culminating event) by which children explore their interests and attempt to solve real world challenges.

Reggio Emilia Preschool

The Reggio Emilia Approach is an educational philosophy based on the image of children as capable learners who from birth, possess great potential for development. Children seek their own knowledge through investigation, experience, and through interactions with people and their surroundings.

In life and education, children thrive and construct their own knowledge through use of thought-provoking materials, complex environments, access to unique experiences, time to enjoy learning and being present, exploring thoughts and ideas, and a strong sense of community. Instructors use visual and expressive arts to work closely with children using a variety of tools and resource materials. This practice is an inseparable, integral part of the whole cognitive/symbolic expression involved in the process of learning.

Tempe PRE (Preschool Resource Expansion)

The City of Tempe sponsors a high-quality, no cost preschool program titled Tempe PRE (Preschool Resource Expansion) for children ages 3 and 4. Children have an opportunity to attend if the family lives in Tempe and their income meets certain requirements. The program is located at Kyrene de los Niños. Space is limited. Applications and information can be found online at www.tempe.gov/TempePRE or by calling 480-858-7735.
Youth Enrichment
Community Education Services offers a variety of classes at school sites throughout the District. Classes are based on student interests and community-identified needs. Classes take place before and after school, in the evenings, and on the weekends. They include tennis, piano, keyboarding, chess, drawing, cartooning, science, computer, dance, karate, fine arts, cooking, instrumental music lessons, arts and crafts and much more.

Intramurals
The Intramural program is designed to teach and model positive sportsmanship which empowers each player to play fairly. The goal is to encourage and introduce competitive play without losing sight of respecting each other or having fun. Sports include kickball, ultimate, and capture the flag.

STEMtramurals
The STEMtramurals program is designed to teach students important science, technology, engineering and math concepts in a unique team oriented format. The goal is to sharpen academic skills while encouraging innovative thinking, positive sportsmanship and fun by all participants! Previous tournaments have included cardboard arcade and Rubik’s Cube.

After Hours
Kyrene After Hours is the premier program for middle school students. This exciting and fun experience will provide a safe and enriching place for middle school students to be before or after school. Activities may include: video games, cooking projects, recreation style games such as air hockey, sports, fine arts, service learning projects and homework time. This program is offered during the school year, summers, and during some school closure days.

School Year/Summer Academy
Kyrene Academies offer academic and enrichment classes for students entering Kindergarten through eighth grade. Taught by certified teachers, a diversified curriculum nurtures intellectual and social growth and promotes the desire for lifelong learning. Classes are offered in a variety of areas, including arts and crafts, computers, drama, foreign languages, life skills, literature, math, music, physical education, science, and social studies. Academy is a tuition-based program and is available at various Kyrene school sites. Summer, Fall, and Spring Academy are open to both Kyrene and non-Kyrene students.

Use of Facilities
Community Education Services manages the Community Use of District Facilities. Kyrene has a wide variety of facilities for rent located throughout Tempe, Chandler, and Ahwatukee to meet the needs of our community including youth and adult sports groups, private functions, non-profit organizations, community groups, religious organizations and more.

Community News
If you would like information about activities, clubs, classes and events sponsored by the community, please visit the school front office. Each office has a community kiosk containing these opportunities. We value the classroom as an instructional setting that is free of advertising; therefore, flyers and information about non-school sponsored activities are not distributed through our classrooms. In addition, you can subscribe to receive various electronic newsletters and information from www.kyrene.org and click on Subscribe to Newsletters. For more information about Community Education Services, visit www.kyrene.org/CommunityEd, or call 480-541-1500.

MIDDLE SCHOOL ATHLETICS
Akimel A-al Middle School, Altadeña Middle School, Aprende Middle School, Centennial Middle School, Kyrene Middle School, Kyrene Traditional Academy, and Pueblo Middle School are members of the Kyrene Athletic Program. The goals and objectives of the conference are to develop and maintain the following on the part of every participant:

- Physical skills necessary in the sport or activity
- An awareness of progressive skill requirements needed to continue to grow in the specific sport
- A sense of loyalty, team play, cooperation, and sportsmanship, which will have value later in life
- Respect for the efforts, abilities, and rights of others
- The awareness of leadership responsibilities in school, community, and life contacts, as well as the athletic field
- Active participation by all members of a team
- Understanding and experiencing the benefit of healthy competition

The program is governed by a coordinating committee consisting of one administrator or designee from each participating school and the District Athletic Program Manager. The members will adhere to the rules set forth by the Kyrene Athletic Program guidelines and bylaws and/or the rules and regulations of the Arizona Interscholastic Association (AIA).

Fee Structure for Athletics
The District has established an athletic participation fee to help offset the cost of our after-school athletic program. For updated information, contact your school office or Customer Service at 480-541-1131.

Parent Communication
The administration, faculty, and coaches of Akimel A-al Middle School, Altadeña Middle School, Aprende Middle School, Centennial Middle School, Kyrene Middle School, Kyrene Traditional Academy, and Pueblo Middle School understand the importance of parental interest, involvement, and communication. It is our goal to foster and encourage positive, open communication between parents and coaches.

Prior to a student trying out for a sport, information will be available for parents explaining the following:
- Try-out procedures
- Eligibility requirements
- Practice schedule and requirements
- Discipline procedures and requirements
- Season schedule
- Participation fee agreement

Parents are encouraged to contact the team coach if they have any questions about the procedures.

If a parent has a question, concern, or complaint, he/she is encouraged to discuss this with the coach. If the problem is not resolved, the parent should then contact the Athletic Director at the appropriate school.

Scheduling of Games and Meets
Scheduling of games and meets will be completed by the Kyrene Athletic Directors prior to the beginning of each athletic season. Tournament schedules are seeded by a blind draw. The season is defined as first day of tryouts through the last day of the tournament.

Recognition
Tournaments are held at the end of each season with plaques awarded to first and second place teams. Individual medals are awarded in cross-country, wrestling, and track and field.
Requirements to Participate

The following are required prior to a student practicing or trying out for a team:

- All athletes must be registered students who attend the school which they represent. However, for the 2019-2020 school year, Kyrene Traditional Academy students will have the option to participate at Aprende Middle School for girls and boys soccer, baseball, softball, wrestling and track/field sport teams.
- Private and charter school students are not eligible to participate. Home-schooled students are eligible to participate at the school within the school boundaries they reside and must meet all the requirements below.
- Prior to participation (each year) the student must be examined by a licensed physician and determined to be physically fit for sports unless the student has sustained an injury or illness that warrants an additional examination by a physician. It is recommended that all athletes obtain a physical during the summer prior to a school year.
- Prior to participation (each year) the parent/guardian is required to sign and return the Mild Traumatic Brain Injury (MTBI)/Concussion form to the Student Services Secretary at their attending school.
- Enroll and complete the online Athletic Registration before a student is allowed to practice or tryout for a team.

The online Athletic Registration contains the following information that must be provided:
1. Health history is to be completed by the parent each year a student participates and be updated if a student’s health status changes.
2. Statement of insurance coverage, initiated by the parent each year stating that the student has health insurance coverage.
3. Emergency information giving important information and consent for emergency medical treatment.
4. Health and Safety Information (Heat Illness, Opioid Awareness, etc.)
5. Hazing policy
6. Tryouts Agreement
7. Sportsmanship Agreement
8. Uniform and Equipment Return Policy
9. Wednesday After School Supervision Agreement
10. Consent/Warning- Parental permission to participate.
11. A Participation Fee Agreement

An academic eligibility process will be in place at each site and given to the coach. This information will be one factor considered when a coach selects team members.

Tryouts/Cutting Procedures

Tryouts and “cuts” are probably the most painful experience for coaches, students, and parent(s)/guardian(s). While we would like to accommodate every student who wants to participate in a sport, limitations in facilities, coaches, and other resources as well as safety factors make tryouts and “cuts” necessary.

Each coach is responsible for establishing guidelines for tryouts and “cuts” in his/her sport, and then submitting them to the Athletic Director for approval before tryouts begin.

General guidelines are as follows:
- Each coach will have a letter explaining team expectations and procedures that will be given to the student and/or parent/guardian(s) prior to a student’s trying out.
- Coaches will have a minimum of two days of tryouts.
- For non-cut sports, the last day a student may join the team is the day following the first game or meet.

This decision is at the discretion of the site Athletic Director.
- All other “cutting” decisions are at the discretion of the coach; however, we strive for our procedures to be well communicated, consistent, and fair.

- Students assigned to In-School Intervention by an administrator for any portion of the day will be ineligible to try out for a team on the day(s) they are in In-School Intervention.
- Students who are suspended or are ineligible due to disciplinary reasons are not able to make up the tryout days for that sport missed due to discipline. However, students may participate in a non-cut sport that season after the discipline period has ended.
- A season is defined as first day of tryouts through the last day of the tournament.

New Students

New students who register at the middle schools mid-season will not be able to try out for that season. Occasionally during the season, a coach may need to add more members to the team due to ineligibility, illness, injury, etc. If this occurs, the coach may add a new student who tried out for the team but was cut, or the coach may add a new student who has requested a tryout for the team with the Athletic Director’s approval.

Guidelines and Procedures for Team Participation

During the Season

Athletes are eligible to participate in only one sport per season.Allowing athletes to participate in more than one sport in the same season creates many student safety, welfare, fairness, and equity issues among the six schools; therefore, the rule for only one sport per season is in effect. However, KMS Athletic teams participating in the International Baccalaureate Program receive permission to fulfill their yearly PE requirement by participating in a zero hour course in a non-cut sport (Cross Country, Wrestling Track) while participating simultaneously in a cut sport if their participation is necessary to create a full team roster.

After a student has become a member of a school team, his or her eligibility will be checked on a weekly basis. Students in danger of becoming ineligible are given a warning that is documented on an eligibility form.

Parents/guardians will be contacted by the teacher or coach regarding the reason for the warning.

If the student does not make significant progress toward improving the deficiency, he/she will be given a notice of ineligibility.

This period of ineligibility will be for one week (e.g. Monday-Monday), during which time the student may not participate in any games or practices. Students may be given a warning or may become ineligible for reasons including, but not limited to, the following:
- The student has a D, I, or F in a class.
- The student is having behavior problems.
- The student is behind on class work, homework, projects, etc.
- The student has failed to complete an assigned consequence (i.e. detention).

During the season, students who are suspended off campus may not participate in any games or practice during the suspension. They will also be ineligible to participate in games based on the number of days they were assigned to off campus suspension (e.g., 1 Day of off campus suspension = 1 Game of Ineligibility). Students would be able to practice with the team when they return from serving the off campus suspension. If a student is suspended for a second time during the same season they will be ineligible for the remainder of the season and may be declared ineligible for the remainder of the year. This decision would be made by the Principal or Athletic Director.

Students assigned to In-School Intervention by an administrator for any portion of the day will be ineligible to attend practice, tryouts, or participate in any team activities on the days they are in In-School Intervention. Any student assigned to In-School Intervention or off campus on a Friday is not eligible to practice or participate in Saturday activities. Students who are absent for more than half of the day of a game or practice may not attend practice or participate that day. Students who are ineligible may not travel with the team to away games or tournaments.

Students who are ineligible for any reason for a total of two weeks during a season may be suspended from the team permanently.
A student may be suspended from a team by the coach for reasons such as repetitive or serious discipline problems, defiance of authority, unexcused absences from practices or games, poor sportsmanship, fighting, use, sale or possession of drugs, alcohol, or tobacco, intentional damage to property or equipment, etc. If a coach intends to suspend a student for a serious problem, the coach will first notify the parents/legal guardians and the Athletic Director prior to the suspension. Other disciplinary action may be taken in addition to the student’s suspension from the team. Our students’ behavior and attitude should always show respect for their school, their parents/guardians, their team, their coach, their opponents, the officials, and themselves. Parents/guardians will be contacted if their student has not met eligibility requirements.

If a student has completed 3 years of Middle School s/he is not eligible to participate in the Kyrene Athletic Program. Any student who becomes fifteen (15) years of age on or before May 1st of the previous school year will be ineligible to compete.

**Practice**

 Practices are generally held on a daily basis throughout the season. Practices may be held before school, after school, or in the evening depending on the coaches’ schedules, availability of facilities, etc. Practices should be no longer than two hours. Mandatory practices shall not be held on Saturday, Sunday or holidays. This includes the day after Thanksgiving and during fall, winter and spring breaks.

Students are required to be at each practice and to be on time. Exceptions are limited to unavoidable absences that are verified by the parent/guardian and accepted by the coach. No team or individual student-athlete may be able to meet more than once a day for any team related activity.

It is also important that each student be picked up from practice on time. If a student is not picked up within 15 minutes from the end of practice, he/she will be warned or lose one week of eligibility the first time it happens, and then may be suspended from the team if it occurs again. Students who are ineligible for any reason may not attend practice.

**Playing Time**

The student’s effort, attendance, participation at practice, teamwork, attitude, ability, as well as the number of students on the team are some factors that are considered by the coach when determining playing time. Every effort shall be made to maximize each participant’s playing time during the regular season. Our goal is to strive for consistency and fairness within each sport. Because the middle school years are developmental years, both physically and athletically, we want all students on a team to have a chance to play in game situations throughout the year. During the season-ending tournaments, coaches may be very selective in choosing which members of the team to play, which may result in a reduction of playing time for some athletes on the team. Parents should discuss this playing time philosophy with the coach at the pre-season meeting.

**Equipment and Uniforms**

Athletes are issued uniforms, as available, at the beginning of the season. The Athletic Director and/or coach will keep an accounting of uniforms that have been issued and the condition of the uniforms. All athletes must turn in their uniforms clean and in good condition at the end of the season, or be responsible for paying for the replacement of the uniform.

Students will be held responsible for any equipment they lose or abuse. Students failing to pay for lost or damaged items will not be allowed to participate in sports, dances or any other extra-curricular activities until satisfactory clearance is made.

**Good Sportsmanship**

The Kyrene community is very proud of our athletic program and our student athletes. Good sportsmanship is one of the goals of the middle school athletic program. Parents, guardians, students, and other fans can assist our athletes by honoring and modeling the rules of good sportsmanship.

Coaches are expected to be role models for their players. This means their sportsmanship should always be exemplary. Each coach will determine team, field and court regulations. All athletes are expected to honor these regulations and conduct themselves accordingly.

Athletes are expected to have complete control over themselves. Fits of anger, clowning, belittling others, cursing, throwing equipment, etc., are not acceptable at any time. Losing, as well as winning, is part of the game. Athletes should be gracious in defeat and modest in victory.

Officials are present to ensure that both teams receive equitable treatment. They are to be treated with respect at all times. Arguing and negative comments are not allowed.

Opposing players, cheerleaders, coaches, and fans are to be treated with respect. Negative comments and gestures, booing, etc., do not benefit a middle school athlete and are not allowed.

Poor sportsmanship is grounds for immediate and permanent suspension from a team. Parents/guardians and other fans can assist our athletes by setting a good example when they honor and model these rules for good sportsmanship. Conduct of the fans may adversely affect the team and outcome of the game.

Parents of student-athletes will be asked to sign and/or initial the following “Kyrene Sportsmanship Agreement” to help ensure a positive experience for all.

**Kyrene Sportsmanship Agreement:**

- I will encourage good sportsmanship for all players, coaches, and officials at all sporting events.
- I will help my child enjoy the middle school sports experience by doing whatever I can, such as being a respectful fan, being a supportive parent and displaying positive behavior at all sporting events.
- I will ask my child to treat other players, coaches, fans and officials with respect regardless of race, sex, creed or ability.
- I will support coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all.
- I will remember that the game is for the student athletes-not adults.
- I will abide the coach’s rules regarding communication, practices and travel.
- I will schedule time to speak with the coach at a time that I am ready to listen and communicate in a professional and courteous manner.
- I will not create a hostile environment for student athletes or coaches because of playing time issues with my child.
- I understand that any verbal or physical abuse or threats of violence by myself, family members or individuals that accompany me to any practices, games or events is strictly prohibited.
- I understand that if I do not adhere to these guidelines, I may be asked to leave the event and be banned from all future athletic events.

**Resignation or Suspension During a Season**

Any athlete who resigns from a team after the first week of competition or who is suspended from a team for disciplinary reasons is not eligible to participate in any other school sport during that season.

**Supervision of Students**

Coaches take their responsibility for the supervision of student athletes very seriously. Athletes are to be supervised at all times during practices, games, and in the locker rooms. Coaches are not allowed to leave after a game or practice until every player has been picked up. This pertains to both home and away games. If an athlete is habitually picked up late from games and practices, coaches do have the option of suspending them from the team.

**Tournaments**

Most sports will have tournaments at the end of the season. These games are scheduled for after school and/or evenings. If the game is an evening game, we often need to ask parents to provide transportation. At tournament games, we ask our players, coaches, and parents to represent our school in a positive and responsible manner, showing good sportsmanship at all times. In order to participate in tournament play, a player within his/her team must have participated within that sport in a majority of the scheduled games. Exceptions may be granted with a request to the Coordinating KAP Committee approved
by consensus prior to the tournament. Teams may participate in one outside tournament.

**Student Injury and Accident Report**

Kyrene requires that all students participating in a sport have accident insurance. A student who is injured should report the injury to the coach immediately. In cases of student injury, the coach will:

- Seek immediate medical attention if the injury is serious
- Contact the parent/guardian as soon as possible

Parents/guardians must complete the On Line Athletic Registration that gives permission for emergency medical treatment. It is also very important for parents to keep the coach and the office updated on work, home, and emergency phone numbers.

**Transportation To/From Athletic Events**

Only qualified District bus drivers may drive a school bus. No food or drink may be consumed on buses or vans. Coaches and athletes must leave the bus or van clean. Water for away games may be taken on the bus by the coach. Athletes must return on the bus in which they traveled unless a parent/guardian makes other arrangements with the coach. Behavior follows school and District guidelines for bus/van behavior, which includes remaining seated, no loud voices, no radios, no pushing or bothering others, etc.

**Coaching Qualifications**

All of our coaches are required to be Kyrene School District employees. Applications for coaching positions are submitted through Kyrene’s Human Resource Services Department. We strive to have a coaching staff that exhibits such professional skills and qualities as:

- Sound coaching and instructional techniques
- Communication skills
- Knowledge of techniques, strategies, and conditioning related to the sport
- Good sportsmanship
- Supervisory skills
- Student management skills

All athletes and their parents/guardians will be given the opportunity to complete a program/coach evaluation survey at the end of each sports season.

**GENERAL INFORMATION AND PROCEDURES**

**School Breakfast and Lunch Program**

The Kyrene School District contracts with a food service provider who provides breakfast (where available) and lunch to students of the district. It is a parent’s responsibility to provide lunch for their child. Students may purchase meals or bring a packed lunch from home. Parents may also apply to participate in the free and reduced-price meal program. For more information regarding school meals, menus, prices, nutritional information and free and reduced-price meal applications, please visit www.kyrene.org/FoodServices.

Parents/students may pre-pay for meals by depositing money into students’ meal accounts at the school cafeteria or through our optional third-party payment service found at K12paymentcenter.com that has a convenience fee. This site also allows parents to view their student’s meal history, and review check and cash payments without making payments via this system. Parents may set low balance notifications to be sent to them as well. Students who do not have cash or lunch money in their account will not be served a regular meal but will be served an Alternative Meal consisting of a cheese sandwich, fruit/vegetable and milk until funds are restored. The Kyrene School District may charge an insufficient funds fee for returned checks, stopped payments and credit card chargebacks. Parents will be notified of unpaid balances for collection. Balance notices are emailed daily. If no email address is available, notices are mailed to the home address on record once a week. Look for emails from Noreplies@mealsplus.com. – School Nutrition Department. For more information regarding unpaid meals, please reference Kyrene Governing Board Policy EFDA.

The Kyrene School District participates in these federally-subsidized programs, the School Breakfast Program (SBP) and the National School Lunch Program (NSLP), which are sponsored by the U.S. Department of Agriculture (USDA). Through this program, students who meet certain criteria (as determined by USDA Guidelines) are eligible to receive free or reduced-price meals at their school. The program provides for one meal at breakfast and one meal at lunch, per day, per eligible student. Second meals and à la carte items are not included and must be paid for at the time of purchase. The NSLP program operates in all the schools in the Kyrene School District, although breakfast is not available at every site. Information and applications are available online at LunchApplication.com and are also sent home with students at the beginning of the school year. Applications may be obtained from the school office or completed online at any time during the school year. Please complete and return the application as soon as possible.

Students are not allowed to go home for lunch or be released to go to a restaurant or other food vendor unless they are signed out and are accompanied by a parent/guardian. Parents are discouraged from bringing outside food (e.g. pizza, fast food, etc.) to school for students other than their own student. No meals may be charged to a meal account the last ten (10) days of the school year. We ask that you pay any balance due by the end of the school year.

Parents/legal guardians of a student who withdraws from a Kyrene school may request a refund of the remaining balance in the student’s lunch account by notifying the Kyrene School District at 480-541-1660

**Emergency Drills**

Fire and other emergency drills are held on a periodic basis to teach students the safest, quickest route from the school buildings. All students, volunteers, and guests are asked to follow these emergency procedures during any fire drill:

- Exit quietly in a single-file line.
- Refrain from talking.
- Proceed to assigned area where attendance will be taken.
- Remain quiet and listen for further directions.
- Return to class with your teacher when the “all clear” is sounded.
- Know the emergency exit route from each room in which the student has a class. The teacher will have the route posted.
Restructured Week for Professional Development of Staff

Kyrene schools restructure the allocated instructional minutes of the week to allow for an earlier release of students one day per week. It is important to note that all Kyrene schools meet and exceed the designated instructional minutes mandated by the state of Arizona. While it is commonly known as “Early Release,” the restructuring of the instructional minutes into four longer instructional days and one shorter instructional day (the early release for students) allows staff to have critical time for important professional development and collaboration. This plan also ensures that no instructional time with students is lost.

The Restructured Week concept allows for a consistent schedule for students and their families and makes it easier to arrange child care and family schedules.

Each staff member of the Kyrene School District is a member of the Kyrene Professional Learning Community.

In order to provide the best quality instruction to Kyrene students and to work in partnership with Kyrene parents and community, each school’s weekly instructional minutes are structured to allow for time for:

1. Continued Professional Development in best instructional and curricular practice, policy, and State and Federal legislative mandates, etc.
2. Meaningful planning time for:
   a) Certified and Support Staff Members
   b) Content Teams
   c) Content Delivery (cross grade level)
   d) Multidisciplinary Teams
   e) Regional Teams
   f) District-wide Teams
3. Timely and responsive communication to parents
4. Faculty, staff and other meetings

Qualified Substitute Teachers

When a situation arises that requires a Kyrene employee to be absent from work or absent for an extended period of time, the District follows established guidelines for maintaining the employee’s privacy and confidentiality.

The District acknowledges that students and families may have concerns surrounding an employee’s extended absence from work. Although information regarding the circumstances that have necessitated the absence cannot be shared with the community, the District will ensure that qualified substitute teachers are obtained to continue quality services and instruction while the teacher is absent. The well-being and safety of students is of the highest importance.

Building Regulations

Students may not be in any of the school buildings during non-school hours unless supervised by a designated adult.

Birthday, Other Celebrations and Nutrition Standards

We understand that parents and friends like to celebrate various occasions. However, balloons, cakes, candy, flowers, etc. cause many distractions and cannot be allowed on campus or on the bus. These items are disruptive in the classroom and are a safety concern on the bus. If they are delivered they will be kept in the office. This policy helps to ensure that instructional time is protected and that all students are treated equally.

Classroom parties/celebrations may be held four times each year. (Policy reference JJB, Student Social Events) Schools may choose to celebrate winter break, end of school, and two additional special days agreed upon by each school individually. These celebrations are designed to be instructional and to recognize the value of religious and cultural diversity. This approach introduces students to new learning and enables them to be more understanding of other students’ heritages and beliefs.

When planning snacks for these four classroom parties/celebrations, state law requires that no home-cooked food be distributed to students during school hours. This practice is intended to protect students from the spread of communicable disease. The aforementioned four (4) parties/celebrations that take place during the school day are exempt from the Arizona Nutrition Standards. For all other activities during the school day that include food for students, the Arizona Nutrition Standards must be followed (Policy reference JL and regulations JL-RA and JL-RB). For more detailed information on the state nutrition standards, please refer to www.ade.az.gov.

No celebrations of individual student birthdays are to be held in classrooms, on the school campus, nor are students to hold parties for their teachers at school. Party invitations may not be distributed at school.

End-of-Year Parties

End-of-year promotion parties in Kindergarten (K) through grade seven (7), if held, will be low key and kept at the school site. Promotion parties for eighth (8) graders may be held off-site, provided they are at a location where students are contained and strict supervision can be maintained. (Policy reference JJB, Student Social Events)

Off-Campus After-Hours Student Parties

The District does not have insurance coverage for students or staff members for off-campus after-hours student parties that are not sponsored by the school. Such activities, if planned, will not have school function authorization. No other off-site promotion activities are authorized by the Kyrene School District. (Policy reference JJB, Student Social Events)

Gifts for Teachers

Students and parents/guardians are discouraged from presenting gifts to teachers and other staff members. This policy is not intended to discourage acts of generosity in unusual situations, and simple remembrances expressive of affection or gratitude shall not be regarded as violations of this policy. Students also are discouraged from collecting money, setting aside funds or purchasing class gifts for teachers.

Lost and Found

There is a designated lost and found area at each school. Loss of any item should be reported to the office immediately. If any article of value is found, it should be brought to the front office immediately. Periodically throughout the school year, unclaimed articles in the lost and found are donated to charity.

Elementary School: Please put names on clothing and personal items brought to school.

Visitors to Schools

Every visitor to the school campus is required to enter through the front office. If the visitor’s business is appropriate, the visitor will complete the sign in process (name, nature of business, and time).

Every visitor will be required to exchange the visitor’s picture ID for a numbered visitor’s badge. No one will be in the school or on campus unless he or she is wearing a numbered visitor’s badge.

Unless authorized by site principal, student visitors are not allowed on campus during the school day nor before or after school when Kyrene students are present (Policy reference KI, KI-R). We ask that visitors and volunteers refrain from bringing students’ siblings or other non-students with them to the school. Additionally, siblings and other non-students will not be permitted to attend school sponsored field trips.

Parent requests to observe in the classroom are to be scheduled through the office in advance and have the prior approval of the teacher and school administration. Observations should not disrupt students’ instructional time. An observer who wishes to speak to the teacher will need to schedule an appointment before or after school.

This policy ensures safety, minimizes classroom interruption, and promotes full concentration of both students and volunteers/visitors on the learning activity.
Signing Students In and Out – ID Required

When signing students in after the start of school or prior to the end of the school day, please follow the procedures below. This system is most efficient and minimizes classroom interruptions.

As parents:
- You must come to the office to sign your child in if he or she is arriving after school begins.
- When you unexpectedly need to take your child out of school, office staff will call the classroom when you arrive in the office.
- If your child has to leave before the end of the school day, have your child bring a note to the attendance office at the beginning of the school day. The note should specify the reason for the absence and the time your child will be leaving. The office staff will issue your child a pass to leave class at the appropriate time.
- In all cases, you must come into the office to sign out your child and present your ID. Students are never permitted to leave campus on their own during school hours.
- Kindergarten students must be accompanied by an adult when leaving campus.

Please note: Students may only be released to the parent or legal guardian or to persons 18 years or older who are specifically authorized on the Health Service Emergency Card or in writing by the parent or legal guardian.

Please update any changes on your student’s emergency information form as soon as they occur. You may request that a new form be sent home or you may come into the office and make the changes to the form on file. Changes to the emergency information cannot be made over the telephone.

Pets and Other Animals

For the safety of all students, please do not bring pets on campus. An adult may bring a pet to the classroom for a class period and for educational purposes only if the teacher has obtained written permission from all students’ parents. Animals cannot be transported on school buses. If a pet follows a student to school, the office will contact the student’s home to arrange for pet pick-up. (Policy reference IMG, IMG-R)

Service Animals

The District does not discriminate against individuals with disabilities who use service animals if the work or tasks performed by the service animal are directly related to the individual’s disability. Under the Americans with Disabilities Act (ADA), a service animal is defined as a dog that has been individually trained to do work or perform tasks for an individual with a disability. Reasonable modifications will be made in policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. Service animal does not include other species of animals, whether wild or domestic or trained or untrained. The task(s) performed by the dog or miniature horse must be directly related to the person’s disability.

School Pictures

A commercial company will visit the schools in the fall to take individual photographs of each child for school records and yearbook purposes. Packets of color photos will be offered for sale to parents/legal guardians. In the spring, grades K-5 will be photographed in class groups. Grade 8 may also be photographed in a class group.

Campus Passes

Campus passes are required any time a student is out of class. When using a pass, a student must go quickly and directly to and from his/her destination.

Use of Restrooms

Students may use the restroom before and after school, between classes or during the lunch period without a pass. At any other time, a student is expected to obtain a pass from the teacher. School personnel may limit the amount of time and number of students using the restroom.

The restroom facilities are not meeting places for students. All students are expected to assist in keeping the restrooms clean. Students are not to loiter in the restrooms, write on the walls, or damage the facility in any way. An ill student should report to the Health Office and should not remain in the restroom.

Student Use of Telephones and Messages

School telephones are not intended for student use. In emergency situations, students may ask a staff member for access to a telephone. Except in emergency situations, parents/guardians should avoid calling school to speak to their child.

Student Activities and Services

The middle schools offer various student services and activities to not only assist students academically, but also to provide opportunities for their social and emotional development. Please contact your school office to request information about these activities and services.

Special activities and/or clubs are provided and organized when students exhibit an interest. At the beginning of the year, each school may provide a list of special activities. The activities vary and may include sports, fine arts, and other areas of interest. The special activities must have adult supervision. Specific activities and times are subject to change throughout the school year.

After-school social activities may be held during the school year. These activities are only for the students enrolled in the school. There may be an admission charge as part of fund-raising efforts.

Student Council

The Student Council, composed of student representatives and officers, meets periodically. Officers are elected to officiate at all meetings and to represent the school at special functions. Representatives are selected to represent each grade level and are responsible for communication between the students and the Student Council. All officers and representatives must maintain passing grades and school-appropriate behavior to remain on the Student Council.

Personal Property

The District shall not assume responsibility for the loss of, or damage to, personal property stored, installed, or used on school premises. (Policy reference ECAD)

Recitation of the Declaration of Independence

The Arizona State Board of Education requires students in grades four through six to recite the following passage from the Declaration of Independence. (Policy reference IMD)

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

If you do not want your child to participate in this, please notify the school office in writing.
SCHOOL GUIDELINES - MEDIA CENTER AND TECHNOLOGY

Media Center Behavior and Use
We encourage students to make use of the school library/media center. Some general guidelines for behavior and use of the library/media center are as follows:

- The library/media center may be open before school, during lunch, or after school and available for students interested in studying, using the computers, or looking at or checking out books.
- Students are to enter and leave the library/media center quietly. Loud voices, running, or any other disruptive activities are not allowed. Students who are not following all rules will be asked to leave. Repeated or severe violations may result in loss of library privileges.
- Students are responsible for the care and return of all materials. Students will be required to pay for any materials not returned. Failure to pay for such items will result in the loss of library/media center privileges, as well as the privilege of attending or participating in extra-curricular activities.
- All school rules are enforced in the library/media center. Students are expected to study quietly, return materials to designated areas, and help keep the library/media center in order.

Use of Technology Resources in Education
The Kyrene School District provides students with a variety of technology resources, which consist of all electronic devices, software, and means of electronic communication.

Technology is an essential component of the learning experience. Students access technology resources in order to access, gather, create, organize, analyze and communicate information and ideas in order to advance their learning in accordance with the goals and objectives of the District.

Kyrene students are issued cloud computing and collaboration accounts, which are managed and monitored by Kyrene. For the students’ safety, these Kyrene accounts restrict students’ communication with individuals outside of the district, while allowing students to communicate, collaborate, create and share documents, presentations, and websites with staff and other Kyrene students.

The District believes the resources available through the Internet offer significant opportunities for teaching and learning; however, the Internet must be used in a responsible manner. While the District provides protection from harmful material through the use of filtering software, the teacher and the student have the ultimate responsibility for using the Internet according to District guidelines and policy.

Instructional Assurances
When the Technology is being used, the following assurances will be made:

- Supervision will be provided at all times
- All activities using the Internet will have a curriculum focus and well-defined purpose
- Internet safety and etiquette rules will be taught and reviewed throughout the school year
- All online searching activities will be structured using age-appropriate search engines. All teachers will provide instruction and scaffolding necessary for students to use research ethically
- “Free surfing” on the Internet will not be allowed on any District computer
- Collaborative Exchanges/Projects and other types of direct electronic communication will be filtered by the District and the use will be determined by the site and closely monitored by the teacher
- Any information or student work published or submitted through the Internet is not private. However, no student’s last name or address will be published on District Internet web pages, nor will a student’s picture be published online with any part of their name

APPENDIX A
STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student’s educational records.

They are:

1. The right to inspect and review the student’s educational records within 45 days of the day the District receives a request for access. Parents should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect.

   The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that parents or students believe is inaccurate or misleading. Parents should write the school principal, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading.

   If the District decides not to amend the record as requested by the parent, the District will notify the parent of the decision and advise them of their rights for a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally-identifiable information contained in the student’s education records, except to the extent that FERPA, state or federal law authorizes disclosure without consent.

   One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member including health or medical staff; law enforcement unit personnel; a person serving on the Kyrene School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

   Upon request, the District may disclose all educational and disciplinary records, including suspensions and expulsions, without consent to officials of another school district in which a student seeks or intends to enroll (i.e. to a high school district).

4. Parents have the right to file a complaint with the United States Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.
APPENDIX B
NOTIFICATION OF RIGHTS
UNDER THE PROTECTION
OF PUPIL RIGHTS

Protection of Pupil Rights affords parents and students who are 18 or
emancipated minors ("eligible students") certain rights regarding our conduct of
surveys, collection and use of information for marketing purposes, and certain
physical exams. These include the right to:

1. Consent before students are required to submit to a survey that concerns
   one or more of the following protected areas ("protected information survey") if
   the survey is funded in whole or in part by a program of the U.S. Department of
   Education (ED):
   a. Religious practices, affiliations, or beliefs of the student or parents;
   b. Political affiliations or beliefs of the student or student's parent;
   c. Mental or psychological problems of the student or student's family;
   d. Sexual behavior or attitudes;
   e. Mental or psychological problems of other than accidental means or that is not explained by the available medical
   history as being accidental in nature...shall immediately report or cause reports
   to be made of this information to a peace officer or to the Department of Child
   Safety in the Department of Economic Security."
   f. Legal recognition of privileged relationships, such as with lawyers,
      doctors, or ministers;
   g. Activities involving collection, disclosure, or use of personal information
      obtained from students for marketing or to sell or otherwise distribute the
      information to others;

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

3. Inspect, upon request and before administration or use:
   a. Protected information surveys of students;
   b. Instruments used to collect personal information from students for any of
      the above marketing, sales, or other distribution purposes; and
   c. Instructional material used as part of the educational curriculum.

The following guidelines are designed to clarify what these
obligations are.

Who must report?
All school personnel have an individual obligation to report under A.R.S §13-
3620. This means that any school employee who receives an initial disclosure,
directly or indirectly, or makes the initial observation has the duty to either
personally report or to ensure that a report has been made. The penalty for not
reporting is a Class 6 felony.

When must the report be made?
The report must be made IMMEDIATELY electronically, by telephone or in
person and shall be followed by a written report within 72 hours.

To whom is the report made?
- The report must first be made to law enforcement unless the allegation is
  against a family member or other person who has care, custody or control
  of the child, in which case the report should be made to the Department of
  Child Safety (DCS) in the Department of Economic Security.
- If the alleged perpetrator is a certified employee, then a report to the State
  Board of Education will be directed by the Superintendent as required by law.
- The Governing Board may not accept the resignation of a
  employee or neglect that appears to have been inflicted on the minor
  or neglect, that employee has a legal
  obligation to report. It is not necessary to have visual or actual evidence of
  abuse to trigger the reporting requirement.

When can the school district begin its investigation?
The school district will not begin its own internal investigation until released to
do so by the police or investigating agency. The District will coordinate and
cooperate fully with the investigating agency in the interim.
APPENDIX D

RIGHTS OF HOMELESS STUDENTS

The Kyrene School District shall provide an educational environment that treats all students with dignity and respect. Kyrene ensures that homeless children and youth have access to a free, appropriate public education, comparable to that provided to the children of any Arizona resident and consistent with Arizona’s mandatory school attendance laws. A student may be considered eligible for services as a “Homeless Child or Youth” under the McKinney-Vento Homeless Act if he or she is lacking a regular, adequate and fixed night time residence.

This includes students presently living:

- sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
- are living in hotels/motels or camping grounds due to the lack of alternative adequate accommodations;
- are living in emergency or transitional shelters;

According to the McKinney-Vento Homeless Act, eligible students have rights to:

**Immediate enrollment**: Documentation and immunization records cannot serve as a barrier to the enrollment in school.

**School Selection**: McKinney-Vento eligible students have a right to select from the following schools:

- The school he/she attended when permanently housed (School of Origin)
- The school in which he/she was last enrolled (School of Origin)
- The school in the attendance area in which the student currently resides (School of Residency)

**Remain enrolled** in his/her selected school for the duration of the homelessness, or until the academic year during which they are permanently housed.

**Participate in programs** for which they are eligible, including Title I, National School Lunch Program, Head Start, Even Start, etc.

**Transportation Services**: A McKinney-Vento eligible student attending his/her School of Origin has a right to transportation to and from the School of Origin.

**Dispute Resolution**: If you disagree with school officials about enrollment, transportation, or fair treatment of a homeless child or youth, you may file a complaint with the school district. The school district must respond and attempt to resolve it quickly. During the dispute, the student must be immediately enrolled in the school and provided transportation until the matter is resolved. The Homeless Liaison will assist you in making decisions, providing notice of any appeal process, and filling out dispute forms.

For more information, refer to:
www.azed.gov/populations-projects/home/homeless/about/homeless

Or contact:

**Kyrene School District Homeless Liaison**
8700 S. Kyrene Road, Tempe, AZ 85284
480-541-1523

**Arizona Department of Education**
**Homeless Education Coordinator**
Alexis Clermont, M.Ed.
1535 W. Jefferson Street, Phoenix, AZ 85007
602-542-4963
alexis.clermont@azed.gov

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APPENDIX E

NONDISCRIMINATION/ EQUAL OPPORTUNITY

Exercise of Free Expression/ Freedom of Speech (See Policy JICEC)

Students possess inalienable rights to develop, believe, and follow personal viewpoints and beliefs to the extent their viewpoints and beliefs do not infringe upon nor denigrate the same rights of others.

The District shall not discriminate against students or parents on the basis of a religious viewpoint or religious expression. If a student includes in an assignment a viewpoint expression, an evaluation of the student’s work shall be based on ordinary standards of substance and relevance to the course curriculum or requirements of the coursework or assignment, and shall not penalize or reward the student on the basis of religious content or viewpoint.

Students are to be permitted to pray or engage in religious activities or expression in the same manner and to the same extent as students are permitted to engage in nonreligious activities or expression, before, during, and after the school day.

To the extent and in the manner that other types of clothing, accessories, and jewelry displaying messages or symbols are permitted, students are permitted to wear clothing, accessories, and jewelry that display religious messages or symbols.

Acknowledging and permitting the above freedoms is not to be interpreted to mean the District is requiring any person to participate in prayer or other religious activities nor attempting to violate the constitutional rights of any person.

The District does retain its rights to:

- Maintain order and discipline on District property in a content and viewpoint neutral manner.
- Protect the safety of students, employees, and visitors on District property.
- Adopt and enforce policies and regulations concerning student speech while on District property in a manner that does not violate a student’s state and federal constitutional rights.
- Adopt and enforce policies and regulations that ban student clothing, accessories, and jewelry worn to convey affiliation with a criminal street gang.

A student or student’s parent is barred by statute from initiating legal action to enforce the student rights set out in this policy unless the student or the parent has:

- Submitted to the school principal a written complaint containing specific facts of the alleged violation.
- The principal shall investigate the complaint and provide a written response within fifteen (15) days of receiving the complaint describing any action taken by the principal to resolve the complaint.

If the principal’s actions do not resolve the complaint, the student or the student’s parent shall:

- Submit a written complaint containing specific facts of the alleged violation to the Superintendent or other designated administrator.
- The Superintendent or other designated administrator shall investigate the complaint and provide a written response within twenty-five (25) days of receiving the complaint describing any action taken by the Superintendent or other designated administrator to resolve the complaint.

If the action taken by the Superintendent or other designated administrator does not resolve the complaint the student or the student’s parent may pursue legal action to enforce the policy.

Students are entitled to express their personal opinions as long as that expression does not interfere with the rights of others to express themselves and does not disrupt school or classroom activities. With respect to written expression and circulation of petitions, students are entitled to express, in writing, their personal opinions. These opinions should be signed by the author.
and meet standards prohibiting libel, (“any written or printed material tending to injure a person’s reputation unjustly”) pornography, or intentional distortion or reckless disregard of facts.

**Equal Educational Opportunities (See Policy & Regulation AC/AC-R and JB/JB-R)**

The school provides all students the opportunity to obtain an education. This includes, by law, free admission to the school up to the age of 16 or completion of the tenth grade. No student can be prevented from participating in any program solely in relation to race, color, religion, sex, age, national origin, disability, sexual orientation, and gender identity and expression. Students have the right to equal educational opportunity without interference from other students and people who do not belong on the campus.

**Compliance Officer**

The District does not discriminate in relation to race, color, religion, sex, age, national origin, disability, sexual orientation, and gender identity and expression. If you believe you or your child have been unlawfully excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any District program or activity (or any program or activity receiving the District’s financial assistance), you may file a complaint with the District so that it may be properly investigated and resolved. Further information regarding Title VI, Title VII, Title IX, Section 504, ADA and the District’s complaint procedures may be obtained from the District office by calling 480-541-1125.

**Complaint Procedure**

The District has adopted this internal complaint procedure per our non-discrimination policy AC to provide prompt and equitable resolution of complaints alleging discrimination in relation to race, color, religion, sex, age, national origin, disability, sexual orientation, and gender identity and expression.

A. **Informal Conference**

Individuals are encouraged to discuss their complaints with an appropriate building administrator within ten (10) working days of the alleged violation to determine if the matter can be resolved through informal discussion. However, individuals are not required to request an informal conference as a prerequisite to filing an initial complaint.

B. **Initial Written Complaint**

1. An individual can submit a complaint to the District’s Compliance Officer: Assistant Superintendent of Human Resources or designee, 8700 S. Kyrene Road, Tempe, AZ 85284. Telephone: 480-541-1125. The following information should be provided:
   a) The complainant’s name, address, telephone number and relationship to the District (i.e. parent, student, employee).
   b) The complainant’s school (if applicable).
   c) The complainant’s immediate supervisor (if applicable).
   d) Date of incident/occurrence giving rise to complaint.
   e) Detailed description of complaint.
   f) Action/resolution requested. A complaint form can be obtained from the compliance officer and is found in Policies AC-E and JB-E.

2. The complaint should be submitted within ten (10) working days of the alleged violation or within five (5) working days after the complainant met with the building administrator.

3. The compliance officer may schedule a conference with the complainant to review the complaint. The compliance officer shall conduct an informal but reasonable investigation, affording interested persons an opportunity to submit information relevant to the complaint.

4. The compliance officer shall issue a written determination regarding the complaint and a proposed resolution, if any, within ten (10) working days after the submission of the complaint. Notwithstanding the above, if the compliance officer is unable to render a decision within ten (10) working days, the complainant should be provided with a written explanation of the reason for the delay.
Kyrene Family Handbook 2019-20

*Student Behavior, Attendance and Discipline Policies*
STUDENT ATTENDANCE

The Importance of Attendance
Regular school attendance is a key to student success. Students who are absent miss valuable classroom instruction including hands-on experiences, discussions, and opportunities to strengthen relationships that form a classroom community.

School’s Responsibility
Attendance is taken periodically throughout the day. The school checks for students who are absent and who have not had a parent/guardian call to excuse them. The school will attempt to contact the parent(s)/legal guardian(s) of absent students. In the case of chronic absenteeism or tardiness, the school will make every attempt to communicate with parents and help problem solve how best to ensure the student’s attendance.

Parents/Guardians Responsibility
Parents/guardians are asked to call the attendance office within two hours of the start of each day that their child is absent. Please leave a message on the attendance voice mail, indicating the student’s name, grade, date(s) of the absence and reason for absence. If a phone call is not received, or if the school has not been able to contact the parent/guardian, or an acceptable reason for the absence is not provided, the student is given an unexcused absence and disciplinary action may be taken.

Students who are absent from school the day of an activity may not attend the activity, such as, but not limited to: a classroom party; a middle school dance or sporting event; an after-school enrichment club; or Kids Club care after school.

Student Responsibility
Students are expected to complete assignments and tests missed during an absence. The student is responsible for requesting missing assignments and for returning them to the teacher in the required amount of time.

Absences from School

Excused Absences
In cases involving prolonged illnesses, a written excuse from a physician may be requested to verify the absence. A student has an excused absence when one of the following conditions are met:

- The parent/guardian called the school’s attendance line to report the student’s absence within 24 hours and provided an acceptable excuse* for the absence, OR
- The parent/guardian was reached by the attendance office and provided the attendance office with an acceptable excuse* for the absence.

*Please note: we cannot excuse an absence that is reported via e-mail; all absences must be reported to the school’s attendance office via a telephone call.

In cases involving prolonged illnesses and/or excessive absences, a written excuse from a physician may be requested to verify the absence.

Unexcused Absences
A student has an unexcused absence under and of the following conditions:

- When a student is not in attendance for any portion of or for an entire day and does not have an acceptable excuse.*
- The parent/guardian has not called the school’s attendance office to report the student’s absence and provide an acceptable excuse* within 24 hours.
- The parent/guardian cannot be reached by the attendance office to obtain an acceptable excuse* for the absence.

*The District will report all student absences and tardiness to school in accordance with A.R.S.§ 15-901 (A)(1) and defined by the Arizona Department of Education.

Tardy
A tardy is defined as arriving at school or class after the scheduled start time. It is important that every student arrive at school on time, before the bell rings every day. Students should arrive on campus at least five minutes before the scheduled start time but no more than thirty minutes before the scheduled start time. Students should be in their seats and ready to learn when the bell rings at the scheduled start time. Students are considered tardy if they are not in their seats at the scheduled start time. Students who arrive late (tardy) miss important information including school-wide morning announcements and instructional goals for the day.

Students who are tardy must enter through the school’s front office and receive a Tardy pass.

Excused Tardy
Tardies will only be excused when the Parent or Guardian is present with their student to sign in late for school and provides an acceptable reason* for the student arriving late to school.

Unexcused Tardy
Tardies will be unexcused when the Parent or Guardian is not present with their student to sign in late for school at the front office and/or does not provide an acceptable reason* for the student arriving late to school.

The teacher in any class can take disciplinary action for tardiness. This may include such consequences as a warning, lunch detention, after-school detention, or in-school intervention.

*The District will report all student absences and tardiness to school in accordance with A.R.S.§ 15-901 (A)(1) and defined by the Arizona Department of Education.

Homework Requests during Absence
Requests for homework may be made through the attendance office by the parent/guardian. A twenty-four hour notice may be required before assignments can be obtained from the office.

Truancy
School attendance is not only a good habit; state law requires it. Arizona State Law (15-802.A, 15-803.E) requires every person who has custody of a child between the ages of six and sixteen years shall make sure the child attends school for the full time school is in session unless unable to attend due to illness or another legitimate reason.

The student, while enrolled in the District, has a record of excessive absences, which cannot be adequately explained by accident or illness, or truancies. Pursuant to A.R.S. 15-803 (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.

We will be tracking attendance very closely. Your child is expected to be at school every day, unless there is an excused reason not to be. An absence is defined as a minimum of one missed class period per day. An unexcused absence will count as a truant day as defined by law. A student is “habitually truant” if he/she has five or more unexcused absences from school.

A student that is absent more than ten percent (18 days) of the required number of school days per year is considered to have “excessive absences” whether the absence is excused or unexcused. To encourage and improve school attendance, Kyrene School District has implemented a truancy program in partnership with Maricopa County Juvenile Court. This truancy program is called C.U.T.S. (Court Unified Truancy Suppression).

The C.U.T.S. (Court Unified Truancy Suppression) Direct-Cite Program provides schools with a protocol, forms and support from the juvenile probation department. The protocol encourages the schools to work with students exhibiting truant behavior via letters and conferences. If these attempts prove to be unsuccessful, the school then initiates a DIRECT-CITE Truancy Citation to the student with a hearing scheduled at the Juvenile Court Facility.

When a student has five or more unexcused absences or 18 excessive absences (excused OR unexcused), the student can be cited to the C.U.T.S. Program through the Juvenile Court.
The hearing will be held at the Juvenile Court Center. A parent or guardian must be present with the student at the time of the hearing. Consequences at the hearing may include the following: required attendance of the parent and the child at an education class (may be held on Saturdays), work hours assigned to the child, counseling, etc. The parent will be assessed a $50 Diversion fee. Failure to complete these consequences may result in suspension of your child’s driver’s license, or inability to get a driver’s license until their 18th birthday and/or formal court proceedings.

It is the parents/guardian’s responsibility to ensure their child’s attendance in an approved academic setting. If you fail to take the necessary steps to provide your child with appropriate education you may receive a citation. If convicted, it is a Class 3 misdemeanor punishable by jail time and/or fine.

The education of your child is extremely important to us. The C.U.T.S program is another way that Kyrene School District is working with the community to ensure a quality education for all students. Please note that the school also reserves the right to have a C.U.T.S. Officer speak at Orientations and Assemblies, as well as to individual groups of students regarding the importance of school. If you have any questions or concerns, please feel free to contact your school office.

**STUDENT DISCIPLINE**

**Students who feel safe at school perform better academically than students who do not feel safe. Arizona Safety Accountability for Education (AzSAFE) is an initiative to improve the collection, use, and reporting of safety and discipline incident data. The School Safety and Prevention unit of the Arizona Department of Education (ADE), has designed this system to assist in creating and maintaining safe environments, improving school climate, and ultimately increasing student achievement.**

**General Philosophy**

Good discipline in schools is of primary importance to the educators and parents/guardians of the District. Students must maintain orderly conduct in every school situation so that maximum learning may occur. Effective discipline is a necessity for quality education. The philosophical basis of good discipline is:

Students in the District are expected to show respect and consideration for the rights of others, including but not limited to the right to take advantage of available educational opportunities without interference from others. This expectation is the basis upon which behavior expectations are formulated.

The improvement of individual and group behavior shall be an instructional goal, with major emphasis placed upon the teaching of individual responsibility and mutual respect.

The improvement of the individual’s self-concept shall be through successful and authentic student achievement and learning.

Discipline is thought of as developmental rather than punitive. Its function is to create and maintain an atmosphere conducive to academic and behavioral learning, order, and safety.

The principles of good discipline are predicated on the more basic principles governing interpersonal communication, courtesy, and democratic procedures.

**Roles and Responsibilities**

The responsibility of maintaining positive, constructive behavior within the school is a cooperative effort, shared by students, parents/legal guardians, teachers, administrators, and support staff.

The active involvement of, and support by teachers, parents/guardians, administrators and other school staff is critical in helping the student to understand the value of good conduct and its relationship to individual learning and success. Teaching and assisting students to develop positive/productive attitudes and behaviors will enable them to be active learners and valued contributors to the school community.

**Positive Behavior and Intervention Support**

The Kyrene School District recognizes the need to be proactive and preventative against undesirable behaviors that occur in school. As such, Kyrene School District has adopted a Positive Behavior Intervention and Supports (PBIS) framework to be implemented at each school.

PBIS is based on the idea that students learn appropriate behavior the same way they learn to read through instruction, practice, feedback, and encouragement. Key features of PBIS include: (1) the development of school wide expectations (e.g., Be Safe, Be Respectful, Be Responsible) and the teaching of these behavioral expectations (2) the development of a school-wide reinforcement system to recognize students behaving in a positive manner (3) a standardized office discipline referral process (4) monitoring and correcting errors in behaviors, and (5) using data-based information for decision-making, monitoring, and evaluating building results.

**PBIS and Discipline**

Implementation of PBIS includes the development of a standardized discipline system based on a Major and Minor Discipline Flow Chart. A Major/Minor Flowchart includes the identification of “Minor” behaviors that are handled in the classroom by the classroom teacher. Examples of minor behaviors may include disruption, defiance, calling out, or tardiness. More serious behaviors, “Major” behaviors, are referred directly to the administration. Examples of “Major” behaviors may include fighting, inappropriate language, or bullying. Each school creates a Major and Minor Discipline Flowchart that is agreed upon by the school staff.

**PBIS and the Kyrene Discipline Matrix**

When using the Kyrene Discipline Matrix to provide consequences for negative behaviors, every school should first work through their site’s Major and Minor Discipline Flowchart.

In other words, the discipline matrix is used after a student has been referred to the administrator and a formal discipline referral has been generated.
Threat/Interference to an Educational Institution

Safe schools are a priority to Kyrene School District. Safety and security are the essential elements of an effective learning environment and central to student achievement and academic success. Clear and consistent expectations for appropriate behavior contribute to a peaceful, caring student culture and help establish a safe learning environment. Students need to be held accountable for misconduct, especially behaviors that threaten the safety and security of students and staff members.

The Kyrene School District is required by law to expel from school for at least one year a student who is determined to have threatened an educational institution. An expulsion requirement may be modified on a case-by-case basis. (Policy reference JK, JIC) (A.R.S. 15-841 and 13-2911)

A student who is determined by the administration to have threatened an educational institution shall be recommended to the Governing Board for expulsion of at least one year. However, administration may modify this expulsion recommendation requirement for a student on a case-by-case basis, at the sole discretion of the administration, if the student agrees to participate in mediation, community service, restitution, or other program(s) established by the administration in which the student takes responsibility for the threat and for the results of the threat.

The administration may reassign a student who is subject to expulsion to an alternative program and may require that the student’s parent(s) or guardian(s) participate in the mediation, community service, restitution, or other program(s) in which the parent(s) or guardian(s) take responsibility with the student for the threat.

The District will adhere to all federal and state requirements and procedures for students afforded protection under Section 504 of the Rehabilitation Act and/or the Individuals with Disabilities Education Act (IDEA).

Conduct Referral

A teacher or other staff member (such as a bus driver, librarian, lunch duty staff, etc.) may submit a conduct referral to the office if a student commits an offense. The referral includes the nature of the problem, any interventions, and the signature of the referring person. The Principal, Assistant Principal, or designee shall then meet with the student, discuss the problem, decide if the student has violated the rules, and place the student on an intervention plan, depending on the nature of the offense, the history of the offender, etc. The student shall have the opportunity during the conference to present his/her version of the situation as well as other relevant information.

A copy of the referral containing the offense and the disciplinary action taken is then sent to the parent/guardian and a copy is maintained in the student conduct file. In cases of a serious violation, the parent/guardian is also called.

Personal Conference

A teacher, administrator, or designee will talk with the student, describing the misbehavior, and inform the student what behavior is acceptable. Parents/legal guardians may be contacted. A report of the conference will be recorded in the student’s contact file.

Formal Plan Conference

A conference will be held with the student to reach an agreement on a plan for changing the student’s behavior. Parents/legal guardians may be contacted. The plan and a report of the conference will be recorded in the student’s contact file.

Parent Involvement

A conference with the student, the parents/guardians, administrators, and other school personnel will be held to develop a plan for changing the student’s behavior. The plan and a report of the conference will be recorded in the student’s conduct file.

Restitution

Under Arizona law, parents/guardians are liable for damage done by their children. In any situation in which damages to school property occur, the student or parent/guardians are required to pay for damages. If restitution is not made in the designated time frame, additional consequences will result.

Detention and Time Out

Students may be assigned to detention before or after school or at lunchtime for a period of time under the supervision of school personnel. Parents will be notified in advance when before or after-school detention is assigned.

Restriction of Privileges

The school administrator may notify parents/guardians of privilege restrictions. Such privileges include cafeteria, library, classroom or laboratory participation, bus use, school passes, study trips, dances, and bicycle use. A report of the restriction will be recorded in the student’s contact file.

Social Probation

Students who are showing unacceptable progress in class, or students who have serious and/or repetitive conduct problems, will be placed on social probation. These students are not allowed to attend special activities such as socials, dances, or athletic events. Administration may also place students on social probation for other school-related events such as assemblies.

Community Service

Administrators may assign students to Community Service on the school campus before or after school or during the school day. Parents will be contacted.

Middle School In-School Intervention

The goal of the In-School Intervention (I.S.I.) Program in middle school is to provide a quiet environment for the student with time to reflect and analyze current behavior. It is part of our school-wide conduct program. Students who have caused disruptions or interfered with other students’ rights, either in the classroom or elsewhere on campus, may be assigned to this program. While in this structured environment, students reflect on their behavior and work with the I.S.I. staff to develop strategies for taking personal responsibility for their actions. Teachers provide classroom assignments/tests which the student completes in I.S.I. for class credit.

In-School Suspension

In school suspension is an alternative consequence to an out of school suspension, providing students an alternate setting to attend school and complete their work.

Elementary In-School Intervention

In-School Intervention (I.S.I.) in elementary school utilizes a number of different strategies which are used to teach appropriate behaviors and skills, as well as assign consequences for a specific misbehavior. I.S.I. includes a personal conference where a student is encouraged to reflect and analyze the current behavior and make a plan for future conduct. Consequences can range from an assignment to reinforce a new behavior, time out, and/or short-term removal from class.

Parent/Guardian Release

When the student’s behavior causes clear and present danger to himself/herself or to others, the student may be released to the custody of the parent/guardian for the duration of the school day. The incident will be recorded in the student’s contact file.

Removal of a Student from a Classroom

A teacher may request that a student be permanently removed from his or her class (as per A.R.S. 15-841) if the teacher has determined that the student’s behavior is unruly, disruptive, or abusive, and that it seriously interferes with the teacher’s ability to communicate effectively with other students in the classroom, or the ability of other students to learn. A Placement Review Committee at the school will then meet to determine the student’s classroom placement. (Policy reference JK)

Student Rights

The constitutional rights of individuals assure the protection of due process of law. Therefore, a system of constitutional and legally-sound procedures has been established with regard to the administration of discipline at the school.

Notice of Student Behavior Expectations

Students shall have the right to receive annually, at the opening of school, a publication listing the rules and regulations to which they are expected to
comply. Although an attempt has been made to include all rules, this should be viewed as a guide since it would be impossible to list all situations. Student behavior expectations shall be clearly defined, reasonable and relevant to the educational process.

**Discipline of Students with Disabilities**

If a student is identified as a student with a disability according to federal law, that student is afforded rights according to Section 504 of the Rehabilitation Act and/or the Individuals with Disabilities Education Act. The District adheres to federal and state requirements as they pertain to the discipline of students with disabilities.

**Student Due Process Rights**

The student shall receive verbal notice of the alleged misconduct and the evidence that exists to support the allegation. The student shall be provided with the opportunity to explain his/her version of the facts. The school official(s) involved shall make reasonable efforts to verify facts and statements prior to making a recommendation regarding discipline.

**Short-Term Suspension**

Short-term suspension means the temporary withdrawal of the privilege of attending school in the District for a period of ten or fewer consecutive days. The school Principal or Principal’s designee has the authority to impose short-term suspensions. The student shall receive verbal notice of the alleged misconduct and the evidence that exists to support the allegation. The student will have an opportunity to explain his/her version of the facts. The school official may then suspend the student for ten days or fewer, choose another disciplinary alternative, or exonerate the student. A written record of the decision will be kept in the student’s contact file. There is not a right to appeal a short-term suspension.

In addition to imposing a short-term suspension, the school administrator may recommend to the superintendent that a long-term suspension or expulsion be imposed.

**Long-Term Suspension**

Long-term suspension means the withdrawal of the privilege of attending school in the District for a set period of time of eleven or more consecutive school days. After following Informal Due Process, the administrator may choose to recommend long-term suspension, choose another disciplinary action, or exonerate the student.

If a long-term suspension is recommended, a written Notice of Intent to Impose a Long-Term Suspension shall be mailed or hand-delivered to the parent. This letter will explain the offense, the recommendations, and the rights of the parent to request a formal hearing.

**Expulsion**

Expulsion means the permanent withdrawal of the privilege of attending school in the Kyrene School District unless the Governing Board reinstates that privilege. The student and parents/guardians will be informed when a student is subject to expulsion from school. (Policy JKE, JKE-R)

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

Any student who is off-campus suspended or expelled is not permitted to be on any District-owned property or participate in extracurricular activities or sporting events.

**Guidelines for Searches and Confiscation of Items**

Students have the right of privacy to person, as well as freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment of the United States Constitution. An individual’s rights are balanced by the school’s responsibility to protect the health, safety, and welfare of all students.

School employees may conduct searches under the following guidelines (refer to JIH): School officials have the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to the health, safety and welfare of the student(s) exists. Items provided by the District for storage (e.g. lockers, desks) for personal items are provided as a convenience to the student, but remain the property of the school and are subject to its control and supervision.

Students have no reasonable expectancy of privacy; lockers, desks, storage areas, etc., may be inspected at any time with or without reason and with or without notice by school personnel.

**Student Searches**

Before initiating a search of a student, a school official shall have reasonable grounds, based on either personal knowledge, observation, or specific reports for suspecting that the search will turn up evidence that the student has violated or is violating a law or school rule.

If the search is initiated at the request of a law enforcement official, probable cause for the search will be established. The search conducted shall be reasonable, related to the objectives of the search, and shall not be excessively intrusive in light of the age and gender of the student and the nature of the infraction.

**Use of Physical Force**

Any administrator, teacher, or other school employee entrusted with the care and supervision of a minor may use reasonable and appropriate physical force upon the minor to the extent reasonably necessary and appropriate to maintain order.

**Confiscation of Items**

Items which may disrupt or interfere with the educational process may be removed from a student. Items may be returned to the student’s parent/guardian. Items which are illegal will be turned over to the police.

**Interrogations**

The District has legal custody of students during the school day and during approved curricular and extra-curricular activities. All interrogations will follow Policy JIH.

- School officials may question students regarding matters relating to school without limitation.
- A student may decline to be interviewed by the School Resource Officer or another peace officer.
- Parents will be contacted if a student interview leads to discipline for a serious offense.

**Mandatory Reporting Requirements**

School personnel have an obligation to report to local law enforcement under certain circumstances. Any school employee who reasonably believes a minor is/has been harmed must report the incident to a peace officer or to the Department of Child Safety. School personnel are also mandated to report serious offenses to local law enforcement, including but not limited to possession of deadly weapons and conduct that threatens serious physical injury. The Discipline Matrices delineate infractions that require reporting by school personnel to law enforcement by placing two stars (**) next to the infraction. In addition to requirements to report offenses to law enforcement, the district is also required to provide the Arizona Department of Education (ADE) aggregate information on specific discipline infractions. The Discipline Matrices delineate infractions that require reporting by school personnel to ADE by placing one star (*) next to the infraction.

**School Guidelines - School Grounds**

We strictly enforce a closed campus policy. This means that students must be in designated areas on campus at all times; from the moment they arrive at school until the time they depart at the end of the school day. In the interest of the safety of all of our students, all school rules are strictly enforced on the school campus.

Students may not be on campus prior to 20 minutes before the beginning of school. Students are requested to leave campus promptly after school ends unless staying for a club meeting, athletic practice, detention, tutoring, etc. If staying for one of these activities, the student must report promptly to the teacher who will be supervising him/her and remain with the teacher until a parent/guardian picks up the student. In addition, some other guidelines for behavior on school grounds are:

- Students wishing to attend an athletic event must leave campus
after school and may return when the event begins at 4:30 p.m.

- Students must use appropriate language and voice volume at all times.
- Students must walk while on campus and in the buildings.
- Students must respect school property and avoid littering.
- Food is allowed only in the cafeteria unless otherwise designated.
- Students must not throw anything, unless in a supervised game situation.
- Students not under direct supervision of a teacher must have a pass.
- Hats may be worn before school, outside at lunch, or after school, but never worn inside the school buildings.
- Skateboards, roller skates, or rollerblades may not be ridden on campus at any time.
- Motorized vehicles of any type are not allowed on campus at any time.
- Spitting is not allowed on campus.

Classroom Expectations
Each teacher has developed a system of classroom expectations, which are communicated with students and parents at the beginning of each year. In addition to this, each team of teachers collaboratively develops team expectations and standards for students on their team, which they communicate in a variety of ways.

Science and Exploratory Laboratories
For the safety and protection of all students, the student behavior expectations in science labs/exploratory labs are very stringent. A student not following all safety procedures in a lab will not be permitted to attend one or more labs.

Guidelines for Inappropriate Items
The following items are not allowed at school or while traveling to/from school: Aerosol cans, alcohol, balloons, chains, tobacco in any form, drugs, raw eggs, glass containers, glue, hair coloring solutions of any kind, laser light pointers, mercury necklaces, paint, permanent markers/pens, personal alarms, pornography, pepper spray/mace, shaving cream, "silly string", "Slam" books, snap caps, smoke/stink bombs, inappropriate stickers, sunflower seeds, toys, water guns, weapons, or any other item deemed inappropriate.

MP3 players or iPods, etc. may not be used during the school day and must always be secured in a student's backpack. With permission, students may be allowed to use such devices with earphones on a bus. Inappropriate or disruptive items will be confiscated and may need to be picked up by a parent/guardian. Students will be assigned appropriate consequences for possession of these items. Students should only bring to school those items necessary for their academic success such as books, notebooks, paper, pens, and pencils.

Inappropriate use of the following items is not allowed: correction fluid, paper clips, rubber bands, scissors, staples, and water-based felt markers/pens, etc.

Students and Electronic Devices
Many parents choose to have their child carry a cellular telephone or other electronic devices (such as an Apple watch or Fitbit) as a means of before and/or after school communication and for safety purposes. Electronic devices can be disruptive in an educational environment, but may also be used to enhance instruction. If parents have decided that it’s necessary for a child to carry a cell phone or electronic device, parents and students must be aware of the following:

Kyrene School District Policy (ECAD) states that the District does not assume responsibility for the loss of, or damage to, personal property. If your child has a cell phone on campus or on the bus and it is damaged or stolen, we will not be able to utilize administrative time to investigate the incident, nor will the District be able to take any financial responsibility for the cell phone or cell phone charges.

Cellular phones must be turned off and kept in backpacks at all times on campus, except for prior to the ringing of the first bell for the start of the instructional day and after the ringing of the last bell for the end of the instructional day.

This exception does not apply if the student is on the school bus. When appropriate, cell phones and other electronic devices may be used during the school day under the direct supervision of the teacher. If these rules are not followed, the cell phone may be confiscated and kept in the front office for pick up after school.

Please assist us in keeping our learning environment free from distractions. When it is necessary for a student to contact you during the day, we have telephones available in classrooms and in the office. If it is necessary for you to get an important message to your child during the school day, you may contact the school office and our staff will relay the message to your child.

Guidelines for Food and Gum
Any food or drink items, chewing gum, etc., in classrooms are generally not allowed. Exceptions may be made by individual schools or teams. If snacks are allowed in classrooms, do not share food with other students.

Cafeteria Behavior
Students are requested to follow these guidelines:

- Enter and leave quietly.
- Never push or run.
- Keep the cafeteria lines orderly; “cuts” are not allowed.
- Be courteous and respect the authority of all cafeteria workers, duty teachers, etc.
- Throw all debris into waste cans and pick up food you drop or spill.
- Have a pleasant, but quiet conversation.
- You must purchase your own food items. You may not have someone buy your food or drinks for you.
- Do not share food with other students.
- Everyone is responsible for the cleanliness of the cafeteria/campus. If students are asked to help clean up, they will be expected to do so.
- Do not use another student’s lunch account. Begging or asking for money or food is not allowed.
- Eat only while seated at a table.

Drinking Fountain Behavior
When using the drinking fountain please obey the following rules:

- Keep hands to yourself.
- Leave space between people and stand quietly.
- If there are long waiting lines, take a short drink.

Restroom Behavior
The restroom facilities are not meeting places for students. When using the restroom, please:

- Keep your voice quiet.
- Keep restrooms neat and tidy.
- Use paper towels as needed and then place them in the trashcans.
- Return immediately to the playground or to class.

Extra-Curricular Activities and Dances (Middle School)
The Student Council and some clubs/teams sponsor after-school activities and/or evening dances. The philosophy of the middle school promotes age-appropriate activities for students. After-school thematic “socials” are scheduled for students to have the opportunity to socialize with their friends in a casual, yet structured atmosphere. Casual dress (school and age appropriate) is suitable for these events. The following guidelines apply to our students:

- Only students currently registered at the school may attend the activities. There are no passes for non-students.
- All regular school rules are in effect before, during, and after activities. Students not following school rules will be removed from the activity and
may be suspended, and/or not allowed to attend further activities.

- All students are to enter and leave only through designated doors.
- Academic eligibility will be determined by school staff.
- Students may not leave activities until the end of the activity unless their parents come to the door to get them. Students may not be re-admitted to a social after they leave.
- Students who are not picked up from the activity within 15 minutes after the activity is over may not be allowed to attend the next activity.
- Students who are absent for four or more periods from school the day of an activity may not attend the activity.
- Students who are assigned to In-School Intervention by an administrator for any portion of the day of an activity may not attend the activity.
- Students owing money for library books, class books, athletic uniforms, etc., may not attend the activity.
- Any students who are inappropriately affectionate (this includes kissing, hugging, dancing too closely, etc.) may be removed from the activity and their parents will be called to pick them up.
- Any student in possession of alcohol, drugs, weapons, or anything illegal will be arrested, suspended/expelled from school, and not allowed to attend any other activity.
- Students may not use office telephones before, during, or after the activity, except in the case of an emergency.
- Students may not be on school premises after school hours unless they are participating in a designated event.
- Students on social probation may not attend activities.
- For after school socials and evening socials, students must follow all school guidelines for dress and grooming. Casual/conservative clothing is suggested.
- While the dress for the eighth grade promotion dance tends to be "dressier" than for the other dances and socials, we ask that attire remain conservative.

**Dress and Grooming at School**

Although we recognize that each student’s manner of dress is a manifestation of personal style and individual preference, we believe that the educational mission of the District will be enhanced if students dress appropriately to maintain an environment conducive to learning. Dress and grooming shall not be contrary to curriculum goals and/or educational objectives, and shall not interfere with the educational process or create disorder.

- Dress and grooming shall not present a risk to the health, safety, or general welfare of students or others in the school.
- Students should not wear clothing or hairstyles that can be hazardous to them in their school activities.
- Clothing which features illegal items for minors are not allowed.
- Dress and grooming that prevent the student from doing his or her work because of blocked vision or restricted movement are discouraged.
- Clothing styles that create or could create disruption in the classroom are not allowed.
- Shoes must be worn at all times.
- Chains, spikes, piercings, sharp objects, or any other accessories, clothing, or footwear that could cause damage or create a safety hazard are not allowed. Additional safety requirements may be in place in physical education class, exploratory classes and labs, science labs, etc., and must be followed at all times.
- Hair color and styles that create disorder or interfere with the educational process are not allowed.
- The body shall be adequately covered. Clothing shall not expose the chest, abdomen, back or buttocks area, and shall be sufficient to conceal undergarments at all times. Some examples of clothing items that are not allowed are listed below, but these examples do not cover every situation.
  - Mesh or sheer garments, “spaghetti strap” tops, low cut tops that expose the underwear or breasts, and/or midriff or short tops that expose the abdomen are not allowed.
  - Shorts, pants, or skirts that allow underwear to show or that allow bare skin to show at the waist, or that allow the buttocks area to be exposed are not allowed.
  - Clothing or accessories that depict violence or are sexual in nature are not allowed.
  - Clothing or accessories shall not display lewd, vulgar, obscene, or offensive language or symbols.

If a student or parent has a question regarding whether an item of clothing, accessory, or hairstyle or color may violate these expectations, the student or parent needs to contact a school administrator for clarification.

Gang-related dress, grooming, language, and/or behavior on District property and at District events are contrary to the educational mission and purpose of the District. Therefore, such dress, grooming, language, and/or behavior are prohibited where they:

- Threaten the health/safety of persons or the security of property.
- Create an atmosphere of threat, intimidation or undue influence.
- Disrupt or may disrupt the educational environment or interfere with curriculum goals or educational objectives.
- Evidence of such gang-related dress, grooming, language, and/or behavior may include but is not limited to:
  - Clothing, hats, bandanas, hairots, or other paraphernalia that is associated with a gang or gang.
  - Gestures, drawings, tattoos, symbols, emblems, or graffiti.
  - Gang-related language, including any claim of gang membership and any threatening words or intimidation.

The responsibility for determining codes and rules concerning dress and grooming rests with the school principal or designee. Students who violate this policy are subject to disciplinary action which may include, but is not limited to, any one or a combination of the following: informal talk, conference, parental involvement, detention, in-school intervention, or off campus suspension.

**Technology**

The computers, printers, and peripherals remain the property of the school and are provided to the students without charge. Students are expected to assume full responsibility for the security of their personal files.

The school principal’s designee will periodically audit the computer network to determine system usage, to search for unauthorized software, and to investigate complaints by other users.

Students who utilize technology resources and the Internet at school agree to the statements below:

- I will use the Internet and District network resources for appropriate educational uses only.
- I will report any misuse of the Internet or District network resources to my teacher.
- I will play education-related games only under the supervision of my teacher.
- I will tell my teacher immediately if I come across any information that makes me feel uncomfortable or that I know I should not be looking at.
- I will follow all Internet safety and etiquette rules while I am working online.
- I will abide by all copyright laws and fair use guidelines.
- I will not illegally download, copy, or plagiarize information from electronic or other sources.
- I will not give out personal information via the Internet such as my full name, home address, telephone number, parents’ work addresses or telephone numbers or any personally-identifiable data for myself, other students, or teachers.
- I will not retrieve, send or display offensive images or messages, insult, threaten or harass others, post anonymous communication or use the Internet or District network resources to engage in cyberbullying, illegal,
appropriate, or obscene purposes.

- I will not use proxy services or any other means of attempting to go around District filtering systems.
- I will not use the District network resources in a way that would disrupt the use of the network by others, compromise network security, or cause connected systems to crash.
- I will not modify workstation settings.
- I will not seek to gain access to unauthorized resources or entities, District data systems or data, or the data and files of others.
- I will not subscribe to Internet sites without direct guidance from my teacher.
- I will not purchase services or products through the Internet.
- I will not use non-District personal Messaging services.
- I will not destroy, or attempt to alter or destroy, any data, hardware or software.
- I will not attempt to alter or modify files, file names, folders, or folder names that do not belong to me.
- I will not download or install any software or program on any computer.
- I will not download music or video files without an educational purpose and teacher permission.
- I will not share my Kyrene password with others, nor will I use another person’s username/password.
- I will only use District-provided email accounts.

District-provided student email accounts will be used only for collaboration and communication between and among Kyrene teachers and students.

**Student Honesty Policy**

Honest behavior is an expectation for all students in the Kyrene School District. The purpose of this policy is to create and maintain an ethical academic atmosphere. The Kyrene School District hopes to encourage a desire in our students to contribute positively to our learning community, to become information literate, and to practice ethical behaviors in regards to information and information technology. All students are expected to exercise good faith in the submission of research-based work and to document accurately regardless of how the information is used or regardless of the format used (written, oral, or visual). Plagiarism, in any form, is unethical and unacceptable.

**Student Disciplinary Action**

Consequences of violations include, but are not limited to:

- Parent notification
- Restitution to repair or replace intentionally damaged equipment
- Suspension or revocation of Internet access
- Suspension or revocation of network privileges
- Suspension or revocation of computer access
- School suspension
- School expulsion
- Legal action and prosecution by the authorities. The Kyrene School District has the right to restrict or terminate information network access.

The Kyrene School District has the right to monitor network activity to maintain the integrity of the information network and to ensure that the District policy for acceptable use is followed. If you do not want your child to have access to the Internet, please notify the school office in writing.

**Technology Acceptable Use Policy Student User Agreement**

Students and parents are required to sign the *Technology Acceptable Use Policy Student User Agreement* form before using any Kyrene technology tools and resources. By signing the Student User agreement students and parents are agreeing to abide by the School District policy and regulations on appropriate use of technology.

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**The Kyrene School District is a Designated “Drug Free School Zone”**

“The mission of the Drug Free School Zone program is to guarantee a safe environment on and around the school campus. This will be accomplished through enhanced enforcement and prosecution of drug, weapon, and other criminal laws, as well as through the use of drug and gang awareness programs. With cooperation between local law enforcement, school districts, prosecutor, parents and the community at large, our children and their teachers will be afforded the fundamental right to a safe educational environment.”

Kyrene School District Schools are designated Drug Free School Zones. Any person who violates this designation by possession, distribution, solicitation, manufacturing, or sale of drugs is subject to school disciplinary action and criminal prosecution in accordance with Arizona Revised Statutes.

A Drug Free School Zone is defined in A.R.S. 3411 as “the area within 300 feet of a school or its accompanying grounds, any public property within one thousand feet of a school or its accompanying grounds, a school bus stop or on any bus contracted to transport students.”

The non-medical use, possession, distribution, manufacturing, or sale of drugs on or near school property, on the way to and from school, at a bus stop, or on a bus is prohibited.

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

- Marijuana
- Prescription only drugs
- Narcotic drugs
- Inhalants/vapor-releasing substances
- Dangerous drugs – including, but not limited to the following: Hallucinogens, Stimulants, Depressants, Barbiturates, and Anabolic steroids
- Alcoholic beverages
- Drug “look alikes” or substances represented as drugs

Any student in possession of, selling or distributing dangerous drugs or narcotics will be recommended for long-term suspension or expulsion.

Any student in possession of, selling or distributing any other substances specified in this policy will be recommended for short-term suspension, long-term suspension, or expulsion.

**School Guidelines: Getting To and From School**

To ensure the safety of each student, please instruct your child in the following:

**Walking To and From School**

- Start early enough so that he/she can arrive, without rushing, five to ten minutes before the tardy bell rings.
- Walk on the sidewalks at all times. If there is not a sidewalk, use the left side, facing oncoming traffic.
- Never run between parked cars.
- Look in all directions before crossing the street and always yield to oncoming traffic.
- Use marked crosswalks and follow the directions of the crossing guards at designated crosswalks.

**Riding Bicycles To and From School**

If an elementary student lives within one mile of school, or a middle school student lives within 1.5 miles of school and has parental permission to ride a bike to and from school, the rules listed below should be followed:

- For safety reasons, it is recommended that you wear a bicycle helmet when riding.
- Start early enough so as to arrive, without rushing, five to ten minutes before the tardy bell rings.
- Always ride in a safe and orderly manner.
- Ride one person to a bike.
- Ride with the traffic on the right side both to and from school.
- Ride single file only.
- Always signal your intention to stop or turn.
- Use only designated crosswalks to cross the street.
- Walk your bike across the street, looking both ways for traffic.
- Follow directions of crossing guards.
- Never ride between parked cars.

Bicycles are to be parked in the bicycle compound or the specifically designated location. It is recommended that all students lock their bicycles. The bicycle compound is not locked at all times during the school day.

The school is not responsible for stolen or damaged bicycles. Students who ride bikes to school shall follow the rules listed below:

- On the way to school, bikes may be ridden to the school’s driveway and then must be walked from the entrance of the driveway to the bike compound.
- Bike riding is not allowed anywhere on campus at any time! That includes across athletic fields, parking lots, across the playground, in front of the office building, between the classroom buildings, etc.
- Bike riders are responsible for locking and securing their own bikes. Bicycles should never be left in the compound overnight.
- The school is not responsible for the protection of students’ bikes.
- Bicycles may not be taken out of the bicycle compound during the day.
- After school, bikes are to be walked from the bike compound to the entrance of the driveway. Once the bike is on the street, it may then be ridden. After school, the bike rider is to immediately leave campus. There is to be no loitering, riding back and forth in front of the campus, etc.

### Student Transport by Cab/Uber/Lyft

According to the terms of service for both Uber and Lyft, children under 18 are not permitted to ride without an accompanying adult. Local taxi companies abide by similar practices. The school will only release students to individuals listed on the emergency card, and therefore the school will not release students to a Cab/Uber/Lyft driver.

### Range of Consequences for Violating Bicycle Rules

Students who do not follow the above rules may incur one or more of the following consequences:

- Conference with student/parent
- Detention
- Loss of bicycle riding privileges to and from school
- Involvement with the police department if a law has been broken

### Motorized Vehicles

Motorized vehicles such as golf carts, go-peds, scooters, motorcycles, etc. are not allowed as a means of transportation to or from school. They are never allowed on any of our school campuses at any time.

### Skateboards, Scooters, and In-Line Skates

Skateboards, non-motorized scooters, roller skates, and in-line skates are not allowed on buses and may not be ridden on school campuses at any time.

Some schools may allow them to be ridden as a means of transportation to and from school. A contract explaining regulations and safety may be required to be signed by the student and parent. The school is not responsible for the loss, damage or theft of these items.

### Bus Loading Zones

The bus loading and unloading zone must, according to Arizona State Law, be restricted to school buses and passengers only. Parents may not drop off or pick up students in the bus loading zones. As stated in the Minimum Standards for School Buses, Section R17-9-104B, Item 10: “During loading or unloading of passengers at a designated school bus loading area at a school, the school shall restrict the loading area to school buses, passengers, and school employees assisting in the loading or unloading of passengers.”

### Arrival Time

Students who do not ride buses should not arrive at school earlier than 20 minutes before school starts and should leave the school grounds immediately after dismissal unless they’re taking part in an organized after-school activity and have parental permission.

### Dismissal Time

Students who do not ride the bus home must leave the school campus immediately following the end of the school day. If there are unusual circumstances and you will be late to pick up your student, please call the office to let them know you’ve been delayed and when they can expect you to arrive. For families who are habitually late, the police will be called.

### Talking to Strangers

- Do immediately report any problems with strangers. Tell parents/guardians, the school, or another well-known adult. If no familiar adult is nearby, call the police.
- Do not stop to talk with strangers.
- Do not get into an automobile with a stranger.
- Do not accept gifts, food, or anything else from a stranger.
- Do not follow a stranger anywhere, no matter what he/she says or what sort of treat is promised.

### Bus Passes

All students who qualify for bus transportation are assigned to a specific bus and may only ride that bus to and from school. Bus passes will be issued only for supervision/child care reasons, i.e., death in the family or medical emergency. Students are not to ride home with friends for other than supervisory reasons. To request a bus pass, a note dated and signed by the parent/guardian with the reason for the request must be presented to the school office at the beginning of the school day.

### Additional Rider Request for Transportation

Additional Rider Request are for those students that live out of the school or District boundaries that need transportation to a location within the boundaries of the school the student is attending for day care purposes, dual households and In-District Open Enrollment. Placement of students for the Additional Rider Program will not take place for the first 30 days of school. The following criteria must be met to be considered as an additional rider.

- Students must be enrolled at a Kyrene School
- Requested stop, must be within the boundaries of the school that the student is attending (to check the boundaries visit the Kyrene Elementary School District website.)
- An Additional Bus Rider Request Form must be filled out for your student to be added to the wait-list.
- Applications are approved for the current school year and MUST BE SUBMITTED FOR EVERY SCHOOL YEAR

Once approved, the student will be assigned the closest bus stop to the requested address.

Students are assigned to a bus based on availability of space. Once a bus is at capacity, the request will be closed off to Additional Bus Rider Requests.

Should additional In-Boundary riders be added to the bus over the duration of the school year, it may be necessary for you to find other transportation for the remainder of the school year.

Once approved the parent / guardian will be notified once the student is assigned to the requested bus.

Approved students must follow the safety and behavior guidelines of the Transportation Department. Failure to do so, may lead to the student’s transportation being revoked.
Bus Conduct

Bus Transportation

The Kyrene School District provides bus transportation for elementary students who live one mile or more from school and for middle school students who live 1.5 miles or more from school, or who live where there are hazards such as major arterial streets and/or intersections. (Policy reference EEAA)

For safety reasons, parents are encouraged to supervise their children at the bus stop. Students and parents should be aware that the bus driver has the authority to enforce rules of conduct on the bus. Students who behave inappropriately shall be disciplined and may lose their bus privileges. School officials have the legal authority to respond to problems that occur on the way to and from school and/or at the bus stop. Please notify your child’s school and/or the District for help in resolving those problems. (Policy reference EEAEC) Students are not allowed to get off of the bus at any stop other than their own unless a parent/guardian or school administrator provides written approval. Students are not allowed to ride a bus other than their assigned bus (see Bus Passes). Requests for attending parties, visiting friends, scouts, etc., cannot be granted. If you have an emergency, contact the school office.

Different bus arrangements can be made for permanent childcare situations. If parents/guardians plan to pick up their elementary child after school and do not wish their child to ride the bus, they must send a note to the teacher/office. The teacher will then have the child wait in the school office. If parents/guardians wish for the child to walk home, even though he/she usually rides the bus, they must write a note to the teacher/office. If this is not done, the school will have to insist that the child ride the bus.

All students should be able to identify the location of their bus stop. This is most important for preschool and kindergarten students who must be met by a responsible person. Preschool and kindergarten students who are not met at the bus stop will be returned to school.

Vandalism of buses is a considerable expense to the District and will be treated very seriously. Anyone who vandalizes District property will be charged for replacement or repair. (Policy reference ECAC)

Conduct at the Bus Stop

All school rules and consequences for breaking the rules are in effect at the bus stop. Bus drivers have the authority to enforce rules of conduct. If problems occur at the bus stop, please notify your child’s school and/or the District for help in resolving those problems. School officials have the legal authority to respond to problems which occur to and from school or at the bus stop.

Parents/guardians are responsible for supervision of students going to and from the bus.

The following rules shall be followed at all times to ensure student safety:

- Be at the bus stop 5 minutes prior to the scheduled bus stop time.
- Stand a safe distance (at least 3 feet) back from the curb or street.
- Stand in line when the bus is approaching.
- Do not approach until the bus comes to a complete stop.
- Use the steps and handrail when getting on or off the bus.
- Walk 10 feet in front of the stopped bus if it is necessary to cross the street or highway.
- Never walk or run behind a stopped bus to cross the street.

Conduct on the School Bus

The safety of the students to and from school is of primary importance to the Kyrene School District. Riding a school bus is a privilege, not a right. Students must adhere to the rules of conduct. Students who behave inappropriately shall be disciplined and may lose their bus privileges.

Bus Rules

- Be Responsible
  - Keep your hands, feet and property to yourself.
  - Use electronics at a low volume level or with headphones
  - Save food or drink for home or school (water is acceptable)

- Use Respect
  - Use kind words
  - Greet the bus driver - say good morning/afternoon
  - Follow directions given by bus driver and aides
  - Respect the property of others
  - Use cell phones for games, music and communication only

Stay Safe

- Stay in your assigned seat, facing the front with your feet on the floor until the bus comes to a complete stop
- Keep the aisle clear and use only when entering or exiting the bus
- When seatbelts are available, please wear them at all times
- Wear your seatbelt over your shoulder and across your waist
- Keep personal items on your lap, in between your feet, or on the seat

School Bus Safety Code

Video surveillance equipment has been installed on Kyrene buses and is used as a tool to assist drivers and administration in identifying and isolating possible disciplinary and/or safety problems that may need attention.

Consequences of Misconduct on the Bus

All students in the Kyrene School District who ride buses are subject to policies and regulations designed to provide safe transportation. Any behavior which distracts the driver is considered a serious hazard to the safe operation of the bus, and as such, jeopardizes the safety of all passengers, the driver, and others. Please remember that riding the bus is a privilege, not a right, and as such the consequences of misconduct could result in your child being denied transportation.

Furthermore, be advised that a student suspended from riding the bus is also prohibited from riding the buses on field trips and for other activities, and may therefore be denied the opportunity to participate on such trips. Suspension of bus riding privileges does not relieve parents of the responsibility of sending a child to school. It is imperative that your child follow these rules. Student behavior on a bus may be subject to additional school consequences.

LEVEL I:
Failure to remain properly seated or wear seatbelt, loud disruptive talking or yelling, failure to take assigned seat, eating/drinking/chewing on bus, bothering other passengers, throwing objects on the bus, crossing behind the bus, continuously late to bus stop, opening window without drivers permission, improper use of electronics, and other misconduct issues of a similar nature.

LEVEL II:
Obscene language or gestures, extending head or arm out bus window, vandalizing property, verbal abuse or bullying of another student, defiant behavior shown to bus driver or assistant, spitting on the bus, throwing objects at the bus, hitting other students, and other misconduct of a similar nature.

LEVEL III:
Lighting matches/lighter on bus, throwing objects from the bus, verbal abuse of or physical assault on another student(s), verbal abuse of or physical assault on driver or assistant, smoking tobacco products, tobacco substitutes, electronic cigarettes or other chemical inhalant devices or vapor products or other like objects on the bus, activating or tampering with emergency equipment, weapon or simulated weapon or dangerous item (on bus or at bus stop), showing student(s) into the path of oncoming bus or vehicle, other misconduct issues of a similar nature. Students will be given warnings for LEVEL I offenses. LEVEL II and LEVEL III offenses will not receive warnings.

Referral Consequences

NOTE: With the exception of Level 1 First Offense, a parent conference is required for all Levels and Offenses. If parent refuses or fails to participate in the required conference, bus privileges for student will be suspended until the conference requirement has been fulfilled. All end of year bus suspensions are carried over to the next year if applicable to fulfill previous year’s bus suspension.
LEVEL I:

First Offense: Conference with student; parent signs/returns ticket.

Second Offense: Conference with parent (telephonic or personal) and student; parent signs/returns ticket. If parent fails to conference, then student will receive 3-day suspension of bus riding privileges.

Third Offense: 3-day suspension of bus riding privileges, conference with parent (telephonic or personal) and student; parent signs/returns ticket.

Fourth Offense: 7-day suspension of bus riding privileges, conference with parent (telephonic or personal) and student will remain suspended until parent conference, but not for less than 30 days; parent signs/returns ticket.

Fifth Offense: 30-day suspension of bus riding privileges, conference with parent (in person only) and student; parent signs/returns ticket.

Sixth Offense: Suspension of bus riding privileges for remainder of school year or for 4 months, whichever is greater; parent signs/returns ticket.

LEVEL II:

First Offense: 5-day suspension of bus riding privileges, conference with parent(s)/guardian(s) (telephonic or personal) and student (if parent fails to conference, then student will remain suspended until parent conferences, but not less than 5 days); parent signs/returns ticket.

Second Offense: 10-day suspension of bus riding privileges, conference with parent(s)/guardian(s) (telephonic or personal) and student (if parent fails to conference, then student will remain suspended until parent conferences, but not less than 10 days); parent signs/returns ticket.

Third Offense: 30-day suspension of bus riding privileges, conference with parent (in person only) and student (if parent fails to conference, student will remain suspended until parent conferences, but not less than 30 days); parent/guardian signs/returns ticket.

Fourth Offense: Suspension of bus riding privileges for remainder of school year or for 4 months (carried over to next school year), whichever is greater; parent signs/returns ticket.

LEVEL III:

First Offense: 10-day suspension of bus riding privileges, conference with parent (in person only) and student (if parent fails to conference, then student will remain suspended until parent conferences, but not less than 10 days), other District/legal action as deemed appropriate; parent signs/returns ticket.

Second Offense: 30-day suspension of bus riding privileges, conference with parent (in person only) and student (if parent fails to conference, student will remain suspended until parent conferences, but not less than 30 days), other District/legal action as deemed appropriate; parent/guardian signs/returns ticket.

Third Offense: Suspension of bus riding privileges for remainder of school year or 4 months (carried over to next school year), whichever is greater, other District/legal action as deemed appropriate; parent signs/returns ticket.
CATEGORIES OF STUDENT CONDUCT AND CONSEQUENCES

The following categories of student conduct and potential discipline outcomes are used by school administrators when completing a formal referral. As mentioned earlier in this document, a school first works through their Major/Minor Discipline Flowchart prior to the assignment of a formal discipline referral. Please see the Positive Behavior Intervention and Supports section of this manual for more information.

Mandatory Reporting

Pursuant to the requirements of A.R.S. § 13-3620, school and school employees are required to report criminal activity, including but not limited to, threats or rumors of threats, against schools, students, and school personnel to local law enforcement. In addition, schools and school personnel must report to local law enforcement and/or the Arizona Department of Child Safety: (1) incidences of suspected child abuse, neglect, sexual assault, and crimes against children, and (2) all incidents of non-accidental injury, which might occur during alterations at school. A “non-accidental injury” includes, but is not limited to, skin bruising, pressure sores, bleeding, burns, fracture of any bone, subdural hematoma, soft tissue swelling, injury to any internal organ, or any physical condition that imperils health or welfare – the injury need not be serious or life threatening to be reportable. The Arizona Attorney General has opined (AGO 107-006) that schools are mandated to report all injuries, including non-serious injuries resulting from “horseplay” or school yard “fights.” In the charts below, items marked with an ** must be reported to the Arizona Department of Education (“ADE”); items marked with *** are mandated to be reported to local law enforcement as well as ADE.

Conduct Infractions and Consequences

All disciplinary infractions that are addressed by the Principal or designee rise to the level of a formal conduct referral and are documented on the student’s conduct record. Bus disciplinary infractions are managed in collaboration with the appropriate bus supervisor. School based alternatives, bus and/or school suspension, intervention, or prevention are possible consequences of the behavior depending upon the facts of the situation. Disciplinary consequences that are ten (10) or fewer days of off campus suspension are at the discretion of the principal and are not appealable. Recommendations for long-term suspension (more than ten (10) days) or expulsion require a due process hearing presided over by a hearing officer.

The District’s overall philosophy for student discipline is focused on restorative practices. When discipline involves out of school suspensions, such consequences are issued progressively, based on a review of previous incidents and the severity of the incident in question. Repeated behaviors that more significantly disrupt safety and learning may result in higher levels of discipline recommendations. Discipline may range from a parent/guardian contact to expulsion or permanent loss of bus riding privileges. The following charts show the type of discipline that may be imposed ranging from less serious one-time behaviors to the most serious and repeated behaviors, and the minimum and maximum range of disciplinary action that will be taken for each type of infraction. School administrators have discretion when determining consequences for students and will take into consideration the student’s conduct history, the age of the child, the facts around the individual incident, and the student’s level of remorse and acceptance of responsibility for his/her actions.

Grades K-5 Conduct Infractions and Consequences

These represent guidelines only and do not represent the full extent of all disciplinary consequences nor limit the judgment of the administrator who must assess the entirety of each situation and the student’s behavior history.

<table>
<thead>
<tr>
<th>Less Serious Behavior</th>
<th>More Serious or Repeated Behavior</th>
<th>More Serious or Repeated Behavior</th>
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<td>□ Student Conference</td>
<td>□ In School Suspension</td>
<td>□ Consideration of LTAP</td>
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<tr>
<td>□ Parent/Guardian Contact</td>
<td>□ Restitution</td>
<td>□ Long-Term off campus suspension (&gt;10 days)</td>
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<tr>
<td>□ In School Intervention</td>
<td>□ Short-Term off campus suspension (1-10 days)</td>
<td>□ Expulsion</td>
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<tr>
<td>□ Lunch or afterschool detention or other school-based consequence</td>
<td>□ Loss of academic credit</td>
<td>□ Loss of bus riding privileges for the remainder of the school year/permanent loss of bus riding privileges</td>
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<td>□ Confiscation of items</td>
<td>□ Consideration of Kyrene Alternative to Suspension Program assignment</td>
<td>□ Truancy citation</td>
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<td>□ Loss of privileges/participation in extracurricular or school-sponsored activities</td>
<td>□ Short-Term loss of bus riding privileges (10-30 days)</td>
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<tr>
<td>□ Behavior Plan/Discipline Plan/Attendance Contracts</td>
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<td>□ Removal from classroom environment for remainder of period/subject</td>
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<td>□ Short-Term loss of bus riding privileges (up to 5 days)</td>
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<td>□ Truancy communication process initiated</td>
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<tr>
<td>VIOLATION</td>
<td>DEFINITION</td>
<td>CONSEQUENCES</td>
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<td>Aggression</td>
<td>Inappropriate physical contact or other disruption in school or on a bus involving physicality. (Pushing, tripping, running in classroom or hallway, slapping, hitting, touching, pinching, etc.)</td>
<td>Minimum: Parent/Guardian Contact; Maximum: Long Term Off Campus Suspension</td>
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<tr>
<td>Minor Aggressive Act</td>
<td>Inappropriately, knowingly, or recklessly placing another person in reasonable apprehension of imminent physical injury; or knowingly touching or spitting on another person with the intent to injure, insult, or provoke such person where no injury is sustained.</td>
<td>Minimum: In School Intervention; Maximum: Short-Term Off Campus Suspension</td>
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<tr>
<td><strong>Assault</strong></td>
<td>Intentionally, knowingly, or recklessly placing another person in reasonable apprehension of imminent physical injury; or knowingly touching or spitting on another person with the intent to injure, insult, or provoke such person where no injury is sustained.</td>
<td>Minimum: In School Intervention; Maximum: Short-Term Off Campus Suspension</td>
</tr>
<tr>
<td>*Aggravated Assault</td>
<td>Intentionally, knowingly, or recklessly placing another person in reasonable apprehension of imminent physical injury; or knowingly touching another person with the intent to injure, insult, or provoke such person where an injury is sustained. Buses: throwing object from the bus; verbal abuse of or physical assault on another student(s); verbal abuse of or physical assault on driver or assistant; shaving student into the path of an oncoming bus/vehicle.</td>
<td>Minimum: In School Intervention; Maximum: Short-Term Off Campus Suspension</td>
</tr>
<tr>
<td>Disorderly Conduct</td>
<td>Behavior disruptive to the orderly education process of the school; this includes disruptive behavior in a class or activity, unreasonable noise, offensive language or gestures, horseplay, roughhousing, sustained out-of-seat behavior, deanship, or refusing to obey a request. Deliberate behavior shown to bus driver or assistant; spitting on the bus; throwing objects at the bus.</td>
<td>Minimum: Student Conference; Maximum: Short-Term Off Campus Suspension</td>
</tr>
<tr>
<td>Recklessness</td>
<td>Unintentional, careless behavior that may pose a safety or health risk for others. Behavior is minor, isolated, or less serious in nature. Examples include, but are not limited to, failure to remain properly seated or wear seatbelt on a bus, crossing behind a bus, or aggressive horseplay.</td>
<td>Minimum: Parent/Guardian Contact; Maximum: Short-Term Off Campus Suspension</td>
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<td>Verbal Provocation</td>
<td>Inappropriate use of language or gestures that antagonizes or provokes another and disrupts the learning or bus safety environment. Transmission of information, including information shared on social media, with the intent to inflame a situation and/or encourage aggression or violence.</td>
<td>Minimum: Parent/Guardian Contact; Maximum: Short-Term Off Campus Suspension</td>
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<tr>
<td>Fighting</td>
<td>Mutual participation in an incident involving physical violence, where there is no major injury.</td>
<td>Minimum: In School Intervention; Maximum: Short-Term Off Campus Suspension</td>
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<tr>
<td>*Fighting (Minor or No Injuries)</td>
<td>Mutual participation in an incident involving physical violence, where there is no major injury.</td>
<td>Minimum: In School Intervention; Maximum: Short-Term Off Campus Suspension</td>
</tr>
<tr>
<td>**Fighting (With Injury)</td>
<td>Mutual participation in an incident involving physical violence, where there is an injury. Buses: verbal abuse of or physical assault on another student(s).</td>
<td>Minimum: In School Intervention; Maximum: Short-Term Off Campus Suspension</td>
</tr>
<tr>
<td>Alcohol, Tobacco, and Other Drugs or Paraphernalia</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alcohol Violation</td>
<td>Distribution, sale, or purchase of alcohol or look-a-like substance presented as alcohol substance to others.</td>
<td>Minimum: In School Intervention; Maximum: Short-Term Off Campus Suspension</td>
</tr>
<tr>
<td>Alcohol Distribution</td>
<td>Distribution, sale, or purchase of any controlled drug or narcotic substance, look-a-like drug, or equipment and devices used for preparing or taking drugs or narcotics. Category includes over-the-counter medications if abused by the student. This category does not include tobacco or alcohol.</td>
<td>Minimum: In School Intervention; Maximum: Long Term Off Campus Suspension Expulsion</td>
</tr>
<tr>
<td>Alcohol, Use or Possession</td>
<td>Being under the influence of, and/or the use or possession, of an alcoholic substance or look-a-like substance presented as alcohol.</td>
<td>Minimum: In School Intervention; Maximum: Short-Term Off Campus Suspension</td>
</tr>
<tr>
<td>Drug Violation</td>
<td>Distribution, sale, or purchase of any controlled drug or narcotic substance, look-a-like drug, or equipment and devices used for preparing or taking drugs or narcotics. Category includes over-the-counter medications if abused by the student. This category does not include tobacco or alcohol.</td>
<td>Minimum: In School Intervention; Maximum: Long Term Off Campus Suspension Expulsion</td>
</tr>
<tr>
<td><strong>Drug Possession, Distribution</strong></td>
<td>Distribution, sale, or purchase of any controlled drug or narcotic substance, look-a-like drug, or equipment and devices used for preparing or taking drugs or narcotics. Category includes over-the-counter medications if abused by the student. This category does not include tobacco or alcohol.</td>
<td>Minimum: In School Intervention; Maximum: Long Term Off Campus Suspension Expulsion</td>
</tr>
<tr>
<td><strong>Drug Possession, Use Drug Violation</strong></td>
<td>Use, possession, transportation, or importation of any controlled drug or narcotic substance, look-a-like drug, paraphernalia, 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.</td>
<td>Minimum: In School Intervention; Maximum: Short-Term Off Campus Suspension</td>
</tr>
<tr>
<td>Paraphernalia, Possession</td>
<td>Possession of any instrument that could be used to deliver drugs and other substances. This includes, but is not limited to, rolling papers, vaporizers, “vape pens,” etc.</td>
<td>Minimum: In School Intervention; Maximum: Short-Term Off Campus Suspension</td>
</tr>
<tr>
<td>Tobacco Violation</td>
<td>The distribution, sale, or purchase of tobacco products, tobacco substitutes, tobacco look-a-like substances, electronic cigarettes or other chemical inhalant devices or vapor products on school grounds, at school-sponsored events or on school-sponsored transportation.</td>
<td>Minimum: In School Intervention; Maximum: Short-Term Off Campus Suspension</td>
</tr>
<tr>
<td>*Tobacco or Tobacco Product Distribution</td>
<td>The possession or use of tobacco products, tobacco substitutes, tobacco look-a-like substances, electronic cigarettes, or other chemical inhalant devices or vapor products on school grounds, at school-sponsored events, or on school-sponsored transportation.</td>
<td>Minimum: In School Intervention; Maximum: Short-Term Off Campus Suspension</td>
</tr>
<tr>
<td><strong>Tobacco or Tobacco Product Possession, Use</strong></td>
<td>The distribution, sale, or purchase of tobacco products, tobacco substitutes, tobacco look-a-like substances, electronic cigarettes, or other chemical inhalant devices or vapor products on school grounds, at school-sponsored events, or on school-sponsored transportation.</td>
<td>Minimum: In School Intervention; Maximum: Short-Term Off Campus Suspension</td>
</tr>
<tr>
<td>Paraphernalia, Possession</td>
<td>Possession of any instrument that could be used to deliver tobacco and tobacco-related substances. This includes, but is not limited to, rolling papers, vaporizers, “vape pens,” etc.</td>
<td>Minimum: In School Intervention; Maximum: Short-Term Off Campus Suspension</td>
</tr>
<tr>
<td>Arson</td>
<td>A person commits arson of a structure or property by damaging a structure or property by knowingly or negligently causing a fire or explosion.</td>
<td>Minimum: In School Suspension; Maximum: Long Term Off Campus Suspension Expulsion</td>
</tr>
<tr>
<td>*Arson of a Structure or Property</td>
<td>A person commits arson of a structure or property by damaging a structure or property by knowingly or negligently causing a fire or explosion.</td>
<td>Minimum: In School Suspension; Maximum: Long Term Off Campus Suspension Expulsion</td>
</tr>
<tr>
<td>**Arson of an Occupied Structure</td>
<td>A person commits arson of an occupied structure by damaging an occupied structure by knowingly or negligently causing a fire or explosion.</td>
<td>Minimum: In School Suspension; Maximum: Long Term Off Campus Suspension Expulsion</td>
</tr>
</tbody>
</table>
### Attendance Policy Violation

<table>
<thead>
<tr>
<th>Violation</th>
<th>Description</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leaving School Grounds or Supervised Area Without Permission</td>
<td>Leaving School grounds, supervised area, or school sponsored activity without permission. Being in an &quot;out-of-bounds&quot; area during regular school hours or during a school-sponsored activity without permission creates a safety concern, disrupts the learning environment, or requires a police response.</td>
<td>Minimum: Parent/Guardian Contact</td>
<td>Maximum: Short-Term Off Campus Suspension</td>
</tr>
<tr>
<td>Tardy</td>
<td>Arrive at school or class after the scheduled start time.</td>
<td>Minimum: Parent/Guardian Contact</td>
<td>Maximum: In School Intervention</td>
</tr>
<tr>
<td>Truancy</td>
<td>Any absence that has not been excused by a parent or legal guardian (includes leaving class without permission).</td>
<td>Minimum: In School Intervention</td>
<td>Maximum: Short-Term Off Campus Suspension/Truancy Citation</td>
</tr>
<tr>
<td><em>Unexcused Absence</em></td>
<td>When a student is not in attendance for an entire day and does not have an acceptable reason; any absence that has not been excused by a parent or legal guardian (includes missing class, leaving class or campus without permission).</td>
<td>Minimum: In School Intervention</td>
<td>Maximum: Short-Term Off Campus Suspension</td>
</tr>
</tbody>
</table>

### Harassment, Threat and Intimidation

<table>
<thead>
<tr>
<th>Violation</th>
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<tr>
<td>Bullying</td>
<td>Bullying is a real or perceived imbalance of power with the more powerful child or group showing either passive or direct aggression toward those who are less powerful over multiple occurrences. Bullying can be physical in form (e.g., pushing, hitting, kicking, spitting, stealing); verbal (e.g., making threats, taunting, teasing, name-calling); psychological (e.g., social exclusion, spreading rumors, manipulating social relationships); or using electronic devices or other social media communication (cyberbullying).</td>
<td>Minimum: In School Suspension</td>
<td>Maximum: Long-Term Off Campus Suspension</td>
</tr>
<tr>
<td>Ethnic/Racial Slurs/ Hate Speech</td>
<td>Any communication that disparages a person or group on the basis of some characteristic such as race, gender, ethnicity, religion, or sexual orientation.</td>
<td>Minimum: In School Intervention</td>
<td>Maximum: Long-Term Off Campus Suspension</td>
</tr>
<tr>
<td><em>Harassment, Nonsexual</em></td>
<td>Unwanted conduct by verbal, non-verbal, electronic, mechanical, telegraphic, telephonic, or written means that communicates or causes a communication with another person that is threatening, abusive, or insulting.</td>
<td>Minimum: In School Intervention</td>
<td>Maximum: Long-Term Off Campus Suspension</td>
</tr>
<tr>
<td><em>Hazing</em></td>
<td>Any activities done for the purposes of initiation, affiliation, or membership in a group and that contributes to a substantial risk of or causes physical injury, mental harm, or degradation.</td>
<td>Minimum: In School Intervention</td>
<td>Maximum: Long-Term Off Campus Suspension</td>
</tr>
</tbody>
</table>

### Threat or Intimidation

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Threat or Intimidation</td>
<td>When a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property.</td>
<td>Minimum: In School Intervention</td>
<td>Maximum: Expulsion</td>
</tr>
<tr>
<td><strong>Threats/Intimidation/Verbal Abuse of a Staff Member</strong></td>
<td>Statements (verbal or written) or actions, which attempt to threaten or intimidate a staff member. Pursuant to A.R.S. § 15-507, a person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of their duties could be found guilty of a class 3 misdemeanor. Could be considered as a Threat to an Educational Institution. Buses: verbal abuse of or physical assault on driver or assistant.</td>
<td>Minimum: In School Intervention</td>
<td>Maximum: Expulsion</td>
</tr>
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### Lying, Cheating, Forgery, or Plagiarism

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<td>Cheating</td>
<td>Wrongfully securing and/or using information or assisting another by the use of deceit or fraud, to influence or lead by deceit, trick, or artifice. Examples include, but are not limited to, failure to take assigned seat, eating/drinking/chewing gum in classroom or on bus; opening window on bus without driver’s permission, or failure to promptly follow adult’s direction.</td>
<td>Minimum: Parent/Guardian Contact</td>
<td>Maximum: In School Suspension</td>
</tr>
<tr>
<td>Forgery</td>
<td>Falsely and fraudulently making or altering a document.</td>
<td>Minimum: Parent/Guardian Contact</td>
<td>Maximum: In School Suspension</td>
</tr>
<tr>
<td>Lying</td>
<td>To make an untrue statement with intent to deceive. To create a false or misleading impression. Examples include, but are not limited to, minor falsehoods that the student quickly retracts, clarifies, and shows remorse for making.</td>
<td>Minimum: Parent/Guardian Contact</td>
<td>Maximum: Short-Term Off Campus Suspension</td>
</tr>
<tr>
<td>Plagiarism</td>
<td>To steal and pass off the ideas or words of another as one’s own.</td>
<td>Minimum: Parent/Guardian Contact</td>
<td>Maximum: In School Suspension</td>
</tr>
</tbody>
</table>

### Other School Violations

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</tr>
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<tr>
<td>Combustible</td>
<td>Possession and/or ignition of a combustible. Examples include, but are not limited to, lighter, flammable liquid, caps, firecrackers, etc.</td>
<td>Minimum: In School Intervention</td>
<td>Maximum: Long-Term Off Campus Suspension</td>
</tr>
<tr>
<td>Contraband</td>
<td>Items stated in school policy as prohibited because they may disrupt the learning or safe transportation environment. Examples include, but are not limited to, items considered to be non-dangerous, but distracting, like toys, household items, etc.</td>
<td>Minimum: Parent/Guardian Contact</td>
<td>Maximum: In School Suspension</td>
</tr>
<tr>
<td>Defiance, Disrespect towards Authority, Non-Compliance</td>
<td>Student engages in refusal to follow directions by adult, talks back, or delivers socially rude or inappropriate actions toward an adult undermining the adult’s authority. Behavior is minor, isolated, or less serious in nature. Additional examples include, but are not limited to, failure to take assigned seat, eating/drinking/chewing gum in classroom or on bus; opening window on bus without driver’s permission, or failure to promptly follow adult’s direction.</td>
<td>Minimum: Parent/Guardian Contact</td>
<td>Maximum: Long-Term Off Campus Suspension</td>
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<tr>
<td>Disruption</td>
<td>Student engages in behavior causing a minor interruption in class, on bus, or during an activity and is unresponsive to adult redirection. Examples include, but are not limited to, yelling or screaming; noise with materials; horseplay or roughhousing; throwing objects; sustained out-of-seat behavior; failure to follow school or bus rules.</td>
<td>Minimum: Parent/Guardian Contact</td>
<td>Maximum: Short-Term Off Campus Suspension</td>
</tr>
<tr>
<td>Dress Code Violations</td>
<td>Student wears clothing, jewelry, or accessories that do not fit within the dress code guidelines stated by school or District policy.</td>
<td>Minimum: Parent/Guardian Contact</td>
<td>Maximum: In School Suspension</td>
</tr>
<tr>
<td>Gambling</td>
<td>To play games of chance for money or to exchange money or property.</td>
<td>Minimum: Parent/Guardian Contact</td>
<td>Maximum: Short-Term Off Campus Suspension</td>
</tr>
<tr>
<td>Inappropriate Language</td>
<td>Oral or written messages or physical gestures that include profanity, swearing, name-calling, put-downs, or use of words in a demeaning or otherwise inappropriate manner.</td>
<td>Minimum: Student Conference</td>
<td>Maximum: Short-Term Off Campus Suspension</td>
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</table>
| Negative Group Affiliation | Specific attitudes and actions of a student affiliated with a negative group typically include some of the following:  
• Involve themselves in another’s problems.  
• Confront authority as a group when one member has been disciplined.  
• Act in an uncooperative and/or hostile manner as a group. | Minimum: Parent/Guardian Contact  
Maximum: In School Suspension |
| --- | --- | --- |
| Public Display of Affection | Holding hands, kissing, touching, or other displays of affection in violation of school policy. | Minimum: Personal Conference  
Maximum: In School Suspension |
| Selling, Trading | The minor selling, buying, or trading of any item less than ten dollars in value on school property that is not sponsored by the school. Examples include, but are not limited to gum, money, candy, cards, etc. | Minimum: Parent/Guardian Contact  
Maximum: In School Suspension |
| Sexual Offenses | *Harassment, Sexual | 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 or nonverbal, conduct of a sexual nature. (Law enforcement may be contacted depending on the circumstances). | Minimum: In School Intervention  
Maximum: Long-Term Off Campus Suspension |
| | Sexual Offenses with Contact | Sexual harassment with contact is unwelcome physical 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 or nonverbal, conduct, and will include some element of physical contact of a sexual nature. Law enforcement may be contacted depending on the circumstances. Examples include, but are not limited to, depantsing, unwanted touching, contact, behavior that offends a third-party, etc. | Minimum: In School Intervention  
Maximum: Expulsion |
| Indecent Exposure | Indecent Exposure or Public Sexual Indecency Without Intent | The unintentional exposure of one’s private body parts to others. | Minimum: Personal Conference  
Maximum: In School Suspension |
| | Indecent Exposure or Public Sexual Indecency With Intent | The intentional exposure of one’s private body parts to others. | Minimum: In School Suspension  
Maximum: Long-Term Off Campus Suspension |
| **Sexual Misconduct** | Engaging in inappropriate sexual conduct. This offense includes consensual and nonconsensual sexual intercourse and that the ages of the students may constitute a Mandatory Report. | Minimum: Short-Term Off Campus Suspension  
Maximum: Expulsion |
| Pornography | **Pornography, Distribution** | Distribution or sale of any pornographic materials. | Minimum: In School Intervention  
Maximum: Short-Term Off Campus Suspension |
| | **Pornography, Possession** | Possession of any pornographic materials. | Minimum: Parent/Guardian Contact  
Maximum: Short-Term Off Campus Suspension |
| Sexting | Use of any electronic device, including laptop computer, to send obscene or sexual messages or materials to others. | Minimum: In School Intervention  
Maximum: Short-Term Off Campus Suspension |
| School Threat (Threat of Destruction or Harm) or Interference with or Disruption of an Educational Institution | **Bomb Threat** | Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device. | Minimum: In School Intervention  
Maximum: Expulsion |
| | **Chemical or Biological Threat** | Threatening to cause harm using dangerous chemicals or biological agents. | Minimum: In School Intervention  
Maximum: Expulsion |
| | **Fire Alarm Misuse or Dialing 911 or Safety Equipment Tampering or Misuse** | Intentionally ringing fire alarm when there is not a fire or dialing 911 when there is not an emergency; activating or tampering with emergency equipment. | Minimum: In School Suspension  
Maximum: Expulsion |
| | **School Threat (Threat of Destruction or Harm) or Interference with or Disruption of an Educational Institution** | Pursuant to A.R.S. § 15-841(H), a student who is determined by the administration to have threatened an educational institution shall be recommended to the Governing Board for expulsion of at least one year, except that the administration may modify this expulsion recommendation requirement for a student on a case-by-case basis, in the sole discretion of the administration, if the student agrees to participate in mediation, community service, restitution or other program(s) established by the administration in which the student takes responsibility for the threat and for the results of the threat. The administration may reassign a student who is subject to expulsion to an alternative program and may require that the student’s parent(s) or legal guardian(s) participate in the mediation, community service restitution or other programs in which the parent or legal guardian takes the responsibility with the student for the threat.  
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. Intentionally, knowingly, or recklessly interfering with or disrupting the normal operations of an educational institution.  
• Threatening to cause physical injury to any employee or student of an educational institution or any person on the property of an educational institution.  
• Intentionally or knowingly entering or remaining on the property of an 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.  
• Intentionally or knowingly refusing to obey a lawful order given to leave the property of an educational institution.  
• Interference with or disruption of includes any act that might reasonable lead to the evacuation, cancellation, or suspension of any class or other school activity. | Minimum: Short-Term Off Campus Suspension  
Maximum: Expulsion |
| Technology, Improper Use of Technology Resources | Using school or personal electronic device in school or on a bus or other technological resource such as the District network in a manner that does not serve an educational purpose. Failure to comply with laws, rules, or guidelines for use of technology resources. Examples include, but are not limited to, use of personal electronic device in an inappropriate manner, searching websites that are not appropriate for learning or the classroom, failure to properly secure a device during and after use, etc. | Minimum: Parent/Guardian Contact  
Maximum: Short-Term Suspension |
|---|---|---|
| Theft | **Burglary**  
The act of entering a building or other premises with the intent to commit theft. | Minimum: In School Intervention  
Maximum: Short-Term Off Campus Suspension |
| | **Extortion**  
Demanding money or something of value in return for protection or in connection with a threat to inflict physical or emotional harm. | Minimum: In School Intervention  
Maximum: Short-Term Off Campus Suspension |
| | Petty Theft  
Thefts (including money or objects) valued under $100. | Minimum: In School Intervention  
Maximum: Short-Term Off Campus Suspension |
| | Theft  
Taking or attempting to take money, property items, or services from another person or the school valued at more than $100 without permission. Theft also includes the copying of copyrighted material. | Minimum: In School Intervention  
Maximum: Short-Term Off Campus Suspension |
| Trespassing/Vandalism | Graffiti or Tagging  
Writing on walls; drawing or words that are written, scratched, painted, or sprayed on walls, other surfaces, or vehicles including buses. | Minimum: Parent/Guardian Contact  
Maximum: Short-Term Off Campus Suspension |
| | Trespassing  
To enter or remain on a school campus or District property including buses or other vehicles without authorization or invitation and with no purpose for entry. Returning to school while suspended. May result in police report. | Minimum: In School Intervention  
Maximum: Short-Term Off Campus Suspension |
| | Vandalism, Property Damage, or Criminal Damage of School Property  
Careless or willful destruction or defacement of school property including, but not limited to, destroying school computer records, carving initials or words in desk top, marking or spray painting walls or furniture, breaking or scratching windows, or damaging vehicles including buses. | Minimum: Parent/Guardian Contact  
Maximum: Long-Term Off Campus Suspension |
| | Vandalism of Personal Property  
Willful destruction or defacement of personal property. | Minimum: Parent/Guardian Contact  
Maximum: Short-Term Off Campus Suspension |
| Weapons and Dangerous Items | **Dangerous Instruments or Items (Possession)**  
Possession of anything that is readily capable of causing death or serious physical injury. (Billy club, brass knuckles, nun chucks, BB/Airsoft gun, knife, simulated knife, simulated firearm, or other simulated weapon, etc.) | Minimum: Parent/Guardian Contact  
Maximum: Short-Term Off Campus Suspension |
| | **Firearms**  
The possession, sale, use, or distribution of a deadly weapon. A deadly weapon is anything designed for lethal use, including a firearm or destructive device. | Minimum: Short-Term Off Campus Suspension  
Maximum: Expulsion |

*Reported to ADE. **Mandated to report to local law enforcement, also ADE.*
Middle School Conduct Infractions and Consequences

These represent guidelines only and do not represent the full extent of all disciplinary consequences nor limit the judgment of the administrator who must assess the entirety of each situation and the student’s behavior history.

<table>
<thead>
<tr>
<th>Violation</th>
<th>Definition</th>
<th>Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Aggression</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minor Aggressive Act</td>
<td>Inappropriate physical contact or other disruption in school or on a bus involving physically. (Pushing, tripping, running in classroom or hallway, slapping, hitting, touching, pinching, etc.)</td>
<td>Minimum: Student Conference</td>
</tr>
<tr>
<td>Minimum: In School Suspension</td>
<td></td>
<td>Maximum: Short-Term Off Campus Suspension</td>
</tr>
<tr>
<td>*Assault</td>
<td>Intentionally, knowingly or recklessly placing another person in reasonable apprehension of imminent physical injury; or knowingly touching or spitting on another person with the intent to injure, insult or provoke such person where no injury is sustained.</td>
<td>Minimum: Student Conference</td>
</tr>
<tr>
<td>Maximum: Short-Term Off Campus Suspension</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Assault</td>
<td>Intentionally, knowingly or recklessly placing another person in reasonable apprehension of imminent physical injury; or knowingly touching another person with the intent to injure, insult or provoke such person where an injury is sustained. Buses: throwing object from the bus; verbal abuse of or physical assault on another student(s); verbal abuse of or physical assault on driver or assistant; shoving student into the path of an oncoming bus/vehicle.</td>
<td>Minimum: Short-Term Off Campus Suspension</td>
</tr>
<tr>
<td>Maximum: Expulsion</td>
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</tr>
<tr>
<td>Disorderly Conduct</td>
<td>Behavior disruptive to the orderly education process of the school; this includes disruptive behavior in a class or activity, unreasonable noise, offensive language or gestures, horseplay, roughhousing, sustained out-of-seat behavior, deranging or refusing to obey a request. Defiant behavior shown to bus driver or assistant; spitting on the bus; throwing objects at the bus.</td>
<td>Minimum: Student Conference</td>
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<td>Recklessness</td>
<td>Unintentional, careless behavior that may pose a safety or health risk for others. Behavior is minor, isolated, or less serious in nature. Examples include, but are not limited to, failure to remain properly seated or wear seatbelt on a bus; crossing behind a bus, aggressive horseplay.</td>
<td>Minimum: Student Conference</td>
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<td>Inappropriate use of language or gestures that antagonizes or provokes another and disrupts the learning or bus safety environment. Transmission of information, including information shared on social media, with the intent to inflame a situation and/or encourage aggression or violence.</td>
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<td>Mutual participation in an incident involving physical violence, where there is no major injury.</td>
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<tr>
<td>Minimum: Short-Term Off Campus Suspension</td>
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<tr>
<td>**Fighting (With Injury)</td>
<td>Mutual participation in an incident involving physical violence, where there is an injury. Buses: verbal abuse of or physical assault on another student(s).</td>
<td>Minimum: In School Intervention</td>
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<tr>
<td>Minimum: Short-Term Off Campus Suspension</td>
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<tr>
<td>Alcohol, Tobacco, and Other Drugs or Paraphernalia</td>
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<tr>
<td>Alcohol Violation</td>
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<tr>
<td>Alcohol Distribution</td>
<td>Distribution, sale, or purchase of alcohol or look-a-like substance presented as alcohol substance to others.</td>
<td>Minimum: Short-Term Off Campus Suspension</td>
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<td>Minimum: Expulsion</td>
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<tr>
<td>Alcohol, Use or Possession</td>
<td>Being under the influence of, and/or the use or possession, of an alcoholic substance or look-a-like substance presented as alcohol.</td>
<td>Minimum: Short-Term Off Campus Suspension</td>
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<td>Minimum: Expulsion</td>
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<tr>
<td>Drug Violation</td>
<td><strong>Drug Possession, Distribution</strong></td>
<td>The distribution, sale, or purchase of any controlled drug or narcotic substance, look-a-like drug, or equipment and devices used for preparing or taking drugs or narcotics. Category includes over-the-counter medications if abused by the student. This category does not include tobacco or alcohol.</td>
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<tr>
<td><strong>Drug Possession, Use Drug Violation</strong></td>
<td>Use, possession, transportation or importation of any controlled drug or narcotic substance, look-a-like drug, paraphernalia, or equipment and devices used for preparing or taking drugs or narcotics. Involves 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.</td>
<td>Minimum: Short-Term Off Campus Suspension Maximum: Expulsion</td>
</tr>
<tr>
<td>Paraphernalia, Possession</td>
<td>Possession of any instrument that could be used to deliver drugs or other substances. This includes, but is not limited to, rolling papers, vaporizers, “vape pens,” etc.</td>
<td>Minimum: In School Intervention Maximum: Expulsion</td>
</tr>
<tr>
<td>Tobacco Violation</td>
<td><em>Tobacco or Tobacco Product Distribution</em></td>
<td>The distribution, sale, or purchase of tobacco products, tobacco substitutes, tobacco look-a-like substances, electronic cigarettes or other chemical inhalant devices or vapor products on school grounds, at school-sponsored events or on school-sponsored transportation.</td>
</tr>
<tr>
<td><strong>Paraphernalia, Possession</strong></td>
<td>The possession or use of tobacco products, tobacco substitutes, tobacco look-a-like substances, electronic cigarettes, or other chemical inhalant devices or vapor products on school grounds, at school-sponsored events, or on school-sponsored transportation.</td>
<td>Minimum: Short-Term Off Campus Suspension Maximum: Expulsion</td>
</tr>
<tr>
<td>Arson</td>
<td><em>Arson of a Structure or Property</em></td>
<td>A person commits arson of a structure or property by damaging a structure or property by knowingly or negligently causing a fire or explosion.</td>
</tr>
<tr>
<td><strong>Arson of an Occupied Structure</strong></td>
<td>A person commits arson of an occupied structure by damaging an occupied structure by knowingly or negligently causing a fire or explosion.</td>
<td>Minimum: Short-Term Off Campus Suspension Maximum: Expulsion</td>
</tr>
<tr>
<td>Attendance Policy Violation</td>
<td>Leaving School Grounds or Supervised Area</td>
<td>Leaving School grounds, supervised area, or school-sponsored activity without permission. Being in an “out-of-bounds” area during regular school hours or during a school-sponsored activity without permission creates a safety concern, disrupts the learning environment, or requires a police response.</td>
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<td>Tardy</td>
<td>Arrive at school or class after the scheduled start time.</td>
<td>Minimum: Student Conference Maximum: In School Intervention</td>
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<tr>
<td>Truancy</td>
<td>Any absence that has not been excused by a parent or legal guardian (includes leaving class without permission).</td>
<td>Minimum: Student Conference Maximum: In School Intervention/Truancy Citation</td>
</tr>
<tr>
<td><em>Unexcused Absence</em></td>
<td>When a student is not in attendance for an entire day and does not have an acceptable reason; any absence that has not been excused by a parent or legal guardian (includes missing class, leaving class or campus without permission).</td>
<td>Minimum: Student Conference Maximum: In School Intervention</td>
</tr>
<tr>
<td>Harassment, Threat and Intimidation</td>
<td><em>Bullying</em></td>
<td>Bullying is a real or perceived imbalance of power with the more powerful child or group showing either passive or direct aggression toward those who are less powerful over multiple occurrences. Bullying can be physical in form (e.g., pushing, hitting, kicking, spitting, stealing); verbal (e.g., making threats, taunting, teasing, name-calling); psychological (e.g., social exclusion, spreading rumors, manipulating social relationships); or using electronic devices or other social media communication (cyberbullying).</td>
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<tr>
<td><strong>Ethnic/Racial Slurs/Hate Speech/Harassment</strong></td>
<td>Any communication that disparages a person or group on the basis of some characteristic such as race, gender, ethnicity, religion, or sexual orientation.</td>
<td>Minimum: In School Intervention Maximum: Expulsion</td>
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<tr>
<td><strong>Harassment, Nonsexual</strong></td>
<td>Unwanted conduct by verbal, non-verbal, electronic, mechanical, telegraphic, telephonic, or written means that communicates or causes a communication with another person that is threatening, abusive, or insulting.</td>
<td>Minimum: Student Conference Maximum: Short-Term Off Campus Suspension</td>
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<tr>
<td><strong>Hazing</strong></td>
<td>Any activities done for the purposes of initiation, affiliation, or membership in a group and that contributes to a substantial risk of or causes physical injury, mental harm, or degradation.</td>
<td>Minimum: In School Intervention Maximum: Short-Term Off Campus Suspension</td>
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<tr>
<td>Threat or Intimidation</td>
<td><em>Threat or Intimidation</em></td>
<td>When a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property.</td>
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<tr>
<td><strong>Threats/Intimidation/Verbal Abuse of a Staff Member</strong></td>
<td>Statements (verbal or written) or actions, which attempt to threaten or intimidate a staff member. Pursuant to A.R.S. § 15-507, a person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of their duties could be found guilty of a class 3 misdemeanor. Could be considered as a Threat to an Educational Institution. Buses: verbal abuse of or physical assault on driver or assistant.</td>
<td>Minimum: Short-Term Off Campus Suspension Maximum: Expulsion</td>
</tr>
<tr>
<td>Lying, Cheating, Forgery, or Plagiarism</td>
<td>Cheating</td>
<td>Wrongfully securing and/or using information or assisting another by the use of deceit or fraud, to influence or lead by deceit, trick, or artifice. Examples include, but are not limited to, looking at another student’s paper during low stakes testing, copying another’s homework, using a “cheat sheet.”</td>
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<td>Forgery</td>
<td>Falsely and fraudulently making or altering a document.</td>
<td>Minimum: Student Conference Maximum: In School Intervention</td>
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<tr>
<td>Lying</td>
<td>To make an untrue statement with intent to deceive. To create a false or misleading impression. Examples include, but are not limited to, minor falsehoods that the student quickly retracts, clarifies, and shows remorse for making.</td>
<td>Minimum: Personal Conference Maximum: Short-Term Off Campus Suspension</td>
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| **Plagiarism** | To steal and pass off the ideas or words of another as one’s own. | Minimum: Student Conference  
Maximum: In School Intervention |
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<td><strong>Other School Violations</strong></td>
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| **Combatible** | Possession and/or ignition of a combustible. Examples include, but are not limited to, lighter, flammable liquid, caps, firecrackers, etc. | Minimum: In School Intervention  
Maximum: Expulsion |
| **Contra-band** | Items stated in school policy as prohibited because they may disrupt the learning or safe transportation environment. Examples include, but are not limited to, items considered to be non-dangerous, but distracting, like toys, household items, etc. | Minimum: Student Conference  
Maximum: In School Intervention |
| **Defiance, Disrespect towards Authority, Non-Compliance** | Student engages in refusal to follow directions by adult, talks back, or delivers socially rude or inappropriate actions toward an adult undermining the adult's authority. Behavior is minor, isolated, or less serious in nature. Additional examples include, but are not limited to, failure to take assigned seat, eating/drinking/chewing gum in classroom or on bus; opening window on bus without driver’s permission, or failure to promptly follow adult’s direction. | Minimum: Student Conference  
Maximum: Short-Term Off Campus Suspension |
| **Disruption** | Student engages in behavior causing a minor interruption in class, on bus, or during an activity and is unresponsive to adult redirection. Examples include, but are not limited to, yelling or screaming; noise with materials; horseplay or roughhousing; throwing objects; sustained out-of-seat behavior; failure to follow school or bus rules. | Minimum: Student Conference  
Maximum: Short-Term Off Campus Suspension |
| **Dress Code Violations** | Student wears clothing, jewelry, or accessories that do not fit within the dress code guidelines stated by school or District policy. | Minimum: Student Conference  
Maximum: In School Intervention |
| **Gambling** | To play games of chance for money or to exchange money or property. | Minimum: Student Conference  
Maximum: Long-Term Off Campus Suspension |
| **Inappropriate Language** | Oral or written messages or physical gestures that include profanity, swearing, name-calling, put-downs, or use of words in a demeaning or otherwise inappropriate manner. | Minimum: Student Conference  
Maximum: Short-Term Off Campus Suspension |
| **Negative Group Affiliation** | Specific attitudes and actions of a student affiliated with a negative group typically include some of the following:  
- Involve themselves in another’s problems.  
- Confront authority as a group when one member has been disciplined.  
- Act in an uncooperative and/or hostile manner as a group. | Minimum: Student Conference  
Maximum: Short-Term Off Campus Suspension |
| **Selling, Trading** | The minor selling, buying, or trading of any item less than ten dollars in value on school property that is not sponsored by the school. Examples include, but are not limited to gum, money, candy, cards, etc. | Minimum: Student Conference  
Maximum: In School Intervention |
| **Sexual Offenses** | | |
| **Harassment, Sexual** | 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 or nonverbal conduct of a sexual nature. (Law enforcement may be contacted depending on the circumstances). | Minimum: In School Intervention  
Maximum: Expulsion |
| **Harassment, Sexual with Contact** | Sexual harassment with contact 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 or nonverbal conduct, and will include some element of physical contact of a sexual nature. Law enforcement may be contacted depending on the circumstances. Examples include, but are not limited to, depantsing, unwanted touching, contact, behavior that offends a third-party, etc. | Minimum: Short-Term Off Campus Suspension  
Maximum: Expulsion |
| **Public Display of Affection** | Holding hands, kissing, touching, or other displays of affection in violation of school policy. | Minimum: Student Conference  
Maximum: In School Intervention |
| **Sexual Misconduct** | Engaging in inappropriate sexual conduct. This offense includes consensual and nonconsensual sexual intercourse and that the ages of the students may constitute a Mandatory Report. | Minimum: Short-Term Off Campus Suspension  
Maximum: Expulsion |
| **Indecent Exposure** | The unintentional exposure of one’s private body parts to others. | Minimum: Short-Term Off Campus Suspension  
Maximum: Expulsion |
| **Pornography** | Distribution or sale of any pornographic materials. | Minimum: Short-Term Off Campus Suspension  
Maximum: Expulsion |
| **Pornography, Possession** | Possession of any pornographic materials. | Minimum: In School Intervention  
Maximum: Long-Term Off Campus Suspension |
| **Sexting** | Use of any electronic device, including laptop computer, to send obscene or sexual messages or materials to others. | Minimum: Short-Term Off Campus Suspension  
Maximum: Expulsion |
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<th>School Threat (Threat of Destruction or Harm) or Interference with or Disruption of an Educational Institution</th>
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| **Bomb Threat**                                                                                               | Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device. | Minimum: Long-Term Off Campus Suspension  
Maximum: Expulsion |
| **Chemical or Biological Threat**                                                                             | Threatening to cause harm using dangerous chemicals or biological agents.            | Minimum: Long-Term Off Campus Suspension  
Maximum: Expulsion |
| **Fire Alarm Misuse or Dialing 911 or Safety Equipment Tampering or Misuse**                                    | Intentionally ringing fire alarm when there is not a fire or dialing 911 when there is not an emergency; activating or tampering with emergency equipment. | Minimum: Short-Term Off Campus Suspension  
Maximum: Expulsion |
| **School Threat (Threat of Destruction or Harm) or Interference with or Disruption of an Educational Institution** | Pursuant to A.R.S. § 15-841(H), a student who is determined by the administration to have threatened an educational institution shall be recommended to the Governing Board for expulsion of at least one year, except that the administration may modify this expulsion recommendation requirement for a student on a case-by-case basis, in the sole discretion of the administration, if the student agrees to participate in mediation, community service, restitution or other program(s) established by the administration in which the student takes responsibility for the threat and for the results of the threat. The administration may resign a student who is subject to expulsion to an alternative program and may require that the student’s parent(s) or legal guardian(s) participate in the mediation, community service restitution or other programs in which the parent or legal guardian takes the responsibility with the student for the threat.  
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.  
Intentionally, knowingly, or recklessly interfering with or disrupting the normal operations of an educational institution.  
• Threatening to cause physical injury to any employee or student of an educational institution or any person on the property of an educational institution.  
• Intentionally or knowingly entering or remaining on the property of an 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.  
• Intentionally or knowingly refusing to obey a lawful order given to leave the property of an educational institution.  
• Interference with or disruption of includes any act that might reasonable lead to the evacuation, cancellation or suspension of any class or other school activity. | Minimum: Short-Term Off Campus Suspension  
Maximum: Expulsion |

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<th>Technology, Improper Use of Technology Resources</th>
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| **Computer Violation or Inappropriate Use of Technology Resources**                                         | Using school or personal electronic device in school or on a bus or other technological resource such as the District network in a manner that does not serve an educational purpose. Failure to comply with laws, rules, or guidelines for use of technology resources. Examples include, but are not limited to, use of personal electronic device in an inappropriate manner, searching websites that are not appropriate for learning or the classroom, failure to properly secure a device during and after use, etc. | Minimum: Student Conference  
Maximum: Short-Term Off Campus Suspension |

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<th>Theft</th>
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| **Burglary** | The act of entering a building or other premises with the intent to commit theft. | Minimum: Short-Term Off Campus Suspension  
Maximum: Expulsion |
| **Extortion** | Demanding money or something of value in return for protection or in connection with a threat to inflict physical or emotional harm. | Minimum: In School Intervention  
Maximum: Expulsion |
| **Petty Theft** | Thefts (including money or objects) valued under $100. | Minimum: In School Intervention  
Maximum: Long-Term Off Campus Suspension |
| **Theft** | Taking or attempting to take money, property items or services from another person or the school valued at more than $100 without permission. Theft also includes the copying of copyrighted material. | Minimum: In School Intervention  
Maximum: Expulsion |

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<tr>
<th>Trespassing</th>
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| **Trespassing** | To enter or remain on a school campus or District property including buses or other vehicles without authorization or invitation and with no purpose for entry. Returning to school while suspended. May result in police report. | Minimum: Student Conference  
Maximum: Short-Term Off Campus Suspension |

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<th>Vandalism or Criminal Damage</th>
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| **Graffiti or Tagging** | Writing on walls; drawing or words that are written, scratched, painted, or sprayed on walls, other surfaces, or vehicles including buses. | Minimum: Student Conference  
Maximum: Expulsion |
| **Vandalism, Property Damage, or Criminal Damage of School Property** | Careless or willful destruction or defacement of school property including, but not limited to, destroying school computer records, carving initials or words in desk top, marking or spray painting walls or furniture, breaking or scratching windows, or damaging vehicles including buses. | Minimum: Student Conference  
Maximum: Long-Term Off Campus Suspension |
| **Vandalism of Personal Property** | Willful destruction or defacement of personal property. | Minimum: Student Conference  
Maximum: Long-Term Off Campus Suspension |

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<th>Weapons and Dangerous Items</th>
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| **Dangerous Instruments or Items (Possession)** | Possession of anything that is readily capable of causing death or serious physical injury. (Billy club, brass knuckles, laser pointer, nun chucks, BB/Airsoft gun, knife, simulated knife, simulated firearm, or other simulated weapon, etc.) | Minimum: Short-Term Off Campus Suspension  
Maximum: Expulsion |
| **Firearms** | The possession, sale, use or distribution of a deadly weapon. A deadly weapon is anything designed for lethal use, including a firearm or destructive device. | Minimum: Long-Term Off Campus Suspension  
Maximum: Expulsion |

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