Kyrene Family Handbook 2017-18
<table>
<thead>
<tr>
<th>Table of Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTRODUCTION............. 2</td>
</tr>
<tr>
<td>Governing Board Expectations .......... 2</td>
</tr>
<tr>
<td>Parent Involvement .......... 2</td>
</tr>
<tr>
<td>Title I Parent Involvement Policy .......... 2</td>
</tr>
<tr>
<td>Curriculum Night/Meet the Teacher .......... 2</td>
</tr>
<tr>
<td>Parent/Teacher Conferences .......... 2</td>
</tr>
<tr>
<td>School Newsletter .......... 2</td>
</tr>
<tr>
<td>Family Resource Center .......... 2</td>
</tr>
<tr>
<td>REGISTRATION... 3</td>
</tr>
<tr>
<td>Open Enrollment Policies .......... 3</td>
</tr>
<tr>
<td>Admission to Kindergarten .......... 3</td>
</tr>
<tr>
<td>Admission to First Grade .......... 3</td>
</tr>
<tr>
<td>Promotion from Third Grade .......... 3</td>
</tr>
<tr>
<td>Parent Contact Information .......... 4</td>
</tr>
<tr>
<td>Immunizations .......... 4</td>
</tr>
<tr>
<td>Insurance .......... 4</td>
</tr>
<tr>
<td>Custody .......... 4</td>
</tr>
<tr>
<td>STUDENT PLACEMENT........ 4</td>
</tr>
<tr>
<td>Schedule/Teacher Assignment Changes .......... 4</td>
</tr>
<tr>
<td>Promotion/Retention .......... 4</td>
</tr>
<tr>
<td>RELEASE OF STUDENT RECORDS AND DIRECTORY INFORMATION ........ 5</td>
</tr>
<tr>
<td>CURRICULUM AND ASSESSMENT........... 5</td>
</tr>
<tr>
<td>Middle School Program .......... 5</td>
</tr>
<tr>
<td>Textbooks, Instructional Materials .......... 5</td>
</tr>
<tr>
<td>Homework .......... 5</td>
</tr>
<tr>
<td>Progress Reports .......... 5</td>
</tr>
<tr>
<td>Elementary School .......... 5</td>
</tr>
<tr>
<td>Middle School .......... 5</td>
</tr>
<tr>
<td>Assessment of Learning .......... 5</td>
</tr>
<tr>
<td>INSTRUCTION.............. 6</td>
</tr>
<tr>
<td>Uninterrupted Instructional Time .......... 6</td>
</tr>
<tr>
<td>Gifted Education .......... 6</td>
</tr>
<tr>
<td>Structured English Immersion .......... 6</td>
</tr>
<tr>
<td>Native American Support Services .......... 6</td>
</tr>
<tr>
<td>EXCEPTIONAL STUDENT SERVICES ........ 7</td>
</tr>
<tr>
<td>Special Education .......... 7</td>
</tr>
<tr>
<td>Section 504 .......... 7</td>
</tr>
<tr>
<td>“Child Find” Program .......... 7</td>
</tr>
<tr>
<td>Kyrene Preschool Program .......... 7</td>
</tr>
<tr>
<td>HEALTH SERVICES ........... 7</td>
</tr>
<tr>
<td>Heat Advisories .......... 7</td>
</tr>
<tr>
<td>Immunizations .......... 7</td>
</tr>
<tr>
<td>Medication .......... 7</td>
</tr>
<tr>
<td>Health Screening .......... 8</td>
</tr>
<tr>
<td>Hearing and Vision Screening .......... 8</td>
</tr>
<tr>
<td>Scoliosis Screening .......... 8</td>
</tr>
<tr>
<td>Communicable Disease .......... 8</td>
</tr>
<tr>
<td>Flu .......... 8</td>
</tr>
<tr>
<td>Chicken Pox .......... 8</td>
</tr>
<tr>
<td>Rickets .......... 8</td>
</tr>
<tr>
<td>Pediculosis (lice) .......... 8</td>
</tr>
<tr>
<td>Notification to Parents .......... 8</td>
</tr>
<tr>
<td>Special Provisions for Students .......... 8</td>
</tr>
<tr>
<td>Chronic Health Conditions .......... 8</td>
</tr>
<tr>
<td>Asthma .......... 8</td>
</tr>
<tr>
<td>Severe Allergies .......... 8</td>
</tr>
<tr>
<td>Special Dietary Needs .......... 8</td>
</tr>
<tr>
<td>Physical Education Exuses .......... 8</td>
</tr>
<tr>
<td>Medical Release to Return to School .......... 8</td>
</tr>
<tr>
<td>COMMUNITY EDUCATION SERVICES ....... 9</td>
</tr>
<tr>
<td>Adult Education .......... 9</td>
</tr>
<tr>
<td>Kyrene Kids Club .......... 9</td>
</tr>
<tr>
<td>Before School and After School .......... 9</td>
</tr>
<tr>
<td>Kyrene Kids Club ELC .......... 9</td>
</tr>
<tr>
<td>Arts Integrated ELC .......... 9</td>
</tr>
<tr>
<td>Bienvenidos ELC ........ 9</td>
</tr>
<tr>
<td>Early Learning Academy ........ 9</td>
</tr>
<tr>
<td>Project Based ELC ........ 9</td>
</tr>
<tr>
<td>Reggio Emilia Inspired ELC ........ 9</td>
</tr>
<tr>
<td>School Closure Camps ........ 9</td>
</tr>
<tr>
<td>Summer Kids Club ........ 9</td>
</tr>
<tr>
<td>TEMPE PRE ........ 9</td>
</tr>
<tr>
<td>Youth Enrichment ........ 9</td>
</tr>
<tr>
<td>After Hours ........ 9</td>
</tr>
<tr>
<td>School Year/Summer Academy ........ 10</td>
</tr>
<tr>
<td>Use of Facilities ........ 10</td>
</tr>
<tr>
<td>Community News ........ 10</td>
</tr>
<tr>
<td>MIDDLE SCHOOL ATHLETICS ........ 10</td>
</tr>
<tr>
<td>Fee Structure for Athletics ........ 10</td>
</tr>
<tr>
<td>Parent Communication ........ 10</td>
</tr>
<tr>
<td>Scheduling of Games/Meets ........ 10</td>
</tr>
<tr>
<td>Recognition ........ 10</td>
</tr>
<tr>
<td>Requirements to Participate ........ 11</td>
</tr>
<tr>
<td>Tryouts/Cutting Procedures ........ 11</td>
</tr>
<tr>
<td>New Students ........ 11</td>
</tr>
<tr>
<td>Guidelines for Team Participation ........ 11</td>
</tr>
<tr>
<td>During the Season ........ 11</td>
</tr>
<tr>
<td>Practice ........ 11</td>
</tr>
<tr>
<td>Playing Time ........ 12</td>
</tr>
<tr>
<td>Equipment and Uniforms ........ 12</td>
</tr>
<tr>
<td>Good Sportsmanship ........ 12</td>
</tr>
<tr>
<td>Kyrene Sportsmanship Agreement ........ 12</td>
</tr>
<tr>
<td>Reinstatement/Suspension During Season ........ 12</td>
</tr>
<tr>
<td>Supervision of Students ........ 12</td>
</tr>
<tr>
<td>Tournaments ........ 12</td>
</tr>
<tr>
<td>Student Injury and Accident Report ........ 12</td>
</tr>
<tr>
<td>Transportation To/From Athletic Events ........ 12</td>
</tr>
<tr>
<td>Coaching Qualifications ........ 12</td>
</tr>
<tr>
<td>GENERAL INFORMATION AND MIDDLE SCHOOL ATHLETICS ........ 13</td>
</tr>
<tr>
<td>School Breakfast and Lunch Program ........ 13</td>
</tr>
<tr>
<td>Emergency Drills ........ 13</td>
</tr>
<tr>
<td>Restructured Week for Professional Development ........ 13</td>
</tr>
<tr>
<td>Qualified Substitute Teachers ........ 13</td>
</tr>
<tr>
<td>Building Regulations ........ 13</td>
</tr>
<tr>
<td>Birthday, Other Celebrations and Nutrition Standards ........ 13</td>
</tr>
<tr>
<td>End of Year Parties ........ 14</td>
</tr>
<tr>
<td>Off-Campus After-Hours Student Parties ........ 14</td>
</tr>
<tr>
<td>Gifts for Teachers ........ 14</td>
</tr>
<tr>
<td>Lost and Found ........ 14</td>
</tr>
<tr>
<td>Visitors to Schools ........ 14</td>
</tr>
<tr>
<td>Signing Students In and Out ........ 14</td>
</tr>
<tr>
<td>Pets and Other Animals ........ 14</td>
</tr>
<tr>
<td>School Pictures ........ 14</td>
</tr>
<tr>
<td>Campus Passes ........ 14</td>
</tr>
<tr>
<td>Use of Restrooms ........ 14</td>
</tr>
<tr>
<td>Student Use of Phones and Messages ........ 14</td>
</tr>
<tr>
<td>Student Activities and Services ........ 15</td>
</tr>
<tr>
<td>Student Council ........ 15</td>
</tr>
<tr>
<td>Personal Property ........ 15</td>
</tr>
<tr>
<td>Recitation of the Declaration of Independence ........ 15</td>
</tr>
<tr>
<td>SCHOOL GUIDELINES - MEDIA CENTER AND TECHNOLOGY .... 15</td>
</tr>
<tr>
<td>Media Center Behavior and Use ........ 15</td>
</tr>
<tr>
<td>Technology Resources in Education ........ 15</td>
</tr>
<tr>
<td>Instructional Assurances ........ 15</td>
</tr>
<tr>
<td>Appendix A STUDENT RECORDS .......... 16</td>
</tr>
<tr>
<td>Appendix B NOTIFICATION OF RIGHTS ........ 16</td>
</tr>
<tr>
<td>UNDER THE PROTECTION OF PUPIL RIGHTS ........ 16</td>
</tr>
<tr>
<td>APPENDIX C PARENTS’ GUIDE TO CHILD ABUSE REPORTING REQUIREMENTS FOR SCHOOL PERSONNEL .... 17</td>
</tr>
<tr>
<td>What triggers an obligation to report? ........ 17</td>
</tr>
<tr>
<td>Who makes the report? ........ 17</td>
</tr>
<tr>
<td>When must the report be made? ........ 17</td>
</tr>
<tr>
<td>To whom is the report made? ........ 17</td>
</tr>
<tr>
<td>When can the school district begin its investigation? ........ 17</td>
</tr>
<tr>
<td>APPENDIX D RIGHTS OF HOMELESS STUDENTS .......... 17</td>
</tr>
<tr>
<td>Equal Opportunity .......... 18</td>
</tr>
<tr>
<td>Exercise of Free Expression ........ 18</td>
</tr>
<tr>
<td>Equal Educational Opportunities ........ 18</td>
</tr>
<tr>
<td>Compliance Officer ........ 18</td>
</tr>
<tr>
<td>Complaint Procedure ........ 18</td>
</tr>
<tr>
<td>STUDENT ATTENDANCE ........ 21</td>
</tr>
<tr>
<td>The Importance of Attendance ........ 21</td>
</tr>
<tr>
<td>School’s Responsibility ........ 21</td>
</tr>
<tr>
<td>Parents/Legal Guardian’s Responsibility ........ 21</td>
</tr>
<tr>
<td>Student Responsibility ........ 21</td>
</tr>
<tr>
<td>Absences from School ........ 21</td>
</tr>
<tr>
<td>Excused Absences ........ 21</td>
</tr>
<tr>
<td>Unexcused Absences ........ 21</td>
</tr>
<tr>
<td>Truancy ........ 21</td>
</tr>
<tr>
<td>Late Arrivals for School, Early Departures for School ........ 21</td>
</tr>
<tr>
<td>Unexcused Tardy ........ 21</td>
</tr>
<tr>
<td>Excused Tardy ........ 21</td>
</tr>
<tr>
<td>Open Enrollment Policy - Absences ........ 21</td>
</tr>
<tr>
<td>Homework Requests (Absence) ........ 21</td>
</tr>
<tr>
<td>Truancy ........ 21</td>
</tr>
<tr>
<td>Signing Students In and Out ........ 22</td>
</tr>
<tr>
<td>STUDENT BEHAVIOR ........ 22</td>
</tr>
<tr>
<td>Roles and Responsibilities ........ 22</td>
</tr>
<tr>
<td>Positive Behavior and Intervention Support ........ 22</td>
</tr>
<tr>
<td>PBIS and Discipline ........ 22</td>
</tr>
<tr>
<td>PBIS and the Discipline Matrix ........ 22</td>
</tr>
<tr>
<td>STUDENT DISCIPLINE ........ 23</td>
</tr>
<tr>
<td>General Philosophy ........ 23</td>
</tr>
<tr>
<td>Roles and Responsibilities ........ 23</td>
</tr>
<tr>
<td>Student Expectations ........ 23</td>
</tr>
<tr>
<td>Threat/Interference to an Educational Institution ........ 23</td>
</tr>
<tr>
<td>Conduct Referral ........ 23</td>
</tr>
<tr>
<td>Personal Conference ........ 23</td>
</tr>
<tr>
<td>Formal Plan Conference ........ 23</td>
</tr>
<tr>
<td>Parent Involvement ........ 23</td>
</tr>
<tr>
<td>Restitution ........ 23</td>
</tr>
<tr>
<td>Detention and Time Out ........ 24</td>
</tr>
<tr>
<td>Restriction of Privileges ........ 24</td>
</tr>
<tr>
<td>Social Probation ........ 24</td>
</tr>
<tr>
<td>Community Service ........ 24</td>
</tr>
<tr>
<td>Middle School In-School Intervention ........ 24</td>
</tr>
<tr>
<td>Elementary In-School Intervention ........ 24</td>
</tr>
<tr>
<td>Parent/Guardian Release ........ 24</td>
</tr>
<tr>
<td>Removal of a Student from a Classroom ........ 24</td>
</tr>
<tr>
<td>Student Rights ........ 24</td>
</tr>
<tr>
<td>Notice of Student Behavior Expectations ........ 24</td>
</tr>
<tr>
<td>Discipline of Students with Disabilities ........ 24</td>
</tr>
<tr>
<td>Student Due Process Rights ........ 24</td>
</tr>
<tr>
<td>Short-Term Suspension ........ 24</td>
</tr>
<tr>
<td>Long-Term Suspension ........ 24</td>
</tr>
<tr>
<td>Expulsion ........ 24</td>
</tr>
<tr>
<td>Guidelines for Searches and Confiscation of Items ........ 24</td>
</tr>
<tr>
<td>Student Searches ........ 25</td>
</tr>
<tr>
<td>Use of Physical Force ........ 25</td>
</tr>
<tr>
<td>Confiscation of Items ........ 25</td>
</tr>
<tr>
<td>Interrogations ........ 25</td>
</tr>
<tr>
<td>School Guidelines - School Grounds ........ 25</td>
</tr>
<tr>
<td>Classroom Expectations ........ 25</td>
</tr>
<tr>
<td>Science and Exploratory Laboratories ........ 26</td>
</tr>
<tr>
<td>Guidelines for Inappropriate Items ........ 25</td>
</tr>
<tr>
<td>Students and Cellular Phones ........ 25</td>
</tr>
<tr>
<td>Guidelines for Food and Gym ........ 26</td>
</tr>
<tr>
<td>Cafeteria Behavior ........ 26</td>
</tr>
<tr>
<td>Drinking Fountain Behavior ........ 26</td>
</tr>
<tr>
<td>Restroom Behavior ........ 26</td>
</tr>
<tr>
<td>Extra-Curricular Activities and Dance (Middle School) ........ 26</td>
</tr>
<tr>
<td>Dress and Grooming at School ........ 26</td>
</tr>
<tr>
<td>Technology ........ 27</td>
</tr>
<tr>
<td>Student Honesty Policy ........ 27</td>
</tr>
<tr>
<td>Student Disciplinary Action ........ 27</td>
</tr>
<tr>
<td>The Kyrene School District is a Designated “Drug Free School Zone” ........ 27</td>
</tr>
<tr>
<td>School Guidelines: Getting To and From School ........ 28</td>
</tr>
<tr>
<td>Walking To and From School ........ 28</td>
</tr>
<tr>
<td>Riding Bicycles To and From School ........ 28</td>
</tr>
<tr>
<td>Range of Consequences for Violating Bicycle Rules ........ 28</td>
</tr>
<tr>
<td>Motorized Vehicles ........ 28</td>
</tr>
<tr>
<td>Skates ........ 28</td>
</tr>
<tr>
<td>Bus Loading Zones ........ 28</td>
</tr>
<tr>
<td>Arrival Time ........ 28</td>
</tr>
<tr>
<td>Dismissal Time ........ 28</td>
</tr>
<tr>
<td>Talking to Strangers ........ 28</td>
</tr>
<tr>
<td>Bus Passes ........ 29</td>
</tr>
<tr>
<td>Bus Conduct ........ 29</td>
</tr>
<tr>
<td>Bus Transportation ........ 29</td>
</tr>
<tr>
<td>Conduct at the Bus Stop ........ 29</td>
</tr>
<tr>
<td>Conduct on the School Bus ........ 29</td>
</tr>
<tr>
<td>Bus Rules ........ 29</td>
</tr>
<tr>
<td>School Bus Safety Code ........ 29</td>
</tr>
<tr>
<td>Consequences of Misconduct (Bus) ........ 29</td>
</tr>
<tr>
<td>LEVEL II ........ 29</td>
</tr>
<tr>
<td>LEVEL III ........ 29</td>
</tr>
<tr>
<td>Level I ........ 30</td>
</tr>
<tr>
<td>Level II ........ 30</td>
</tr>
<tr>
<td>LEVEL III ........ 30</td>
</tr>
<tr>
<td>CATEGORIES OF STUDENT CONDUCT AND CONSEQUENCES .......... 31</td>
</tr>
<tr>
<td>Grades K-3 Level I ........ 31</td>
</tr>
<tr>
<td>Grades K-3 Level II ........ 32</td>
</tr>
<tr>
<td>Grades K-3 Level III ........ 35</td>
</tr>
<tr>
<td>Grades 4-5 Level I ........ 37</td>
</tr>
<tr>
<td>Grades 4-5 Level II ........ 38</td>
</tr>
<tr>
<td>Grades 4-5 Level III ........ 41</td>
</tr>
<tr>
<td>Middle School Level I ........ 43</td>
</tr>
<tr>
<td>Middle School Level II ........ 44</td>
</tr>
<tr>
<td>Middle School Level III ........ 47</td>
</tr>
</tbody>
</table>
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.

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.

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, parent 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 Your Teacher and a Curriculum Night at the beginning of the school year. We encourage all parent(s)/legal guardian(s) to attend. Teachers will give a brief presentation regarding the curriculum, academic expectations, and behavioral guidelines.

Parent/Teacher Conferences

Kyrene schools value communication with parent(s)/legal guardian(s). You are encouraged to work with your child’s teachers in finding the best way to meet your child’s individual learning needs. Parent(s)/legal guardian(s) 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 parent(s)/legal guardian(s) 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, and student activities and achievements. Occasionally other materials and bulletins may be sent to families. Most of our communication will be done through email messages but students may be asked to take notices and news home.

Family Resource Center

The Family Resource Center provides free, confidential resources to families in need. These resources include school supplies, food, clothing and resource referral. The Kyrene Family Resource Center is open to all children, families and employees in Kyrene. For more information or to volunteer, call 480-541-4772 or visit www.kyrenefoundation.org.
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(s) or legal guardian(s) must provide:

- An original birth certificate with the state seal 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.
- State or Government issued photo identification verifying the identity of parent (per birth certificate) or legal guardian (per court or other legal documentation) registering child for school.
- 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.

Step-parents and other extended family members may not enroll students unless they are the legal guardian(s) identified in current, legal court documents.

Open Enrollment Policies

Kyrene School District offers open enrollment to all children in accordance with State statute. Open enrollment is available to any student who lives within or outside the Kyrene School District’s boundaries.

Beginning the 2016-17 school year, acceptance as an open enrollment student is on a year-by-year basis and subject to application and/or review each year.

The following students must complete the open enrollment form:

- Students who have attended another school district
- Students who have attended a home school
- Students who have attended another Kyrene School District school
- Students who have been expelled from another school or another school district
- Students who have been incarcerated in a juvenile detention facility
- Students who have been suspended for a cumulative total of ten days or more
- 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. 15-802 (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.” A child failing to attend school during the hours school is in session is truant unless excused pursuant to A.R.S. 15-803, 15-803, 15-901.
- Excessive absences are defined as excused and unexcused absences totaling 18 days or more per school year or nine (9) absences per semester and may result in consequences including failure or retention (I-7200 IKE)
- The student is not 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.
- The Director of Special Education will be consulted concerning students with disabilities (504 or IEP) who may be denied admission or readmission to the District under this policy.

Visit www.kyrene.org or call 480-541-1516 for more information.

Admission to Kindergarten

For admission to kindergarten, children must be five years old before September 1 of the current school year. Children born between September 1 and December 31 may apply for an exception. Exceptions may be granted when it is determined to be in the best interest of the child.

Procedures for Kindergarten Early Admission request are as follows:

1. The parents/legal guardian will attend a Kindergarten Early Admissions Informational Meeting.
2. The parent(s)/legal guardian(s) will complete and submit a Kyrene Kindergarten Early Admissions Application.
3. The parent(s)/legal guardian(s) will complete and submit the Kyrene Kindergarten Early Admissions Parent Checklist.
4. The District Kindergarten Specialist will review the application and checklist.
5. The child will attend a screening with a kindergarten teacher and/or District administrator.
6. The District administrator will communicate the final decision to the parent(s)/legal guardian(s). This will take place within two (2) weeks after the completion of the steps above. The District administrator has final approval. There is no appeal process.
7. After any age exception is granted, the District may reconsider its decision within the first 90 days of the child’s attendance.

No age exceptions will be granted after the start of the first day of the school year.

Admission to First Grade

For admission to first grade, children must be six years old before September 1 of the current school year. Children born between September 1 and December 31 may apply for an exception. Exceptions may be granted when it is determined to be in the best interest of the child. Please call 480-541-1258 if interested in more specific information.

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 reading items on the annual State reading test, they will be not promoted to fourth grade. This law addresses a parent(s)/legal 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.

If you have questions or would like more information on this law, the full document can be found online at http://azleg.gov/ArizonaRevisedStatutes.asp?Title=15.
**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(s)/legal guardian(s) prior to school attendance. See the Health Services section of this handbook for the immunizations required.

**Insurance**

It is the responsibility of the parent(s)/legal guardian(s) 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(s)/legal guardian(s) 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(s)/legal guardian(s) who has a court order restricting the rights of the other parent(s)/legal guardian(s) 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. (Policy reference IKE, IKE-R)

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/legal guardian chooses not to accept a decision of the teacher as provided in state statute, the parent(s)/legal guardian(s) 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 parent(s)/legal guardian(s) 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, parent(s)/legal guardians(s) 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 parent(s)/legal guardian(s). 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
- Parent(s)/legal guardian(s) 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 extra-curricular 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:** Item 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 parent(s) or legal guardian(s) 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 parent(s)/legal guardian(s), 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 parent(s)/legal guardian(s) 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 State Board of Education initiated the Declaration of Curricular and Instructional Alignment to the Arizona Academic Standards to provide affirmation that the central components of standards-based education are in effect at every level in every school district in the State. These components are the organizational foundation for successful student achievement of the skills and knowledge of the Standards. The Standards also form the basis of the federal Every Student Succeeds Act (ESSA). Kyrene principals have declared their commitment to the teaching of the standards that have been identified by the Arizona Department of Education. 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 exploratory courses. The core courses provide the continued learning of primary objectives, while the exploratory courses broaden students’ knowledge through exposure to a variety of different subject areas.

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

Advanced courses are offered at every middle school. The goal of the advanced program is to provide identified students with appropriate instruction. Students are evaluated for consideration in any advanced course.

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/legal 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 task force consisting of teachers and other staff members evaluates and recommends textbooks for adoption by the Governing Board (Policy reference UIJ).

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 activities (middle school dances, sports, clubs, etc.) privileges 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 discovery 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 parent(s)/legal guardian(s) 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 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/Legal guardian conferences are held in the fall and the spring.
- Written progress reports are sent home in the winter and at the end of the year.

**Middle School**

- 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 done 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.

**Middle School Students:** The Tempe Union High School District requires assessment of students in high school credit classes, such as Spanish 1-2, Algebra, and Honors Geometry. 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 at various times throughout the school year. Opportunities are published in school newsletters at each school.

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/legal 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 480-541-1208.
**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 requires 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 on the needs of the student.

Our District believes in the importance of parent participation and collaboration. The Kyrene Special Education Parent Advisory Council (KSEPAC) meets regularly to provide education and support to parents and educators around special education.

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**
The purpose of Section 504 is to provide equal access to all students with mental or physical disabilities which may substantially limit a major life activity like learning. For a student to qualify for Section 504 protection, the student must meet three criteria: (1) has a mental or physical impairment that substantially limits one or more major life activities, including learning; or (2) has a record of such impairment; or (3) is regarded as having such impairment. If the student has an impairment that substantially limits a major life activity, the impairment is a qualifying disability if it creates a significant barrier to the student’s ability to access the same educational opportunities afforded to non-disabled students.

It is important to understand that all three criteria must be met before the student is eligible for Section 504 protection. 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, age is 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 Preschool Program**
The Kyrene Preschool Program offers a developmental curriculum aligned with early literacy, language and math for children between the ages of 3 and 5 years. The program is designed for typically developing preschoolers and preschoolers identified as having disabilities. Program goals are to enhance language skills so that all our children learn to interact with others in appropriate ways; encourage creativity and a love of learning; and improve motor and self-help skills.

Each class is instructed by a certified teacher and trained paraprofessionals, with a speech/language specialist providing service and support. Classes include approximately 16 students, some with disabilities and some who are typically developing, tuition-paying students. Classes are 3 hours long and we offer a 4-day program with AM and PM sessions. 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 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, skin rash, headache or pain. Please do not send your child to school when he/she is ill.

Any student with a temperature of 101º F or higher should not attend school. Children 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/legal guardian or another authorized adult available at all times to pick up a child who is ill or injured. If both parents/legal guardian(s) are unavailable, the school will begin calling the adults listed by the parents on the Emergency Card.

**Important:** Please inform the school immediately of any phone number or address changes. New proof of residence is required for all address changes.

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

**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.

**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

Kyrene School District provides two vaccine clinics monthly. Check with the Health Office or www.kyrene.org for clinic dates, times and locations. 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 for the following:

- Medical reasons - permanent or temporary
- Personal beliefs
- Documentation of adequate immunity

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 and JLCD-R. The following is required:

- All medications should 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 baggies will be accepted.
- Sample prescription medication must be accompanied by a prescription. The parent/legal guardian must complete a 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.
- Acetaminophen will be available in the school Health Office and may be administered to students in K-8th grades with written parental permission. 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.
- The Arizona Department of Health Services will not allow preschool children to receive stock medications of any form.
- A doctor’s authorization should 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, Neosporin ointment, or cough drops.

Health Screening

Hearing and Vision Screening

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

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

Scoliosis Screening

Scoliosis screening is available upon request.

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 JLCD requires that students be excluded from school if it is suspected that they have a communicable disease. Early recognition of a communicable disease is of prime importance. Common examples are:

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

- **Pinkeye**
  - Pinkeye (conjunctivitis) may be caused by bacteria, virus or allergy. Symptoms include: watering; irritation and redness of the white part of the eye and/or the lining of the eyelids; swelling of the eyelids; sensitivity to light; and a puss-like discharge. Pinkeye may be spread from person to person by contact with discharge from the infected person’s eyes. When a child is sent home because of pinkeye symptoms, the parent/legal guardian will be asked to call a doctor and report the symptoms. The doctor will decide if an antibiotic medication is necessary. If medication is prescribed, the child may return to school after using the medication for 24 hours.

- **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 JLCD).

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/legal 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, by definition, is not curable, requires continuous treatment, and may persist for a lifetime. Examples include, but are not limited to, asthma, diabetes, allergies, genetic disorders, immunological disorders, cancer, orthopedic conditions, neuromotor disorders, and mental health disorders. If your child has a chronic health condition that may cause him/her to miss school, please contact your school Health Assistant, who will notify the District Nurse for further follow-up.

- **Asthma**
  - Asthma is a common chronic airway (lung) disorder that can cause coughing, wheezing, breathlessness, and chest tightness. Asthma control is accomplished by avoiding triggers and by taking medication. Asthma medication can be given to your child at school. Contact the school Health Assistant for a care plan and medication card.

Severe Allergies

Parents of children with a severe allergy should contact their child’s school Health Office upon enrolling their child. The parent will be asked to complete an allergy care plan that will be reviewed by the school health team. Parents should provide the school with medication for anaphylaxis.
Special Dietary Needs
Parents of students with special dietary needs, documented by a licensed physician, should contact the School Health Assistant to obtain and complete the “Medical Statement for Student with Special Diet Needs” form. These forms will be reviewed by a District Nurse and Registered Dietitian to determine if a student is eligible for this program.

Physical Education Excuses
A student may be excused from Physical Education for three days upon written request from a parent/legal 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
If a student is hospitalized, has surgery, suffers a major injury, is cast or is absent from school for medical concerns, a note should be written by their medical provider prior to their return to school. This medical release should include a date to return to school, any health concerns or accommodations while in school, and the reason for their absence. Further information regarding Health Services can be found at www.kyrene.org/HealthServices.

COMMUNITY EDUCATION SERVICES

Adult Education
Community Education offers a variety of 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. Classes are offered at schools throughout the District. The department also provides a wide range of online classes.

Kyrene Kids Club
Kyrene School District sponsors out of school time programs at most schools. Kyrene Kids Club offers high-quality, low-cost programs to students. Before and after school programs, early release care, emergency childcare, summer programs, and holiday and vacation camps are offered.

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.

Kyrene Kids Club Early Learning Centers
(3-5 year olds not yet in Kindergarten)
The Early Learning Centers incorporate age-appropriate activities that help children reach their full potential cognitively, emotionally, physically, and socially. Our approach is hands-on and child-centered, and encourages children to learn at their own pace. We base our developmentally-appropriate activities on a philosophy of learning through guided play as we help prepare children for Kindergarten in Kyrene. Children must possess self-sufficient toileting skills in order to attend. Multiple program options (number of days per week, hours per day, etc.) are available to meet your family needs.

Arts Integrated Early Learning Center
Using a multi-aged approach to early education that allows children to learn naturally through their distinctive learning styles, the hands-on program design meets the individual developmental needs of all children through creativity, imagination, exploration, and active participation. Early learning standards are seamlessly taught by nurturing individual creative expression through music, movement, literature, fine arts, and drama. Staff help children reach their full potential across developmental domains (cognitive, physical, adaptive, and social-emotional) and meet important milestones using best practice early childhood techniques.

Bienvenidos Early Learning Center “A foreign language immersion program”
Using instruction in both English and Spanish, this unique early learning center supports the individual discovery and learning styles of young students through hands-on activities and is designed for children already proficient in English. We know that children progress in multi-age classrooms; therefore, we integrate three, four, and five-year-olds together. Program staff are bilingual in both English and Spanish and will help introduce children to the Spanish language using immersion techniques.

Early Learning Academy
Following the Kyrene Traditional Academy mission, this early learning program combines both a child-initiated and teacher-directed approach to learning. Teachers will be trained in the Spalding Method and complete screenings on each child to provide a personalized learning experience.

Project Based Early Learning Center
Through project-based learning, the concepts of problem solving, creativity and investigation will be introduced and reinforced to our early learners. Activities support developing early critical thinking skills and global mindedness.
Reggio Emilia Inspired Early Learning Center
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.

School Closure Camps
At selected sites, Kids Club offers camps during some school closure days for a separate fee. Camp 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 camp 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.

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 and Kyrene de la Mariposa. 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, 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.

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, 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, 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 480-541-1500.

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, 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 the school year. Regular season win/loss records are not kept. 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. Private and charter school students are not eligible to participate. Home-schooled students are eligible to participate if they meet the requirements listed below. Home-schooled students are eligible to participate at the school within the school boundaries they reside.
- 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.
- A completed Athletic Participation Card must be on file in the Student Services office at your school before a student is allowed to practice or tryout for a team.

The Athletic Participation Card 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, signed 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. Parental permission to participate.
5. A Participation Fee Agreement Form must be signed by the parent/legal guardian(s).

An Academic Rating Sheet, completed by each teacher, will be turned in to Student Services by each student. A copy of this sheet is then given to the coach and 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 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.

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.

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).

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.

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 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.

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 generally last one and one-half to 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/legal 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/legal 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 the following “Kyrene Sportsmanship Agreement” to help ensure a positive experience for all.

**Kyrene Sportsmanship Agreement:**

- Encourage good sportsmanship by using positive comments for all players, coaches, and officials.
- Understand that players, coaches, and officials can (and will) make mistakes. We agree to be supportive of all participants, thereby ensuring an enjoyable experience for all.
- We understand that spectators who do not adhere to these guidelines may be asked to leave the event and may be banned from all future athletics 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, evenings, and Saturdays. If the game is an evening or a Saturday 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. Teams may participate in one outside tournament during or after the post season conference 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/legal guardian as soon as possible

Parents/legal guardians must complete the Athletic Participation Card 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 District employees may drive a school van. No more than ten students may ride in a van. 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 will be taken on the bus or van by the coach. Athletes must return on the bus or van in which they traveled unless a parent/legal 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/legal guardians will be given the opportunity to complete a program/coach evaluation form at the end of the 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 with eFunds by visiting www.kyrene.org/FoodServices. Students who do not have cash or lunch money in their account will not be provided a regular meal. 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. For more information regarding unpaid meals, please reference Kyrene Governing Board Policy EFDA.

The Kyrene School District participates in a federally-subsidized program, the National School Lunch Program (NSLP), which is 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 sent home with students at the beginning of the school year. Applications may be obtained from the school office or completed online at www.kyrene.org/FoodServices.

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.

Parents/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 480-451-1660.

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 curriculum 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 KL, KL-R). We ask that visitors and volunteers refrain from bringing students’ younger siblings or other non-students with them to the school.

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.

**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)

**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/legal 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 all 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 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:

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

- Receive notice and an opportunity to opt a student out of:
  1. Any other protected information survey, regardless of funding;
  2. 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
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

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

The District has policies in place, L/C/LC/EA/LC-EB/LC-EC and JR/JR-R, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will keep the parents informed of any substantive changes. The District will also directly notify parents and eligible students, such as through U.S. Mail or email, and/or via the student handbook at least annually at the start of each school year of the specific or approximate dates of the following activities, if there are any scheduled, or will provide reasonable notification of the activities and surveys scheduled after the school year starts, and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by U.S. Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Arizona Department of Education, Exceptional Student Services
1535 W. Jefferson, BIN 24, Phoenix, AZ 85007
Family Policy Compliance Office, U.S. Department of Education
400 Maryland Avenue, SW, Washington, DC 20202-4605, 602-542-4013
**APPENDIX C**

**PARENTS’ GUIDE TO CHILD ABUSE REPORTING REQUIREMENTS FOR SCHOOL PERSONNEL**

The duty to protect children from child abuse, sexual abuse and neglect is one that is incumbent on every school district employee. It is important that parents and families understand these obligations and the ramifications for school personnel. The following guidelines are designed to clarify what these obligations are.

**What triggers an obligation to report?**

A.R.S. §13-3620 provides, in part, that “any person who reasonably believes that a minor is or has been the victim of physical injury, abuse, child abuse, a reportable offense or neglect that appears to have been inflicted on the minor by other than accidental means or that is not explained by the available medical history as being accidental in nature...shall immediately report or cause reports to be made of this information to a peace officer or to the Department of Child Safety in the Department of Economic Security.”

If a school employee hears a rumor, overhears a conversation, or by any other means, becomes aware or has a reasonable belief that a child may be the subject of physical injury, sexual abuse, 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.

**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 any certified employee who is under investigation until a report of the allegations has been made to the State Board of Education.

**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.

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**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](http://www.azed.gov/populations-projects/home/homeless)
- [www.kyrene.org/Page/28455](http://www.kyrene.org/Page/28455)

Or contact:

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

**Arizona Department of Education**
**Homeless Education Coordinator**
1535 W. Jefferson Street, Phoenix, AZ 85007
602-542-4963
frank.migali@azed.gov
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 complaint 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 480-541-1111.

Complaint Procedure

The District has adopted this internal complaint procedure per our nondiscrimination 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: 480-541-1111. 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.

Regulation AC/AC

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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 2017-18

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/Legal Guardian’s Responsibility
Parents/Legal 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/legal 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: an afternoon 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/legal 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/legal guardian 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 an entire school day and does not have an acceptable excuse*.
- The parent/legal 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/legal 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) must notify the school of their tardiness.

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

Excused Tardy
Tardies will be excused when the Parent or Legal 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.

Open Enrollment Policy Regarding Absences
The following circumstances may result in the denial of admission/re-admission or permission to transfer of an open enrollment student:

- 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.” A child failing to attend school during the hours school is in session is truant unless excused pursuant to A.R.S. 15-802, 15-803, 15-901
- Excessive absences are defined as excused and unexcused absences totaling 18 days or more per school year or nine (9) absences per semester and may result in consequences including failure or retention (I-7200 IKE)

Homework Requests during Absence
Requests for homework may be made through the attendance office by the parents/legal 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.

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 school 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 legal 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 parent/legal 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.

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.

STUDENT BEHAVIOR

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 tardies. 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.
STUDENT DISCIPLINE

Students who feel safe at school perform better academically than students who do not feel safe. Arizona Safety Accountability for Education (A2SAFE) 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/legal 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.

Student Expectations

Each student is responsible for helping to create and maintain a school environment which is safe and conducive to learning. He/she shall:

- Model acceptable behavior at school.
- Be responsible for his/her own actions and the consequences of those actions.
- Show consideration and respect for fellow students, for the school staff members, and for school property.
- Display physical and verbal self-control and seek other methods of dealing with problems.
- Confer with his/her parents, teachers, and the principal in solving reoccurring discipline problems.
- Participate in the development of the school's student behavior expectations.
- Work towards understanding and displaying self-discipline. Recognize that students are in school to learn and that order and structure help to create an environment where safe, productive and uninterrupted learning can occur.

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 legal guardian(s) participate in the mediation, community service, restitution, or other program(s) in which the parent(s) or guardian(s) takes 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/legal guardian and a copy is maintained in the student conduct file. In cases of a serious violation, the parent/legal 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/legal 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/legal guardians are liable for damage done by their children. In any situation in which damages to school property occur, the student or parents/legal 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/legal 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 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.

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/legal 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 recommend-ations, 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/legal 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 JKH): 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 reason-
able, 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/legal
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 JH.

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

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 30 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. on
  Wednesdays, all other days at 5:00 p.m. (Middle School)
- Students must use appropriate language and voice volume at
  all times.
- Students must walk 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,
porcelain, pepper spray/mace, shaving cream, “silly string”, “Slam” books,
nerf, spiky cap, snap cap, smoke/stink bombs, inappropriate stickers, sunflower seeds, toys,
water guns, weapons, or any other item deemed inappropriate.

MP3 players or iPads, 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 Cellular Phones
Many parents choose to have their child carry a cellular telephone as a means
of before and/or after school communication and for safety purposes. Cellular
telephones 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, 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.
Students who utilize technology resources and the Internet at school agree to investigate complaints by other users.

- **Full responsibility for the security of their personal files.**
- **Evidence of such gang-related dress, grooming, language, and/or behavior may include but is not limited to:**
  - Clothing, hats, bandanas, hairnets, or other paraphernalia that is associated with a gang or gangs.
  - 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, inappropriate, 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 behavior 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.

**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, always looking both ways for oncoming 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.

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 30 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/legal guardian with the reason for the request must be presented to the school office at the beginning of the school day.

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 EEA)

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/legal 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 want him/her 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/legal 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 and/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
- Respect your driver and other students.
- Keep your hands to yourself.
- Stay in your assigned seat facing the front with your feet on the floor and out of the aisle.
- If seat belts are available, they must be worn.
- No eating or gum chewing. Drinking water from a plastic water bottle is permissible.
- Do not display any verbal behavior that disrupts the ride (shouting, singing, or profanity, etc.). Talk in a quiet voice.
- No skateboards of any size, roller skates or in-line skates or any similar object allowed on buses.
- You may quietly use electronics as long as you do not disturb others or the driver.
- Taking pictures or video is prohibited.
- The bus and bus stops are an extension of your school. All other school rules apply while riding on the school bus.

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 you respect the school bus. 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, 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)/legal 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)/legal 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 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/legal 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.

Grades K-3 Conduct Infractions and Consequences

Level I Conduct Infractions and Consequences

Level I disciplinary infractions are addressed by the Principal or designee and rise to the level of a formal conduct referral documented on the student’s conduct record. Bus disciplinary infractions are managed in collaboration with the appropriate bus supervisor. Level I conduct infractions are major, office managed offenses in alignment with the school’s Student Behavior Management Process, but minor related to higher-level infractions. School based alternatives, bus and/or school suspension, intervention, or prevention are possible consequences of the behavior depending upon the facts of the situation. Further disciplinary action shall be optional at the discretion of the principal. Administrators have discretion when determining consequences for students based upon the students' conduct history, the facts around an incident, the student’s response to interventions, and the student’s level of remorse and taking responsibility for his or her actions. Disciplinary consequences that are ten or less days off of campus suspension are at the discretion of the principal and are not appealable.

<table>
<thead>
<tr>
<th>CATEGORIES OF STUDENT CONDUCT AND CONSEQUENCES</th>
<th>Less Serious Behavior</th>
<th>Moderately Serious or Repeated Behavior</th>
<th>More Serious or Repeated Behavior</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aggression</td>
<td></td>
<td></td>
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<tr>
<td>Defiance, Disrespect towards</td>
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<td>Authority, Non-Compliance</td>
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<tr>
<td>Disruption</td>
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<tr>
<td>Language, Inappropriate</td>
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<tr>
<td>Incitement/Provocation</td>
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<tr>
<td>Minor Aggressive Act</td>
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<tr>
<td>Recklessness</td>
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<tr>
<td>Attendance Policy Violation</td>
<td></td>
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<tr>
<td>Consistently Late to Bus Stop</td>
<td></td>
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<tr>
<td>Leaving School Grounds or Supervised Area</td>
<td></td>
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<tr>
<td>Tardy</td>
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<td>Truancy</td>
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<tr>
<td>*Unexcused Absence</td>
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<tr>
<td>Lying or Cheating</td>
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<tr>
<td>Cheating</td>
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<tr>
<td>Lying</td>
<td></td>
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<tr>
<td>Other School Violations</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Contraband</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Dress Code Violations</td>
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<tr>
<td>Graffiti</td>
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<tr>
<td>Property Damage</td>
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<tr>
<td>Selling, Trading</td>
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<tr>
<td>Unauthorized Areas</td>
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*Reported to ADE. **Mandated to report to local law enforcement, also ADE.
Grades K-3 Conduct Infractions and Consequences

K-3 Level II Conduct Infractions and Consequences

Level II disciplinary infractions are addressed by the Principal or designee and rise to the level of a formal conduct referral documented on the student’s conduct record. Bus disciplinary infractions are managed in collaboration with the appropriate bus supervisor. Level II conduct infractions are major, office managed offenses in alignment with the school’s Student Behavior Management Process, but minor related to higher-level referrals. School based alternatives, bus and/or school suspension, intervention, or prevention are possible consequences of the behavior depending upon the facts of the situation. A Level II infraction is more serious than a Level I infraction, but less serious than a Level III infraction. School based alternatives, bus and/or school suspension, intervention, or prevention are possible consequences of the behavior depending upon the facts of the situation. Further disciplinary action shall be optional at the discretion of the principal.

Level II discipline responses generally range from three to ten days of off campus suspension. Repeated Level II behaviors or behaviors that more significantly disrupt the learning environment will be treated as a higher-level infraction with increased consequences. School administrators have discretion when determining consequences for students based upon the student’s conduct history, the facts around an incident, and the student’s level of remorse and taking responsibility for his or her actions.

Disciplinary actions of ten days off campus suspension or less are at the discretion of the principal and are not appealable.

### Level II Conduct Infractions and Consequences

<table>
<thead>
<tr>
<th>Less Serious Behavior</th>
<th>Moderately Serious or Repeated Behavior</th>
<th>More Serious or Repeated Behavior</th>
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</thead>
<tbody>
<tr>
<td>□ Parent/Guardian Contact</td>
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<tr>
<td>□ Parent/Guardian/Student/Teacher Conference</td>
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<tr>
<td>□ Lunch or Afterschool Detention</td>
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<tr>
<td>□ School-based community service</td>
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<tr>
<td>□ Up to three days off campus suspension</td>
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<tr>
<td>□ Loss of privileges/participation in extracurricular or school-sponsored activities</td>
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<tr>
<td>□ Behavior Plan/Discipline Plan/Attendance Contracts</td>
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<tr>
<td>□ Restitution</td>
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<td>□ Confiscation of items or contraband disruptive to the learning environment</td>
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<td>□ Other school-based alternatives, as established at each school site</td>
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<tr>
<td>□ Loss of bus riding privileges for up to five days</td>
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<tr>
<td>□ Truancy Meeting/Communication</td>
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<tr>
<td>□ Loss of academic credit (for Plagiarism/Academic Dishonesty)</td>
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<tr>
<td>□ Up to five days off campus suspension</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Loss of bus riding privileges for up to 10 days</td>
<td></td>
<td></td>
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<tr>
<td>□ Up to 10 days off campus suspension</td>
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<tr>
<td>□ Loss of bus riding privileges for up to the remainder of the school year</td>
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</tbody>
</table>

#### Aggression

- **Assault (Without Injury)**: 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.
- **Defiance or Disrespect Toward Authority or Non-Compliance**: Student engages in refusal to follow direction, talks back, uses abusive language, or delivers socially rude interactions toward an adult. Continued behaviors after previous warning, consequence, intervention, or associated with some form of physical aggression or threat.
- **Disorderly Conduct**: 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, refusing to obey a request. Delinquent behavior shown to bus driver or assistant; spitting on the bus; throwing objects at the bus.
- **Fighting (Minor or No Injuries)**: Mutual participation in an incident involving physical violence, where there is no major injury.
- **Incitement/Provocation**: Inappropriate use of language or gestures that antagonizes or provokes another, disrupts the learning environment, or results in a fight or other aggression. Transmission of information with the intent to inflame a situation and/or encourage aggression or violence. Obscene language or gestures; spitting on or at another individual.
- **Recklessness**: Unintentional or intentional careless behavior that may pose a safety or health risk for self or others. Behavior is more serious in nature. Examples include, but are not limited to, extending head or arm out window; running into the street; overly aggressive horseplay; throwing objects at or from a bus or other vehicle; repeated minor careless behavior.

#### Alcohol, Tobacco, and Other Drugs or Paraphernalia

- **Alcohol, Use or Possession**: Being under the influence of, and/or the use or possession of, an alcoholic substance or lookalike substance presented as alcohol.
- **Drug Possession, Use**: The unlawful 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.
- **Paraphernalia, Possession**: Possession of any instrument that could be used to deliver drugs, tobacco, or other substances. This includes, but is not limited to, rolling papers, vaporizers, “vape pens,” etc.
- **Tobacco or Tobacco Product Possession, Use**: The possession, 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, on school-sponsored transportation.

#### Arson, Combustibles

- **Arson of a Structure or Property**: A person commits arson of a structure or property by knowingly and unlawfully damaging a structure or property by knowingly causing a fire or explosion.
- **Combustible**: Possession of a combustible. Examples include, but are not limited to, lighter, flammable liquid, caps, firecrackers, etc.
- **Reckless Burning**: Attempting to or intentional burning of a material within a school building, on school grounds, at a bus stop, on a bus, or at a school-sponsored activity.

#### Attendance Policy Violation

- **Leaving School Grounds or Supervised Area**: 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.
- **Unexcused Absence**: 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).
- **Truancy**: Any absence that has not been excused by a parent or legal guardian (includes leaving class without permission).

*Reported to ADE. **Mandated to report to local law enforcement, also ADE.*
**K-3 Level II Conduct Infractions (continued)**

<table>
<thead>
<tr>
<th>Harassment, Threat, and Intimidation</th>
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<tbody>
<tr>
<td><em>Bullying (Isolated Instance, Minor)</em> 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. 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 (e.g., bullying).</td>
</tr>
<tr>
<td>Ethnic/Racial Slurs/Hate Speech/Harassment Any communication that disparages a person or group on a basis of some characteristic such as race, gender, ethnicity, religion, or sexual orientation.</td>
</tr>
<tr>
<td><em>Harassment, Nonsexual</em> 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>
</tr>
<tr>
<td><em>Hazing</em> Any activities done for the purposes of initiation, affiliation, or membership in a group and that contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.</td>
</tr>
<tr>
<td><em>Threat or Intimidation</em> 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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<thead>
<tr>
<th>Cheating, Forgery, or Plagiarism</th>
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</thead>
<tbody>
<tr>
<td>Cheating 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.</td>
</tr>
<tr>
<td>Forgery Falsely and fraudulently making or altering a document.</td>
</tr>
<tr>
<td>Lying To make an untrue statement with intent to deceive. To create a false or misleading impression.</td>
</tr>
<tr>
<td>Plagiarism To steal and pass off the ideas or words of another as one's own.</td>
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<tr>
<th>Other School Violations</th>
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<tbody>
<tr>
<td>Contraband 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 potentially dangerous, but distracting, like toys, household items, etc.</td>
</tr>
<tr>
<td>Disruption Student engages in behavior causing a significant or consistent interruption in class, on bus, or during an activity and is unresponsive to adult redirection. Examples include, but are not limited to, sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; throwing objects; sustained out-of-seat behavior; or failure to follow school or bus rules.</td>
</tr>
<tr>
<td>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.)</td>
</tr>
<tr>
<td>Gambling To play games of chance for money or to exchange money or property.</td>
</tr>
<tr>
<td>Inappropriate Language or Profanity Toward a Teacher, Other Adult, or Another Student 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>
</tr>
<tr>
<td>Misconduct Repeated failure to comply with any school rules or failure to comply with a school rule designed to create a safe, positive, and constructive learning or safe transportation environment.</td>
</tr>
<tr>
<td>Multiple or Repeated Violations Repeated or multiple behaviors in violation of student conduct expectations and are not responsive to redirection or intervention may result in a Level III infraction.</td>
</tr>
<tr>
<td>Negative Group Affiliation Specific attitudes and actions of a student affiliated with a negative group typically include some of the following:</td>
</tr>
<tr>
<td>• Involve themselves in another’s problems</td>
</tr>
<tr>
<td>• Confront authority as a group when one member has been disciplined</td>
</tr>
<tr>
<td>• Act in an uncooperative and/or hostile manner as a group</td>
</tr>
<tr>
<td>Pattern of Misconduct A failure to comply with any school rule. Multiple or a pattern of Level I infractions.</td>
</tr>
<tr>
<td>Selling, Trading The repeated selling, buying, or trading of an item or of an item worth more than five dollars on school property that is not sponsored by the school (gum, money, candy, jewelry, etc.)</td>
</tr>
<tr>
<td>Unauthorized Areas Being in any area considered off-limits to students, including, but not limited to, teachers’ lounge, teachers’ work areas, off-limits campus areas, property away from a designated bus stop, etc.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sexual Offenses</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Harassment, Sexual</em> Sexual harassment is unwelcome conduct of a sexual nature that denies or limits a student’s ability to participate in or to receive benefits, services, or opportunities in the school’s program. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. (Law enforcement may be contacted depending on the circumstances.)</td>
</tr>
<tr>
<td><em>Harassment, Sexual with Contact</em> 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, nonverbal, or physical conduct of a sexual nature. Law enforcement may be contacted depending on the circumstances. Examples include, but are not limited to, departure, unwanted touching, contact, behavior that offends a third-party, etc.</td>
</tr>
<tr>
<td>Indecent Exposure or Public Sexual Indecency Without Intent The unintentional exposure of one’s private body parts to others.</td>
</tr>
<tr>
<td><strong>Pornography, Possession</strong> Possession of any pornographic materials.</td>
</tr>
<tr>
<td>Public Display of Affection Holding hands, kissing, touching, or other displays of affection in violation of school policy.</td>
</tr>
<tr>
<td>Sexting Use of any electronic device, including laptop computer, to send obscene or sexual messages or materials to others.</td>
</tr>
<tr>
<td>Sexual Misconduct Engaging in inappropriate sexual conduct. This offense includes consensual sexual intercourse and that the ages of the students may constitute a Mandatory Report and may increase the violation to a Level III.</td>
</tr>
</tbody>
</table>

| Technology, Improper Use of Computer or Network Violation, Inappropriate Use of Technology Failure to comply with laws, rules, or guidelines for use of technology resources that, among other things, violates the security of an electronic system, personnel, personal, or other data within an electronic system such as a network, storage device, computer, cell phone, etc. This includes, but is not limited to “hacking.” |

*Reported to ADE. **Mandated to report to local law enforcement, also ADE.*
K-3 Level II Conduct Infractions (continued)

<table>
<thead>
<tr>
<th>Theft</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>*Burglary</td>
<td>The act of entering a building or other premises with the intent to commit theft.</td>
</tr>
<tr>
<td>*Extortion</td>
<td>Demanding money or something of value in return for protection or in connection with a threat to inflict physical or emotional harm.</td>
</tr>
<tr>
<td>Petty Theft</td>
<td>Thefts (including money or objects) valued under $100.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Trespassing</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Trespassing</td>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vandalism or Criminal Damage</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Graffiti or Tagging</td>
<td>Writing on walls; drawing or words that are written, scratched, painted, or sprayed on walls, other surfaces, or vehicles including buses.</td>
</tr>
<tr>
<td>Vandalism of Personal Property</td>
<td>Willful destruction or defacement of personal property.</td>
</tr>
<tr>
<td>Property Damage or Vandalism of School Property</td>
<td>Willful destruction or defacement of school property such as destroying school computer records, carving initials or words in desk top, spray painting on walls, defacing seats in a bus, or damaging vehicles.</td>
</tr>
</tbody>
</table>

| 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.) |

*Reported to ADE. **Mandated to report to local law enforcement, also ADE.
Grades K-3 Conduct Infractions and Consequences

K-3 Level III Conduct Infractions and Consequences

Level III disciplinary infractions are addressed by the Principal or designee and rise to the level of a formal conduct referral documented on the student’s conduct record. Bus disciplinary infractions are managed in collaboration with the appropriate bus supervisor. Level III conduct infractions are the most major and serious infractions that are administrator managed offenses in alignment with the school's Student Behavior Management Process. School based alternatives, bus and/or school suspension, intervention, or prevention are possible consequences of the behavior depending upon the facts of the situation. Consequences that are ten or fewer days of off campus suspension are at the discretion of the principal and are not appealable. Recommendations for long-term suspension or expulsion require a due process hearing presided by a hearing officer.

Level III discipline consequences generally range from five days of off campus suspension and parent conference to an expulsion. Repeated behaviors that more significantly disrupt safety and learning may result in a higher-level. As always, site administrators have discretion when determining consequences for students based upon the student’s conduct history, the facts around an incident, and the student’s level of remorse and taking responsibility for their actions.

<table>
<thead>
<tr>
<th>Less Serious Behavior</th>
<th>Moderately Serious or Repeated Behavior</th>
<th>More Serious or Repeated Behavior</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent/Guardian/Student/Teacher Conference</td>
<td>Up to 10 days off campus suspension</td>
<td>Long-Term Suspension</td>
</tr>
<tr>
<td>Up to five days off campus suspension</td>
<td>Loss of bus riding privileges for up to 180 days</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Loss of privileges/participation in extracurricular or school-sponsored activities</td>
<td>Truancy citation</td>
<td>Permanent loss of bus riding privileges</td>
</tr>
<tr>
<td>Restitution</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confiscation of items or contraband disruptive to the learning environment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Behavior Plan/Discipline Plan/Attendance Contracts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other school-based alternatives, as established at each school site</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loss of bus riding privileges for the remainder of the school year</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Sexual Misconduct**

- Engaging in inappropriate sexual conduct. This offense includes nonconsensual sexual intercourse or other sexual act. Mandatory report.

**Sexting**

- Use of any electronic device, including laptop computer, to send obscene or sexual messages or materials to others.

**Pornography, Distribution**

- Distribution or sale of any pornographic materials.

**Drug Possession, Distribution**

- Taking drugs or narcotics. Category includes over-the-counter medications if abused by the student. This category does not include tobacco or alcohol.

**Arson of an Occupied Structure**

- The unlawful distribution, sale, 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.

**Tobacco or Tobacco Product Distribution**

- The distribution or sale 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 and on school-sponsored transportation.

**Arson, Combustibles**

- A person commits arson of an occupied structure by knowingly and unlawfully damaging an occupied structure by knowingly causing a fire or explosion.

**Truancy (Reoccurring)**

- Any absence that has not been excused by a parent or legal guardian (includes leaving class without permission).

**Bullying (Multiple Incidents, Major)**

- 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. Bullying can be physical in form (e.g., pushing, pushing a student into the path of an oncoming bus/vehicle, 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).

**Ethnic/Racial Slurs/Hate Speech/ Harassment**

- Any communication that disparages a person or group on a basis of some characteristic such as race, gender, ethnicity, religion, or sexual orientation.

**Threats/Intimidation/Verbal Abuse of a Staff Member**

- Statements (verbal or written) or actions, which attempt to threaten or intimidate a staff member (ARS § 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 is 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.

**Other School Violations**

- Pattern of Misconduct: A failure to comply with any school rule. Multiple or a pattern of Level II infractions.

**Sexual Offenses**

- Sexual Misconduct: Engaging in inappropriate sexual conduct. This offense includes nonconsensual sexual intercourse or other sexual act. Mandatory report.

- Incest: Sexual activity between a parent and child, or between other relatives or other individuals in a close family relationship. Mandatory report.

- Indecent Exposure or Public Sexual Indecency With Intent

- The intentional exposure of one’s private body parts to others.
**K-3 Level III Conduct Infractions (Continued)**

<table>
<thead>
<tr>
<th><strong>School Threat (Threat of Destruction or Harm) or Interference with or Disruption of an Educational Institution</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bomb Threat</strong></td>
</tr>
<tr>
<td><strong>Chemical or Biological Threat</strong></td>
</tr>
<tr>
<td><strong>School Threat (Threat of Destruction or Harm) or Interference with or Disruption of an Educational Institution</strong></td>
</tr>
<tr>
<td><strong>School Threat (Threat of Destruction or Harm) or Interference with or Disruption of an Educational Institution</strong></td>
</tr>
<tr>
<td><strong>Fire Alarm Misuse or Dialing 911 or Safety Equipment Tampering or Misuse</strong></td>
</tr>
<tr>
<td><strong>Technology, Improper Use of</strong></td>
</tr>
<tr>
<td><strong>Computer or Network Violation, Inappropriate Use of Technology</strong></td>
</tr>
<tr>
<td><strong>Theft</strong></td>
</tr>
<tr>
<td><strong>Burglary</strong></td>
</tr>
<tr>
<td><strong>Extortion</strong></td>
</tr>
<tr>
<td><strong>Theft</strong></td>
</tr>
<tr>
<td><strong>Vandalism or Criminal Damage</strong></td>
</tr>
<tr>
<td><strong>Vandalism or Criminal Damage</strong></td>
</tr>
<tr>
<td><strong>Weapons and Dangerous Items</strong></td>
</tr>
<tr>
<td><strong>Dangerous Instruments or Items (Possession)</strong></td>
</tr>
<tr>
<td><strong>Firearms</strong></td>
</tr>
</tbody>
</table>

*Reported to ADE. **Mandated to report to local law enforcement, also ADE.*
Grades 4-5 Conduct Infractions and Consequences

Level I Conduct Infractions and Consequences

Level I disciplinary infractions are addressed by the Principal or designee and rise to the level of a formal conduct referral documented on the student’s conduct record.

Bus disciplinary infractions are managed in collaboration with the appropriate bus supervisor. Level I conduct infractions are major, office managed offenses in alignment with the school’s Student Behavior Management Process, but minor related to higher-level infractions. School based alternatives, bus and/or school suspension, intervention, or prevention are possible consequences of the behavior depending upon the facts of the situation. Further disciplinary action shall be optional at the discretion of the principal. Administrators have discretion when determining consequences for students based upon the students’ conduct history, the facts around an incident, the student’s response to interventions, and the student’s level of remorse and taking responsibility for his or her actions. Disciplinary consequences that are ten or less days of off campus suspension are at the discretion of the principal and are not appealable.

<table>
<thead>
<tr>
<th>Less Serious Behavior</th>
<th>Moderately Serious or Repeated Behavior</th>
<th>More Serious or Repeated Behavior</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Parent/Guardian Contact</td>
<td>□ Parent/Guardian/Student/Teacher Conference</td>
<td>□ Up to five days off campus suspension</td>
</tr>
<tr>
<td>□ Student Conference</td>
<td>□ Loss of privileges/participation in extracurricular or school-sponsored activities</td>
<td>□ Multiple offenses may result in Level II Consequence</td>
</tr>
<tr>
<td>□ Lunch or After School Detention or other school-based consequence</td>
<td>□ Behavior Plan/Discipline Plan/Attendance Contracts</td>
<td>□ Loss of bus riding privileges for up to five days</td>
</tr>
<tr>
<td>□ Confiscation of Items</td>
<td>□ Restitution</td>
<td>□ Behavior Contract/Plan</td>
</tr>
<tr>
<td>□ In-school Intervention</td>
<td>□ Loss of bus riding privileges for up to three days</td>
<td></td>
</tr>
</tbody>
</table>

Aggression

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 the bus without driver’s permission, or failure to promptly follow an adult’s direction.

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; or sustained out-of-seat behavior, failure to follow school or bus rules.

Language, Inappropriate

Oral or written messages or physical gestures that include, but are not limited to, swearing, name-calling, or use of words in a demeaning or otherwise inappropriate manner. Behavior is minor, isolated or less serious in nature, but is disruptive to the education environment.

Incitement/Provocation

Non-serious, but inappropriate use of language or gestures that antagonizes or provokes another and disrupts the learning or bus safety environment. Transmission of information with the intent to inflame a situation and/or encourage aggression or violence.

Minor Aggressive Act

Non-serious, but inappropriate physical contact or other disruption in school or on a bus involving physicality. (Pushing, tripping, running in classroom or hallway, slapping, hitting, touching, etc.)

Recklessness

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.

Attendance Policy Violation

Consistently Late to Bus Stop

A pattern of being late to scheduled bus pick up time resulting in a disruption to bus service or missing bus pick up.

Leaving School Grounds or Supervised Area

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.

Tardy

Arrive at school or class after the scheduled start time.

Truancy

Any absence that has not been excused by a parent or legal guardian (includes leaving class without permission).

*Unexcused Absence

When a student is not in attendance for an entire day and does not have an acceptable reason.

Lying or Cheating

Cheating

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.”

Lying

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 recovers, clarifies, and shows remorse for making.

Other School Violations

Contraband

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.

Dress Code Violations

Student wears clothing, jewelry, or accessories that do not fit within the dress code guidelines stated by school or district policy.

Graffiti

Writing on walls; drawing or words that are written, painted, or sprayed on walls or other surfaces, but do not permanently damage the surface and are easily remediated.

Property Damage

Minor or careless destruction or defacement of school or personal property. Examples include, but are not limited to, carving initials or words in desk top, marking walls or furniture, damaging property, defacing or damaging bus seats, etc.

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, gun, money, candy, cards, etc.

Unauthorized Areas

Being in any area considered off-limits to students. Examples include, but are not limited to, teachers’ lounge, teachers’ work areas, off-limits campus areas, property not designated as a bus stop, etc.

*Reported to ADE. **Mandated to report to local law enforcement, also ADE.
Grades 4-5 Conduct Infractions and Consequences

4-5 Level II Conduct Infractions and Consequences

Level II disciplinary infractions are addressed by the Principal or designee and rise to the level of a formal conduct referral documented on the student’s conduct record. Bus disciplinary infractions are managed in collaboration with the appropriate bus supervisor. Level II conduct infractions are major, office managed offenses in alignment with the school’s Student Behavior Management Process, but minor related to higher-level referrals. School based alternatives, bus and/or school suspension, intervention, or prevention are possible consequences of the behavior depending upon the facts of the situation. A Level II infraction is more serious than a Level I infraction, but less serious than a Level III infraction. School based alternatives, bus and/or school suspension, intervention, or prevention are possible consequences of the behavior depending upon the facts of the situation. Further disciplinary action shall be optional at the discretion of the principal.

Level II discipline responses generally range from three to ten days of off campus suspension. Repeated Level II behaviors or behaviors that more significantly disrupt the learning environment will be treated as a higher-level infraction with increased consequences. School administrators have discretion when determining consequences for students based upon the student’s conduct history, the facts around an incident, and the student’s level of remorse and taking responsibility for their actions. Disciplinary actions of ten days off campus suspension or less are at the discretion of the principal and are not appealable.

<table>
<thead>
<tr>
<th>Less Serious Behavior</th>
<th>Moderately Serious or Repeated Behavior</th>
<th>More Serious or Repeated Behavior</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Parent/Guardian Contact</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Parent/Guardian/Student/Teacher Conference</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Lunch or Afterschool Detention</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ School-based community service</td>
<td></td>
<td></td>
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<tr>
<td>☐ Up to three days off campus suspension</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Loss of privileges/participation in extracurricular or school-sponsored activities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Behavior Plan/Discipline Plan/Attendance Contracts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Restitution</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Confiscation of items or contraband disruptive to the learning environment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Other school-based alternatives, as established at each school site</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Loss of bus riding privileges for up to five days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Loss of academic credit (for Plagiarism/Academic Dishonesty)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Up to five days off campus suspension</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Loss of bus riding privileges for up to 10 days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Up to 10 days off campus suspension</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Consideration of Kyrene Alternative to Suspension Program assignment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Loss of bus riding privileges for thirty days or up to the remainder of the school year</td>
<td></td>
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</tbody>
</table>

**Aggression**

*Assault (Without Injury)* 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.

**Defiance or Disrespect Toward Authority or Non-Compliance** Student engages in refusal to follow direction, talks back, uses abusive language, or delivers socially rude interactions toward an adult. Continued behaviors after previous warning, consequence, intervention, or associated with some form of physical aggression or threat.

**Disorderly Conduct** 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, refusing to obey a request. Defiant behavior shown to bus driver or assistant; spitting on the bus; throwing objects at the bus.

*Fighting (Minor or No Injuries)* Mutual participation in an incident involving physical violence, where there is no major injury.

**Incitement/Provocation** Inappropriate use of language or gestures that antagonizes or provokes another; disrupts the learning environment, or results in a fight or other aggression. Transmission of information with the intent to inflame a situation and/or encourage aggression or violence. Obscene language or gestures; spitting on or at another individual.

**Recklessness** Unintentional or intentional careless behavior that may pose a safety or health risk for self or others. Behavior is more serious in nature. Examples include, but are not limited to, extending head or arm out bus window; running into the street; overly aggressive horseplay; throwing objects at or from a bus or other vehicle; repeated minor careless behavior.

**Alcohol, Tobacco, and Other Drugs or Paraphernalia**

**Alcohol, Use or Possession** Being under the influence of, and/or the use or possession of, an alcoholic substance or lookalike substance presented as alcohol.

**Drug Possession, Use** The unlawful use, possession, transportation or importation of any controlled drug or narcotic substance, look-alike 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.

**Paraphernalia, Possession** Possession of any instrument that could be used to deliver drugs, tobacco, or other substances. This includes, but is not limited to, rolling papers, vaporizers, “vape pens,” etc.

**Tobacco or Tobacco Product Possession, Use** The possession, use, of tobacco products, tobacco substitutes, tobacco look-alike substances, electronic cigarettes or other chemical inhalant devices or vapor products on school grounds, at school-sponsored events, on school-sponsored transportation.

**Arson, Combustibles**

*Arson of a Structure or Property* A person commits arson of a structure or property by knowingly and unlawfully damaging a structure or property by knowingly causing a fire or explosion.

**Combustible** Possession of a combustible. Examples include, but are not limited to, lighter, flammable liquid, caps, firecrackers, etc.

**Reckless Burning** Attempting to or intentional burning of a material within a school building, on school grounds, at a bus stop, on a bus, or at a school-sponsored activity.

**Attendance Policy Violation**

**Leaving School Grounds or Supervised Area** 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, for an extended period, disrupts the learning environment, or requires a police response.

*Unexcused Absence* 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).

**Truancy** Any absence that has not been excused by a parent or legal guardian (includes leaving class without permission).

*Reported to ADE. **Mandated to report to local law enforcement, also ADE.*
<table>
<thead>
<tr>
<th><strong>4-5 Level II Conduct Infractions (Continued)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Harassment, Threat, and Intimidation</strong></td>
</tr>
<tr>
<td><em>Bullying (Isolated Instance, Minor)</em></td>
</tr>
<tr>
<td>Ethnic/Racial Slurs/Hate Speech/ Harassment</td>
</tr>
<tr>
<td><em>Harassment, Nonsexual</em></td>
</tr>
<tr>
<td><em>Hazing</em></td>
</tr>
<tr>
<td><em>Threat or Intimidation</em></td>
</tr>
<tr>
<td><strong>Lying, Cheating, Forgery, or Plagiarism</strong></td>
</tr>
<tr>
<td>Cheating</td>
</tr>
<tr>
<td>Forgery</td>
</tr>
<tr>
<td>Lying</td>
</tr>
<tr>
<td>Plagiarism</td>
</tr>
<tr>
<td><strong>Other School Violations</strong></td>
</tr>
<tr>
<td>Contraband</td>
</tr>
<tr>
<td>Dangerous Instruments or Items (Possession)</td>
</tr>
<tr>
<td>Disruption</td>
</tr>
<tr>
<td>Gambling</td>
</tr>
<tr>
<td>Inappropriate Language or Profanity Toward a Teacher, Other Adult, or Another Student</td>
</tr>
<tr>
<td>Misconduct</td>
</tr>
<tr>
<td>Multiple or Repeated Violations</td>
</tr>
<tr>
<td>Negative Group Affiliation</td>
</tr>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Pattern of Misconduct</td>
</tr>
<tr>
<td>Selling, Trading</td>
</tr>
<tr>
<td>Unauthorized Areas</td>
</tr>
<tr>
<td><strong>Sexual Offenses</strong></td>
</tr>
<tr>
<td><em>Harassment, Sexual</em></td>
</tr>
<tr>
<td><em>Harassment, Sexual with Contact</em></td>
</tr>
<tr>
<td>Indecent Exposure or Public Sexual Indecency Without Intent</td>
</tr>
<tr>
<td><strong>Pornography, Possession</strong></td>
</tr>
<tr>
<td>Public Display of Affection</td>
</tr>
<tr>
<td>Sexting</td>
</tr>
<tr>
<td><strong>Technology, Improper Use of</strong></td>
</tr>
<tr>
<td>Computer or Network Violation, Inappropriate Use of Technology</td>
</tr>
<tr>
<td><strong>Theft</strong></td>
</tr>
<tr>
<td><em>Burglary</em></td>
</tr>
<tr>
<td><em>Extortion</em></td>
</tr>
<tr>
<td>Petty Theft</td>
</tr>
</tbody>
</table>

*Reported to ADE. **Mandated to report to local law enforcement, also ADE.*
### 4-5 Level II Conduct Infractions (Continued)

<table>
<thead>
<tr>
<th>Conduct Infraction</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Trespassing</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Vandalism or Criminal Damage</strong></td>
<td></td>
</tr>
<tr>
<td>Graffiti or Tagging</td>
<td>Writing on walls; drawing or words that are written, scratched, painted, or sprayed on walls, other surfaces, or vehicles, including buses.</td>
</tr>
<tr>
<td>Vandalism or Criminal Damage</td>
<td>Willful destruction or defacement of school or personal property including, but not limited to, destroying school computer records, carving initials or words in desk top, spray painting on walls, breaking or scratching windows, or damaging vehicles including buses.</td>
</tr>
<tr>
<td>Vandalism of Personal Property</td>
<td>Willful destruction or defacement of personal property.</td>
</tr>
<tr>
<td>Property Damage or Vandalism of School Property</td>
<td>Willful destruction or defacement of school property such as destroying school computer records, carving initials or words in desk top, spray painting on walls, defacing seats in a bus, or damaging vehicles.</td>
</tr>
</tbody>
</table>

*Reported to ADE. **Mandated to report to local law enforcement, also ADE.
Level III disciplinary infractions are addressed by the Principal or designee and rise to the level of a formal conduct referral documented on the student’s conduct record. Bus disciplinary infractions are managed in collaboration with the appropriate bus supervisor. Level III conduct infractions are the most major and serious infractions that are administrator managed offenses in alignment with the school’s Student Behavior Management Process. School based alternatives, bus and/or school suspension, intervention, or prevention are possible consequences of the behavior depending upon the facts of the situation. Consequences that are ten or fewer days of off campus suspension are at the discretion of the principal and are not appealable. Recommendations for long-term suspension or expulsion require a due process hearing presided by a hearing officer.

Level III discipline consequences generally range from five days of off campus suspension and parent conference to an expulsion. Repeated behaviors that more significantly disrupt safety and learning may result in a higher-level. As always, site administrators have discretion when determining consequences for students based upon the student’s conduct history, the facts around an incident, and the student’s level of remorse and taking responsibility for their actions.

<table>
<thead>
<tr>
<th>Less Serious Behavior</th>
<th>Moderately Serious or Repeated Behavior</th>
<th>More Serious or Repeated Behavior</th>
</tr>
</thead>
<tbody>
<tr>
<td>❑ Parent/Guardian/Student/Teacher Conference</td>
<td>❑ Long-Term Suspension</td>
<td>❑ Expulsion</td>
</tr>
<tr>
<td>❑ Five-10 day off campus suspension</td>
<td>❑ Truancy citation</td>
<td>❑ Permanent loss of bus riding privileges</td>
</tr>
<tr>
<td>❑ Consideration of 15 Days KASP</td>
<td>❑ Loss of bus riding privileges for up to 180 days</td>
<td></td>
</tr>
<tr>
<td>❑ Loss of privilege/participation in extracurricular or school-sponsored activities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>❑ Restitution</td>
<td></td>
<td></td>
</tr>
<tr>
<td>❑ Confiscation of items or contraband disruptive to the learning environment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>❑ Behavior Plan/Discipline Plan/Attendance Contracts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>❑ Other school-based alternatives, as established at each school site</td>
<td></td>
<td></td>
</tr>
<tr>
<td>❑ Loss of bus riding privileges for the remainder of the school year</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Aggression</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Assault (With Injury) 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. 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; showing student into the path of an oncoming bus/vehicle.</td>
</tr>
</tbody>
</table>

| Defiance or Disrespect toward Authority or Non-Compliance Continued behaviors after previous warnings, consequences, or interventions or associated with some form of physical aggression or threat. |

| Extortion Demanding money or something of value in return for protection or in connection with a threat to inflict physical or emotional harm. |

| Fighting (With Injury) Mutual participation in an incident involving physical violence, where there is an injury. Buses: verbal abuse of or physical assault on another student(s). |

<table>
<thead>
<tr>
<th>Alcohol, Tobacco, and Other Drugs or Paraphernalia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol Distribution Distribution of sale of alcohol or look-a-like substance presented as alcohol substance to others. May also include being under the influence of, and/or the use or possession of alcoholic substance.</td>
</tr>
</tbody>
</table>

| **Drug Possession, Distribution** The unlawful distribution, sale, 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. |

| *Tobacco or Tobacco Product Distribution The distribution or sale 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 and on school-sponsored transportation. |

<table>
<thead>
<tr>
<th>Arson, Combustibles</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Arson of an Occupied Structure</strong> A person commits arson of an occupied structure by knowingly and unlawfully damaging an occupied structure by knowingly causing a fire or explosion.</td>
</tr>
</tbody>
</table>

| Combustible Possession and igniting a combustible. Examples include, but are not limited to, lighter, flammable liquid, caps, firecrackers, lighting matches/lighter on bus, etc. |

<table>
<thead>
<tr>
<th>Attendance Policy Violation</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Truancy (Reoccurring) Any absence that has not been excused by a parent or legal guardian (includes leaving class without permission).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Harassment, Threat, and Intimidation</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Bullying (Multiple Incidents, Major) Bullying is a real or perceived imbalance of power with the more powerful child or group exchanging either passive or direct aggression toward those who are less powerful. Bullying can be physical in form (e.g., pushing, pushing a student into the path of an oncoming bus/vehicle, 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>
</tr>
</tbody>
</table>

| Ethnic/Racial Slurs/Hate Speech/ Harassment Any communication that disparages a person or group on a basis of some characteristic such as race, gender, ethnicity, religion, or sexual orientation. |

| Threats/Intimidation/Verbal Abuse of a Staff Member Statements (verbal or written) or actions, which attempt to threaten or intimidate a staff member (ARS§ 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 is 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. |

<table>
<thead>
<tr>
<th>Other School Violations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pattern of Misconduct A failure to comply with any school rule. Multiple or a pattern of Level II infractions.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sexual Offenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>**Inadequate Exposure or Public Sexual Indecency With Intent The intentional exposure of one’s private body parts to others.</td>
</tr>
</tbody>
</table>

| **Pornography, Distribution** Distribution or sale of any pornographic materials. |

| **Sexting** Use of any electronic device, including laptop computer, to send obscene or sexual messages or materials to others. |

| **Sexual Misconduct** Engaging in inappropriate sexual conduct. This offense includes nonconsensual sexual intercourse or other sexual act. Mandatory report. |

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

**Chemical or Biological Threat**
- Threatening to cause harm using dangerous chemicals or biological agents.

**Fire Alarm Misuse or Dialing 911 or Safety Equipment Tampering or Misuse**
- Intentionally ringing fire alarm when there is not fire or dialing 911 when there is not an emergency; activating or tampering with emergency equipment.

**School Threat (Threat of Destruction or Harm) or Interference with or Disruption of an Educational Institution**
- 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.
- 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 reasonably lead to the evacuation, cancellation or suspension of any class or other school activity.

### Technology, Improper Use of

#### Computer or Network Violation, Inappropriate Use of Technology
- Failure to comply with laws, rules, or guidelines for use of technology resources that, among other things, violates the security of an electronic system, personnel, personal, or other data within an electronic system such as a network, storage device, computer, cell phone, etc. This includes, but is not limited to "hacking."

### Theft

* **Burglary**
- The act of entering a building or other premises with the intent to commit theft.

* **Extortion**
- Demanding money or something of value in return for protection or in connection with a threat to inflict physical or emotional harm.

#### Vandalism or Criminal Damage

* **Vandalism or Criminal Damage**
- Willful destruction or defacement of school or personal property such as destroying school computer records, carving initials or words in desk top, spray painting on walls or damaging vehicles.

### 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, laser pointer, nun chucks, BB/Airsoft gun, knife, simulated knife, simulated firearm, or other simulated weapon, etc.)

#### 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.

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

MS Level I Conduct Infractions and Consequences

Level I disciplinary infractions are addressed by the Principal or designee and rise to the level of a formal conduct referral documented on the student’s conduct record. Bus disciplinary infractions are managed in collaboration with the appropriate bus supervisor. Level I conduct infractions are major, office managed offenses in alignment with the school’s Student Behavior Management Process, but minor related to higher-level infractions. School based alternatives, bus and/or school suspension, intervention, or prevention are possible consequences of the behavior depending upon the facts of the situation. Further disciplinary action shall be optional at the discretion of the principal. Administrators have discretion when determining consequences for students based upon the students’ conduct history, the facts around an incident, the student’s response to interventions, and the student’s level of remorse and taking responsibility for his or her actions. Disciplinary consequences that are ten or less days of off campus suspension are at the discretion of the principal and are not appealable.

<table>
<thead>
<tr>
<th>Less Serious Behavior</th>
<th>Moderately Serious or Repeated Behavior</th>
<th>More Serious or Repeated Behavior</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent/Guardian Contact</td>
<td>Parent/Guardian/Student/Teacher Conference</td>
<td>Up to five days off campus suspension</td>
</tr>
<tr>
<td>Lunch or Afterschool Detention or other school based consequence</td>
<td>Loss of privilege/participation in extracurricular or school-sponsored activities</td>
<td>Multiple offenses may result in Level II Consequence</td>
</tr>
<tr>
<td>Confiscation of items</td>
<td>Behavior Plan/Discipline Plan/Attendance Contracts</td>
<td>Loss of bus riding privileges for up to five days</td>
</tr>
<tr>
<td></td>
<td>Restitution</td>
<td>Behavior Contract/Plan</td>
</tr>
<tr>
<td></td>
<td>Loss of Academic Credit (for cheating)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Truancy process initiated</td>
<td></td>
</tr>
<tr>
<td></td>
<td>In-school intervention</td>
<td></td>
</tr>
<tr>
<td></td>
<td>School-based community service</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Loss of bus riding privileges for up to three days</td>
<td></td>
</tr>
</tbody>
</table>

Aggression

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/cheating gum in classroom or on bus; opening window on the bus without driver’s permission, or failure to promptly follow adult’s direction.

Disruption
Student engages in behavior causing a minor interruption in class, on bus, or during an activity and is unsponsive to adult redirection. Examples include, but are not limited to, yelling, or screaming; noise with materials; horseplay or roughhousing; throwing objects; or sustained out-of-seat behavior, failure to follow school or bus rules.

Language, Inappropriate
Oral or written messages or physical gestures that include, but are not limited to, swearing, name-calling, or use of words in a demeaning or otherwise inappropriate manner. Behavior is minor, isolated or less serious in nature, but is disruptive to the education environment.

Incitement/Provocation
Non-serious, but inappropriate use of language or gestures that antagonizes or provokes another and disrupts the learning or bus safety environment. Transmission of information with the intent to inflame a situation and/or encourage aggression or violence.

Minor Aggressive Act
Non-serious, but inappropriate physical contact or other disruption in school or on a bus involving physicality. (Pushing, tripping, running in classroom or hallway, stepping, hitting, touching, etc.)

Recklessness
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 properly seat or wear seatbelt on a bus; crossing behind a bus, aggressive horseplay.

Attendance Policy Violation

Consistently Late to Bus Stop
A pattern of being late to scheduled bus pick up time resulting in a disruption to bus service or missing bus pick up.

Leaving School Grounds or Supervised Area
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.

Tardy
Arrive at school or class after the scheduled start time.

Truancy
Any absence that has not been excused by a parent or legal guardian (includes leaving class without permission).

Unexcused Absence
When a student is not in attendance for an entire day and does not have an acceptable reason.

Lying or Cheating

Cheating
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.”

Lying
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.

Other School Violations

Contraband
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.

Dress Code Violations
Student wears clothing, jewelry, or accessories that do not fit within the dress code guidelines stated by school or district policy.

Graffiti
Writing on walls, drawing or words that are written, painted, or sprayed on walls or other surfaces, but do not permanently damage the surface and are easily remediated.

Property Damage
Minor or careless destruction or defacement of school or personal property. Examples include, but are not limited to, carving initials or words in desk top, marking walls or furniture, damaging property, defacing or damaging bus seats, etc.

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.

Unauthorized Areas
Being in any area considered off-limits to students. Examples include, but are not limited to, teachers’ lounge, teachers’ work areas, off-limits campus areas, property not designated as a bus stop, etc.

Technology, Improper Use of

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.

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

MS Level II Conduct Infractions and Consequences

Level II disciplinary infractions are addressed by the Principal or designee and rise to the level of a formal conduct referral documented on the student’s conduct record. Bus disciplinary infractions are managed in collaboration with the appropriate bus supervisor. Level II conduct infractions are major, office managed offenses in alignment with the school’s Student Behavior Management Process, but minor related to higher-level referrals. School based alternatives, bus and/or school suspension, intervention, or prevention are possible consequences of the behavior depending upon the facts of the situation. A Level II infraction is more serious than a Level I infraction, but less serious than a Level III infraction. School based alternatives, bus and/or school suspension, intervention, or prevention are possible consequences of the behavior depending upon the facts of the situation. Further disciplinary action shall be optional at the discretion of the principal.

Level II discipline responses generally range from three to ten days of off campus. Repeated Level II behaviors or behaviors that more significantly disrupt the learning environment will be treated as a higher-level infraction with increased consequences. School administrators have discretion when determining consequences for students based upon the student’s conduct history, the facts around an incident, and the student’s level of remorse and taking responsibility for their actions. Disciplinary actions of ten days off campus suspension or less are at the discretion of the principal and are not appealable.

<table>
<thead>
<tr>
<th>Less Serious Behavior</th>
<th>Moderately Serious or Repeated Behavior</th>
<th>More Serious or Repeated Behavior</th>
</tr>
</thead>
<tbody>
<tr>
<td>❑ Parent/Guardian Contact</td>
<td>❑ Loss of Academic Credit (for Plagiarism/Academic Dishonesty)</td>
<td>❑ Up to 10 days off campus suspension</td>
</tr>
<tr>
<td>❑ Parent/Guardian/Student/Teacher Conference</td>
<td>❑ Up to seven days off campus suspension</td>
<td>❑ Loss of bus riding privileges for up to 15 days</td>
</tr>
<tr>
<td>❑ Lunch or Afterschool Detention</td>
<td>❑ Loss of bus riding privileges for up to 15 days</td>
<td>❑ Consideration of Kyrene Alternative to Suspension Program assignment</td>
</tr>
<tr>
<td>❑ School-based community service</td>
<td>❑ Consideration of Kyrene Alternative to Suspension Program assignment</td>
<td></td>
</tr>
<tr>
<td>❑ Three days off campus suspension</td>
<td>❑ Consideration of Kyrene Alternative to Suspension Program assignment</td>
<td></td>
</tr>
<tr>
<td>❑ Loss of privileges/participation in extracurricular or school-sponsored activities</td>
<td>❑ Consideration of Kyrene Alternative to Suspension Program assignment</td>
<td></td>
</tr>
<tr>
<td>❑ Behavior Plan/Discipline Plan/Attendance Contracts</td>
<td>❑ Consideration of Kyrene Alternative to Suspension Program assignment</td>
<td></td>
</tr>
<tr>
<td>❑ Restitution</td>
<td>❑ Consideration of Kyrene Alternative to Suspension Program assignment</td>
<td></td>
</tr>
<tr>
<td>❑ Confiscation of items or contraband disruptive to the learning environment</td>
<td>❑ Consideration of Kyrene Alternative to Suspension Program assignment</td>
<td></td>
</tr>
<tr>
<td>❑ Other school-based alternatives, as established at each school site</td>
<td>❑ Consideration of Kyrene Alternative to Suspension Program assignment</td>
<td></td>
</tr>
<tr>
<td>❑ Loss of bus riding privileges for up to 10 days</td>
<td>❑ Consideration of Kyrene Alternative to Suspension Program assignment</td>
<td></td>
</tr>
</tbody>
</table>

Aggression

*Assault (Without Injury) 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.

Defiance or Disrespect Toward Authority or Non-Compliance Student engages in refusal to follow direction, talks back, uses abusive language, or delivers socially rude interactions toward an adult. Continued behaviors after previous warning, consequence, intervention, or associated with some form of physical aggression or threat.

Disorderly Conduct 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, refusing to obey a request. Defiant behavior shown to bus driver or assistant; spitting on the bus; throwing objects at the bus.

*Fighting (Minor or No Injuries) Mutual participation in an incident involving physical violence, where there is no major injury.

Incitement/Provocation Inappropriate use of language or gestures that antagonizes or provokes another, disrupts the learning environment, or results in a fight or other aggression. Transmission of information with the intent to inflame a situation and/or encourage aggression or violence. Obscene language or gestures; spitting on or at another individual.

Recklessness Unintentional or intentional behavior that may pose a safety or health risk for self or others. Behavior is more serious in nature. Examples include, but are not limited to, extending head or arm out bus window; running into the street; overly aggressive horseplay; throwing objects at or from a bus or other vehicle; repeated minor careless behavior.

Alcohol, Tobacco, and Other Drugs or Paraphernalia

Alcohol, Use or Possession Being under the influence of, and/or the use or possession, of an alcoholic substance or look-a-like substance presented as alcohol.

**Drug Possession, Use Drug Violation The unlawful 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.

Paraphernalia, Possession Possession of any instrument that could be used to deliver drugs, tobacco, or other substances. This includes, but is not limited to, rolling papers, vaporizers, “vape pens,” etc.

*Tobacco or Tobacco Product Possession, Use The possession, 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, on school-sponsored transportation.

Arson, Combustibles

*Arson of a Structure or Property A person commits arson of a structure or property by knowingly and unlawfully damaging a structure or property by knowingly causing a fire or explosion.

Combustible Possession of a combustible. Examples include, but are not limited to, lighter, flammable liquid, caps, firecrackers, etc.

Reckless Burning Attempting to or intentional burning of a material within a school building, on school grounds, at a bus stop, on a bus, or at a school-sponsored activity.

Attendance Policy Violation

Leaving School Grounds or Supervised Area 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, is for an extended period, disrupts the learning environment, or requires a police response.

*Unexcused Absence 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).

Truancy Any absence that has not been excused by a parent or legal guardian (includes leaving class without permission).

*Reported to ADE. **Mandated to report to local law enforcement, also ADE.
### Harassment, Threat and Intimidation

<table>
<thead>
<tr>
<th>Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bullying (Isolated Instance, Minor)</td>
</tr>
<tr>
<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. 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 an electronic device or other social media communication (cyberbullying).</td>
</tr>
<tr>
<td>Ethnic/Racial Slurs/Hate Speech/Harassment</td>
</tr>
<tr>
<td>Any communication that disparages a person or group on a basis of some characteristic such as race, gender, ethnicity, religion, or sexual orientation.</td>
</tr>
<tr>
<td>Harassment, Nonsexual</td>
</tr>
<tr>
<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>
</tr>
<tr>
<td>Hazing</td>
</tr>
<tr>
<td>Any activities done for the purposes of initiation, affiliation, or membership in a group and that contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.</td>
</tr>
<tr>
<td>Threat or Intimidation</td>
</tr>
<tr>
<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>
</tr>
</tbody>
</table>

### Lying, Cheating, Forgery, or Plagiarism

<table>
<thead>
<tr>
<th>Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheating</td>
</tr>
<tr>
<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.</td>
</tr>
<tr>
<td>Forgery</td>
</tr>
<tr>
<td>Falsely and fraudulently making or altering a document.</td>
</tr>
<tr>
<td>Lying</td>
</tr>
<tr>
<td>To make an untrue statement with intent to deceive. To create a false or misleading impression.</td>
</tr>
<tr>
<td>Plagiarism</td>
</tr>
<tr>
<td>To steal and pass off the ideas or words of another as one’s own.</td>
</tr>
</tbody>
</table>

### Other School Violations

<table>
<thead>
<tr>
<th>Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contraband</td>
</tr>
<tr>
<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 potentially dangerous, but distracting, like toys, household items, etc.</td>
</tr>
<tr>
<td>Dangerous Instruments or Items (Possession)</td>
</tr>
<tr>
<td>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.)</td>
</tr>
<tr>
<td>Disruption</td>
</tr>
<tr>
<td>Student engages in behavior causing a significant or consistent interruption in class, on bus, or during an activity and is unresponsive to adult redirection. Examples include, but are not limited to, sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; throwing objects; sustained out-of-seat behavior; or failure to follow school or bus rules.</td>
</tr>
<tr>
<td>Gambling</td>
</tr>
<tr>
<td>To play games of chance for money or to exchange money or property.</td>
</tr>
<tr>
<td>Inappropriate Language or Profanity Toward a Teacher, Other Adult, or Another Student</td>
</tr>
<tr>
<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>
</tr>
<tr>
<td>Misconduct</td>
</tr>
<tr>
<td>Repeated failure to comply with any school rules or failure to comply with a school rule designed to create a safe, positive, and constructive learning or safe transportation environment.</td>
</tr>
<tr>
<td>Multiple or Repeated Violations</td>
</tr>
<tr>
<td>Repeated or multiple behaviors in violation of student conduct expectations and are not responsive to redirection or intervention may result in a Level III infraction.</td>
</tr>
<tr>
<td>Negative Group Affiliation</td>
</tr>
<tr>
<td>Specific attitudes and actions of a student affiliated with a negative group typically include some of the following:</td>
</tr>
<tr>
<td>- Involve themselves in another’s problems.</td>
</tr>
<tr>
<td>- Confront authority as a group when one member has been disciplined.</td>
</tr>
<tr>
<td>- Act in an uncooperative and/or hostile manner as a group.</td>
</tr>
<tr>
<td>Pattern of Misconduct</td>
</tr>
<tr>
<td>A failure to comply with any school rule. Multiple or a pattern of Level I infractions.</td>
</tr>
<tr>
<td>Selling, Trading</td>
</tr>
<tr>
<td>The repeated selling, buying, or trading of an item or of an item worth more than five dollars on school property that is not sponsored by the school (gum, money, candy, jewelry, etc.).</td>
</tr>
<tr>
<td>Unauthorized Areas</td>
</tr>
<tr>
<td>Being in any area considered off-limits to students, including, but not limited to, teachers' lounge, teachers' work areas, off-limits campus areas, property designated a bus stop, etc.</td>
</tr>
</tbody>
</table>

### Sexual Offenses

<table>
<thead>
<tr>
<th>Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harassment, Sexual</td>
</tr>
<tr>
<td>Sexual harassment is unwelcome conduct of a sexual nature that denies or limits a student’s ability to participate in or to receive benefits, services, or opportunities in the school’s program. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. (Law enforcement may be contacted depending on the circumstances).</td>
</tr>
<tr>
<td>Harassment, Sexual with Contact</td>
</tr>
<tr>
<td>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, nonverbal, or physical conduct of a sexual nature. Law enforcement may be contacted depending on the circumstances. Examples include, but are not limited to, departure, unwanted touching, contact, behavior that offends a third-party, etc.</td>
</tr>
<tr>
<td>Indecent Exposure or Public Sexual Indecency Without Intent</td>
</tr>
<tr>
<td>The unintentional exposure of one’s private body parts to others.</td>
</tr>
<tr>
<td>Pornography, Possession</td>
</tr>
<tr>
<td>Possession of any pornographic materials.</td>
</tr>
<tr>
<td>Public Display of Affection</td>
</tr>
<tr>
<td>Holding hands, kissing, touching, or other displays of affection in violation of school policy.</td>
</tr>
<tr>
<td>Sexting</td>
</tr>
<tr>
<td>Use of any electronic device, including laptop computer, to send obscene or sexual messages or materials to others.</td>
</tr>
<tr>
<td>Sexual Misconduct</td>
</tr>
<tr>
<td>Engaging in inappropriate sexual conduct. This offense includes consensual sexual intercourse and that the ages of the students may constitute a Mandatory Report and may increase the violation to a Level III.</td>
</tr>
</tbody>
</table>

### Technology, Improper Use of

<table>
<thead>
<tr>
<th>Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Violation or Inappropriate Use of Technology Resources</td>
</tr>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

*Reported to ADE. **Mandated to report to local law enforcement, also ADE.*
### MS Level II Conduct Infractions (Continued)

<table>
<thead>
<tr>
<th>Theft</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Burglary</td>
<td>The act of entering a building or other premises with the intent to commit theft.</td>
</tr>
<tr>
<td>*Extortion</td>
<td>Demanding money or something of value in return for protection or in connection with a threat to inflict physical or emotional harm.</td>
</tr>
<tr>
<td>Petty Theft</td>
<td>Thefts (including money or objects) valued under $100.</td>
</tr>
</tbody>
</table>

| 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. |

<table>
<thead>
<tr>
<th>Vandalism or Criminal Damage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graffiti or Tagging</td>
<td>Writing on walls; drawing or words that are written scratched, painted, or sprayed on walls, other surfaces, or vehicles including buses.</td>
</tr>
<tr>
<td>Vandalism or Criminal Damage</td>
<td>Willful destruction or defacement of school or personal property including, but not limited to, destroying school computer records, carving initials or words in desk top, spray painting on walls, breaking or scratching windows, or damaging vehicles including buses.</td>
</tr>
<tr>
<td>Vandalism of Personal Property</td>
<td>Willful destruction or defacement of personal property.</td>
</tr>
<tr>
<td>Vandalism of School Property</td>
<td>Willful destruction or defacement of school property.</td>
</tr>
<tr>
<td>Dangerous Instruments or Items (Possession)</td>
<td>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.)</td>
</tr>
<tr>
<td>Property Damage or Vandalism</td>
<td>Willful destruction or defacement of school or personal property such as destroying school computer records, carving initials or words in desk top, spray painting on walls, defacing another’s personal property, defacing seats in a bus, or damaging vehicles. Buses: vandalizing property.</td>
</tr>
</tbody>
</table>

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

**MS Level III Conduct Infractions and Consequences**

Level III disciplinary infractions are addressed by the Principal or designee and rise to the level of a formal conduct referral documented on the student’s conduct record. Bus disciplinary infractions are managed in collaboration with the appropriate bus supervisor. Level III conduct infractions are the most major and serious infractions that are administrator managed offenses in alignment with the school’s Student Behavior Management Process. School based alternatives, bus and/or school suspension, intervention, or prevention are possible consequences of the behavior depending upon the facts of the situation. Consequences that are ten or fewer days of off campus suspension are at the discretion of the principal and are not appealable. Recommendations for long-term suspension or expulsion require a due process hearing presided by a hearing officer.

Level III discipline consequences generally range from five days of off campus suspension and parent conference to an expulsion. Repeated behaviors that more significantly disrupt safety and learning may result in a higher-level. As always, site administrators have discretion when determining consequences for students based upon the student’ conduct history, the facts around an incident, and the student’s level of remorse and taking responsibility for their actions.

<table>
<thead>
<tr>
<th>Less Serious Behavior</th>
<th>Moderately Serious or Repeated Behavior</th>
<th>More Serious or Repeated Behavior</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Parent/Guardian/Student/Teacher Conference</td>
<td>□ Long-Term Suspension</td>
<td>□ Expulsion</td>
</tr>
<tr>
<td>□ Five-10 Day off campus suspension</td>
<td>□ Consideration of LTAP</td>
<td></td>
</tr>
<tr>
<td>□ Consideration of 15 Days KASP</td>
<td>□ Truancy citation</td>
<td></td>
</tr>
<tr>
<td>□ Loss of privileges/participation in extracurricular or school-sponsored activities</td>
<td>□ Permanent loss of bus riding privileges</td>
<td></td>
</tr>
<tr>
<td>□ Restitution</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Confiscation of items or contraband disruptive to the learning environment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Behavior Plan/Discipline Plan/Attendance Contracts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Other school-based alternatives as established at each school site</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Loss of bus riding privileges for up to 180 days</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Aggression**

- *Assault (With Injury)*: 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. 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; showing student into the path of an oncoming bus/vehicle.

- *Defiance or Disrespect Toward Authority or Non-Compliance*: Continued behaviors after previous warnings, consequences, or interventions or associated with some form of physical aggression or threat.

- *Extortion*: Demanding money or something of value in return for protection or in connection with a threat to inflict physical or emotional harm.

- *Fighting (With Injury)*: Mutual participation in an incident involving physical violence, where there is an injury. Buses: verbal abuse of or physical assault on another student(s).

**Alcohol, Tobacco, and Other Drugs or Paraphernalia**

- **Alcohol Distribution**: Distribution or sale of alcohol or look-a-like substance presented as alcohol substance to others. May also include being under the influence of, and/or the use or possession of alcoholic substance.

- **Drug Possession, Distribution**: The unlawful distribution, sale, 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.

- **Tobacco or Tobacco Product Distribution**: The distribution or sale 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 and on school-sponsored transportation.

**Arson, Combustibles**

- **Arson of an Occupied Structure**: A person commits arson of an occupied structure by knowingly and unlawfully damaging an occupied structure by knowingly causing a fire or explosion.

**Combustible**

**Attendance Policy Violation**

- *Truancy (Recurring)*: Any absence that has not been excused by a parent or legal guardian (includes leaving class without permission).

**Harassment, Threat, and Intimidation**

- *Bullying (Multiple Incidents, Major)*: Bullying is a real or perceived imbalance of power with the more powerful student or group showing either passive or direct aggression toward those who are less powerful. Bullying can be physical in form (e.g., pushing, pushing a student into the path of an oncoming bus/vehicle, 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).

- **Ethnic/Racial Slurs/Hate Speech/ Harassment**: Any communication that disparages a person or group on a basis of some characteristic such as race, gender, ethnicity, religion, or sexual orientation.

- **Threats/Intimidation/Verbal Abuse of a Staff Member**: Statements (verbal or written) or actions, which attempt to threaten or intimidate a staff member (ARS§ 15-507: a person who knowingly abuses a teacher or other school employee on school grounds while the teacher or employee is engaged in the performance of their duties is 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.

**Other School Violations**

- **Pattern of Misconduct**: A failure to comply with any school rule. Multiple or a pattern of Level II infractions.

**Sexual Offenses**

- **Indecent Exposure or Public Sexual Indecency With Intent**: The intentional exposure of an individual’s private body parts to others.

- **Pornography, Distribution**: Distribution or sale of any pornographic materials.

- **Sexting**: Use of any electronic device, including laptop computer, to send obscene or sexual messages or materials to others.

- **Sexual Misconduct**: Engaging in inappropriate sexual conduct. This offense includes nonconsensual sexual intercourse or other sexual act. Mandatory report.

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

---

*Page 47*
### MS Level III Conduct Infractions (Continued)

<table>
<thead>
<tr>
<th><strong>School Threat (Threat of Destruction or Harm) or Interference with or Disruption of an Educational Institution</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bomb Threat</strong></td>
</tr>
<tr>
<td><strong>Chemical or Biological Threat</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>School Threat (Threat of Destruction or Harm) or Interference with or Disruption of an Educational Institution</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th><strong>Fire Alarm Misuse or Dialing 911 or Safety Equipment Tampering or Misuse</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Intentionally ringing fire alarm when there is not fire or dialing 911 when there is not an emergency; activating or tampering with emergency equipment.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Technology, Improper Use of</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Computer or Network Violation, Inappropriate Use of Technology</strong></td>
</tr>
<tr>
<td>Failure to comply with laws, rules, or guidelines for use of technology resources that, among other things, violates the security of an electronic system, personnel, personal, or other data within an electronic system such as a network, storage device, computer, cell phone, etc. This includes, but is not limited to <em>hacking.</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Theft</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Burglary</strong></td>
</tr>
<tr>
<td>The act of entering a building or other premises with the intent to commit theft.</td>
</tr>
<tr>
<td><strong>Extortion</strong></td>
</tr>
<tr>
<td>Demanding money or something of value in return for protection or in connection with a threat to inflict physical or emotional harm.</td>
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<table>
<thead>
<tr>
<th><strong>Vandalism or Criminal Damage</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vandalism or Criminal Damage</strong></td>
</tr>
<tr>
<td>Willful destruction or defacement of school or personal property such as destroying school computer records, carving initials or words in desk top, spray painting on walls or damaging vehicles.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Weapons and Dangerous Items</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dangerous Instruments or Items (Possession)</strong></td>
</tr>
<tr>
<td>Possession of anything that is readily capable of causing death or serious physical injury. (Billy club, brass knuckles, laser pointer, run chucks, BB/Airsoft gun, knife, simulated knife, simulated firearm, or other simulated weapon, etc.)</td>
</tr>
<tr>
<td><strong>Firearms</strong></td>
</tr>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

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