

# ***Waw Giwulk Si E-Mamcid Maşcamakuđ***

Indian Oasis Middle & High School - **ACCELERATED CAMPUS**

*Baboquivari School District #40*

## **STUDENT & FAMILY HANDBOOK**

**2023-2024**



# **STUDENT & FAMILY HANDBOOK**

## **2023-2024**

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# *Waw Giwulk Si E-Mamcid Maşcamaku*

## **Principal**

Barrett Fox, *MAED*  
(520) 719-1260  
(520) 719-1261 (fax)  
[bfox@busd40.org](mailto:bfox@busd40.org)

## **Governing Board Members**

Juan Buendia, *President*  
Annamarie Stevens, *Clerk*  
Sylvia Hendricks, *Board Member*  
Ellamae Greasewood, *Board Member*  
Kathleen Vance, *Board Member*

## **Superintendent**

Mr. Reuben Diaz

**Office Hours: 7:30-4:00**

## **School Hours**

**Monday-Thursday: 7:50-2:50 pm**  
**Fridays: 7:50-11:50 am**

**OFFICE: (520) 719-1260**

*Highway 86*  
*Milepost 115.5*  
*Sells, AZ 85634*

# ***Waw Giwulk Si E-Mamcid Maşcamakud***

## ***Mission Statement***

*Our mission here at Baboquivari Accelerated Academy is to provide students with a supportive and engaging learning environment where students have access to a hybrid curriculum that integrates computer-based learning with direct instruction to meet the needs of all learning styles. As an alternative school, we are dedicated to students who are credit deficient as well as those that seek to learn at an accelerated pace.*

## ***Vision Statement***

*Our vision is to prepare every student to become college and career ready by engaging our students in a highly personalized learning environment.*

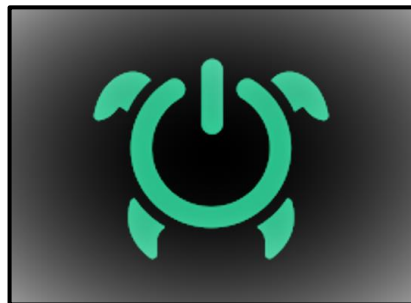
## ***School Motto***

*Small but Mighty*

## ***School Colors***

***green & gold***

## ***School Mascot***



**Follow LINK for  
BAA's 3 Year Plan  
for Success:**

<https://docs.google.com/presentation/d/1zMdaTRpbW25H1dY9HnsVb6jSPKX5va5JegYaM57aSjk/edit?usp=sharing>

**AC**

Accelerated Campus 4

## Babo Ki:

Baboquivari Unified School District has implemented the house system, inspired by the Ron Clark Academy. The House System Creates excellence, promotes teamwork, positive school climate, school pride, while building character in our students. More importantly, it promotes a culture of belonging for all and enhances relationships among our students. There are four houses, each house is represented by four different colors and character strengths.

Throughout the year, we will hold house assemblies to build a positive community and provide space to empower our students with character development.



House of Givers



House of Courage



House of Friendship



House of Dreamers

# STUDENT SCHEDULE

## VIRTUAL & IN-PERSON

### 2023-2024 SY

Monday - Thursday				Friday	
7:45-8:15	ALVAREZ Breakfast	TBD Breakfast	GARCIA Breakfast	Virtual 7:30-8:10	PD/ Teacher Prep Breakfast
8:15-8:20	Break	Break	Break	8:10-8:15	Break
8:20-8:55	Middle Sch Advisory	Junior-Senior Advisory	Fresh-Soph Advisory	8:15 - 9:15	Gar (group 1) TBD (group 2) Alv (virtual)
8:55-9:00	Break	Break	Break	9:15-9:20	Break
9:00-10:15	Group 3 Sci - SS	Group 2 ELA	Group 1 Math/PE	9:20-10:20	Gar (virtual) TBD (group 1) Alv (group 2)
10:15-10:25	Break	Break	Break	10:20-10:25	Break
10:25-11:30	Group 2 Sci - SS	Group 1 ELA	Group 3 Math	10:25-11:25	Gar (group 2) TBD (virtual) Alv (group 1)
11:30-11:55	Lunch	Lunch	Lunch	11:30-11:50	Lunch
11:55-1:15	Group 1 Sci - SS	Group 3 ELA	Group 2 Math	11:50	clean up and busses
1:15-1:20	Break	Break	Break		
1:20-2:45	Group 3 Sci - SS &	Group 2 ELA	Group 1 Math		
2:45-3:00	BUSES	BUSES	BUSES		
				Note:	Every student will be assigned a group while at school.

## VIRTUAL TEACHER CLASSROOMS

### LINKS & LOGINS

Monday - Thursday				Friday	
7:30-8:30	ALVAREZ (Sci and SS) Advisory	ARMENTA (ELA) Advisory	GARCIA (Math) Advisory	Virtual 7:30-8:15	PD/ Teacher Prep
8:30-9:00	RR Break #1 Breakfast	RR Break #1 Breakfast	RR Break #1 Breakfast	8:15-8:55	Homeroom
9:00-10:00	Group B-Virtual <b>Group C</b> <b>Mon/Wed</b> Intervention	Group A-Virtual <b>Group C</b> <b>Tues/Thurs</b> Intervention	PE	9:00-9:40	Rotation 1
10:00-10:10	RR Break #2	RR Break #2	RR Break #2	9:45-10:20	Rotation 2
10:10-11:30	Group-A Virtual - Sci/SS	Group-C ELA	Group-B Virtual - Math	10:25-11:05	Electives
11:30-12:00	RR Break #3 Lunch	RR Break #3 Lunch	RR Break #3 Lunch	11:10-11:50	Intervention

## ENROLLMENT & WITHDRAWAL PROCESS

### Enrollment

An enrollment packet for the Baboquivari Accelerated Academy can be accessed on the IOMS/IOHS website ([ioalternative.org](http://ioalternative.org)). The following items must be submitted before student(s) can attend: *birth certificate, updated immunization record, tribal enrollment card or utility bill for proof of residency* (if student does not have a tribal enrollment card). Once the enrollment packet and necessary documents are submitted, a meeting with the Principal, student, and parent(s)/guardian(s) will be scheduled, if necessary. Prior to student attendance, both student and parent/guardian must submit the signed Handbook Agreement Form (see handbook attachments). Beginning in the 2022-2023 school year, students will also be required to take a photo to update the Synergy Student Information System (SIS) as a condition of his/her enrollment.

### Withdrawal Process

The Notice of Pupil Withdrawal form must be requested and completed on campus. This form must be completed prior to any request for transfer grades, unofficial, and/or official transcript will be fulfilled.

### Re-Enrollment Process

If a student is dropped from IOMS/IOHS, the student and parent/guardian must schedule a meeting with the Principal in order to re-enroll. IOMS/IOHS placement is limited and student(s)/families must understand and agree to the requirements for continuous enrollment.

### Credit for Graduation Requirements

Core credit for purposes of this policy shall be the units of credit specifically named as required for graduation by the State Board of Education in [R7-2-302.02](#).

The District may evaluate the transcripts of transfer students for the assignment of credit pursuant to Section [15-701.01](#).

The School District shall provide to a pupil who transfers credit from a charter school, school district or Arizona online instruction a list that indicates which credits have been accepted as either elective or core credits by the School District.

Within ten (10) school days after receiving the list, a pupil may request to take an examination in each particular course in which core credit has been denied. The School District shall accept the credit as a core credit for each particular course in which the pupil takes an examination and receives a passing score on a test, aligned to the competency requirements adopted pursuant to





this section, designed and evaluated by a teacher in the School District who teaches the subject matter on which the examination is based.

The School District may not charge a fee to a pupil who takes an examination in a particular course to obtain academic credit, pursuant to section [15-701.01](#), subsection i, from the School District if the academic credit for a course was previously earned in an Arizona online instruction course or at any public school in this state. Any test administered pursuant to this subsection shall be an assessment that is aligned to the course relevant state academic standards.

If a pupil is enrolled in the School District and that pupil also participates in Arizona online instruction between May 1 and July 31, the School District shall not require proof of payment as a condition of the School District accepting credits earned from the online course provider.

All core credit courses must meet the standards adopted by the State Board of Education where such standards exist. Where standards have not been adopted by the State Board of Education, core credit courses must meet the standards established for the school to which the student has requested a transfer of credit.

#### **Admission of Homeless Students**

The school selected by the homeless student shall immediately admit the homeless student, even if the student is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation.

The enrolling school shall immediately contact the school last attended by the student to obtain relevant academic and other records.

If the student needs to obtain immunizations, or immunization or medical records, the enrolling school shall immediately refer the parent or guardian of the student to the liaison for homeless students, who shall assist in obtaining necessary immunizations, or immunization or medical records.

#### **Admission Disputes**

If a dispute arises over school selection or enrollment in a school:

- A. The student shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute;
- B. the parent or guardian of the student shall be provided with a written explanation of the school's decision regarding school selection or enrollment, including the rights of the parent, guardian, or student to appeal the decision;
- C. the student, parent, or guardian shall be referred to the liaison for homeless students, who shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute in accord with the procedure found in the Arizona



State Plan; and

D. in the case of an unaccompanied youth, the liaison for homeless students shall ensure that the student is immediately enrolled in school pending resolution of the dispute.

### **Enrollment Decision**

The decision regarding enrollment shall be made regardless of whether the student lives with the homeless parents or has been temporarily placed elsewhere.

### **Admission of Students in Foster Care**

The school selected by the child in foster care shall immediately admit the child, even if the student is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation.

The enrolling school shall immediately contact the school last attended by the student to obtain relevant academic and other records.

If the student needs to obtain immunizations, or immunization or medical records, the enrolling school shall immediately refer the Child Welfare Agency Point of Contact to the District Liaison/Point of Contact (POC) for children in foster care, who shall assist in obtaining necessary immunizations, or immunization or medical records.

### **Admission Disputes**

If a dispute arises over school selection or enrollment in a school:

A. The student shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute;

B. the Child Welfare Agency Point of Contact shall be provided with a written explanation of the school's decision regarding school selection or enrollment, including the rights of appeal;

C. the Child Welfare Agency Point of Contact and student shall be referred to the liaison for children in foster care, who shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute; an

### **Enrollment Decision**

The decision regarding enrollment shall be made regardless of whether the student lives with the foster parents or has been temporarily placed elsewhere.

### **Baboquivari Accelerated Academy**

Baboquivari Accelerated Academy serves 6<sup>th</sup>-12<sup>th</sup> grade. The school has implemented a

computer program that is aligned with the Arizona Academic Standards Core Curriculum. In addition to the core subjects and elective courses, there are opportunities for dual enrollment with the Tohono O’odham Community College.

The table below summarizes the *minimum* credit requirements for graduation.

English	4 CREDITS
*Math	4 CREDITS
Science	3 CREDITS
**Social Studies	3 CREDITS
TO History/NA Studies or TO Language	1 CREDIT
Fine Arts/CTE	1 CREDIT
Electives	6 CREDITS
<b>TOTAL</b>	<b>22 CREDITS</b>

**\*Math requirement:**

Courses shall consist of Algebra I, Geometry, Algebra II, (or its equivalent) and an additional course with significant math content as determined by the Governing Board (Governing Body).

**\*\*Social Studies requirement:**

World History and Geography	1.0 credit
American History - including Arizona History	1.0 credit
American Government and Arizona Government	0.5 credit
Economics	0.5 credit

**Additional Graduation Requirements**

**In order to meet graduation requirements, in addition to the 22 credits as broken down on the previous page a student must meet these 3 additional requirements:**

**CPR-**

In 2016, the governor signed bill 1137 and Arizona State Statutes were revised. (A.R.S.) 15-718.01 states, starting with the class of 2020, high school graduates need to complete a training session in cardiopulmonary resuscitation (CPR).

**CIVICS TEST-**

In 2015, Arizona legislature passed the American Civics Act (House Bill 2064). This bill will require students, beginning with the graduating class of 2017, to pass a Civics test based on the United States Immigration and Naturalization civics questions. Students will be required to score 60% or higher in order to graduate from high school.

**ECAP-**

In 2008 the Arizona State Board of Education approved Education and Career Action Plans (ECAPS) for all Arizona students grades 9-12. An ECAP contains a student’s current plan of coursework and career goals to assist the student in deciding on their postsecondary plans.

## AASA STATE ASSESSMENTS

### ACT/Aspire TESTING

AASA, ACT and ACT Aspire are the statewide achievement test for Arizona students. Arizona public school students in Grades 3 – 8 and grade 10 will take the grade level assessments in English Language Arts and Mathematics. A passing score on the assessments are not required for graduation.

### AzSCI Science

AzSCI Science is a standards-based assessment that measures student proficiency of the Arizona Academic Content Standard in Science. It meets federal requirements for student assessment. It is administered in the spring to students in Grades 4, 8, and 10 (9th-grade students taking Biology may take the test). A passing score on AzSCI Science is not required for graduation.

## Credit Recovery Transfer Protocol for BHS & IOHS

Indian Oasis High School has open enrollment, meaning that students can enroll at IOHS at any time during the school year. If an IOHS student wishes to transfer to Baboquivari High School (BHS), they will be able to do so at the beginning or end of each semester as long as they have the minimum number of credits required.

Students will be referred to IOHS from BHS based on the chart below:

GRADE	END OF 1 <sup>ST</sup> SEMESTER	END OF 2 <sup>ND</sup> SEMESTER
9 <sup>TH</sup>	Not Applicable	4 or less credits
10 <sup>TH</sup>	Not Applicable	8 or less credits
11 <sup>TH</sup>	10 or less credits	12 or less credits
12 <sup>TH</sup>	14 or less credits	Non-Graduate

Students will be eligible to enroll at BHS or return to BHS based on having the minimum number of credits needed as outlined in the chart below:

GRADE	END OF 1 <sup>ST</sup> SEMESTER	END OF 2 <sup>ND</sup> SEMESTER
9 <sup>TH</sup>	Not Applicable	More than 4 credits
10 <sup>TH</sup>	6.5 or more credits	More than 8 credits
11 <sup>TH</sup>	10.5 or more credits	More than 12 credits
12 <sup>TH</sup>	14.5 or more credits	Not Applicable

If a student is referred to IOHS and chooses not to attend IOHS and enrolls at another school, and later chooses to come back to Baboquivari Unified School District, their placement will be at IOHS, unless they have met the minimum credit requirements needed for their grade level to enroll at BHS.

If a student is detained at the Tohono O'odham Juvenile Detention Center and is enrolled under IOHS, upon their release, he/she will attend IOHS until the end of the current semester and be eligible to enroll at or transfer back to BHS if they have the minimum credits required for their

grade level as outlined above.

All transfers involving exceptional education students must be approved by the Exceptional Student Services Director for placement at IOHS or BHS.

\*This protocol will be effective immediately for Freshmen (Class of 2024) and Sophomores (Class of 2023).

\*\*For Juniors (Class of 2022) and Seniors (Class of 2021), this protocol will be at the discretion of the BHS Principal and the Principal of IOHS, but, at a minimum, will include an Academic Plan.

\*\*\*For the Class of 2024 and beyond, this will be in effect for **all** students.



## *Waw Giwulk Si E-Mamcid Maşcamakuđ*

### **Positive Behavior Interventions and Supports (PBIS)**

The Baboquivari Accelerated Academy utilizes the Positive Behavioral Interventions and Supports (PBIS) system as the foundation for our school wide discipline program. PBIS is a proactive, research-based approach to presenting student behavior problems and achieving social and learning goals.

Accordingly, there is an emphasis on teaching desired behaviors and skills as well as focusing on positive behaviors towards creating a safe and productive classroom environment. Schools involved in this process find that it reduces office discipline referrals and suspensions, saves instructional time and improves the overall school climate.

**For the** Baboquivari Accelerated Academy **, the PBIS system is KOMCKUD:**

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## *Waw Giwulk Si E-Mamcid Maşcamakuđ*

**K**now it  
**O**wn it  
**M**aster It  
**C**ollaborate  
**K**indness first  
**U**nstoppable  
**D**o it

## **PBIS Expectations**

**Know it.** Know and follow expectations and procedures. There are rules in place to ensure that we are safe, productive, and successful, and they benefit everyone.

**Own it.** Take responsibility for yourself and your actions. Recognize when you may need help and when upset, take time to think before you do something you regret.

**Master it.** Engage in everything you do with an open-mind and your best effort. Success and failure are both learning opportunities.

**Collaborate.** Everyone has something that they can teach to others. Take opportunities to be part of the group and remember, no one gets through life alone.

**Kindness first.** Everyone has their own life, experiences, and struggles. Show gratitude for kindness and show kindness to others when you can.

**Unstoppable.** Set goals for the future and remember that everyone has setbacks. There are options and supports for when you struggle but giving up is not an option.

**Do it.** Take initiative for your own learning and future, and support others doing the same. Remember, you are in charge of your own destiny.

## *Waw Giwulk Si E-Mamcid Maşcamakud*

**Positive Behavior Matrix**

	CLASSROOM	CAFETERIA	BATHROOM	OFFICE	COMMON AREAS	EVENTS & GATHERINGS	BUS
<b>Know it.</b>	Know and follow classroom procedures	Listen and follow the set procedures and rules	Use facilities properly	Respect and follow the rules of the office	Follow school procedures and schedule	Listen to monitors and other adults in charge	Follow bus rules
<b>Own it</b>	Be open-minded to learning new concepts	Conserve resources and avoid waste	Respect others' privacy	Be considerate of office visitors and staff	Respect others' learning in surrounding classes	Learn from the opportunity and applaud respectfully	Respect the time/safety of other riders/driver
<b>Master it</b>	Take ownership for personal behavior	Be aware of others and move carefully	Get in, get out: Remember others may	Honor the privacy of others	Walk safely and be punctual	Listen to guest/visitor presentations	Be punctual for bus pick-up times



			need the pass				
	Be on task and produce quality work	Ask permission to leave	Use only when needed	Stay in designated student areas	Take care of personal and school property	Participate in school events	Listen to and follow directions
<b>Collaborate</b>	Take turns and use appropriate language	Clean up after yourself	Keep the facilities clean and graffiti-free	Complete task(s) and return to class	Throw away trash and keep the common areas clean	Practice safety with others and police your area	Respect others' belongings and personal space
<b>Kindness first</b>	Respect classroom, all materials and equipment	Use good manners and respect others	Be kind to others and take turns	Be respectful and polite to elders and visitors	Honor personal space	Be kind with words and actions	Respect the bus driver and their expectations
<b>Unstoppable</b>	Be prepared, on-time, and organized with materials.	Report messes and issues to adults in charge.	Wash hands and practice good hygiene.	Share your success with others.	Anticipate your destination and be on time.	Be flexible and patient.	Use bus time for reading and being productive
<b>Do it</b>	Set and meet goals.	Remind peers of cafeteria procedures when needed.	Respect and be aware of personal space.	Report issues or concerns to office staff.	Know that how you act is a reflection of you and the school.	Be open to the view of others and ask questions.	Practice safety.

## Procedures and Expectations

### Problem Solving Process

It is expected that students and parents/guardians will work with the teacher when difficulties arise in the classroom. The following considerations should be taken when encountering issues that disrupt the classroom environment, student learning or student progress:

- *The student is making a sincere effort to do the work in the class.*
- *The student is regularly making contact with the teacher in the class to ask questions.*
- *The student and parents/guardians have worked with the teacher to understand the scope and nature of the problems causing difficulties.*
- *The student and parents/guardians have consulted with the Principal, so the Principal can offer general support and can talk to the teacher with the student.*

### Attendance Expectations

All students are expected to attend school every day and be on time. **Parents/Guardians should call the School Office (520-719-1260) by 8:30 a.m. to report that their child will be absent.**

Illness of the student, death in the family, family problems of an emergency nature, religious purposes or medical appointments will be considered an excused absence once documentation is received.

Students who have missed 10 or more consecutive days of school with **unexcused** absences will be dropped by the Registrar's Office on the tenth day. Students or Parents/Guardians wishing to re-enroll their child must contact the office to schedule a re-enrollment appointment before they will be permitted to return.

***Habitual unexcused absences or tardiness may result in the student being placed on an attendance contract.*** Attendance contracts will be signed by the student, parent/guardian and by the Principal. Failure to comply with the attendance contract may result in referrals to Tribal Child Welfare and/or TOPD.

The parent or guardian is charged by law with responsibility for the student's consistent school attendance. The Superintendent will enforce the laws regarding attendance, with consideration for the variables that affect children and families. The Superintendent will place emphasis on the prevention and correction of the causes of absenteeism.

#### **Attendance Records**

Each time a class meets, the teacher shall check and formally record the attendance of all students assigned to the class. The name of any absent student shall be entered on the prescribed attendance/absence report and be submitted to the office.

A master list of student absences will be prepared daily from attendance reports received in the office. The school administrator is accountable for assuring that accurate and timely daily records of student membership and attendance are maintained.

#### **Tardiness**

*The Instructional day begins at 7:50 a.m. and ends at 2:50 pm Monday-Thursday and 11:50 pm on Friday.* Students must be in their assigned homeroom on time. A student will be marked tardy after **8:00 a.m.** If a parent/guardian drops off a student, they must come in with the student to confirm an excused tardy; otherwise, the tardy will be marked as unexcused.

#### **Camera Usage Protocol**

Video cameras are located at various places on the school campus. Cameras are not located in areas where students, employees and others have a reasonable expectation of privacy, such as bathrooms, locker rooms, etc. Images captured by the cameras shall be used only for school district purposes, and in a manner consistent with the Family Educational Rights and Privacy Act. Under no circumstances shall any student touch, alter or tamper with any camera operated and maintained by the School District on school property.

#### **Loitering/Trespassing**

For the safety and security of our students and staff, all visitors must check in when they arrive on campus. Anyone not signing in may be considered trespassing and administration will be notified. If necessary, the administration will notify the police. Students that have been officially suspended or removed from the school roster are considered trespassing if on campus without

specific permission from an authorized administrator.

### **Change Address and/or Phone Number**

Please be sure to update Parent/Guardian contact information (*change of address, phone number, email address, and/or emergency contacts*) with the school secretary. If this information must be changed or updated, please contact the office secretary Ms. Heather Lafferty at (520) 719-1260 or contact her by email at [hlafferty@busd40.org](mailto:hlafferty@busd40.org). It is important that we have correct contact information for the student's parent/guardian in case of an emergency. When current information is not available, the Parent Liaison or School Resource Officer/TOPD may try to make contact with parent or guardian at their home.

***\*Per revised board policy school administration is permitted to make changes to the dress code as needed to ensure the campus is a safe and welcoming environment.***

### **Dress Code**

All staff, students, parent/guardians/families, visitors etc... must wear a mask throughout the day and maintain a safe distance of six feet apart from each other.

#### **Unacceptable clothing, outerwear and accessories:**

- No solid blue, maroon or red clothing, outerwear or accessories are permitted. This includes undershirts, hats or any head covering and backpacks
- No undergarments may show. Pants must be pulled up so no undergarments are visible
- No inappropriate logos; to include but not restricted to, gang association, drug symbols, weapons, or any other offensive graphics or anything implying the aforementioned graphics.
- No bandana style clothing, outerwear, backpacks or accessories
- No bandanas of any color are permitted
- No open toed shoes (flip flops, shower shoes, sport sandals etc.)

### **Language**

Appropriate language is to be used. School is a place for positive learning. This also applies to hand and/or body gestures. Failure to comply may result in disciplinary consequences.

### **Lost and Found**

Our school Principal maintains lost and found articles in the office. Students may inquire there for lost items. Items found by a student should be turned into a staff member. Any personal property brought on, or left on the school premises is at the risk of the owner. Neither the school nor the school district is responsible for any loss or damage that may occur.

### **Electronic Devices**

Baboquivari Accelerated Academy will not be responsible for lost or stolen electronic devices. Bringing any electronic devices is at the risk of the student and parent/guardian. While in the classroom, students are not allowed to use cell phones or other electronic devices (iPods, tablets, MP3 players, etc.) without the expressed permission of the teacher for curriculum related activities. All items should be turned off or on silent mode and stored out of sight while in the classroom. Students will be asked to put away or turn over any electronic device that is not

being used with permission. Failure to comply with the teacher's request may result in disciplinary consequences. Parents/guardians may be asked to pick the item up in the office.

### **Breakfast/Lunch**

The students eat breakfast and lunch in the Indian Oasis Intermediate School cafeteria. All meals must be consumed in the cafeteria. Students are to dispose of their own trays in the designated receptacles after they are through meals and are responsible for cleaning up their own area.

### **Field Trips**

Occasionally, students will be invited to participate in field trips. All students attending a field trip must meet the field trip criteria set forth by the Principal. All students are required to hand in a completed permission slip by the indicated deadline.

For the 2022-2023 school year, there will be fees assessed and collected for participation in athletics, clubs, and extracurricular events/field trips. If a student and his/her family are unable to pay for the fees due to financial hardship, they must complete the waiver form (see at end of the handbook) to be submitted to the IOMS/IOHS Front Office or Principal.

### **Public Displays of Affection (PDA)**

No public display of affection will be allowed on campus. Student's refusal to comply with this rule may result in disciplinary action.

### **Outside Food on Campus**

Students are not permitted to bring in food outside food items to sell on campus. If students bring food items on campus it is with the understanding that they are to be eaten during lunch time and not in the classrooms.

### **Bathroom Use Protocol**

Students may be limited to a certain number of bathroom passes during the school day if one or more of the following occurs: a) the student is disciplined for incidents related to bathroom misuse b) the student leaves the classroom excessively, and/or c) student is out of the classroom for longer than necessary when on a bathroom pass d) issue(s) occur in the restroom(s) that require bathroom pass restrictions. Student bathroom passes may be restricted individually, by homeroom or for all students to ensure the safety of all students.

### **Procedures for Positive Interventions**

The following is the general procedure of interventions when a student chooses to demonstrate inappropriate behavior.

1. Ask student to demonstrate positive behavior

2. Start PLP log (in Infinite Campus)
3. Talk it out
4. Contact home and Principal
5. Team intervention
6. Parent meeting with team (round table)

### **Student Conduct**

Students at Baboquivari Accelerated Academy have the right to a quality education free from any unnecessary disruptions and distractions. The Governing Board of BUSD #40 wants to ensure that every student has the opportunity to attend school and receive an education without fear, harm or injury. Therefore, the Board will not allow any person or persons with a disruptive intent to endanger the safety of pupils or school personnel. Generally, most situations involving students will be handled at the classroom level. All students are expected to demonstrate respectable and responsible behavior.

**Habitual discipline issues may result in the student being placed on a behavioral contract as an intervention to assist the student and family in understanding the importance of following school rules and district policies.**

## **District Policies**

### **Student Policies Goals/Priority Objectives**

The Superintendent will establish an environment conducive to the best learning achievement for each student through meeting the following goals:

- A. To individualize the learning program in order to provide appropriately for each student.
- B. To protect and observe the legal rights of students.
- C. To enhance the self-image of individual students through helping them feel respected and worthy, and through a learning environment that provides positive encouragement.
- D. To provide an environment of reality in which students can learn personal and civic responsibility for their actions through meaningful experiences as school citizens.
- E. To deal with students in matters of discipline in a just and constructive manner.
- F. To provide, in every way possible, for the safety, health, and welfare of students.
- G. To promote regular attendance and good work.

### **Equal Educational Opportunities**

The right of a student to participate fully in classroom instruction shall not be abridged or impaired because of race, color, religion, sex, age, national origin, and disability, or any other reason not related to the student's individual capabilities.

The right of students to participate in extracurricular activities shall be dependent only upon their maintaining the minimum academic and behavioral standards established by the Board, and their individual ability in the extracurricular activity.

If the person alleged to have violated policy is a student, the Superintendent may impose discipline in accordance with Policies JK, JKD and JKE.

If the Superintendent's investigation reveals no reasonable cause to believe policy has been violated, the Superintendent shall inform the complaining party in writing.

### **Compulsory Attendance Ages**

Every child between the ages of six (6) and sixteen (16) years shall attend a school and shall be provided instruction in at least the subjects of reading, grammar, mathematics, social studies, and science. The person who has custody of the child shall choose a public, private, charter, or home school as defined in A.R.S. [15-802](#) to provide instruction.

The parent or person who has custody of the child shall do the following:

- A. If the child will attend a public, private, or charter school, enroll the child and ensure that the child attends the public, private, or charter school for the full time that school is in session. If the child attends a school that is operated on a year-around basis, the child shall regularly attend during school sessions that total not less than one hundred eighty (180) school days or two hundred (200) school days, as applicable, or the equivalent as approved by the Superintendent of Public Instruction.
- B. If the child will attend a private school or home school, file an affidavit of intent with the County School Superintendent stating that the child is attending a regularly organized private school or is being provided instruction in a home school, in accord with A.R.S. [15-802](#).
- C. If the child will attend home school, the child has not reached eight (8) years of age by September 1 of the school year, and the person who has custody of the child does not desire to begin home instruction until the child has reached eight (8) years of age, file an affidavit of intent pursuant to A.R.S. [15-802](#) stating that the person who has custody of the child does not desire to begin home school instruction.

A person is excused from the duties prescribed above if it is shown to the satisfaction of the school principal or the school principal's designee:

- A. The child is in such physical or mental condition that attendance at a public school is inexpedient or impracticable.
- B. The child has completed the high school courses necessary for completion of grade ten (10) as prescribed by the State Board of Education.
- C. The child has presented reasons for nonattendance at a public school which are satisfactory to the school principal or the school principal's designee. For purposes of this paragraph, the principal's designee may be the School District Governing Board.
- D. The child is over fourteen (14) years of age and is, with the consent of the person who

has custody of the child, employed at some lawful wage-earning occupation.

E. The child is an enrollee in a work training, career education, vocational, or manual training program that meets the educational standards established and approved by the Department of Education.

F. The child was either suspended and not directed to participate in an alternative education program or expelled from school as provided in law.

G. The child is enrolled in an education program provided by a state educational or other institution.

### **Tuancy**

A child between the ages of six (6) and sixteen (16) failing to attend school during the hours school is in session is truant unless excused pursuant to A.R.S. [15-802](#), [15-803](#), or [15-901](#).

Truant means an unexcused absence for at least one (1) class period during the day. This includes absence from any class, study hall, or activity during the school day for which the student is scheduled.

Unexcused absence for at least five (5) school days within a school year constitutes habitual truancy. The Superintendent will establish procedures to identify and deal with unexcused absences, beginning with notification of parents. Continued violation may lead to discipline of the child and/or referral of the parent to a court of competent jurisdiction.

### **Residency Verification**

In accordance with guidelines and forms adopted by the Arizona Department of Education the District shall require and maintain verifiable documentation of residency in the State of Arizona for pupils who enroll in the District.

### **Grading Policy**

A District-developed grading system will be utilized. Teachers will keep a careful record of the grades assigned to students. Written reports to the parents concerning student achievement will be made every nine (9) weeks by the teacher, and additional written reports will be made when necessary. Teachers will confer with parents when necessary concerning academic progress and discipline of students. Teachers will report to parents on students' conduct, scholarship, attendance, or excessive tardiness.

### **Special Education**

Grades reporting achievement of special education students not taking regular education classes shall be given on a basis commensurate with the students' abilities and based on their individual progress rather than in competition with classmates. The permanent record cards for such students shall indicate enrollment in special education for those classes. Parents of special

education students shall be counseled regarding the significance of the grading system in order to avoid misinterpretation of the achievement grade.

### **Subject Grade**

The subject grade should be based upon pupil mastery of the content of the course. The teacher will establish a reasonable standard for average achievement in each of the subjects. If at any time the teacher is in doubt that this standard is either too high or too low, the teacher should discuss the matter with the principal. The teacher will establish a uniform system of grading. This system is based upon attainment of what the teacher requires. Content of the course shall be set up to be measured by numerical percentages which are then transferred to letter equivalents. The following scale will serve as a guide for the distribution of grades but reasonable alternative letter grades may be approved at the District level:

90% - 100%	=	<i>A</i>
80% - 89%	=	<i>B</i>
70% - 79%	=	<i>C</i>
60% - 69%	=	<i>D</i>
Below 60%	=	<i>F</i>

The following should be observed in implementing a grading system:

- A. The grading system should be consistent within the class for the entire year.
- B. The student should understand the system thoroughly, such as, the content on which the grade for the course depends, the weight attached to various phases of the material, the manner in which the letter grade is devised, and the meaning of the final letter grade which is sent home as a report to the parent.
- C. If a teacher from year to year consistently promotes classes with predominantly high or low scores for the majority of the pupils in each class, then such practice causes parental and pupil difficulties for the succeeding teacher. If a teacher consistently finds the grades high or low for a large percent of the class, then the teacher should evaluate their established standards of average achievement on grading.
- D. Work habits and conduct are two (2) areas that will be marked individually. Grades on basic subjects must not be awarded or upheld based upon disciplinary problems, work habits, or conduct.

### **Report Cards and Records**

An average of two (2) grades per week should be kept in numerical values in the teacher's grade book for each subject. Average numerical values for the nine (9) weeks will also be recorded in



the grade book. Grade reports to the parents are made on a nine (9) week basis. Report cards include an explanation of the system of marks used. Before cards are distributed each nine (9) week period, the teacher should explain the marking system to the students. Cards are sent home according to a schedule which is developed at the beginning of the school year.

### **Student Rights and Responsibilities**

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

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

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

#### ***Rights:***

- A. Students have the right to a meaningful education that will be of value to them for the rest of their lives.
- B. Students have the right to a meaningful curriculum and the right to voice their opinions, through representatives of the student government, in the development of such a curriculum.
- C. Students have the right to physical safety, safe buildings, and sanitary facilities.
- D. Students have the right to consultation with teachers, counselors, administrators, and anyone else connected with the school if they so desire, without fear of reprisal.
- E. Students have the right to free elections of their peers in student government, and all students have the right to seek and hold office in accordance with the provisions of the student government constitution and in keeping with the extracurricular guidelines of the District.
- F. Students have the right to be made aware of administrative and/or faculty committee decisions and to be aware of the policies set forth by the Governing Board and school.
- G. Legal guardians or authorized representatives have the right to see the personal files, cumulative folders, or transcripts of their children who are under the age of eighteen (18) years. School authorities may determine the time and manner of presentation of this

information.

H. Students' academic performance shall be the prime criterion for academic grades; however, noncompliance with school rules and regulations may affect grades (e.g., unexcused absences).

I. Students shall not be subjected to unreasonable or excessive punishment.

J. Students have the right to be involved in school activities, provided they meet the reasonable qualifications of sponsoring organizations, state organizations, and school regulations.

K. Students have the right to express their viewpoints in accordance with District Policy JICEC - Freedom of Expression.

L. Married students share these rights and responsibilities, including the opportunity to participate in the full range of activities offered by the school, and shall be subject to the rules and regulations of the school.

***Responsibilities:***

A. Students have the responsibility to respect the rights of all persons involved in the educational process and to exercise the highest degree of self-discipline in observing and adhering to school rules and regulations.

B. Students have the responsibility to take maximum advantage of the educational opportunities available and seek to achieve a meaningful education.

C. All members of the school community, including students, parents, and school staff members, have the responsibility to promote regular attendance at school.

D. Students have the responsibility to protect school property, equipment, books, and other materials issued to or used by them in the instructional process. Students will be held financially responsible for any loss or intentional damage caused to school property.

E. Students have the responsibility to complete all course assignments to the best of their ability and to complete make up work after an absence.

F. Students have the responsibility to help maintain the cleanliness and safety of the school buildings and property.

G. Students have the responsibility to present themselves in class at the prescribed time and with the necessary materials.

**Student Involvement in Decision Making**

A primary task of the school is to create a stimulating learning climate that develops active involvement of students in their education and develops a spirit of inquiry. This climate is created when students work together with school staff in such activities as planning and evaluating school programs.

The District encourages student involvement that will enhance:

A. Achievement of the course goals, improvement of the courses of study, and planning of classroom activities.

- B. Freedom of expression, recognizing that every privilege and right has a corresponding responsibility.
- C. Student participation in assembly programs and school-sponsored forums of interest.
- D. Participation in student government organizations that provide students with a voice in school affairs.
- E. Co-curricular or extracurricular activities that broaden their educational experiences.

### **Student Government**

The organization of student councils in all schools is encouraged.

Student government is expected to be "of the students, by the students, for the students," representing the students in the school in communications with the administration and in the organization of student activities.

Members of student councils are to be elected democratically. The rights and responsibilities of the council should be clearly set forth by each school. Each student council must have a faculty advisor.

### **Student Site Council**

A. The purpose of this section is to ensure that individuals who are affected by the outcome of a decision at the school site share in the decision making process.

B. Each school shall establish a school council. A governing board may delegate to a school council the responsibility to develop a curriculum and may delegate any additional powers that are reasonably necessary to accomplish decentralization. The school council shall take into consideration the ethnic composition of the local community and, except as provided in section 15-352, shall consist of the following members:

1. Parents/guardians of pupils enrolled in the school. A parent/guardian who is employed by the school district may serve as a member of the school council if the parent or guardian is not employed at the same school where the parent/guardian's child is enrolled.
2. Teachers.
3. Non Certified employees.
4. Community members.
5. Pupils, if the school is a high school.
6. The principal of the school.

C. Each group specified in subsection B of this section shall select its school council appointees and shall submit the names of its respective representatives to the principal. The initial representatives shall be selected at public meetings held at the school site, and, thereafter, representatives shall be selected by their groups in the manner determined by the school council. Schools shall give notice of the public meeting where the initial representatives of the groups shall be selected, clearly stating its purpose, time and place. The notice shall be posted in at least three different locations at the school site and in the community and shall be given to pupils for

delivery to their parents or guardians.

D. The governing board shall determine the initial number of school council members. Thereafter, the school council shall determine the number. The number of teachers and parents or guardians of pupils enrolled at the school shall be equal. Teachers and parents or guardians of pupils enrolled at the school shall constitute a majority of the school council members.

E. The school council shall adopt written guidelines that specify the number of school council members and the methods for the selection of school council members.

F. The principal shall serve as chairman of the school council unless another person is elected by a majority of the school council members.

### **Student Conduct**

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

A student shall be defined as any person who is enrolled in an educational program provided by or approved by the District and carried on in premises owned or controlled by the District. Students shall not engage in improper behavior, including but not limited to the following:

- A. Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Board.
- B. Threatening an educational institution by interference with or disruption of the school per A.R.S. [13-2911](#) and [15-841](#).
- C. Physical abuse of or threat of harm to any person on District owned or controlled property or at District sponsored or supervised functions.
- D. Damage or threat of damage to property of the District, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on District controlled premises.
- E. Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.
- F. Unlawful use, possession, distribution, or sale of tobacco, alcohol, or drugs or other illegal contraband on District property or at school-sponsored functions.
- G. Conduct or speech that violates commonly accepted standards of the District and that, under the circumstances, has no redeeming social value.
- H. Failure to comply with the lawful directions of District officials or any other law enforcement officers acting in performance of their duties, and failure to identify themselves to such officials or officers when lawfully requested to do so.

- I. Knowingly committing a violation of District rules and regulations. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- J. Engaging in any conduct constituting a breach of any federal, state, or city law or duly adopted policy of the Board.
- K. Carrying or possessing a weapon on school grounds.

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

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

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

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

### **Student Dress**

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

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

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

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

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

The District encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others.

- A. Only tailored shorts and skirts that are hemmed may be worn in grades Kindergarten (K) through twelve (12). Students must wear a shirt with pants or skirt or the equivalent (dress, legging, or shorts).
- B. Bare midriffs, halter tops, and spaghetti straps are not acceptable past the third grade. Clothing must not be see-through and must cover a student's undergarments, chest and torso, when standing or sitting.
- C. Bare feet are never acceptable. In the interest of student safety, Shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, et cetera.
- D. Jewelry shall not be worn if it presents a safety hazard to self and/or others.
- E. Profane or defamatory clothing or jewelry is not acceptable. Clothing, accessories and/or jewelry may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
- F. No bandannas of any color, size, or shape may be carried or displayed in any classroom or at any school activity. This also includes simulations of anything representing "colors". Students may wear clothing, accessories and jewelry that display religious messages or religious symbols in the same manner and to the same extent that other types of clothing, accessories and jewelry that display messages or symbols are permitted.
- G. Subject to the above, no hats, bandannas, other head coverings, or sunglasses may be worn in a classroom or school building, except for properly approved occupational safety headgear required for special classes or if authorized by a school administrator or authorized/prescribed by a medical professional.
- H. Obscene language or symbols, or symbols of drugs, sex, or alcohol on clothing are prohibited.
- I. Students may not wear clothing, accessories and/or jewelry with images, symbols, slogans, words or phrases that are profane, discriminatory or defamatory or that is worn with the intent to convey affiliation with a criminal street gang as defined in A.R.S. [13-105](#).
- J. Hats and sunglasses may be worn outside.

Exceptions for special activities or health considerations may be preapproved by the administrator.

Students who volunteer for extracurricular activities, such as athletics, band, chorus, et cetera, are subject to the standards of dress as defined by the sponsors of such activities.

#### **Care of School Property by Students**

Each student is expected to take pride in the physical appearance of the school. Teachers and students should be observant at all times to prevent damage or destruction of school property. Any marking or marring of school property should be reported to the office at once.

No student shall damage or deface any property belonging to the District. The type of discipline that may be imposed for damage to school property by students depends upon the circumstances. Students may be subject to discipline for willful damage or destruction of school property.

If any minors engage in conduct that results in damage to District property, the District may institute formal charges for the purpose of having the court order the minors, or their parents, to make full or partial restitution to the District in accordance with law.

### **Freedom of Expressions**

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:

- A. Maintain order and discipline on District property in a content and viewpoint neutral manner.
- B. Protect the safety of students, employees, and visitors on District property.
- C. 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.
- D. 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 a student's parent is barred by statute from initiating legal action to enforce the student rights set out in this policy unless the student or the parent has:

A. Submitted to the school principal a written complaint containing specific facts of the alleged violation.

B. 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:

A. Submit written complaint containing specific facts of the alleged violation to the Superintendent or other designated administrator.

B. 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 this policy.

#### **Secret Societies/Gang Affiliations**

Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of dress or grooming that, by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies membership or affiliation with such a group is prohibited because of the disruption to educational activities that results from such activities or dress. It is the District's position that such activities and dress also present a clear and present danger to other District students and to District staff members.

Any activity involving an initiation, hazing, intimidation, assault, or other activity related to group affiliation that is likely to cause or does cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students or others is prohibited.

Any student wearing, carrying, or displaying gang paraphernalia and/or exhibiting behavior or gestures that symbolize gang membership, or causing and/or participating in activities that intimidate or adversely affect the educational activities of another student, or the orderly operation of the schools, shall be subject to disciplinary action.

For the purpose of District policy, a gang is a group of three (3) or more people who:

A. Interact together to the exclusion of others;

B. Claim a territory or area;

C. Have a name;

D. Have rivals/enemies; and

E. Exhibit antisocial behavior - often associated with crime or a threat to the community.

The type of dress, apparel, activities, acts, behavior or manner, or grooming displayed, reflected,



or participated in by the student shall not:

- A. Lead school officials to believe that such behavior, apparel, activities, acts, or other attributes are gang related or would disrupt or interfere with the school environment or activity and/or educational objectives;
- B. Present a physical safety hazard to self, students, staff members, or other employees.
- C. Create an atmosphere in which the well-being of a student, staff member, or other person is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or
- D. Imply gang membership or affiliation by written communication, marks, drawing, painting, design, or emblem upon any school or personal property or on one's person.

If the student's dress is in violation of this regulation or a District policy, the principal will ask the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal will take appropriate corrective and disciplinary action.

### **Hazing**

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to schools within twelve (12) calendar months. For purposes of Policy JICFA and this exhibit a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdrawal from the school.

### **Definitions**

"Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student and in which both of the following apply:

- A. The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.
- B. The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

"Organization" means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

### **Directions**

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing.

In accord with statute, violations of this policy do not include either of the following:

- A. Customary athletic events, contests or competitions that are sponsored by an educational institution.
- B. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.

All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of Policy JICFA and this exhibit.

### **Reporting/Complaint Procedure**

Students and others may report hazing to any professional member. Staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. A failure by a staff member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accord with school policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

A person who complains or reports regarding hazing may complain or report directly to the school administrator or to a professional staff member. The professional staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purpose. At a minimum the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. When a professional staff member receives the information, the staff member will transmit a report to the school administrator or supervising administrator not later than the next school day following the day the staff member receives the report/complaint.

The report/complaint will be investigated by the school administrator or a supervising administrator. The procedures to be followed are:

- A. An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the time line may only be by necessity as determined by the Superintendent.
- B. The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- C. The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.

All violations of Policy JICFA and this exhibit shall be treated in accord with the appropriate procedures and penalties provided for in School policies related to the conduct and discipline of students, staff, and others.

### **Tobacco Use by Students**

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

- A. School grounds.
- B. School buildings.
- C. School parking lots.
- D. School playing fields.
- E. School buses and other District vehicles.
- F. Off-campus school-sponsored events.

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

#### **Drug and Alcohol Use by Students**

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

The nonmedical use, possession, distribution or sale of

- A. alcohol,
- B. drugs,
- C. synthetic drugs,
- D. counterfeit drugs, or
- E. imitation drugs,

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

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

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

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

- A. All dangerous controlled substances prohibited by law.
- B. All alcoholic beverages.
- C. Any prescription or over-the-counter drug, except those for which permission to use in school has been granted pursuant to Board policy.
- D. Hallucinogenic substances.

E. Inhalants.

F. Synthetic, counterfeit or imitation drugs.

A compound or substance, regardless of its contents, compound or substance, that produces in the user an experience, effect and/or display of effects that mimic the experience, effect and/or display of effects produced by substances controlled or prohibited by law, or that is represented as producing in the user such experiences or effects.

### **Weapons in School**

No student shall carry or possess a weapon or simulated weapon on school premises without authorization by a school administrator. The Superintendent shall prescribe regulations for student possession of bows or firearms on District property for the purpose of the student's participation in a course of training in bows or firearms approved by the Governing Board and as authorized by Arizona Revised Statutes (A.R.S.) [15-713](#), [15-714](#), and [15-714.01](#). No student shall use or threaten to use a weapon or simulated weapon to disrupt any activity of the District.

Any employee who observes any person in possession of a weapon or simulated weapon on school premises shall immediately report the matter to the school administrator. A school administrator who observes or receives a report of a student possessing a weapon on school premises shall immediately take appropriate safety and disciplinary actions in accordance with District policies and shall immediately report a violation of this policy to a peace officer, pursuant to A.R.S. [15-515](#), if the weapon is a deadly weapon or the student is a minor in possession of a firearm.

A student who violates this policy by carrying or possessing a firearm shall be placed in an alternative education program for a period of not less than one (1) year, suspended for a period of not less than one (1) year, or expelled and not be readmitted within a one (1)-year period, if ever. The Governing Board, in its sole discretion, may modify the one (1)-year duration of such disciplinary action on a case-by-case basis.

A student who violates this policy by any means other than carrying or possessing a firearm shall be subject to disciplinary action, including but not limited to expulsion. Disciplinary action against a student with one (1) or more disabilities shall be applied on a case-by-case basis in accordance with District policies and state and federal special education laws.

For the purposes of this policy:

A. *Weapon* means any of the following:

1. A firearm.
2. A knife.
3. A destructive device.
4. A dangerous instrument.

B. *Simulated weapon* means an instrument displayed or represented as a weapon.

C. *Firearm* means any of the following:

1. Any loaded or unloaded gun that will, that is designed to, or that may readily

be converted to expel a projectile by the action of an explosive.

2. The frame or receiver of any such firearm.
3. Any firearm muffler or silencer.
4. Any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive charge of more than one-fourth (1/4) ounce, mine, or similar device.
5. Any combination of parts that could be readily assembled to form a firearm.

D. *Destructive device* means:

1. Any device other than a firearm that will, or is designed to, or may be readily converted to expel a projectile by any means of propulsion, such as a BB/pellet gun, slingshot, bow, or crossbow.
2. Any collection of parts that could be readily assembled to form a destructive device.

E. *Dangerous instrument* means anything other than a firearm, knife, or destructive device that is carried or possessed by a student for the purpose of being used or being available for use to cause death or inflict serious physical injury.

F. *School premises* means the school, school grounds, school buses, or any premises, grounds, or vehicles used for school purposes and includes premises where school-sponsored events (for example, athletic games and competitions, music competitions, et cetera) are held away from District property.

G. *Deadly weapon* means any weapon designed for lethal use, including a firearm.

The governing board of an educational institution may not adopt or enforce any policy or rule that prohibits the lawful possession or carrying of a deadly weapon on a public right-of-way by a person or on or within a person's means of transportation.

"Public right-of-way," A.R.S. [13-2911\(k\)\(5\)](#) means any highway, street, road, thoroughfare, path, alley or other right-of-way that is publicly accessible and that is established and maintained by this state or a political subdivision of this state. Public right-of-way does not include property of an educational institution.

### **Student Bullying/Harassment/Intimidation**

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

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying, harassment, or intimidation in any form will not be tolerated.

**Bullying:** Bullying may occur when a student or group of students engages in any form of

behavior that includes such acts as intimidation and/or harassment that

- A. has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- B. is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- C. occurs when there is a real or perceived imbalance of power or strength, or
- D. may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to

- A. verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,
- B. exposure to social exclusion or ostracism,
- C. physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- D. damage to or theft of personal property.

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

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

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

Students are prohibited from bullying, harassment, or intimidation on school grounds, school property, school buses, at school bus stops, at school-sponsored events and activities, and

through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

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

Students who believe they are experiencing being bullied, harassed, or intimidated or suspect another student is bullied, harassed, or intimidated should report their concern to any staff member of the School District. School personnel are to maintain appropriate confidentiality of the reported information.

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

Students found to be bullying, harassing, or intimidating others will be disciplined up to and including suspension or expulsion from school.

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

Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying, harassment, or intimidation is a violation of the law.

### **Dating Abuse**

The Governing Board is committed to maintaining a school campus environment that is safe and secure for all students. Dating abuse will not be tolerated by the District. Students who become targets of dating abuse are entitled to certain rights that shall be respected and protected by all school employees. It is the responsibility of all District employees to respond to any incident of dating abuse they become aware of in a manner consistent with District training.

The Superintendent shall provide for procedures to ensure appropriate steps are taken to establish and maintain safe and secure schools. These shall include but not be limited to:

- A. an ongoing effort to enhance employee training and campus safety planning,
- B. establishing reporting procedures, and
- C. making accommodations for victims.

The Superintendent shall establish an age-appropriate dating abuse curriculum for students in grades seven (7) through twelve (12). That curriculum shall include the following components:

- A. A definition of dating abuse.
- B. The recognition of dating abuse warning signs.
- C. The characteristics of healthy relationships.

#### **Dating Abuse Definition**

Dating abuse is a pattern of behavior in which one person uses or threatens to use physical, sexual, verbal, or emotional abuse to control the person's former or present dating partner. Behaviors used may include but are not limited to:

- A. *Physical Abuse*: Any intentional, unwanted physical contact by either the abuser or an object within the abuser's control, regardless of whether such contact caused pain or injuries to the former or present dating partner.
- B. *Emotional Abuse*: The intentional infliction of mental or emotional distress by threat, coercion, stalking, humiliation, destruction of self esteem, or other unwanted, hurtful verbal or nonverbal conduct toward the former or present dating partner.
- C. *Sexual Abuse*: Any sexual behavior or physical contact toward the former or present dating partner that is unwanted and/or interferes with the ability of the former or present dating partner to consent or control the circumstances of sexual interaction.
- D. *Threats*: The threat of any of the aforementioned forms of abuse, threat of disclosing private information to parents, peers, or teachers, or any other threat made with the intent of forcing the former or present dating partner to change his or her behavior.

#### *Student Rights Relating to Dating Abuse:*

- A. All students have the right to be free from sex discrimination and sexual harassment at school. Dating abuse is a form of sexual harassment.
- B. A student who reports dating abuse shall be treated with respect and dignity.
- C. Schools personnel shall take affirmative steps to prevent and respond to dating abuse that occurs both on and off campus.
- D. To the extent possible victims and abusers shall be separated on campus. The school shall make every reasonable effort possible to ensure the victim does not come into contact with the abuser. Any burden of change of adjusting an individual's schedule or participation in a school activity is placed on the abuser.
- E. A victim of dating abuse has the right to transfer to another school. A victim's



decision to transfer to another school must be informed and voluntary. Should an alternative school placement be determined in the best interest of the victim all transportation needs will be accommodated by the student's parent or guardian.

F. A victim has the right to be treated with respect and dignity, and not be subjected to pressure to minimize the severity of acts that occurred or to suggestions that he or she contributed to his or her own victimization.

G. Students who have experienced dating abuse have the right to full cooperation from school personnel in obtaining information necessary to achieve resolution.

Students are encouraged to report all known or suspected instances of dating abuse involving themselves or other students. Although initial reports of abuse may be made verbally or in writing, verbal reports must be converted to written records on District-provided forms and confirmed by the victim for accuracy.

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act law enforcement authorities will be informed.

### **Student Interrogations, Searches, and Arrests**

#### **Interviews**

School officials may question students regarding matters incident to school without limitation. The parent will be contacted if a student interviewed is then subject to discipline for a serious offense. A student may decline at any time to be interviewed by the School Resource Officer (SRO) or another peace officer.

*When child abuse or abandonment of a student is alleged.*

If a child protective services worker or peace officer enters the campus requesting to interview a student attending the school, the school administrator shall be notified. Access to interview shall be granted when the child to be interviewed is the subject of or is the sibling of or is living with the child who is the subject of an abuse or abandonment investigation. The personnel of the District shall cooperate with the investigating child protective services worker or peace officer. If a student is taken into temporary custody in accordance with A.R.S. [8-821](#), the child protective services worker or peace officer may be reminded to notify the student's parent of the custody, pursuant to A.R.S. [8-823](#). The child protective services worker or peace officer shall be requested to establish proper identification and complete and sign a "Form for Signature of Interviewing Officer." Six (6) hours following the relinquishment of custody by the school, school personnel may respond to inquiries about the temporary custody of the child and may, if considered necessary, call the parent.

*Abuse or abandonment is **not** alleged.*

*No issue of student population safety is presented.* If a peace officer enters the campus requesting to interview a student attending the school on an issue other than upon request of the

school or for abuse or abandonment, the school administrator shall be notified. If the officer directs that parents are not to be contacted because the interview is related to criminal activity of the parent(s)/guardian, the school official shall comply with the request. Unless these circumstances exist the parent will be contacted and will be asked if they wish the student to be interviewed. If the parent consents the parent will be requested to be present or to authorize the interview in their absence within the school day of the request. Where an attempt was made and the parent(s) could not be reached or did not consent within the school day of the request, the peace officer will then be requested to contact the parent(s) and make arrangements to question the student at another time and place.

*Safety of the student population is of concern.* When a peace officer is present on the campus to interview students at the request of school authorities due to concerns for the safety of the students in the school population, parent contact shall only be made if a student is taken into custody or following the determination that the student may be subject to discipline for a serious offense. The SRO, present at the request of the school for the continued maintenance of safety and order, may interview students as necessary regarding school related issues as determined by school officials and parents will be contacted if the student is to be taken into custody or if the student is subject to discipline for a serious offense.

Staff members are to report any suspected crime against a person or property that is a serious offense, involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury and any conduct that poses a threat of death or serious physical injury to employees, students or others on school property. All such reports shall be documented and communicated to the Superintendent who shall be responsible for reporting to local law enforcement. Conduct that is considered to be bullying, harassment or intimidation shall be addressed according to Policy JICK as required in A.R.S. [15-341](#)(A)(36).

The District is to notify the parent or guardian of each student who is involved in a suspected crime or any conduct that is described above, subject to the requirements of federal law.

## **Searches**

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 health, safety, and welfare of the student(s) exists. Disrobing of a student is overly intrusive for purposes of most student searches and is improper without express concurrence from School District counsel.

Items provided by the District for storage (e.g., lockers, desks) or personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have no reasonable expectation of privacy, and lockers, desks, storage areas, et cetera, may be inspected at any time with or without reason, or with or without notice,

by school personnel.

### **Arrest**

When a peace officer enters a campus providing a warrant or subpoena or expressing an intent to take a student into custody, the office staff shall request the peace officer establish proper identification, complete, and sign a form for signature of an arresting officer or interviewing officer. The school staff shall cooperate with the officer in locating the child within the school. School officials may respond to parental inquiries about the arrest or may, if necessary, explain the relinquishment of custody by the school and the location of the student, if known, upon contact by the parent.

### **Student Discipline**

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

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

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

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

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

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

### **Temporary Removal**

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

- A. Rules established for the referral of students.
- B. The conditions of A.R.S. [15-841](#), when applicable.

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

### **Threatened an Educational Institution**

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

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

A. Engages in conduct that is disorderly, i.e., intentionally causing public inconvenience, annoyance, or alarm, or recklessly creating a risk thereof, by:

1. Fighting or engaging in violent behavior.
2. Making unreasonable noise.
3. Using abusive or obscene language or gestures.
4. Obstructing vehicular or pedestrian traffic.
5. Creating a hazardous or physically offensive condition by any act that serves no legitimate purpose.

B. Engages in conduct that is insubordinate, i.e., failing to comply with the lawful directions of a teacher, school administrator, or other school employee in charge of the student.

C. Endangers the safety, morals, health, or welfare of others by any act, including but not limited to:

1. Selling, using, or possessing alcohol, drugs, or other controlled substances or drug paraphernalia.
2. Selling, using, or possessing weapons, fireworks, or other dangerous instruments or contraband.
3. Selling, using, or possessing obscene materials.
4. Using profane, vulgar, or abusive language (including ethnic slurs).
5. Gambling.
6. Hazing.
7. Engaging in lewd behavior.

D. Engages in any of the following forms of academic misconduct:

1. Lateness for, missing, or leaving school or class without permission or excuse.
2. Cheating (including but not limited to copying, using unauthorized help sheets and the like, illegally obtaining tests in advance, substituting for a test-taker, and other forms of unauthorized collusion).
3. Plagiarism.

E. Engages in conduct violative of the Board's rules and regulations for the maintenance of public order on school property.

F. Uses personal portable electronic instruments, communication, and entertainment devices, including but not limited to cell phones, still and video cameras and equipment, recording/playback apparatus, and other electronic equipment which may be used for similar purposes, during the school day or during directed student study time unless such use has been specifically authorized by the school administrator.

G. Has a record of excessive absenteeism.

H. Is believed to have or actually has committed a crime.

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

#### **Permissible Penalties**

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

- A. Verbal warning.
- B. Written warning.
- C. Written notification to parents.
- D. Probation.
- E. Detention.
- F. Suspension from transportation.
- G. Suspension from athletic participation.
- H. Suspension from social or extracurricular activities.
- I. Suspension of other privileges.
- J. Exclusion from a particular class.
- K. Confinement with implementation of mandatory provisions.
- L. In-school suspension.

- M. Involuntary transfer.
- N. Community service.
- O. Suspension.
- P. Alternative to Suspension Program.
- Q. Expulsion.
- R. Alternative to Expulsion Program.

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

### **Student Suspension**

A student may be removed from contact with other students as a temporary measure.

The authority to suspend a student for up to ten (10) days, after an informal hearing is held, rests with the Superintendent, principal, or other school officials granted this power by the Governing Board of the School District. If a danger to students or staff members is present, the Superintendent may immediately remove the student from school, with prior contact with the parents and with a notice and hearing following as soon as practicable. Each suspension shall be reported to the Governing Board, within five (5) days, by the person imposing it.

In all cases, except summary suspension where a clear and present danger is evident, the student shall remain in school until applicable due process procedures are instituted. In *no* instance shall students be released early from school unless parents have been notified.

The Superintendent may designate a hearing officer for suspension hearings.

### **Regular Education Students**

#### ***Suspension for ten days or less:***

A. *Step 1:* The student will receive notice, written or oral, of the reason for suspension and the evidence the school authorities have of the alleged misconduct.

1. After having received notice, the student will be asked for an explanation of the situation.
2. The authorized District personnel shall make reasonable efforts to verify facts and statements prior to making a judgment.

B. *Step 2:* Following Step 1:

1. Provided that a written record of the action taken is kept on file, authorized District personnel may:
  - a. Suspend the student for up to ten (10) days.
  - b. Choose other disciplinary alternatives.
  - c. Exonerate the student.

d. Suspend the student for ten (10) days pending a recommendation that the student be given a long-term suspension or expulsion or both.

2. When suspension is involved:

a. A parent must be notified before the student is allowed to leave campus. If no parent contact can be made, the student may be isolated until dismissal time and then given a written message to the parents.

b. A letter to the parents will be written within a reasonable time to explain the terms (including the possibility that a long-term suspension and/or expulsion is being recommended) and reasons for the suspension and to request a meeting to solicit their help.

3. No appeal is available from a short-term suspension.

***Suspension for over ten days:***

A. *Step 3:* If the offense is one that could result in a suspension of over ten (10) days, in addition to Step 1 and Step 2 a formal hearing will be arranged and conducted by a hearing officer or by the Superintendent.

B. *Step 4:* A formal letter to the responsible parent or guardian will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) at least five (5) working days prior to the formal hearing. A copy of this letter will remain on file, and the letter should contain the following information:

1. The charges and the rule or regulation violated.
2. The extent of the punishment to be considered.
3. The date, time, and place of the formal hearing.
4. A designation of the District's witnesses.
5. That the student may present witnesses.
6. That the student may be represented by counsel at student's expense.
7. If a hearing officer has been designated, the name of the hearing officer.

C. *Step 5:* A formal hearing will be held, during which the student will be informed of the following:

1. Nothing in these procedures shall be construed to prevent the students who are subject to the action and their parents or legal guardians and legal counsel from attending any executive (closed) session pertaining to the proposed disciplinary action, or from having access to the minutes and testimony of such session or from recording such a session at the parent's or legal guardian's expense.
2. The student is entitled to a statement of the charges and the rule or regulation violated.
3. The student may be represented by counsel, without bias to the student.
4. The student may present witnesses.

5. The student or counsel may cross-examine witnesses presented by the District.
6. The burden of proof of the offense lies with the District.
7. Either the hearing must be recorded on tape or an official record must be kept in some other appropriate manner. In addition, parents are to be allowed to tape-record the hearing at their own expense.
8. The District has the right to cross-examine witnesses, and may be represented by an attorney.

D. *Step 6:* The decision and appeal procedure, if applicable, upon the conclusion of the hearing will be as follows:

1. Upon the conclusion of a hearing by a hearing officer in which a decision of long-term suspension is made, the decision may be appealed to the Board. To arrange such an appeal, the parent(s) of the suspended student or the student must deliver to the Superintendent a letter directed to the Board within five (5) days after receiving written notice of the long-term suspension. The letter must describe in detail any objections to the hearing or the decision rendered.
2. The appeal to the Board will be on the record of the hearing held by the hearing officer. If the Board determines that the student was not afforded due process rights or that this policy was not followed in all substantive respects, the student shall be given another hearing. If the Board determines that the punishment was not reasonable, they may modify the punishment.
3. The decision of the Board is final.

### **Special Education Students**

***Suspension for ten days or less.*** Short-term suspension (ten [10] days or less) may be used for special education students for disciplinary reasons on the same basis as for a regular education student. (It is not considered a change of placement.)

A. *Step 1:* The student will receive notice, written or oral, of the reason for suspension and the evidence the school authorities have of the alleged misconduct.

1. After having received notice, the student will be asked for an explanation of the situation.
2. The authorized District personnel involved shall make reasonable efforts to verify facts and statements prior to making a judgment.

B. *Step 2:* Following Step 1:

1. Provided that a written record of the action taken is kept on file, authorized District personnel may:
  - a. Suspend the student for up to ten (10) days.
  - b. Choose other disciplinary alternatives.
  - c. Exonerate the student.



d. Suspend the student for ten (10) days pending a recommendation that the student be given a long-term suspension or expulsion or both.

2. When suspension is involved:

a. A parent must be notified before the student is allowed to leave campus. If no parent contact can be made, the student may be isolated until dismissal time and then given a written message to the parents.

b. A letter to the parents will be written within a reasonable time to explain the terms (including the possibility that a long-term suspension and/or expulsion is being recommended) and reasons for the suspension and to request a meeting to solicit their help.

3. No appeal is available from a short-term suspension.

***Suspension for over ten days***

If a special education student is recommended for a suspension of more than ten (10) days during the school year (a possible change in placement), a manifestation determination conference must be held.

A. *Step 3:* A recommended suspension of a special education student for more than ten (10) consecutive days, or a series of suspensions totaling more than ten (10) days, may constitute a change of placement and shall require a manifestation determination conference. Such a conference shall be for the purpose of determining whether or not the offense is a manifestation of the student's disability.

B. *Step 4:* If the offense is not a manifestation of the disability of the student, the student may be suspended by following the District policies for students in general, provided that educational services are continued during the period of disciplinary removal for a student with a disability qualified under the Individuals with Disabilities Education Act (IDEA). A student with a disability qualified for educational services under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973, and not qualified under IDEA, may be suspended or expelled from school, and educational services may be ceased, if nondisabled students in similar circumstances do not continue to receive educational services.

C. *Step 5:* If the behaviors are a manifestation of the disability of the student, the District may not extend the suspension of the student beyond the initial ten (10) school days.

An exception to the above allows for an IDEA qualified student to be given a change in placement to an interim alternative educational setting for not more than forty-five (45) days, in accord with federal law and regulation, if the removal is for IDEA defined drug or weapons offenses or is based upon a due process hearing officer's determination that injury to the child or another is substantially likely if current placement is maintained.

Any interim alternative educational setting must be selected so as to enable the child to continue to progress in the general curriculum, although in another setting, and to continue to receive those services and modifications, including those described in the child's current IEP; and include services and modifications which are designed to prevent the behaviors for which the placement was made from recurring. (Caution: refer to IDEA statutes and regulations before

implementing the exception.)

### **Alternative to Suspension**

Students meeting the following requirements may participate in an alternative to suspension program described below at the determination of the Superintendent:

- A. Suspension from school has been determined as the punishment for an offense and any appeal has been denied.
- B. The immediate suspension was not due to:
  - 1. Fighting or engaging in violent behavior
  - 2. Threatening an educational institution
  - 3. Selling, using or possessing weapons, firearms, explosives, or dangerous instruments
  - 4. Making a bomb threat
  - 5. Engaging in arson
- C. The student has not served more than one (1) short-term suspension or alternative to suspension of ten (10) days or less during the current academic year.
- D. The student has admitted to or taken responsibility for the act upon which suspension was imposed in a written statement signed by the student and attested to by the student's parent or guardian.
- E. The student and parent or guardian has received a written admonition that the suspension as originally determined will be imposed summarily and in its entirety should the student violate the conditions or requirements of the Alternative to Suspension Program. (Note: Follow appropriate dismissal procedures.)
- F. Parent(s) or guardian(s) shall agree to participate by:
  - 1. Providing transportation as necessary to and from the program location.
  - 2. Furnishing meals prepackaged or purchasing same for the student.
  - 3. Establishing and monitoring in consultation with the school a supervisory routine limiting the student's contact to that which is necessary with other students and friends during the program.

The Alternative to Suspension Program is to be one of social isolation. It shall be discipline intensive, requiring academic work and as determined may involve community service, groundskeeping, and litter control. Parents will participate by providing support and supervision.

- A. Students will be isolated from others by means of barriers or distance at a location determined by the District. No participation in any school sponsored activity will be permitted during the program.
- B. Communication by students with others will be limited to adult District staff or as directed by the adult supervisor on duty.
- C. Ordered study time will be established for each student consistent with the number of

classes in which the student is enrolled, divided proportionately through the academic day.

D. Students are confined to their assigned areas and seats except as designated by the supervisor. All personal maintenance will be planned and approved by the supervisor.

E. Students are to bring all books, workbooks, paper and necessary instruments for each class in which they are enrolled to the program daily and take the same material home each day of the program.

F. Protocols for implementation of the Alternative to Suspension Program following the requirements above may be established by the administrator at each location.

E. The determination to allow readmission may be based on, but not limited to, the following elements:

1. The age of the student.
2. The frequency, type, and relative magnitude of previous misbehavior by the student.
3. The relative severity of the event(s).
4. Whether the student's behavior violated civil or criminal laws.
5. The degree to which the incident(s) interfered with the educational process.
6. The extent to which the event created endangerment to the student, others or property.
7. Special intellectual, psychological, emotional, environmental and physical characteristics of the student.
8. The student's attitude concerning the event(s).
9. The expressed intent concerning the student's future behavior.

F. Should early readmission be granted, the student, with parent or guardian affirmation, shall agree to the following conditions:

1. Regular attendance—no unexcused absences.
2. No violation of school rules or policies.
3. Attendance at after school events for the remaining term of suspension only with prior approval of the administration.
4. Completion of all class tasks in a timely fashion, as directed.
5. Student will receive supervision before and after school by parental arrangement, travel directly to school and from school, and report immediately to a supervisor for the balance of the term of the suspension.

G. The student and parent or guardian shall receive a written admonition that failure in the conditions required for early readmission will mean summary imposition of the remainder of the suspension, and additional punishment if indicated by the disciplinary

policies and procedures of the District.

### **Removal of Students from School-Sponsored Activities**

The principal of a school may remove a student from a school-sponsored activity if the principal determines that the student has violated a provision of the student discipline policies, rules, and/or regulations or if the principal determines that such removal is in the best interest of the activity or in the best interest of the school as a whole.

The principal also may remove a student from a specific position, such as officer, editor, or captain of an activity, without removing the student from the entire activity.

The principal may remove a student pursuant to the preceding two (2) paragraphs, whether or not the student has been elected, appointed, or assigned to, or has volunteered for, the activity.

Before removing a student from an activity or position as a result of the student's violation of the student discipline policies, rules, and/or regulations, the principal must comply with the notice-and-hearing provisions of those policies, rules, and/or regulations.

Before removing a student from an activity or position for reasons other than a student's violation of the student discipline policies and/or regulations, the principal shall give written notice to the student. The notice shall include the reason or reasons for the removal and the date that the removal is to become effective. If the student disagrees with the principal's determination, the student may, within five (5) school days, request in writing a conference with the principal. The conference shall be held as soon as practicable after the principal receives the written request. At the conference, the student shall be given a full explanation of the reason or reasons for the action taken. The student shall be given an opportunity to present an explanation of the events relating to the action.

If, after the conference, the principal determines that the decision to remove the student from the activity or position is correct, the removal shall become effective on the date indicated in the principal's notice. If, after the conference, the principal determines that action of a less severe nature than removal is warranted, the principal may impose the less severe action. If, after the conference, the principal determines that neither removal nor less severe action is warranted, the prior decision to remove the student shall be rescinded.

For purposes of this policy, *activity* is defined as:

- A. Any school-sponsored athletic activity; or
- B. Any school-sponsored club; or
- C. Any school-sponsored organization such as yearbook, newspaper, student government, drama, music, honor society, or any other organization or class of a similar nature.

An *activity* includes activities as defined above, whether or not a student is receiving or may receive academic credit for the activity.

### **Expulsion of Students**

A recommendation to expel shall be by the Superintendent. The authority to expel rests only with the Board. All expulsions requested shall have supporting data indicating the required due process procedure provided at the time of recommendation.

The Governing Board will decide in executive session whether the Board will conduct an expulsion hearing or designate one (1) or more hearing officers to hear the evidence.

## **Expulsion**

### ***Regular Education Students***

Expulsion is the permanent exclusion of a student from school and school activities, unless the Governing Board reinstates the student's privileges to attend school.

A. *Step 1:* Each recommendation for expulsion shall be delivered to the Superintendent. A recommendation for expulsion may be made before, after or in conjunction with a long-term suspension hearing, if one is to be held.

B. *Step 2:* If the Superintendent concurs with the recommendation, the Superintendent shall present the recommendation to the Governing Board.

C. *Step 3:* In each case in which a recommendation for expulsion receives approval by the Superintendent, *(and the Board has not determined that all expulsion hearings are to be conducted by a hearing officer)*, the Governing Board will meet in executive session:

1. to determine whether the nature of the accusations against the student justify an expulsion hearing,
2. to determine whether the hearing will be held before the Governing Board or before a hearing officer,
3. to designate a hearing officer if one will be used, and
4. if the hearing will be conducted by the Governing Board to determine whether the hearing will be conducted in executive session. Under normal circumstances, the Governing Board will not review any documents or other pertinent evidence during the initial executive session.

D. *Step 4:* The expulsion hearing should be scheduled so it may be resolved, if reasonably possible, during the period of any suspension.

E. *Step 5:* A formal letter to the responsible parent or guardian will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) at least five (5) working days prior to the formal hearing. A copy of this letter will remain on file, and the letter should contain:

1. A statement of the charges and the rule or regulation violated.
2. The extent of the punishment to be considered.
3. The date, time, and place of the formal hearing.
4. A designation of the District's witnesses.
5. That the student may present witnesses.

6. That the student may be represented by counsel at the student's expense.
7. If a hearing officer has been appointed, the name of the hearing officer and how the hearing officer may be contacted, or a statement that the Governing Board will preside at the hearing.
8. Copies of this policy and A.R.S. [15-840](#) and [15-843](#) unless previously provided in connection with the same infraction.

F. *Step 6:* The parent, guardian or emancipated student shall be informed of the following:

1. Nothing in these procedures shall be construed to prevent the students who are subject to the action and their parents or legal guardians and legal counsel from attending any executive (closed) session pertaining to the proposed disciplinary action, or from having access to the minutes and testimony of such session or from recording such a session at the parent's or legal guardian's expense.
2. The student is entitled to a statement of the charges and the rule or regulation violated.
3. The student may be represented by counsel, without bias to the student.
4. The student may present witnesses.
5. The student or counsel may cross-examine witnesses presented by the District.
6. The burden of proof of the offense lies with the District.
7. Either the hearing must be recorded on tape or an official record must be kept in some other appropriate manner. In addition, parents are to be allowed to tape-record the hearing at their own expense.
8. The District has the right to cross-examine witnesses, and may be represented by an attorney.
9. If the hearing is held before a hearing officer, the hearing will be conducted in private with the attendance of only the hearing officer, administrative representatives, the student and parent(s), counsel for the parties, and witnesses necessary to the proceedings, unless the parent(s), guardian(s) or emancipated student requests in writing that the hearing be open to public attendance.
10. If the hearing is held before the Governing Board the Board will conduct the hearing in executive session with the attendance of only the hearing officer, administrative representatives, the student and parent(s), counsel for the parties, and witnesses necessary to the proceedings, unless the parent(s), guardian(s) or emancipated student requests in writing that the hearing be open to public attendance.

G. *Step 7:* A formal hearing will be held:

1. When a parent or legal guardian has disagreed that the hearing should be held in executive (closed) session, it shall be held in an open meeting unless:
  - a. If only one (1) student is subject to the proposed action, and disagreement exists between that student's parents or legal guardians, then the Board (hearing officer),

after consultation with the student's parents or legal guardians, shall decide in executive (closed) session whether the hearing will be in executive (closed) session.

b. If more than one (1) student is subject to the proposed action and disagreement exists between the parents of different students, then separate hearings shall be held subject to the provisions of A.R.S. [15-843](#).

H. *Step 8:* The decision and appeal procedure, if applicable, upon the conclusion of the hearing will be as follows:

1. Upon conclusion of a hearing conducted by a hearing officer, if a recommendation for expulsion is made, the decision may be appealed to the Board at the time the Board considers the recommendation. A formal letter to the responsible parent or guardian will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) indicating the recommendation that will be made to the Board. A copy of this letter will remain on file, and the letter should explain:

- a. The time and place of the Board meeting at which the recommendation will be made.
- b. That the recommendation may be appealed at the time the recommendation is made to the Board.
- c. That the appeal shall be in writing delivered to the Superintendent prior to the time of the Board meeting.
- d. That the written appeal shall indicate a spokesperson on behalf of the student.
- e. That the spokesperson will be given time to speak to the Board on appeal.
- f. The Board may accept the hearing officer's recommendation or reject the recommendation and impose a different disciplinary action including assignment to an alternative educational program. The Board may grant a new hearing, take the matter under advisement, or take any further action deemed necessary. If the Board decides to expel the student the expulsion shall become effective the day after the Board's decision. The decision of the Board is final.

2. Upon conclusion of a hearing on expulsion conducted by the Board, the decision of the Board is final.

### **Special Education Students**

A student qualified under the Individuals with Disabilities Education Act (IDEA) as revised in 2004 may not be expelled from school, unless as a result of a manifestation determination it has been determined that the student's behavior is unrelated to the child's disability. The manifestation determination must be held within ten (10) school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct. In compliance with federal law and regulation, the student may be given a change in placement in lieu of expulsion. Expulsion may not result in termination of educational services for a student qualified under the Individuals with Disabilities Education Act. The individualized education program (IEP) team generally determines a change in placement of an IDEA qualified student. During any change in placement the school must provide services to the extent necessary to enable the child

to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the child's individualized education programs.

A student with a disability qualified under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973 and not qualified under the Individuals with Disabilities Education Act as revised in 2004, may be suspended or expelled from school and education services may be ceased, if nondisabled students in similar circumstances do not continue to receive education services.

***Re-admittance procedure:***

A. A student expelled from the District may request re-admittance by making a written application to the Board. Readmission is at the discretion of the Governing Board. In addition, it is the prerogative of the Board to stipulate appropriate conditions for re-admittance. The application for re-admittance shall occur no less than nine (9) months after the date of the expulsion; however, the student may not be readmitted until at least two (2) complete semesters have passed (the remainder of the semester in which the violation has occurred and two [2] additional semesters). The application must:

1. Be written and be directed to the attention of the Governing Board.
2. Contain all information that the student and parent(s) consider relevant to the Governing Board's determination as to whether or not to readmit the student. This should include information indicating:
  - a. An appreciation by the student of the severity and inappropriateness of the student's prior misconduct.
  - b. That such misconduct or similar misconduct will not be repeated.
  - c. A description of the student's activities since the expulsion.
  - d. Support of the student's application for readmission.
3. Be filed in the Superintendent's office.

B. The Governing Board shall meet in executive session to consider an initial application for readmission. The student and parents have the right to be present in the executive session but do not have the right to make a presentation or address the Governing Board unless they are asked to do so by the Governing Board. For this reason, it is important that the application for readmission contain all information that the Governing Board may deem important in determining whether to readmit the student. The Governing Board, in its sole discretion, shall determine whether the student should be readmitted, and, if so, under what restrictions and conditions. The burden is on the student and parent(s) to convince the Governing Board that readmission is appropriate considering the interests of the expelled student, the District, and the interests of the other students and staff members. The Governing Board's decision is final.

C. A student may file more than one (1) application for readmission. Applications subsequent to an initial application, however, may not be filed more frequently than every ninety (90) days, and the Governing Board shall meet to discuss and consider the application only if at least two (2) members of the Governing Board ask that the matter be placed on an agenda for discussion in executive session.



### ***Re-admittance conditions***

As a condition for readmission from an expulsion, the student, with parent(s) or guardian affirmation, shall agree to the following conditions:

- A. Regular attendance – no unexcused absence.
- B. No violation of school rules or policies.
- C. Completion of all classroom tasks in a timely fashion, as directed.
- D. Depending upon the nature of the original violation for which the expulsion was provided, the student may be limited as to attendance or participation in after school activities, school sports, and extracurricular events or activities.

A student allowed readmission following expulsion shall receive a written admonition that the original expulsion will be summarily reinstated should the student commit a violation of the conditions for readmission or a criminal or civil violation reflecting on the school order.

### **Immunizations of Students**

Subject to the exemptions as provided by law, immunization against diphtheria, tetanus, pertussis, poliomyelitis, rubeola (measles), mumps, rubella (German measles), hepatitis B, haemophilus influenzae b (Hib), and varicella is required for attendance of a student in a District school. A student's immunization record must be submitted prior to attendance, although a student may be conditionally enrolled provided that necessary immunizations have been initiated and a schedule has been established for completion of the required immunizations. The school administrator shall review the school immunization record at least twice each school year until the pupil receives all of the required immunizations. A student shall not be allowed to attend school without submitting documentary proof of compliance to the school administrator unless the student is exempted from immunization. On enrollment, the school administrator shall suspend that student if the administrator does not have documentary proof of compliance and the student is not exempted from immunization. A student who fails to comply with the immunization schedule shall be suspended from school attendance until documentary proof of compliance is provided to the school administrator, except that a homeless student shall not be suspended from attendance until the fifth (5th) calendar day after enrollment.

Any student with serologic confirmation of the presence of specific antibodies against a vaccine-preventable disease shall not be subject to immunization against that disease as a condition for attending school.

The District will cooperate with county and state health departments in programs of immunization. Parents' permission must be secured before a student may participate in such immunization projects.

### **2018-2019 Arizona School Immunization Requirements**

Immunization requirements by age and grade for school attendance. Vaccines must follow minimum intervals and ages to be valid. A four (4)-day grace period applies in most situations.

Vaccine	4 - 6 Years Old Kindergarten or	7 - 10 Years Old	11 Years and Older
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	<b>1st grade</b>		
<b>Hepatitis B (Hep B or HBV)</b>	<b>3 doses</b> 3 doses acceptable if dose #3 was received at or after 24 weeks of age; otherwise 4 doses are required with The final dose at or after 24 weeks of age.		
<b>Poliomyelitis/ Polio (IPV or OPV)</b>	<b>4 doses</b> 3 doses acceptable if dose #3 was received on or after 4 years of age. Students who received 3 or 4 doses (with 4 weeks minimum intervals between doses) PRIOR to August 7, 2009 have met the requirement. The final dose of polio administered ON or AFTER August 7, 2009 must be given at a minimum of 4 years of age AND a minimum interval of 6 months following the previous dose. Polio is not required for students who are 18 years of age or older.		
<b>Measles, Mumps and Rubella (MMR or MMR-V)</b>	<b>2 doses</b> Minimum recommended age for dose #1 is 12 months. A 3rd dose will be required if dose #1 was given more than 4 days before 1st birthday. MMR and Varicella must be given on the same day or at least 28 days apart.		
<b>Varicella (chickenpox) (VAR or MMR-V)</b>	<b>1 dose</b> Minimum recommended age for dose #1 is 12 months. 2 doses are required if the 1st dose was given at 13 years of age or older. MMR and Varicella must be given on the same day or at least 28 days apart.		
<b>Diphtheria, Tetanus, and Pertussis</b>	<b>5 doses of DTaP, DTP or DT</b> 4 doses acceptable if last dose was given on or after 4 years of age. A 6th dose is required if 5 doses have been given before 4 years of age.	<b>4 doses of DTaP, DTP, DT, Tdap or Td</b> 3 doses acceptable if first dose was given on or after 1st birthday. Tdap given at ages 7-10 will meet the 11-year-old+ Tdap requirement.	<b>1 dose of Tdap is required</b> Students must have a minimum of 3 doses of tetanus/diphtheria vaccine which may include 1 Tdap. If Tdap has not been previously given, 1 dose of Tdap is required when at least 5 years has passed since the last dose of tetanus- containing vaccine.

<b>Quadrivalent Meningococcal (MenACWY or MCV4)</b>			<b>1 dose of quadrivalent meningococcal ACWY is required.</b>  A dose administered at 10 years of age will meet the requirement.
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### Exceptions and Additions to the Rules

The laws and rules governing school immunization requirements are Arizona Revised Statutes §[15-871](#) - [15-874](#); and Arizona Administrative Code, [R9-6-701](#) - [708](#). Please review the school requirements in Table 7.1 and "catch-up" schedule in Table 7.2, located in [R9-6-701](#) - [708](#).

Students must have proof of all required immunizations in order to attend school. Parental recall or verbal history of any disease is not accepted; therefore these students must submit an ADHS medical exemption form. Specifically, with varicella (chickenpox), measles, or rubella disease a medical exemption with attached laboratory evidence of immunity is required. Arizona law allows K-12 immunization exemptions for medical reasons, lab evidence of immunity, and personal beliefs.

Homeless students and children in foster care are allowed a five (5)-day grace period to submit proof of immunization records (assuming that all other students have their immunization records submitted prior to attendance at school).

For further information and guidance please review the Arizona Immunization Handbook for Schools and Child Care Programs along with Frequently Asked Questions.

### Communicable/Infectious Diseases

Any student with, or recovering from, a communicable disease will not be permitted in school until the period of contagion is passed or until a physician recommends a return, in accordance with A.R.S. [36-621](#) *et seq.*, appropriate regulations of the State Department of Health Services, and policies of the County Health Department.

Parents will be requested to provide a history of the communicable diseases for each student, and such records will be kept and maintained by the District.

A student suffering from a communicable disease shall be excluded from school to protect the student's own welfare and also to protect other students from illness. Early recognition of a communicable disease is of prime importance. The administrator or county health director shall make the decision for exclusion and readmission.

### Pediculosis (Lice Infestation)

Students with pediculosis shall be excluded from school until treated with a pediculicide.

### Medicines/Administering Medicines to Students

Under certain circumstances, when it is necessary for a student to take medicine during school

hours, the District will cooperate with the family physician and the parents if the following requirements are met:

- A. There must be a written order from the physician stating the name of the medicine, the dosage, and the time it is to be given.
- B. There must be written permission from the parent to allow the school or the student to administer the medicine. Appropriate forms are available from the school office.
- C. The medicine must come to the school office in the prescription container or, if it is over-the-counter medication, in the original container with all warnings and directions intact.

In the case of a minor student, administration of medication shall only occur on the written request or authorization of a parent or legal guardian, except for an emergency administration pursuant to A.R.S. [15-157](#) (epinephrine) or A.R.S. [15-158](#) (Inhalers) or A.R.S. [15-341](#), subsection A, paragraph 43, (naloxone hydrochloride/any other opioid antagonist).

School district, charter schools and employees of school districts and charter schools are immune from civil liability for the consequences of the good faith adoption and implementation of policies and procedures pursuant to the statute.

The Governing Board directs the Superintendent to prescribe and enforce regulations and procedures for the emergency administration of auto-injectable epinephrine by a trained employee of the School District pursuant to section A.R.S. [15-157](#) and subsequent to the adoption of rules by the State Board of Education pertaining to annual training in the administration of auto-injectable epinephrine, recognition of anaphylactic shock symptoms and the procedures to follow when anaphylactic shock occurs and the requirements of A.R.S. [15-203\(A\)\(40\)](#).

The Governing Board recognizes that the prescribed annual training is optional during any fiscal year in which a school does not stock epinephrine auto-injectors at the school during that fiscal year.

A school district or charter school may accept monetary donations for or apply for grants for the purchase of epinephrine auto-injectors or may participate in third-party programs to obtain epinephrine auto-injectors at fair market, free or reduced prices.

***Exceptions:***

- A. Students who have been diagnosed with anaphylaxis may carry and self-administer emergency medications including auto-injectable epinephrine provided the pupil's name is on the prescription label, on the medication container or device and annual written documentation from the pupil's parent or guardian is provided that authorizes possession and self-administration. The student shall notify the school office secretary as soon as practicable following the use of the medication;
- B. For breathing disorders, handheld inhaler devices may be carried for self-administration provided the pupil's name is on the prescription label, on the medication container, or on the handheld inhaler device and annual written documentation from the pupil's parent or guardian is provided that authorizes possession and self-administration.

C. Students with diabetes who have a diabetes medical management plan provided by the student's parent or guardian, signed by a licensed health professional or nurse practitioner as specified by A.R.S. [15-344.01](#), may carry appropriate medications and monitoring equipment and self-administer the medication.

District employees may volunteer to be a student's diabetes care assistant, subject to approval by the student's parent or guardian, in an emergency situation as described in [15-344.01](#). The Superintendent may develop regulations for implementing this provision.

The District reserves the right, in accordance with procedures established by the Superintendent, to circumscribe or 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 a member or members of the student population.

The Governing Board directs the Superintendent to prescribe and enforce regulations and procedures for the emergency administration of naloxone hydrochloride or any other opioid antagonist approved by the United States Food and Drug Administration by an employee of a school district pursuant to Section [36-2267](#), Administration of opioid antagonist; exemption from civil liability; definition, which, in part states the following:

A. A person may administer an opioid antagonist that is prescribed or dispensed pursuant to section [32-1979](#) or [36-2266](#) in accordance with the protocol specified by the physician, nurse practitioner, pharmacist or other health professional to a person who is experiencing an opioid-related overdose.

B. A person who in good faith and without compensation administers an opioid antagonist to a person who is experiencing an opioid-related overdose is not liable for any civil or other damages as the result of any act or omission by the person rendering the care or as the result of any act or failure to act to arrange for further medical treatment or care for the person experiencing the overdose, unless the person while rendering the care acts with gross negligence, willful misconduct or intentional wrongdoing.

C. "Person" includes an employee of a school district or charter school who is acting in the person's official capacity.

This policy and any related policies or amendments to such policies shall be forwarded to the District liability insurance carrier for review.

#### **Medication Procedures (*see attached form*)**

##### **Prescription Drugs**

For occasions when it is necessary for a student to receive a prescription drug during the school day, the following procedure has been established to ensure the protection of the school and the student and to assure compliance with existing rules and regulations:

##### ***Administration by school personnel:***

A. The medication must be prescribed by a physician.

B. The parent or guardian must provide written permission to administer the medicine to the student. Appropriate forms are available from the school office.

C. The medication must come to the school office in the prescription container as put up

by the pharmacist. Written directions from the physician or pharmacist must state the name of the patient, the name of the medicine, the dosage, and the time it is to be given.

D. An administrator may designate a school employee to administer the medication.

E. Any medication administration services specified in the child's diabetes medical management plan shall be provided.

F. Two (2) or more school employees, subject to final approval by the student's parent or guardian, may volunteer to serve as diabetes care assistants. Voluntary diabetes care assistants are allowed to administer insulin, assist the pupil with self-administration of insulin, administer glucagon in an emergency situation to a pupil or perform any combination of these actions if all of the following conditions exist:

1. A school nurse or another health professional who is licensed pursuant to statute or a nurse practitioner who is licensed pursuant to statute is not immediately available to attend to the pupil at the time of the emergency.
2. If the voluntary diabetes care assistant is authorized to administer glucagon, the parent or guardian must provide to the school an unexpired glucagon kit prescribed for the student by an appropriately licensed health care professional or nurse practitioner.
3. The volunteer diabetes care assistant has provided to the school a written statement signed by an appropriately licensed health professional that the voluntary diabetes care assistant has received proper training in the administration of glucagon, including the training specified in A.R.S. [15-344.01](#).
4. If the voluntary diabetes care assistant is authorized to administer insulin, the parent or guardian of the pupil has provided insulin and all equipment and supplies that are necessary for insulin administration by voluntary diabetes care assistants.
5. The training provided by an appropriately licensed health professional must include all of the following:
  - a. An overview of all types of diabetes.
  - b. The symptoms and treatment of hyperglycemia and hypoglycemia.
  - c. Techniques for determining the proper dose of insulin in a specific situation based on instructions provided in the orders submitted by the pupil's physician.
  - d. Techniques for recognizing the symptoms that require the administration of glucagon.
  - e. Techniques on administering glucagon.
6. A District employee shall not be subject to any penalty or disciplinary action for refusing to serve as a voluntary diabetes care assistant.
7. The District, employees of the District, and properly licensed volunteer health professionals and nurse practitioners are immune from civil liability for the

consequences of the good faith adoption and implementation of policies and procedures pursuant to District policy and this regulation.

G. Each administration of prescription drugs must be documented, making a record of the student having received the medication.

H. Drugs must be kept in their original containers in a locked medicine cabinet.

***Administration by school personnel:***

A. Written permission must be provided by the parent or guardian for the administration of specific over-the-counter drugs.

B. Any over-the-counter drug or medicine sent by the parent to be administered to a student must come to the school office in the original manufacturer's packaging with all directions, dosages, compound contents, and proportions clearly marked.

C. An administrator may designate a school employee to administer a specific over-the-counter drug.

D. Each instance of administration of an over-the-counter drug must be documented in the daily log.

E. Over-the-counter drugs must be kept in their original containers in a locked medicine cabinet.

**School Counselors and Psychologists**

Psychological services, including testing, are available to students through the public schools. Initial referrals for psychological evaluations may come from certificated staff members or parents, or from the student.

Prior written or oral consent of a parent or the legal guardian of a minor child must be obtained in the manner and as required by A.R.S. [36-2272](#) to procure, solicit to perform, arrange for the performance of or perform mental health screening in a nonclinical setting or mental health treatment on a minor. Eligible student (age eighteen [18] years and beyond) authorization must be obtained prior to the referral or performance of a mental health screening or mental health treatment as described above, except as otherwise provided by law or a court order. These restrictions do not apply when an emergency exists that requires a person to perform mental health screening or provide mental health treatment to prevent serious injury to or save the life of a minor child.

A school psychologist shall administer preliminary tests to determine the need for psychological evaluations.

Referrals to outside agencies shall be made only with parental or eligible student authorization, except as otherwise provided by law or a court order.

**Restraint and Seclusion**

Restraint and seclusion are not to be used as disciplinary consequences.

A school may permit the use of restraint or seclusion techniques on any pupil if both of the

following apply:

- A. The pupil's behavior presents an imminent danger of bodily harm to the pupil or others.
- B. Less restrictive interventions appear insufficient to mitigate the imminent danger of bodily harm.

If a restraint or seclusion technique is used on a pupil:

- A. School personnel shall maintain continuous visual observation and monitoring of the pupil while the restraint or seclusion technique is in use.
- B. The restraint or seclusion technique shall end when the pupil's behavior no longer presents an imminent danger to the pupil or others.
- C. The restraint or seclusion technique shall be used only by school personnel who are trained in the safe and effective use of restraint and seclusion techniques unless an emergency situation does not allow sufficient time to summon trained personnel.
- D. The restraint technique employed may not impede the pupil's ability to breathe.
- E. The restraint technique may not be out of proportion to the pupil's age or physical condition.

Schools may establish policies and procedures for the use of restraint or seclusion techniques in a school safety or crisis intervention plan if the plan is not specific to any individual pupil.

Schools shall establish reporting and documentation procedures to be followed when a restraint or seclusion technique has been used on a pupil. The procedures shall include the following requirements:

- A. School personnel shall provide the pupil's parent or guardian with written or oral notice on the same day that the incident occurred, unless circumstances prevent same-day notification. If the notice is not provided on the same day of the incident, notice shall be given within twenty-four (24) hours after the incident.
- B. Within a reasonable time following the incident, school personnel shall provide the pupil's parent or guardian with written documentation that includes information about any persons, locations or activities that may have triggered the behavior, if known, and specific information about the behavior and its precursors, the type of restraint or seclusion technique used and the duration of its use.
- C. Schools shall review strategies used to address a pupil's dangerous behavior if there has been repeated use of restraint or seclusion techniques for the pupil during a school year. The review shall include a review of the incidents in which restraint or seclusion technique were used and an analysis of how future incidents may be avoided, including whether the pupil requires a functional behavioral assessment.

If a school district or charter school summons law enforcement instead of using a restraint or seclusion technique on a pupil, the school shall comply with the reporting, documentation and review procedures established under the paragraph above. School resource officers are authorized to respond to situations that present the imminent danger of bodily harm according to



protocols established by their law enforcement agency.

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

The District authorizes the use of these definitions which are included in A.R.S. [15-105](#):

A. "Restraint" means any method or device that immobilizes or reduces the ability of a pupil to move the pupil's torso, arms, legs or head freely, including physical force or mechanical devices. Restraint does not include any of the following:

1. Methods or devices implemented by trained school personnel or used by a pupil for the specific and approved therapeutic or safety purposes for which the method or device is designed and, if applicable, prescribed.
2. The temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a pupil to comply with a reasonable request or to go to a safe location.
3. The brief holding of a pupil by one adult for the purpose of calming or comforting the pupil.
4. Physical force used to take a weapon away from a pupil or to separate and remove a pupil from another person when the pupil is engaged in a physical assault on another person.

B. "School" means a school district, a charter school, a public or private special education school that provides services to pupils placed by a public school, the Arizona State Schools for the Deaf and the Blind and a private school.

C. "Seclusion" means the involuntary confinement of a pupil alone in a room from which egress is prevented. Seclusion does not include the use of a voluntary behavior management technique, including a timeout location, as part of a pupil's education plan, individual safety plan, behavioral plan or individualized education program that involves the pupil's separation from a larger group for purposes of calming.

### **Restraint/Seclusion Documentation**

**Referral to Law Enforcement:** School personnel are required to comply with the reporting, documentation and review procedures required by A.R.S. [15-105](#) if the school district summoned law enforcement instead of using a restraint or seclusion technique on the student.

**Applicable Definitions:** For purposes of determining whether this form must be completed, the following definitions apply:

*Restraint* means any method or device that immobilizes or reduces the ability of a student to move the student's torso, arms, legs or head freely, including physical force or mechanical devices.

Restraint does *not* include any of the following;

1. Methods or devices implemented by trained school personnel or used by a student for the specific and approved therapeutic or safety purposes for which the method or device is designed and, if applicable, prescribed.
2. The temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student to comply with a reasonable request or to go to a safe location.
3. The brief holding of a student by one adult for the purpose of calming or comforting the student.
4. Physical force used to take a weapon away from a student or to separate and remove a student from another person when the student is engaged in a physical assault on another person.

Seclusion means the involuntary confinement of a student alone in a room from which egress is prevented.

Seclusion does not include the use of a voluntary behavior management technique, including a timeout location, as part of a student's education plan, individual safety plan, behavioral plan or individualized education program (IEP) that involves the student's separation from a larger group for purposes of calming.

### **Reporting Child Abuse/Child Protection**

Any school personnel or any other person who has responsibility for the care or treatment of a minor and 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 upon the minor by other than accidental means or that is not explained by the available medical history as being accidental in nature or who reasonably believes there has been a denial or deprivation of necessary medical treatment or surgical care or nourishment with the intent to cause or allow the death of an infant who is protected under A.R.S. [36-2281](#) shall immediately report or cause reports to be made of such information to a peace officer or to the Department of Child Safety (DCS) of the Department of Economic Security, except if the report concerns a person who does not have care, custody, or control of the minor, the report shall be made to a peace officer only. Such reports shall be made immediately either electronically or by telephone.

The Arizona Department of Economic Security, Division of Children, Youth and Families, has determined that all mandated reporters may now electronically submit non-emergency reports via a secure online reporting website. Non-emergency reports are those in which a child is not at immediate risk of abuse or neglect that could result in serious harm. Mandated reporters will be able to submit non-emergency reports twenty-four (24) hours a day without wait times.

All reports made via the online website will *require the person making the report (reporting source) to provide contact information*. A representative from the Child Abuse Hotline may contact the source for additional information, if necessary. This process will make it more convenient to meet the mandated reporting requirements and help ensure child safety.

All *emergency situations* where a child faces an immediate risk of abuse or neglect that could result in serious harm *must* still be reported by calling 911 or 1-888-SOS-CHILD (1-888-767-2445). If a reporting source is unsure as to whether or not the report is an emergency situation,

the reporting source should call the Child Abuse Hotline to make a report.

Any concerns for the safety of a child due to abuse, neglect or abandonment, *must be reported*, by:

Calling 1-888-SOS-CHILD (1-888-767-2445),

TDD: 602-530-1831 (1-800-530-1831), or

Submitting *non-emergency* concerns via the Online Reporting Service at <https://dcs.az.gov/about/contacts>.

Pursuant to A.R.S. [13-3620](#), such reports shall contain, if known:

- A. The names and addresses of the minor, the parents, or the person or persons having custody of such minor, if known.
- B. The minor's age and the nature and extent of the minor's abuse, child abuse, or physical injuries or neglect, including any evidence of previous abuse, child abuse, physical injury or neglect.
- C. Any other information that such person believes might be helpful in establishing the cause of the abuse, child abuse, physical injury or neglect.

A person who furnishes a report, information, or records required or authorized under Arizona Revised Statutes or a person who participates in a judicial or administrative proceeding or investigation resulting from a report, information or records required or authorized under Arizona Revised Statutes is immune from any civil or criminal liability by reason of that action unless such person has acted with malice or unless such person has been charged with or is suspected of abusing or neglecting the child or children in question.

A report is not required under A.R.S. [13-3620](#) for conduct prescribed by A.R.S. [13-1404](#) and [13-1405](#) if the conduct involves only minors who are fourteen (14), fifteen (15), sixteen (16) or seventeen (17) years of age and there is nothing to indicate that the conduct is other than consensual.

A report is not required if a minor is of elementary school age, the physical injury occurs accidentally in the course of typical playground activity during a school day, occurs on the premises of the school that the minor attends and is reported to the legal parent or guardian of the minor and the school maintains a written record of the incident. The school will maintain a written record of the physical injury as part of the student's health file as required by Arizona State Library, Archives and Public Records (ASLAPR).

A person who fails to report abuse as provided in A.R.S. [13-3620](#) is guilty of a class 1 misdemeanor, except if the failure to report involves a reportable offense, the person is guilty of a class 6 felony.

Any certificated person or Governing Board member who reasonably suspects or receives a reasonable allegation that a person certificated by the Department of Education has engaged in conduct involving minors that would be subject to the reporting requirements of A.R.S. [13-3620](#) shall report or cause reports to be made to the Department of Education in writing as soon as is reasonably practicable but not later than three (3) business days after the person first suspects or receives an allegation of the conduct.

Any person who is employed as the immediate or next higher-level supervisor to or administrator of a person who is statutorily required to report is not required to report if the supervisor or administrator reasonably believes that the report has been made by the person who is required to report.

Any school employee who has orally reported to DCS or a peace officer a reasonable belief of an offense to a minor must provide written notification to the principal of the oral report not later than the next workday following the making of the report.

Abuse means the infliction or allowing of physical injury, impairment of bodily function, or disfigurement, or the infliction of or allowing another person to cause serious emotional damage as evidenced by severe anxiety, depression, withdrawal, or untoward aggressive behavior, and which emotional damage is diagnosed by a medical doctor or psychologist pursuant to A.R.S. [8-821](#), and which is caused by the acts or omissions of an individual having care, custody, and control of a child. Abuse shall include inflicting or allowing sexual abuse pursuant to A.R.S. [13-1404](#), sexual conduct with a minor pursuant to A.R.S. [13-1405](#), sexual assault pursuant to A.R.S. [13-1406](#), molestation of a child pursuant to A.R.S. [13-1410](#), commercial sexual exploitation of a minor pursuant to A.R.S. [13-3552](#), sexual exploitation of a minor pursuant to A.R.S. [13-3553](#), incest pursuant to A.R.S. [13-3608](#), or child prostitution pursuant to A.R.S. [13-3212](#).

*Child, youth, or juvenile* means an individual who is under the age of eighteen (18) years.

Abuses classified by statute as "reportable offenses" are:

- A. Indecent exposure [A.R.S. [13-1402](#)]
- B. Public sexual indecency to a minor [A.R.S. [13-1403](#)]
- C. Sexual abuse [A.R.S. [13-1404](#)]
- D. Sexual conduct with a minor [A.R.S. [13-1405](#)]
- E. Sexual assault [A.R.S. [13-1406](#)]
- F. Molestation of a child [A.R.S. [13-1410](#)]
- G. Furnishing items that are harmful to a minor via the Internet [A.R.S. [13-3506.01](#)]
- H. Surreptitious photographing, videotaping, filming, or digitally recording or viewing of a minor [A.R.S. [13-3019](#)]
- I. Incest [A.R.S. [13-3608](#)]
- J. Child prostitution [A.R.S. [13-3212](#)]
- K. Commercial sexual exploitation of a minor [A.R.S. [13-3552](#)]
- L. Sexual exploitation of a minor (concerning visual depiction of a minor engaged in exploitive exhibition or other sexual conduct) [A.R.S. [13-3553](#)]
- M. Luring a minor for sexual exploitation [A.R.S. [13-3554](#)]
- N. Admitting a minor to public displays of sexual conduct [A.R.S. [13-3558](#)]

### **Student Safety**

Teachers will be responsible for their classes at all times. At no time are students to be left unsupervised. Students are not to be sent on errands from the school premises.

Teachers have the authority to prohibit the use of and/or to confiscate any article that is a hazard to a student or that may damage school property. In the case of an emergency, the teacher will seek help from the principal.

Every student, teacher, and visitor shall wear appropriate protective eyewear while participating in or when observing vocational, technical, industrial arts, art, or laboratory science activities involving exposure to items as listed in A.R.S. [15-151](#).

The Superintendent will establish procedures covering the duty hours of crossing guards, the use of bicycles to and from school and while they are at school, and the conduct of students going to and from school. In addition, school buildings, playgrounds, and equipment will be regularly inspected for health, fire, and safety hazards.

### **Supervision of Students**

When students are in school, engaging in school-sponsored activities, or traveling to and from school on school buses, they are expected to obey all school rules. The District is required to provide reasonable supervision over all students engaged in school-sponsored activities.

Supervision shall include being within a reasonable proximity of the students. Teachers shall exercise supervision as appropriate from the commencement of the school day, before classes begin, during class sessions, during lunch periods, between classes, and at any other time when performing teaching or related duties on behalf of the school.

If a teacher must leave the proximity of the students, then the teacher shall make a good faith effort to obtain a school employee to supervise the students. In no case shall the teacher leave students unsupervised if there is a reasonable possibility that harm to students or property will result from the students being left unattended.

School administrators, teachers, and other staff members will ensure that anyone who wishes to contact a student during the school day is doing so for proper reasons.

### **Student Dismissal Precautions**

No student will be removed from the school grounds, from any school building, or from any school function during school hours except by a person authorized to do so by the student's parent or by a person who has legal custody of the student, except as A.R.S. [8-303](#), [8-304](#), and [8-802](#) shall apply. Before a student is removed, the person seeking to remove the student must present, to the satisfaction of the Superintendent, evidence of proper authority to remove the student. If any police or court official requests the dismissal of a student during school hours, parents should be notified as soon as possible.

For purposes of the Arizona Medical Marijuana Act, no person may be denied custody of or visitation or parenting time with a minor, and there is no presumption of neglect or child endangerment for conduct allowed under the Act, unless the person's behavior creates an unreasonable danger to the safety of the minor as established by clear and convincing evidence.

### ***Student Release Requirements***

At the time of school admission, the principal must complete the student's permanent record form, which will identify the student's legal name and the name, address, and telephone number of the student's lawful custodian(s).

Before releasing a student during the school day, the principal shall be responsible for the verification of the identity of any lawful custodian or any representative seeking release of a student.

If a lawful custodian, as indicated on the student's permanent record, is not recognized by sight, the principal shall require satisfactory identification before such release. If there is a doubt, release may not be granted.

In the case of a written or verbal authorization by a lawful custodian of record, the principal shall require satisfactory verification of the message as being from the lawful custodian of record. If there is a doubt, release may not be granted.

If an unauthorized person refuses to honor the decision of the principal, the principal shall call the local police authority.

If, in the granting of a release of a student, a change in the record of the student's lawful custodian(s) becomes apparent and is verified to the satisfaction of the principal, such change shall immediately be entered on the student's permanent record.

If any police or court official requests the release of a student during school hours, parents should be notified as soon as possible.

### **Student Fees, Fines, and Charges**

The Board recognizes the need for student fees to fund certain school activities that are not financed by local, state, or federal funds. It also recognizes that some students may not be able to pay these fees. All fees shall contain a provision that allows the fees to be waived in the event of economic hardship to the pupil. Non-payment of fees charged by the District, may not prevent a pupil from enrolling in, applying to or remaining enrolled in a public school. No student will be denied an education as a result of inability to pay these supplementary charges. This policy does not prohibit the District from charging tuition to a non-state resident pupil, as required by statute.

Students will not be required to supply specific types of school supplies or equipment as a prerequisite to successful completion of a required course or project.

Students will, however, be responsible and accountable for loss of or damage to school property, including textbooks and library books.

The Superintendent will establish procedures through which students may be held responsible and accountable for loss of or damage to school property, including textbooks and library books.

Authorization is granted for the acceptance of fees or cash contributions paid by a taxpayer for support of extracurricular activities and character education programs in schools of the District. The Superintendent shall establish procedures to assure compliance with all

requirements for reporting the receipt and expenditure of taxpayer contributions.

### **Student Records**

Required student records (regular and special education) will be prepared in a manner consistent with state and federal laws, the requirements of the Arizona Uniform System of Financial Records (USFR) and those of the Arizona Department of Libraries, Archives and Public Records. Retention periods and disposition of records shall be as specified in the USFR, the Arizona Department of Library Archives and Public Records and relevant federal statutes and regulations.

The District will comply with the provisions of the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA), the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT ACT), and the Every Student Succeeds Act of 2015 (ESSA) in the establishment, maintenance, correction, and disposition of student records.

The Board directs the Superintendent to establish procedures for such compliance, including informing parents, students, and the public of the contents. The Superintendent will implement procedures as required by law and will establish procedures for dealing with violations.

If a parent or eligible student believes that the District is violating the FERPA, that person has a right to file a complaint with the U.S. Department of Education. The address is:

The Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605  
Telephone number: (202) 260-3887

In adopting this policy it is the intent of the Board that the policy and related procedures be implemented immediately. Copies of the policy and procedures will be available for parent and eligible student review in the District office.

### **Confidentiality**

The right to inspect and review education records and the release of or access to such records, other information, or instructional materials will be consistent with federal law in the Family Educational Rights and Privacy Act, Title 20, United States Code, sections 1232g and 1232h, the USA PATRIOT ACT, ESSA and with federal regulations issued pursuant to such act.

### **SURVEILLANCE**

Baboquivari Unified School District authorizes the use of surveillance cameras in school buses and on District property to ensure the health, welfare and safety of all students, employees and visitors, and to safeguard District facilities vehicles and equipment.

Video cameras are located at various places on the school campus. Cameras are not located in areas where students, employees and others have a reasonable expectation of privacy, such as bathrooms, locker rooms, etc.

Images captured by the cameras shall be used only for school district purposes, and in a manner consistent with the Family Educational Rights and Privacy Act. Video and/or audio recordings may be used as evidence in any disciplinary action, administrative proceeding or criminal proceeding, and, during certain circumstances, may become a part of a student's educational record.

Under no circumstances shall any student touch, alter or tamper with any camera operated and maintained by the School District on school property.

### **TECHNOLOGY AND NETWORK RESOURCE POLICY**

#### **Personal Responsibility**

Each student will be loaned a student device (laptop) to enhance his/her education. The laptops are property of Baboquivari Unified School District. **The parent/legal guardian will be responsible for paying for damages to the laptops incurred by their student, as well as paying for a replacement if the device is lost. Additional fees for broken components will be invoiced.**

Students will accept personal responsibility for reporting misuse of the network. Misuse can come in many forms, but it is commonly viewed as sending or receiving material that exhibits or promotes pornography or violence, unethical or illegal behavior, racism, sexism, or inappropriate language, or constitutes a violation of the guidelines set forth below. The District is not responsible for loss, damage or expenses incurred through the use of personal computing devices by a student.

#### **Acceptable Use Guidelines**

1. **Student will** use computers, network resources, and personal technology devices for educational purposes only.
2. **Student will not** submit, publish, display, retrieve, distribute, or attempt to retrieve or distribute any defamatory, inaccurate, abusive, obscene, profane, threatening, sexually-oriented, racially offensive, or illegal material.
3. **Student will abide** by all copyright and trademark laws and regulations.
4. **Student will not** reveal logins or passwords, nor will attempt to discover the login or password of others nor enter, modify or delete unauthorized computer files.
5. **Student will not** reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
6. **Student will not** use the network in any way that would disrupt the use of the network by others.
7. **Student will not** use the network to earn money.



## GENERAL INFORMATION

8. **Student will not** attempt to harm, modify, add or destroy hardware or software, nor interfere with system security, including but not limited to, uploading or creating computer viruses, using anonymizing proxy site or software to bypass content filtering.
9. **Student understands** that using non-educational gaming sites or making credit card purchases is prohibited.

### **Privilege**

The use of District computers and network resources is a privilege, not a right, and may be revoked at any time.

### **Service**

Baboquivari Unified School District reserves the right to monitor use of District computers and network resources. In particular, electronic mail or direct electronic communication is not private and may be read and monitored by school employees. Should it become necessary, files may be deleted. All files are public record.

Baboquivari Unified School District is not responsible or liable for any service interruptions, changes or consequences resulting from system use, even if these arise from circumstances under the control of the District.

Baboquivari Unified School District may impose additional rules as needed for the operation of the system.

### **Consequences**

Infractions of the provisions set forth in this agreement may result in suspension or termination of access privileges and/or appropriate disciplinary action, up to and including expulsion.

## **TOBACCO USE BY STUDENTS**

### **BOARD POLICY JICG © TOBACCO USE BY STUDENTS**

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

- A. School grounds.
- B. School buildings.
- C. School parking lots.
- D. School playing fields.
- E. School buses and other District vehicles.
- F. Off-campus school-sponsored events.

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

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

## **TOHONO O'ODHAM NATION HEALTH CARE COLLABORATION**

Baboquivari Secondary Campus has partnered with Tohono O'odham Nation Health Care to deliver the flu vaccine and perform STD/STI screenings.

Influenza (flu) and sexually transmitted diseases (STDs) are important health issues in young people. Flu causes many missed school days and lost days from work for parents. STDs can cause infections of the reproductive organs, spread and even cause later problems with child bearing. Prevention is the best way to avoid these problems.

#### **FIRE, LOCKDOWN & BUS EVACUATION DRILLS**

Each year, Baboquivari Secondary Campus will hold a variety of drills to practice safe and orderly procedures in the event of an emergency and to assess the emergency readiness and preparedness of our school. Some drills will be announced and some will be unannounced. In all of these, the primary concern of any drill is the safety of all students and staff.

##### **Fire Drill**

In the event of a fire threat, students are escorted from their classrooms to a designated area outside, safely away from the building.

These drills are conducted in collaboration with the Tohono O'odham Fire Department (TOFD). TOFD monitors and evaluates each drill to ensure that our campus evacuates and all students are accounted for in a timely and orderly fashion.

##### **Lockdown Drill**

In the event of an *imminent* threat to the campus, teachers secure the classrooms and gather students in an area of the classroom/building where everyone is to remain quiet.

These drills are conducted in collaboration with the Tohono O'odham Police Department (TOPD). TOPD monitors and evaluates each drill to ensure that our teachers and staff have followed to proper protocol for lockdowns. These drills may include an active shooter drill, where TOPD's SWAT Team evacuates each classroom to a safe location on campus.

##### **Bus Evacuation Drill**

In the event that there is a need to evacuate a school bus, the BUSD Transportation Department conducts bus evacuation drills so that students are aware of the proper procedures to evacuate in a safe and orderly manner.

All students participate in the bus evacuation drills, regardless of whether or not they ride the bus to school. This is because students may be on a field trip or on travel with athletics. Our goal is to ensure the safety of our students so it is important for students to know the proper procedures for a bus evacuation.

**Student Transportation : BABOQUIVARI UNIFIED SCHOOL DISTRICT #40**

**School Bus Agreement Form**

**2022–2023 School Year**

Transportation is a privilege extended to students in the school district. It is the responsibility of both the driver and student(s) to do everything possible to make it a safe ride. The privilege of the student to ride the school bus is contingent upon continuous observation of the safety rules and acceptable behavior.

**SCHOOL BUS SAFETY RULES**

**GENERAL SCHOOL BUS SAFETY RULES**

1. Do not eat or drink on the bus. (water bottle ok)
2. Nothing is to be thrown in or out of the bus. 3. Pushing and fighting prohibited
4. Profanity is prohibited.
5. Do not bring pets on the bus
6. Do not bring glass containers on the bus.
7. Use of tobacco of any kind is prohibited. 8. Illegal substance is prohibited on the bus. Immediate expulsion from bus privileges.
9. Do not tamper with the emergency windows or equipment.
10. Do not bring flammable material or weapons on the bus. Immediate expulsion from bus privileges

**Consequences for General Bus Rule Violation 1<sup>ST</sup>**

**Offense** Parent/Guardian and Principal notified. Bus agreement form sent home for Parent/Guardian signature. Return to bus driver in the Am.

**2<sup>nd</sup> Offense** Parent/Guardian and Principal notified. Two days bus suspension.

**3<sup>rd</sup> Offense** Parent/Guardian and Principal notified. One week bus suspension.

**4<sup>th</sup> Offense** Parent/Guardian and Principal notified. One Month bus suspension.

**5<sup>th</sup> Offense** Loss of all Bus Privileges.

**Severe Clause;** Fighting, Illegal substances or activities, and Gross disrespect to the Bus Driver may result in immediate expulsion from ALL bus privileges. School Administrators and/or Law Enforcement may be involved.

Parents/Guardians are responsible for ensuring that their children are at their assigned bus stop ten (10) minutes before the scheduled arrival time.

*I understand that the school administration and transportation department work together to determine appropriate action for the violation of the rules, including the loss of bus privileges.*

**Student Signature**

**Date Parent / Guardian Signature Date**

**BABOQUIVARI UNIFIED SCHOOL DISTRICT #40**

**Information for the Transportation Department  
2023 – 2024 S.Y.**

Name of School Attending: \_\_\_\_\_

Grade: \_\_\_\_\_

Student Name (Print): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Parent/Guardian Name (Print): \_\_\_\_\_

Parent/Guardian Phone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

\_\_\_\_\_

Work: \_\_\_\_\_

Message: \_\_\_\_\_

Village: \_\_\_\_\_

Name of Bus Stop: \_\_\_\_\_

Directions to Home (route no., mile post, church, feast house, etc.):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTICE TO PARENTS AND GUARDIANS**

**THE TRANSPORTATION DEPARTMENT AND SCHOOL OFFICES WILL NOT FULFILL  
REQUESTS FOR ALTERNATE BUS STOP PICK-UP AND DROP-OFF POINTS FOR YOU  
CHILD(REN) DUE TO ASSIGNED SEATING AND SOCIAL IN THE SCHOOL BUS.**

**(520) 719-1220 Baboquivari Unified Transportation Department [kramirez@busd40.org](mailto:kramirez@busd40.org)**

**Baboquivari Accelerated Academy**  
**Expectation Agreement between Student, Parent/Guardian & IOMS/IOHS Staff**  
**2023-2024**

Student: \_\_\_\_\_ Date: \_\_\_\_\_ Grade: \_\_\_\_\_

**STUDENT AGREEMENT**

**It is important that I do my personal best; therefore, I will do the following:**

- Come to school ready to learn and work hard
- Keep on target to be able to complete by courses on time
- Know and follow school rules
- Communicate regularly with my parents/guardians so they can help me be successful in school
- Openly communicate with my teachers and staff at IOMS and inform them of any concerns

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

**PARENT/GUARDIAN AGREEMENT**

It is important that my student achieve; therefore, I will do the following:

- Keep contact information updated
- Ensure that my student is in school every day, on time
- Encourage my student to complete course work outside of school hours
- Communicate regularly with my student's teachers about his/her progress

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

**TEACHER AGREEMENT**

It is important that my student achieve; therefore, I will do the following:

- Create an interactive learning environment to meet the needs of all students
- Participate in collaborative decision making and consistently work with families and the community
- Communicate to students and parents information about student progress
- Encourage parent input, and engagement

Teacher Signature: \_\_\_\_\_

**PRINCIPAL AGREEMENT**

It is important that I support the collaboration of Parents, Students and Staff; therefore, I will do the following:

- Provide an environment that allows for positive interaction between the student, teacher, and parent
- Monitor daily instruction and student progress
- Ensure a safe environment conducive to learning

Principal Signature: \_\_\_\_\_

**Baboquivari Accelerated Academy**  
*Baboquivari Unified School District #40*

***Handbook Agreement Form***  
***2023-2024***

I \_\_\_\_\_ (Parent/Guardian) have read the 2022-2023 Baboquivari Accelerated Academy , student parent/guardian handbook with my student. I understand and agree to the rules and conditions as written.

I \_\_\_\_\_ (Student) have read the 2022-2023  
Baboquivari Accelerated Academy student, parent/guardian handbook with my  
parent/guardian. I understand and agree to the rules and conditions as written.

Please sign and return this form to the front office.

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

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

**Staff Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**BABOQUIVARI UNIFIED SCHOOL DISTRICT**  
**PO Box 248**  
**Sells, AZ 85634**

**REQUEST FOR WAIVER FROM PAYMENT OF FEE FOR ATHLETICS, CLUBS, OR EXTRACURRICULAR  
EVENTS**

Please check all that may apply:

\_\_\_\_\_ Athletics (one sport only)

\_\_\_\_\_ Athletics (More than one sport)

\_\_\_\_\_ Club Name(s): \_\_\_\_\_

\_\_\_\_\_ Extracurricular Event Name/Date: \_\_\_\_\_

I request a waiver for my child/children listed below to be exempt from paying fee to participate in athletics, clubs, or ***extracurricular activities as checked above due to financial need.***

Parent Name: \_\_\_\_\_

Address/City: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

<u>Name of Student</u>	<u>Grade</u>	<u>School of Attendance</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Principal or Designee

\_\_\_\_\_  
Date

### REQUEST FOR GIVING MEDICINE AT SCHOOL

Name \_\_\_\_\_ Grade \_\_\_\_\_

Teacher \_\_\_\_\_ School \_\_\_\_\_

Medication \_\_\_\_\_

Diagnosis/reason for giving \_\_\_\_\_



Time to be given \_\_\_\_\_ a.m. Time to be given \_\_\_\_\_ p.m.

Dates from \_\_\_\_\_ to \_\_\_\_\_

Prescription medication must be in the original container as prepared by a pharmacist and labeled, including the patient name, name of medication, dosage, and time to be given. An over-the-counter medication must be in the original packaging, with all directions, dosages, compound contents, and proportions clearly marked. Student misuse of medication being self-administered may result in seizure and disciplinary action.

\_\_\_\_\_  
Parent's or Guardian's Signature

\_\_\_\_\_  
Date

**A signed physician's statement indicating the necessity must accompany any request for self-administration of medicine, whether it is prescription or over-the-counter medicine except in the case of medication for diagnosed anaphylaxis including auto-injectable epinephrine and breathing disorders requiring handheld inhaler devices. In these cases the student's name on the prescription label is sufficient for the physician's recommendation.**

#### **SITE COUNCIL PARENT/COMMUNITY MEMBERSHIP APPLICATION**

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Do you have a family member employed with BUSD? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you able to commit a minimum of 1 hour per month to IOES Site Council? \_\_\_\_\_

Are you a parent or guardian of a student currently enrolled at \_\_\_\_\_ in good standing? \_\_\_\_\_

What are your interests at \_\_\_\_\_?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have a fingerprint clearance card? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you have or have you ever been convicted of a felony? \_\_\_\_\_ Yes \_\_\_\_\_ No

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

For official use only:

Finger print Clearance Card: \_\_\_\_\_

Other comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **USE OF TECHNOLOGY RESOURCES IN INSTRUCTION**

### **IN ELECTRONIC INFORMATION SERVICES USER AGREEMENT**

Details of the user agreement shall be discussed with each potential user of the electronic information services (EIS). When the signed agreement is returned to the school, the user may be permitted use of EIS resources. Terms and Conditions Acceptable use. Each user must: A. Use the EIS to support personal educational objectives consistent with the educational goals and objectives of the School District. B. Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material. C. Abide by all copyright and trademark laws and regulations. D. Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities. E. Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school employed persons. F. Not use the network in any way that would disrupt the use of the network by others. G. Not use the EIS for commercial purposes. H. Follow the District's code of conduct. I. Not

attempt to harm, modify, add/or destroy software or hardware nor interfere with system security. J. Understand that inappropriate use may result in cancellation of permission to use the educational information services (EIS) and appropriate disciplinary action up to and including expulsion for students. In addition, acceptable use for District employees is extended to include requirements to: A. Maintain supervision of students using the EIS B. Agree to directly log on and supervise the account activity when allowing others to use District Accounts C. Take responsibility for assigned personal and District accounts, including password protection D. Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and District accounts and files by unauthorized persons. A. Be polite and use appropriate language. I will not send, or encourage others to send, abusive messages. B. Respect privacy. I will not reveal any home addresses or personal phone numbers or personally identifiable information. C. Avoid disruptions. I will not use the network in any way that would disrupt use of the systems by others. D. Observe the following considerations: i. Be brief. ii. Strive to use correct spelling and make messages easy to understand. iii. Use short and descriptive titles for articles. iv. Post only to known groups or persons. when accounts, t d Personal responsibility. I will report any misuse of the EIS to the administration or system administrator, as is appropriate. I understand that many services and products are available for a fee and acknowledge my personal responsibility for any expenses incurred without District authorization. Network etiquette. I am expected to abide by the generally acceptable rules of network etiquette. Therefore, I will: Services The School District specifically denies any responsibility for the accuracy of information. While the District will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the electronic information services (EIS) is used and bears the risk of reliance on the information obtained. I have read and agree to abide by the School District policy and regulations on appropriate use of the electronic information system, as incorporated herein by reference. I understand and will abide by the provisions and conditions indicated. I understand that any violations of the above terms and conditions may result in disciplinary action and the revocation of my use of information services.

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ (Student or Employee)

School \_\_\_\_\_ Grade (if a student) \_\_\_\_\_

Note that this agreement applies to both students and employees. The user agreement of a student who is a minor must also have the signature of a parent or guardian who has read and will uphold this agreement. Parent or Guardian Cosigner As the parent or guardian of the above named student, I have read this agreement and understand it. I understand that it is impossible for the School District to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired by use of the electronic information services (EIS). I also agree to report any misuse of the EIS to a School District administrator. (Misuse may come in many forms but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, or other issues described in the agreement.) I accept full responsibility for supervision if, and when, my child's use of the EIS is not in a school setting. I hereby give my permission to have my child use the electronic information services.

Parent or Guardian Name (print) \_\_\_\_\_ Signature \_\_\_\_\_  
Date \_\_\_\_\_

Student Technology Fees

**ACER R753T CHROMEBOOK  
REPLACEMENT FEES**

**Total Loss of Device - \$389**

**All Repairs - \$80**

**Charger - \$49 Lost or Damaged**

*Payment Plans are  
available*

*Please contact the  
BUSD Technology*

*Department about Payment Plans at (520) 719-1212*

**BUSD MIFI HOTSPOT  
LOST OR DAMAGED-\$149**

**All HP CHROMEBOOK**

**Devices will be disabled.**

**HP Devices should be turned in  
for an upgrade device.**