Visit your school’s website for more information!
# Teacher Work Calendar

*(2020 - 2021)*

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**JULY 20**
- New Teachers 1st Day: July 16
- Returning Teachers' 1st Day: July 20
- First Student Day of School: July 23
- (7 Student Days)

**AUGUST '20**
- Labor Day: Sept. 7
- End of 1st Quarter: Sept 25
- (18 Student Days)
- Presidents' Day: Feb 15
- (19 Student Days)

**SEPTEMBER '20**
- Veteran's Day: Nov 11
- Thanksgiving: Nov 25-27
- Last Student Day: May 27
- Memorial Day: May 31

**OCTOBER '20**
- Fall Break: Sept 28-Oct 9
- Teacher In-Service: Oct 12
- (14 Student Days)

**NOVEMBER '20**
- Last Student Day & End of 4th Quarter: May 27
- Last Teacher Work Day: May 28
- (19 Student Days)

**DECEMBER '20**
- End of 2nd Quarter: Dec 18
- Winter Break: Dec 21-Jan 3

**JANUARY '21**
- Teacher In-Service No Students: Jan 4
- MLK Day: Jan 18
- (18 Student Days)
- Winter Break: Dec 21-Jan 3

**FEBRUARY '21**
- Presidents' Day: Feb 15
- (19 Student Days)

**MARCH '21**
- End of 3rd Quarter: Mar 5
- Spring Break: Mar 8
- Teacher In-Service No Students: March 22
- (12 Student Days)

**APRIL '21**
- Good Friday: April 2
- (21 Student Days)

**MAY '21**
- Last Student Day & End of 4th Quarter: May 27
- Last Teacher Work Day: May 28
- (19 Student Days)

**JUNE '21**
- Winter Break: Dec 21-Jan 3

New Teachers = 189 Days
Returning Teachers = 187 Days
Dear Parent/Guardian,

Welcome to the 2020-2021 school year in Maricopa Unified School District! We are excited to start a wonderful year with all of our students. Please review this student handbook with your child, sign in required places, and have your child return the handbook verification pages to their homeroom/advisory teacher. This handbook is a wonderful tool to utilize throughout the school year. You can also find more detailed information on our district website at www.musd20.org.

DEsert WIND MIDDLE SCHOOL
35565 W. Honeycutt Rd.
Maricopa, AZ 85138
520.568.7110 (Office)

MaRICoPA WELLS MIDDLE SCHOOL
45725 W. Honeycutt Ave.
Maricopa, AZ 85139
520.568.7100 (Office)

MaRICoPA HIGH SCHOOL
45012 W. Honeycutt Ave.
Maricopa, AZ 85139
520.568.8100 (Office)

Thank you for choosing Maricopa Unified for your child’s education!
Main Phone (520) 568-5100 ■ Website www.musd20.org
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Maricopa UNIFIED: A community dedicated to student success.
STUDENT RIGHTS AND RESPONSIBILITIES

J&I © REGULATION

All students are entitled to enjoy the basic rights of citizenship that are recognized and
protected by laws of this country and state for persons of their age and maturity. Each
student is obligated to respect the rights of classmates, teachers, and other school
personnel. District schools shall foster a climate of mutual respect for the rights of
others. Such environment will enhance both the educational purpose for which MUSD
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 MUSD or of their school are subject to appropriate
disciplinary measures designed to correct their own misconduct and to promote adherence
by them and by other students to the responsibilities of citizens in the school community.

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

Rights

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

Responsibilities

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

DISTRICT/SCHOOL INFORMATION

Class Fees

Additional fees may apply to specific elective courses. If a student transfers from a course
where a fee is applied and paid, a refund must be requested within 30 days by a
parent/guardian.

Closed Campus

All MUSD campuses are closed campuses. Students are to remain on campus from the
time of arrival in the morning until after their last class of the day. If a student is off-
campus without permission, this is an off-campus violation and will result in disciplinary
action. Food deliveries are prohibited. Students may bring their lunch or utilize the
cafeteria only.

Non-students: For reasons of security, only current year students are permitted on
campus during the school day and after school. Parents and others wishing to conduct
official business must report first to the administrative offices. All others will be deemed as
trespassers and are subject to arrest (ARS Title 13).

Conferences

Parent/Teacher conferences may be scheduled with the student's teachers as needed
during the school year.

Counseling Services

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

Daily Announcements

Publication of campus announcements will vary by site.

Dances

Students must show their valid MUSD School ID in order to enter a dance; those who
arrive without their current year ID will not be allowed entrance. Students may invite one
guest to Homecoming, Prom and Winter Formal/Spring Fling. A guest pass application
must be obtained through the administrative offices and is due back to the office no
later than one week prior to the dance. Failure to meet the stated deadline will result in
a denial of the request. Guests must provide a copy of their current school or state issued
photo ID and must be in high school (grades 9-12), or have graduated from MHS no longer
than one year previous. Anyone 21 or older will not be allowed access to MHS dances. All
dance attendees are subject to the same dance regulations as MHS students.

Prom only: guests who do not meet the standard guest requirements will be considered
on a case by case basis. Students with a disciplinary record while enrolled in another
school or previously enrolled in Maricopa High School may be denied admission to
dances.
Early Release Students
Students who qualify for an early release schedule must sign a contract of understanding and cannot be on campus more than 10 minutes before a late start or 10 minutes after an early release. Students with an early release may not return to campus to ride the school bus for transportation. Students found on campus in excess of the 10 minutes may be subject to disciplinary action and a schedule change to revoke the early release or late start status. Students involved in after-school activities must make arrangements to return to campus at the conclusion of the regular school day. All early release and late start students are required to register their vehicles and purchase the parking pass decal in the bookstore.

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

Student Identification Cards (ID)
All students are to carry their school issued student photo ID card issued by each school site at all times while on campus.

- Students will be REQUIRED to show/use their ID cards for the following:
  - Show any/all staff for purposes of safety
  - Show bus drivers for transportation access to and from school
  - Scan for access to lunch accounts in the cafeteria
  - Scan for book check-out in the library
  - Scan for book check-out in the bookstore
  - Show for purchase of a student parking decal – High School only
  - Show for verification to pick up confiscated items in the office
  - Show as verification of early release or late start status (only seniors who qualify)

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

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

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

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

ParentVue/StudentVue Portal
The ParentVue portal allows parents/guardians to view the school information and information about their child, including grades and attendance. The information is accessed directly from the student records system, Synergy, so the records are always up-to-date. While the website is accessible through the internet, access is secured via a login and password. Parents can only see information about their own child/children, and cannot see the records for other students. Parents may only screen the information and cannot make changes to the student’s record. Parents/guardians must provide identification, have educational rights, and supply a valid email address to the school in order to obtain the activation code for access to the portal.

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

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

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

Student Fees, Fines and Charges
Students may be held responsible and accountable for loss of or damage to school property, including textbooks and library books. For purposes of this regulation, the term “loss” includes a student’s failure to return school property at the conclusion of a semester or course or by the date established by school site administrators.

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

The following penalties or consequences may be imposed upon a student that loses a school-owned textbook, subject matter material and supplementary books.

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

Student Parking- MHS
All students who wish to park in the student designated parking areas are required, by policy, to register each vehicle in the bookstore. Students are not permitted to park in lots not designated for student parking. The parking application is available in the MHS Bookstore. The annual fee for parking is $30.00. The decal must be placed in the inside top left corner of the windshield. There is a $10.00 cost fee to replace a decal.

Students are allowed to use designated parking as a convenience. All cars parked on the MHS campus are subject to search by district personnel at any time. Students have no expectation of privacy for anything stored in their vehicles on school grounds. Desert Wind and Maricopa Wells Middle School students are not permitted to drive a motor vehicle to school.

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

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

Students park at their own risk and are subject to consequences at the owner’s expense (i.e. revocation of parking permit, wheel clamps, or towing) for violations of parking/driving regulations. Maricopa High School is not responsible for vehicular damage, theft, loss of property or expenses/damages while parked on campus.

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

Maricopa UNIFIED: A community dedicated to student success.
Translational Services

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

Visitors

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

McKinney-Vento Homelessness Assistance Act

If you need assistance due to homelessness, please contact MUSD office at: 520-869-6100 ext. 1010. If your family lives in any of the following situations:

- In a shelter
- In a motel or campground due to the lack of an alternative adequate accommodation
- In a car, park, abandoned building, or bus/train station
- Doubled up with other people due to loss of housing or economic hardship

Your school-age children may qualify for certain rights and protections under the federal McKinney-Vento Act. Your eligible children have the right to:

- Receive a free, appropriate public education
- Enroll in school immediately, even if lacking documents normally required for enrollment
- Enroll in school and attend classes while the school gathers needed documents
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or in the school in which they were last enrolled), if that is your preference
- If the school district believe that the school you select is not in the best interest of your children, then MUSD must provide you with a written explanation of its position and inform you of your right to appeal its decision
- Receive transportation to and from the school of origin, if you request this
- Receive educational services comparable to those provided to other students, according to your children’s needs

ACADEMICS, CLUBS, AND ACTIVITIES

Final Exams

Students may not take semester final exams prior to the date/time they are scheduled. Students with excused absences during semester final exams will receive a zero for any final exam missed and are required to make arrangements with their teachers within the first two weeks of the following semester to complete each exam. Once the exam is administered, the zero will be converted to a score and a grade change will be completed.

Secondary Grading Expectations

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

- 40% Assessments
- 40% Assignments
- 20% Final Exams

Homework and Make-Up Work Policy

Students are responsible for making arrangements with their teachers to complete missed work for absences or suspensions. For each day absent excused, the student has an equal number of days to make up work. Failure to do so may result in a failing grade or no credit in the course. In cases involving an extended absence of more than three days, parents should arrange with the teachers to have work submitted to the office for pick up.

Middle School Awards and Student Recognition

Desert Wind and Maricopa Wells recognize and celebrate students who excel in academics, athletics, and who demonstrated excellent character. There are two Evening of Excellence nights held in early January and at the end of May

Gifted and Talented Program

MUSD’s Gifted Program aims to offer a broad base of experiences to our gifted students. By providing a qualitatively different curriculum, this program facilitate the growth of students as independent, life-long learners, with the development of skills, concepts, and positive attitudes with the cognitive, emotional, and social domains considered. A major goal of the curriculum is the teaching and practice of critical thinking skills. For more information, contact: Maricopa Unified School District Office

Secondary Student Clubs

Students are encouraged to take part in an established extra-curricular club and/or determine if they would like to create a club. Clubs will vary from year to year, based on student interest, but some long-standing student clubs include:

- Amerind
- Asian-American Association
- DECA
- JSA
- NHS
- Copa Closet
- Cycling Club… and many more!
- Clubs at the middle school level will be established based on student interest

High School Awards and Student Recognition

Maricopa High School recognizes and celebrates students who excel in academics, athletics, the arts, and other programs offered within the school throughout the year. Senior honors are presented during the annual Senior Honors Night held in May of each year and for underclassmen each year in the spring. Students are required to be enrolled for the full academic year to be eligible.

- **Academic Excellence (Letter)**
  - This award is bestowed upon each student who has maintained an un-weighted GPA of 4.0 or for AP/Honor students a 4.0 weighted plus a 3.5 un-weighted for Semester 1.

- **Academic Achievement**
  - This award is bestowed upon each student who has maintained an un-weighted GPA of 3.8-3.99 or for AP/Honor students a 3.8-4.0 weighted plus a 3.0 un-weighted for Semester 1.

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

- **Athlete of the Year Award**
  - This award is bestowed upon one male and one female athlete who have lettered in two varsity sports for the current academic year.

- **Academic Athlete of the Year**
  - This award is bestowed upon one male and one female athlete who have lettered in two Varsity sports and hold the highest ranking grade point averages.

- **National Honor Society**
  - The National Honor Society is the leader among educational organizations and societies that promotes recognition for students who reflect outstanding accomplishments in the areas of scholarship, leadership, service, and character. Members exhibit excellence in academics and leadership, honorable and admirable character, and demonstrate a commitment to service.

Graduation Honors

- **Valedictorian**: The student with the highest-class rank will be recognized with a medallion.
- **Salutatorian**: The student with the second highest class rank will be recognized with a medallion.
- **Academic Excellence**: Students who achieve Academic Excellence, as indicated above, will be recognized with a gold cord and a gold tassel.
- **Academic Achievement**: Students who earned Academic Achievement, as indicated above, will be recognized with a silver cord and a silver tassel.

Maricopa UNIFIED: A community dedicated to student success.
- **Honor Roll:** Students who earn Honor Roll status, as indicated above, will be recognized with a silver cord.

**Maricopa High School Advanced Placement and Dual-Enrollment**

**DUAL ENROLLMENT COURSES**

- BIO 100, College Biology
- ENG 101, English Composition III
- ENG 102, English Composition IV
- MATH 121, Intermediate Algebra
- MATH 151, College Algebra
- AP Art History
- AP Biology
- AP Calculus AB
- AP Calculus BC
- AP Chemistry
- AP English Language and Composition
- AP Literature and Composition
- AP Micro Economics
- AP Macro Economics
- AP Research*
- AP Seminar*
- AP Spanish
- AP Studio Art 2-D
- AP Studio Art 3-D
- AP Studio Art Drawing
- AP Statistics
- AP U.S. History
- AP World History

**Report Cards**

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

**Extra-Curricular Activity Eligibility**

All interscholastic activities in grades six-twelve that are 1) of a competitive nature and involve more than one school where a championship, winner, or rating is determined and 2) endeavors for which no credit is earned in meeting graduation or promotion requirements that are of a continuous and ongoing nature, organized, planned, or sponsored by the District, consistent with District policy, shall be conducted under the provisions of this policy.

Such activities will be established and designed to offer students worthwhile athletic and leisure-time interests, wholesome recreational and social activity, and an opportunity to develop skills in democratic and cooperative management for these activities. These programs will be appropriate to the maturity of students and as varied as staff and facilities permit. All such activities conducted under the auspices of the District shall be under the direct supervision of the certificated individual responsible for the activity. It is necessary to have the extracurricular activities function within a realistic framework of control. In order that overenthusiastic students do not place a social or athletic function on a higher plane than the academic program, the following policy will be adhered to:

- **National Honor Society:** Students who have been inducted in the society will be recognized with a gold NHS stole.
  - Class Rankings follow Policy IKCII-7100

**A.** Students who, upon having their work checked on a cumulative basis at the end of each nine week grading period, show that they are not working to capacity and have one or more failing grades will be removed from any athletic teams or extracurricular activities. After improving their respective grades such that they are passing on a cumulative basis, they shall be reinstated to the teams or extracurricular activities until a subsequent check is performed unless ineligible for some reason other than academic performance.

**B.** The eligibility criterion for extracurricular participation shall be a passing grade in all classes in which the student is enrolled, and the student shall maintain progress toward promotion or graduation.

**C.** The responsibility for notification of students and parents of these requirements and for enforcement of the above rule rests with the Superintendent.

Students and the parents/guardian shall be notified of eligibility in a manner such that confidentiality is maintained when:

- A. Ineligibility is pending.
- B. Ineligibility is determined to be necessary.

Support services shall be made available to students who become ineligible for extracurricular programs as well as to students notified of pending ineligibility.

- A. Students whose behavior presents a problem or jeopardizes school discipline may be ineligible for participation in extracurricular activities until such time as their behavior warrants reinstatement. The same general standards shall apply for special education students except that such eligibility shall be determined on a case-by-case basis in relationship to the respective students’ individual education programs.

- B. The Superintendent shall consult with and invite comment on this policy from parents and teachers and shall make recommendations to the Board regarding this policy, as necessary, after considering such comments. The Board, as a part of the procedure for adoption of this policy, shall hold a public hearing on the contents of this policy. A school district governing board, a charter school or an interscholastic athletic association of which a school district governing board or charter school is a member may not prohibit a pupil from wearing a religious or cultural accessory or hair piece while participating in an extracurricular or athletic activity if the accessory or hair piece does not jeopardize the health or safety of the pupil or any other person participating in the activity, as determined by the supervisor of the extracurricular activity or the officiant of the athletic activity.

The Superintendent shall establish regulations to ensure that:

- A. Necessary documents in support of this policy are maintained.
- B. Necessary data related to ineligible students are collected and reported as required by law.
- C. The cultural traditions of students are considered when establishing or enforcing rules related to participation in extracurricular activities.
- D. The requirements of this policy are met.

The Superintendent may develop additional rules or procedures for the proper conduct of extracurricular programs and the implementation of the provisions of this policy.

**School Property**

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

**Student Council**

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

Maricopa High School is proud to announce the **Arizona State Seal of Arts Proficiency** will be open to MHS students in the 2020-2021 School Year. This diploma seal is administered by the Arizona Department of Education’s Office of Arts Education and is awarded to graduates who complete minimum arts pathway requirements throughout their high school career. This Seal aims to celebrate students who demonstrate high levels of proficiency in the Arizona Arts Education Standards through personal expression and creative experiences in arts education programs.

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**ATHLETICS**

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

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

**High School Eligibility**
Students in grades nine through twelve, who, upon having their work checked at the end of each nine week grading period, show that they are not working to capacity and have a quarter grade point average (GPA) below 2.0 or have one or more F grades will be deemed ineligible for the next two weeks from any athletic teams or extracurricular activities.

If after two weeks, the student has a GPA above 2.0, and they have no F grades, they will be re-instated. If the student continues to have a GPA below 2.0, they will remain ineligible until at least the next grading period at four and one-half weeks. During this period of ineligibility students:
- Practice with the team, band or group
- Be on the sidelines, dugouts or benches with their team during contests
- May NOT wear any school-issued uniforms/equipment

If upon the nine week grade checks the student is found it have a D in any class, the parent shall be notified by the head coach or the head coach’s designee that the student may be approaching ineligibility. After improving their respective grades such that they are passing on a cumulative basis at a bi-weekly grade check, they shall be reinstated to the teams or extracurricular activities until a subsequent check is performed unless ineligible for some reason other than academic performance. Students with a GPA below 2.0 or with one or more F grades for the spring semester would be ineligible until the four and one-half week grading period of the first quarter of the next school year, unless GPA is remedied through summer school. All incoming ninth graders are eligible their first quarter at the high school. **MUSD Policy JJJ**

**Middle School Eligibility**
In grades six through eight, to meet the eligibility criterion for extracurricular participation, the student **athlete must have a minimum GPA of 2.0 and be passing ALL classes, no failing grades.** Eligibility grading periods, for the middle school level, will be at EVERY four and one-half weeks (progress reports and end of quarters). The student athlete will be notified of eligibility status by their respective coach in a manner such that confidentiality is maintained when eligibility is pending or ineligibility is determined to be necessary. If a student is below a 2.0 or is failing a class at any grading period, the student athlete will become ineligible for a minimum of one week. During this period of ineligibility students:
- May practice with the team;
- MAY NOT travel to or play in any competitions or events (home or away).

After improving their respective grades such that they have a 2.0 and are passing ALL classes on the subsequent grade check, they shall be reinstated to the team until a subsequent check is performed. If the student-athlete's grades drop below 2.0 or one class is a failing grade, they will again be ineligible for a minimum of one week. **MUSD Policy JJJ**

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**STUDENT EXPECTATIONS**

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

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

**Bullying, Harassment, Cyber Bullying and Intimidation**
All Maricopa Unified School District schools operate in accordance with Arizona Revised Statute 15-341 (37) and MUSD Policy JICKU-2300. Incidents of Bullying, Harassment, Cyber-Bullying and/or Intimidation will not be tolerated. Each report will be fully investigated.

Maricopa UNIFIED: A community dedicated to student success.
The Governing Board believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Board further believes a school environment inclusive of these traits maximizes student achievement, fosters student personal growth, and helps students build a sense of community that promotes positive participation as members of society. The district, in partnership with parents, guardians, students, and staff, shall establish and maintain a school environment based on these beliefs. MUSD shall identify and implement age-appropriate programs designed to instill in students the values of positive interpersonal relationships, mutual respect, and appropriate conflict resolution. To assist in achieving a school environment based on the beliefs of the Governing Board, bullying, harassment or intimidation as defined by this policy will not be tolerated.

**Definitions**

1. **Bullying:** 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
   d. May constitute a violation of law

2. **Cyberbullying:** 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.

3. **Harassment:** 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, and social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual preference, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

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

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

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

**Reporting Incidents of Bullying**

A student who is experiencing bullying, or believes another student is experiencing bullying, is to report the situation to the principal or another school employee. A school employee who becomes aware of or suspects a student is being bullied shall immediately notify the school administrator. School personnel shall maintain confidentiality of the reported information.

- **Step 1:** Report the situation directly to the office or to a trusted adult. The initial report can be verbal, but a written report of events will be needed as well, school personnel will provide the form.
- **Step 2:** The principal, assistant principal or disciplinarian, or principal’s designee will provide the student with a copy of student rights protections and any support services available. The parent/guardian will be notified of the report from the student.
- **Step 3:** The allegation will be investigated to determine if the incident meets the criteria/definitions listed above. Dependent on the investigation, a mediation of the individuals involved may be necessary. If the allegation of bullying, harassment, intimidation and/or cyber bulling prove to follow the definitions/criteria, the school will take immediate disciplinary action.

The initial notification of an alleged incident may be provided verbally. A detailed written description of the incident and any other relevant information must be provided on form(s) made available by the school and submitted to the administration within one school day of the verbal report. Should the principal be the employee who observes, is informed of, or suspects a student is experiencing bullying, the principal shall document the incident or concern in writing. Failure by an employee to report a suspected case of bullying may result in disciplinary action up to suspension without pay or dismissal pursuant to Board Policies GCQF and GQD.

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

At the time a student reports alleged bullying the principal shall provide to the student who has allegedly been bullied a written copy of student rights, protections and support services available to the student and shall notify the student's parent(s) of the report. The principal shall investigate all reports of bullying. If the principal determines that bullying has occurred, discipline will be administered pursuant to Board Policies JK, JKD, and JKE.

Regardless of the outcome of the investigation the principal will meet with the involved students to review the findings of the investigation. Subject to the restrictions of the Family Educational Rights and Privacy Act (FERPA) set out in Policy JR, the parents/guardians of the involved students shall also be informed of the findings of the investigation.

Documentation related to reported bullying and subsequent investigation shall be maintained by MUSD for not less than six years. In the event MUSD reports incidents to persons other than school officials or law enforcement all individually identifiable information shall be redacted. Restrictions established by FERPA on disclosure of personally identifiable student information must be observed at all times.

The MUSD Superintendent shall establish procedures for the dissemination of information to students, and parents/guardians. The information will include, but not be limited to, Governing Board policies, incident reporting, support services (proactive and reactive) and student's rights.

The dissemination of this information shall:

- Occur during the first week of each school year

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• Be provided to each incoming student during the school year at the time of the student’s registration
• Be posted in each classroom and in common areas of the school
• Be summarized in the student handbook and on MUSD website, and the Superintendent shall establish procedures for the dissemination of information to district employees including, but not limited to:
  o Governing Board Policy, preventive measures, incident reporting procedures, available support services for students (both proactive and reactive), and student rights
• Information will be provided to staff members at the beginning of each instructional year and on the first day of employment for new employees.

The Superintendent shall establish procedures designed to protect the health and safety of students who are physically harmed as the result of bullying. These will include, when appropriate, procedures for contacting emergency medical services, law enforcement agencies, or both. Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant district policies shall be followed. Law enforcement authorities shall be notified any time district officials have a reasonable belief that an incidence of bullying is a violation of the law.

Adopted: August 24, 2011

Support services, protections and consequences for incidents of bullying, harassment, intimidation, and/or cyber bullying may include but are not limited to:

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<thead>
<tr>
<th>Conference</th>
<th>Counseling support</th>
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<tbody>
<tr>
<td>Mediation among students</td>
<td>In-school suspension</td>
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<tr>
<td>Cease and desist order</td>
<td>Out of school suspension</td>
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<tr>
<td>Bullying contract</td>
<td>Referral to School Resource Officer</td>
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<td>District disciplinary hearing</td>
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Enforcement of School Rules off Campus
School rules and other reasonable expectations of appropriate student behavior are extended to include student conduct while off campus during the regular school day. This includes student conduct while traveling to and from school, during lunch and release times. School authorities may discipline a student for any misconduct while off campus during these times. School rules will be enforced for all school events on or off of district property. Disciplinary action will be imposed for improper conduct off campus that is found to be connected with incidents on campus. In accordance with district Regulation JK-RU-4611, students may be subject to disciplinary action when they are believed to have or actually have committed a crime, regardless of school hours, if the conduct is deemed to affect the school order.

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

Search and Seizure
School administration or their designee have the right to search students and seize property including school property temporarily assigned to students when there is reasonable suspicion to believe that some material or item is detrimental to the health, safety, and welfare of the student(s) and is in their possession or control. Searches may include student’s personal property such as backpacks or pockets. Any search will be reasonable in scope and not excessively intrusive on the student considering the age, gender, and nature of the instruction. Items provided by the school for storage (P.E lockers, desks) of personal items are provided as a convenience to the student and remain the property of the school and are subject to its control and supervision. They may be inspected at any time, with or without reason, or with or without notice by school personnel. Administrative searches are random searches not based on specific suspicions. Administrative searches will be conducted by school administrators or their designee as deemed appropriate. Students who use, possess, or sell substances that they represent as being drugs may be subject to the above policy JH/JJ-3400 and JJE-RU-8661

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

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

Provided that:

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

Due Process
Students in MUSD have rights, and in disciplinary cases, students are entitled to due process. This means students:

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

Guidelines:

• The accusation must be made within thirty calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance
• The complaint/grievance shall be made only to an administrator or professional staff member
• The person receiving the complaint will gather information for the complaint
• The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law

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Secondary Dress Code
MUSD 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 safety and others. MUSD recognizes that each student’s mode of dress and grooming is a manifestation of personal style and individual preference, and as such, will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices affect the educational program of the school or the health and safety of others. Policy JICA-R

Student dress shall:
A. Not present a hazard to the health or safety of the student or to others in the school. Jewelry shall not be worn if it presents a safety hazard
B. Not materially and substantially interfere with school work, create disorder, or disrupt the educational program
C. Not cause excessive wear or damage to school property
D. Clothing, accessories, and/or jewelry shall 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
E. Students must wear a shirt with pants or skirt or the equivalent (dress, leggings, or shorts)
A. Clothing must not be see-through and must cover a student’s undergarments, chest and torso, when standing or sitting
B. Shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, etc.
C. 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
D. Subject to the above, not hate, 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. Hats and sunglasses may be worn outside
E. 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. Obscene language or symbols, or symbols of drugs, sex, or alcohol, on clothing are prohibited

- Exceptions for special activities or health considerations may be preapproved by the administrator. The school administration retains the final discretion to determine that the garment or accessory meets the secondary dress code. Some exceptions may be made for uniforms, formal attire, and or spirit days
- Students who participate in extracurricular activities, including athletics, band, choir, etc., are subject to the standards of dress as defined by the sponsors of such activities

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

- 1st Infraction: If suitable clothing is not available through the school, a parent/guardian will be contacted to supply needed clothing so the student can continue with their academic day.
- 2nd subsequent violations: Students will be subject to site based disciplinary action, which may include parent pick up.

HEALTH SERVICES

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

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

The Health Office Staff is prohibited by law from administering medication of any kind, including Tylenol, without a written order from a Primary Care Provider who is allowed by law to prescribe medications. Parents/Guardians must also give permission to administer medication. All medication, prescription and over-the-counter, is kept in the health office in the original container and packaging. Students are not allowed to self-carry any medication, prescription or over-the-counter, except for medication and/or equipment required for diabetes, asthma, or severe allergic reaction per state law and Governing Board policy. Self-Carry medication forms, along with Medication Order and for medication Administration forms are available in the Health Office. In order to self-carry a medication related to diabetes, asthma, and/or severe allergic reaction the student must also understand the medication, why it is being used and how to properly administer the medication. In elementary school, self-administration of these medications may be limited to 4th and 5th grade students.

Illness
If a student is ill or injured, the Parents/Guardians should check with a doctor before sending a child to school. The best place for a child who is ill at home in the care of an adult. If a student becomes ill at school, Parents/Guardians will be notified. Upon becoming ill at school, the student must obtain a pass from the teacher and go to the Health Office. If necessary, the Health Office Staff will contact the parent to take the student home. It is essential that parents/guardians have a plan for picking up their ill child in a timely manner. In any emergency, the school Health Office Staff or an administrator will notify the Parents/Guardians. If deemed necessary, paramedics may be called.
When students are injured and/or sick, it is IMPERATIVE that we contact Parents/Guardians quickly. Please inform the school office of any changes in phone numbers and/or contacts as soon as possible. IMPORTANT: We must have the names and numbers of persons to contact in case of an emergency if we are not able to reach a parent.

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

Children with any illness should stay home for at least 24 hours after a fever of 100.4 or greater has been normal without the aid of any medication. A child with vomiting, nausea, or diarrhea must be symptom free without the use of any medications for a 24 hour period.

Immunizations
State law requires immunizations against diphtheria, tetanus, pertussis (DTap), rubella (measles), mumps and rubella (MMR), polio, and Hepatitis B. State law also requires that parents provide an immunization history and official immunization records for each child at the time of registration.

Students will not be admitted without immunizations being current. Parents are asked to provide documentation of any immunizations received during the year to the school Health Office. Staff school immunization records can be kept up-to-date. Children can be exempted from immunizations in the following circumstances:

- A Primary Care Provider (PCP) certifies that one or more of the immunizations would endanger the child’s life.
- If Parents/Guardians complete the Arizona State Health Department online immunization education and submit the completed certificate to the school Health Office. Although the law allows exemptions, the County Health Department may tell the school to exclude a child from school if there is an outbreak of any of the diseases listed above.

Medication Procedures
Students are not allowed to possess prescription drugs or over-the-counter medication, including cough drops while on school grounds during school hours and activities. All medication is to be taken directly to the school Health Office by Parents/Guardians.

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

- The medication must be prescribed by the student’s licensed health care provider.
- A parent/legal guardian must bring the medication to the health office.
- Students are not allowed to bring medication to the health office.
- Prescription medication must be in the original pharmacy container, labeled with the student’s name, date prescribed, name of medication, dosage, route, time the medication is given during the school day, and the name of the prescribing physician on the label.

Administration by School Personnel
Besides the above Governing Board Policy, the following are also protocols for medication administration:

- The information on the prescription bottle must be the same as the PCP order.
- Medication will usually be administered by Health Office Staff in the Health Office.
- An administrator may designate a properly trained school employee to administer the medication.
- Each administration of prescription drugs must be documented.
- Drugs must be kept in their original container in a locked cabinet.

Self-Administration of Prescription Drugs
When the PCP feels it is necessary for the student to carry and self-administer the medication, the PCP shall provide a written recommendation to be attached to the signed parent permission form.

- The Parents/Guardians must provide written permission for the student to self-administer and carry the medication. Appropriate forms are available from the health office.
- The medication must come in the prescription container provided by the pharmacist.
- The student must be able to understand the medication’s use, the proper dose and how to properly administer the medication. Students in kindergarten through 3rd grade may not be able to self-carry their medications.
- Students who self-carry their own medication must report to the Health Office after each use. The medication administration will be documented and the student examined.

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

SAFETY & WELLNESS

Fire Alarms, Lock-Downs and Evacuations
Each school maintains detailed plans for dealing with emergency situations and has excellent communication with local law enforcement agencies. Schools participate in monthly fire drills and/or school-wide lockdown drills.

Fire Drills
Fire Drills occur monthly at each school. When the FIRE ALARM sounds, students should evacuate the building in an orderly, quiet manner and follow the instructions of staff members in charge. Students should not stand on paved areas where emergency vehicles may need to pass. Students reporting and/or creating false fire alarms will be subject to disciplinary action from administration and referral to Maricopa Police Department.

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

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

Child Abuse
School employees cannot ignore child abuse. By law, reasonably suspected cases of non-accidental injury, sexual molestation, abuse and neglect must be reported to Child Protective Services or the local law enforcement agency. People who are required to report suspected abuse are protected from civil or criminal liability. (ARS 13-3620)

Mandatory Reporting of Criminal Activities to Authorities
Arizona State Statutes (ARS 13-3620) require schools and school employees to report criminal activity to local law enforcement. Schools are also required to report incidences of child abuse, neglect, and crimes against children to local law enforcement and Child Protective Services. Recent changes in the law require schools to report threats, or rumors of threats, made against schools, students, and school personnel. Schools must also report all incidents of non-accidental injuries that might occur during altercations at school.
Lunch
High school students are REQUIRED to scan student ID cards to access their lunch account. Food is only permitted in the cafeteria, outdoor dining area(s), and other designated eating areas during lunch. All students are expected to model good citizenship and dispose of lunch trays and other trash in the receptacles provided; failure to comply will result in disciplinary action.
- NO outside food is allowed during breakfast and/or lunch serving times.
- Students may bring their own lunch or utilize the cafeteria only.
- Students are not permitted to leave campus during lunch at any school within the district. If a student needs to leave during lunch, a parent must pick them up and sign them out in the front office.
- Students who are found to repeatedly litter will face disciplinary action.

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

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

Breakfast & Lunch
Breakfast is served every school day free of charge to all students. Student lunch prices are:
- Full price: $2.75
- Reduced (must qualify): $0.40
- Free (must qualify): $0.00

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

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

There are several ways for parents/guardians to pay for meals and weekly/monthly payment is encouraged. Parents will be able to pay for meals at the school or online. Student transactions will also be available to parents online.
- You may send money with your child in the form of cash, check ($25 returned check fee), or money order to be paid directly to the school cafeteria.
- You may go to the school’s office, get a visitor’s pass, and go to the cafeteria yourself to pay toward your child’s account.
- You may pay online at www.myschoolbucks.com (information is available at school offices and from the cafeteria).

If you need to check the balance of your child’s account, you may:
- Contact the school cafeteria at any time during cafeteria business hours (usually from 7:00AM to 1:00PM).
- Use www.myschoolbucks.com free of charge. This allows 24-hour access to check the balance of your child’s account and/or to view daily meal transactions. You may also set up a free email reminder for low balances online. The website will work with any cell phone web browser.

Maricopa High School also offers a snack cart to students during lunch periods. These carts are cash only.

We must follow the Federal Healthy Snack Guidelines/Wellness Policy for all MUSD schools.

District Wellness Policy
DISTRICT WELLNESS POLICY REGULATION CODE: Public Law 111-296, Section 204 SP-42-2011

Policy Intent
MUSD promotes wellness by supporting good nutrition and regular physical activity as part of the total learning environment. Wellness is defined as the dynamic state of achieving optimal well-being in all the dimensions of health: physical, mental/emotional, and social. This policy is enacted in the following:

Physical Education
- Physical education classes will be taught by a certified physical education instructor. Classroom physical activity opportunities shall be offered daily during the school day. MUSD promotes the use of school facilities outside of school hours for physical activity programs offered by community-based organizations.
- Physical education classes will be provided to students in all grade levels.
- Physical education classes will have the same student/teacher ratios used in other classes.
- The physical education program shall provide adequate space and equipment and conform to all applicable safety standards.
- MUSD will not tolerate the use of physical activity as punishment, the withholding of participation in physical activity/education as punishment, or the use of physical education class time to complete assignments from other classes. Furthermore, restorative practices in the form of affective statements and questions and short impromptu conferences shall be used during physical activity to enhance student problem-solving, address bullying or inappropriate play, and promote peer to peer socialization.
- Athletics, recess, and/or other classes may not take the place of physical education.

Nutritional Education
- Nutrition education shall be integrated within the comprehensive health education curriculum and taught at each level.
- The entire school environment, not just the classroom, shall support the nutrition education program and be linked to the school meal program reaching classroom, cafeteria and community.
- All students shall have the skills necessary to make nutritious choices. Students will receive nutrition education that fosters the adoption and maintenance of healthy eating behaviors.
- Each school in MUSD will encourage staff to model healthy eating and physical activity as a valuable part of life. Our schools will strive toward integrating a coordinated school health approach.
- Parents will be provided the opportunity to give feedback on wellness goals through our website, email, parent conferences and family engagement events.

Nutrition Promotion
- All school meals promote fresh fruits, vegetables, whole grains, and low-fat items, including low-fat and fat-free milk.
- School meals shall be made attractive to students. To the extent possible, school and transportation schedules shall be designed to encourage participation in the school meal programs.
- After obtaining food, students will be provided adequate time (minimum of 20 minutes) to eat lunch.
- All food service personnel will have adequate training in food service operations including professional development in the area of food and nutrition. Food service personnel will also be in compliance with the New Professional Standards requirement of the USDA which is effective July 1, 2015. The standards, another key provision of the Healthy, Hunger-Free Kids Act of 2010 (HFFKA), aim to institute minimum education standards for local school nutrition directors as well as annual training standards for all school nutrition professionals. These standards will ensure school nutrition personnel have the knowledge, training, and tools they need to plan, prepare, and purchase healthy products to create nutritious, safe and enjoyable school meals. This final rule will create minimum hiring standards for new school food authority (SFA) directors based on a school district’s size and require minimum annual training for all new and current school nutrition professionals.
- Students shall be provided a pleasant environment in which to eat lunch.
- MUSD will share and publicize information about the nutritional content of meals with students and parents.
- MUSD will provide peanut-free zones and complies with special dietary needs for students as defined in the ADA special dietary needs manual.

Nutritional Guidelines for All Foods on Campus
- MUSD is a peanut restricted/peanut aware district. Food service staff is not responsible for unknown allergens.
- MUSD will regulate all food items sold including foods and beverages sold through vending machines, school stores and concessions, and will be consistent with federal and state nutrition guidelines, following the Smart Snack Rule that was effective July 1, 2014. This includes all PTO food and beverage sales during school hours.
Federal regulation states that class parties held in individual classrooms by a single class may be exempt from the nutritional regulations. Common areas are not exempt. Multiple classrooms participating in a combined party or event are subject to nutrition standards. Field days, group recognitions, etc., are not considered classroom parties and are not exempt. Class parties held in an individual classroom by a single class may be exempt by teacher's discretion to celebrate birthdays, class achievement, holiday etc. Parent(s) may provide food items not meeting nutritional standards (food items must come from a commercial kitchen - cannot be homemade) or parent/teacher may use option of MUSD Food Services providing healthier food items.

- The normal school day includes before, during and after school, but does not include special events, such as athletic contests or performances held outside the normal school day. The normal school day is considered midnight to 30 minutes after the last bell for each school campus.
- No outside food items will be allowed during breakfast and lunch serving times.
- Fundraising activities should support healthy eating and wellness following the nutrition standards. For the sale of food and/or beverages that do not meet the smart snack to school standards a revision was made in April 2015. Per rule HNSA#-2015, all exemption requests for fundraisers by Local Education Agencies (LEAs) will be approved by the Arizona Department of Education. ADE will track the number of exemptions granted and only take action to alter this policy if one or more LEAs abuse the policy. While ADE recognizes the importance of nutrition at our schools, we do not wish to have a deterrent effect on those wishing to raise funds for school functions. Per ADE any fundraiser should be a single event of duration not exceeding one week. A school principal or designated representative of the school will submit the request for the fundraiser. However, per USDA the State agency must specify to USDA the number of exemptions they may grant. If the State agency doesn’t respond, USDA will assume the State agency is electing to prohibit any exempt fundraisers.
- MUSD will comply with the federal and state nutrition guidelines that require the use of products that are high in fiber, low in added fats, sugar and sodium, consistent with calorie requirements and served in appropriate portion size. This will be consistent with USDA standards and shall be established for all foods offered by the district’s nutrition services department.
- All grains will be at least 51% whole grain.

Activities to Promote Student Wellness

- MUSD will promote healthy choices and will have consistency of nutrition messages throughout the school.
- MUSD will consider policies that will encourage physical activity such as increasing access to the gym or creating safer routes to bike or walk to school.
- MUSD will uphold current state policy regarding immunization and enforcement. Parents will receive education by the health staff regarding the risk of not immunizing and the health effect to the learning community.
- MUSD will create, strengthen or work within existing school health advisory councils to develop, monitor and review/revise the Arizona Wellness Policy. The School Health Advisory Council (SHAC), which will consist of all USDA required participants, including teachers of physical education and school health professionals, will serve as resources to school sites for implementing these policies

Stakeholder Involvement

- MUSD will establish a School Health Advisory Council (SHAC) comprised of parents, students, administrators, a member of the school board, community member, physical education instructor, nurse/school health professional and representative from the school food authority to review the local policy development process. These individuals can register their concerns and recommendations with the district.
- The SHAC will meet annually during early implementation of policy and assessment of policy. On each school campus, schools shall establish a plan for implementation including principal designation of one or more individuals to ensure compliance with standards of MUSD wellness policy. Additionally, the public will have an opportunity for input at that time. Participants assessing the policy, date of assessment and documentation of any revisions will be noted.
- The Director of Food and Nutrition will prepare an annual report on the district’s compliance with the law and policies related to the wellness policy.
- The activities of the SHAC will be reported to the school administration periodically.

Local Discretion

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

Public Notification

MUSD shall inform and update the public (including parents, students, and others in the community) about the content and implementation of the local wellness policy. Public notification will include parent/student handbook, district website, and parent night/open house. MUSD will develop a process for members of the community.

Cell Phones and Electronic Equipment

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

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

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

A. 1st Infraction: Phone/electronic device will be confiscated. Student MUST show ID to retrieve device at the end of the school day.
B. 2nd and subsequent infractions: Phone/electronic device will be confiscated. Student MUST show ID to retrieve the device at the end of the school day and will be subject to disciplinary action as directed by site administration.

Internet Acceptable Use Policy
The school’s information technology resources, including email and Internet access, are provided for educational purposes. Online communication constitutes web browsing, email, instant messaging, blogging, any use of network resources, etc. MUSD electronic resources include, but are not limited to:
- Hardware, software, data, communication devices, printers, servers, filtered Internet access, and local and wide area networks.

Online communication is critical for learners to apply 21st Century skills and employ tools such as interactive websites, blogs, video conferencing, podcasts, etc., which offer authentic opportunities for students to express and share information.

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

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

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

Bring Your Own Device Policy
The Maricopa Unified School District’s Bring Your Own Device Policy allows students to connect personal devices to the district’s WIRELESS network provided approval is granted from the principal or authorized designee and the student’s parent or legal guardian. Students who wish to request that a personal device connect to the network must use this form. This policy does not extend to district owned devices.

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

1 to 1 Device Policy
MUSD supports student success by providing collaborative solutions to prepare all students for future opportunities. Every secondary student has access to their own assigned laptop. The initial enrollment cost of $50.00 includes a district issued Lenovo laptop, case and charger with insurance coverage on the device for the current school year. Each additional year, the fee decreases to $25 annually. This fee also allows for the student to purchase their laptop from MUSD in May of their graduation year for $25. Students are responsible for device replacement costs if it is intentionally damaged. If the device is stolen a police report must be filed. Costs for replacements are as follows:

<table>
<thead>
<tr>
<th>Parts</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Battery</td>
<td>$20</td>
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<tr>
<td>Keyboard</td>
<td>$30</td>
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<tr>
<td>Charger</td>
<td>$30</td>
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<tr>
<td>Screen</td>
<td>$50</td>
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<tr>
<td>Full replacement cost</td>
<td>$230</td>
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</tbody>
</table>

Transport

**Transportation**

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

All students who ride the bus MUST ride the same A.M. bus every morning and the same P.M. bus every afternoon. We do not allow temporary changes to your students stop. Permanent changes should be reported to transportation as soon as possible, in order to make sure we provide the safest transportation for all students.

Any student who does not behave appropriately on the bus or does not cooperate with the bus driver can lose bus riding privileges for a period of time or the remainder of the school year. Refusal to obey any bus driver when he/she is enforcing the bus rules is a serious offense. We ask parents to emphasize the absolute necessity of following the bus rules. Remember our drivers are entrusted with the lives of our young people and they must have support from all of us.

All questions pertaining to transportation should be directed to the Transportation Director at 520-568-3100.

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

**Student Conduct on the School Bus**

- **Be Safe**
  - Listen to and follow staff directions
  - Stay seated facing forward while being transported on the bus
  - Keep head, hands, feet, and objects inside the bus and to yourself

- **Be Respectful**
  - Keep the bus clean and damage/graffiti-free
  - Use quiet, inside voices
  - Use school appropriate language

- **Be Responsible**
  - Follow all district/school policies
  - Keep food, drink, and belongings in your backpack (water OK)
  - Use electronics appropriately

**School Site Walking Boundary Regulations**
The Maricopa School Board authorizes the regular school bus transportation to and from school for the following categories:

- Students with disabilities who require transportation, as indicated in their respective individual education programs
- Students living within one and one half (1.5) mile radius (grades 9-12) of the school where hazardous or difficult routes exist and where other arrangements cannot be provided
- Students who are residents within a school attendance area and live more THAN one and one half (1.5) mile radius (grades 9-12) of the school

Maricopa UNIFIED: A community dedicated to student success.
• Transportation for pupils who do not reside within an established school attendance area, limited to no more than twenty (20) miles each way to and from the school of attendance or to and from a pickup point on a regular transportation route or for the total miles traveled each day to an adjacent school for eligible nonresident pupils who meet the economic eligibility requirements established under the National School Lunch and Child Nutrition Acts (42 United States Code sections 1751 through 1785) for free or reduced-price lunches

• Transportation for homeless students to their school of enrollment, if it is the school of origin, will be arranged as needed by the school liaison for homeless students. Ineligible students MAY NOT travel to or play in any competitions or events (home or away). After improving their respective grades such that they have a 2.0 and are passing ALL classes on the subsequent grade check, they shall be reinstated to the team until a subsequent check is performed. If the student-athlete’s grades drop below 2.0 or one (1) class is a failing grade, they will again be ineligible for a minimum of one (1) week.

**Bus Misconduct Referral Policy and Procedures (Policy EEAEC)**

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

• Depending on the nature and severity of the incident, the first bus referral may result in a written warning, or other disciplinary action, up to and including temporary or permanent suspension of bus privileges by the Transportation Director.

• The first bus referral on an activity bus will result in the suspension of activity bus riding privileges for the remainder of the semester or school year depending on the time of the year.

• Parent/guardian contact will be initiated by the administrator regarding referrals and possible consequences. Severe infractions or second referrals will have a copy sent home as well. All referrals will be filed in the transportation office as well as the school site.

• Habitual misconduct will result in permanent suspension from the privilege of bus transportation. This procedure will not preclude the right and responsibility of school officials to take other immediate action, as may be necessary in their judgment, for the preservation of good order and specifically for the safety and well-being of others who ride the bus. Suspension from bus transportation does not excuse the student from school attendance.

<table>
<thead>
<tr>
<th>CODE OF CONDUCT VIOLATIONS</th>
<th>Policy EEAEC</th>
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<tbody>
<tr>
<td><strong>1. Aggression</strong></td>
<td>Contraband</td>
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<tr>
<td>• Verbal Provocation</td>
<td>Disruption</td>
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<td>• Minor Aggressive Act (e.g., hitting)</td>
<td>Dress Code Violation</td>
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<td>• Disorderly Conduct</td>
<td>Gambling</td>
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<td>• Recklessness</td>
<td>Language, Inappropriate</td>
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<td>• Endangerment* Fighting* Assault*</td>
<td>Negative Group Affiliation</td>
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<td>• Aggravated Assault**</td>
<td>Parking Lot Violation</td>
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<td><strong>2. Alcohol, Tobacco and Other Drugs (indicate whether sale/distribution or intent to sell/distribute; use; possession; or share)</strong></td>
<td>Public Display of Affection</td>
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<tr>
<td>• Alcohol Violation**</td>
<td>Bomb Threat**</td>
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<td>• Tobacco Violation**</td>
<td>Chemical or Biological Threat**</td>
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<td>• Drug Violations</td>
<td>Fire Alarm Misuse**</td>
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<td>o Inhalants*</td>
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<td>o Prescription Drugs (Inappropriate Use of)**</td>
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<tr>
<td>o Over the Counter Drugs (Inappropriate Use of)*</td>
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<tr>
<td>o Illicit Drugs**</td>
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<td>o Ecstasy</td>
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<td>o Cocaine or Crack</td>
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<td>o Hallucinogens</td>
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<td>o Heroin</td>
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<td>o Marijuana</td>
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<td>o Methamphetamine Other Illicit Drug</td>
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<td>o Unknown Drug</td>
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<td>o Drug Paraphernalia</td>
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<td>o Substance Represented as Illicit Drug</td>
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<td><strong>3. Arson</strong></td>
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<td>• Of a Structure or Property*</td>
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<tr>
<td>• Of an Occupied Structure**</td>
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<td><strong>4. Attendance Policy Violation</strong></td>
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<td>• Tardy</td>
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<td>• Leaving School Grounds without Permission</td>
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<td>• Unexcused Absence</td>
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<td>• Truancy</td>
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<td><strong>5. Harassment, Threat and Intimidation</strong></td>
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<td>• Harassment, Nonsexual*</td>
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<td>• Bullying*</td>
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<td>• Threat or Intimidation*</td>
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<td>• Hazing*</td>
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<td><strong>6. Homicide</strong></td>
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<td><strong>7. Kidnapping</strong></td>
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<td><strong>8. Lying, Cheating, Forgery or Plagiarism</strong></td>
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<td>• Lying</td>
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<td>• Cheating</td>
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<td>• Plagiarism</td>
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<td><strong>9. School Policies, Other Violations of</strong></td>
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<td>• Combustible</td>
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Maricopa UNIFIED: A community dedicated to student success.
19. Dangerous Items
- Air Soft Gun
- B.B. Gun
- Knife with blade less than 2.5 inches
- Laser Pointer
- Letter Opener
- Mace
- Paintball Gun
- Pellet Gun
- Razor Blade or Box Cutter

20. Simulated Firearm

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

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**CODE OF CONDUCT**

**GENERAL BEHAVIORAL EXPECTATIONS**

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

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

A major code of conduct violation is considered to be any behavior infraction that has to be reported to the Arizona Department of Education. This includes but is not limited to: alcohol, drugs, fighting/assault, threats, and weapons. The school principal or their designee reserves the right to recommend students for long-term suspension based on these major infractions.

The Code of Conduct is based upon progressive student discipline as described in Governing Board regulation JK-RA: “Depending upon the nature of the violation, student discipline may be progressive, i.e., generally, a student’s first violation should merit a lighter penalty than subsequent violations.”

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

**AGGRESSION**

<table>
<thead>
<tr>
<th>Instigation/Provocation</th>
<th>Use of language, photos or gestures that may incite another person or other people to fight. (verbal, written, gestured or electronic)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor Aggressive Act</td>
<td>Student engages in non-serious and non-disruptive, but inappropriate physical contact, i.e., hitting, poking, [pulling] or pushing (SWI$TM$), Other behaviors that may be considered under this violation are running in the building, hallways, or corridors, pulling a chair out from underneath another person, or other behaviors that demonstrate low level hostile behaviors such as verbal altercation.</td>
</tr>
<tr>
<td>Horseplay, Roughhousing, Verbal Altercation</td>
<td></td>
</tr>
</tbody>
</table>

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Maricopa UNIFIED: A community dedicated to student success.
<table>
<thead>
<tr>
<th>Disorderly Conduct</th>
<th>13-2904. Disorderly conduct; classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>A person commits disorderly conduct if, with intent to disturb the peace or quiet of a campus, neighborhood, family or person, or with knowledge of doing so, such person:</td>
<td></td>
</tr>
<tr>
<td>1. Engages in fighting, violent or seriously disruptive behavior; or</td>
<td></td>
</tr>
<tr>
<td>2. Makes unreasonable noise; or</td>
<td></td>
</tr>
<tr>
<td>3. Uses abusive or offensive language or gestures to any person present in a manner likely to provoke immediate physical retaliation by such person; or</td>
<td></td>
</tr>
<tr>
<td>4. Makes any protracted commotion, utterance or display with the intent to prevent the transaction of the business of a lawful meeting, gathering or procession; or</td>
<td></td>
</tr>
<tr>
<td>5. Refuses to obey a lawful order to disperse issued to maintain public safety in dangerous proximity to a fire, a hazard or any other emergency; or</td>
<td></td>
</tr>
<tr>
<td>6. Recklessly handles displays or discharges a deadly weapon or dangerous instrument. (Possession of a deadly weapon or dangerous instrument must also be reported as a weapon violation to ADE and to local law enforcement.)</td>
<td></td>
</tr>
</tbody>
</table>

**MUSD RESERVES THE RIGHT TO FILE CHARGES OF DISORDERLY CONDUCT AGAINST STUDENTS WHO ENGAGE IN ANY FORM OF THE ABOVE BEHAVIOR, WHICH INCLUDES A PHYSICAL ALTERCATION.**

<table>
<thead>
<tr>
<th>Recklessness</th>
<th>Lack of regard for the danger or consequences of one’s actions</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Endangerment*</th>
<th>13-1201. Endangerment; classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. A person commits endangerment by recklessly endangering self or others with a substantial risk of imminent death or physical injury.</td>
<td></td>
</tr>
<tr>
<td>B. Endangerment involving a substantial risk of imminent death is a class 6 felony. In all other cases, it is a class 1 misdemeanor.</td>
<td></td>
</tr>
</tbody>
</table>

| Fighting* | Mutual participation in an incident involving physical violence, where there is no major injury. (US Department of Education, Office of Safe and Drug-Free Schools Uniform Management Information and Reporting System guidelines, 10/06) Verbal confrontation alone does not constitute fighting. |

<table>
<thead>
<tr>
<th>Assault*</th>
<th>A.R.S. 513-1203. Assault: A person commits assault by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Intentionally, knowingly or recklessly causing any physical injury to another person; or</td>
<td></td>
</tr>
<tr>
<td>2. Intentionally placing another person in reasonable apprehension of imminent physical injury; or</td>
<td></td>
</tr>
<tr>
<td>3. Knowingly touching another person with the intent to injure, insult or provoke such person.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Aggravated Assault**</th>
<th>A.R.S. 513-1204. Aggravated assault: A person commits aggravated assault if the person commits assault as defined in section 13-1203 under any of the following circumstances:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. If the person causes serious physical injury to another,</td>
<td></td>
</tr>
<tr>
<td>2. If the person uses a deadly weapon or dangerous instrument,</td>
<td></td>
</tr>
<tr>
<td>3. If the person commits the assault after entering the private home of another with the intent to commit the assault,</td>
<td></td>
</tr>
<tr>
<td>4. If the person is eighteen years of age or older and commits the assault upon a child the age of fifteen years or under,</td>
<td></td>
</tr>
<tr>
<td>5. If the person commits the assault knowing or having reason to know that the victim is a peace officer, or a person summoned and directed by the officer while engaged in the execution of any official duties,</td>
<td></td>
</tr>
<tr>
<td>6. If the person commits the assault knowing or having reason to know that the victim is a teacher or other person employed by any school and the teacher or other employee is upon the grounds of a school or grounds adjacent to the school or is in any part of a building or vehicle used for school purposes, or any teacher or school nurse visiting a private home in the course of the teacher’s or nurse’s professional duties, or any teacher engaged in any authorized and organized classroom activity held on other than school grounds.</td>
<td></td>
</tr>
</tbody>
</table>

**ALCOHOL, MEDICATIONS, TOBACCO AND OTHER DRUGS:**

| Alcohol Violation** | The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes being intoxicated at school, school-sponsored events and on school-sponsored transportation. |
| Medications (Unauthorized possession, Use) | "Unauthorized Possession or Use of Medication" occurs when a student, without previously obtaining authorization pursuant to the District’s medication policy, or uses a prescription or over-the-counter medication in accordance with the physician’s written directions (prescription medications) or the manufacturer’s written directions (over-the-counter medications).

NOTE: Any other possession, use, or distribution of a prescription or over-the-counter medication will be treated as a violation of the drug and alcohol policy. |
| Drug Violation** | The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation or importation of any controlled drug, narcotic substance, synthetic drug (i.e. bath salts, spice) or equipment and devices used for preparing or taking drugs or narcotics. Includes being under the influence of drugs at school, school-sponsored events and on school-sponsored transportation. Category includes over-the-counter medications if abused by the student. This category does not include tobacco or alcohol. "Drug" means any narcotic drug, dangerous drug, marijuana or peyote (A.R.S. §13-3415).
- Inhalants*
- Prescription drugs** (Inappropriate Use of)
- Over the Counter drugs* (Inappropriate Use of)
- Illicit Drugs** (Ecstasy, Cocaine or Crack, Hallucinogens, Heroin, Marijuana, Methamphetamine, Other Illicit drugs)
- Unknown drugs, Synthetic, "designer" or imitation drugs
- Substances represented as illicit drugs

* "Drug paraphernalia" means all equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a drug in violation of this chapter (A.R.S. §13-3415 F. 1.) |
| Tobacco Violation** | The possession, use, distribution or sale of tobacco products on school grounds, at school-sponsored events and on school-sponsored transportation. (Paraphrased from: A.R.S. §36-798.03)

A school violation includes nicotine, nicotine-delivering substances, chemicals or devices that produce smoke or vapor, which includes but are not limited to, e-cigarettes, hookahs, water pipes, Shisha, cigarettes, cigars, chewing tobacco, or vapor products. The violation also includes any other "tobacco innovation."

A "vapor product" means a noncombustible tobacco-derived product regardless of shape or size, which can be used to heat a liquid nicotine solution contained in cartridges.

A person who knowingly sells, gives or furnishes cigars, cigarettes or cigarette papers, smoking or chewing tobacco, to a minor, and a minor who buys, or has in his possession or knowingly accepts or receives from any person, cigars, cigarettes or cigarette papers, smoking or chewing tobacco of any kind, is guilty of a petty offense (A.R.S. §13-3622). |
| ARSON: | |
| Arson of a structure or property** | "Property" means anything other than a structure which has value, tangible or intangible, public or private, real or personal, including documents evidencing value or ownership.

"Structure" means any building, object, vehicle, watercraft, aircraft or place with sides and a floor, used for lodging, business, transportation, recreation or storage. A.R.S. 13-1701

A person commits reckless burning by recklessly causing a fire or explosion which results in damage to an occupied structure, a structure, wildland or property. Reckless burning is a class 1 misdemeanor. |
<p>| Arson of an occupied structure** | A person commits arson of an occupied structure by knowingly and unlawfully damaging an occupied structure by knowingly causing a fire or explosion. Arson of an occupied structure is a class 2 felony. A.R.S 13-1703 |
| ATTENDANCE POLICY VIOLATIONS: | |
| Tardy | Arriving at school or class after the scheduled start time. |
| Leaving School Grounds without permission | Leaving school grounds or being in an &quot;out-of-bounds&quot; area during regular school hours without permission of the principal or principal designee. Students who leave without permission create a serious legal liability problem for the district. |</p>
<table>
<thead>
<tr>
<th>Unexcused Absence</th>
<th>Defined by school district policy for discipline purposes. Unexcused absences are utilized in the calculation of truancy for federal reporting, but are obtained from SA/S for this purpose.</th>
</tr>
</thead>
</table>
| Truancy           | The state of Arizona requirement for school attendance and definitions for truancy are as follows: A.R.S. §15-803. School attendance; exemptions; definitions  
It is unlawful for any child between six and sixteen years of age to fail to attend school during the hours’ school is in session, unless either:  
A. The child is excused pursuant to A.R.S. §15-802, subsection D or A.R.S. §15-901, subsection A, paragraph 6, subdivision (c).  
B. The child is accompanied by a parent or a person authorized by a parent.  
C. The child is provided with instruction in a home school.  
D. A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child as defined in A.R.S. § 8-201. Absences may be considered excessive when the number of absent days exceeds ten per cent of the number of required attendance days prescribed in A.R.S. §15-802, subsection B, paragraph 1.  
E. As used in this section:  
1. "Habitually truant" means a truant child who is truant for at least five school days within a school year.  
2. "Truant" means an unexcused absence for at least one class period during the day.  
3. "Truant child" means a child who is between six and sixteen years of age and who is not in attendance at a public or private school during the hours that school is in session, unless excused as provided by this section |
| Other Attendance Violation | Defined by school district policy. Users can add other violations specific to their policies. For example, this line might be used to record truancy at the level that is required for county court referral. |
| HARASSMENT, BULLYING, THREATS AND INTIMIDATION: Note: If a violation is known to be Bullying or Hazing, record the violation as such. Otherwise, indicate Harassment, Nonsexual. If the harassment or intimidation is of a sexual nature, record under Sexual Offenses as Harassment, Sexual. | |
| Harassment, Nonsexual* | A.R.S. §13-2921. Harassment; classification; definition  
A person commits harassment if, with intent to harass or with knowledge that the person is harassing another person, the person:  
1. Anonymously or otherwise communicates or causes a communication with another person by verbal, electronic, mechanical, telegraphic, telephonic or written means in a manner that harasses.  
2. Continues to follow another person in or about a public place for no legitimate purpose after being asked to desist.  
3. Repeatedly commits an act or acts that harass another person.  
4. Surveils or causes another person to surveil a person for no legitimate purpose.  
5. On more than one occasion makes a false report to a law enforcement, credit or social service agency.  
6. Interferes with the delivery of any public or regulated utility to a person.  
Note: Bullying and Sexual Harassment are types of Harassment. Indicate harassment if the violation is not specifically Bullying or Sexual Harassment, or if the specific type of Harassment is not known. |
| Bullying* | Bullying is repeated acts over time that involves a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful.  
Bullying can be physical in form (e.g., pushing, hitting, kicking, spitting, stealing); verbal (e.g., making threats, taunting, teasing, name-calling); or psychological (e.g., social exclusion, spreading rumors, manipulating social relationships). (Paraphrased from: Ericson, Nels, 2001, Addressing the Problem of Bullying, U.S. Dept. of Justice, Fact Sheet #FS-200127.) Bullying may include the use of videos, text messages, social media posts, images and other forms of technology. |

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### Threat or Intimidation*

When a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property.  (Paraphrased from A.R.S. §13-1202)

**A.R.S. §13-1202. Threatening or intimidating**

A person commits threatening or intimidating if the person threatens or intimidates by word or conduct:

- **A.** To cause physical injury to another person or serious damage to the property of another; or
- **B.** To cause, or in reckless disregard to causing, serious public inconvenience including, but not limited to, evacuation of a building, place of assembly or transportation facility; or
- **C.** To cause physical injury to another person or damage to the property of another in order to promote, further or assist in the interests of or to cause, induce or solicit another person to participate in a criminal street gang, a criminal syndicate or a racketeering enterprise.
- **D.** Threatening or intimidating pursuant to subsection A, paragraph 1 or 2 is a class 1 misdemeanor, except that it is a class 6 felony if the offense is committed in retaliation for a victim's either reporting criminal activity or being involved in an organization, other than a law enforcement agency, that is established for the purpose of reporting or preventing criminal activity. Threatening or intimidating pursuant to subsection A, paragraph 3 is a class 4 felony.

### Hazing*

**A.R.S. §15-2301. Hazing prevention policies; definitions**

Violations of hazing prevention policies adopted pursuant to this section do not include either of the following:

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

For purposes of this section:

"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:

1. 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.
2. 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 other similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

### Homicide**

Includes first degree murder, second degree murder, manslaughter or negligent homicide. Intentionally or recklessly causing the death of another person (Paraphrased from A.R.S. §13, Chapter 11).

### Kidnapping**

**A.R.S. §13-1304. Kidnapping; classification; consecutive sentence**

A person commits kidnapping by knowingly restraining another person with the intent to:

1. Hold the victim for ransom, as a shield or hostage; or
2. Hold the victim for involuntary servitude; or
3. Inflict death, physical injury or a sexual offense on the victim, or to otherwise aid in the commission of a felony; or
4. Place the victim or a third person in reasonable apprehension of imminent physical injury to the victim or such third person.
5. Interfere with the performance of a governmental or political function.
6. Seize or exercise control over any airplane, train, bus, ship or other vehicle.

B. Kidnapping is a class 2 felony unless the victim is released voluntarily by the defendant without physical injury in a safe place prior to arrest and prior to accomplishing any of the further enumerated offenses in subsection A of this section in which case it is a class 4 felony. If the victim is released pursuant to an agreement with the state and without any physical injury, it is a class 3 felony. If the victim is under fifteen years of age kidnapping is a class 2 felony punishable pursuant to section 13-604.01. The sentence for kidnapping of a victim under fifteen years of age shall run consecutively to any other sentence imposed on the defendant and to any undischarged term of imprisonment of the defendant.
## LYING, CHEATING, FORGERY FALSE REPORTING OR PLAGIARISM:

| **Cheating** | Is to deprive of something valuable by the use of deceit or fraud; is to influence or lead by deceit, trick or artifice. Cheating on schoolwork is presenting the work of another as one’s own. This includes: copying an examination, assignment, or other school work; working with others on projects and assignments that are meant to be done individually; looking at or copying another student’s test, quiz, or homework answers; the use of cheat sheets or other forms of visual prompts including the use of PDA’s, calculators, cell phones, and/or text messages; taking papers (or any portions thereof) from other students, publications, or the internet; viewing a video, reading a summary, or consulting study aids (Cliffs Notes or equivalent, internet sources) of a book in place of reading the book; falsifying grades. |
| **Forgery** | Falsely and fraudulently making or altering a document. |
| **Lying, False Reporting** | Making an untrue statement with intent to deceive; creating a false or misleading impression. A.R.S. 13-2907.01. False reporting to law enforcement. Knowingly making a false statement in relation to a crime. |
| **Plagiarism** | Stealing and passing off the ideas or words of another as one's own. Plagiarism is the written representation of another’s words, thoughts, or ideas as one’s own. While it is expected that a student who is writing will use information from sources other than personal experience, appropriate acknowledgement of such sources is required. Plagiarism includes: using a direct quotation without citing the source; paraphrasing the ideas, interpretation, or expressions of another without giving credit; failing to acknowledge or document sources. |

## SCHOOL POLICIES AND OTHER VIOLATIONS: This category comprises misbehavior defined in district policy but not captured elsewhere.

| **Defiance, Disrespect Towards Authority, and Non-Compliance** | Student engages in refusal to follow directions, talks back, or delivers socially rude interactions. |
| **Combustible** | Student is in possession of substance or object that is readily capable of causing bodily harm or property damage, i.e., matches, lighters, firecrackers, gasoline, and lighter fluid. |
| **Contraband** | Items stated in school policy as prohibited because they may disrupt the learning environment. |
| **Closed Campus** | Occurs when a student leaves campus in violation of the District’s closed campus policy. Secondary schools (Desert Wind Middle School, Maricopa Wells Middle School and Maricopa High School) are closed to all students throughout their scheduled academic day, including lunchtime. Students who need to leave for medical reasons or special circumstances must obtain administrative permission in advance and may not leave campus without a pass from the front office. |
| **Disruption** | Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; or sustained out-of-seat behavior; running in buildings, corridors, hallways, or courtyard where other classes or activities are taking place. |
| **Dress Code Violation** | Student wears clothing that does not fit within the dress code guidelines stated by school or District policy. |
| **Gambling** | To play games of chance for money or to bet a sum of money. |
| **Language, Inappropriate** | Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way, but not rising to the level of threatening or intimidation. |
| **Other Violation of School Policy** | Defined by school district policy. |
| **Parking Lot Violation** | Includes any use of a vehicle, including parking, that violates school rules or driving laws or that endangers property or personal safety. (Examples include, but are not limited to: parking without registration of a vehicle as required by District policy; parking without the purchase of an annual parking pass, parking in the space designated to another student or staff member, or driving over 5mph in any school parking lot). |
| **Littering** | Includes leaving or depositing trash or other debris in places other than appropriate receptacles. |
| Negative Group Affiliation | Specific attitudes and actions of a student affiliated with a negative group typically include most of the following:  
- May or may not have a recognized leader.  
- Do most things together, especially socially.  
- Stick together on issues.  
- Act bored, disinterested, or imposed upon by teacher ideas, suggestions, or requirements.  
- Involve themselves in each other's problems; therefore, perpetuate each other's problems.  
- Claim loyalty and righteousness if reprimanded. All the interference they cause is in the name of friendship.  
- Likely to confront authority as a group when one member has been disciplined.  
- Usually uncooperative, and possibly hostile.  
- As a group, likely to be either very good or very poor students.  
- Conduct themselves as though no other individuals exist in the school, including other students.  
- Not objective. They turn-off to everything, sometimes without even knowing. |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Display of Affection</td>
<td>Kissing, sexual touching, or other displays of affection in violation of school policy.</td>
</tr>
<tr>
<td>Pranks, Including Interschool Rivalry</td>
<td>&quot;Pranks&quot; include any act of mischief, that (1) causes a negative public image of the school; (2) is intended to, or could reasonably be interpreted as intending to, taunt or create excessive tension between groups within one school or between two or more schools; (3) disrupts or distracts from a school event (such as a homecoming parade, school assembly, etc.); or (4) is intended to stimulate similar acts of mischief by other students.</td>
</tr>
<tr>
<td>TECHNOLOGY (IMPROPER USE OF):</td>
<td></td>
</tr>
<tr>
<td>Computer</td>
<td>Includes any violation of the Acceptable Use Policy Guidelines.</td>
</tr>
<tr>
<td>Network Infraction</td>
<td>Includes any violation of the Acceptable Use Policy Guidelines, BYOD or Google Apps for Education.</td>
</tr>
<tr>
<td>Telecommunication Device</td>
<td>Inappropriate Possession or Use of an Electronic Device or Toy occurs when such device is possessed or used in a way that interferes with the orderly operation of the school, is used for non-instructional purposes or otherwise constitutes disruptive behavior. Electronic Device includes, without limitation, MP3 Players/iPods, music players of any kind, cell phones, electronic games, digital cameras, etc.</td>
</tr>
<tr>
<td>Other Technology</td>
<td>Any electronic device infraction not defined above.</td>
</tr>
</tbody>
</table>
| SCHOOL THREAT: School Threat (Threat of destruction or harm) or Interference with or Disruption of an Educational Institution: | Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff (National Forum on Educational Statistics, Safety in Numbers).  

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

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

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

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

Note: Parents are urged to speak with their children about what kinds of words may be perceived as threatening by another child. For example, children may not threaten to "kill" another student or teacher. Though unlikely to result in an actual attempt on someone's life, these words are considered extremely threatening.
<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bomb Threat**</td>
<td>Threatening to or causing harm by using a bomb, dynamite, explosive, or arson-causing device.</td>
</tr>
<tr>
<td>Chemical or Biological Threat**</td>
<td>Threatening to or causing harm by using dangerous chemicals or biological agents.</td>
</tr>
<tr>
<td>Fire Alarm Misuse**</td>
<td>Intentionally ringing the fire alarm when there is no fire.</td>
</tr>
<tr>
<td>Other School Threat*</td>
<td>The incident cannot be coded in one of the above categories but did involve a school threat.</td>
</tr>
</tbody>
</table>

**SEXUAL OFFENSES:**

*Note:* Consider age and developmentally appropriate behavior before using this category.

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pornography</td>
<td>Pornography can be:</td>
</tr>
<tr>
<td></td>
<td>1. The depiction of erotic behavior, as in pictures or writing, intended to cause sexual excitement;</td>
</tr>
<tr>
<td></td>
<td>2. Materials, such as books or photographs, that depict erotic behavior and is intended to cause</td>
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<tr>
<td></td>
<td>sexual excitement, or the depiction of acts in a sensational manner so as to arouse a quick</td>
</tr>
<tr>
<td></td>
<td>intense emotional reaction; or</td>
</tr>
<tr>
<td></td>
<td>3. The depiction of acts in a sensational manner so as to arouse a quick intense emotional reaction.</td>
</tr>
<tr>
<td>Indecent Exposure or Public Sexual Indecency*</td>
<td>A.R.S. 13-140113-1402. Indecent exposure: exception; classification</td>
</tr>
<tr>
<td></td>
<td>A. A person commits indecent exposure if he or she exposes his or her genitals or anus or she</td>
</tr>
<tr>
<td></td>
<td>exposes the areola or nipple of her breast or breasts and another person is present, and the</td>
</tr>
<tr>
<td></td>
<td>defendant is reckless about whether the other person, as a reasonable person, would be</td>
</tr>
<tr>
<td></td>
<td>offended or alarmed by the act.</td>
</tr>
<tr>
<td></td>
<td>B. Indecent exposure does not include an act of breast-feeding by a mother.</td>
</tr>
<tr>
<td></td>
<td>13-1403. Public sexual indecency; public sexual indecency to a minor; classifications</td>
</tr>
<tr>
<td></td>
<td>A. A person commits public sexual indecency by intentionally or knowingly engaging in any of the</td>
</tr>
<tr>
<td></td>
<td>following acts, if another person is present, and the defendant is reckless about whether such</td>
</tr>
<tr>
<td></td>
<td>other person, as a reasonable person, would be offended or alarmed by the act:</td>
</tr>
<tr>
<td></td>
<td>1. An act of sexual contact.</td>
</tr>
<tr>
<td></td>
<td>2. An act of oral sexual contact.</td>
</tr>
<tr>
<td></td>
<td>3. An act of sexual intercourse.</td>
</tr>
<tr>
<td></td>
<td>B. A person commits public sexual indecency to a minor if the person intentionally or knowingly</td>
</tr>
<tr>
<td></td>
<td>engages in any of the acts listed in subsection A and such person is reckless about whether a</td>
</tr>
<tr>
<td></td>
<td>minor under the age of fifteen years is present.</td>
</tr>
<tr>
<td>Harassment, Sexual with Contact*</td>
<td>Sexual harassment that includes unwanted physical contact of non-sexual body parts (Includes areas not covered in A.R.S.)</td>
</tr>
<tr>
<td>Sexual Abuse or Sexual Conduct with a Minor or Child Molestation**</td>
<td>A.R.S. §13-1404. Sexual abuse; classifications - A person commits sexual abuse by intentionally or knowing engaging in sexual contact with any person fifteen or more years of age without consent of that person or with any person who is under fifteen years of age if the sexual contact involves only the female breast.</td>
</tr>
<tr>
<td></td>
<td>A.R.S. §13-1405. Sexual conduct with a minor; classifications - A person commits sexual conduct with a minor by intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person who is under eighteen years of age.</td>
</tr>
<tr>
<td></td>
<td>A.R.S. §13-1410. Molestation of child; classification - A person commits molestation of a child by intentionally or knowingly engaging in or causing a person to engage in sexual contact, except sexual contact with the female breast, with a child under fifteen years of age.</td>
</tr>
</tbody>
</table>
| Harassment, Sexual* | U.S. Department of Education, Office of Civil Rights, Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, Title IX, January 2001:

Sexual harassment is unwelcome conduct of a sexual nature that denies or limits a student’s ability to participate in or to receive benefits, services, or opportunities in the school’s program. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Because sexual harassment of students is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972, it is governed by this statute and corresponding guidance. Title IX applies to any public or private school receiving federal funding.

Does not include legitimate nonsexual touching or other nonsexual conduct, for example, a high school athletic coach hugging a student who made a goal or a kindergarten teacher’s consoling hug for a child with a skinned knee.

Relevant factors in determining whether behavior rises to the level of sexual harassment include:
- The degree to which the conduct affected one or more students' education
- The type, frequency and duration of the conduct
- The identity of and relationship between the alleged harasser and the subject or subjects of the harassment
- The number of individuals involved
- The age and sex of the alleged harasser and the subject or subjects of the harassment
- The size of the school, location of the incidents, and the context in which they occurred
- Other incidents at the school

| Sexual Assault** (Rape) | A.R.S. §13-1406. Sexual assault; classification; increased punishment

A person commits sexual assault by intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person without consent of such person.

| Sexting | Sending sexually explicit photographs or messages via cell phone.

| THEFT: Indicate whether School Property or Non-School Property; dollar amount is recorded on the incident description page. A.R.S. §13-105.11 (See definition of Extortion, Burglary-First Degree and Armed Robbery below) Dangerous instrument: Anything that under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable of causing death or serious physical injury. |

| Petty Theft** | Arizona law does not differentiate between petty and grand theft but school administrators may want to consider thefts under $100 as petty.

| Theft** | Taking or attempting to take money or property belonging to another person or the school with the intent to permanently deprive the victim of his or her possessions. A.R.S §13-1802. Theft; classification

A. A person commits theft if, without lawful authority, the person knowingly:

B. Controls property of another with the intent to deprive the other person of such property; or

1. Converts for an unauthorized term or use services or property of another entrusted to the defendant or placed in the defendant’s possession for a limited, authorized term or use; or

2. Obtains services or property of another by means of any material misrepresentation with intent to deprive the other person of such property

3. or services; or

4. Comes into control of lost, mislaid or misdelivered property of another under circumstances providing means of inquiry as to the true owner and appropriates such property to the person's own or another's use without reasonable efforts to notify the true owner; or

5. Controls property of another knowing or having reason to know that the property was stolen; or

6. Obtains services known to the defendant to be available only for compensation without paying or an agreement to pay the compensation or diverts another's services to the person's own or another's benefit without authority to do so.

| Burglary or Breaking and Entering (Second or Third Degree)* | A.R.S §13-1507. Burglary in the second degree; classification

A person commits burglary in the second degree by entering or remaining unlawfully in or on a residential structure with the intent to commit any theft or any felony therein; burglary in the second degree is a class 3 felony.

A.R.S §13-1506. Burglary in the third degree; classification

A person commits burglary in the third degree by:

1. Entering or remaining unlawfully in or on a nonresidential structure or in a fenced commercial or residential yard with the intent to commit any theft or any felony therein.

2. Making entry into any part of a motor vehicle by means of a manipulation key or master key, with the intent to commit any theft or felony in the motor vehicle.

Maricopa UNIFIED: A community dedicated to student success.
<table>
<thead>
<tr>
<th>Crime Description</th>
<th>Legal Reference</th>
<th>Description</th>
</tr>
</thead>
</table>
| Burglary (First Degree)** | ARS §13-1508. Burglary in the first degree; classification | A. A person commits burglary in the first degree if such person or an accomplice violates the provisions of either section 13-1506 or 13-1507 and knowingly possesses explosives, a deadly weapon or a **dangerous instrument** in the course of committing any theft or any felony.  
B. Burglary in the first degree of a nonresidential structure or a fenced commercial or residential yard is a class 3 felony. It is a class 2 felony if committed in a residential structure. |
| Extortion**               | ARS §13-1804. Theft by extortion; classification | A person commits theft by extortion by knowingly obtaining or seeking to obtain property or services by means of a threat to do in the future any of the following:  
1. Cause physical injury to anyone by means of a deadly weapon or dangerous instrument.  
2. Cause physical injury to anyone except as provided in paragraph 1 of this subsection.  
3. Cause damage to property.  
4. Engage in other conduct constituting an offense.  
5. Accuse anyone of a crime or bring criminal charges against anyone.  
6. Expose a secret or an asserted fact, whether true or false, tending to subject anyone to hatred, contempt or ridicule or to impair the person's credit or business.  
7. Take or withhold action as a public servant or cause a public servant to take or withhold action.  
8. Cause anyone to part with any property. |
| Robbery**                 | Using force or threatening to use force to commit a theft or while attempting to commit a crime. |
| Armed Robbery**           | ARS §13-1904. Armed robbery; A person commits armed robbery if, in the course of committing robbery as defined in section 13-1902, such person or an accomplice:  
1. Is armed with a deadly weapon or a simulated deadly weapon; or  
2. Uses or threatens to use a deadly weapon or dangerous instrument or a simulated deadly weapon. |
| TRESPASSING:              | To enter or remain on public school campus or school board facility without authorization or invitation and with no lawful purpose for entry. This includes students under suspension or expulsion and unauthorized persons who enter or remain on campus or school board facility after being directed to leave by the chief administrator or designee of the facility, campus or functions (SDFSTerms and Definitions). A.R.S. §13-1503. Criminal trespass in the second degree; A person commits criminal trespass in the second degree by knowingly entering or remaining unlawfully in or on any nonresidential structure or in any fenced commercial yard. |
| Trespassing               | Includes the unauthorized presence of an individual on school property, including presence in an area closed to that individual. In addition, “trespassing” includes:  
1. The unauthorized presence of a Maricopa students on a campus other than his or her own;  
2. The unauthorized presence on campus of a student during a period in which the student is serving an out-of-school suspension or has been expelled;  
3. The presence on campus without a visitor's pass, of a student who has withdrawn from the Maricopa Unified School Districts school. |
| VANDALISM OR CRIMINAL DAMAGE: | Willful destruction or defacement of school or personal property (National Forum on Educational Statistics, Safety in Numbers). A.R.S. §13-1602. Criminal damage; A person commits criminal damage by recklessly:  
1. Defacing or damaging property of another person; or  
2. Tampering with property of another person so as substantially to impair its function or value; or  
3. Parking any vehicle in such a manner as to deprive livestock of access to the only reasonably available water; or  
4. Drawing or inscribing a message, slogan, sign or symbol that is made on any public or private. |
| Graffiti or Tagging       | Writing on walls, drawings or words that are scratched, painted, or sprayed on walls or other surfaces in public places |
| Vandalism of Personal Property* | Willful destruction or defacement of personal property. |
| Vandalism of School Property | Willful destruction or defacement of school property. |
WEAPONS AND DANGEROUS ITEMS.
The violation of laws or ordinances prohibiting the use, possession, sale, manufacture, purchase or transportation of weapons, destructive devices, dangerous items, simulated firearms or other items as listed in this section.

A.R.S. §13-3101. Definitions

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

"Explosive" means any dynamite, nitroglycerine, black powder or other similar explosive material, including plastic explosives. Explosive does not include ammunition or ammunition components such as primers, percussion caps, smokeless powder, black powder and black powder substitutes used for hand loading purposes.

"Prohibited weapon"

A. Includes the following:
   1. An item that is a bomb, grenade, rocket having a propellant charge of more than four ounces or mine and that is explosive, incendiary or poison gas.
   2. A device that is designed made or adapted to muffle the report of a firearm.
   3. A firearm that is capable of shooting more than one shot automatically, without manual reloading, by a single function of the trigger.
   4. A rifle with a barrel length of less than sixteen inches, or shotgun with a barrel length of less than eighteen inches, or any fire-arm that is made from a rifle or shotgun and that, as modified, has an overall length of less than twenty-six inches.
   5. An instrument including a nunchaku, that consists of two or more sticks, clubs, bars or rods to be used as handles, connected by a rope, cord, wire or chain, in the design of a weapon used in connection with the practice of a system of self-defense.
   6. A breakable container that contains a flammable liquid with a flash point of one hundred fifty degrees Fahrenheit or less and that has a wick or similar device capable of being ignited.
   7. A chemical or combination of chemicals, compounds or materials, including dry ice, that is possessed or manufactured for the purpose of generating a gas to cause a mechanical failure, rupture or bursting or an explosion or detonation of the chemical or combination of chemicals, compounds or materials.
   8. An improvised explosive device.
   9. Any combination of parts or materials that is designed and intended for use in making or converting a device into an item set forth in item (i), (vi) or (viii) of this subdivision.

B. "Prohibited Weapon" does not include fireworks imported, distributed or used in compliance with state laws or local ordinances, any propellant, propellant actuated devices or propellant actuated industrial tools that are manufactured, imported or distributed for their intended purposes or a device that is commercially manufactured primarily for the purpose of illumination. Dangerous Instrument A.R.S. §13-105.12 – Anything that, under the circumstances in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious physical injury.
Firearm (Including Destructive Devices)**

A.R.S. §13-3111. Minors prohibited from carrying or possessing firearms; exceptions; seizure and forfeiture; penalties; classification.

A. Except as provided in subsection B, an un-emancipated person who is under eighteen years of age and who is unaccompanied by a parent, grandparent or guardian, or an un-emancipated person who is under eighteen years of age and who is unaccompanied by a parent, grandparent or guardian, or a certified hunter safety instructor or certified firearms safety instructor acting with the consent of the un-emancipated person's parent or guardian, shall not knowingly carry or possess on his person, within his immediate control, or in or on a means of transportation a firearm in any place that is open to the public or on any street or highway or on any private property except private property owned or leased by the minor or the minor's parent, grandparent or guardian.

A.R.S. §13-3101. Definitions

*Firearm* means any loaded or unloaded handgun, pistol, revolver, rifle, shotgun or other weapon that will expel, is designed to expel or may readily be converted to expel, a projectile by the action of an explosive. Firearm does not include a firearm in permanently inoperable condition.

The following is paraphrased from: 18 USC 921

Firearm: Any weapon, including a starter gun, which will be or is designed to or may be readily converted to expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon, any firearm muffler or silencer or any destructive device. This definition does not include antique firearms.

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

1. Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive;
2. The frame or receiver of any weapon described above;
3. Any firearm muffler or firearm silencer;
4. Any destructive device, which includes: Any explosive, incendiary, or poison gas
   A. Bomb;
   B. Grenade,
   C. Rocket having a propellant charge of more than four ounces,
   D. Missile having an explosive or incendiary charge of more than one-quarter ounce,
   E. Mine or Similar device
   F. Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
   G. Any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

(This definition does not apply to items such as toy guns, cap guns, BB guns, and pellet guns. See Dangerous Items and Simulated Firearms listed below.)

Destructive Device: A category of firearm that includes an explosive, combustible or poisonous gas. This includes bombs, grenades, mines and rockets. Any type of weapon (other than a shotgun or a shotgun shell which is generally recognized as particularly suitable for sporting purposes) which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant; and which has any barrel with a bore of more than one-half inch in diameter; and any combination of parts either designed or intended for use in converting any device into a destructive device or from which a destructive device may be readily assembled. The term “destructive device” shall not include any device which is designed or redesigned for use as a weapon.

Other Weapons**

Use, possession, sale, purchase, manufacture, or transportation of other weapons such as billy club, brass knuckles, nunchakus, or a knife with a blade length at least 2½”.

Dangerous Items*

The use, possession, sale, purchase, manufacture, or transportation of dangerous items such as air soft gun, BB gun, knife with a blade length of less than 3”, laser pointer, letter opener, mace, paintball marker, ammunition, pellet gun, razor blade or box cutter, simulated knife, Taser or stun gun, tear gas, or other dangerous items. A dangerous item used to cause bodily injury to, threaten, or intimidate another person may be classified as a dangerous instrument as defined below and must be reported to law enforcement.

A.R.S. §13-105.12 Dangerous instrument: Anything that under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury.

Simulated Firearm

Any simulated firearm made of plastic, wood, metal or any other material which is a replica, facsimile, or toy version of a firearm or any object such as a stick or finger concealed under clothing and is being portrayed as a firearm.
<table>
<thead>
<tr>
<th>CODE OF CONDUCT VIOLATIONS AND CONSEQUENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>After-School Detention</td>
</tr>
<tr>
<td>Alternate Placement</td>
</tr>
<tr>
<td>Attendance Contract</td>
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<tr>
<td>Behavioral Contract</td>
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<tr>
<td>Bullying Contract</td>
</tr>
<tr>
<td>Campus Duty</td>
</tr>
<tr>
<td>Conference w/Parent</td>
</tr>
<tr>
<td>Conference w/Student</td>
</tr>
<tr>
<td>Expulsion</td>
</tr>
<tr>
<td>In-School Suspension (based on site availability)</td>
</tr>
<tr>
<td>Alternative to Long-term Suspension</td>
</tr>
<tr>
<td>Long-term Suspension (up to one year)</td>
</tr>
<tr>
<td>Refusal to Readmit</td>
</tr>
<tr>
<td>Removal from Class (based on site availability)</td>
</tr>
<tr>
<td>Saturday School (based on site availability)</td>
</tr>
<tr>
<td>Short-term Suspension (10 days or less)</td>
</tr>
</tbody>
</table>

The Code of Conduct is based upon progressive student discipline as described in Governing Board regulation JKD-RA: “Depending upon the nature of the violation, student discipline may be progressive, i.e., generally, a student’s first violation should merit a lighter penalty than subsequent violations.”

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

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

<table>
<thead>
<tr>
<th>AGGRESSION</th>
<th>Violation</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instigation/Provocation</td>
<td>Board Policy JIC Written, verbal, electronic or gestured</td>
<td>6-8: Conference, 3-5 days ISS or OSS, long-term suspension</td>
<td>6-8: 5-10 days ISS or OSS, expulsion 9-12: 7-10 days ISS or OSS, expulsion</td>
</tr>
<tr>
<td>Minor Aggressive Act</td>
<td>Verbal Altercation/Argument</td>
<td>6-8: Conference, 3-5 days ISS or OSS 9-12: 3-5 days ISS or OSS</td>
<td>6-8: 5-10 days ISS or OSS, long-term suspension 9-12: 5-10 days ISS or OSS, long-term suspension</td>
</tr>
<tr>
<td>Disorderly Conduct</td>
<td>Board Policy JIC</td>
<td>6-8: Conference, 3-5 days ISS or OSS 9-12: 5-10 days ISS or OSS</td>
<td>6-8: 5-10 days ISS or OSS, 9-12: 10 days OSS + long-term suspension, expulsion</td>
</tr>
<tr>
<td>Recklessness</td>
<td>Board Policy JIC</td>
<td>6-8: Conference, 3-5 days ISS or OSS 9-12: 3-5 days ISS or OSS</td>
<td>6-8: 5-10 days ISS or OSS, 9-12: 9 days ISS or OSS, long-term suspension</td>
</tr>
<tr>
<td>Endangerment*</td>
<td>Board Policy JIC</td>
<td>6-8: 5-10 days ISS or OSS 9-12: 5-10 days ISS or OSS</td>
<td>6-8: 10 days OSS + long-term suspension, expulsion 9-12: 10 days OSS + long-term suspension, expulsion</td>
</tr>
<tr>
<td>Fighting*</td>
<td>Board Policy JIC, JK</td>
<td>6-8: 5-7 days OSS 9-12: 10 days OSS, long term suspension</td>
<td>6-8: 7-10 days OSS, long-term suspension, expulsion 9-12: Long-term suspension, expulsion</td>
</tr>
<tr>
<td>Assault**</td>
<td>Board Policy JIC</td>
<td>6-8: 5-7 days OSS 9-12: 10 days OSS, long-term suspension</td>
<td>6-8: 7-10 days OSS, long-term suspension, expulsion 9-12: 10 days OSS + expulsion</td>
</tr>
<tr>
<td>Aggravated Assault**</td>
<td>Board Policy JIC</td>
<td>6-8: 10 days OSS + long-term suspension, expulsion 9-12: 10 days OSS + long-term suspension, expulsion</td>
<td>6-8: 10 days OSS + expulsion 9-12: 10 days OSS + expulsion</td>
</tr>
<tr>
<td>Other Aggression</td>
<td>i.e. horseplay/roughhousing</td>
<td>6-8: Conference, 1-5 days ISS or OSS 9-12: Conference, 1-5 days ISS or OSS</td>
<td>6-8: 5-10 days ISS or OSS, long-term suspension 9-12: 5-10 days ISS or OSS, long-term suspension, expulsion</td>
</tr>
<tr>
<td>Bias/Hate Crime**</td>
<td>Racial Slurs/Writings/Drawings</td>
<td>6-8: 3-5 days ISS or OSS 9-12: 5-10 days ISS or OSS, long-term suspension</td>
<td>6-8: 5-10 days ISS or OSS, long-term suspension 9-12: 10 days OSS + long-term suspension or expulsion</td>
</tr>
</tbody>
</table>

**ALCOHOL, TOBACCO AND OTHER DRUGS**
Inhalants, Prescription Drugs (Inappropriate Use of), Over the Counter Drugs (Inappropriate Use of), Ecstasy, Cocaine or Crack, Hallucinogens, Heroin, Marijuana, Methamphetamines, Imitation, Synthetic and “Designer” drugs, Other illicit drugs, Unknown drugs, Drug paraphernalia, and substances represented as illicit drugs.

<table>
<thead>
<tr>
<th>Violation</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
</table>

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### Alcohol Violation*
Use, possession, under the influence of Board Policy JICH
- 6-8: 10 days OSS, long term suspension, alternate placement, MPD Referral
- 9-12: 10 days OSS, long term suspension, alternate placement, MPD Referral

### Drug Violation**
Over the counter sale or distribution Board Policy JICH
- 6-8: 10 days OSS, long term suspension, expulsion, alternate placement, MPD Referral
- 9-12: 10 days OSS, long term suspension, expulsion, alternate placement, MPD Referral

### Drug Paraphernalia**
Board Policy JICH
- 6-8: 10 days OSS, long term suspension, alternate placement, MPD Referral
- 9-12: 10 days OSS, long term suspension, alternate placement, MPD Referral

### Tobacco Violation**
Possession, use, sale or distribution Board Policy JICG
- 6-8: 3-5 days OSS
- 9-12: 3-5 days OSS

### ARSON

<table>
<thead>
<tr>
<th>Violation</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arson of a structure or property*</td>
<td>6-8: 10 days OSS, long-term suspension, expulsion</td>
<td>6-8: 10 day OSS + expulsion</td>
</tr>
<tr>
<td>Board Policy JIC, JK</td>
<td>9-12: 10 days OSS, Expulsion</td>
<td>9-12: 10 day OSS + expulsion</td>
</tr>
<tr>
<td>Arson of an occupied structure**</td>
<td>6-8: 10 days OSS, long-term suspension, expulsion</td>
<td>6-8: 10 day OSS + expulsion</td>
</tr>
<tr>
<td>Board Policy JIC, JK</td>
<td>9-12: 10 day OSS + expulsion</td>
<td>9-12: 10 day OSS + expulsion</td>
</tr>
</tbody>
</table>

### ATTENDANCE POLICY VIOLATION

<table>
<thead>
<tr>
<th>Violation</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tardy</td>
<td>6-8: Conference, 1-5 days ISS or OSS</td>
<td>6-8: 5-10 days ISS or OSS</td>
</tr>
<tr>
<td>Board Policy JK</td>
<td>9-12: Attendance contract, Saturday School/Campus clean-up, 3-5 days ISS or OSS</td>
<td>9-12: 5-10 days ISS or OSS</td>
</tr>
<tr>
<td>Leaving School Grounds w/out Permission</td>
<td>6-8: Conference, Attendance contract, 1-5 days ISS or OSS</td>
<td>6-8: 5-10 days ISS or OSS</td>
</tr>
<tr>
<td>Board Policy JK</td>
<td>9-12: Conference, Attendance contract, Saturday School, 1-5 days ISS or OSS</td>
<td>9-12: 5-10 days ISS or OSS</td>
</tr>
<tr>
<td>Unexcused Absence</td>
<td>6-8: Conference, Attendance contract, 1-5 days ISS or OSS</td>
<td>6-8: 5-10 days ISS or OSS</td>
</tr>
<tr>
<td>Board Policy JHB</td>
<td>9-12: Conference, Attendance contract, Saturday School, 1-5 days ISS or OSS</td>
<td>9-12: 5-10 days ISS or OSS, possible loss of credit</td>
</tr>
<tr>
<td>Truancy</td>
<td>6-8: Conference, 1-5 days ISS or OSS</td>
<td>6-8: 5-10 days ISS or OSS, withdrawn from school on 11th day</td>
</tr>
<tr>
<td>Board Policy JHB</td>
<td>9-12: 3-5 days ISS or OSS</td>
<td>9-12: 5-10 days ISS or OSS, withdrawn from school on 11th day</td>
</tr>
<tr>
<td>Other Attendance Violation</td>
<td>6-8: Conference, attendance contract, 1-5 days ISS or OSS</td>
<td>6-8: 5-10 days ISS or OSS</td>
</tr>
<tr>
<td>Board Policy JEA</td>
<td>9-12: Conference, attendance contract, 1-5 days ISS or OSS</td>
<td>9-12: 5-10 days ISS or OSS, long-term suspension</td>
</tr>
<tr>
<td>Non Compliance w/Policy</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### HARASSMENT, THREAT AND INTIMIDATION
If a violation is known to be Bullying or Hazing, record the violation as such. Otherwise, indicate Harassment, Nonsexual. If the harassment or intimidation is of a sexual nature, record under Sexual Offenses as Harassment, Sexual.

<table>
<thead>
<tr>
<th>Violation</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
</table>

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Maricopa UNIFIED: A community dedicated to student success.
<table>
<thead>
<tr>
<th>Violation</th>
<th>6-8:</th>
<th>9-12:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harassment, Nonsexual*</td>
<td>Conference, behavior contract, 1-5 days ISS or OSS</td>
<td>Behavior contract, 1-5 days OSS</td>
</tr>
<tr>
<td>Board Policy JIC, JICFA</td>
<td></td>
<td>6-8: 5-10 days OSS or long-term suspension</td>
</tr>
<tr>
<td>Bullying*</td>
<td>Conference, Bullying contract, 1-5 days ISS or OSS</td>
<td>Conference, Bullying contract, 5-10 days ISS or OSS, long-term suspension</td>
</tr>
<tr>
<td>Board Policy JIC, JII</td>
<td>6-8: 5-10 days OSS, long-term suspension, expulsion</td>
<td>9-12: 10 days OSS + long-term suspension, expulsion</td>
</tr>
<tr>
<td>Threat or Intimidation*</td>
<td>Conference, Behavior contract, 2-5 days ISS or OSS, MPD referral</td>
<td>Behavior contract, 3-5 days ISS or OSS, MPD Referral</td>
</tr>
<tr>
<td>(includes stalking) Board Policy JICF, JII</td>
<td>6-8: 5-10 days ISS or OSS, long-term suspension, expulsion + MPD Referral</td>
<td>9-12: 10 days OSS + long term suspension, expulsion + MPD Referral</td>
</tr>
<tr>
<td>Threat to Educational Institution**</td>
<td>Conference, Behavior contract, 3-5 days ISS or OSS, long-term suspension + MPD Referral</td>
<td>9-12: 5-10 days ISS or OSS, long-term suspension + MPD Referral</td>
</tr>
<tr>
<td>Bomb Threat, Chemical or Biological Threat</td>
<td>6-8: 10 day OSS + expulsion + MPD Referral</td>
<td>9-12: 10 day OSS + expulsion + MPD Referral</td>
</tr>
<tr>
<td>Fire Alarm Misuse**</td>
<td>6-8: 10 day OSS + expulsion + MPD Referral</td>
<td>9-12: 10 day OSS + expulsion + MPD Referral</td>
</tr>
<tr>
<td>Board Policy JIC, JK</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hazing*</td>
<td>Conference, Behavior contract, 3-5 days ISS or OSS, long-term suspension + MPD Referral</td>
<td>9-12: 5-10 days ISS or OSS, long-term suspension + MPD Referral</td>
</tr>
<tr>
<td>Board Policy JIC, JICFA</td>
<td></td>
<td>6-8: 10 day OSS + expulsion + MPD Referral</td>
</tr>
<tr>
<td>Homicide**</td>
<td>Conference, Behavior contract, 3-5 days ISS or OSS, long-term suspension + MPD Referral</td>
<td>9-12: 5-10 days ISS or OSS, long-term suspension + MPD Referral</td>
</tr>
<tr>
<td>6-8: 10 day OSS + expulsion + MPD Referral</td>
<td>9-12: 10 day OSS + expulsion + MPD Referral</td>
<td></td>
</tr>
<tr>
<td>Kidnapping**</td>
<td>6-8: 10 day OSS + expulsion + MPD Referral</td>
<td>9-12: 10 day OSS + expulsion + MPD Referral</td>
</tr>
</tbody>
</table>

LYING, CHEATING, FORGERY OR PLAGIARISM

<table>
<thead>
<tr>
<th>Violation</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheating</td>
<td>Conference, loss of credit on assignment, 1-5 days ISS or OSS</td>
<td>Conference, loss of credit on assignment, parent contact by teacher, 1-3 days ISS or OSS</td>
</tr>
<tr>
<td>Board Policy JIC</td>
<td>6-8: 5-10 days ISS or OSS, possible loss of credit in class, long-term suspension</td>
<td>9-12: 5-10 days ISS or OSS, possible loss of credit in class, long-term suspension</td>
</tr>
<tr>
<td>Forgery</td>
<td>Conference, 3-5 days ISS or OSS</td>
<td>Conference, 3-5 days ISS or OSS, possible loss of credit in class</td>
</tr>
<tr>
<td>Board Policy JK</td>
<td>6-8: 5-10 days ISS or OSS, possible loss of credit in class, long-term suspension</td>
<td>9-12: 5-9 days ISS or OSS, long-term suspension, possible loss of credit in class</td>
</tr>
<tr>
<td>Lying, False Reporting</td>
<td>Conference, 1-5 days ISS or OSS</td>
<td>Conference, 1-5 days ISS or OSS, possible loss of credit in class</td>
</tr>
<tr>
<td>6-8: 5-10 days ISS or OSS, long-term suspension</td>
<td>9-12: 3-5 days ISS or OSS, possible loss of credit in class</td>
<td></td>
</tr>
<tr>
<td>Plagiarism</td>
<td>Conference, loss of credit on assignment, 1-5 days ISS or OSS</td>
<td>Conference, loss of credit on assignment, 1-3 days ISS or OSS, possible loss of credit in class</td>
</tr>
<tr>
<td>Board Policy JK</td>
<td>6-8: 5-10 days ISS or OSS, long-term suspension, possible loss of credit in class</td>
<td>9-12: 3-10 days ISS or OSS, long-term suspension, possible loss of credit in class</td>
</tr>
</tbody>
</table>

SCHOOL POLICIES AND OTHER VIOLATIONS

Note: This category comprises misbehavior defined in district policy but not captured elsewhere.

<table>
<thead>
<tr>
<th>Violation</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Defiance, Disrespect Towards Authority, Insubordination, and Non-Compliance</td>
<td>Conference, behavior contract, possible removal from class (see policy JK-EC)</td>
<td>Conference, 1-5 days ISS or OSS, behavior contract, possible removal from class (see policy JK-EC)</td>
</tr>
<tr>
<td>Board Policy JIC, JK</td>
<td>6-8: 5-10 days ISS or OSS, removal from class, long-term suspension</td>
<td>9-12: 5-10 days ISS or OSS, removal from class, long-term suspension</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Category</th>
<th>Action</th>
<th>6-8:</th>
<th>9-12:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Combustible</td>
<td>3-5 days ISS or OSS, long-term suspension</td>
<td>5-10 days ISS or OSS, long-term suspension, expulsion</td>
<td>9-12: 5-10 days ISS or OSS, expulsion</td>
</tr>
<tr>
<td>Contraband</td>
<td>3-5 days ISS or OSS, long-term suspension</td>
<td>5-10 days ISS or OSS, long-term suspension, expulsion</td>
<td>9-12: 5-10 days ISS or OSS, long-term suspension, expulsion</td>
</tr>
<tr>
<td>Closed Campus</td>
<td>Conference, 1-3 days ISS or OSS</td>
<td>Conference, 1-3 days ISS or OSS</td>
<td>Conference, 1-5 days ISS or OSS</td>
</tr>
<tr>
<td>Disruption Classroom or Campus, Incorrigible Behavior</td>
<td>Conference, 1-3 days ISS or OSS</td>
<td>Conference, 1-3 days ISS or OSS</td>
<td>Conference, 1-3 days ISS or OSS</td>
</tr>
<tr>
<td>Dress Code Violation</td>
<td>Change clothing, conference, 1-3 days ISS or OSS</td>
<td>Change clothing, 3-5 days ISS or OSS</td>
<td>Change clothing, 3-5 days ISS or OSS</td>
</tr>
<tr>
<td>Gambling</td>
<td>5-10 days ISS or OSS</td>
<td>10 day OSS + long-term suspension, expulsion</td>
<td>9-12: 10 day OSS + long-term suspension, expulsion</td>
</tr>
<tr>
<td>Language, Inappropriate</td>
<td>Conference, 1-5 days ISS or OSS</td>
<td>5-10 days ISS or OSS</td>
<td>5-10 days ISS or OSS</td>
</tr>
<tr>
<td>Littering</td>
<td>Conference, campus duty, 1-3 days ISS or OSS</td>
<td>Campus duty, 5-7 days ISS or OSS</td>
<td>Campus duty, 5-10 days ISS or OSS</td>
</tr>
<tr>
<td>Parking Lot Violation</td>
<td>Not applicable</td>
<td>Not applicable</td>
<td>Wheel clamp, 5-10 days OSS, towing car, loss of parking privileges for one year</td>
</tr>
<tr>
<td>Negative Group Affiliation</td>
<td>Conference, 1-5 days ISS or OSS, long-term suspension</td>
<td>5-10 day OSS, expulsion</td>
<td>10 day ISS or OSS, expulsion</td>
</tr>
<tr>
<td>Other Violation of School Policy</td>
<td>Conference, 1-3 days ISS or OSS</td>
<td>5-10 days ISS or OSS</td>
<td>5-10 days ISS or OSS</td>
</tr>
<tr>
<td>Public Display of Affection</td>
<td>Conference, 1-3 days ISS or OSS</td>
<td>5-10 days ISS or OSS</td>
<td>5-10 days ISS or OSS</td>
</tr>
<tr>
<td>Unauthorized Sales</td>
<td>Conference, 1-5 days ISS or OSS</td>
<td>5-10 days ISS or OSS</td>
<td>5-10 days ISS or OSS</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>SEXUAL OFFENSES</th>
<th>Note: Consider age and developmentally appropriate behavior before using this category.</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Violation</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Pornography</strong></td>
<td>Board Policy JK</td>
<td>6-8: 3-5 days ISS or OSS + MPD Referral 6-8: 10 days ISS or OSS + MPD Referral</td>
<td>9-12: 5-10 days OSS or long-term suspension + MPD Referral 9-12: 10 days OSS + Expulsion + MPD Referral</td>
</tr>
<tr>
<td><strong>Indecent Exposure</strong></td>
<td>Public Sexual Indecency* Board Policy JK</td>
<td>6-8: 3-5 days ISS or OSS, long-term suspension + MPD Referral</td>
<td>6-8: 5-10 days ISS or OSS, long-term suspension + MPD Referral 9-12: 10 days OSS + Expulsion + MPD Referral</td>
</tr>
<tr>
<td><strong>Indecent or Lewd Behavior/Material</strong></td>
<td>Board Policy JK</td>
<td>6-8: 3-5 days ISS or OSS + MPD Referral 9-12: 3-5 days ISS or OSS + MPD Referral</td>
<td>6-8: 5-10 days ISS or OSS, long-term suspension + MPD Referral 9-12: 5-10 days ISS or OSS, long-term suspension, expulsion + MPD Referral</td>
</tr>
<tr>
<td><strong>Harassment, Sexual</strong></td>
<td>Board Policy JK</td>
<td>6-8: 5-10 days ISS or OSS, long-term suspension + MPD Referral 9-12: Cease and Desist Order, 5-10 days OSS, long-term suspension + MPD Referral</td>
<td>6-8: 10 days OSS + expulsion + MPD Referral 9-12: 10 days OSS + expulsion + MPD Referral</td>
</tr>
<tr>
<td><strong>Harassment, Sexual with Contact</strong></td>
<td>Board Policy JK</td>
<td>6-8: Cease and Desist Order, 10 days OSS + long-term suspension + MPD Referral 9-12: 10 days OSS + long-term suspension + MPD Referral</td>
<td>6-8: 10 days OSS + expulsion + MPD Referral 9-12: 10 days OSS + expulsion + MPD Referral</td>
</tr>
<tr>
<td><strong>Sexual Abuse or Sexual Conduct with a Minor or Child Molestation</strong></td>
<td>Board Policy JK</td>
<td>6-8: 10 days OSS + expulsion + MPD Referral 9-12: 10 days OSS + expulsion + MPD Referral</td>
<td>6-8: 10 days OSS + expulsion + MPD Referral 9-12: 10 days OSS + expulsion + MPD Referral</td>
</tr>
<tr>
<td><strong>Sexual Assault</strong></td>
<td>Sexual Assault** (Rape) Board Policy JIC</td>
<td>6-8: 10 days OSS + long-term suspension + MPD Referral 9-12: 10 days OSS + long-term suspension + MPD Referral</td>
<td>6-8: 10 days OSS + expulsion + MPD Referral 9-12: 10 days OSS + expulsion + MPD Referral</td>
</tr>
<tr>
<td><strong>SCHOOL THREAT</strong></td>
<td></td>
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</tr>
<tr>
<td><strong>Violation</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Bomb Threat</strong></td>
<td>Board Policy JIC, JIC-R, JICK</td>
<td>6-8: 10 days OSS + long-term suspension + MPD Referral 9-12: 10 days OSS + long-term suspension + MPD Referral</td>
<td>6-8: 10 days OSS + expulsion + MPD Referral 9-12: 10 days OSS + expulsion + MPD Referral</td>
</tr>
<tr>
<td><strong>Chemical or Biological Threat</strong></td>
<td>Board Policy JIC, JIC-R, JICK</td>
<td>6-8: 10 days OSS + long-term suspension + MPD Referral 9-12: 10 days OSS + long-term suspension + MPD Referral</td>
<td>6-8: 10 days OSS + expulsion + MPD Referral 9-12: 10 days OSS + expulsion + MPD Referral</td>
</tr>
<tr>
<td><strong>Fire Alarm Misuse</strong></td>
<td>Board Policy JIC, JIC-R, JICK</td>
<td>6-8: 10 days OSS + long-term suspension + MPD Referral 9-12: 10 days OSS + long-term suspension + MPD Referral</td>
<td>6-8: 10 days OSS + expulsion + MPD Referral 9-12: 10 days OSS + expulsion + MPD Referral</td>
</tr>
<tr>
<td><strong>Other School Threat</strong></td>
<td>Board Policy JIC, JIC-R, JICK</td>
<td>6-8: 10 days OSS + long-term suspension + MPD Referral 9-12: 10 days OSS + long-term suspension + MPD Referral</td>
<td>6-8: 10 days OSS + expulsion + MPD Referral 9-12: 10 days OSS + expulsion + MPD Referral</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>TECHNOLOGY VIOLATION</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Computer or Network</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board Policy IJNDB</td>
<td>6-8: Conference, possible computer suspension up to 1 month, 1-5 days ISS or OSS</td>
<td>6-8: Possible computer suspension for school year, 5-10 days ISS or OSS</td>
</tr>
<tr>
<td></td>
<td>9-12: Conference, possible computer suspension up to 1 month, 1-5 days ISS or OSS</td>
<td>9-12: Possible computer suspension for school year, 5-10 days ISS or OSS</td>
</tr>
<tr>
<td><strong>Electronic Devices</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board Policy JK</td>
<td>6-8: Confiscate item, conference, 1-5 days ISS or OSS</td>
<td>6-8: Confiscate item, 5-10 day ISS or OSS</td>
</tr>
<tr>
<td></td>
<td>9-12: Confiscate item, conference, 1-5 days ISS or OSS</td>
<td>9-12: Confiscate item, 5-10 days ISS or OSS</td>
</tr>
<tr>
<td><strong>Other Technology</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board Policy IJNDB</td>
<td>6-8: Conference, possible computer suspension up to 1 month, 1-5 days ISS or OSS</td>
<td>6-8: Possible computer suspension for school year, 5-10 days ISS or OSS</td>
</tr>
<tr>
<td></td>
<td>9-12: Possible computer suspension up to 1 month, 1-5 days ISS or OSS</td>
<td>9-12: Possible computer suspension for school year, 5-10 days ISS or OSS</td>
</tr>
<tr>
<td><strong>THEFT</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Petty Theft</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board Policy JIC</td>
<td>6-8: 3-5 days ISS or OSS, restitution + MPD Referral</td>
<td>6-8: 5-10 days ISS or OSS, long-term suspension, restitution + MPD Referral</td>
</tr>
<tr>
<td></td>
<td>9-12: 3-5 days ISS or OSS, restitution + MPD Referral</td>
<td>9-12: 5-10 days ISS or OSS, long-term suspension, restitution + MPD Referral</td>
</tr>
<tr>
<td><strong>Theft</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board Policy JIC</td>
<td>6-8: 3-5 days ISS or OSS, long-term suspension, restitution, expulsion + MPD Referral</td>
<td>6-8: 5-10 days ISS or OSS, long-term suspension, restitution, expulsion + MPD Referral</td>
</tr>
<tr>
<td></td>
<td>9-12: 3-5 days ISS or OSS, long-term suspension, restitution, expulsion + MPD Referral</td>
<td>9-12: 5-10 days ISS or OSS, long-term suspension, restitution, expulsion + MPD Referral</td>
</tr>
<tr>
<td><strong>Burglary or Breaking and Entering</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd or 3rd degree</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board Policy JIC</td>
<td>6-8: Long-term suspension + MPD Referral</td>
<td>6-8: 10 days OSS + expulsion + MPD Referral</td>
</tr>
<tr>
<td></td>
<td>9-12: 10 days OSS + Long-term suspension + MPD Referral</td>
<td>9-12: 10 days OSS + expulsion + MPD Referral</td>
</tr>
<tr>
<td><strong>Burglary</strong> 1st degree</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board Policy JIC</td>
<td>6-8: 10 days + expulsion + MPD Referral</td>
<td>6-8: 10 days + expulsion + MPD Referral</td>
</tr>
<tr>
<td></td>
<td>9-12: 10 days + expulsion + MPD Referral</td>
<td>9-12: 10 days + expulsion + MPD Referral</td>
</tr>
<tr>
<td><strong>Extortion</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board Policy JIC</td>
<td>6-8: 5-10 days ISS or OSS, long-term suspension + MPD Referral</td>
<td>6-8: 10 days OSS + long-term suspension, expulsion + MPD Referral</td>
</tr>
<tr>
<td></td>
<td>9-12: 5-10 days ISS or OSS, long-term suspension + MPD Referral</td>
<td>9-12: 10 days OSS + long-term suspension, expulsion + MPD Referral</td>
</tr>
<tr>
<td><strong>Robbery</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board Policy JIC</td>
<td>6-8: 5-10 days ISS or OSS, restitution + MPD Referral</td>
<td>6-8: 10 days OSS + long-term suspension, expulsion + MPD Referral</td>
</tr>
<tr>
<td></td>
<td>9-12: 5-10 days ISS or OSS, restitution + MPD Referral</td>
<td>9-12: 10 days OSS + long-term suspension, expulsion + MPD Referral</td>
</tr>
<tr>
<td><strong>Armed Robbery</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board Policy JIC</td>
<td>6-8: 10 days OSS + expulsion + MPD Referral</td>
<td>6-8: 10 days OSS + expulsion + MPD Referral</td>
</tr>
<tr>
<td></td>
<td>9-12: 10 days OSS + expulsion + MPD Referral</td>
<td>9-12: 10 days OSS + expulsion + MPD Referral</td>
</tr>
<tr>
<td><strong>TRESPASSING</strong></td>
<td></td>
<td></td>
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<tr>
<td><strong>Trespassing</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board Policy JIC</td>
<td>6-8: 3-5 days ISS or OSS and/or MPD citation or arrest</td>
<td>6-8: 5-10 days ISS or OSS and/or MPD citation or arrest</td>
</tr>
<tr>
<td></td>
<td>9-12: 3-5 days ISS or OSS and/or MPD citation or arrest</td>
<td>9-12: 5-10 days ISS or OSS and/or MPD citation or arrest</td>
</tr>
</tbody>
</table>

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### VANDALISM OR CRIMINAL DAMAGE

<table>
<thead>
<tr>
<th>Violation</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graffiti or Tagging</td>
<td>6-8: 3-5 days ISS or OSS, long-term suspension, restitution + MPD Referral 9-12: 5-10 days ISS or OSS, long-term suspension, restitution + MPD Referral</td>
<td>6-8: 5-10 days ISS or OSS, long-term suspension, expulsion, restitution + MPD Referral 9-12: 10 days OSS + long-term suspension, expulsion, restitution + MPD Referral</td>
</tr>
<tr>
<td>Vandalism of personal property</td>
<td>6-8: 3-5 days ISS or OSS, long-term suspension, restitution + MPD Referral 9-12: 5-10 days ISS or OSS, long-term suspension, restitution + MPD Referral</td>
<td>6-8: 5-10 days ISS or OSS, long-term suspension, expulsion, restitution + MPD Referral 9-12: 10 days OSS + long-term suspension, expulsion, restitution + MPD Referral</td>
</tr>
<tr>
<td>Vandalism of school property</td>
<td>6-8: 3-5 days ISS or OSS, long-term suspension, restitution + MPD Referral 9-12: 5-10 days ISS or OSS, long-term suspension, restitution + MPD Referral</td>
<td>6-8: 5-10 days ISS or OSS, long-term suspension, expulsion, restitution + MPD Referral 9-12: 10 days OSS + long-term suspension, expulsion, restitution + MPD Referral</td>
</tr>
</tbody>
</table>

### WEAPONS AND DANGEROUS ITEMS

<table>
<thead>
<tr>
<th>Violation</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firearm ** Including destructive devices</td>
<td>6-8: 10 days OSS + expulsion + MPD Referral 9-12: 10 days OSS + expulsion + MPD Referral</td>
<td>6-8: 10 days OSS + expulsion + MPD Referral 9-12: 10 days OSS + expulsion + MPD Referral</td>
</tr>
<tr>
<td>Other Weapons**</td>
<td>6-8: 10 days OSS + long-term suspension, expulsion + MPD Referral 9-12: 10 days OSS + long-term suspension + MPD Referral</td>
<td>6-8: 10 days OSS + expulsion + MPD Referral 9-12: 10 days OSS + expulsion + MPD Referral</td>
</tr>
<tr>
<td>Explosives and Fireworks</td>
<td>6-8: 1-5 days ISS or OSS, long-term suspension + MPD Referral 9-12: 5-10 days ISS or OSS, long-term suspension + MPD Referral</td>
<td>6-8: 5-10 days ISS or OSS, expulsion + MPD Referral 9-12: 10 days OSS, expulsion + MPD Referral</td>
</tr>
<tr>
<td>Dangerous Items* Simulated Firearm</td>
<td>6-8: Confiscate item, parent/student conference, 5-10 days ISS or OSS, long-term suspension + MPD Referral 9-12: Confiscate item, parent/student conference, 5-10 days ISS or OSS, long-term suspension + MPD Referral</td>
<td>6-8: 10 days OSS, expulsion + MPD Referral 9-12: 10 days OSS, expulsion + MPD Referral</td>
</tr>
<tr>
<td>Simulated Firearm</td>
<td>6-8: 10 days OSS + expulsion + MPD Referral 9-12: 10 days OSS + expulsion + MPD Referral</td>
<td>6-8: 10 days OSS + expulsion + MPD Referral 9-12: 10 days OSS + expulsion + MPD Referral</td>
</tr>
</tbody>
</table>
APPENDIX A: USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

IJNDB-E © EXHIBIT

USE OF TECHNOLOGY RESOURCES IN INSTRUCTION
ELECTRONIC INFORMATION SERVICES USER AGREEMENT

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

Terms and Conditions

Acceptable Use
Each user must:

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

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

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

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

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

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

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

Services
MUSD specifically denies any responsibility for the accuracy of information. While MUSD 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 MUSD policy and regulations on appropriate use of the electronic information system, as incorporated herein by reference.

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

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

Parent or Guardian Cosigner
As the parent or guardian of the above named student, I have read this agreement and understand it. I understand that it is impossible for MUSD to restrict access to all controversial materials, and I will not hold MUSD 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.
MUSD’S BRING YOUR OWN DEVICE (BYOD) POLICY

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

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

Terms of Agreement

- Access to the network is a privilege, not a right
- Use of my device while connected to the network is governed by the District’s Electronic Information Services User Agreement (EISUA) policies as set forth in the Maricopa Unified School District Policy Manual, and all other District policies and regulations pertaining to the use of technology resources
- I must receive signed authorization on the Parent Acknowledgements and Permissions form from my parent or legal guardian and the principal or authorized designee and before using my device on the network
- I must utilize MUSD network to connect to the internet on my device while on school grounds. This requires that I log in with my district-supplied student ID and password. I am not to use a personal network, broadband, or other external connection to the internet
- I am not permitted to have any external network services or utilities running on my device while it is connected to MUSD network
- No personal network routers, access points, switches, hubs, network printers, or any other device besides that listed in this agreement, may be connected to the network at any time.

- Current antivirus software must be installed on my device and I must continue to have up to date virus definitions installed and configured
- I will not store any confidential District data on my device
- I am responsible for adhering to copyright and licensing laws and guidelines for all software on my device
- I understand this approval is granted for the current school year and must be reapplied for each school year

District’s Rights

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

Liability

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

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

Maricopa Unified School District has adopted the Positive Behavior Intervention Supports or PBIS framework. School-Wide PBIS is a whole school three-tier approach to decreasing disruptive behaviors and increasing student success.

- One of the foremost advances in school-wide discipline is the emphasis on school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments.
- A continuum of positive behavior support for all students with all MUSD schools is implemented in areas including the classroom and non-classroom settings (for example hallways, buses, and restrooms).
- Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children and youth by making targeted behaviors less effective, efficient, and relevant, and desired behavior more functional. -PBIS.org

The main focus of PBIS is to provide a clear system for all expected behaviors at Maricopa Unified School District Schools. While many faculty and students may have assumptions of what is expected behavior, we cannot assume that everyone’s understanding and beliefs are similar. Through PBIS, we will work to create and maintain a productive, safe environment in which ALL school community members have clear expectations and understandings of their role in the educational process.
MUSD schools are implementing PBIS school-wide systems of positive behavior support that focus on taking a team-based approach and teaching appropriate behavior to all students in the school. Our three main overarching Behavior Expectations district wide are:

- Be Safe
- Be Respectful
- Be Responsible

Behavioral expectations are taught using similar teaching formats that are applied in the general curriculum. The rules are presented, the reasons are discussed, positive examples (correct way) are described and rehearsed, and non-examples (incorrect way) are described and modeled. Students are given the opportunity to practice the correct way until they demonstrate fluency. Appropriate behaviors are acknowledged. Once appropriate behaviors have been defined these desired behaviors are reinforced on a regular basis. Each school has their own reinforcement system used to reward positive behaviors.

- Maricopa High School - RAMS Tickets
- Desert Wind Middle School - TIGER TRIO PAWS Tickets
- Maricopa Wells Middle School - PANTHER PAWS Tickets

Students are recognized and celebrated in various ways throughout the year.
ATTOENDANCE CONTRACT

<table>
<thead>
<tr>
<th>Student Last Name:</th>
<th>Student First Name:</th>
<th>Student ID #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Please Print Legibly)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parent/Guardian Last Name:</td>
<td>Parent/Guardian First Name:</td>
<td>2020-2021 Grade Level:</td>
</tr>
</tbody>
</table>

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

**Attendance**

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

**Attendance Definitions**

- **Absence**- Students who fail to report to one or more classes will be marked absent. A student who arrives more than 10 minutes late is considered absent.
- **Excused absence**- An absence is excused if a parent or guardian notifies the school of the reason for the absence. The determination to excuse an absence will be made in compliance with Arizona Department of Education guidelines.
- **Unexcused absence**- Any absence not verified by parent or guardian will be considered unexcused.
- **School-related absence**- If a student misses class due to a pre-approved school-related activity, it will not count as an absence.
- **Suspension**- Of days suspended, the first 10% (18 days) will be considered excused. If a student is suspended above the 10%, those suspension days will be considered unexcused. If a student has 10 consecutive absences, they will be withdrawn.
- **Tardy**- A student is tardy when he/she is not in class and seated when the final bell rings and will be marked absent after 10 minutes.

**Tardy to Class**

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

**Reporting an Absence**

_Asc per District Policy J-1550_, when a student is absent it will be necessary for the parent to call the school on or before the day of the absence in order to advise the school as to the reason for the absence. When it is impossible to call on the day of the absence, the school should be notified on the morning the student returns, in time for the student to obtain an admission slip prior to the student’s first class.

All absences not verified by parental or administrative authorization will remain unexcused. If a parent does not have access to a phone, either at home or at work, a note will be accepted for verification purposes.

**Excused Absences**

- Individual illness or health conditions: **documentation from a doctor is required**
- Serious illness in the immediate family: **documentation required**
- Religious holidays
- Legal appointments: **documentation required**
- Death in the immediate family
- School sanctioned activities
- Medical and dental appointments and the scheduling of family vacation during school vacation and recess period (MUSD employees will solicit cooperation from parents in the matter of school attendance and punctuality, particularly in regard to such appointment): **documentation required**

**Unexcused Absences**

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

**Academic Consequences for Absences**

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

**Attendance/Credit Appeal**

If students in 9th-11th grade have accumulated more than 10 absences (excused or unexcused) by the end of each semester in any class, he or she must appeal to receive credit. Attendance appeals are available on the MHS website and in the attendance office. The report card will list N/C (No Credit) for the classes where the absences do not meet the seat time requirements. Please follow the directions attached to the Attendance/Credit Appeal form and return the form and required document to the Attendance Office within five (5) working days of the postmarked date.
If students in 12th grade (seniors) have accumulated more than 10 absences (excused or unexcused) each semester, it will jeopardize their status for graduation. First semester appeals must follow the process for 9th-11th grade students above. Second semester appeals will be considered 1-2 weeks prior to graduation. A denial of credit for either 1st or 2nd semester will result in loss of credit and/or graduation. Attendance appeals will only be considered with documentation for the following reasons:

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

**Ten Consecutive Absences**
After 10 days of consecutive unexcused absences, the student will be withdrawn from Maricopa High School.

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

**Student Check-Out for Scheduled Appointments**
A parent or guardian is expected to call the attendance office to grant permission for a student to be released from class early. In order for a student to leave campus during the school day, the student must obtain a release pass from the attendance office prior to leaving. To receive this pass, a parent must send a written excuse or call the attendance office before the student’s first class that morning. The student will present the pass to the teacher and report to the attendance office to sign out. All students must leave campus through the front office. Any student leaving campus without a pass is subject to disciplinary action. Students will not be allowed to be checked out during any safety drills.

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

- Grade – must have a passing grade in each class
- Attendance – amount prior to absences/tardies

**Parent Acknowledgement of Attendance**
*(This document will be filed with student attendance/records)*

I acknowledge that I have read and understand the Attendance policies as stated above and understand these policies as they are written in District Policy J-1550.

<table>
<thead>
<tr>
<th>Parent/Guardian (Please Print)</th>
<th>Date:</th>
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Parent/Guardian Signature

Maricopa UNIFIED: A community dedicated to student success.
MUSD School Handbooks are available on MUSD and school website (www.musd20.org)
I am aware that my son/daughter and I are expected to read, understand, and abide by the student conduct and disciplinary rules and regulations contained in the handbook. Our signatures below and initials in the various sections of this acknowledgement form indicate our acceptance to follow procedures as outlined in the handbook.

Signature of Parent/Guardian

Date

Signature of Student

Date

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

____________________   ______________________
Parent Initials       Student Initials

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

____________________   ______________________
Parent Initials       Student Initials

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

____________________   ______________________
Parent Initials       Student Initials

HEALTH OFFICE
I have reviewed the MUSD Health Office Medication and Rules Expectations outlined in the handbook.

____________________   ______________________
Parent Initials       Student Initials

STUDENT SURVEY
My child can participate in Maricopa Unified School District surveys. Surveys will allow MUSD to collect information on academics and school programming

____________________   ______________________
Parent Initials       Student Initials

GOOGLE APPS FOR EDUCATION
Maricopa Unified School District will be using Google Apps for Education in the classroom. Google Apps for Education is a suite of free, web-based programs that includes email, document creation, shared calendars and collaboration tools. All Google Apps, except email, will be available for all grades. Email will ONLY be available to grades 6-12. Please review the information in the handbook. If you have any questions, please do not hesitate to call (520) 568-5100 Ext.1090

☐ Yes  ☐ No  I give permission for my child to use Maricopa Unified School District Google Apps for Education. By doing so, I agree to enforce acceptable use when my child is off District Property.

☐ Yes  ☐ No  I give permission for my child and the school to publish work and photographs online, with the understanding that student’s last name and confidential personal information will be published.

Parent/Guardian First Name:  Student First Name:  Student ID #:

2020-2021 Grade Level:
DESIGNATION OF DIRECTORY INFORMATION

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

Items CHECKED, will remain in effect for the current school year unless written notification is received from you, to the school principal, stating that the restriction on directory information can be removed. A new form must be filled out at the beginning of each school year for these restrictions to continue.

IMPORTANT – If you check Student’s Name or Photograph here, it will void OPTION 1 or 2 in Media Release/Yearbook Authorization on front of form.

☐ Student’s Name ☐ Student’s Parent’s Name ☐ Student’s Address ☐ Student’s Phone ☐ Student’s Email
☐ Student’s Date/Place of Birth ☐ School of Attendance ☐ Enrollment Status ☐ Major Field/Study ☐ Class Designation/Grade
☐ Extracurricular Participation ☐ Weight / Height / Athletic #______ ☐ Student’s Photo ☐ Achievements ☐ School District Last Attended
☐ Dates of Attendance ☐ I DO ☐ I DO NOT consent to military release

BRING YOUR OWN DEVICE

The BYOD Policy allows students to connect personal electronic devices to the District’s Wireless network with approval. By signing below

I grant my approval and understand that my student must abide by all the requirements/expectations.

______________________ Parent Initials

______________________ Student Initials

USE OF DISTRICT TECHNOLOGY EQUIPMENT AND LIABILITY FOR DAMAGE

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

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

______________________ Parent Initials

______________________ Student Initials

MEDIA RELEASE/YEARBOOK AUTHORIZATION (choose one)

☐ OPTION 1 – I authorize MUSD to release my child’s first name, last name and photograph to the media for positive recognition AND to be included in the school year book or classroom composite.

☐ OPTION 2 – I only authorize my child’s first name, last name and photograph to be included in the school yearbook or classroom composite.

☐ OPTION 3 – I do not authorize MUSD to release my child’s first name, last name and photograph to the media for positive recognition AND the school yearbook or classroom composite. (Note: Your child will not be included in any newspaper articles outlining accomplishments, such as academic awards or Honor Roll.)
MUSD 1-1 Device Policy and Fees

High School Tech Fee Yr.1: $50
Every Yr. After: $25
At Graduation student may pay $25 to purchase

What each student will receive:
One laptop use for the year, one case, and one charger

What this covers:
Normal wear and tear on a computer

Student is responsible:
Device is lost or stolen, remembering to bring the device daily to school, and following all rules for digital citizenship as well as the handbook.

Prices for replacement parts:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Battery</td>
<td>$20</td>
</tr>
<tr>
<td>Charger</td>
<td>$30</td>
</tr>
<tr>
<td>Screen</td>
<td>$50</td>
</tr>
<tr>
<td>Keyboard</td>
<td>$30</td>
</tr>
<tr>
<td></td>
<td>Full replacement cost: $230</td>
</tr>
</tbody>
</table>

Student Responsibilities

- I will never leave my device unattended.
- I understand that the device is for my own use. I will never loan it to another individual.
- I will know where my device is at all times.
- I will charge my device battery daily.
- I will keep food and beverages away from my device.
- I will not disassemble any part of my device, or attempt any repairs myself.
- I will use my device in ways that are appropriate and meet district expectations.
- I will not place decorations (such as stickers, markers, etc.) on the device.
- I will not deface the asset tag or any other district label on the device.
- I understand that my device is subject to inspection at any time without notice and remains the property of MUSD.
- I will follow the policies and guidelines outlined in this agreement and handbook.
- I will notify my teacher or other staff member immediately if my device is damaged, lost or stolen. Police report is needed for a stolen device.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the district device, and any accessories in good working condition at the end of each school day/year.

__________________________  ________________________
Signature of Parent/Guardian       Date

__________________________  ________________________
Signature of Student            Date