

Tuba City Jr. High School

Students First



Braves' Pride!

Student Handbook

2023-2024

Brave's Pride, Students First



To provide a quality education for all our students

Tuba City Junior High School's Mission is:

- To meet the academic, physical, social, and emotional needs of our students so that they may become self-sufficient in school, in life, to be successful in a safe, nurturing, and challenging school-community environment.

Tuba City Junior High School's Goal is:

- The Junior High environment will foster opportunities for the students' intellectual growth, creativity, self-awareness, self-discipline, and maturity.

Tuba City Junior High School's Vision Statement:

- We envision our school as a place where everyone is inspired to strengthen his/her learning.

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TCUSD Governing Board

Name	Title
Joann Todecheenie	Board President
Ronald Begay	Board Clerk
Lee Tsinigine	Board Member
Roselyn Riggs	Board Member
Harriett Sloan	Board Member

TCUSD Administration

Name	Phone
Ms. Sharlene Navaho, Superintendent	928-283-1027
K-5 Principal	928-283-1032
TCJHS Principal	928-283-1042
High School Principal	928-283-1052
Nizhoni Accelerated Academy School	928-283-1072

Important Numbers

Department	Phone
District Office	928-283-1001
Security Department	928-679-0148
Transportation	928-283-1130
Georgiana Adson, TCJHS Food Service Director	928-283-1122
Front Office TCJHS	928-283-1040
Constance Benally, TCJHS Principal	928-283-1042
D. Sumatzkuku, TCJHS Attendance Clerk	928-283-1105
R. Burrect, Academic Counselor	928-283-4024
Michael Balcerek, TCJHS Dean of Students	928-283-1023
D. Boone, TCJHS Behavior Interventionist	928 283-4109
Dushon Monongye, Counselor	928-283-1040
R. Keams, Social Worker	928-283-1040
W. Walters, TCJHS Nurse	928-283-1167
Fax Number	928-283-1260

2023-2024 School Calendar

180 School Days
185 Teacher Days

TUBA CITY UNIFIED SCHOOL DISTRICT #15

Approved: 01/11/2023
Revised: 04/12/2023

		2023							2024										
		JULY							JANUARY										
		S	M	T	W	T	F	S	S	M	T	W	T	F	S				
04 Independence Day (Holiday)								1			1	2	3	4	5	6	01- New Year's Day (Holiday)		
(23) First day for Teachers		2	3	4	5	6	7	8	7	8	9	10	11	12	13	(3) School Resumes			
(28) First Day of School		9	10	11	12	13	14	15	14	15	16	17	18	19	20	Professional Development (Early Dismissal)			
		16	17	18	19	20	21	22	21	22	23	24	25	26	27	15- Martin Luther King Day (Holiday)			
		23	24	25	26	27	28	29	28	29	30	31				16- 100th day Student Count			
		30	31					20/02							21/19	(24) - Prof. Dev. Cultural Symposium (No School)			
		AUGUST							FEBRUARY										
		S	M	T	W	T	F	S	S	M	T	W	T	F	S				
(14) Navajo code Talker Day (Holiday)				1	2	3	4	5					1	2	3	Professional Development (Early Dismissal)			
Professional Development (Early Dismissal)		6	7	8	9	10	11	12	4	5	6	7	8	9	10	Parent/Teacher Conference TCES, DLES, THES			
		13	14	15	16	17	18	19	11	12	13	14	15	16	17	Parent/Teacher Conference-TCHS, TCHHS, NAA			
		20	21	22	23	24	25	26	18	19	20	21	22	23	24	19-Presidents' Day (Paid Holiday-12 mo.)			
		27	28	29	30	31		22/22	25	26	27	28	29		20/20				
		SEPTEMBER							MARCH										
		S	M	T	W	T	F	S	S	M	T	W	T	F	S				
04- Labor Day (Holiday)								1							1	Professional Development (Early Dismissal)			
Professional Development (Early Dismissal)		3	4	5	6	7	8	9	3	4	5	6	7	8	9	8 - 3rd Quarter Ends (45 days)			
Parent/Teacher Conference TCES, DLES, THES		10	11	12	13	14	15	16	10	11	12	13	14	15	16	11-15 Spring Break			
Parent/Teacher Conference-TCHS, TCHHS, NAA		17	18	19	20	21	22	23	17	18	19	20	21	22	23	10 - Daylight Saving Time Begins			
25- 40th Day Student Count		24	25	26	27	28	29	30	24	25	26	27	28	29	30				
29 - End of 1st Quarter (44 days)								29/20	31						21/16				
		OCTOBER							APRIL										
		S	M	T	W	T	F	S	S	M	T	W	T	F	S				
Professional Development (Early Dismissal)		1	2	3	4	5	6	7			1	2	3	4	5	6	Professional Development (Early Dismissal)		
13 & 16 Fall Break		8	9	10	11	12	13	14	7	8	9	10	11	12	13	Parent/Teacher Conference TCES, DLES, THES			
		15	16	17	18	19	20	21	14	15	16	17	18	19	20	Parent/Teacher Conference-TCHS, TCHHS, NAA			
		22	23	24	25	26	27	28	21	22	23	24	25	26	27	Mud Day/No School			
		29	30	31				20/20	28	29	30				22/21				
		NOVEMBER							MAY										
		S	M	T	W	T	F	S	S	M	T	W	T	F	S				
5- Daylight Saving Time Ends (2:00 am)						1	2	3	4					1	2	3	4	Professional Development (Early Dismissal)	
Professional Development (Early Dismissal)		5	6	7	8	9	10	11	5	6	7	8	9	10	11	(17) - Last day of School (180 School Days, Early Dismissal)			
10-Veterans day (Observed)		12	13	14	15	16	17	18	12	13	14	15	16	17	18	17 - ICHS Promotion Ceremony			
20-24- Thanksgiving Break-Holiday		19	20	21	22	23	24	25	19	20	21	22	23	24	25	18 - TCHS & NAA Graduation Ceremony			
Parent/Teacher Conference TCES, DLES, THES		26	27	28	29	30		19/16	26	27	28	29	30	31	20 - Last day for Teachers (185 Teacher Days)				
Parent/Teacher Conference-TCHS, TCHHS, NAA															14/13	27-Memorial Day (Holiday)			
		DECEMBER							JUNE										
		S	M	T	W	T	F	S	S	M	T	W	T	F	S				
Professional Development (Early Dismissal)								1								1			
15- End of 2nd Quarter (47 Days), Early Dismissal		3	4	5	6	7	8	9	2	3	4	5	6	7	8				
12/18/23-01/02/24 - Winter Break		10	11	12	13	14	15	16	9	10	11	12	13	14	15				
25- Christmas Day (Holiday)		17	18	19	20	21	22	23	16	17	18	19	20	21	22				
		24	25	26	27	28	29	30	23	24	25	26	27	28	29				
		31						20/11	30						0/0				
1st Qtr : 44 Sch. Days		2nd Qtr: 47 Sch. Days							3rd Qtr: 45 Sch. Days							4th Qtr : 44 Sch. Days			

ATTN: ALL STUDENTS (6TH,7TH, 8TH) GRADE
ENROLLMENT FOR FALL 2023 - 2024

STATE LAW REQUIRES ALL STUDENTS (11 YRS +) RECEIVE THE FOLLOWING VACCINATIONS:

- **MENINGOCOCCAL**
- **Tdap**

(Under Arizona Revised Statutes 15-871-874 and AZ Administrative Code R9-6-701-708)

- HPV (Human Papilloma Virus) is Optional

AN EXEMPT FORM MUST BE FILLED OUT AND SIGNED FOR THOSE WHO DO NOT WISH THEIR CHILD TO RECEIVE ABOVE VACCINATIONS FOR MEDICAL PURPOSES OR PERSONAL BELIEFS. (These forms are available at the school sites or ask the school nurse.)

(If your child has already received these vaccinations, it must be indicated on the OIR – Official Immunization Record form or Hospital’s Medical Records)**

(See Arizona Department of Health Services) FAQ on School and Child Care Immunization Requirements.

Rights and Responsibilities

Rights	Responsibilities
A "right" is something that belongs to you and cannot be taken away by anyone. Your classmates and teachers have the same rights:	There are some things you should do without being told. Some of these things you do for others and some of these you do for yourself.
<u>You have a right to a safe school.</u> This means that your school should provide safe classrooms equipment and rules to ensure your safety at school.	<u>You have a responsibility to come to school.</u> This means that you come to school every day, on time, unless you are sick or excused.
<u>You have the right to be respected and treated with kindness at school.</u> This means that others should not laugh at you, make fun of you, or hurt your feelings.	<u>You have a responsibility to practice good personal cleanliness.</u> This means that you come to school clean.
<u>You have the right be an individual at school.</u> This means you should be treated fairly whether you are tall or short, boy or girl, dress or talk differently or it takes you a little longer to get the right answer.	<u>You have a responsibility to take care of property.</u> This means observing all safety, cafeteria, and classroom rules.
<u>You have the right to work without being bothered.</u> This means that others should not bother you as you responsibly make good use of your time.	<u>You have a responsibility to complete your classroom assignments.</u> This means to do your best with your class assignments and homework, and hand them in on time
<u>You have the right to express yourself.</u> This means that you may talk freely about your ideas and feelings when appropriate.	<u>You have a responsibility to take messages home.</u> This means that it is important for you to take all school messages to your parents/guardians.
<u>You have a right to tell your side of the story.</u> This means that you may tell your side of the story when accused of breaking a rule	<u>You have a responsibility to help make school a good place to be.</u> This means being thoughtful, respectful and courteous to others.

“If I plan to learn, I must learn to plan.”



The staff of Tuba City Jr. High School is pleased to provide this handbook to each student. Students are expected to keep this handbook to refer to it. Consistent use of it, with encouragement from you, will help ensure success in school this year.

We ask that you do the following 3 things:

1. Review the contents of the handbook with your child.
2. Discuss the Braves guidelines and Code of Conduct with your child.
3. Please sign this page of the handbook below. This lets us know you have reviewed the handbook with your child.
4. Below this page, please make any suggestions to improve this handbook.

Thank you,

We have reviewed and discussed the handbook.

_____, Student Signature Date: _____

_____, Parent/Guardian Signature Date: _____

We invite your suggestions to improve this handbook:

**Tuba City Jr. High
Parent, Student, Teacher Compact**



Parent Responsibilities

We, as parents, will support our child's learning in the following ways:

- Support school attendance, discipline and all school and district policies
- Make sure that homework is completed and returned on time
- Monitor the amount of time my child spends watching television and on electronic devices
- Enroll in Parent Portal to have access to my student's grade and progress
- **Participate in decisions relating to my child's education by attending meetings, attending student/parent/teacher conferences and collaborate with administrators, teachers, sponsors, and athletic coaches**
- Assist with school and classroom activities and volunteer for one (or more) activities each year
- Stay informed about my child's education and behavior and read all notices from the school and the district
- Keep contact information updated with the attendance office

Student Responsibilities:

I will do my part to be a responsible learner in the following ways:

- Get enough rest
- Put forth effort towards learning
- Show respect for property by not stealing or vandalizing school and district property and the property of other students, teachers and staff members
- Come to school prepared with my homework and school supplies
- Obey classroom, school, district and bus rules
- Do my homework every day and ask for help when I need help
- Spend at least ten minutes or more reading every day
- Set aside adequate study time to complete homework
- Deliver all information sent home with me
- **Maintain passing grades and eligibility for sports and other extracurricular activities.**

Teacher Responsibilities:

- Show respect for each student and their family
- Make efficient use of learning time.
- Provide a safe and comfortable environment that's conducive to learning
- Help each student grow to their full potential
- Provide necessary assistance to parents so they can help with homework and missing assignments
- **Communicate with every parent once each semester about their child's academic performance and behavior**
- Enforce school and classroom rules fairly and consistently
- Demonstrate professional behavior and a positive attitude
- Provide engaging lessons to students based on State standards

_____, Parent/Guardian Signature Date: _____

_____, Student Signature Date: _____

Tuba City Jr. High School



Safety Tips with Technology

Please review the following technology rules and expectations carefully:

- **Students are responsible for proper behavior** when using technology. Always use a computer in a way that shows consideration and respect. It is not acceptable to use obscene, profane, threatening, or disrespectful language.
- **We take integrity and authenticity of student work very seriously.** Do not cut, copy or plagiarize Internet content or the work of your online classmates. Teachers do utilize technologies to check for authenticity. **Copying, knowingly allowing others to copy from you and/or misusing Internet content will result in disciplinary action.**
- **Security and Safety is a high priority,** especially when the system involves many users. If you identify a security and/or safety problem in the school's computer and/or educational platform, notify Mrs. Benally, Principal at: cbenally@tcusd.org
- **It is illegal to create harmful computer viruses.**
- **Using school technology is not private.** Never say, write, or record anything that will earn you a consequence.
- **Protect your passwords.** Keep it secret from anyone except your parents.

Internet Usage Policy

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of TCJHS /and , as such, is subject to disclosure to the parent, parents, administration or other third parties. Consequently, TCJHS expects both students and parents to abide by the school's Internet usage policy.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone based on race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

Abuse of Internet platforms and tools in violation of school policies will result in disciplinary action. Below are examples of poor behaviors that are prohibited but are not limited to this list.

These behaviors will result in disciplinary action.

- Sending or posting discriminatory, harassing, or threatening messages or images.
- Stealing, using, or disclosing someone else's code or password without authorization.
- Copying, pirating, or downloading software and electronic files without permission.
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization.
- Violating copying right law.
- Engaging in unauthorized transactions that may incur a cost to the school or initiate unwanted Internet services and transmissions.
- Participating in the viewing or exchange of pornography or obscene materials.
- Sending or posting messages that defame or slander other individuals.
- Attempting to break into the computer system of TCJHS, another organization or person.
- Refusing to cooperate with security investigation.
- Using the Education Portal for political causes or activities, religious activities, or any sort of gambling.
- Jeopardizing the security of the organization's electronic communications systems.
- Sending or posting messages that disparage TCJHS or another organization's products or services.
- Passing off personal views as representing those of TCJHS.
- Sending anonymous e-mail messages.
- Engaging in any other illegal activities.
- Disturbing the Virtual Learning Environment.
- Refusing to follow the rules of the specific Virtual Learning Classroom.
- Unmuting yourself when your teacher has placed you on mute.
- Recording any class session and transmitting it.
- Recording your teacher and/or classmates.
- Not dressed properly for class (examples: dressed in revealing clothes, dressed in clothes with inappropriate sayings).
- Participation in Cyber bullying and/or Harassment.
- Cheating and/or Plagiarism.

Students Expectations and Consequences of Misconduct

Students of technology learning are public school students and will continue to be held to the Tuba City Jr. High School's Discipline Policy. In the technology environment, however, there is a set of non-traditional types of misconduct that must be regularly monitored and, if not hopefully eliminated altogether, then discipline in an appropriate manner. Accordingly, in addition to district applicable policies, the Safety Tips with technology incorporates expectations of conduct specific to technology in classrooms. For example, internet access is required for all students, but access must be used in a responsible, safe, efficient, ethical, and legal manner. With expanded access to electronic information, availability of inappropriate material is not uncommon. Some sites contain illegal, defamatory, inaccurate, or offensive information. Although it is impossible to control such misuses, we believe that with responsible use, the benefits of the Internet as an educational tool outweigh the negatives.

Bullying and Harassment Policy

Harassment is prohibited between members of the school community, including communication of any form between students, parents, faculty and/or staff, and any third parties directly or indirectly.

We are committed to maintaining a working and learning environment in which students, faculty, and staff can develop intellectually, professionally, personally, and socially. Such an atmosphere must be free of intimidation, fear, coercion, and reprisal.

It is an expectation that all students and employees shall use all equipment and programs for the intended educational purpose. We are committed to protecting students and employees from bullying, harassment, or inappropriate uses of computers or programs to participate in bullying behavior. Bullying and Harassment **will not be tolerated** and shall be just cause for disciplinary action.

Conduct that constitutes bullying or harassment, as defined herein, is prohibited. Bullying, harassment, cyber stalking is defined as inflicting physical or psychological distress, and/or communicating words, images or language using electronic mail that causes emotional distress and for which is not a legitimate purpose. Any action by a student or parent deemed inappropriate will be fully investigated by the appropriate school administrator.

Academic Integrity Policy

What is **academic integrity**?

- Academic integrity is an ethical code, whereby the student guarantees that all work submitted is the student's own work.

What is academic integrity important?

- When students submit an assignment that is not their own original work, there are two issues involved:
 - Students are earning a grade for learning material for which they have not demonstrated mastery.
 - They may be violating policies of the school.

What are some examples of **academic integrity violations**?

- There are two kinds of academic integrity violations. One is "Plagiarism" and the other is "cheating."
- **Plagiarism** – To steal and pass off (the ideas or words of another) as one's own: use (another's' production) without crediting the source.
 - **Some examples are, but not limited to the following:**
 - Copying and pasting a report from the Internet and representing it as your own work.
 - Copying any other work and not properly citing authorship.
- **Cheating**
 - To influence or lead by deceit, trick, or artifice.
 - To practice fraud or trickery to violate rules dishonestly.
 - Providing questions/answers/work to another student.
 - Receiving questions/answers/work from another student.

Consequences: A variety of consequences will be administered when students are discovered cheating or plagiarizing. Additionally, final grades may be rescinded if a student is found to have cheated or plagiarized after the grade has been posted.

Parents, as partners in supporting student learning, you are encouraged to:

- Ensure that their child's work is authentic and original.
- Monitor, via your parent account
- Ask any questions regarding plagiarism or cheating if they are not sure.
- Report any suspicious activity.

Parent/Guardian's Responsibilities

As a parent/guardian of a school student linked to technology, it is very important to understand the responsibilities associated with that role. With the many distractions students have today, it can be difficult for some students to set aside time to work on courses when not in school. It is the responsibility of the parent/guardian to encourage the student to manage their time in an effective way.

Teachers will keep parent/guardian apprised on the student's progress and will initiate contact if they fall behind in their coursework.

Parents are expected to supervise and monitor their student's progress throughout the duration of the course, just as you would in a regular learning setting. This can be accomplished by accessing the parental account periodically to monitor student progress.

Parents should support Academic Integrity. Academic Integrity is one of our core values and one of the most important areas of focus as learning organization. Students with Academic Integrity make decisions based on ethics and values that will prepare them to be productive and ethical citizens.

You may contact your child's teacher directly via email. When a parent/guardian has a concern about the child's performance or behavior, the parent/guardian should set up a conference with child's teacher.

Signing the technology usage form in the enrollment pack is an acknowledgement Technology Code of Conduct.

Notes:

School and Office Hours

School begins for students at 7:40 am. The first bell rings at 7:35 am. The school day ends at 2:40 pm. The school's front office is open from 7:30 a.m. until 5:00 pm. **There is no staff on duty until 7:15 am, parents should not drop their children off before 7:15 am, due to liability.**

This handbook is intended to provide a general understanding of policies, practices, and procedures used at Tuba City Jr. High School. For more in-depth explanation of the policies please refer to Tuba City Unified School District Policy Manual.

"In Conflicts between Governing Board Policies and this handbook, Governing Board Policies shall govern." Adopted by the Board on August 3, 2016.

Attendance (Policy JE/JH)

Parent commitment to see that their student attends school daily and arrives on time is critical.

Regular attendance contributes to success in school. At Tuba City Jr. High, attendance is a high priority. A close correlation between attendance and academic achievement has always existed. Our objective is to help students take greater responsibility for themselves by coming to school on time and prepared to learn. The daily student/teacher/peer dialogue is extremely important. Each student contributes to the learning atmosphere.

Absences

Arizona's truancy law (A.R.S. 15-802,803 and 10 N.N.C. 118) provides two circumstances when a student and/or their parent or guardian can be cited for a student failing to attend school:

1. A student is "habitually truant" if he/she has five or more unexcused absences from school.
2. A student has "excessive absences" when the student misses more than ten percent (18 days) of the required number of school days per year whether the absence is excused or unexcused.
3. 10 consecutive absences student is dropped from school.

Note: Continued absences that are excessive and habitually will be referred to Peacemaking.

If a student is absent more than two days due to illness, a doctor's statement is required or other sufficient documentation to excuse absences (for example: a chronic illness form).

Excused Absences

Any absence due to illness, accident, medical, bereavement, religious observance will be excused provided a call is received by the school on the day of the absence or written notification is provided to the school the morning following the absence.

Unexcused Absences

Three unexcused absences for any class or combination of classes, students will need to seek help from teachers' afterschool for their assignments.

Reporting an Absence

If a student is absent from any class for any reason, except a school-sponsored activity, a parent/guardian should call the school on the day of the absence by 9:00 am:

- call the data clerk the day of the absence
- send a note with your child- include name, grade, date of absence(s), the reason for absence(s), parent/guardian signature and phone number.

The front office window will be open at 7:30 am. Students can turn in a written excuse during this time to the data clerk. If cumulative absences exceed 12 days in a semester, a statement from a physician is required to excuse absences.

Absences (under 10 days)

If it is necessary for your child to be absent from school because of a non-school activity, a parents/guardian must notify the front office prior to the absence. The office will provide a request to teachers for class assignments.

Students must be in attendance a full school day to be eligible to participate or attend sports or other extra-curricular activities- including school dances.

Tardy

TCJHS follows a daily schedule. To be effective, classes must start on time and each class must experience a minimum number of interruptions. Students who are tardy to school must come to the front office, sign in, and obtain a tardy slip to enter their classroom.

A student is marked tardy if the student is five or more minutes late to school/class.

Tardy Policy

Promptness is a quality that is necessary for success in a learning environment, at work, and with people. Tardiness to school and to class is not acceptable. It is a disruption to the classroom. To support promptness to class, tardy sweeps may be conducted without prior notice. Three (3) tardies equal a lunch or after school detention assigned by the teacher. Note: Continue tardies throughout the school year will be documented and be referred to Peacemaking.

Make-Up Work

When students are absent, it is their responsibility to obtain missed assignments from their teachers. Students are allowed time equal to their period of absence to submit makeup assignments (i.e. one day absence equals one day for makeup). Parents may call the school and pick up assignments at school. However, parents should allow teachers reasonable time –i.e. 24 hours- to prepare the requested homework assignments. Parents can then pick up homework from the front office. Out of School Suspension students may be allowed to make up work. If you know your child is going to be checked out during the school day, please send a note with the student to be given to the front office. Please work to schedule vacations and appointments outside of the regular school day. If an absence is planned, please plan with the student’s teachers for make-up work.

Withdrawing from school

All students withdrawing from Tuba City Jr. High School must check out through the front office and complete check out forms. Students who withdraw are responsible for returning all books, technology and paying for any lost or damaged items before the school will sign the withdrawal form. This includes textbooks, library books, uniforms, technology items. Please provide the front office with your new address and the name of the new school at the time of withdrawal.

Notes:

Student Discipline Policy (Policy JK/JK-R)

Appropriate behavior is a prerequisite to learning. Each student must conduct themselves properly and in accordance with school rules, regulations, and policies always. Each employee of TCUSD is responsible for helping to enforce proper student conduct.

TCJHS further recognizes that situations may arise that, in the best interest of the students and of the district, will necessitate the removal of a student or students from school campus.

TCJHS believes that close cooperation between parent/guardians and the school is the most effective method of preventing difficult situations from arising. TCJHS recognizes its responsibility in helping to develop home-school cooperation and will:

- Inform parent/guardians of situations that may be developing prior to the need for disciplinary action whenever possible.
- Develop and distribute clearly stated discipline policies, rules, and regulations.

The TCUSD Governing Board is committed to maintain school environments that are stable and contribute to the educational process. Within this context, the Board recognizes the need for fair, consistent, and responsive student discipline procedures designed to maximize administrator, teacher, student and parent understanding and involvement. Students are expected to conduct themselves, always, in a manner that will bring credit to themselves, their parents, and the school. It is important that students know that the school staff is legally responsible for the conduct of students during school hours, while the students are on campus, or at any school function. Students are expected to follow the direction provided by all staff members during these times of responsibility. Students going to and from school and students engaging in conduct outside of school that adversely affects the school communities are also subject to school discipline.

Arizona law requires that school authorities regulate student conduct and discipline students with misconduct. Consistent with students' due process rights, school authorities will discipline students based on the nature of the offense committed and the discipline history of the offender to preserve the good order and education climate of the school.

Disciplinary measures include but are not limited to:

- Conference with the student
- Conference with the parent
- Written warning
- Counseling
- Detention
- Confinement with implementation of mandatory provisions
- Suspension
- Alternative school placement
- Expulsion
- Detention – involves confinement of a student to a designated area of the school for a limited period. Detention could occur before school, after school, at lunch or during the school day.
- Expulsion means the permanent withdrawals of the privilege of attending or visiting a District school or a District school sponsored function (See District Policy JKE)

- Community Service – A teacher/administrator may assign specific tasks around the campus as a logical consequence to a prohibited behavior. Examples, include, but are not limited to, cleaning cafeteria tables, cleaning up sunflower seeds and picking up trash, or cleaning school grounds.

Braves Attire (TCUSD Policy J-2361/JICA-R)

The Tuba City Jr. High School dress code policy seeks to strike a balance between the following groups and issues:

1. Students: Need for independence in decision-making, individuality, and comfort
2. Parents: Desire for clear guidelines, fairness, decency, and appropriateness
3. Educators: need for a safe, orderly school, free from distractions to maximize the learning environment

TCJHS encourages our students to take pride in their attire. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health and welfare of themselves and others. Students will be asked to call home if they are wearing inappropriate attire. Parents will be asked to bring clothes they can change into. Reminder: Administrative discretion will determine appropriateness.

Dress Code Enforcement

School staff shall enforce the dress code consistently using requirement below:

- Students will be removed from learning environment as a result of a dress code violation. Students in violation will be provided three options to be dressed more to code during the school day:
 - Students will be asked to put on their own alternative clothing, if available at school to be dressed to code for the remainder of the day.
 - Students will be provided with temporary school clothing to be dress more to code for the remainder of the day.
 - Parent contact to bring alternative clothing for the student to wear for the remainder of the day.

Shoes:

Shoes must be always worn. No flip-flops, slipper type shoes, or skate shoes.

Pants:

Must be anchored or fitted at the waist and hemmed or tailored.

No rips, tears, excessive bagging, sagging or ill-fitting pants (they must be size appropriate).

Clothing may not be worn with vulgar and/or violent messages or pictures, gang-oriented insignias, or satanic/negative symbols, illegal substances, beer/alcohol, cigarettes, or otherwise inappropriate design.

Hair:

Hair covering eyes or face will need to be reframed due to safety concerns. Student must uncover eyes or face to ensure visibility with academic needs and social activity.

Shorts, Skirts & leggings:

Must be anchored or fitted at the waist and hemmed or tailored.

No shorter than fingertip length from the knees (with arms extended). No short shorts.

No rips, tears, excessive bagging, sagging or ill fitting.

Spandex/leggings are not allowed unless worn underneath shorts/skirts.

Tops, Shirts, & Sweatshirts:

Sleeves must be no longer than the wrists with arms extended.

No tank tops, midriffs, half shirts, fishnet, see-through, strapless, halter tops, spaghetti straps, or other bare, skimpy, and distracting clothing. Sleeveless tops must have at least a two-inch width at the shoulder. Jerseys must be worn with a tee-shirt underneath.

Clothing may not be worn with vulgar and/or violent messages or pictures, gang-oriented insignias, or satanic/negative symbols, illegal substances, beer/alcohol, cigarettes, or otherwise inappropriate design. Gang-affiliated clothing deemed such by local law enforcement officials may not be worn, examples include, but are not limited to, hardware chains, bandanas, headbands, multiple safety pins on clothing slash and specific gang affiliated colored clothing.

Hats:

Hats, beanie and hoods are not to be worn indoors.

Hats and beanies with vulgar and/or violent messages or pictures, gang-oriented insignias, negative symbols, illegal substances, beer/alcohol, cigarettes, or otherwise inappropriate design are not allowed.

Hats, beanies, and hoods are to be taken off when students are inside the building

Backpacks:

Backpacks with vulgar and/or violent messages or pictures, gang-oriented insignias, negative symbols, illegal substances, beer/alcohol, cigarettes, or otherwise inappropriate design are not allowed. Students are not allowed to write or draw inappropriate words or pictures on their bags.

Clear backpacks policy:

Students are permitted to only use clear backpacks. This policy is supported by the TCUSD district board.

For the safety of students and staff, students should keep their backpacks clear of writing, stickers, and any type of decorating.

During sports events students will be expected to use a mesh/clear bag to carry sports clothes and equipment.

Belts:

Must be entirely looped – no part of the belt may hang.

Sunglasses:

May not be worn indoors – they must be stored away.

Accessories:

Tattoos or drawings that are distracting or otherwise inappropriate must be covered or washed off. Due to safety threats, nose rings, body piercing or gauges are not endorsed to ensure the safety of the student and other students.

Student attire should not present health or safety hazards and should not disrupt the learning environment. TCJHS relies upon your good judgment and discretion as to what your child wears to school. However, faculty and administration at TCJHS reserves the right to decide the suitability of all attire and to decide when attire violates the school dress code.

Students in violation of the dress code will be expected to cover up the item or change into appropriate clothing provided by the parent or school personnel. See Minor Offenses for possible additional consequences.

Public Display of Affection

Public display of affection includes, but is not limited to, holding hands, kissing, hugging, inappropriate touching, or other displays of affection. Public displays of affection are not allowed. Parents will be contacted, and possible discipline may be taken.

Aiding & Abetting

Accomplice liability (aiding & Abetting)- a student who, with the intent to promote or facilitate the commission of a violation by another person of District Policy or Regulation: solicits or commands another person to commit a violation, or aids, counsels, agrees to aide or attempts to aide another person in planning or committing a violation, or provides means or opportunity to another person to commit the violation, may be disciplined to the same extent as a student who may be found to have violated District Policy or Regulation.

Students should be advised that additional consequences, relating to participation in extracurricular activities, may be imposed by the principal, his/her designee, or the activity sponsor for the violation of any portion of the above policy. The school administrator may determine placement in an alternative education program.

Students wishing to voluntarily participate in substance abuse course, who have not been apprehended for violation of the substance abuse policy, may do so by contacting a building-level administrator or counselor. Such students will not be subject to disciplinary action for this self-referral.

Orientation to student discipline

At the beginning of each school year, the principal shall ensure that each teacher is given a copy of the jointly developed criteria for the referral of students for administrative disciplinary

action. These criteria shall be reviewed with all the teachers. In addition, the referral procedure shall be outlined and given to each teacher.

Procedures governing referral

If the behavior of a student in class makes his or her presence unacceptable, the student shall be excluded from the class for the remainder of the period via proper transmittal slip to the appropriate administrator. The teacher shall furnish the Dean of Students with the full particular of the incident as promptly his or her teaching obligations will permit; in all case, however, appropriate information shall be furnished to the Dean by the end of the day of which the referral is made. Each referral shall be in writing. This information shall be furnished on a system form, with a copy to be retained by the teacher and a copy to be returned to the teacher and the student’s parent indicating the action taken. The administrator and/or the teacher may request a *conference with the student and/or parent*.

Procedures governing responses to referrals

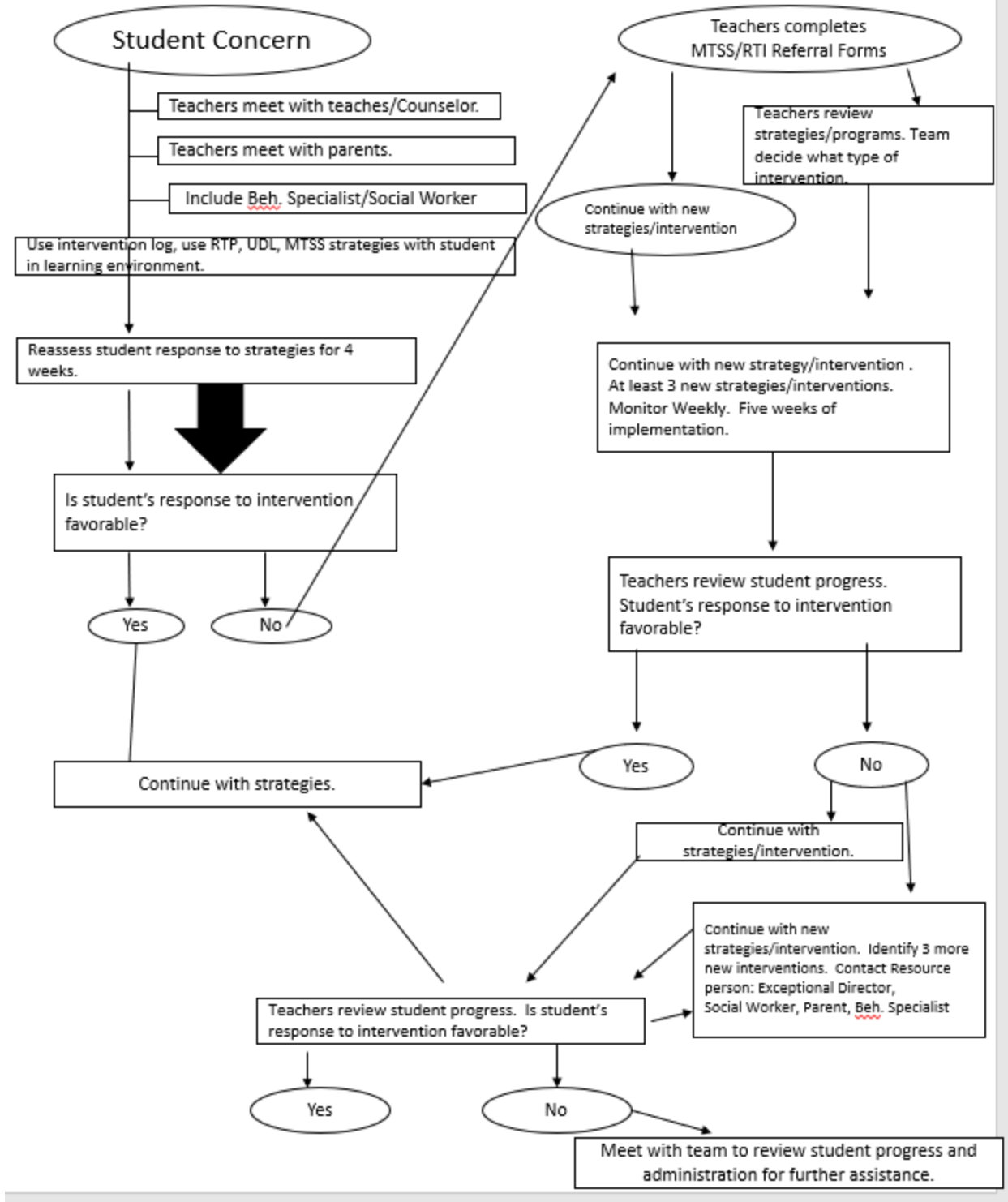
If the teacher has not received a response within three days after the submission of the referral, the teacher shall contact the appropriate administrator concerning the status of referral. If, after another three days following such contact, the teacher has not received a response to his referral and/or inquiry, the teacher may consult the principal.

Procedures governing responses to referrals

- 1st referral- a conference with the teacher, the parent, and the Dean of Students, and Behavior Specialist may be held, first warning given to possible discipline
- 2nd referral- a conference involving the teacher, the parent, the Dean of Students and Behavior Specialist is required, second warning given to possible discipline
- 3rd referral- discipline will be imposed, all parties shall be notified immediately.
- Subject to change based on the severity of behavior, along with teacher and administration recommendation.

Notes: _____

Tuba City Jr. High Student Concern Referral Process



Suspension (Policy JKD)

An approved school administrator may suspend a student who is guilty of misconduct occurring while traveling to, attending, and returning from school, while visiting another school or at a school sanctioned activity, or in any situation in which the district may lawfully exercise its authority to discipline a student, for a specific period of time.

Suspension means the temporary withdrawal of the privilege of attending or visiting a district school or a district school-sponsored function for a specified period of time. There are two types of suspension, a short-term suspension, up to ten days, or a long-term suspension, more than ten days.

Any suspension is subject to due process rights set forth in District Policy JKD.

Student Suspension and Expulsion/Due Process Rights (Policy JKD)

1. Students shall not report to school during the period of suspension, except in the case of in-school suspension, unless coming to the school on official business with prior arrangement from school administration. The student is expected to be under the supervision of a parent during school hours when serving suspension days at home.
2. The student is not allowed to attend any school event at any TCUSD school campus during out of school suspension.
3. All work missed during a suspension is eligible to be made up within the number of days of the suspension.

Student Code of Conduct

Students are expected to obey all rules and regulations adopted by the TCUSD Governing Board and to obey any order given by a member of the faculty or staff relating to school activities (District Policy JK).

Under Arizona Law, students will be held to strict accountability for disorderly conduct on school property and on the way to and from school (A.R.S. 15-341 (A)(13)). Students are expected to follow the directions of TCUSD personnel and agents while on school property, on the way to and from school, while visiting another school or at a school-sanctioned activity, or in any situation in which the district may lawfully exercise its authority to discipline a student. Students committing unreasonable dangerous or illegal acts while outside of normal school hours or functions may be excluded from school under certain circumstances.

Due Process Procedures

Due process procedures are described in Policy JK-E (Please use the link on the cover page to look up regulations contained in this handbook)

Student Discipline conditions of consequences

The categories of misconduct are identified in the Discipline Matrix (p.29). These are recommended disciplinary guidelines for some examples of misconduct. Depending on the circumstances of the offense and history of the offender, actual discipline may be lesser or greater at the administration's discretion on a case-by-case basis. Offenses are cumulative during each academic school year and are entered into TCUSD discipline data base.

Based on the level of the violation, the violation must be reported to the Arizona Department of Education and local law enforcement.

Out of school suspension

It is essential that a parent conference/reinstatement meeting with the Dean of Students and the Behavior Specialist take place before a student returns to classes. A suspended student may not appear on school property or at any school sponsored activity at any TCUSD school.

Disciplinary Action

Parent contact will always be attempted.

Students who create discipline problems or who violate the TCJHS guidelines may be disciplined by school personnel in one of the following ways:

Temporary alternative seating or classroom assignment

Teachers can reassign the seat of any student at any time. Teams of teachers can work out an arrangement to offer temporary placement of a student in another classroom. During that time, students will work independently on schoolwork.

After School or Lunch Detention

A teacher or staff keeping a student after school for discipline reasons will attempt to notify the parent or guardian verbally. If verbal contact is made with the parent or guardian, the student will stay after school. If verbal contact is not made, the student will stay after school the next school day. If the next school day is a Friday or a vacation day, then the student will stay after school on the next school day. Parents are expected to provide transportation home for their student. Detention will usually be held after school or during lunch.

In School Suspension

Students may be assigned to In School Suspension for violation of Braves conduct. Students will be removed from their regular classes and will work on their daily assignments in an isolated area. They receive credit for work completed while they are out of class. Students may not attend any extracurricular activities including team practice or games the days they are in an alternative setting. Students causing disciplinary problems while in an alternative setting will receive an out-of-school suspension.

Restriction from activities

Students who present discipline problems during assemblies or extracurricular school activities may have their privilege to attend such activities suspended for up to the remainder of the school year.

Braves' Pride Time

When a student is struggling with behavior and has RTP forms or referrals student will be asked by the teacher, staff, or administration to attend a time to reflect on their actions and behaviors. This could be during school, after-school or lunch time.

Serious offenses

The offenses listed below are **no tolerance offenses** that will result in **automatic minimum suspension** from the time of the offense until the beginning of the second day after the offense. For example, if the student commits the offense after lunch on Tuesday, the student cannot return to school until Thursday. However, the length of the suspension is at the discretion of the Principal/Acting Principal or the Dean of Students. Parents are encouraged to meet with the Dean of Students and Behavior Interventionist before and after a student have been suspended. A suspended student may not appear on TCUSD school property or at any school sponsored activity at any TCUSD school any day they are suspended.

Weapons or dangerous objects or dangerous behavior - this includes but is not limited to: possession or distribution or use of real or simulated weapons or firearms, simulated firearms, explosives, knives, firecrackers, laser pointers, tasers, lighters, brass knuckles, nun chucks, box cutters, blades, mace, pepper spray and/or possession or distribution of illegal contraband- including vapes.

Any item that is deemed unsafe or hazardous to our students or property will be confiscated by teachers, staff members, TCUSD School Security or the administration.

Drugs, alcohol, tobacco, vapes- in any form of these items and any related paraphernalia such as matches, lighters, pipes, vapes or anything that could be used to consume illegal substances or abuse of prescription drugs including, prescription drugs that are not prescribed for the student and found in possession of them, including in student lockers, bags, on their person or any other place under the control of the student involved.

Gang activity – including wearing, carrying, displaying gang paraphernalia or using hand signs/shakes/whistling or creating graffiti, defacing school property with gang related writing. Local law enforcement defines gangs according to 18 U.S. Code § 521.Criminal street gangs.

Gangs that initiate, advocate or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. A gang is an activity or affiliation of an ongoing, loosely organized association of two or more persons, whether formal or informal, that has a common name, signs, symbols, or colors, and whose members engage, either individually or collectively, in gang activity. The use of hand gestures, whistling, graffiti, pictures, drawings, etc. or the presence of any apparel, jewelry, accessory, or manner of dress or grooming that, by virtue of its color, arrangement, trademark, symbol, or any other attribute that indicates or implies membership or affiliation with such a group is prohibited because of the disruption to educational activities that results from such activities or dress. It is TCJHS's position that such activities and dress also present a clear and present danger to other students and to staff members.

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

Assault- battery, threats of death or serious physical harm, placing hands on another person (student or staff), coercion, extortion, physical attack, fighting, bullying, gang activity, stealing anything, including concealing items belonging to another person.

Ditching- leaving campus without permission

Out of control- repeated defiance or disruptive or disrespectful behavior including repeated failure to follow staff directions such as failing to move to a different seat on more than one occasion and also repeated profanity or obscenity towards another student or staff member

Giving false information to staff or parents is not acceptable.

Falsely reporting a fire or other emergency or pulling the fire alarm when there is no fire or failing to follow emergency procedures or drills without good cause

Bullying/Cyber bullying/Harassment- the persistent or repeated annoying or tormenting of another directly or indirectly (including using electronic devices) to threaten, alarm, harass, to cause another person to suffer significant emotional distress. This includes provoking or antagonizing a fight and hazing. It can be physical, but more often is verbal and includes threatening, teasing, ridicule, name calling, social isolation, spreading rumors, abusive or vulgar language.

Computer tampering- altering, damaging, deleting, or destroying a computer, computer hardware or software or introducing a computer contaminant into any computer or network and includes deleting another student's work, and attempting to visit unauthorized websites.

Trespassing – entering classrooms or offices without permission (depending on the circumstance)

Prohibited items:

- Aerosol sprays of any kind, including but not limited to hairspray, body spray, perfume, cologne, perfume lotion, deodorant, pepper spray, mace
- Candy sprays, silly string, Kool-Aid powder, energy drinks (Red Bull, Monster, etc.), cinnamon sticks, Hot Cheetos, Hot Fries, any type of hot chips
- Shaving cream, whipped cream of the aerosol type, balloons, liquid white out
- Raw eggs and other food items that are not required for a particular class or school activity
- Paint balls, paint guns, permanent markers (Sharpies) or any type of tool that may be used to cause vandalism on campus
- Razors, sharp objects, needles, box cutters, knives
- Lasers, laser pointers, fire crackers, sparklers, poppers, lighters, matches

Any item that is deemed unsafe or hazardous to our students or property will be confiscated by any staff member and will not be returned.

Although a student with an IEP may be suspended on the same basis as a student without an IEP for up to ten days, students who have already been suspended for this number of days in a school year shall not be subjected to an automatic suspension without a manifestation determination meeting.

Minor offenses:

The following are examples of minor offenses:

Not doing your work during class

Excessive talking

Excessive tardiness

Dishonesty, cheating

Excessive tardiness (more than twice in a week or five or more in a quarter)

Repeated violations of classroom or school procedures or policies (not serious offenses)

Public displays of affection

Dress code violations

Profanity or obscenity – including lewd or indecent conduct or exposure or the distribution of related materials

Horseplay

Trespassing

Student conduct responsibilities

A student is always under the school's authority he/she is on school property. This includes the time spent on school buses, field trips, and in any school related activities.

Responsible Thinking Program

The Responsible Thinking Process (RTP) is the school-wide intervention program designed to teach students to think about their behaviors and to refocus student towards positive behaviors and actions. The key component of the RTP process is it focuses on how students can achieve their goals without interfering with the learning environment and the rights of others. When students fail to follow the rules, school personnel will ask a series of pre-determined questions. Through the questioning process, students choose to remain with their class and respect the rights of others or they choose to leave and go to counseling office. In the counseling office, students think through and implement successful ways of handling problems by developing a specific plan. Once the plan is reviewed by the administrator/ counselor/ behavior specialist, the student must negotiate an approved plan with the referring teacher before he or she returns to class; however, if a student chooses to violate the rules while in the counseling department, he or she understands that he or she has chosen to leave school and to be picked up by a parent/guardian.

If a student accumulates an additional three referrals, the student may receive out-of-school suspension or alternative setting.

No Tolerance Policy

No Tolerance is the absence of any leniency or exception in the enforcement of a law, rule, or regulation, especially a law against policies in place; generally addressing drugs, weapons, alcohol, tobacco, bullying, cyberbullying and other forms of harassment, and violence using long term suspension or expulsion. Student will immediately be suspended from school up to ten days and the expulsion process will be initiated.

If a student is found violating any of the policies related to No Tolerance, they may be immediately recommended for long term suspension or expulsion following due process with the identified times based on the discipline policy and the No Tolerance Policy. The student will be immediately recommended for long term suspension and or expulsion from Tuba City Jr. High School. Students who bring drugs with intent to distribute or sale, including alcohol or tobacco, are subject to this policy. Students bullying, cyberbullying, committing violence of any kind against anyone/or bringing anything identified as a weapon will also be subject to the No Tolerance Policy.

Discipline Matrix SY 21-22

Violations	Level 1: Intervention /Discipline Procedures	Consequences
<p>Level I Offenses</p> <p>Incomplete class work/homework Verbal Provocation Other attendance Violation Tardy Unexcused Absences Cheating Dress Code Violation Parking Lot Violation Public Display of Affection Telecommunication Device</p>	<p>(To be administered by Classroom Teacher)</p> <p>*First Occurrence</p> <ol style="list-style-type: none"> 1. Student-Teacher Conference 2. REFOCUS FORM- RTP <p>**Second occurrence (in addition to steps 1 & 2 above)</p> <ol style="list-style-type: none"> 3. Immediate Parent Notification (e-mail, letter, phone) <p>*Parents will need to fill out a Parent Refocus form</p> <p>***Third Occurrence</p> <ol style="list-style-type: none"> 4. Principal/Parent/Student/Teacher Conference <p>*Teacher Documentation (Student/Teacher Conference *Teacher Documentation (Student Refocus form/Parent Notification info/Parent Refocus form/Discipline Log)</p> <p><u>ALL BEHAVIOR VIOLATIONS MUST BE RECORDED IN DISCIPLINE LOG and STUDENT STATEMENTS Attached with Discipline Log!</u></p>	<ul style="list-style-type: none"> • Confiscation of Contraband • Demerit • Student Verbal Apology • Student Written Apology • Warning • Detention • Peer Mediation • Privilege Suspended • Saturday School • Restitution • Reassignment to Different Class (5 min) • Lunch Detention • Community Service • Work Detail
<p>Level II Violations</p> <p>Minor Aggressive Act Recklessness Sales or Sharing of Over-the-Counter Drugs Tobacco-Possession or Use Possession of Drug Paraphernalia-Possession or Use Leaving School Grounds with our Permission Truancy Forgery Lying Plagiarism Other Violation of School Policies and Regulations Contraband Combustible Disruption Gambling Languages, Inappropriate Computer - use of / for unauthorized purpose, etc. Other technology Petty Theft Trespassing Graffiti or Tagging</p>	<p>(To be administered by Classroom Teacher, Counselor, Principal/Dean of Students)</p> <p>*First Occurrence</p> <ol style="list-style-type: none"> 1. Removal from Classroom (escort to office) 2. Local Law Enforcement Contacted in Appropriate Circumstances 3. REFOCUS FORM-RTP 4. Immediate Parent Notification (e-mail, letter, phone) <p>*Parents will need to fill out a Parent Refocus Form</p> <ol style="list-style-type: none"> 5. Student-Teacher/Counselor/Dean of Students/Conference <p>*Teacher Documentation (Student Refocus for/Parent Notification info/Parent Refocus form/Discipline Log)</p> <ol style="list-style-type: none"> 6. Behavior Contract <p>**Second Occurrence (In addition to steps 1-6 above)</p> <p>***Third Occurrence (In addition to step 1-7 above)</p> <ol style="list-style-type: none"> 8. Parent and student must seek services from Mental Health/Behavioral Health and show proof of appointment. 	<p>Any action from prior level may also be imposed.</p> <ul style="list-style-type: none"> • In School Suspension – Short Term • Out of School Suspension-Short Term (1-5 Days)
<p>Level III Violations</p> <p>Other Aggression Disorderly Conduct Endangerment Fighting Over the Counter Drugs-Sale or Share Tobacco Violation-Sale or Share Possession of Drug Paraphernalia-Sale or Share Bullying Harassment, nonsexual Hazing Threat or Intimidation</p>	<p>(To be administered by Classroom Teacher, Counselor, Principal/Dean of Students)</p> <ol style="list-style-type: none"> 1. Removal from Classroom (sent to office) 2. Local Law Enforcement Contacted in Appropriate Circumstances 3. REFOCUS FORMS-RTP 4. Immediate Parent Notification (e-mail, letter, phone) <p>*Parents will need to fill out a Parent Refocus Form</p> <ol style="list-style-type: none"> 5. Student/Teacher/Counselor/Principal/Dean of Student Conference 	<p>Any action from prior level may be imposed.</p> <ul style="list-style-type: none"> • Required in School Suspension Short Term • Field Trip Privileges Suspended

<p>Defiance or Disrespect toward Authority and Non-Compliance Negative Group Affiliation/Illegal Organization Harassment, Sexual Pornography Network Violation Theft-school Property or Non-School Property Vandalism or personal property Vandalism of school property Dangerous Items</p>	<p>*Teacher Documentation (Student Refocus form/Parent Notification info/Parent Refocus form/Discipline Log) 6. Behavior Contract 7. Counseling Intervention (Counselor) 8. Parent and student must seek services from Mental Health/Behavior Health and show proof of appointment</p>	<ul style="list-style-type: none"> • In-School Suspension-Long Term • Out of School Suspension Short Term (1-10days) • Reassignment to alternate classroom
<p>Level IV Assault Inhalants-Possession or Use Unknown Drug-Possession or Use Substance represented as illicit drug-Possession or Use Prescription Drugs-Possession or Use Illicit Drug-Possession or use Alcohol Violation-Possession or Use Arson of a structure or property Firearm Misuse Harassment, Sexual with contact Indecent Exposure or Public Sexual Indecency Burglary or Breaking and Entering Extortion Robbery Other Weapons Simulated Firearm</p>	<p>(To be administered by Classroom Teacher, Counselor, Principal/Dean of Students) 1. Removal from Classroom (sent to office) 2. Local Law Enforcement Contacted in Appropriate Circumstances 3. REFOCUS FORM-RTP 4. Immediate Parent Notification (E-mail, letter, phone) *Parents will need to fill out a Parent Refocus Form 5. Student-Teacher/Counselor/Principal/Dean of Students Conference *Teacher Documentation (Student Refocus form /Parent Notification info/Parent Refocus form/Discipline Log) 6. Behavior Contract 7. Counseling Intervention (Counselor) 8. Parent and student must seek services from Mental Health/Behavior Health and show proof of appointment</p>	<p>Any action from prior level(s) may also be imposed.</p> <ul style="list-style-type: none"> • Required Out of School Suspension- Long Term (11-45 days) • Field Trip Privilege Suspended • Reassignment to alternate Classroom
<p>Level V Offenses Aggravated Assault (Mandatory report to law enforcement) Inhalants-Sales or Share Unknown Drug-Sales or Share Substance represented as of illicit drug-Sale or Share Prescription Drug-Sales or Share (Mandatory report to law enforcement) Illicit drug (Mandatory report to law enforcement) Alcohol Violation (Mandatory report to law enforcement) Arson of an occupied structure (Mandatory report to law enforcement) Homicide (Mandatory report to law enforcement) Kidnapping (Mandatory report to law enforcement) Other School Threat (Expulsion required by law) Bomb Threat (Expulsion required by law) Chemical or biological Threat (Expulsion required by law) Sexual Assault or Rape (Mandatory report to law enforcement) Sexual Abuse or Sexual Conduct with minor, or child molestation (Mandatory report to law enforcement) Armed Robbery (Mandatory report to law enforcement/Expulsion required by law)</p>	<p>(To be administered by Classroom Teacher, Counselor, Principal, Dean of Students) 1. Removal from Classroom (sent to office) 2. Local Law Enforcement Contacted in Appropriate Circumstance 3. REFOCUS FORM-RTP 4. Immediate Parent Notification (E-mail, letter, phone) *Parents will need to fill out a Parent refocus form 5. Student/Teacher/Counselor/Principal/Dean of Students Conference *Teacher Documentation (Student Refocus form/Parent Notification info/Parent Refocus form/Discipline Log) 6. Behavior Contract 7. Counseling Intervention (Counselor) 8. Parent and Students must seek services from Mental Health/Behavioral Health and show proof of appointment</p>	<p>Any action from prior level(s) may also be imposed.</p> <ul style="list-style-type: none"> • Required Out of School Suspension – Long Term (11-180 Days) • Field Trip Privileges Suspended • Reassignment to Alternate Classroom • Expulsion

NOTES:

- All parent conferences will be made in the timeliest manner.
- A student, who solicits, willingly assists, or forces another student to commit a violation of these guidelines will be held accountable for the violation.
- Attempted violations may require Actions. Administrators will determine the appropriate level of Action to take for an attempted violation. The Action will generally be at a level less than that of the actual violation.
- When determining the appropriate level of action to take for a repeat offense, Administrators may treat repeat offenses of the same violation at one level higher than that of the actual violation.
- When determining the appropriate level of action to take. Administrators may consider a student's claim of self-defense, defense of others or defense of property.
- When determining the appropriate action to take. Administrators at the elementary level (Pre-K-6th Grade) may consider all violation, *with the exception of passion of firearms or any incidence of threat to an educational institution*, at one level lower than that of the actual violation.

VIOLATIONS	ACTION LEVELS
The Arizona Department of Education has identified the following violations:	
AGGRESSION:	
Verbal Provocation Use of language or gestures that may incite another person or other people to fight.	1
Minor Aggressive Act Student engages in non-serious but inappropriate physical contact. Examples: Hitting, poking pulling or pushing. Other behaviors that may be considered under this violation are running recklessly in the building, hallways, or corridors, pulling a chair out from underneath another person, or other behaviors that demonstrate low level hostile behaviors.	2
Recklessness Unintentional, careless behavior that may pose a safety or health risk for others.	2
Other Aggression Includes other acts of aggression not specifically listed within these sections including, but not limited to, serious and inappropriate physical contact.	3
Disorderly Conduct A person commits disorderly conduct if, with intent to disturb the peace or quiet of a neighborhood, family, or person, or with knowledge of doing so, such person: 1) Engages in fighting, violent or seriously disruptive behavior. 2) Makes unreasonable noise. 3) Uses abusive or offensive language or gestures to any person present in a manner likely to provoke immediate physical relation by such person. 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. 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. 6) Recklessly handles, displays, or discharge 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) A.R.S. §13-2904	3

The disciplinary matrix serves as a guideline and District administrators retain the discretion to impose any disciplinary consequences as may be appropriate under the circumstances.

<p>Endangerment</p> <p>A person commits endangerment by recklessly endangering another person with a substantial risk of imminent death or physical injury. (A.R.S. § 13-1201)</p>	<p>3</p>
<p>Fighting</p> <p>Mutual participation in an incident involving physical violence, where there is no major injury. Verbal confrontation alone does not constitute fighting.</p>	<p>3</p>
<p>Assault</p> <p>A person commits assault by intentionally, knowingly, or recklessly causing any physical injury to another person; or intentionally placing another person in reasonable apprehension of imminent physical injury; or knowingly touching another person with the intent to injure, insult or provoke such person. A.R.S. § 12-1203)</p>	<p>4</p>
<p>Aggravated Assault</p> <p>A person commits aggravated assault if the person: 1) causes serious physical injury to another; 2) uses a deadly weapon or dangerous instrument; 3) commits the assault by any means of force that causes temporary but substantial disfigurement, temporary but substantial loss or impairment of any body organ or part of a fracture of any body part; 4) commits the assault while the victim is bound or otherwise physically restrained or while the victim's capacity to resist is substantially impaired; 5) commits assault and the person is in violation of an order of protection; 6) commits the assault knowing or having reason to know that the victim is any of the following; law enforcement officer, prosecutor, firefighter, EMT/Paramedic engaged in official duties, teacher or any school employee on school grounds adjacent to the school or in any part of a building or vehicle used for school purposes, 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. (A.R.S. § 13-1204)</p>	<p>5</p> <p>Mandatory report to law enforcement</p>

<p><u>ALCOHOL, TOBACCO, AND OTHER DRUGS VIOLATIONS:</u></p>		
<p>Definitions</p> <p>Drug Violation: The unlawful use, cultivation, manufacture, distribution, sales, purchase, possession, transportation or importation of any controlled drug or narcotic substance or equipment and device use for preparing or taking drugs or narcotics. Includes being under the influence of drugs at school, school-sponsored events and on school –sponsored transportation.</p> <p>Includes over the-counter medications if abused by the student: does not include tobaccos or alcohol.</p> <p>Possession: knowing exercise of dominion or control over an item.</p> <p>Sales: to transfer or exchange an item to another person for anything of value or advantage, present or prospective.</p> <p>Share: to allow another person to use or enjoy something that one possesses; or to participate in use, enjoy, or experience jointly or in turns.</p> <p>Use: the act of using.</p>		
	<p>Possession</p>	<p>2</p>

	Use	2
	Sale	3
	Share	3
Inhalants Inhalants include medications, anesthetics, or other compounds in vapor or aerosol form, taken by inhalation.		
	Possession	4
	Use	4
	Sale	5
	Share	5
Unknown Drugs		
	Possession	4
	Use	4
	Sale	3
	Share	3
Substance represented as of illicit drug Any substance that is not in fact an illicit drug but that is represented as and could be perceived as being an illicit drug.		
	Possession	4
	Use	4
	Sale	5
	Share	5
Prescription Drugs, Inappropriate use of Prescription drugs are medicines obtained with the lawful prescription of a health care professional. Inappropriate use includes any use other than that described by the prescription.		Mandatory report to law enforcement
Illicit Drug Illicit drugs include dangerous drugs, narcotic drugs, marijuana, and peyote as defined by A.R.S.§13-3401, and appearing in any form, including seeds, plants, cultivated product, powder, liquid, pills, tablets, etc.		Mandatory report to Law enforcement
	Possession	4
	Use	4

	Sale	5	
	Share	5	

Alcohol Violation

The violation of laws ordinances prohibiting the manufacture, sales, purchase, transportation, possession or use of intoxicating alcoholic beverage or substances represented as alcohol, the intoxicating agent in fermented and distilled beverages. This includes intoxicated at school, school-sponsored events, and school-sponsored transportation.

	Possession	4	
	Use	4	
	Sale	5	
	Share	5	

Tobacco Violation

The possession, use, distribution, or sale of tobacco products on school grounds, at school sponsored events and on school-sponsored transportation.

	Possession	2	
	Use	2	
	Sale	3	
	Share	3	

Possession of Drug Paraphernalia

Drug paraphernalia means all equipment, product and materials of any kind which are used, intended for use or designed for a use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, process, preparing, testing, analyzing, packaging, prepackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a drug in violation of this chapter (A.R.S. § 133415)

	Possession	2	
	Use	2	
	Sale	3	
	Share	3	

ARSON:

Definitions

Structure: a building or place with sides and a floor used for lodging, business, transportation, recreation, or storage (e.g. a school, a gymnasium, storage shed, etc.).

<p>Occupied structure: any structure in which one or more persons is, or is likely to be present, or is so near as to be in equivalent danger at the outset of the fire or explosion. This includes any dwelling house, whether occupied or not.</p> <p>Property: anything other than a structure that is owned and has value of any kind (e.g. a backpack, school book, clothing, etc.).</p> <p>Damage: as used here, means a tangible or visible impairment to a surface.</p> <p>Reckless Burning: recklessly causing a fire or explosion that, results in damage to an occupied structure, a structure, wild land, or property. A.R.S. § 13-1702.</p>	
<p>Arson of a structure or property</p> <p>A person commits arson of a structure or property by knowingly and unlawfully damaging a structure or property by knowingly causing a fire or explosion. A.R.S. § 13-1703. (Burning one’s own property should not generally be considered arson, with the exception of burning one’s own property with the knowledge that it will ignite another’s property or a structure. Burning one’s own property may, under appropriate circumstances, be considered reckless burning.)</p>	<p>4</p>
<p>Arson of an occupied structure</p> <p>A person commits arson of an occupied structure by knowingly and unlawfully damaging an occupied structure by knowingly causing a fire or explosion. A.R.S. § 13-1704.</p>	<p>5</p> <p>Mandatory report to law enforcement</p>
<p>Note: Administrators may consider acts of arson that are only reckless (as opposed to knowing or intentional), or that damage property with a value of \$100, at Level 3. Please see the definition of Reckless Burning above.</p>	

<p><u>HARASSMENT AND THREAT, INTIMIDATION:</u></p>		
<p>Bullying</p> <p>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).</p>	<p>3</p>	
<p>Harassment, nonsexual</p> <p>A person commits harassment if, with intent to harass or with knowledge that the person is harassing another person, the person:</p> <ol style="list-style-type: none"> 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 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 services agency. 6) Interferes with the delivery of any public or regulated utility to a person. <p>NOTE: Bullying and Sexual harassment are types of Harassment. Indicated harassment if the violation is not specifically Bullying or Sexual harassment, or if the specific type of harassment is not known. A.R.S. § 13-2921.</p>	<p>3</p>	

<p>Hazing</p> <p>“Hazing” means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other person, against another student, and in which both of the following apply:</p> <p>(a) The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution. (“Organization” means an athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with the school and whose membership consists primarily of student enrolled at the school.)</p> <p>(b) The act contributes a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation. A.R.S. § 15-2301</p>	<p>3</p>
<p>Threat or Intimidation</p> <p>When a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property. A.R. S. § 12-1202</p>	<p>3</p>
<p><u>HOMICIDE:</u></p>	
<p>Includes first degree murder, second degree murder, manslaughter, or negligent homicide. Intentionally or recklessly causing the death of another person. A.R.S. § 13, Chapter 11</p>	<p>5</p> <p>Mandatory report to Law enforcement</p>
<p><u>KIDNAPPING:</u></p>	
<p>A person commits kidnapping by knowingly restraining another person with the intent to hold the victim for ransom, as a shield or hostage; or hold the victim for involuntary servitude; or inflict death, physical injury or a sexual offense on the victim, or to otherwise aid in the commission of a felony; or place the victim or a third person in reasonable apprehension of imminent physical injury to the victim or such a third person. A.R.S. § 13-1304</p>	<p>5</p> <p>Mandatory report to Law Enforcement</p>
<p><u>DISHONESTY:</u></p>	
<p>Cheating</p> <p>To deprive of something valuable using deceit or fraud or to influence or lead by deceit, trick, or artifice.</p>	<p>1</p>
<p>Forgery</p> <p>Falsely and fraudulently making or altering a document.</p>	<p>2</p>
<p>Lying</p> <p>To make an untrue statement with intent to deceive or to create a false or misleading impression.</p>	<p>2</p>
<p>Plagiarism</p> <p>To steal and pass off the ideas or words of another as one’s own.</p>	<p>2</p>

<u>OTHER VIOLATIONS OF SCHOOL POLICIES:</u>	
Dress Code Violation Student wears clothing that does not fit within the dress code guideline stated by school or district policy.	1
Parking Lot Violation Example: unsafe driving in the parking lot, parking in unauthorized areas, parking in fire lanes or disabled person space/area, parking in two or more parking spaces with one vehicle, excessive audio, or radio sound, blocking driveway or access, or littering.	1
Public Display of Affection Example: holding hand, kissing, or other display of affection in violation of school policy.	1
Other Violation of School Policies and Regulations Other violations of written school, or district-wide policy or regulation.	2
Contraband Items stated in school policy as prohibited because they may disrupt environment.	2
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, smoke & stink bombs, gasoline, and lighter fluid.	2
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	2
Gambling To play games of chance for money or to bet a sum of money.	2
Language, Inappropriate Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.	2
Defiance or Disrespect Towards Authority and Non-Compliance Students engage in refusal to follow directions, talks back, or delivers socially rude interactions	3
Negative Group Affiliation/Illegal Organization Clubs, fraternities, sororities anti-social organizations, secret societies, criminal street gangs, and other sets of individuals that are not sanctioned by the Governing Board and which are determined to be disruptive to teaching and learning. This includes wearing of symbolic apparel, making gestures, writing on and marking of property, or altering of personal appearance to symbolize membership in an organization with a history of, or determined to be, disruption to teaching and learning.	3

SCHOOL THREAT OR INTERFERENCE:	
<p>Threatening an educational institution (School Threat) means to interfere with or disrupt an educational institution by doing any of the following:</p> <ol style="list-style-type: none"> 1. For the purpose of causing, or in reckless disregard of causing, interference with or disruption of an educational institution, threatening to cause physical injury to any employee of educational institution or any person attending an educational institution. 2. For the purpose of causing, or in reckless disregard, interference with or disruption of an educational institution, threatening to cause damage to any educational institution, the property of any educational institution, the property of any employee of an educational institution or the property of any person attending an educational institution. 3. Going on or remaining on the property of any educational institution for the purpose of interfering with or disrupting the lawful use of the property or in any manner as to deny or interfere with the lawful use of the property by others. 4. Refusing to obey a lawful order to leave the property of an educational institution. <p>NOTE: "interference with or disruption of " includes only those acts that might reasonably lead to the evacuation or closure of a school property or to the postponement, cancellation, or suspension of any class or other school activity (though actual evacuation, closure, postponement, cancellation or suspension is not required).</p>	
<p>Fire Alarm Misuse</p> <p>Intentionally ringing fire alarm when there is no fire.</p>	4
<p>Other School Threat</p> <p>An incident not coded in one of the other School Threat categories but that did involve threatening and educational institution.</p>	5 Expulsion required by law
<p>Bomb Threat</p> <p>Threatening an educational institution by using or threatening to use a bomb, dynamite, explosive, or arson-causing device.</p>	5 Expulsion required by law
<p>Chemical or Biological Threat</p> <p>Threatening an education institution by using or threatening to use dangerous chemical or biological agents.</p>	5 Expulsion required by law
SEXUAL OFFENSES:	
<p>Harassment, Sexual</p> <p>Sexual harassment is unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or to receive benefits, services, or opportunities in the school's program. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.</p>	3
<p>Pornography</p> <p>Pornography is the sexually explicit and obscene depiction of persons, in words or images.</p>	3

Example: viewing nude or sexually-charged images (non-art, non-educational) of people in books, magazine, electronic devices, or on the internet; using an electronic device to send or receive nude images, partially-nude images, or images that are sexual in nature (“i.e. sexting”), or drawing nude images, partially-nude images, or images that are sexual in nature that have no redeeming educational value.	
Harassment, Sexual with contact Sexual harassment that includes unwanted physical contact.	4
Indecent Exposure or Public Sexual Indecency A violation of A.R.S. § 13-1402 Indecent exposure or § 13-1403. Public sexual indecency. Example: public urination, streaking	4
Sexual Assault or Rape A violation of A.R.S. § 13-1406. Sexual Assault.	5 Mandatory report to law enforcement
Sexual Abuse or Sexual Conduct with minor, or Child Molestation A Violation of A.R.S. §13-1404. Sexual Abuse/ A.R.S. §13-1405. Sexual conduct with a minor or A.R.S. §13-1410. Molestation of child	5 Mandatory report to law enforcement
TECHNOLOGY, IMPROPER USE OF:	
Telecommunication Device Example: use of telecommunication devices (cell phones, pagers, etc.) for unauthorized purpose	1
Computer Example: use of school computer for unauthorized purpose, copyright or trademark infringement, knowingly uploading or downloading destructive or malicious program or software, loading personal software or disks onto school computers without permission of an administrator, vandalism of computers or computer equipment.	2
Other Technology Example: Nintendo DS, iPods, MP3 players, etc.	2
Network Violation Example: use of computer network for unauthorized purpose, knowingly uploading or downloading destructive or malicious programs or software, sharing passwords, attempting to read, delete, copy or modify the email of other users, accessing secure area other than for educational purposes, transmitting materials information or software in violation of any district policy or regulation, local, state or federal law or regulation, or tampering with or misuse of the computer networking system or taking any other action inconsistent with this regulation will be viewed as a network violation.	3
THEFT:	

<p>Petty Theft</p> <p>Thefts under \$100.</p>	<p>2</p>
<p>Theft-School Property or Non-School Property</p> <p>A person commits theft id, without lawful authority, the person knowingly:</p> <ol style="list-style-type: none"> 1) Controls, property of another with the intent to deprive the other person of such property; or 2) Converts for an unauthorized term or use services or property of other entrusted to the defendant or placed in the defendant’s possession for a limited, authorized term or use; or 3) Obtains services or property of another by means of any material misrepresentation with intent to deprive the other person of such property or services; or 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 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 another’s services to the person’s own or another’s benefit without authority to do so. A.R.S § 13-1802 	<p>3</p>
<p>Burglary or Breaking and Entering</p> <p>Entering or remaining unlawfully in or on a residential structure or yard or a nonresidential structure or in a fenced commercial with the intent to commit any theft or any felony therein. AR.S. § 13-1506 -§ 13-1507.</p>	<p>4</p>
<p>Extortion</p> <p>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:</p> <ol style="list-style-type: none"> 1) Cause physical injury to anyone by means of a deadly weapon or dangerous instrument. 2) Cause physical injury to anyone except as provided a 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 or withhold action 8) Cause anyone to part with property. A.R.S. § 13-1804 	<p>4</p>
<p>Robbery</p> <p>A person commits robbery if in the course of taking any property of another from his person or immediate presence and against his will such person threatens or used force against any person with intent either to coerce surrender of property or to prevent resistance to such person taking or retaining property. A.R.S. §13-1902.</p>	<p>4</p>
<p>Armed Robbery</p> <p>A person commits armed robbery if, in the course of committing robbery (see above) such person or an accomplice, 1) is armed with a deadly weapon or a simulated deadly weapon; or 2) Use or threatens to use a deadly weapon or dangerous instrument or a simulated deadly weapon. A.R.S. § 13-1904.</p>	<p>5</p> <p>Mandatory report to law enforcement</p>
<p>Burglary (First Degree)</p> <p>A person commits burglary in the first degree if, such person or an accomplice enters or remains unlawfully in or on a residential structure or yard or a nonresidential structure or in a fenced commercial with the intent to commit</p>	<p>5</p>

any theft or any felony therein (A.R.S. § 13-1506 - § 13- 1507) and knowingly possess explosives, a deadly weapon or a dangerous instrument in the course of committing any theft or any felony. A.R. S. §13-1508.	Mandatory report to law enforcement
TRANSPASSING:	
To enter or remain on a 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 person who enter or remain on a campus or school board facility after being directed to leave by the chief administrator or designee of the facility, campus or function.	2
VANDALISM OR CRIMINAL DAMAGE:	
Administrators may consider acts of vandalism that result in damages exceeding \$5,000 in value at a Level 4. Please see the definition of Criminal Damages below. Criminal Damages: willful destruction or defacement of school property, commercial property located on school property, or personal property of another person, to substantially impair its function or value in an amount of five thousand dollars or more. Example: Substantial destruction of copy machine, school vehicles, student vehicles, or certain technology, science, or computer equipment.	2
Graffiti or tagging Writing on walls, drawings, or words that are scratched, painted, or sprayed on walls or other surfaces in public places.	2
Vandalism of Person Property Willful destruction or defacement of personal property.	3
Vandalism of School Property Willful destruction or defacement of school property. Example: Destroying school computer records, carving initials or words in desktop, spray painting on walls, or damaging vehicles.	3
WEAPONS AND DANGEROUS ITEMS:	
Dangerous Items Knife with a blade length of less than 2.5 inches. Air Soft Gun, BB Gun, Laser Pointer, Letter Opener, Mace/Pepper Spray, Paintball Fun, Pellet Gun, Razor Blade/Box Cutter, Simulated Knife, TASER or Stun Gun, Tear Gas, Other Dangerous Items (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) NOTE: Report to law enforcement if 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	3
Other Weapons	4

<p>Bill Clubs, Brass Knuckles, Knife with blade length of at least 2.5 inches, Nunchakus</p> <p>NOTE: Reports to law enforcement if under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury</p>	<p>Possible mandatory report to law enforcement</p>
<p>Simulated Firearm</p> <p>Any simulated firearm made of plastic, wood, metal, or any other material which is replica, facsimile, or toy version of a firearm of nay object such as a stick or finger concealed under clothing is being portrayed as firearm.</p>	<p>4</p>
<p>Firearms</p> <p>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. A.R.S. § 13-31-1</p> <p>Other Firearms – As defined for the Fun-Free Schools Act (GFSA) – includes the frame or receiver of any weapon described above; Any explosive, incendiary, or poison gas: Bomb; Grenade; Rocket having a propellant charge of more than four ounces; Missile having an explosive or incendiary charge of more than one=quarter ounce. Mine or similar device. 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. 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. 18 U.S.C. 921</p> <p>(This definition does not apply to items such as toy guns, colorful plastic water guns, cap guns, bb guns, and pellet guns)</p>	<p>5</p> <p>Expulsion required by law</p> <p>Mandatory report to law enforcement</p>

Notes:

Law Enforcement:

The district may notify appropriate law enforcement of violations of the law. School Resource Officers (SROs are assigned to TCUSD) are sworn law enforcement officers who provide security and crime preventions services to the schools. They work closely with administrators to create a safe environment for both students and staff. SROs can make arrests, respond to calls for service, and document incidents that occur within their jurisdiction. School Resource Officers also have additional duties that include mentoring and conducting presentations on youth-related issues.

Assemblies

Assemblies are a regularly scheduled part of the curriculum and are designed to be educational as well as entertaining experiences. They provide an opportunity to learn appropriate behavior in these circumstances. Regardless of the type of program, students are expected to be respectful and courtesy. Talking, whispering, yelling, stomping feet, whistling, and booing are discourteous and are not permitted.

Guest speakers and program presenters have always been quick to point out how polite TCJHS students are at assemblies. Let's keep our reputation. A student who fails to follow these guidelines may have his/her privilege to attend assemblies suspended.

Group Pictures

Students are to use proper picture etiquette when taking a group photo for school purposes. Any inappropriate symbols or gestures will not be tolerated. Consequences will follow according to discipline policy.

Student Picture Taking

The administration may permit the taking of school day pictures of students.

Awards

Students may earn the following awards at our quarterly awards assemblies

- Honor Roll
- Perfect Attendance
- Citizenship

Teachers may present additional awards. The dates for these assemblies will be announced prior to the date they will take place.

Cafeteria Behavior

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced breakfast and lunch is offered to all students regardless of income. Due to safety procedures students will be assigned to tables by their class and grade. All students are expected to get a tray of food.

Cafeteria Expectations

- Remain seated until dismissed
- Keep tables and floors clean, pick up after yourself
- No throwing food
- Consume all drinks and food inside. Purchased snacks will not be allowed outside the cafeteria.

Possible Consequences for Non-Compliance:

- Clean the cafeteria tables
- Be moved to an alternative seat
- Serve lunch detention
- Eat lunch in the principal’s office, Counselor’s area or another location

Food policy

Students may take food outside of the lunchroom only if they are going to a lunch detention or to be in a classroom for tutoring or make-up work and have a pass to attend a meeting. Snacks that are purchased from Food Service must be consumed in the cafeteria or placed in the student’s bag for later consumption. If a student is eating these snacks in the classroom, they will not be allowed to purchase snacks for the remainder of the school year.

Notes:

Technology (Policy IJNB, IJND-R)

All personal electronic devices, including but not limited to: cell phone, iPod, iPad, tablet, air pods, headphones, and speakers are not to be used during class or during school hours unless authorized by the teacher. Approval for students' use of such devices will be at the discretion of the classroom teacher. The following rules also apply:

- Students are required to turn electronic devices over to school personnel when requested.
- If a personal electronic device is used when prohibited, the device may be confiscated. The item may be obtained by the parent or guardian.
- Use of cameras or camera features on an electronic device for use constituting an invasion of any person's reasonable expectation of privacy is strictly prohibited.
- Students violating this policy may be subject to disciplinary action up to and including suspension or expulsion from school.

Please note: Students bring personal electronic devices to school at their own risk. Administration will not conduct investigations for electronic devices if items are reported lost or stolen. **The school is not responsible for any of these devices if they are stolen or lost.**

Any student who brings a cell phone or electronic device to school must keep it turned off and in his/her backpack or in any other place where the device is not visible during school hours. Staff may confiscate a phone that are not kept in the student's backpack or if the phone is out.

Electronic devices: using or accessing an electronic device without permission is subject to the following consequences:

1st offense: student will be asked to put the phone away

2nd offense: student may pick it up at the end of the day from the staff member who confiscated it, documented in TCJHS's discipline data base

3rd offense: parent or guardian may pick it up at the end of the day from the staff member who confiscated it and the student is required to attend Pride Time, documented in TCJHS's discipline data base

4th offense: parent or guardian may pick it up at the end of the day from the staff member who confiscated it and device will no longer be allowed in school, documented in TCJHS's discipline data base

Front Office Phone

Students are allowed and encourage to use the office telephone or classroom telephone only with permission or a pass from a staff member. Please keep telephone calls short. No student will be called from class to receive a telephone call.

Social Media

The wide variety of social networking tools, presently available provides students easy access to share important news and events with each other. Social media sites such as Twitter, Facebook, Internet Forums, weblogs, social blogs, micro blogging, Wikis, podcasts, photographs, video rating, social bookmarking and others have many benefits in our world; however, they may also be disruptive when inappropriate posting or usage occurs. Using these communication tools in inappropriate manners can have negative consequences, especially if unkind words or threats are used with intent to hurt others.

TCJHS recognizes and supports students' and staffs' rights to freedom of speech, expression and association, including the use of social networks. In this context, each student and staff member must remember that participating in TCJHS activities is a privilege, not a right. Any online postings or usage must be consistent with federal and state laws, as well as team, school and district policies.

Prohibited content includes, but is not limed to the following:

- Sexually, explicit, profane, indecent, illegal, or defamatory language/images or actions
- Derogatory language, regarding school personnel or other students
- Comments designed to harass or bully students and /or school personnel
- Nude, Sexually oriented or indecent photos, images or altered pictures

Any use in school or out of school of computer software, computer networks, telecommunication devices, information technology, and related technologies, which disrupts or interferes with the educational process in any manner is prohibited and may result in removal from the school and a recommendation for expulsion. Students are prohibited from posting pictures and/or videos to social media, group photos to Facebook, SnapChat, etc.

Personal Property

The school shall not assume responsibility for the theft of, for the loss of, or damage to, personal property stored, installed, used or brought to the school premises.

Student Interrogations, Searches & Arrests

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

When child abuse is alleged:

If a child protective services worker or peace officer enters the campus requesting to interview an attending student, the personnel of the district will cooperate with the investigating child protective services worker or peace officer. If a student is taken into temporary custody, in accordance with A.R.S. 8-821, school personnel may respond to inquiries about the temporary custody of the child.

If a peace officer enters the campus requesting to interview an attending student on an issue other than up request of the school or for abuse, the parent will be contacted and will be asked if they wish the student to be interviewed, unless directed not to by the peace officer. If the parent consents, the parent will be requested to be present or to authorize the interview in their absence. Where an attempt was made and the parent cannot be reached, the peace officer will be requested to contact the parent and make arrangements to question the student at another time and place.

When a peace officer is present on the campus to interview students at the request of school authorities, parents will be contacted if the student is to be taken into custody or if the student is subject to discipline for a serious offense.

Searches

School officials have the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety, welfare of the student exists. Disrobing of a student is overly intrusive for purpose of most student searches and is improper without express concurrence from school District counsel.

Items provided by the district, such as lockers, desks, technology are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have no reasonable expectation of privacy and aforementioned may be inspected at any time with or without reason, or with or without notice, by school personnel.

Personal searches may be conducted by a District/school official when there is reasonable suspicion that a particular student is in possession of contraband, materials or items which present an immediate danger of physical harm or illness. The searches will be conducted out of the presence of other students and in a private room. Searches of the student shall generally be limited to:

- Searches of the pockets, shoes, socks, jackets, belts, etc.
- Any object in the student's possession, such as a purse, backpack or phone, iPad.

School District officials are authorized to conduct a search when on school grounds, in a vehicle owned, leased or otherwise used by the district or school, or at a school activity when there is reasonable suspicion that the search will result in the discovery:

- “Contraband” includes all substance or materials prohibited by District/school policy or state law including, but not limited to drugs, drug paraphernalia, alcoholic beverages, and or,
- Any material or item which presents an imminent danger of physical harm or illness, and/or
- Any materials otherwise not properly in the possession of the student involved.
- Knowing committing a violation of District rules and procedures. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and procedures shall be sufficient that the violation was done knowingly.
- Engaging in any conduct constituting a breach of any federal, state, or city law or duty adopted policy of the Board.
- Carrying or possessing a weapon on school grounds.

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

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

Local law enforcement shall be notified by Superintendent regarding any suspected crime against a person or property that a serious offense as defined in A.R.S. 13-604(V)(4), involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury to employees, students, or others on school property.

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

TCUSD Administrators, TCUSD Security, and/or staff have the right to search students and seize property including cell phones, iPads or other similar electronic device(s) not excluding backpacks, book bags, duffel bags, purses, handbags, wallets, and fanny packs including vehicles when district administrators, security, and/or staff have a reasonable suspicion that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school.

Any search may include drug sniffing dogs (Canine Unit) and will be reasonable in scope and not excessively intrusive on the student, considering the age, sex of the student, and nature

of the infraction. The No Tolerance Policy will be enforced! Drug sniffing dogs (Canine Unit) will only search inanimate objects and not the students. TCJHS Administration and TCUSD Security will be present during canine searches.

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

Fire, Lock-Down and Active Shooter Drills

Fire and lock-down drills are held regularly. Active Shooter (ALICE) drills may be implemented during the school year. Parent permission slips will be sent home in regards to the ALICE Active Shooter training for students. Parent information sessions will be also be held. All of the ALICE trainings for students and staff are conducted by ALICE Certified trainers which is comprised of TCUSD Security and School Resource Officers.

Students will be instructed by staff as to which exit, they will use when vacating the building they are in and where to go when they are outside. Students should adhere to the following rules when the alarm sounds to leave the building:

- Always stay with their class and teacher
- Stay quiet and listen for announcements
- Do not run, but move quickly and quietly to a designated area until instructed to return to the classroom
- Follow all staff instructions during lockdowns and all drills
- Students are not to be on their cell phones at any time during a drill

Any student who falsely reports a fire or other emergency or pulls the fire alarm, along with endangering others without following protocol, will be reported to the authorities, and may be suspended or expelled.

Notes:

Bus Transportation

Bus transportation is provided for students. Only through the cooperation of those riding the buses can the district provide the best school transportation and keep equipment in good condition.

Bus Regulations and Conduct (Policy EEAEC, EEAE-EA)

The school district will not tolerate misbehavior on the buses. Students, while on the school bus, will be directly responsible to the bus driver. Disorderly conduct is sufficient reason for the driver to report the facts to the Dean of Students. The Dean has the authority to suspend students from the bus until the student's parent or guardian brings the student to school for a conference and satisfactory assurance is given by the parent or guardian that the student will improve his or her behavior. If the student continues to cause problems, the driver will notify the principal or Dean of Students, who may suspend the student's bus privilege for a designated period.

Remember:

- Riding the school bus is a privilege that may be revoked at any time.
- Misbehavior on a bus can jeopardize the safety of everyone on board.
- A bus driver may prevent any person from riding the bus who is unable to identify as a student. This can be done by showing the current school ID and at any other time at the driver's discretion, the driver may ask to see a school ID.
- Bus drivers are responsible for control and discipline while the bus is in operation.
- Conduct reports submitted by the bus driver may result in student discipline, up to and including suspension or expulsion.

After-School Activity Bus (Late Bus)

After-school and late activity bus transportation is provided for students who have attended tutoring and extracurricular activities-clubs, student council and athletics, Monday through Thursday on full school days only. Students must have a bus pass signed by their teacher, sponsor, or coach to ride the late activity bus. The late bus is available only to students who remained after school with permission from their parents and who are involved in school-sponsored activities.

Health and Wellness

- No outside food is permitted at school, unless approved by a teacher for a class or school activity. Any food visible by any staff member will be confiscated by that staff member. No outside beverages, e.g. coffee, energy drinks, are permitted at school
- Parents are discouraged from bringing lunch for students.

Energy Drinks

Energy drinks such as **Rock Star, Red Bull, Reload, Monster** (but not limited to these) are not permitted at school. Energy drinks will be confiscated by the TCJHS staff. Parents will be notified if students violate this rule.

Parties

Parties must have preapproval by the principal. Parties must be supervised by a certified staff member. TCJHS promotes and encourages healthy food items.

Health Office

We have a school nurse. If a student is injured or becomes ill at school, they should report it to a teacher. While in class, a student should request to see the nurse if needed. The nurse will call the parent when necessary. Students requiring medicine at school, including Tylenol or antibiotic ointment, must have a parent's written permission on file. All prescription medication must be brought to the school nurse in the original prescription bottle by the parent or guardian. The medication will be kept and administered to the student by designated staff. This includes any over the counter medicine such as throat lozenges (cough drops), cough syrup, etc. All students requesting an excuse from P.E. must bring a signed note to the nurse from his/her parent or guardian. The nurse will then write an EXCUSE FROM PE pass for the student.

Your child must be current in all immunizations. The state requirements include: 1 Tdap dose for students 11 years and older, 1 dose Meningococcal, five doses of DTP (diphtheria, pertussis, tetanus), four doses of OPV/IPV (polio), two MMR (measles, mumps, and rubella), 3 doses Hepatitis B and 1 dose Varicella if given before age 13, if given after age 13 2 doses are required. If a student does not have all immunization current, then a student will not be allowed to be in school. A letter to parent/guardian will be sent to notify that the student is not current with all required immunizations. The student cannot return to school until their immunization is up to date.

The nurse will contact you if your child's immunization is not current, as we are required to have current immunization records on file for all enrolled students unless appropriate paperwork has been submitted showing that a student is eligible for exemption from the immunization requirement.

Parents, please be aware of your child's health before sending them to school. Your child must be fever free for 24 hours before sending them to school. A sick child cannot learn and runs the risk of infecting others. Please keep your child at home on these occasions.

If a parent or emergency contact cannot be reached in the event of an emergency, 911 will be called.

Information for Parents and Students:

Here are some helpful hints for assisting and/or supporting your child with homework. You can email teachers for periodic updates on assignments.

- Check the student agenda daily for assigned homework from each class.
- Designate and set aside a certain block of time for homework every evening.
- Homework assigned to your child is typically from the day's lesson and your child should be able to complete it by him or herself. Provide support by checking in from time to time and give praise for good work.
- Check your child's homework for completion.
- Please encourage your child to use his/her time in class wisely; this will greatly diminish the amount of homework he/she has each evening.
- You can check your child's progress on Parent Portal to see their grades and attendance. Usernames and passwords will be issued by the data clerk.
- Visit our school website
- Look at the section of the student agenda where your child writes assignments and important dates.
- Be on the lookout for flyers/notes that come home with your student.
- On at least a weekly basis look in your student's backpack for work that has not been done and help them clean out unnecessary papers and other items.

Extra Help

Students may always seek extra help from teachers if they do not understand an assignment, if the work is too difficult, or if they have been absent and have missed assignments and class work. Remediation opportunities will be made available. Tutoring is usually held on Tuesdays and Thursdays. However, check with your student's teachers for their scheduled tutoring sessions.

Homework

Please check with your student's teachers about their homework policies. The deadline for submitting assignments is usually the Wednesday prior to when teachers' grades are due each grading period.

School Supplies

Your student's teachers will send home a list of required supplies at the beginning of the quarter. **No PERMANENT MARKERS (Sharpies) or liquid white out are allowed at school.** If they are visible, they will be confiscated and will not be returned.

Lost and Found

Students should bring items they find to the front office. After an extended period of time, unclaimed items will be disposed of as there is a limited amount of storage space. Always check the lost and found in the front office if items have been misplaced or lost.

Hall passes

- Any student who leaves a classroom during class time must have permission by a teacher and have their student handbook signed by a staff member. Passes must include the student's name, date, time and the destination.
- Students are prohibited from taking any side trips.
- Except for emergencies, all students should have a pass from his /her teacher before reporting to the nurse.
- Only one student at a time may be released from class except in an emergency.
- No passes will be issued the first ten minutes of class and the last five minutes of class.

Lockers

Lockers may be available for 8th graders. A \$5 fee will be charged if a student damages or loses their lock. **This fee should be paid by money order or cashier's check to the front office who will give your child a receipt. Make these fees payable to TCUSD. Cash and personal checks cannot be accepted. Personal locks are not allowed and will be removed (cut if necessary) without compensation being paid to the student using a personal lock.**

Student lockers and locks belong to the school and are loaned to students for their use during the school year. Only the student issued the lock may occupy the locker assigned to them. Since lockers are school property, school officials may search them at any time. Students should not share locker combinations or store things in their locker that do not belong to them. The student may be held responsible for anything stored in their locker that is illegal or that belongs to someone else. Lockers may be searched by the Canine Unit.

Lockers may be searched by the TCJHS Administrators/TCUSD Security/NN PD- to include the NN Canine Unit

Textbooks

Students are responsible for maintaining all textbooks issued to them. Students should not write in books or intentionally damage them. Teachers will check the condition of the books when they are returned. Students will be charged for damage beyond the normal wear and for loss of books. Students will not receive replacements until payment is made. **Payment must be made in the form of a money order at the front office.**

Media Center

The TCJHS Library Media Center is open every day from 9:00 am – 4:00 pm for reading, researching, studying, and learning. Students may visit the library at any time with a pass from the classroom teacher. Up to three books may be checked out of the library for a two-week period, and may be renewed upon request. Consideration and thoughtfulness towards others should be a priority in the library since the entire school shares this space and resources.

Please show mutual respect for others in the library by:

- Speaking in a low voice so that you do not disturb those trying to concentrate.
- Taking proper care of library books so that others may use them.
- Returning library books on time so that others have access to them.
- Always signing in so that teachers and the media center specialist know where you are and who has visited the library.
- Ask questions! The library staff is happy to help you locate information, teach you how to use a computer resource, recommend a book to read, or help you think through a research project.
- No eating or drinking while in the library
- Cell phone usage is not allowed while in the library

Visitor Sign In/Name Tags

TCJHS welcomes all visitors, however, for the safety of everyone we must know when visitors are on our campus. All visitors must report directly to the front office and sign in. TCJHS will be utilizing the Raptor System. Initially parents/guardians will need to show a state ID. The parent/guardian state ID will be scanned into the Raptor System. Visitors will be issued a name tag which they must wear at all times while on campus. Visitors should sign out at the front office before they leave.

Students from other schools are not allowed on campus during school hours unless they are on campus for an approved activity.

Want to know how your child is doing in school?

- Access your student's grades and attendance using the [Power School Parent Portal. Please contact the data clerk for a user name and password.](#)
- Attend our quarterly awards assemblies
- Talk to your child daily about how things are going at school. Ask them specific questions that will get them to talk.
- Call or email your student's teachers. Our teachers strive to return calls and email by the following day
- Attend parent teacher conferences

- Report cards are mailed out at the end of each quarter
- Progress reports are mailed out every three weeks
- Request for a progress report any time from teachers, counselors, or the front office

Bicycles

Students may ride their bikes to and from school. As with other personal items brought to school, we will not be responsible for anything that happens to bikes that are brought to school.

Student may lose bike privileges if the following rules are not observed:

1. Student must provide a lock/chain for each bike, to be locked in the bike rack.
2. Bike riding on the school grounds is not allowed.
3. All traffic and safety laws must be observed while traveling to and from school.

Grade Checks

Student grades and attendance records are available through Parent Portal on TCUSD website.

Sports (see TCJHS Student Athlete Handbook for more information)

There will not be an athletic fee this year. The offering of a particular sport is dependent on being able to hire a coach/coaches.

Sports Seasons

- Fall: football, cross country and volleyball
- Winter: basketball and wrestling
- Spring: baseball, softball, and track

Eligibility

In order to be declared eligible for participation in team sports, students must meet the following criteria:

- Current physical form must be on file in the TCJHS Nurse's Office before participating in any sport including practices. Physicals are good for one year from the time they are completed.
- Have a C grade point average at the time you tryout
- Maintain a C grade point average, no Ds or Fs in any class.
- Have no more than two discipline referrals during the season the student is participating in any sport.

A students' eligibility to continue to participate, using the criteria listed above, is determined every three weeks during the season through athletic grade checks. Students who are declared ineligible are not to participate in games and remain ineligible for an entire week until eligibility is checked again the following week. They are, however, permitted and expected to participate in practices.

Other important information

- Students who are suspended from school may not participate or attend a game or practice during their suspension.
- Students who are absent from school the day prior to a game may not participate in practice or play in a game.
- Students who are declared ineligible two times during a given season are dismissed from the team.
- Students who are required to attend Braves' Pride Hour on the day of a game or practice must complete their hour before returning to practice.
- Students who receive a discipline referral on a game day will not be allowed to participate in the game.
- The principal will not interfere with decisions coaches make in regards to playing time.

Students are reminded that school rules apply to all extra-curricular activities. Good sportsmanship must be always shown. Athletes who present disciplinary problems may be removed from the team/activity at the discretion of the coach/sponsor or school administrator. Students who engage in horseplay could be removed from the team at the discretion of the coach. Safety is of utmost importance in all activities.

Students' drop off and afternoon pick-up times

Students are to be dropped off and picked up in front of the gym- in the designated student pick up/drop off area. The bus lane in front of the building is for buses only.

Drop-off time should not be earlier than 7:15 a.m. Scheduled supervision does not begin until this time. Students being picked up after school must wait for their ride at the designated student pick up area. School officials will supervise students until all buses are gone. There is no adult supervision after 5:00 pm unless the student is in an organized after-school activity. Regarding after-school activities, supervision will be provided up until one-half hour after the conclusion of the event. The school will not be responsible for pick-ups after that. Due to the safety of the student, CPS and/or local law enforcement may be contacted. Student may also be dropped from the team or activity.

Please do not park in the bus lane at any time. All vehicles need to be parked in the parking lot if parents and visitors need to come into the building.

Student Valuables

Students are responsible for their own personal property. If it is necessary to bring money, do not keep money in your backpack. The school will not be responsible for the loss of such items.

Closed Campus

Tuba City Junior High School opens at 7:30 a.m. Once students arrive on campus, **they cannot leave the campus** unless they are signed out by a parent, guardian or a person designated in the checkout section of the student registration form. **When you take a child off campus you will be asked to show picture ID.** It is the responsibility of the parent/guardian who registered their child to inform the office of any changes to the information on the student registration form, particularly who is authorized to check their child out and to maintain current contact phone numbers. A student leaving campus without permission may be considered truant and disciplinary action may be taken.

Visitors (Policy K)

All visitors must check in at the front office. Anyone who does not comply with the guest pass will be cited for trespassing at the discretion of the administration. **Student visitors are not allowed on campus without written permission of the principal.**

Change in student routine

Please call the office by 1:00 pm if your child has a change in routine, for example: should ride a different bus, will be picked up, or should walk. This helps with managing the information and ensuring that the student gets the information.

Inclement weather

In case of inclement weather, please check our school’s web site at tcusd.org for information or call our front office at 283-1040 for updates on how this may affect the school day.

Volunteers

Any person who wishes to volunteer at TCJHS must be fingerprinted and a background check completed by the Department of Public Safety. Volunteers must be approved by the TCUSD school board. All volunteers must sign in and out at the front office. All volunteers must have a current fingerprint clearance card if they volunteer for more than five consecutive days.

Custody

In cases where custody/visitation affects the school, the school shall follow the most recent court order on file with the school. It is the responsibility of the custodial parent, or parents having joint custody, to provide the school with the most recent court order.

Notes:

STUDENT ACTIVITIES

Clubs

TCJHS offers clubs as part of our extracurricular program. All clubs must be approved by the TCJHS Student Council and must have a sponsor approved by the principal.

Dances

All dances must be approved by the Student Council. All music and DJs must be approved by the principal. **Dances are limited to Tuba City Junior High School students only.** Parents are responsible for student transportation to and from the dance. Students may be required to present their school ID card at school dances. Parents should pick up their child immediately after the end of a dance. **We ask that students not walk home after dances.** When students enter the dance, a refund will not be given. If a student does not attend school or gets checked out on the day of a dance, the student will not be allowed into the dance.

Student Council

Student Council provides opportunities for students to develop leadership, responsibility, and pride in themselves and their school. Student Council is supervised by certified staff as determined by the principal. Students will have the opportunity to campaign for the office of President, Vice President, Secretary and Treasurer of the TCJHS Student Council. These officers preside over the Student Council. Students in grade 6 – 8 also elect a representative from their grade level. All student council members must meet academic and citizenship standards. These standards are explained to the students and their parents before they run for office. The School Administration and Student Council Sponsor reserve the right to remove students from office if these standards are not maintained.

Physical Education

P.E. is offered to 6th, 7th and 8th grade students. In case of illness or disability, a note from the parent will be accepted to excuse the student from activities. A doctor's written notification will be necessary to release any student from P.E. activities for more than one day. The doctor's excuse should include length or release time from class, type of activity the student is restricted from, and any other pertinent information.

Students are required to dress out with proper exercise attire. All clothes and personal items should be locked in the gym locker before students leave the locker room. Anything of value should be secured in the teacher’s office before class begins. The student, not the school, is responsible for his/her personal belongings.

Proper Physical Education Attire:

- Shoes-running shoes/ proper well-fitting athletic style shoes
 - Well-fitted athletic shoes will help prevent any injuries and promote safety for the student
- Shorts/activity related shorts
- Sweatpants
- No sweaters/jackets during physical education activities if the sweater/jacket is restricting students movement.

Going to and from school

Student safety is our highest priority. The school is not responsible for the actions of students going to and from school. However, we do have the authority to investigate and administer consequences to students who infringe upon the safety of other students going to and from school, just as we would during normal school hours or school events. Furthermore, we will exercise this authority if there are situations that we feel are in the best interest of maintaining student safety and the safety of the school.

Leaving school grounds

Tuba City Jr. High staff is responsible for student safety and well-being while here at school. For that reason, students will not be permitted to leave school grounds after having arrived in the morning unless they are signed out at the front office by a parent or guardian. Students who walk home are expected to leave campus at the end of the school day. They are not allowed to wait on campus for other students. Once students leave campus at the end of the school day, they are expected to go straight home or wherever their destination may be. Students leaving school grounds without permission or failing to attend classes are deemed to be “ditching” and consequences will be applied as appropriate.

Notes:

National Junior Honor Society

Article IV: Membership

Section 1. Membership is an honor bestowed upon a student. Selection for membership is by a Faculty Council and is based on outstanding scholarship, character, leadership, service, and citizenship.

Section 2. Candidates become members when inducted at a special annual ceremony.

Section 3. A National Junior Society member who transfers from another school and brings a letter from the former Principal or Chapter Advisor to the Tuba City Junior High School Chapter Advisor shall be accepted automatically as a member in the Tuba City Junior High Chapter. Transfer members must meet the Chapter’s standards within one semester in order to retain membership.

Section 4. Members who resign or are dismissed are never again eligible for membership or its benefits.

Article V: Selection of Members

Section 1. Candidates must be in the second semester of sixth grade or in seventh grade. Candidates must have been in attendance at the school the equivalent of one semester.

Section 2. Candidates must have a cumulative grade point average of at least a 3.5 and have not had more than one official office referral recorded for the year that they are being considered as a candidate. For current seventh grade students, a cumulative grade point average from sixth grade and the first semester of seventh grade is required. Candidate shall then be evaluated on the basis of service, leadership, character, and citizenship.

Candidates will fill out a Student Activity Form and Service Information Form in order to be considered for membership.

Section 3. Prior to selection, the following shall occur:

- a. Student's academic records shall be reviewed to determine scholastic eligibility.
- b. The application timeline will be published in the school newsletter/web site. Applications will be available in school offices.
- c. Advisors will evaluate candidates determined to be scholastically eligible using the official evaluation form in order to determine eligibility for membership.

Section 4. The selection procedure shall be determined by the advisors and shall be consistent with the rules and regulations of the National Junior Honor Society.

Section 5. An active member of the National Junior Honor Society who transfers to this school will be automatically accepted for membership in this Chapter. The advisors shall grant to the transferring member one semester to attain the membership requirement and, thereafter, this member must maintain those requirements for this chapter in order to retain his or her membership.

Promotion/Retention

According to state law, each teacher shall make the decision for promotion or retention of students. All recommendations for promotion/retention will be documented by the teacher. Parents will be informed of possible retention by the end of the first grading period and a parent meeting will be held. Parents are encouraged to attend this important meeting and to be involved in this process. Parents will be notified of the final recommendation for retention by April of the academic year. If a parent or legal guardian chooses not to accept a promotion/retention decision of the teacher, the parent or legal guardian may request in writing that the governing board review the teacher's decision in accordance with A.R.S 15-341(15), 15-342-(11). The governing board's decision is final.

Procedures for Retention of Students

The following information on retention is according to Arizona School Board Association Policy:

At the end of the first grading period, each teacher in a common school should send to the principal a list of the students who are experiencing difficulty in their classes. At the earliest parent conference this must be shared with the parents and recorded in the student's cumulative folder. The teacher and the parent will discuss ways to assist the student in attaining expected achievement levels.

At the end of the second and subsequent grading periods, students- including new students- who achieve below expected grade level standards will be reviewed by the principal and staff members to consider retention. Parent conferences will be held to inform parents of the concern and to involve them in this process.

No decision for retention shall be made without parent involvement and student counseling. Late entries should receive special consideration.

The final recommendation to retain should be made by the teacher. Consultation with the principal and other staff members, and involvement of parents in all steps of the retention process are vital. (IKE-RA REGULATION)

Procedure for Appeal of Retention Decisions in Middle School

1. The teachers send a notice by mail and with the student to the parent by April notifying the parent that the student will likely be retained.
2. Within fifteen days of the notice being sent out, the parent informs the school principal in writing that a review and reconsideration are desired and provides reasons for initiating the process.
3. Within five days of receiving a parent’s written notification, the principal directs the teacher(s) and counselor to meet with the parent and the student to discuss the student’s status as to the student’s test scores and class work.
4. Any decision that results from the conference is given to the parent in writing within three days after the conference. If the decision results in the student being retained, the principal provides the written decision to the superintendent.
5. A parent may appeal the teachers’ decision concerning retention by sending a letter to the superintendent within ten days from the date of the decision for review and consideration by the School Board.
6. The superintendent sends a written response to the parent of behalf of the School Board stating the Board’s final decision.

Notes:

- B ...Learned the Standards Exceeding Expectations..... 80–89%
 - C ...Learned the Standards..... 70–79%
 - D ...Ready Soon to Meet the Standards..... 60–69%
 - F ...Ready Later to Meet the Standards..... Below 60%
- I (Incomplete)—Incomplete work due to absence must be completed and the grade recorded within two weeks of the end of the interim grading period or final. If the student has not completed the work within that time, the student’s grade is recorded as an F.
- Permanent records include final grades and attendance for the year.

Benchmark Assessments: Benchmark assessments measure the academic standards taught in math, reading and science. Scores reflect whether students learned the standards, will be ready soon to meet the standards or will be ready to meet the standards later in each area. When you receive benchmark testing results, you will see that your child scored in one of the three ways for each objective that was taught. Attendance during benchmark assessments is important and is critical to student achievement.

DMS: Each day student will do in Daily Math Skills. Students in each class do a 2-minute practice of skills they are working on; beginning with skill #1 for the grade, then take two-minute probes. The goal of DMS is for students to develop strong accuracy and fluency in math skills necessary at their grade level. **It is very important that students arrive to school on time daily so that they are able to benefit from DMS.**

Formative Assessments: When a math, science, social studies, reading, native language or language arts teacher finishes teaching a learning objective in the classroom, he or she will give the students a short five question test based on the standard that was taught to check for mastery of the concept. Scoring will be as follows: 4/5 or 5/5 correct – MEETS the Standard, 3/5 correct – APPROACHES the Standard, 2/5, 1/5, or 0/5 correct – FALLS FAR BELOW the Standard.

Students scoring 4/5 or 5/5 correct will be considered to have met or mastered the concept. Those students who score 0-3 points will need extra help with the concept. At this point, the teacher may place the students who need extra help in a re-teach class for a week or more to re-teach the concept again. The student will then take a formative test again at the end of the learning to measure success at that time. The teacher will then use the higher test score for a final score. We believe doing smaller assessments along the way, and re-teaching prior to

benchmark tests will help students be more prepared to build on past learning and be more successful on the AzMerit and 8th Grade AIMS Science assessments.

Competency Requirements (established by Arizona Department of Education)

In order to be promoted to the 9th grade, students will have “demonstrated competency as defined by the State Board-adopted Essential Skills, at the grade levels specified, in the following required subject areas” (RT-2-301, Minimum Course of Study and Competency Goals):

Middle School Years:

- Language Arts (ELA)
- Literature (1 semester)
- Mathematics
- Science
- Social Studies
- Music (1 semester)- TBD
- Visual Arts (Art) (1 semester) - TBD
- Health/Physical Education (1-semester each)
- Native American Language (2-semesters)

Progression With-in Middle School

A middle school student must pass the following full year courses:

Sixth Grade - Language Arts, Math, Social Studies and Science

Seventh Grade - Language Arts, Math, Social Studies, and Science

Eighth Grade- Language Arts, Math, Social Studies, and Science

Conditional Promotion (for 6th and 7th graders): If a student has not passed any one of the courses listed above, the student may be conditionally promoted to the next grade. The student, however, must show competency by successfully completing summer school.

The school will notify the parents/guardians of the student’s progress toward achieving the standards for promotion throughout the school year. If a student is exhibiting unsatisfactory progress toward meeting the standards by the end of the first grading period, the school will send home a letter requesting for a parent meeting. Under exceptional circumstances, students in middle school may advance to the next grade level through a planned transitional program determined by a committee that includes the student, parent/guardian, the student’s teachers, and/or the counselor or principal and will be based on the individual needs of the student.

Special student populations who already use established and documented accommodations will continue to use them to demonstrate competency. Limited-English Proficient (ELL) students must demonstrate yearly progress in the speaking, listening, reading, and writing domains of the AZELLA for ELLs, which is the state-mandated annual English language proficiency assessment.

The student must demonstrate satisfactory progress in meeting assessment benchmarks through a school designed intervention and assessments. Students who do not meet the criteria above may be considered for a transitional promotion from eighth to ninth grade. The teaching staff, parents/guardians and the principal/designee of both the middle and the high school must be involved in preparing the transitional program.

Citizenship Rubric

Student’s behavior will be assessed using the Tuba City School District ACT statement. Criteria for each behavior are listed below. Criteria include but are limited to the following.

- Respectful –
Demonstrates appropriate social skills such as speaker courtesy, polite speech and courtesy to staff and peers
- Trustworthy –
Demonstrates honest behavior by not cheating, lying or stealing
- Caring –
Demonstrates kindness towards staff and peers by being helpful and supportive, working cooperatively and encouraging others. Students demonstrate positive interactions by avoiding bullying behaviors such as gossiping, spreading rumors, name calling and physical aggression.
- Responsibility –
Demonstrates responsible behavior by following school and classroom rules and by accepting consequences for his or her own actions. Students are responsible for their own learning by following through with assigned work, completing make-up work, and asking for help and clarification.

All students will begin within the “Meets” category at the start of each quarter. Movement up or down within the Citizenship Rubric is based upon student’s behavior throughout the quarter.

- Exceeds-
Exhibits outstanding, exemplary behavior, citizenship behaviors are easily and frequently observed.
- Meets –
Consistently exhibits citizenship behaviors.
- *Approaches –
Inconsistently exhibits citizenships; needs to focus on improving in one or more areas.
- * Falls Far Below –
Rarely exhibits citizenship behaviors; needs to focus on improving in one or more areas.

Discipline Referral Form

Tuba City Jr. High School



Name: _____ Grade: _____ Date: _____ Time: _____ Period: _____

Teacher/Staff: _____

Briefly summarize incident: (when and where occurred)

Parent/Guardian notified or contacted: Yes No
YES or No

Policy violated:

Student Acknowledgement:

I understand the behavior that I am being referred for and I have been given the opportunity to tell what happened.

Student Signature: _____

Action Taken:

Parents are recommended to be with the student at a reinstatement meeting upon completion of Out of school suspension (OSS).

Parent Signature: _____ Administrator: _____

Arizona Revised Statutes References (A.R.S.)

Legal References:

A.R.S. §15-507 (includes profanity) and physical abuse (assault) of a staff member is not permitted.

A.R.S. §13-29014. Disorderly conduct; classification

A.R.S. §13-1203. Assault

A.R.S. §13-1204. Aggravated assault

A.R.S. §13-3415. Drug

A.R.S. §13-1201. Endangerment; classification

A.R.S. §15-841. Expel

A.R.S. §15-2301. Hazing

A.R.S. §15-843. Suspension

A.R.S. §13-3622. Tobacco violation

A.R.S. §15-842. Vandalism

A.R.S. §13-1704. Arson of an occupied structure

A.R.S. §13-2921. Harassment; classification; definition

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

A.R.S. §13-3102. Weapons

Governing Board Policies:

JICG – Student Concerns, Complaints and Grievances

JICI – Weapons in School

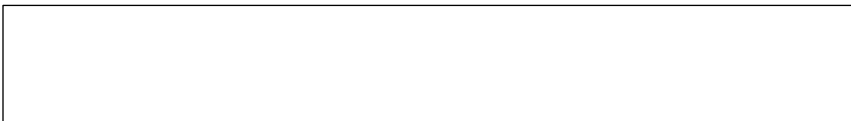
JICG – Tobacco Use by Students

JICH-R – Drug and Alcohol Use by Students

IKE-RA REGULATION- Promotion and Retention of Students

JICK-EB – Student Violence/Harassment/Intimidation/Bullying

JICFA-EB – Hazing



In the
Tuba City Junior High School
We:

Are Respectful

and Trustworthy

Care About

Each Other

Take Responsibility

DISCIPLINE FLOWCHART

Observe Problem Behavior



Implement General Classroom Discipline Strategies/Contact Parent/RTP Questions

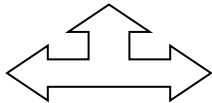


Is Behavior Major?

No	Yes
<ul style="list-style-type: none"> RTP/RTC Parent Contact and Advisory 	<ul style="list-style-type: none"> RTP/Teacher to write Office Discipline Referral Parent Contact and Advisory
<ul style="list-style-type: none"> Implement Interventions – Action plan/Letter of apology/Community Service project 	<ul style="list-style-type: none"> Teacher to call for immediate response or call office when sending a Major Referral

Does the student have 3 RTPs in a 9-week period?

No



Yes

File in Student File

On 3rd RTP, write office Discipline Referral, and attach Previous RTPs/Action Plan/Interventions

Administrator to determine office consequence (ISS/OSS)



Follow through steps: Copy Documentation to Parent/Teacher Review Data at Meeting/

JICK-EB ©

EXHIBIT

**STUDENT BULLYING / HARASSMENT /
INTIMIDATION**

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

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

Bullying: Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

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

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

- A. verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading

either directly through another person or group or through cyberbullying,

B. exposure to social exclusion or ostracism,

C. physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and

D. damage to or theft of personal property.

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

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

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

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

Disciplinary action may result for bullying, harassment, or intimidation which occurs outside of the school and the school day when such acts result in a substantial physical, mental, or emotional negative effect on the victim, while on school grounds, school property, school buses, at

school bus stops, or at school-sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

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

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

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

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

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

HAZING

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

Definitions

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

- 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.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

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

Directions

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

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

- Customary athletic events, contests or competitions that are sponsored by an educational institution.

- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.

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

Reporting/Complaint Procedure

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

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

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

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen

(15) days during which the school offices are open for business when school is not in session. Extension of the time line may only be by necessity as determined by the Superintendent.

- The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.

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