

# Student and Family Handbook



*“Stronger Together”*

# Student and Family Handbook

2024-2025

*Transforming our resilient WARRIORS into positive & successful life-long learners*

To help students, parents, and community members report threats, bullying or other criminal actions, the Tuba City Unified School District asks you to contact District Security at 928-679-0148. All members of our community - including students - are urged to play an active role in school safety by reporting all threats, bullying situations, violent acts, or other similar behavior for investigation by school and law enforcement officials.

Tuba City Unified School District does not discriminate on the basis of race, color, national origin, religion, sex, age, or disability in its programs. The lack of English language skills shall not be a barrier to admission or participation in the District's programs and activities. This notice is provided as required by Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; and the Americans with Disabilities Act of 1990.



# Parent Acknowledgement and Disclosure Form

School:      **TCES**      **THES**      **DLES**      **TCJHS**      **TCHS**      **NAA**

Parent/Guardian Name: \_\_\_\_\_

Student's Name/Grade/School: (List all that attend)

_____	_____
_____	_____
_____	_____

By signing below, I certify that I have received the following district parental acknowledgement forms:

- Student-Parent Handbook/Discipline Procedure 2024-2025

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

- EIS Electronic Services User Agreement
  - Your signature below acknowledges and verifies that you have received, and take responsibility to review with your child, the section entitled Electronic Information Systems User Agreement.
- Hearing and Vision Screening Information

Children in these groups will be tested UNLESS parents opt out below:

  - All students enrolled in Preschool, Kindergarten, 1st, 3rd, 5th, 7th, and 9th grades
  - All student who are newly enrolled to Tuba City Unified School District
  - All students with special education services as required by A.R.S. Title 15, Chapter 7, Article 4 and A.A.C. R7-2-401

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

For Office Use Only	
Recorded by: _____	Date: _____

## **Student & Parent Handbook/Discipline Procedures Acknowledgements and Verification**

By signing the acknowledgement page you are acknowledging and verifying that you have received, and take the responsibility to review with your child, the information referenced below which can be found in this handbook, including, without limitation, the Annual Notification regarding confidentiality of student education records (FERPA) and the District's policy on the designation of directory information, participation in student surveys, school bus privileges, due process and dress code. Administrators may determine site specific practices that support campus goals and school climate.

### **Discipline Procedures – Discipline Expectations and Consequences**

As a parent in Tuba City Unified School District, you have the right to a quality education for your children. To make sure that every student enjoys that right, the District has established procedures regarding disruptive behavior. The procedures for student responsibilities are designed to create an orderly environment that is safe for all students and staff. The rules are reasonable and fair, and they are the same at each school. We ask that you carefully read the infractions and consequences. Tuba City Unified School District has severe consequences for drugs, weapons or threatening behavior. Any such act may result in a recommendation for long term suspension or expulsion. Some infractions may result in a referral to a local law enforcement agency, in addition to school consequences, such as suspension or expulsion.

### **Notification of Hearing and Vision Screening**

Hearing and Vision are vital to your student's academic success in school. Hearing and vision screenings are required by the following state law and administrative regulations: A.R.S. § 36-899.01, A.R.S. § 36-899.10, A.R.S. Title 15, Chapter 7, Article 4, A.A.C. R7-2-401, and A.A.C. R9-13- 104. The District administers hearing and vision screenings to the following groups of students each school year:

- Selected students who are currently and newly enrolled to Tuba City Unified School District
- All students with special education services and through child identification and referral as required by A.R.S. Title 15, Chapter 7, Article 4, and A.A.C. R7-2-401

Students may be excluded from hearing screenings if they meet any of the criteria described in A.A.C. R9-13-102(B). Students will be excluded from hearing or vision screenings required by A.R.S. § 36-899.01 or A.R.S. § 36-899.10 if the parent completes and submits a written statement (Policy JLDAC).

If your student has documentation of medical vision and/or hearing testing within the last 12 months, we request that you provide a copy of the results to your school's health office.

## **Electronic Information Services User Agreement Acknowledgements and Verification**

By signing the acknowledgement page, you are acknowledging and verifying that you have received, and take the responsibility to review with your child, the information referenced below which can be found in this handbook, including, without limitation, the policy/procedures for due process, email and internet use expectations, electronic devices expectations, cheating/plagiarism and disciplinary consequences for such, and electronic information systems user agreement.

## **Electronic Information Systems Expectations and Consequences**

As a parent in Tuba City Unified School District, you have the right to a quality education for your children, including access to technology and innovative instructional practices. To make sure that every student enjoys that right, the District has established procedures regarding use of electronic devices. The procedures for student use of electronic devices are designed to create a rich learning environment that is safe and productive for all students and staff. The expectations are reasonable and fair, and they are as consistent as possible at each school. We ask that you carefully read the expectations, guidelines and consequences. Tuba City Unified School District has severe consequences for misuse of electronic devices and electronic information systems. Any violations may result in suspension, long-term suspension, expulsion, and/or referral to a local law enforcement agency.

## **Student & Parent Software Agreement**

The student agrees to abide by the terms and conditions of all software and end user license agreements that are in place or that may be required for each piece of software issued and used for the student's specific use in the classroom or at home. This includes, but is not limited to, products provided by Adobe, Microsoft, Google, Apple Inc., and others not listed here that may have been or shall be provided at any future period by TCUSD and its schools. Under this agreement, students will abide by the license agreement associated with such software.

*Please Note: The District is NOT responsible for the loss, damage and/or theft of any of these types of technology.*

## **Electronic Information Services (EIS) User Agreement**

Internet access and email are available to students and teachers in Tuba City Unified School District. TCUSD believes the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence in schools by facilitating resource sharing, innovation, communication and educating minors about digital citizenship including appropriate online behavior, interacting with other individuals on social networking websites and in chat rooms, cyber bullying awareness, and response.

While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages; but ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

To that end, Tuba City Unified School District Governing Board has adopted the following policy:

### **Acceptable Use - Each user must (IJNDB-R):**

- Use the EIS to support personal educational objectives consistent with the educational goals and objectives of the School District.
- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Abide by all copyright and trademark laws and regulations.
- Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school employed persons.
- Not use the network in any way that would disrupt the use of the network by others.
- Not use the EIS for commercial purposes.
- Follow the District's code of conduct.
- Not attempt to harm, modify, add, or destroy software or hardware nor interfere with system security.
- Understand that inappropriate use may result in cancellation of permission to use the EIS and appropriate disciplinary action up to and including expulsion for students.
- In addition, acceptable use for district employees is extended to include requirements to:
  - Maintain supervision of students using the EIS.
  - Agree to directly log on and supervise the account activity when allowing others to use District accounts.
  - Take responsibility for assigned personal and District accounts, including password protection.
  - Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and District accounts and files by unauthorized persons.

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 TCUSD, another organization or person.
- Refusing to cooperate with the 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 TCUSD or another organization's products or services.
- Passing off personal views as representing those of TCUSD.
- 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.

### **Resource Limitations:**

- Activities that are deemed by the Information Technology department to cause unreasonable demand on network capacity or disruption of system operation are prohibited.
- Users shall subscribe only to high quality discussion groups or mailing lists that are relevant to their education or professional development.
- Users shall not use the District's EIS for commercial purposes or financial gain. This includes the creation, development and offering of goods or services for sale, and the unauthorized purchase of goods or services. District approved purchases will be made following District approved procedures.
- The District's portable information systems and educational technology resources such as notebook computers, peripherals, and/or companion devices, will be at the school sites during school hours.

## **Personal Responsibility:**

- I will report any misuse of the EIS to the administration or Information Technology department.
- I understand that many services and products are available for a fee and acknowledge my personal responsibility for any expenses incurred without District authorization.
- I understand that when I am logged on to District computers or electronic devices, that I am ultimately responsible for any activity that occurs on the computer or electronic device under my log-in.

## **Network Etiquette:**

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

- I will be polite and use appropriate language. I will not send, or encourage others to send, abusive messages.
- I will respect privacy. I will not reveal any home addresses, or personal phone numbers, or personally identifiable information.
- I will avoid disruptions. I will not use the EIS in any way that would disrupt the use of the systems by others.
- *Observe the following considerations:*
  - Be brief.
  - Strive to use correct spelling and make messages easy to understand.
  - Use short and descriptive titles for articles.
  - Post only to known groups or persons.

## **Services:**

Tuba City Unified School District specifically denies any responsibility for the accuracy of information. While Tuba City Unified School District will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the EIS is used and bears the risk of reliance on the information obtained.

## TCUSD Schools Listing

<p>Tuba City Elementary School (K-5)            321 Maple Street            PO Box 67            Tuba City, AZ 86045            Principal            Office: (928) 283-1030            Attendance Line: (928) 283-1085</p>	<p>Tuba City Jr. High School (6-8)            1 East Fir Street            PO Box 67            Tuba City, AZ 86045            Constance Benally, Principal            Office: (928) 283-1040            Attendance Line: (928) 283-1105</p>
<p>Dzil Libei Elementary School (K-5)            Mile Post 463 North Flagstaff Highway 89            PO Box 67            Cameron, Az            Jerilyn Tsinigine, Principal            Office: (928) 283-1080            Attendance Line: (928) 283-1080</p>	<p>Nizhoni Accelerated Academy            67 Spruce Drive            PO Box 67            Tuba City, AZ 86045            Director            Office: (928) 283-1072            Attendance: (928) 283-1070</p>
<p>Tsinaabaas Habitiin Elementary School (K-4)            N. Hwy 89, Mile Post 499            PO Box 67            Gap, Az            Jerilyn Tsinigine, Principal            Office: (928) 283-1090            Attendance Line: (928) 283-1090</p>	<p>Tuba High School (9-12)            1 Warrior Drive            PO Box 67            Tuba City, AZ 86045            Principal            Office: (928) 283-1050            Attendance Line: (928) 283-1039</p>

## Guide to Solving Problems and Getting Answers Fast

The Tuba City Unified School District has established procedures to effectively and efficiently respond to questions and suggestions from parents and community members. This guide is meant to serve as a resource for parents and community members to identify the district staff that would have the most information to provide answers to questions and concerns. If you have any questions or concerns related to the school district or your child's progress, please do not hesitate to call. The Tuba City School District is here to meet the needs of all students, staff, parents and community members.

### Phone Numbers

Athletics.....	928-283-1028
Director of Business Operations.	928-283-1099
Exceptional Student Services.....	928-283-1162
Federal Projects Director.....	928-283-1159
Food Services .....	928-283-1122
Human Relations .....	928-283-1009
I.T.....	928-283-1102

Maintenance.....	928-283-1146
Student Activities.....	928-283-1010
Security.....	928-283-1190
Superintendent.....	928-283-1027
Assistant Superintendent.....	928-283-1024
Transportation.....	928-283-1130
Transportation Dispatcher.....	928-283-1135
Warehouse Department.....	928-283-1152

## Guide to Solving Problems

<p><b>K-8, Middle Schools and High Schools</b>  Step 1– Classroom teacher; if not resolved...  Step 2– School Administrator; if not resolved...  Step 3– Director of Student Services; if not resolved...  Step 4– Assistant Superintendent; if not resolved...  Step 5– Superintendent</p>	<p><b>Gifted Education</b>  Step 1– Classroom Teacher; if not resolved...  Step 2– School Administrator; if not resolved...  Step 3– District Gifted Coordinator; if not resolved...  Step 4– Assistant Superintendent; if not resolved...  Step 5– Superintendent</p>
<p><b>Curriculum Questions</b>  (State standards, material being taught, textbooks and materials)  Step 1– Classroom teacher; if not resolved...  Step 2– School Administrator; If not resolved...  Step 3– Assistant Superintendent; if not resolved...  Step 4– Superintendent</p>	<p><b>Section 504</b>  Step 1– General Education Classroom Teacher; if not resolved...  Step 2– Grade Level Team; if not resolved...  Step 3– School Administrator/Site 504 Coordinator*; if not resolved...  Step 4– Assistant Superintendent; if not resolved...  Step 5– Superintendent</p> <p>*Site 504 Coordinator – Building Designee</p>
<p><b>Medical Questions and Concerns</b>  Step 1– School Nurse; if not resolved...  Step 2– School Administrator; If not resolved...  Step 3– Director of Exceptional Student Services; if not resolved...  Step 4– Assistant Superintendent; if not resolved...  Step 5– Superintendent</p>	<p><b>Athletics</b>  Step 1– Coach; if not resolved...  Step 2– Athletic Director; if not resolved...  Step 3– School Administrator; if not resolved...  Step 4– Assistant Superintendent; if not resolved...  Step 5– Superintendent</p>
<p><b>Transportation (Bus Stops, Route Problems, Behavior, etc.)</b>  Step 1– Transportation customer service; if not resolved...  Step 2– Transportation Secretary; if not resolved...  Step 3– Director of Transportation; if not resolved ...  Step 4– Director of Business Operations; if not resolved...  Step 5– Assistant Superintendent; if not resolved...  Step 6– Superintendent</p>	<p><b>After School Activities (Clubs, etc.)</b>  Step 1– Activity Sponsor; if not resolved...  Step 2– School Administrator; If not resolved...  Step 3– Assistant Superintendent; if not resolved...  Step 4– Superintendent</p>
<p><b>Student Behavior</b>  Step 1– Classroom Teacher; if not resolved ...  Step 2– Dean/Behavior Specialist/Counselor; if not resolved ...  Step 3– School Administrator; if not resolved...  Step 4– Assistant Superintendent; if not resolved...  Step 5– Superintendent</p>	<p><b>Budget and Finance Questions</b>  Step 1– Director of Business Operations; if not resolved...  Step 2– Assistant Superintendent; if not resolved...  Step 3– Superintendent</p>
<p><b>Special Education</b>  Step 1– Special Education/General Education Teacher; if</p>	<p><b>Facility Usage</b>  Step 1– School Administrator; if not resolved...</p>

not resolved... Step 2– Special Education Lead Teacher or School Psychologist; if not resolved... Step 3– School Administrator; if not resolved... Step 4– Director of Exceptional Student Services; if not resolved... Step 5– Assistant Superintendent; if not resolved... Step 6– Superintendent	Step 2– Assistant Superintendent; if not resolved... Step 3– Superintendent
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**Annual Notification**

The Tuba City Unified School District No. 15 does not discriminate on the basis of race, color, national origin, religion, sex, age or disability in its programs and activities. The lack of English language skills shall not be a barrier to admission or participation in the District’s programs and activities. This compliance includes the Career and Technical Education department of the Tuba City Unified School District and its programs which include: Welding, Carpentry, Auto, Drafting/Graphic Design, Business, Culinary, Career Exploration, etc. The Tuba City Unified School District No.15 does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; and the Americans with Disabilities Act of 1990. Please forward inquiries and requests for additional information regarding these laws to the designated compliance officer:

Compliance Title VI, Title IX Mr. Adelbert Goldtooth • Manager, Human Resources Tuba City Unified School District PO Box 67 Tuba City, Az (928) 283-1009

Compliance Title II Ms. Delma Glasgow • Director, Federal Projects Tuba City Unified School District PO Box 67 Tuba City, Az (928) 283-1159

Compliance Section 504 School Site • Tuba City Unified School District PO Box 67 Tuba City, Az

- Tuba City Elementary School (928) 283-1020
- Tsinaabaas Habitiin Elementary School (928) 283-1080
- Dzil Libei Elementary School (928) 283-1090
- Tuba City Junior High School (928) 283-1040
- Tuba City High School (928) 283-1050
- Nizhoni Accelerated Academy (928) 283-1070

## Family Educational Rights and Privacy Act (FERPA)

Annual Notification to Parents Regarding  
Confidentiality of Student Education Records  
[34 C.F.R. 300.561 And 300.572]

Dear Parent:

The Family Educational Rights and Privacy Act (FERPA), affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. The Governing Board has established written policies regarding the collection, storage, retrieval, release, use, and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents’ and students’ rights to privacy. These policies and procedures are in compliance with:

- The Family Education Rights and Privacy Act; Title 20, United States Code, Sections 1232g and 1232h; and the Federal Regulations (34 C.F.R., Part 99) issued pursuant to such act;
- Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT ACT);
- Every Student Succeeds Act (ESSA);
- The Individuals with Disabilities in Education Act; 20 U.S.C. Chapter 33; and the Federal Regulations (34 C.F.R. Part 300); and
- Arizona Revised Statutes, Title 15, sections 141 and 142.

Student education records are collected and maintained to help in the instruction, guidance, and educational progress of the student, to provide information to parents and staff members, to provide a basis for the evaluation and improvement of school programs, and for legitimate educational research. The students’ records maintained by the District may include, but are not limited to, identifying data, report cards and transcripts of academic work completed, standardized achievement test scores, attendance data, reports of psychological testing, health data, teacher and counselor observations, and verified reports of serious or recurrent behavior patterns.

These records are maintained by the District under the supervision of the school administrator at the school the student attends or last attended and are available only to the teachers and staff members working with the student. Upon request, the school may disclose education records without consent to officials of another school district in which a student seeks or intends to enroll. Otherwise, records are not released to most agencies, persons or organizations without prior written consent of the parent [34 C.F.R. 99.7].

Parents/guardians shall be informed when personally identifiable information (PII) collected, maintained, or used is no longer needed to provide educational services to their child. The information must be maintained for four years after the date their child was last enrolled in this school district, except for those documents that are required to be permanently maintained.

Parents/guardians have the right to inspect and review any and all records related to their child within 45 days of the day of receiving a request for access, including a listing of persons or organizations who have reviewed or have received copies of the information [34 C.F.R. 99.7]. Parents/guardians who wish to review their child's records should contact the principal for an appointment or submit to the principal a written request that identifies the records they wish to inspect. School personnel will make arrangements for access and notify the parent/guardian of the time and place where the records may be inspected. School personnel will be available to explain the contents of the records to the parent/guardian. Copies of student education records will be made available to the parent/guardian when it is not practicable for them to inspect and review the records at the school. Charges for copies of the records may be applied.

Parents/Guardians have the right to request that an amendment be made to the student's education records and to add comments of their own if they believe information in the record file is inaccurate or misleading [34 C.F.R. 99.7(a)(1)]. Parents/guardians should write the principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record, as requested by parent/guardian, the school will notify them of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to parent/guardian when notified of a right to a hearing.

Parents/guardians have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on a school board. A school official also may include a contractor, or consultant who, while not employed by the schools, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from educational records (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee (such as a disciplinary or grievance committee), or assisting another school official in performing their tasks.

Parents/guardians have the right to file a complaint with the Family Educational Rights and Privacy Act Office in Washington, D.C., concerning alleged failures by the school to comply with the requirements of FERPA [34 C.F.R. 99.7]. The name and address of the office administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA

regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures.

Copies of the District student education records confidentiality policies and procedures may be reviewed in the assigned office of each school [34 C.F.R. 99.7(a) (5) and 99.7(b)].

## **Annual Notification - Student Records**

### **Designation of Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Tuba City Unified School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Tuba City Unified School District may disclose appropriately designated "directory information" without written consent, unless you have advised the school or district to the contrary in accordance with Tuba City Unified School District procedures. The primary purpose of directory information is to allow the Tuba City Unified School District to include information from your child's education records in certain school publications.

Examples include:

- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, may be disclosed to educational and occupational organizations or pursuant to a lawful public records request without a parent's prior written consent. The District will not disclose directory information, except as required by law or pursuant to a lawful public records request, to any organization other than school-related organizations. "School related organization" means (a) an organization whose activities support and promote the educational mission of the District, as determined by the Governing Board, or (b) a government agency. School related organizations may include parent organizations, booster clubs, school employee organizations, Community Education Programs, the Arizona Interscholastic Association, and other organizations and clubs affiliated with the District and its schools. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

**In addition, federal laws require the District to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the District that they do not want their student's information disclosed without their prior written consent.**

**A parent or eligible student who does not want the District to disclose directory information from education records without prior written consent must complete the DESIGNATION OF DIRECTORY INFORMATION page in the District's Registration Packet. If the School District**

**does not receive this notification within two weeks of receiving the form from you, it will be**

**assumed that your permission is given to release your son's/daughter's designated directory information. The District designates the following as “directory information”:**

- Name
- Major field of study
- Address
- Dates of attendance
- Telephone listing
- Enrollment status (e.g,part time or full time)
- Date and place of birth
- Participation in officially recognized activities and sports
- Electronic mail address
- Weight and height if a member of an athletic team
- Photograph/video
- Honors or awards received
- Grade level
- Most recently attended educational agency or institution

This information may also be used to compile such things as: newsletters, yearbooks, newspapers, articles, programs (dramatic and athletic), web pages, videos, applications for scholarships and honors, and responses to military recruiters.

### **District News and General Media**

The Tuba City Unified School District regularly posts stories, photos, and videos on our website, social media, and marketing materials, to highlight the positive successes happening every day in schools. On occasion, we share these positive stories with the media, or they will request to cover an event or story. To ensure student safety and welfare, all media requests must be approved by the Tuba City Unified School District Superintendent’s office in advance, so that the District can assure that the best interests of our students, the school, and district are protected as much as possible. **Please note that the District cannot control media access to your student for events that are open to the public, or take place in a public setting such as field trips, athletic events, or performances.**

Your student may be photographed or otherwise included in news shared by the district or media, unless you direct otherwise. A parent who does not want their student included in school, district, or media news without prior written consent must notify the district in writing after enrolling in the Tuba City Unified School District. Please contact the local school for the opt-out form. If the District does not receive this notification, it will be assumed that your permission is given to include your student in school, district or media news.

### **Protection of Pupil Rights Amendment (PPRA)**

**PPRA** affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)

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

Receive notice and an opportunity to opt a student out of -

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

Inspect, upon request and before administration or use -

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.
4. These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

Tuba City Unified School District has policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Tuba City Unified School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Tuba City Unified School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. Tuba City Unified School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, S.W.

Washington, D.C. 20202-5920

### **Annual Notification - Student Surveys**

Student surveys will be prepared, administered, retained, and communicated to parents and students in a manner consistent with state and federal laws. The requirements of the Arizona Revised Statutes shall be as specified in the relevant statutes and subsequent regulations. The District will comply with all statutes pertaining to surveys including the requirement that notwithstanding any other law, each school district and charter school shall obtain written informed consent from the parent of a pupil before administering any survey that solicits personal information about the pupil regarding any of the following which are listed in A.R.S. § 15-117:

1. Critical appraisals of another person with whom a pupil has a close relationship.
2. Gun or ammunition ownership.
3. Illegal, antisocial or self-incriminating behavior.
4. Income or other financial information.
5. Legally recognized privileged or analogous relationships, such as relationships with a lawyer, physician or member of the clergy.
6. Medical history or medical information.
7. Mental health history or mental health information.
8. Political affiliations, opinions or beliefs.
9. Pupil biometric information.
10. The quality of home interpersonal relationships.
11. Religious practices, affiliations or beliefs.
12. Self-sufficiency as it pertains to emergency, disaster and essential services interruption planning.
13. Sexual behavior or attitudes.
14. Voting history.

A parent of a pupil that has a reasonable belief that a school district has violated this section may file a complaint with the attorney general or the county attorney for the county in which an alleged violation of this section occurred.

The District will comply with the provisions of the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA) and the Protection of Pupil Rights Act (PPRA).

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

The Family Policy Compliance Office  
U.S. Department of Education 400 Maryland Avenue, SW  
Washington, DC 20202-5920  
Telephone number: (800) 872-5327

### **Annual Notification**

At least seven days before administering any survey to a pupil, every school shall provide a copy of the survey to the pupil's parent along with a written informed consent from the pupil's parent for the pupil to participate in the survey pursuant to subsection A of this section. A parent of a pupil may at any time revoke consent for the pupil to participate in any survey pursuant to subsection A of section 15-117. For any pupil who is at least eighteen years of age, the permission or consent that would otherwise be required from the pupil's parent pursuant to this section is required only from the pupil. All surveys conducted pursuant to subsection A of section 15-117 shall be approved and authorized by the school district. The school district is subject to the penalties prescribed in subsection L of section 15-117. **A teacher or other school employee may not administer any survey pursuant to subsection A of section 15-117 without written authorization from the school district.**

### **Athletic Program**

The administration and coaching staff of Tuba City Unified School District #15 consider interscholastic athletics a vital part of the total educational process. The Athletic Department is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin and disability, or economic status.

The District's philosophy is to provide all students with an environment that is safe and encourages active participation in a variety of activities under different teacher/coach role models. As members of Tuba City Unified School District Athletic Staff, we strive to foster positive experiences and guide our student-athletes toward realizing their full potential.

Through practices, games and examples, the staff works toward preparing students to succeed rather than merely to win games. **Win or lose, our students should learn lessons of a lasting and positive nature.**

For detailed information regarding athletic programs offered in the district, and the athletic academic eligibility requirements, *please refer to the respective school's Athletic Handbook.*

## Attendance Procedure

Regular and timely attendance is a determining factor in educational success. Critical academic information is lost each time a student is out of the classroom. For this reason, Tuba City Unified School District believes all students should be in school every day, unless there is a valid reason for an absence, such as those defined by the Arizona Department of Education.

If your child has a chronic health condition, they may be eligible to pursue homebound instruction or to receive modified instructional services as a student with a chronic health condition. Please contact your building principal for more information regarding those options or review Governing Board Policy JHD-R © - regarding exclusions and exemptions from school attendance for students with chronic health conditions.

Further, Tuba City Unified School District #15 values the involvement of parents/guardians in the academic process and encourages ongoing communication between home and school, particularly regarding attendance. School staff will make every attempt to assist families in addressing attendance concerns. **Arizona Revised Statutes 15-802 and 15-803, however, firmly place the responsibility for attendance on a child's parents/guardians.** Arizona State Law (A.R.S. § 15-802 and § 15-803) states that every person who has custody of a child between the ages of six and 16 years shall make sure the child attends school for the full time school is in session.

1. Any time your child will not be in school on any specific day, you must place a phone call to the attendance line and submit an excuse note to the attendance office within 24 hours of the absence.
2. All unreported absences will be documented as "unexcused" absences. The PreK-8 schools will attempt to contact parents/guardians within the first two hours of the school day, in order to ensure student safety and in an attempt to document an absence reason (A.R.S. § 15-807).
3. Pursuant to A.R.S. § 15-803, a child can only be excused when they are accompanied by a parent or a person authorized by a parent.
4. Pursuant to A.R.S. § 15-901, excused absences are identified by the Department of Education. The Department of Education defines an excused absence as an absence due to illness, doctor/mental or behavioral health appointment, bereavement, family emergencies, out-of-school suspensions, Armed Forces processing and Principal approved family vacations. Absences for religious purposes are also excused. If an absence occurs relating to any other term or condition, the absence shall be counted as unexcused.
5. A parent/guardian is the only person who may verify an unexcused absence. Unexcused absences may be verified by the parent/guardian by phone, in person, or in writing to the school office within 24 hours of a student returning to school from an absence.
6. Any absence that has not been verified by a parent/guardian within 24 hours may be considered unexcused.
7. A student who independently chooses not to attend school is considered truant and cannot be excused by the parent. This is classified as "Unauthorized Absence/Truancy/Leaving Campus without Authorization" on the Discipline Matrix, included in the Parent/Student Handbook.
8. Arizona Revised Statute 15-803 defines absences as "excessive" when the number of absent days exceeds 10% of the number of required attendance days. For example, on a 180-day

school calendar, excessive absences would equal 18 or more days absent. These include both excused and unexcused absences.

9. When a student is excessively absent the school may meet with parent/guardian to create an attendance plan with expectations and possible outcomes; disciplinary action may occur depending on the reason for absences based on the Discipline Matrix provided in the Parent/Student Handbook.
10. If your child is leaving school early for an appointment, they must check out through the attendance office with parent sign out, or parent permission for student drivers.
11. Parents will be notified of absences via phone call or auto dialer and may receive letters after accumulated days of absences. Parents can select communication preferences in the Parent Portal (explained on page 15)

Arizona's and the Navajo Nation's truancy laws (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 and must re-enroll.

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).

## High School Requirements

### **TUBA CITY HIGH SCHOOL'S VALEDICTORIAN CRITERIA ARE BASED ON THE FOLLOWING:**

- I. Process. A committee of the current counselors, two academic core teachers, and one designee Administrator will meet and review the prospective students' seventh (7<sup>th</sup>) semester transcript and unofficially announce the candidate(s) by the end of March.
- II. Criteria. The Valedictorian selection will be based on:
  - o A student who has attended TCHS all seven (7) consecutive full semesters;
  - o Weighted cumulative Grade Point Average;
  - o One pass/fail class with the exception of Advisory will be permitted and will be assigned a credit and will not be calculated into the GPA;
  - o No release time granted throughout the seven (7) semesters.
  - o All Graduation requirements fulfilled.

The following classes are not weighted classes:

1. College dual credit classes - Dine Community College, Coconino Community College, Northland Pioneer College, etc.

2. Correspondence courses - The maximum number of correspondence course credits earned are four credits within the seven (7) semesters of high school.
3. Summer enrichment courses that are four weeks or more will be accepted from the accredited institution. However, once credit is earned, students may opt to provide to the TCHS registrar an official transcript. The course will be entered as not weighted elective class and calculated into the student's grade point average.

Deadlines.

- All college and correspondence credit earned from an accredited institution during the fall semester must be submitted to the registrar by the second semester – on or before the last Friday of January.
- All summer school credit must be submitted by October 31<sup>st</sup> of the same year when credit was earned.

III. Follow-up. During the first week of April, the Principal will officially announce the candidate(s) and send a letter to the parent(s)/guardian(s).

Note: After the Valedictorian selection and announcement, the candidate must maintain excellent academic performance, attendance and behavior conduct until the eighth semester or she/he will lose his/her standing as valedictorian. The students who are 2<sup>nd</sup> and 3<sup>rd</sup> ranking will move upward.

WEIGHT OF GRADES:

In selected subject areas, different points will be assigned to grades in order to reflect the rigorous level of work and performance of the student. The following table indicates point equivalents, which will be used in determining the honor roll.

Honors/Advanced Placement (AP)

Regular and Basic Courses

GRADE	POINTS	GRADE	POINTS
A	5	A	4
B	4	B	3
C	3	C	2
D	1	D	1
F	0	F	0

LISTED BELOW ARE THE WEIGHTED CLASSES FOR SCHOOL YEAR 2024-2025:

Language Arts: AP English Language, AP English Literature, Honors English 9, 10, 11, 12.

Math: Honors Intermediate Algebra, Honors Algebra, Honors Geometry, Honors Trigonometry, AP Pre-Calculus, Calculus A/B. Science: Honors Biology, AP Biology, Honors Anatomy, Honors Physiology

Online OHX: Language Arts/Mathematics

GENERAL INFORMATION: ACADEMIC PROGRAM

STUDENTS ENTERING TUBA CITY HIGH SCHOOL EDUCATION PROGRAM MUST EARN CREDITS ACCORDING TO THE FOLLOWING PLAN OF REQUIRED COURSES AND ELECTIVES TO RECEIVE A DIPLOMA:

CLASS OF:	*2024	*2025
English	4.0	4.0
Mathematics	4.0	4.0
Science	3.0	3.0
World History/Geography	1.0	1.0
US History/AZ History	1.0	1.0
US/Arizona Govt/Economics	1.0	1.0
NAS or Nav Govt/Hist	1.0	1.0
Fine Arts	1.0	1.0
Health	1.0	1.0
PE (1 cr) or ROTC (2 cr)	1.0/2.0	1.0/2.0
Career Technical Education (CTE)	2.0	2.0
Required Credits	20.0/21.0	20.0/21.0
Electives	5.0/4.0	4.0/3.0
<b>TOTAL CREDITS</b>	<b>25.0</b>	<b>24.0</b>

CLASS OF: 2026 & 2027	TUBA CITY HIGH SCHOOL REQUIREMENTS	MINIMUM ADMISSION REQUIREMENTS FOR ARIZONA UNIVERSITIES
English	4.0	4.0
Mathematics	4.0	4.0
Science	3.0	3.0
World History/Geography	1.0	1.0
US History/AZ History	1.0	1.0
US/Arizona Govt	0.5	0.5
Economics	0.5	No Requirement
NAS or Nav Govt/Hist	1.0	1.0
Fine Arts	1.0	1.0 Credit in Fine Arts or CTE
Health	0.5	No Requirement
PE or ROTC	0.5	No Requirement

CTE 1/ CTE 2	1.0/1.0	1.0 Credit in Fine Arts or CTE
Electives	3.0	Meet TCHS requirements
TOTAL CREDITS	22.0	

NOTE: Algebra IA & IB and Geometry A & B equals to 1 unit/year of Math.

(\*) Graduates must meet the Graduation Requirements of the state of Arizona and Tuba City High School. Effective 2017 graduates must have a passing score on the state civics exam.

Students requesting credit for high school math courses taken prior to entering 9<sup>th</sup> grade must: provide transcripts with course title or satisfactorily pass the Tuba City Math Competency Exam at 80%.

ARIZONA UNIVERSITIES AND COLLEGE REQUIREMENTS (SEE INDIVIDUAL COLLEGES FOR REQUIREMENTS):

- 4 years English
- 4 years Math: Algebra I, Geometry, Algebra II, Advanced Math for which Algebra II is a prerequisite.
- 3 years Lab Sciences: 1 year each from Biology, Chemistry, Earth Science, Integrated Science or Physics.
- 3 years Social Studies: American History, World History, and US Government
- 2 years Foreign/Indigenous Language (Two units of the same language)
- 1-year Fine Arts

ADDITIONAL REQUIREMENTS (SEE INDIVIDUAL COLLEGES FOR REQUIREMENTS):

Ranking: You must rank in the upper 25% of your high school graduating class or have an overall high school grade point average of at least 3.0 on a 4.0 scale.

OR

ACT score: Achieve a minimum composite score of 22 (in-state applicant) or 24 (out-of-state applicant).

OR

SAT score: Achieve a minimum composite score of 1120 (in-state applicant) or 1180 (out-of-state applicant).

OUT OF STATE UNIVERSITIES AND COLLEGE REQUIREMENTS: SEE INDIVIDUAL COLLEGES FOR REQUIREMENTS.

## NHS Eligibility Requirements

Students in grades 10–12 who meet the requirements for membership outlined by their school’s chapter are eligible to be invited for membership.

Each chapter is required to publish its qualifications for membership, which is based on the four pillars of NHS:

- **Scholarship**  
Per national guidelines, at a minimum, students must have a cumulative GPA of 85, B, 3.0 on a 4.0 scale, or equivalent standard of excellence. (Each school chapter is allowed to require a higher cumulative GPA.)
- **Service**  
This involves voluntary contributions made by a student to the school or community, done without compensation.
- **Leadership**  
Student leaders are those who are resourceful, good problem solvers, and idea contributors. Leadership experiences can be drawn from school or community activities while working with or for others.
- **Character**  
The student of good character is cooperative; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and generally maintains a clean disciplinary record.

Students who meet the scholarship requirement will have an opportunity to complete a form detailing their accomplishments in and commitment to service, leadership, and character.

### **Loss of Credit – High School**

1. A student who is absent from any given class ten (10) or more times, either excused or unexcused, per semester may not receive academic credit for that class. (A.R.S. § 15-802, § 15-803)
2. An appeal process is in place for those students who have extenuating circumstances.
3. Please note that official documentation, such as a doctor's note will be required to file an appeal.
4. An appeal hearing may be held near the end of each semester to determine loss of credit for the course.

## Tardy Procedure – Elementary, Jr. High, and High School

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.**

Students receive more than three tardies.

1st Offense	2nd Offense	3rd Offense
Tardies four (4) and five (5): <ul style="list-style-type: none"><li>• Notify Parent</li><li>• Student Conference</li><li>• Intervention (school site discretion)</li></ul>	Tardies six (6), seven (7) and eight (8): <ul style="list-style-type: none"><li>• Notify Parent</li><li>• Parent/Student Conference</li><li>• Intervention (school site discretion)</li></ul>	Tardies nine (9) or greater: <ul style="list-style-type: none"><li>• Notify Parent</li><li>• Parent/Student Conference</li><li>• Intervention (school site discretion)</li><li>• Referral to Peacemaking</li><li>• Referral to CPS</li></ul>

## Jr. High and High School Tardy/Sweep Procedure

It is the expectation that students arrive at class on time. Students who arrive to their class after the final bell rings, will be directed to a designated room. Each school campus has tardy procedures in place. Please contact the school for more information.

## Bicycles, etc.

Bicycles must be locked in a designated area on campus. Schools WILL store skateboards or scooters in a designated area. If a student chooses to use this mode of transportation to/from school, the item must be able to be secured with a locking mechanism in the designated area. **The school will not be responsible for the loss or theft of any of these items.** Students are expected to follow all local laws when traveling to and from school and are encouraged to wear appropriate safety equipment. Bicycles, skateboards and scooters must be walked in crosswalks and on school grounds. Motorized vehicles are not allowed on campus at any time.

## Birthday and/or Celebrations

With Building Administrator approval, and thorough knowledge of the students included, teachers may choose to celebrate all student birthdays on a common day of the month.

- Two week prior notification to teachers.
- The activity should take place the last 15-20 minutes of the day.
- The teacher is responsible for the equitable treatment of all students.
- Teachers should communicate birthday celebration guidelines to parents at the beginning of the year.
- If food is to be a part of the activity, it must be store-bought and/or professionally prepared according to County Health guidelines. Parents should check with the school in case there are

restrictions with students who have food allergies or food restrictions.

- Balloons, flower bouquets, etc. will not be accepted.
- All items will be brought to the front office for delivery.
- Visitors will not be allowed during instructional time.

## **Bullying/Harassment/Intimidation (JICK-EB)**

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

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

### **Definitions**

**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.
- D. Or may constitute a violation of law

**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 the 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 to person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media. Anyone who believes that harassment, bullying or hazing has occurred should report the behavior to a teacher, counselor, school nurse or school administrator. Bullying reporting forms are located on the district website, and

available at the front office of every campus.

### **Right to Freedom from Bullying/Harassment/Intimidation**

Students may expect to be provided with an atmosphere free from harassment. Any student who is subjected to harassment from other students, visitors or school staff, should immediately inform a teacher, principal, assistant principal or assistant superintendent. In accordance with the state's anti-bully laws, students may make confidential reports of harassment, intimidation or bullying to any school employee or school security (928) 679-0148.

Parents are also welcome to submit written reports on incidents to administrators. All school staff are required to report suspected bullying, harassment, or intimidation.

The District will neither allow nor tolerate retaliation in any form by any employee, student or others against any complaining employee, student or corroborating witness. Likewise, students who knowingly submit false reports of bullying, harassment or intimidation will face consequences. **All members of our community - including students - are urged to play an active role in school safety by reporting all threats, bullying situations, violent acts, or other similar behavior for investigation by school and law enforcement officials.**

### **Cafeteria**

Tuba City Unified School District highly encourages healthy eating habits and physical activity. Schools may request that children not share food with others, especially when the particular food or drink does not meet USDA guidelines. The District strongly discourages consumption of unhealthy foods and energy drinks at our school sites. Please note, at all school sites, the cafeteria follows USDA guidelines for sales of a la carte food and drinks.

*Competitive foods.* Competitive foods mean any foods sold in competition with the National School Breakfast and Lunch Program to students during the meal periods. The principal may approve the sale of competitive foods if:

- All income from the sale of such foods accrue to the benefit of:
  - The nonprofit school food service; or
  - The school or student organizations approved by the District.
- They are sold in locations other than the dining, serving, and kitchen areas.
- The school promotes an overall school environment that encourages students to make healthy food choices.
- The competitive foods meet the state nutrition standards.

### **Character Programs**

Universally accepted character traits, such as kindness, compassion, diligence, integrity, sincerity, truthfulness, trustworthiness, respect, responsibility, fairness, caring, citizenship, etc. are part of the school culture in the Tuba City Unified School District. Character education will be non-partisan and non-religious. Individual schools will determine the best approach or program that fits within their community.

## **Chronic Health Procedure**

A.R.S. § 15-346 provides for adjunct accommodations for students with chronic health problems. This is defined as "...pupils who are unable to attend regular classes for intermittent periods of one or more consecutive days because of illness, disease, or accident but who are not homebound."

A.R.S. § 15-901 provides for at-home (Homebound) instruction for students with chronic health problems. This is defined as "...a pupil who is capable of profiting from academic instruction but is unable to attend school due to illness, disease, accident or other health conditions, who has been examined by a competent medical doctor and who is certified by that doctor as being unable to attend regular classes for periods of not less than three school months, or a pupil who is ...unable to attend regular classes for intermittent periods of time totaling three school months during a school year."

Additional information regarding chronic health procedures may be found in Governing Board Policy JHD-R regarding homebound instruction and JHD-EA, JHD-EB, JHD-EC regarding exclusions and exemptions from school attendance for students with chronic health conditions.

Students with existing chronic health conditions should obtain chronic health condition forms from the health office at the beginning of the school year. When a new chronic condition is medically diagnosed, please notify the health office to obtain the chronic health condition forms. The Medical Certification Report form must be completed by a health professional who is licensed pursuant to A.R.S. Title 32, Chapter 7, 8, 13, 14, 17, 25 (M.D., D.O., Podiatric, Chiropractic) or a Registered Nurse Practitioner and is returned to the health office. Once received, a meeting will be scheduled by the school to write the Chronic Illness Instructional Plan. Once approved, a chronic illness plan is effective for one calendar year.

In order for chronic illness status to override the excessive absence rule the parent must report the absences according to the regular attendance reporting procedures (see Attendance Procedures). This status allows teachers and the student to work out a manageable method for completing work.

If your student is absent from school due to chronic illness it would be expected that the parent will specifically notify the school that the student is ill due to chronic illness. The student would not be able to attend or participate in extracurricular activities and/or athletics on the date of the absence.

## **Closed Campus**

All TCUSD Schools are closed campuses from the time of student drop off/arrival to pick up/dismissal. High School campuses are closed to all students throughout their scheduled day, including lunchtime. Consequences for violation are determined by the administration in accordance with the discipline matrix.

Students who need to leave for medical reasons or special circumstances must be signed out by a parent or guardian or obtain administrative permission in advance and may not leave campus without a pass from the front office or the nurse's office. High school student drivers cannot leave campus for lunch, unless physically signed out by a parent/guardian.

## **Community Service**

Some school clubs may require community service as a part of their membership. Please contact individual club sponsors for more information.

## **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.

## **Deliveries to School**

Food or drink deliveries from outside **will not** be accepted for students during the school day.

## **Duty to Report, Mandatory Reporting**

Per state law and Governing Board policy, school employees and certain volunteers who reasonably believe that a child has been the victim of neglect, abuse, and/or non-accidental injury, or sexual offenses must report suspected activity to the Department of Child Safety (DCS) and/or local law enforcement agencies. **Where a parent or guardian is the alleged abuser, school personnel are not to notify parent or guardian. DCS and law enforcement agencies are responsible for notification.** Should the alleged perpetrator be other than a member of the child's family, volunteer and school personnel shall follow reasonable notification procedures.

Individuals required to report reasonable suspected abuse are protected by state law from civil or criminal liability.

**Schools shall comply with requests by DCS or the Police Department to question any child who is a suspected abuse Victim.** The investigating agency will determine whether school personnel should be with the child during questioning. The DCS worker and/or the police may interview the child and all other children residing in the home, on school grounds outside of the presence of school personnel. They may conduct interviews of the child without permission or notice to the parents where the suspected perpetrator is a family member. DCS also has the authority, upon written request, to obtain school records. (A.R.S. §13-3620).

## **Electronic Devices**

When a student brings cell phones, wearable technology, or other electronic devices (see definition) to school, please remember:

1. When using a mobile device to access the internet, all access must be in accordance with the Acceptable Use Policy.
2. The District is NOT responsible for the loss, damage and/or theft of any of these types of devices.
3. The devices must not be used from bell to bell during instructional time or in violation of other behavioral infractions as outlined in the disciplinary procedures section of this handbook, unless otherwise directed by a staff member for instructional purposes or for use as an educational resource.
4. Other use of electronic devices, including unauthorized pictures, video/sound recordings, or

Bluetooth speakers may be considered misuse and may result in consequences as outlined in the disciplinary matrix.

5. Any violation of the Internet and Email User Agreement may result in disciplinary consequences.
6. Examples of misuse include, but are by no means limited to: text or other electronic messages that contain harassment, bullying, threatening, intimidation, hate/bias, extortion, endangerment, gang activity, instigation, cheating, sale/distribution of any prohibited substances or items, sexual harassment; electronic images or access to any of the above as well as to any access in violation of sexual materials or sexual misconduct; unauthorized pictures, video/sound recordings.

**SOCIAL MEDIA:** Students and families must use social media responsibly. Students will be subject to school consequences if administration determines that they use social media to bully, harass, attack, or demean students or staff. Please report harassing online behavior to the administration.

### **Fundraising and Student Travel**

There may be opportunities for students to participate in field trips or other extracurricular/athletic activities outside of the normal school day. Such opportunities are often presented to students with an understanding that additional fees and/or conditions for their participation may be required. As such, students may be asked to participate in fundraising campaigns. All fundraising is done on behalf of the club/extracurricular activity/field trip and will benefit the club/extracurricular activity/field trip as a whole and not be attributed to any one participant. Likewise, there is no minimum sales requirement for participants. As with all school sponsored events, expectations for academic eligibility and behavioral guidelines will be adhered to.

### **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 signals, 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 the District's position that such activities and dress also present a clear and present danger to other District students and to District staff members.

Any activity involving initiation, hazing, intimidation, assault or other activity related to group affiliation that is likely to cause or does cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students or others is prohibited. Any student wearing, carrying or displaying gang paraphernalia and/or exhibiting behavior or gestures that symbolize gang membership, or causing and/or participating in activities that intimidate or adversely affect the educational activities of another student, or the orderly operation of the schools, shall be subject to disciplinary action.

Legal Ref.: A.R.S. § 13-2308, 12-661(A)(B), 15-766, 12-2911, 15-767, 15-341(A)(1), 15-803, 15-342(1), 15-841, 15-507, 15-842, 15-521(A)(4), 15-843, 15-727 A.G.O. 78-218, 80-055, 84-36, A.A.C., R7-2-401, R7-2-405.

### **Grading Procedures/Progress Reports/Report Cards (IKA-R)**

The report card is aligned with the Arizona Academic Standards and has been designed to provide the maximum amount of information in a clear format. The Parent Portal allows parents/guardians to track their student's progress in real time. Grades are given quarterly for K-8. For High School, only the final semester grades are recorded on the official transcript.

The district grading scale on report cards reads:

A – 90 %

B – 80%

C – 70 %

D – 60%

F – below 60%

### **Grading Guidelines**

The purpose of the Grading Guidelines is to provide a shared understanding of grading practices. They also provide a framework for teachers to measure and report student mastery of essential concepts, while providing alignment of student grades with student achievement. Grading guidelines also provide a consistent practice across teachers, grade levels, and schools. For more detailed information please refer to each school's grading guidelines.

### **Grade Appeal**

An appeal for a grade change must be made within one (1) semester of the completion of that course for which the grade was given. The student/parent shall have the burden of proving that the grade should be changed at all levels of appeal. Grade appeals must first be made, in writing, to the teacher of record for that course. The teacher of record shall provide a written decision of the grade appeal within three (3) weeks of a timely appeal. If the student/parent disagrees with the decision of the teacher of record, they may appeal, in writing, to the building principal within five (5) school days. The building principal shall provide a written response to a grade appeal within three (3) weeks of a timely appeal. If the student/parent disagrees with the decision of the building principal, they may appeal, in writing, to the Superintendent within five (5) school days of the building principal's written decision. The decision of the Superintendent on any grade appeal shall be final, unless the appeal to the Governing Board is expressly authorized by A.R.S. § 15-342(11) (i.e., a failing grade in a high school course or a decision to promote or retain in an elementary or middle school).

### **Hazing (JICFA-EB)**

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's, 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. It is no defense to a violation of this policy if the victim consented or acquiesced to hazing. In accordance 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 staff member. Staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. 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 accordance 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 accordance with statutory requirements and be reported to a law enforcement agency.

A person who complains or reports hazing may do so directly to the school administrator or to a 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 staff member receives the information, the staff member will transmit a report to the school administrator or supervising administrator no 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 10 school days when school is in session or within 15 days during which the school offices are open for business

when school is not in session. Extension of the timeline 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 accordance with the appropriate procedures and penalties provided for in school policies related to the conduct and discipline of students, staff, and others.

### **Public and Parent Concerns or Complaints**

By signing this Handbook, parents, guardians, and community members agree to strictly adhere to the following procedures to raise and resolve complaints. If a member of the community has a complaint, the following procedures are intended to assist in its resolution:

- If the matter relates to a student, and it is appropriate, talk with the student's teacher. If the matter remains unresolved, talk with the school administrator.
- If resolution of a problem cannot be accomplished at the building level, either party may refer the matter to the Superintendent for review.
- When a complaint is made directly to the Board or to a Board member as an individual, it will be referred to the school administration for study and resolution, if possible.

*The Public Concerns and Complaint Form (KE-E) may be obtained from the Superintendent's office. Completed complaint forms shall be delivered to the Superintendent.*

### **Public Concerns or Complaints About Personnel (KEB)**

All complaints shall be referred to the Superintendent for investigation. The employee involved shall be given an opportunity, at each administrative level at which the matter is reviewed, for explanation, comment, and presentation of facts, either formally or informally. The employee will be afforded elements of due process as provided in Arizona law.

*The Public Complaint Form regarding School Personnel (KEB-E) may be found in the Superintendent's office and is to be delivered to the Employee's Supervisor.*

### **Public Concerns/Complaints About Instructional Resources (KEC)**

Occasional objections to the selection of instructional materials may be made by the public despite the care taken to select materials most valuable for the student and the teacher. The complainant will be asked to complete the form "Citizen's Request for Reconsideration of Instructional Material." Upon receipt of a request for reconsideration, the Superintendent will review the work in question. After review by the Superintendent, copies of the request form and the report will be sent to the principal and the citizen.

If not satisfied with the decision contained in the report, the citizen may appeal the decision to the

Board.

Should a complaint reach the Board, the Board may refer the matter back to the Superintendent for further review, or the Board may review the materials in question in the light of its policy establishing criteria for the selection of materials.

*The Citizen's Request for Reconsideration of Instructional Material form (KEC-E) may be found in the Superintendent's office and is to be delivered to the Superintendent.*

### **Public Concerns/Complaints About Facilities and Services (KED)**

The Superintendent shall establish procedures to be used by citizens of the District who have complaints about District facilities or services. Such procedures shall provide for administrative review of such complaints and, further, shall provide for Board review at the request of the complainant if the matter is not resolved by administrative review.

*The Public Concerns/Complaint form about Facilities and Services (KED-E) may be found in the Superintendent's office and is to be delivered to the School Principal.*

### **Health Office**

The Health Office hours on each campus are compatible with school hours. The staff on hand will provide medications when appropriate, monitor immunization requirements, perform hearing and vision screenings and treat minor injuries.

Parents should alert health office staff of any child who may have a condition that affects participation in school classes.

### **Emergencies - First Aid**

If a student is injured or becomes ill during the school day or while attending a school-sponsored activity, it is the responsibility of any staff member present to render assistance and to summon a school nurse/nurse aide. Upon arrival, the school nurse/nurse aide will direct all further first aid activities.

First aid procedures shall be based on the following fundamental concepts:

- The school is responsible for the emergency handling of accidents and sudden illness occurring at school or on school property. The school is not responsible for subsequent treatment.
- At the time of an emergency, the school has the responsibility for:
  - Caring for the student.
  - Notifying the student's parents or guardian, or, if these cannot be reached, following directions given on the student's enrollment card.
  - In extreme cases, getting the student under professional care with or without family permission.
- In the absence of family transportation or ambulance service, an authorized District employee may have to take the sick or injured student home, to the physician's office, or to the hospital. A sick or injured student should be accompanied from the school by an adult. If the destination is the student's home, the adult shall have ascertained that a responsible person is at home to assume responsibility.
- In case of any serious injury or illness, the parent or responsible person should always be notified

as soon as possible. Emergency care of the student has priority.

- Medication administered by any school personnel, including the nurse/nurse aide, shall be in compliance with JLCD and JLCD-R.
- A written report of an accident shall be made by the school principal to the Superintendent not later than noon of the school day following the incident.

### **Allergies**

If your child has allergies (bee sting, food, plants, etc.), asthma, a medical alert, or related medical information, of which the school should be aware, please bring this information to the health office.

### **Ill Child at School**

- If the student has a temperature of 100 or higher, the student will be sent home and may return to school once they have been fever-free for 24 hours without the use of fever-reducing medication.
- If the student has two or more episodes of vomiting, the student will be sent home and may return to school when vomiting has resolved.
- If the student has two or more episodes of diarrhea, they will be sent home and may return to school 24 hours after the last episode of diarrhea.
- Pink Eye- Any redness, swelling, discharge, and itching of they eye(s). Pink eye is very contagious. Student will need to be picked up and will need a doctor's clearance note to return.

### **Arizona Immunization Requirements**

For admission to kindergarten through 12th grade, children must be current with the following immunizations or have proper documentation supporting an exemption authorized by law:

- Diphtheria, Tetanus, Pertussis (DTaP, or DT or DTP)
- Polio (IPV)
- Measles, Mumps, Rubella (MMR)
- Hepatitis B (HepB)
- Varicella (or documented history of chickenpox)
- Tetanus and Diphtheria Booster (Td/Tdap) - Required every five years beginning on the student's 11th birthday.
- Menactra/MCV4 (Meningococcal) – Required for students upon turning 11 years of age.

### **Communicable/Infectious Diseases**

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

### **Pediculosis (Lice Infestation)**

Students with pediculosis shall be excluded from school until treated with a pediculicide. On readmission to school, the student will have a head check with the parent/guardian present. If there are no live lice or nits, the student will be given clearance to return to class. If nits are still present, the

child will be sent home and excluded from school until there are no nits present.

## **Individuals with Disabilities Education Act (IDEA) Special Instructional Programs**

The District will ensure that all children, including children attending private schools, within the District's jurisdiction who have suspected disabilities are identified, located and evaluated. The process of identifying, locating and evaluating students with disabilities is important to the provision of educational opportunities for all students. Children, aged birth through three years, and suspected of having a disability will be referred to the Arizona Early Intervention Program for evaluation and, if appropriate, services. Children aged 2.9 years – 5 years are screened by the School District. It is the process of identification, evaluation, development of program, placement, and the provision of services – its sensitivity, its accuracy – that will determine much of what happens with students during the remainder of their educational lives.

This process is guided by a variety of laws and regulations regarding identification, evaluation, development of program, placement, and the provision of services enacted at both the state and federal levels.

### **Procedural Safeguards:**

Children with disabilities and their parents are guaranteed procedural safeguards with respect to the provision of free appropriate public education. A copy of the procedural safeguards notice shall be given to the parent upon initial referral for evaluation. If a parent suspects their child of having a disability, birth – age 22, they should contact the administration at the local campus.

If the District and parent/guardian do not agree on the identification, evaluation, educational placement of a child with a disability, and provision of FAPE (free appropriate public education), either the District or parent/legal guardian may request any of the following through the Arizona Department of Education - Exceptional Student Services:

- Mediation – The Arizona Department of Education (ADE) will provide a facilitator trained in the mediation process to assist both the District and parent/legal guardian in resolving the issues.
- Early Resolution – The Arizona Department of Education will provide trained staff to assist both the District and parent/legal guardian in resolving the issues. This is normally handled by phone and the final resolution provided in writing by ADE.
- State Complaint – The Arizona Department of Education provides trained investigators to review all records when a parent/legal guardian files a state complaint in writing. ADE will determine if the District is or is not in compliance and issue the findings in writing.
- Due Process – A parent/legal guardian or the District may initiate a due process hearing. A due process is overseen by a hearing officer and is the most formal method of resolution.

### **Insurance**

The District does not carry insurance for students' medical and/or dental expenses.

Parents/Guardians are responsible for their child's insurance medical and/or dental expenses if their child is injured while at school or during a school sanctioned event.

An optional K-12 Voluntary Student Accident policy is offered with various coverage options; e.g." 24

Hour coverage”,” at School coverage” and “High School Football coverage” is made available through a private agency. The Parents/Guardians should review the coverages offered as there are limitations and exclusions that apply. During the school year, additional forms are available at the school. The optional K-12 Voluntary Student Accident policy is offered throughout the school year. The application and payments are made directly to the insurance company by the Parents/Guardians. The Parents/Guardians must directly contact the insurance company with any and all questions regarding the policy and/or coverage.

If a student is transported by ambulance, helicopter or other means as requested by medical responders, the Parents/Guardians are responsible for those transportation charges. If a student is injured by another student, the victim or the Parents/Guardians may pursue restitution through a civil action and the legal process.

## **Law Enforcement**

The District may notify appropriate law enforcement agencies of violations of the law. The District employs security personnel who provide security and crime prevention services in conjunction with the local law enforcement agencies. They work closely with administrators in an effort to create a safer environment for both students and staff. The local law enforcement agencies have the ability to make arrests, respond to calls for service, and document incidents that occur within their jurisdiction. School security may have additional duties that include mentoring and conducting presentations on youth-related issues.

## **Medications (JLCD-R)**

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

1. The medication must be prescribed by a physician.
2. The parent or guardian must provide written permission to administer the medicine to the student. Appropriate forms are available from the school office.
3. The medication must come to the school office in the prescription container as put up by the pharmacist. Written directions from the physician or pharmacist must state the name of the patient, the name of the medicine, the dosage, and the time it is to be given.
4. An administrator may designate a school employee to administer the medication.
5. Any medication administration services specified in the child's diabetes medical management plan shall be provided.
6. Two (2) or more school employees, subject to final approval by the student's parent or guardian, may volunteer to serve as diabetes care assistants. Voluntary diabetes care assistants are allowed to administer insulin, assist the student with self-administration of insulin, administer glucagon in an emergency situation to a student or perform any combination of these actions if all of the following conditions exist:
  - a. A school nurse or another health professional who is licensed pursuant to statute or a nurse practitioner who is licensed pursuant to statute is not immediately available to attend to the student at the time of the emergency.
  - b. If the voluntary diabetes care assistant is authorized to administer glucagon, the parent or guardian must provide to the school an unexpired glucagon kit prescribed for the student by an appropriately licensed health care professional or nurse practitioner.

- c. The volunteer diabetes care assistant has provided to the school a written statement signed by an appropriately licensed health professional that the voluntary diabetes care assistant has received proper training in the administration of glucagon, including the training specified in A.R.S. § [15-344.01](#).
  - d. If the voluntary diabetes care assistant is authorized to administer insulin, the parent or guardian of the student has provided insulin and all equipment and supplies that are necessary for insulin administration by voluntary diabetes care assistants.
  - e. The training provided by an appropriately licensed health professional must include all of the following:
    - i. An overview of all types of diabetes.
    - ii. The symptoms and treatment of hyperglycemia and hypoglycemia.
    - iii. Techniques for determining the proper dose of insulin in a specific situation based on instructions provided in the orders submitted by the student's physician.
    - iv. Techniques for recognizing the symptoms that require the administration of glucagon.
    - v. Techniques on administering glucagon.
  - f. A District employee shall not be subject to any penalty or disciplinary action for refusing to serve as a voluntary diabetes care assistant
  - g. The District, employees of the District, and properly licensed volunteer health professionals and nurse practitioners are immune from civil liability for the consequences of the good faith adoption and implementation of policies and procedures pursuant to District policy and this regulation
7. Each administration of prescription drugs must be documented, making a record of the student having received the medication.
  8. Drugs must be kept in their original containers in a locked medicine cabinet.

### **Open Enrollment (JFB)**

In accordance with Arizona Revised Statute (A.R.S. §15-816.01) all school districts must have an Open Enrollment Policy in place to afford students the ability to transfer to a school outside of their attendance boundaries. The Governing Board of a school district determines the guidelines for such policy.

### **Admission Standards**

A school district may refuse to admit any pupil who has been expelled from another educational institution or who is in the process of being expelled from another educational institution.

### **Parent Liability**

Under Arizona law, upon complaint of the Governing Board, the parents of minors who cut, deface, or otherwise damage any school property shall be liable for all damages caused by their children. See A.R.S. § 15-842.

### **Parent Involvement in Education - Parent Portal**

By law, parents have a Parent's Bill of Rights. Specific information regarding the Parent's Bill of Rights and Parental Involvement in Education can be found in Governing Board Policy KB-EB.

Parent involvement is crucial to student academic success. The Parent Portal is a tool for you to stay informed and engaged in your child's education. The Parent Portal provides parents and guardians access to:

- One login to access all of their students in the Tuba City Unified School District
- 24/7 access to their student's data such as attendance, grades, assignments, schedule, contact information, scores.

Per A.R.S. § 15-802 all parents/guardians are required to update or reaffirm student information annually. This can be done through your child's school.

If you do not have a parent portal account please see the data clerks at each school site.

### **Parent Resources**

To view resource websites for parents and teens on topics such as bullying, drug prevention and intervention, internet safety, cyberbullying, and tips about raising healthy kids, visit the Parent Resources page at the Department of Education Resources - <https://oese.ed.gov/resources/>

## **Parent Liability**

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 of 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 a 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 the child's teacher.

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

## **Personal Property**

### **School-Provided Storage Space**

Students have no reasonable expectation of privacy in school-provided storage space, such as athletic lockers and desks. Such storage space, which is provided as a convenience to students, remains the property of the school and is subject to its control and supervision. **Thus, school authorities may inspect randomly at any time, with or without reason, without notice, without student consent, and without a search warrant, lockers, desks, and other school-provided storage space.** However, personal belongings contained in backpacks or purses will be searched only if reasonable suspicion exists for such a search as provided below.

Students who accept lockers or desks assume full responsibility for the security of their lockers or desks. Whenever a student is required to or exercises an option to provide their own lock to secure a school provided storage space, the student must provide the combination or key to the school authority who issued the storage space.

### **Student's Person and Personal Belongings**

Students have a reasonable expectation of privacy in the personal belongings they carry with them at school on their person or in items such as backpacks and purses. However, a search of a backpack,

purse, or similar item is permissible when school authorities 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. Searches of a student's person are also permitted, based upon reasonable suspicion. Such searches may include a request to empty one's pockets or a request to remove garments, such as jackets, sweaters, belts, shoes, or socks, but such a search will not include removal of other clothing. Strip searches are prohibited.

### **Suspicionless Searches with Trained Drug-Detecting Dogs**

Notwithstanding the foregoing, the Superintendent, or in the Superintendent's absence, the building Principal, to call for searches of school property including, but not limited to lockers, classrooms and all parking areas and the outside perimeter of school grounds, by Navajo Nation Police Department or other appropriately trained Canine Units. Such searches shall be executed using dogs trained for the purpose of detecting illegal substances, including but not limited to: marijuana, cocaine, heroin, methamphetamine, and crack cocaine. Searches shall occur at random intervals as determined by the Superintendent. All searches shall be conducted in the presence of the Superintendent, or in his/her absence, the school Principal and/or Vice Principal. Every reasonable effort will be made to ensure that searches are conducted outside the view of students. Not more than two sworn police officers shall participate in a canine search. Individuals shall not be subject to bodily search by dogs under any circumstances. Students may be in the building during a search, but they shall be excluded from any areas where a search is being conducted. Only the canine handler shall determine what constitutes an illegal substance alert by the dog. If the dog alerts (indicates that he/she senses the presence of illegal substances) on a particular vehicle, the individual who drove the vehicle onto school property shall be called to witness and be asked to cooperate in the opening of the vehicle in question. If search findings indicate no physical evidence of illegal substances, no further questioning or action shall be taken against the student and the search shall be deemed complete. The student and his/her parent or guardian shall be notified of the incident by the Principal or the Assistant Principals for informational purposes only. Notification shall include an explanation that the alert may have been erroneous, or that illegal substances may have previously been present in the locker or vehicle. Confidentiality and students' right to privacy shall be strictly enforced. If search findings indicate the presence of illegal substances, the matter shall be turned over to the police. In addition to any law enforcement action that may occur, students alleged to have violated school policies shall be subject to appropriate disciplinary action in accordance with applicable Board policies. Canine searches shall only be conducted at the Tuba City High School and Tuba City Junior High Schools, and all searches shall be conducted consistent with law.

### **Product Sales/Fundraising**

Groups wishing to sell products on campus must be officially recognized school organizations and must have the sale approved by the principal and student council. All funds collected must be deposited in the school's student funds account or recognized parent organization.

### **Public Sales On School Property (KH)**

Sales by employees or outside vendors - e.g., Avon Products, Stanley Home Products, men's or women's wear, greeting cards, et cetera - shall not be conducted, nor shall deliveries be made, during working hours without the Superintendent's approval. Use of District vehicles for this purpose is

strictly forbidden.

Employees violating this policy are subject to disciplinary action.

## **Safe School Report System**

The Tuba City School District takes all aspects of safety seriously and wants to ensure everyone feels safe when on our campus or attending school events. Students, staff and parents have the option to call School Security to make a report regarding any safety concerns they may have.

If you are physically present at a site when there is a concern of a serious threat or other serious incident, please contact the site administrator or responsible manager immediately. If it is after hours or you can not identify who to make the report to, please consider contacting the appropriate Law Enforcement jurisdiction by calling (928) 283-3111 or 911.

### **Local Support Numbers**

Navajo Nation Police non-emergency (928) 283-3111

Coconino County Sheriff's Office non-emergency (928) 774-4523

Tuba City Suicide Prevention (928) 283-2816

TCRHCC Mental Health (928) 283-2831

Tuba City Dine Youth Services (928) 283-3021

Tuba City Family Support Services (928) 283-3250

Tuba City Family Violence Services (928) 283-3267

Temporary Assistance for Needy Families (928) 283-6613

St. Jude Distribution (928) 283-5391

Tuba City Peacemaking Program (928) 283-3143

## **School Clubs/Activities Guidelines**

It is necessary to have all school activities function within a realistic framework of control, guidelines and adherence to academic and behavioral expectations. In addition, school clubs and activities should not be placed as a higher priority than the academic program or the behavioral expectations. For athletic academic eligibility requirements, please refer to the Handbook for Jr. High Athletics and High School Athletics.

### **Academics**

- All students who participate in extracurricular activities, including clubs, must maintain passing grades in all subjects and/or in all classes in which that student is enrolled. The expectation for passing grades would commence upon tryouts/running for any office/or at the beginning of any process of selection for the club or extracurricular activities.
- If a student has a failing mark in any class, they are placed on a pending eligibility list and notification is provided to the parents and activity sponsor.

- If the student is still failing at the next three-week notice, that student will be placed on an ineligibility list and allowed to attend meetings but NOT PARTICIPATE IN ANY CLUB/ACTIVITY-SPONSORED EVENT until the student receives a passing grade. Notification is sent to the parents and activity sponsor.
- Ineligibility shall be determined at the conclusion of each three-week period to be reported on Fridays and any change in eligibility status shall begin on the next Monday following the last day of the previous eligibility period.
- Failure to raise a failing grade three times in the same class during the club or activity period will result in the removal from the activity for the remainder of the academic quarter for K-8 schools and for the remainder of the academic semester for high schools.
- Appeal procedures will be outlined in the club/activity by-laws.

## **Behavior**

- All behavioral and disciplinary infractions outlined in the TCUSD Student and Parent Handbook shall apply to students when they choose to participate in any club or extracurricular activity including when the event or activity does not take place on school grounds.
- Consequences for violating any of the infractions outlined in the handbook or otherwise referred to in the handbook will apply to students while they are participating in the club or extracurricular activity and will commence upon tryouts/running for any office/or at the beginning of any process of selection for the club or extracurricular activities.
- In addition to consequences for violating any of the infractions outlined in the handbook or otherwise referred to in the handbook, student participants may also be suspended or removed from club or extracurricular activity.
- Behavioral infractions that are otherwise considered civil or criminal offenses will be reported to the authorities and handled by the school administration in a manner consistent with the handling of such situations during the regular instructional day.
- If a student is suspended from school and/or absent from school during the time when a disciplinary investigation is occurring, the student may not participate in any club or extracurricular activities.
- Any appeal of the disciplinary consequences imposed on a student while they are a member of a club/ activity, shall follow the appeal procedures outlined in the Student and Parent Handbook when the consequences are related to the academic day.
- When consequences apply to participation in the club/activity, the appeal processes will be outlined in the club/activity by-laws.

## **Expectations**

- Students who desire to participate in or who are participating in clubs or extracurricular activities are expected to demonstrate good citizenship at all times. Students who do not do so, may lose club membership and/or the privilege of participating in the extracurricular activity.
- Any decisions regarding removal from a club or extracurricular activity will be made in coordination with the club sponsor and Administration.
- Students are expected to abide by all District expectations for tolerance, diversity and a bully-free environment.

## **Section 504 of the Rehabilitation Act of 1973**

Pursuant to Section 504 of the Rehabilitation Act of 1973, the District has a duty to identify, refer, evaluate and, if eligible, provide a free, appropriate public education to disabled students.

Purpose: The purpose of Section 504 is to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. An eligible student under Section 504 is a student who has a physical or mental impairment that substantially limits a major life activity. Section 504 is not an aspect of special education.

For additional information about the rights of parents of eligible children, or for answers to any questions you might have about identification, evaluation and placement into Section 504 programs, please contact the School Section 504 Coordinator or your child's school counselor.

Section 504 and Student Discipline: When a student, who is eligible under Section 504, violates the discipline code of the school and/or School District and is recommended for a suspension of more than 10 days during the school year, a manifestation determination conference must be held.

## **Student Concerns, Complaints and Grievances**

Students may present a formal complaint or grievance regarding one (1) or more of the following:

- Violation of the student's constitutional rights.
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Harassment of the student by another person.
- Intimidation by another student.
- Bullying by another student.
- Concern for the student's personal safety.

Provided that:

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

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or professional staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. Forms are available in the school office.
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as

otherwise required by law.

Any question concerning whether the complaint/grievance falls within this policy shall be determined by the Superintendent.

A student or student's parent or guardian may initiate the complaint process by completing Exhibit JII-EA.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

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

A.R.S. § 15-341, Governing Board Policy JII-R and JII-EA.

### **Student Dress Code- Grades K-12 (JICA-R)**

Tuba City Unified School District believes that there is a connection between Student Dress and Academic Success. As such, any attire that detracts from the learning environment is not acceptable. Students should dress in a manner that takes into consideration the educational environment, safety, health and welfare of oneself and others. The following guidelines are not intended to be entirely inclusive of all dress code situations. The school administration retains the final discretion to determine that the clothing or accessory meets the dress code. Some exceptions may be made for special events, formal attire (dances), spirit week, or costumes.

It is the students and their parent/guardian's responsibility to be aware of the dress code policy and conform to these requirements. Each school will meet the minimum guidelines of the district dress code but may add other restrictions if the school administration deems it necessary. If a student or parent has any questions about whether specific attire or accessories are in compliance with the dress code, they should contact the administrator prior to wearing such attire.

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

- A. Students must wear a shirt with pants or skirt or the equivalent (dress, leggings, or shorts).
  - a. No rips, tears, excessive bagging, or sagging.
  - b. Spandex/leggings are not allowed unless worn underneath shorts/skirts.

- B. Clothing must not be see-through and must cover a student's undergarments, chest and torso, when standing or sitting.
  - a. No tank tops, midriffs, half shirts, fishnet, see-through, strapless, halter tops, spaghetti straps, or other bare and distracting clothing.
- C. Shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, etc.
  - a. No flip-flops, slipper type shoes, or skate shoes(with wheels).
- D. Jewelry shall not be worn if it presents a safety hazard.
- E. Clothing, accessories and/or jewelry may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
- F. Students may wear clothing, accessories and jewelry that display religious messages or religious symbols in the same manner and to the same extent that other types of clothing, accessories and jewelry that display messages or symbols are permitted.
- G. Subject to the above, no hats, bandannas, other head coverings, or sunglasses may be worn in a classroom or school building, except for properly approved occupational safety headgear required for special classes or if authorized by a school administrator or authorized/prescribed by a medical professional.
- H. Obscene language or symbols, or symbols of drugs, sex, or alcohol on clothing are prohibited.
- I. Students may not wear clothing, accessories and/or jewelry with images, symbols, slogans, words or phrases that are profane, discriminatory or defamatory or that is worn with the intent to convey affiliation with a criminal street gang as defined in A.R.S. § 13-105.
- J. Hats and sunglasses may be worn outside.

Exceptions for special activities or health considerations may be pre-approved by the administrator.

Students and parents who volunteer for extracurricular activities, such as athletics, band, chorus, or other school sponsored event, are subject to the standards of dress as defined by the sponsors of such activities.

### **Gang Related Apparel (JICF/JICF-R)**

The Governing Board desires to keep the Tuba City Unified School District and students free from the threat of harmful influences by any group or gang that advocates drug use or disruptive behavior. Therefore, the presence of any apparel, jewelry, accessory, notebook, or manner of dress that by virtue of its color, arrangement, trademark, symbol, or other attribute, denotes or implies membership in or affiliation with such a group is prohibited because of the potential disruption of the educational process or threat to the safety of other students.

### **Shirts/Tops**

- Must not include spaghetti straps, halter, backless, strapless, or off the shoulder tops, nor be deeply or narrowly cut in the back, under the arms, or front to expose cleavage.
- Must not expose any part of the midriff or undergarments when sitting, standing, or raising arms.
- Must not be see-through, ripped, or torn.

## **Pants/Shorts/Bottoms**

- Shorts/skorts/skirts must cover the entire buttocks when sitting, or standing and extend to a reasonable length.
- Must not expose undergarments\*\* when sitting or standing, regardless of the number of layers.
- Any spandex or form fitting type of pants/bottoms must not be see-through.

## **Shoes**

- Must be worn at all times.
- Must be closed-toe shoes for physical education or any organized physical activity.
- Slippers are not allowed.

## **Accessories/Personal Items**

- Must not present a safety hazard to self or others at the administrator's discretion.
- Must not include sunglasses worn inside any building.
- Must not include spiked jewelry, chains, or extremely long belts.
- Must not include a mask or anything to cover the face or that makes the person unidentifiable, with the exception of an appropriate mask covering the nose and mouth for health reasons.
- The accessory can be confiscated which can be picked up at the end of the day.
- Site Administrators can determine if hats or headgear are allowed. Students shall remove their hat or headgear when requested to do so by staff.

## **Consequences for Violation:**

In addition to any disciplinary action, students may be asked to do any of the following, depending on the specific circumstances:

- Turn inappropriate clothing inside out.
- Change into clothing that may be provided by the school.
- Have other clothing brought to school.

## **Personal Protective Equipment**

**If required** by Government authorities, all persons including but not limited to staff, students, vendors, visitors, and volunteers shall wear appropriate personal protective equipment while on any District property, in any District facility, at any District event, whether indoors or outdoors, and in any District vehicle, including District buses or vehicles rented or leased by the District.

Appropriate personal protective equipment should not be worn by:

- Children under the age of 2.
- Anyone who has trouble breathing.
- Anyone who is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

The Superintendent may make exceptions to the requirement to wear appropriate personal protective equipment while keeping in mind the health and safety of everyone involved.

\*A.R.S. § 15-712 permits instruction on the nature and harmful effects of alcohol, drugs, and tobacco. It is illegal for minors to possess these substances. Clothing or accessories that display these

substances or are deemed to advocate or encourage the use of these substances are counterproductive to the District's curriculum goals and educational objectives. These items are, therefore, prohibited.

**\*\*Undergarment Definition:** An undergarment is any item specifically designed to be worn underneath other garments and is typically worn next to the skin. Undergarments include, but might not be limited to underwear, bras (including sports bras), or other items that might be worn directly against the skin to cover the private areas of the body.

## **Student Identification - High School (TCHS/NAA)**

To ensure school safety, we must be able to easily identify all individuals on our high school campuses. All district high school students will be required to carry a school identification badge. Expectations will be determined by site administrators. There is no cost to students for the original ID badge, but should a student lose, damage, or deface their badge, there will be a \$5.00 replacement fee.

Students must carry their identification cards in their possession while attending extracurricular activities or other onsite school events outside of the school day. At all times students are expected to comply when requested by school personnel to present/display their identification badge.

## **Student and Staff Self-Defense**

### **Student Use of Physical Force in Self-Defense**

Reasonable use of physical force in self-defense and defense of others will be considered as a mitigating factor in determining penalties for misconduct. The threat or use of physical force by a student is not reasonable:

- 1) When made in response to verbal provocation alone;
- 2) When seeking or obtaining assistance from a school staff member is a reasonable alternative;

- 3) When the student has a reasonable opportunity to remove him/herself from the situation or otherwise flee;
- 4) When the degree of physical force used is disproportionate to the circumstances, or exceeds what is necessary to avoid injury to oneself or to others.

### **Use of Physical Intervention by Supervisory Personnel**

Any administrator, teacher or other school employee entrusted with the care and supervision of a minor may use reasonable and appropriate physical intervention upon the minor to the extent reasonably necessary and appropriate to maintain order. Use of physical intervention shall not be construed to constitute corporal punishment within the meaning above. Similar physical intervention will be appropriate in self-defense, in the defense of other students and school personnel.

### **Staff Responsibilities**

When a TCUSD employee observes a student engaged in behavior that violates District policy, the employee is expected to intervene, either by requesting the unacceptable behavior cease or by immediately reporting the incident to the administration. Each teacher will have a classroom management plan for their classroom. When a student's actions go beyond that which the teacher can effectively control using their plan, the student will be referred to the administration. Students who break rules outside of the classroom may be referred directly to the administration or its designee. When the school administrator becomes aware of a report from a staff member, prompt and effective action to resolve the problem will be taken. When disciplinary action is appropriate, it shall be according to an established discipline plan. The assistance of the parent/guardian, other educational supportive services and other professional community agencies may be utilized.

### **Surveillance**

Tuba City Unified School District authorizes the use of security cameras in school buses and on District property to ensure the health, welfare and safety of all students, employees and visitors, and to safeguard District facilities, vehicles and equipment. Video and/or audio recordings may be used as evidence in any disciplinary action, administrative proceeding or criminal proceeding, and, during certain circumstances, may become a part of a student's educational record.

### **Threat Management Process**

Every threat of violence toward others or self must be taken seriously. Every instance of threatening behavior will be examined individually. In determining whether a threatening situation exists under this process, school administrators and other personnel will be guided substantially by the provisions of A.R.S. § 13-1202 and 13- 2911. In general, a threat situation will be deemed to exist when, following an investigation by school administration, a student has been determined by admission or reliable information/evidence to have:

- communicated a death threat against self or others
- communicated a threat of mass violence
- communicated a threat involving weapons or explosive devices
- communicated a threat against school property

- engaged in behaviors that suggest a substantial risk of lethal violence with or without direct communication of a threat

School and district administration will utilize the Threat Assessment Process to evaluate threats made towards others or self to determine whether or not a threat situation exists. Depending on the outcome of the assessment, a plan for options and support may be put into place for the offender, victim(s), or both.

**Parents need to discuss with their children the ramifications of making any type of threat. Every infraction that impacts the safety and health of students will be dealt with to maintain a secure learning environment for students. We fully intend to assign consequences to those students who engage in behaviors that disrupt the learning and safety of others. This includes making false reports or deliberately disrupting the learning environment with rumors or fabricated information. When situations warrant, police will be contacted and criminal charges may be filed.**

## **Vehicles**

### **Vehicles in School Parking Lots (JLIE-E)**

The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant. The interiors of student vehicles may be inspected whenever a school authority has a reasonable suspicion the search will turn up evidence that the student has violated or is violating either the law or the rules of the school, Board Policy JLIE-E. The school is not liable for items left in vehicles.

### **Student Automobile Use**

All students who drive to school shall be required to park in the areas designated for their parking. Students are not allowed to park in nearby district housing areas. Students will need a valid driver's license, proof of insurance and current registration to obtain a parking permit. Student parking permits may be revoked for parking or driving violations. The revocation of a student-parking permit due to parking or driving violations is determined by the school administration.

### **Visitors to School (KI-R)**

These guidelines apply to visits, for the purposes of extended observations in the classroom or campus area. When parents/visitors request to visit the school and/or their child's classroom or school building during the school day, the following procedures shall be followed:

1. All visitors to any school must report to the school office upon arrival.
2. For those who wish to visit a classroom during the school day, the visitor must contact the building administrator in advance to arrange a day and time for such visit. Conflicts with the school schedule shall be avoided.
3. In visiting a classroom, the teacher's first responsibility is to the class as a whole, and the teacher will be unable to converse at any length with the visitor. If a conference is desired,

arrangements will be made by the teacher for an appointment with the parent either before or after school hours.

4. No person may enter onto school premises, including visits or audits to a classroom or other school activity, without approval by the principal. **Neither will any person be allowed to conduct or attempt to conduct any activity on school premises that has not had prior approval by the building administrator.**
5. Anyone who is not a student or staff member of the District schools, and is in violation of this policy, may be asked to leave the property of the District. Failure to comply with the lawful directions of District officials or of District security officers or any other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so, will be against District regulations. Failure to obey such instructions may subject the person to criminal proceedings applicable under law.

### **Abuse of Staff**

To maintain a safe and orderly school environment, the authority of school staff members acting in their official capacity must be respected. Both adults and students are prohibited by both District policy and state law from engaging in any form of physical or verbal abuse to a staff member and from disrupting the educational environment. Any person who knowingly abuses a school employee on school grounds or while the employee is engaged in their official duties may be prosecuted criminally. The District may take action to prevent violators from being on District property via a trespass order or injunction against workplace harassment. Students may also be subject to discipline under the Student Code of Conduct. If a concern about a staff member's exercise of authority cannot be satisfied in a direct, appropriate discussion with the individual, the concern should be brought to the attention of the administration.

### **Volunteers**

A TCUSD volunteer is an individual who has been given a scheduled, pre-arranged activity by a district staff member to assist in one of the district schools. Any person who volunteers must have a valid Regular IVP fingerprint clearance card through the AZ Department of Public Safety. All potential volunteers, including parents of students attending schools within Tuba City Unified School District, must be cleared by school administration before they can begin volunteering.

## **Discipline Process**

### **Introduction to Discipline Procedures**

Success in school occurs when there is close cooperation between its students, staff and parents. The purpose of the discipline procedures is to communicate the expectations of Tuba City Unified School District for student conduct to promote a safe, orderly and positive learning environment and to address certain student rights and responsibilities. Administrators may determine site specific practices that support campus goals and school climate, in accordance with current Governing Board Policy.

The discipline procedures were developed through the input of parents, teachers, staff and administrators in Tuba City Unified School District. This handbook addresses only specific areas of District policy. Additional information can be found in the Tuba City District Policy Manual.

## **Preamble**

A positive learning environment in our schools starts with students, parents and staff having knowledge and understanding of the basic standards of acceptable conduct. In order to assist everyone in the pursuit of a quality education, the District has established guidelines designed to ensure a safe environment for all students and staff in our schools. For these guidelines to be most effective, it is vital for the family, the school and the community to work together. **Students are responsible for their own actions.** Students who involve themselves in criminal acts and whose actions are in violation of school/District guidelines will be expected to accept the appropriate consequences. We are proud of our students and strive to see that all students learn through school experiences to recognize the essential worth of each individual. Students are expected to respect the rights and property of others, along with demonstrating high standards of personal integrity. This includes their time at school as well as going to and from school, at a bus stop and at school-sponsored events. To meet these goals, we enlist the support of our community.

Tuba City Unified School District implements severe consequences for drugs, weapons or threatening behavior. Any such act may result in a recommendation for long-term suspension or expulsion.

There are a variety of consequences (discipline) for misconduct. Depending on the seriousness of the situation, there may be more than one consequence for a single event. Nothing in this handbook is intended to restrict the District from imposing more or less severe consequences if, in the discretion of the District, the severity of harm, danger, damage or the potential for harm, danger or damage warrants it, or if one incident involves more than one infraction.

In addition, although not necessarily listed as a potential consequence on the matrix for a particular behavior, long-term suspension or expulsion may be imposed based upon the facts. Tuba City ensures consistency in discipline consequences District wide. However, the District administrator, the hearing officer(s) and the Governing Board have the discretion to impose a consequence they consider most appropriate for the particular infraction and surrounding facts. Just as we set high academic expectations for all students, Tuba City Unified School District has high expectations for the conduct of our students. We will not allow academic progress to be slowed because of the conduct of a few students. Conduct expectations and consequences help to ensure that schools, buses and bus stops are safe and orderly.

In cases in which a student commits the same infraction repeatedly over the duration of the student's tenure in the District, the consequences will automatically progress to the next infraction level and not begin at the 1st offense from year to year. For example, if a student receives a long-term suspension for drug possession during their freshman year and is found to be in possession of drugs during their

sophomore year, or if a student is under the influence of drugs in the first semester and then is under the influence of alcohol in the second semester, that student's consequence would be derived from at least higher than the minimum consequences. Discipline will be progressive for students in grades K-12 including, but not limited to, the following infractions:

- Alcohol
- Aggravated Assault
- Arson
- Assault
- Death Threats/Social Media
- Drugs
- Drug/Tobacco Paraphernalia
- Sale of Dangerous Instruments and/or Weapons
- Fights
- Weapons

The District has entered into agreements with various governmental and tribal agencies whereby the District has agreed to cooperate fully with the governmental/tribal agency when a student commits an act in violation of the law. Please Note: Federal privacy laws prohibit the District from naming students involved in disciplinary actions and from revealing the consequences of those actions to the parents of other students.

## **Administration Resolution Options**

### **Alternative Consequence/Loss of Privileges/Removal from Celebration/Graduation Ceremony**

Administration may assign a range of consequences for behavior. These may include but are not limited to, detention, reassignment of class schedule, safety plans, as well as removal from participation in extracurricular activities, class trips, dances/prom, celebration/recognition programs, promotion, or graduation ceremonies.

### **Denial of Bus-Riding Privileges**

A school administrator/director of transportation may deny bus-riding privileges for inappropriate/disruptive behavior. The parent will be notified prior to the denial taking place.

### **Restitution (Liability)**

Under Arizona law, parents may be responsible for damage to, or theft of, school property done by their child (including textbook and/or library book or other school issued equipment, damage or loss). Failure to comply with restitution consequences could result in a charge to the student's account and any unpaid balances being submitted to a collection agency per Tuba City District procedures.

### **Mediation**

Intervention between conflicting parties to promote reconciliation or compromise.

### **Conference**

A meeting of two or more people for discussing matters of concern.

## **Behavior Contract**

A conference will be held with the teacher, parent, student and administrator. A behavior contract will be written.

## **On-Campus Reassignment**

Temporary assignment to an on-campus reassignment (OCR) is an alternative to off-campus suspension. OCR may be imposed for part of a day or for one or more days. The student is removed from the regular classroom setting and is assigned to a location isolated from classmates. Class assignments will be given to a student placed in an OCR. The parent will be notified.

## **Short-Term Suspension**

School administrators may suspend a student for 10 school days or less. The student will be informed of the alleged violation of school rules and be given an opportunity to respond. There is no right to appeal a short-term suspension to any person, other than the school principal. When the student's behavior causes a danger to self or to others, an out-of-school suspension may be immediate. During any off-campus suspension, a student is not permitted on any Tuba City District property during the school day or at school/district functions/events. Classroom assignments will be provided, upon parent request, during a short-term suspension.

## **Long-Term Suspension**

In addition to a short-term suspension, the school administrator may recommend to District-level administration that a long-term suspension be imposed. Suspensions exceeding 10 school days may be imposed following a due process hearing. The student and parent are informed of the District's due process procedures. During any off-campus suspension, a student is not permitted on any Tuba City District property during the school day or at school/district functions/events.

## **Alternative School Placement**

At a formal due process hearing, it may be recommended that a student be placed in an alternative school setting during a long-term suspension or in lieu of a long-term suspension.

## **Expulsion**

Expulsion means the permanent withdrawal of the privilege of attending any school in the District, unless the Governing Board reinstates that privilege. A recommendation for expulsion will be made by a hearing officer after the appropriate due process hearing. Only the Governing Board can expel a student. The student's parent/guardian will be notified, in writing, that expulsion is recommended. Notification will include instructions regarding due process procedures. During any expulsion, a student is not permitted on any Tuba City District property during the school day or at school/district functions/events.

## **Classroom Management Plan**

All teachers will work collaboratively with fellow teachers to develop a classroom management plan that is approved by the school administration and communicated to students and parents. The plan will include procedures for addressing common classroom behavioral concerns. It will also include

consequences, some of which are listed below. When positive behavioral change is not occurring under the classroom plan or when the offense is immediately serious, a disciplinary referral to the school administration will be generated by the teacher or staff member.

### **Informal Talk**

A teacher, school administrator or designee will talk with the student, describing the inappropriate behavior and informing the student of acceptable behavior. The parent may be notified.

### **Discipline Conference with Student**

A conference is held with the student and the teacher or school staff member to discuss the inappropriate behavior and discuss and/or develop a plan for changing the student's behavior. The parent/guardian may be notified.

### **Time-Out (K-8)**

Classroom teachers may use a technique similar to the alternative learning classroom imposed by the school administrator. In time-out, the student is assigned, by the teacher, to a supervised location isolated from their classmates. Time-out generally will not exceed 30 minutes.

### **Conference with Parent**

The parent/guardian is asked to attend a conference with the student, school administrator and other educators to develop a plan for changing the student's inappropriate behavior.

### **Restriction of Privileges (K-12)**

Inappropriate behavior may result in a restriction of a student's privilege to participate on the playground, cafeteria, common areas or specific special activities. The parent/guardian will be notified. For example, a teacher may assign and monitor their own after school detention or lunch detention.

### **Removal from Classroom (in extreme circumstances)**

State law allows a classroom teacher to remove a certain disruptive student from the classroom and request that a staff committee determine whether the student should return or be reassigned to another classroom. (TCUSD Policy **JK, JK-EC**) Student Discipline Policy & Procedures and A.R.S. § 15-841(A)(2).

## **Definitions**

Throughout this handbook, unless the context otherwise requires, the following definitions apply:

**At School** includes time in a school building, on school property (school parking area, play area, etc.) or school bus. Includes activities happening in school buildings, on school buses and at places that are holding school sponsored events or activities. This includes on the way to or from school.

**Bus Misconduct** includes any inappropriate conduct at bus stops, while riding buses, or in the process of boarding or disembarking from a bus. Definitions for infractions that might occur at school apply equally to infractions that might occur on school buses.

**Detention** is time where students are made to stay in class at a break or at school outside of normal school hours.

**District Sponsored Event** is any event that is sponsored or supervised by the District or District personnel either on or off campus.

**Expulsion** is the permanent removal of a student from school and District. Expulsion requires action by the Governing Board.

**Long-Term Suspension** is a suspension from school for more than 10 days. Due process rights shall be extended to any student suspended.

**On-Campus Reassignment (OCR) HS/K-8** where available, is when a student is assigned to remain in a classroom/specified location for the entire school day or for specified periods. The student will work on school assignments, while supervised by a staff member. Students may be assigned an OCR for various infractions, which are assigned at the discretion of the building level administrator. In the Discipline Matrix portion of this handbook, an underlined infraction indicates that an administrator may opt to use an on-campus reassignment as a possible disciplinary action in lieu of off-campus suspension (SUS).

**Organization** includes 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.

**School Day** includes a day in which school classes/activities are in session in school buildings, on school grounds, and places that are holding school sponsored events/activities. This also includes the time of school bus rides, on the way to or from school.

**School Grounds/Property** includes the school building and immediate grounds, school transportation, stadiums, gymnasiums and other facilities.

**School Official:** is any school/district administrator or designee.

**Serious Offense** is any offense that results in discipline that removes a student from one or more classes during any given school day.

**Short-Term Suspension** is a student's removal from school for one to ten days, but not to exceed 10 days. Students may be suspended from school by administrators, the District Superintendent, and/or other administrative officials granted this power by the District's Governing Board.

**Staff** is any employee of Dysart Unified School District who works as an employee of the District (i.e., teacher, bus driver, coach, etc.). This shall also include approved volunteers for the District.

**SUS** is the disciplinary code for a suspension. Suspensions may be in-school or out-of-school suspensions.

**Tardy** is the failure to be at a designated location at a specified time. This could include arriving to school late or leaving school early.

**Truancy** is an unexcused absence for at least one class period during the school day or when a student is absent from school during the hours school is in session, unless excused pursuant to A.R.S. § 15-802.

**Under the Influence** is the result of consumption of alcohol or drugs, which may or may not affect a student's behavior or change in mood.

### **References to A.R.S. Regarding Student Behavior**

- A school may refuse to admit any student who has been expelled from another public school (A.R.S. § 15-841(C))
- A school may discipline students for disorderly conduct on the way to and from school. (A.R.S. § 15- 341(A)(13))
- A person who knowingly abuses a teacher or other school employee on school grounds or while a teacher or employee is engaged with the performance of their duties is guilty of a class 3 misdemeanor. (A.R.S. § 15-507)

### **Individuals with Disabilities Education Act (IDEA) Student Discipline**

When a student who is receiving special education services, is being considered for special education services, or has received special education services in the past, and violates the discipline code of the school and/or school district and is recommended for a suspension of more than 10 days during the school year (a possible change in placement), a manifestation determination conference must be held if an analysis determines that a change of placement has occurred due to the suspensions.

A recommended suspension of a special education student for more than 10 consecutive days, or a series of suspensions totaling more than 10 days, may constitute a change of placement and if so, shall require a manifestation determination conference. Such a conference shall be for the purpose of determining whether or not the offense is a manifestation of the student's disability. The parent/legal guardian is notified in writing that a possible suspension and/or expulsion is being considered.

Upon request, the parent/legal guardian will be provided with an additional copy of the procedures/safeguards at any time during a disciplinary procedure with the student.

For the manifestation conference to occur, a multidisciplinary evaluation team is convened. The multidisciplinary evaluation team is comprised of the school staff that is most knowledgeable about the nature of the student's disability and, if possible, about the student. Prior written notice and procedural safeguards are given to the student and parent/legal guardian per IDEA (Individual with Disabilities Education Act) and ADE/ESS (Arizona Department of Education/Exceptional Student

Services). The student and the student's parent/legal guardian are invited. At the conference, the following will occur:

- Student's explanation of the incident.
- Professionals' explanation of the incident (those who were involved in the investigation of the incident).
- Review of the current IEP, if a student is receiving special education services.
- Review of the behavior plan; if there is no behavior plan, a functional behavioral analysis must be done.
- Determination of the relationship of the behavior to the disability (manifestation determination).
- Consideration of the necessity for further assessment and/or evaluation is discussed. If further evaluation is necessary, decisions concerning the relationship of the behavior to the disability will be on hold until the completion of the evaluations.
- Need for interim placement is discussed.

After the decision has been made, prior written notice and procedural safeguards are given to the student and parent/legal guardian per IDEA (Individual with Disabilities Education Act) and ADE/ESS (Arizona Department of Education/Exceptional Student Services), the team must develop, review, and/or revise the behavior plan within 10 days of the action. If the behavior is related to the disability, then suspension and/or expulsion may not occur. However, the student's educational program will be reviewed and revised, and the multidisciplinary evaluation team may determine a change of placement/location of services. (34 C.F.R. 300.519 – 300.526)

If the behavior is not related to the disability, suspension and/or expulsion may occur; however, an education program must be delivered to the student who is on an IEP. The IEP team develops this program. The delivery of the educational program may occur through placement on an alternative campus, self-contained public, self-contained private and/or residential setting, as determined by the multidisciplinary evaluation team. In the case of a drug, weapon and/or serious bodily harm infraction, the student may be immediately placed for up to 45 days in an interim alternative educational setting.

If there are any questions, the administrator should contact the Director of Special Education Services. The findings and all conference notes are forwarded to the District's hearing officer. If necessary, special education staff may be invited to the hearing.

If the parent/guardians do not agree with the findings of the IEP conference, they may file due process. If it is deemed that the student is a threat to the educational environment, the District may remove the student from the educational environment until due process has been served. An interim placement will be activated while the due process is taking place. (34 C.F.R. 300.519 – 300.526).

## **Student Due Process - Suspension/Expulsion Disciplinary Process**

### **Discipline**

Discipline is administered by the principal/designee, the faculty and the staff.

## **Referral**

Students will be referred to the principal/designee for infractions outlined in the Student and Parent Handbook and when their disruptive behavior interrupts the educational process.

## **Due Process**

Students in the District have certain rights. They also have the responsibility to respect the rights and property of others. If a student fails to do this, disciplinary action will follow. In disciplinary cases, each student is entitled to due process. This means students must:

1. Be informed of accusations against them.
2. Have the opportunity to accept or deny the accusations.
3. Have explained to them the factual basis for the accusations.
4. Have a chance to present an alternative factual position if the accusation is denied.

All discipline referrals submitted to the school administration/designee will begin with a conference with the student. If a student requests to have a parent/guardian contacted, the school will make reasonable efforts to contact the parent/guardian. In the case of suspensions/expulsions, a parent/legal guardian will be notified of consequences by a personal phone call, accompanied by a written referral form. If attempts to notify a parent/legal guardian by telephone are unsuccessful, a parent/guardian will be notified by written referral form only. Parent/legal guardian involvement is an important part of the discipline at all levels.

The extent of the due process required will depend upon the severity of the infraction and the related consequence. Campus administrators may use their on-campus reassignment program as a disciplinary action in lieu of off-campus suspension for designated infractions. Must be applicable at the student's school campus.

## **Short-Term Suspension**

If the principal/designee decides that the alleged misconduct warrants a consequence of a suspension for 10 days or less, the principal/designee shall give the student an informal due process hearing and shall examine all the pertinent facts to determine whether or not a violation did occur. The student shall be afforded due process rights, including the opportunity to present to the principal/designee their defense or position concerning the alleged violation. At the conclusion of the investigation, the principal/designee, upon the basis of all facts and information learned, shall determine if the student committed a conduct violation. If the student is found to have committed a violation, a consequence or suspension may be imposed for a period of time, not to exceed 10 days. If a suspension is imposed, the principal/designee imposing the suspension shall keep a record of the aforesaid proceedings. A parent may request a campus administrative review of the discipline data and decision to suspend. Homework may be provided at the request of the parent. There is no level of appeal higher than the principal for a suspension of 10 days or less.

### **Short Term Suspension Appeals**

This process provides a guideline of steps that a parent/guardian and the administration would follow under the direction of the Principal. The suspension would still take place during the appeal process

unless otherwise determined by the Principal.

#### Steps Involved

- Parent submits in written form reasons for appealing the short term suspension within 24 hours of the consequence being communicated to the parent. Reasons for an appeal should address a violation of due process.
- Once the appeal is submitted, the Principal or designated administrator hearing the appeal will need to respond within 24 hours and set up a hearing within 1 to 2 days.
- The short term suspension hearing will involve the parent, student if decided by the parent, the administrator that conducted the investigation and the Principal or designated administrator.
- A decision is to be rendered and communicated within 24 hours of the hearing. • There is no level of appeal higher than the principal for a suspension 10 days or less.

#### Long-Term Suspension

If the principal/designee decides that the alleged misconduct is sufficiently serious so that the consequence should be a suspension in excess of 10 days or expulsion, the accused student shall be afforded their due process rights. There shall be an investigation to determine if there is sufficient probable cause to charge the student with an act of misconduct, which may result in a suspension in excess of 10 days or an expulsion. When a student is charged by the principal/designee with misconduct, which may result in long-term suspension or expulsion, the parent/legal guardian of the student shall be informed within a reasonable time period by telephone or letter of the charges against the student.

The suspension shall be in accordance with pertinent Arizona Revised Statutes. The ability to make up work for credit during long-term suspension is at the discretion of the hearing officer or the Governing Board and will only be allowed in exceptional Circumstances.

- If a school administrator believes that a long-term suspension may be warranted as a result of alleged misconduct of a student, the administrator/designee will notify the parent/legal guardian in writing. The school administrator/designee shall also notify the district office to schedule a long-term suspension hearing.
- If a long-term suspension hearing is scheduled, the District will deliver, or send by certified mail, notice of the hearing to the student's parent/legal guardian at least five (5) working days prior to the hearing. The notice shall contain:
  - The time, date and place of the hearing.
  - The name of the hearing officer.
  - A description of the alleged misconduct, the standard of student conduct allegedly violated and the proposed discipline.
  - A copy of Policy 5-305, 5-306, and A.R.S. §15-840 through §15-844.
  - A statement that the student and their parent/legal guardian are entitled to various procedural rights as described in this policy.
  - A statement that notice must be given to the superintendent/designee at least 24 hours before the hearing if the student or their parent/legal guardian will have an attorney present.

The hearing shall be held at the time and place stated in the notice, unless all interested parties agree otherwise. In the event the District is unable to contact the parent/legal guardian after taking reasonable steps to do so, the District may proceed to hold a hearing or take other steps regarding the discipline of the student. When proper notice has been given and the student/parent fails to appear at the hearing, the hearing may proceed; the student may be found responsible in absentia.

At the conclusion of the hearing, the hearing officer shall determine whether discipline will be imposed, and, if deemed appropriate by the hearing officer, a long-term suspension may be imposed immediately. Written confirmation of the hearing officer's decision shall be mailed or delivered to the student's parent/legal guardian within five (5) working days after the hearing.

A copy of the written decision shall be delivered or mailed to the superintendent. If the decision is to impose a long-term suspension, the written decision shall:

- Name the student.
- Describe the behavior that resulted in the long-term suspension.
- State the duration of suspension and the date the student is allowed to return to school.
- Inform the parent/legal guardian about suspension appeal procedures. Absent extenuating circumstances, once a due process hearing has concluded, no new testimony or documents may be presented.

The decision and appeal procedure, if applicable, upon conclusion of the hearing will be as follows:

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

### **Suspension Due to Clear and Present Danger**

If in the best judgment of the principal/designee, after reasonable investigation, the facts indicate that the presence of the alleged offender constitutes a clear and disruptive influence to the educational processes on campus, the principal/designee may suspend the student from the school pending an investigation, due process and disposition of the case.

### **Expulsion**

The hearing officer may recommend that a student be expelled from the School District. That recommendation will be forwarded to the Governing Board, who will act on it.

Parent/legal guardian may appeal the recommendation for expulsion based on one of the following reasons:

- If the recommendation is appealed by either the student/parent or administration within this time period, a Governing Board meeting will be scheduled to review the appeal. The student/parent will be given written notice of the date, time and place of the meeting at least five (5) days prior to the meeting. The Board will consider the matter in executive session, unless the student/parent requests an open meeting. The Governing Board will expect the student and parent to attend the meeting to answer any questions that members may have regarding the appeal.
- Each Board member present at the meeting will review the hearing officer's written findings of fact, conclusion and recommendation together with the written appeal. A Board member may allow for the student/parent and the administration to present their positions and may question the student/parent or the administration. Unless specifically requested by the Board member, no new evidence will be heard by the Board.
- The Board may accept the hearing officer's recommendation or reject the recommendation and impose a different disciplinary action. The Board may grant a new hearing, take the matter under advisement or take further action deemed necessary.

The decision of the Board is final and binding. If an expulsion is imposed, it will take effect after the Board considers the hearing officer's recommendation and determines that expulsion is the appropriate disciplinary action.

### **Readmission**

Once a student is expelled, the student's parent/legal guardian may request that the student be readmitted no sooner than one year after the date of the expulsion. The readmission of an expelled student can only be granted by the Governing Board, in its discretion, and may begin the semester following the decision to readmit.

### **Student Disciplinary Record-Keeping**

Each principal or designee shall keep and retain complete records of student disciplinary actions and procedures. Records regarding student disciplinary actions shall be retained for at least four years after graduation or withdrawal. The kinds of disciplinary actions for which an accounting shall be kept shall include, but not be limited to, suspension, placement in special classes and referrals of cases to police and juvenile authorities. The accounting for students subject to disciplinary action shall contain an entry of:

- Student's full name.
- Time, place and date of the offense or offenses, behavior observed.
- Specific measures taken by person(s) reporting the offense to affect an adjustment, including the specialized help secured before referral (i.e., conferences with parent/legal guardian, conference with principal, conferences with other school personnel, etc.).
- Final disposition of the case.
- Name of person(s) imposing the action or actions.
- Statement of clarification by student or parent/legal guardian if either wishes.

## **Principal/Designee Review**

In case of a discipline consequence other than a long-term suspension or expulsion, the student/parent may request, in writing, a review of the situation/discipline from the principal/designee. Once the principal/designee reviews the stated concern(s), the principal/designee shall notify the student/parent of the final determination.

## **Student Conduct**

A student shall be defined as any person who is enrolled in an educational program provided by or approved by the District and carried on in premises owned or controlled by the District.

Students shall not engage in improper behavior, including but not limited to the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Board.
- Threatening an educational institution by interference with or disruption of the school per A.R.S. §§13- 2911 and 15- 841.
- Physical abuse of or threat of harm to any person on District owned or controlled property or at District sponsored or supervised functions.
- Damage or threat of damage to property of the District, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on District controlled premises.
- Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.
- Unlawful use, possession, distribution, or sale of tobacco, alcohol, or drugs or other illegal contraband on District property or at school-sponsored functions.
- Conduct or speech that violates commonly accepted standards of the District and that, under the circumstances, has no redeeming social value.
- Failure to comply with the lawful directions of District officials or any other law enforcement officers acting in performance of their duties, and failure to identify themselves to such officials or officers when lawfully requested to do so.
- Knowingly 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 proof that the violation was done knowingly.
- Engaging in any conduct constituting a breach of any federal, state, or city law or duly 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 Board. Students shall not engage in any activities prohibited herein, nor shall they refuse to obey any order given by a member of the faculty or staff who is attempting to maintain public order.

Any student who violates these policies and 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 the District presently dispenses.

Local law enforcement shall be notified by the Superintendent regarding any suspected crime against a person or property that is a serious offense as defined in A.R.S. §13-706, 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.

### **Student Conduct on School Buses (EEAE)**

Each student who is provided transportation services is expected to obey the rules as established for the safety and welfare of all who ride the buses. A school bus is an extension of the school campus. Misconduct on the school bus will be treated in the same manner as it is treated at the schools.

Students who do not follow the safety rules for school bus passengers will be disciplined in accordance with the Board adopted Discipline Procedures. Unacceptable offenses, serious offenses, and severe offenses, as well as the administrative options of consequences for each category described in the Student and Parent Handbook will apply to the school bus in the same manner as they do to the classroom or other school setting. A suspension or termination of bus-riding privileges may be assigned in lieu of, or addition to consequences outlined in the discipline matrix for infractions that have occurred on the bus.

Bus Drivers shall report offenses to their supervisor through a disciplinary referral. Prior to completing a referral, the bus driver will talk with the student about their behavior, explaining the reason for the rule and providing an opportunity for the student to take corrective action.

In addition to the offenses listed in the student code of conduct, the following are examples of unacceptable, serious, and severe offenses that are specific to inappropriate or unsafe behavior on the school bus. Consequences for these offenses will be consistent with the administrative options as listed in the Student and Parent Handbook.

All of the infractions listed in the Student and Parent Handbook apply to the bus in the same manner as at the school. Expectations include, but are not limited to:

- Ride on an assigned bus and get on/off at designated stops.
- Obey the driver and follow their directions.
- When asked, provide name and accurate information.
- Be respectful to adults and students on the bus/at the bus stop.
- No pushing, shoving, using loud voices, littering.
- Remain in seat when bus is in motion, no changing seats.
- Remain in the assigned seat as requested.
- Keep the aisle clear of feet, school supplies, musical instruments, etc.
- Do not bring unacceptable/dangerous items on the bus, such as animals, glass objects, skateboards, etc.
- Hands, arms, any body parts, must remain inside windows at all times.

- Water can be brought to drink; however, eating is not allowed.
- Do not throw any object in the bus or out of the windows.
- Do not tamper with or open the emergency door of the bus.
- Do not damage or vandalize bus.
- No smoking or use of tobacco or other prohibited substances (includes vaping)

**Before or after getting on/off the bus:**

- Do not attempt to touch or strike the bus.
- Go directly home or to your assigned location.
- Refrain from vandalizing property at bus stop
- Crossing the roadway:
  - If you must cross the road, walk to a point about ten (10) feet in front of the bus but do not cross until you can see that the driver has indicated that it is safe to do so.
  - As you cross the road, look continuously to the right and left. At an intersection, look in all directions.
  - Cross at right angles. Never cross the roadway diagonally.
  - Walk briskly across the road, but do not run.
  - Never cross the road behind the bus.

**Note:** Any offense that may occur that is not listed in the Student and Parent Handbook will have its severity and consequence decided by the school official.

**Student Interrogations, Searches & Arrests (JIH)**

**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 school officials or 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 upon 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 the health, safety and welfare of the student exists. Disrobing of a student is overly intrusive for purposes of most student searches and is improper without express concurrence from School District counsel.

Items provided by the District, such as lockers, desks, storage areas, etc. or personal items, are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have no reasonable expectation of privacy and the 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 briefcase.

School and 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 of:

- "Contraband" includes all substances 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.

When the owner of the automobile is other than the person in possession of the automobile, the owner will be notified that a search has taken place.

Contraband materials, as identified in the introduction above, may be seized when found in the course of a search. Any such items seized may be:

- returned to the parent/guardian of the student from whom the items were seized,
- offered as evidence in any suspension or expulsion proceeding, if they are tagged for identification at the time seized,
- turned over to law enforcement officers, or
- destroyed.

**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. TCUSD Administration and TCUSD Security will be present during canine searches.**

## **Search Warrants**

If a search warrant is served, District/school officials shall not interfere with searches by law enforcement officers who have duly processed search warrants. Every reasonable effort should be made to cooperate with law enforcement officers.

## **Arrests**

When a peace officer enters a campus providing a warrant or subpoena, or expressing intent to take a student into custody, the school staff shall cooperate with the officer in locating the student within the school. School officials may respond to parental inquiries about the arrest or may, if necessary, explain the relinquishment of custody by the school and the location of the student, if known, upon contact by the parent.

## **Police Presence on Campus**

Through a partnership with the Navajo Nation Police Department, Tuba City Unified School District utilize police officers to provide an added layer of safety on high school grounds. It is expected that police officers will maintain a professional presence as law enforcement while on school facilities or attending school events. Additionally, it is expected that police officers will be professionally equipped with standard issued gear and may use such equipment when necessary to maintain the safety of themselves and those they are employed to protect.

## **School Safety Reporting**

In accordance with A.R.S. § 15-153 School Safety Reporting, a school administrator, or designee must report to local law enforcement any suspected crime against a person or property that:

- is a “serious offense” or involves a “deadly weapon” or “dangerous instrument” or “serious physical injury,” and
- any conduct that poses a threat of death or “serious physical injury” to an employee, student or other person on school property.

A school administrator, or designee will report such incidents to the parent or guardian of each student involved in a suspected crime or any conduct described above.

## **Student Rights & Responsibilities**

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

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

to promote adherence by them and by other students to the responsibilities of citizens in the school community.

The following basic guidelines of rights and responsibilities shall not be construed to be all-inclusive, nor shall it in any way diminish the legal authority of school officials and the Governing Board to deal with disruptive students. These guidelines will be reviewed annually by a committee of stakeholders and updated when required.

### **Rights:**

- Students have the right to a meaningful education that will be of value to them for the rest of their lives.
- Students have the right to a meaningful curriculum and the right to voice their opinions, through representatives of the student government, in the development of such a curriculum.
- Students have the right to physical safety, safe buildings, and sanitary facilities.
- Students have the right to consultation with teachers, counselors, administrators, and anyone else connected with the school if they so desire, without fear of reprisal.
- Students have the right to free elections of their peers in student government, and all students have the right to seek and hold office in accordance with the provisions of the student government constitution and in keeping with the extracurricular guidelines of the District.
- Students have the right to be made aware of administrative and/or faculty committee decisions and to be aware of the policies set forth by the Governing Board and school.
- Legal guardians or authorized representatives have the right to see the personal files, cumulative folders, or transcripts of their children who are under the age of eighteen (18) years. School authorities may determine the time and manner of presentation of this information.
- Students' academic performance shall be the prime criterion for academic grades; however, noncompliance with school rules and procedures may affect grades (e.g., unexcused absences).
- Students shall not be subjected to unreasonable or excessive punishment.
- Students have the right to be involved in school activities, provided they meet the reasonable qualifications of sponsoring organizations, state organizations, and school procedures.
- Students have the right to express their viewpoints in accordance with District Policy Section 10.26 - Freedom of Expression.
- Married students share these rights and responsibilities, including the opportunity to participate in the full range of activities offered by the school, and shall be subject to the rules and procedures of the school.

### **Responsibilities:**

- Students have the responsibility to respect the rights of all persons involved in the educational process and to exercise the highest degree of self-discipline in observing and adhering to school rules and procedures. While at school, school sponsored events, or on the bus.
- Students have the responsibility to take maximum advantage of the educational opportunities available and seek to achieve a meaningful education.

- All members of the school community, including students, parents, and school staff members, have the responsibility to promote regular attendance at school.
- Students have the responsibility to protect school property, equipment, books, and other materials issued to or used by them in the instructional process. Students will be held financially responsible for any loss or intentional damage caused to school property.
- Students have the responsibility to complete all course assignments to the best of their ability and to complete makeup work after an absence.
- Students have the responsibility to help maintain the cleanliness and safety of the school buildings and property.
- Students have the responsibility to present themselves in class at the prescribed time and with the necessary materials.

## Discipline Matrix SY 24-25

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.

Violations	Level 1: Intervention /Discipline Procedures	Consequences
<u><b>Level 1 Offenses</b></u> Incomplete Class Work/Homework Verbal Provocation Other attendance Violation Tardy Unexcused Absences Sleeping in Class Cheating Dress Code Violation Public Display of Affection Loitering Minor Class Disruption Misuse of Pass Privileges Name Calling Unauthorized Use of Electronic Device, Laser Pointer Misuse of any Electronic Device Inappropriate Cafeteria Behavior Unapproved food/drink Possession of a Lighter/Matches	To be administered by <u><b>CLASSROOM TEACHER</b></u>  <u><b>*First Occurrence</b></u> 1. Student-Teacher Conference 2. Refocus Form - <b>Responsible Thinking Process (RTP)</b>  <u><b>**Second Occurrence</b></u> (in addition to steps 1 & 2 above) 3. Immediate Parent Notification (e-mail, letter, phone) *Parents will need to fill out a Parent Refocus form  <u><b>***Third Occurrence</b></u> 4. Building Administrator/Parent/Student/Teacher Conference  *Teacher Documentation (Student/Teacher Conference) *Teacher Documentation (Student Refocus form/Parent Notification info/Parent Refocus form/Discipline Log)  <u><b>ALL BEHAVIOR VIOLATIONS MUST BE RECORDED IN DISCIPLINE LOG and STUDENT STATEMENTS Attached with Discipline Log!</b></u>	·Confiscation of Contraband ·Student Verbal Apology ·Student Written Apology ·Warning ·Detention/After School Tutoring ·Peer Mediation ·Privilege Suspended ·Saturday School ·Restitution ·Temporary Reassignment to Different Class

<p><b><u>Level II Violations</u></b>  Parking Lot Violation  Minor Aggressive Act  Recklessness  Sales or Sharing of  Over-the-Counter Drugs  Tobacco-Personal Possession or Use  Personal Possession of Drug  Paraphernalia-Personal Possession or Use  Leaving School Grounds without Permission  Truancy  Forgery  Lying  Plagiarism  Other Violation of School Policies and Regulations  Contraband- combustible  Persistent Disruptive Behavior  Gambling  Inappropriate Language  Acceptable Use Policy Violation  Petty Theft  Trespassing  Graffiti or Tagging</p>	<p>To be administered by <b><u>CLASSROOM TEACHER, COUNSELOR/BEHAVIORAL SPECIALIST, BUILDING ADMINISTRATOR, DEAN OF STUDENTS, SOCIAL WORKER</u></b></p> <p><b><u>*First Occurrence</u></b>  1. Removal from Classroom (escort to office)  2. Local Law Enforcement Contacted (in appropriate circumstances)  3. Refocus Form - <b>Responsible Thinking Process (RTP)</b>  4. Immediate Parent Notification (e-mail, letter, phone)  *Parents will need to fill out a Parent Refocus Form  5. Student-Teacher/Counselor/Dean of Students/Conference  *Teacher Documentation (Student Refocus form/Parent Notification info/Parent Refocus form/Discipline Log)  6. Behavior Contract</p> <p><b><u>**Second Occurrence</u></b> (In addition to steps 1-6 above)  7. Counseling Intervention</p> <p><b><u>***Third Occurrence</u></b> (In addition to step 1-7 above)  8. Parent and student must seek services from Mental Health/Behavioral Health and show proof of appointment.</p>	<p><b>Any action from prior level may also be imposed.</b></p> <ul style="list-style-type: none"> <li>·In School Suspension – Short Term</li> <li>·Out of School Suspension-Short Term (1-5 Days)</li> <li>-Revocation of Driving Privileges on campus</li> </ul>
<p><b><u>Level III Violations</u></b>  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/Cyber Bullying  Harassment-Sexual/Nonsexual  Hazing  Threat or Intimidation  Defiance or Disrespect toward Authority and Non-Compliance  Negative Group Affiliation/Illegal Organization  Pornography  Network Violation (AUP Violation)  Theft-School/Personal Property  Trespassing on School Property  Vandalism of School/Personal Property  Dangerous Items (i.e., knife with blade less than 2.5 inches, taser, laser pointer, airsoft gun, pepper spray, paintball gun, razor blade, box cutter, etc.)</p>	<p>To be administered by <b><u>CLASSROOM TEACHER, COUNSELOR/BEHAVIORAL SPECIALIST, BUILDING ADMINISTRATOR/DEAN OF STUDENTS</u></b></p> <p>1. Removal from Classroom (sent to office)  2. Local Law Enforcement Contacted in Appropriate Circumstances  3. Refocus Form - <b>Responsible Thinking Process (RTP)</b>  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 Student Conference  *Teacher Documentation (Student Refocus form/Parent Notification info/Parent Refocus form/Discipline Log)  6. Behavior Contract  7. Counseling Intervention (if available)  8. Parent and student must seek services from Mental Health/Behavior Health and show proof of appointment</p>	<p><b>Any action from prior level may be imposed.</b></p> <ul style="list-style-type: none"> <li>·Required in School Suspension Short Term</li> <li>·Field Trip Privileges Suspended</li> <li>·In-School Suspension-Long Term</li> <li>·Out of School Suspension Short Term (1-10 days)</li> <li>·Reassignment to alternate classroom</li> </ul>

<p><b>Level IV</b>  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  Harassment, Sexual with contact  Indecent Exposure or Public Sexual Indecency  Burglary or Breaking and Entering  Extortion  Robbery  Other Weapons (i.e., brass knuckles, knife blade of 2.5 inches or more, nunchuks, billy club, etc)</p>	<p>To be administered by <b><u>CLASSROOM TEACHER, COUNSELOR/BEHAVIORAL SPECIALIST, BUILDING ADMINISTRATOR/DEAN OF STUDENTS</u></b></p> <ol style="list-style-type: none"> <li>1. Removal from Classroom (sent to office)</li> <li>2. Local Law Enforcement Contacted in Appropriate Circumstances</li> <li>3. Refocus Form - <b>Responsible Thinking Process (RTP)</b></li> <li>4. Immediate Parent Notification (E-mail, letter, phone)  *Parents will need to fill out a Parent Refocus Form</li> <li>5. Student-Teacher/Counselor/Principal/Dean of Students Conference  *Teacher Documentation (Student Refocus form /Parent Notification info/Parent Refocus form/Discipline Log)</li> <li>6. Behavior Contract</li> <li>7. Counseling Intervention (if available)</li> <li>8. Parent and student must seek services from Mental Health/Behavior Health and show proof of appointment</li> </ol>	<p><b>Any action from prior level(s) may also be imposed.</b></p> <ul style="list-style-type: none"> <li>·Required Out of School Suspension- Long Term (11-45 days)</li> <li>·Field Trip Privilege Suspended</li> <li>·Reassignment to alternate Classroom</li> </ul>
<p><b>Level V Offenses</b>  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)</p>	<p>To be administered by <b><u>CLASSROOM TEACHER, COUNSELOR/BEHAVIORAL SPECIALIST, BUILDING ADMINISTRATOR/DEAN OF STUDENTS</u></b></p> <ol style="list-style-type: none"> <li>1. Removal from Classroom (sent to office)</li> <li>2. Local Law Enforcement Contacted in Appropriate Circumstance</li> <li>3. Refocus Form - <b>Responsible Thinking Process (RTP)</b></li> <li>4. Immediate Parent Notification (E-mail, letter, phone)  *Parents will need to fill out a Parent refocus form</li> <li>5. Student/Teacher/Counselor/Principal/Dean of Students Conference  *Teacher Documentation (Student Refocus form/Parent Notification info/Parent Refocus form/Discipline Log)</li> <li>6. Behavior Contract</li> <li>7. Counseling Intervention (if available)</li> <li>8. Parent and Students must seek services from Mental Health/Behavioral Health and show proof of appointment</li> </ol>	<p><b>Any action from prior level(s) may also be imposed.</b></p> <ul style="list-style-type: none"> <li>·Required Out of School Suspension –Long Term (11-180 Days)</li> <li>·Field Trip Privileges Suspended</li> <li>·Reassignment to Alternate Classroom</li> <li>·Expulsion</li> </ul>

Armed Robbery (Mandatory report to law) enforcement/Expulsion required by law Firearms (Expulsion required by law)		
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<b>NOTES:</b>
<ul style="list-style-type: none"> <li>· All parent conferences will be made in the timeliest manner.</li> </ul>
<ul style="list-style-type: none"> <li>· A student, who solicits, willingly assists, or forces another student to commit a violation of these guidelines will be held accountable for the violation.</li> </ul>
<ul style="list-style-type: none"> <li>· 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.</li> </ul>
<ul style="list-style-type: none"> <li>· 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.</li> </ul>
<ul style="list-style-type: none"> <li>· 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.</li> </ul>
<ul style="list-style-type: none"> <li>· When determining the appropriate action to take. Administrators at the elementary level (Pre-K-5<sup>th</sup> Grade) may consider all violations, with the exception of possession of firearms or any incidence of threat to an educational institution, at one level lower than that of the actual violation.</li> </ul>



State of Arizona  
Department of Education



AzSAFE  
Definitions for Violations

**Aggression**

Verbal Provocation	Use of language or gestures that may incite another person or other people to fight.
Minor Aggressive Act	Student engages in non-serious but inappropriate physical contact, i.e., hitting, poking, [ <i>pulling</i> ] or pushing (SWIS™). Other behaviors that may be considered under this violation are running in the building, hallways, or corridors, pulling a chair out from underneath another person, or other behaviors that demonstrate low level hostile behaviors.
Disorderly Conduct	<p>A.R.S. §13-2904. Disorderly conduct; classification</p> <p>A. 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:</p> <ol style="list-style-type: none"> <li>1. Engages in fighting, violent or seriously disruptive behavior; or</li> <li>2. Makes unreasonable noise; or</li> <li>3. Uses abusive or offensive language or gestures to any person present in a manner likely to provoke immediate physical retaliation by such person; or</li> <li>4. Makes any protracted commotion, utterance or display with the intent to prevent the transaction of the business of a lawful meeting, gathering or procession; or</li> <li>5. Refuses to obey a lawful order to disperse issued to maintain public safety in dangerous proximity to a fire, a hazard or any other emergency; or</li> <li>6. Recklessly handles, displays or discharges a deadly weapon or dangerous instrument. (Possession of a deadly weapon or dangerous instrument must also be reported as a weapon violation to ADE and to local law enforcement.)</li> </ol>

Recklessness	Unintentional, careless behavior that may pose a safety or health risk for others.
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Endangerment	<p>A.R.S. §13-1201. Endangerment; classification</p> <p>A. A person commits endangerment by recklessly endangering another person with a substantial risk of imminent death or physical injury.</p> <p>B. Endangerment involving a substantial risk of imminent death is a class 6 felony. In all other cases, it is a class 1 misdemeanor.</p>
Fighting	<p>Mutual participation in an incident involving physical violence, where there is no major injury. (US Department of Education, Office of Safe and Drug-Free Schools Uniform Management Information and Reporting System guidelines, 10/06) Verbal confrontation alone does not constitute fighting.</p>
Assault	<p>A.R.S. §13-1203. Assault; A person commits assault by:</p> <ol style="list-style-type: none"> <li>1. Intentionally, knowingly or recklessly causing any physical injury to another person; or</li> <li>2. Intentionally placing another person in reasonable apprehension of imminent physical injury; or</li> <li>3. Knowingly touching another person with the intent to injure, insult or provoke such person.</li> </ol>
Aggravated assault	<p>A.R.S. §13-1204. Aggravated assault; A person commits aggravated assault if the person commits assault as defined in section 13-1203 under any of the following circumstances:</p> <ol style="list-style-type: none"> <li>1. If the person causes serious physical injury to another,</li> <li>2. If the person uses a deadly weapon or dangerous instrument,</li> <li>3. If the person commits the assault after entering the private home of another with the intent to commit the assault,</li> <li>4. If the person is eighteen years of age or older and commits the assault upon a child the age of fifteen years or under,</li> <li>5. If the person commits the assault knowing or having reason to know that the victim is a peace officer, or a person summoned and directed by the officer while engaged in the execution of any official duties,</li> <li>6. If the person commits the assault knowing or having reason to know the victim is a teacher or other person employed by any school and the teacher or other employee is upon the grounds of a school or grounds adjacent to the school or is in any part of a building or vehicle used for school purposes, or any teacher or school nurse visiting a private home in the course of the teacher's or nurse's professional duties, or any teacher engaged in any authorized and organized classroom activity held on other than school grounds.</li> </ol>
Other Aggression	<p>Defined by school district policy.</p>

## Alcohol, Tobacco, and Other Drugs

Alcohol Violation	The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes being intoxicated at school, school-sponsored events and on school sponsored transportation.
Drug Violation	<p>The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation or importation of any controlled drug or narcotic substance or equipment and devices used for preparing or taking drugs or narcotics. Includes being under the influence of drugs at school, school-sponsored events and on school sponsored transportation. Category includes over-the-counter medications if abused by the student. This category does not include tobacco or alcohol.</p> <p><u>“Drug”</u> means any narcotic drug, dangerous drug, marijuana or peyote (A.R.S. §13-3415).</p> <p><u>“Drug paraphernalia”</u> means all equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a drug in violation of this chapter (A.R.S. §13-3415 F. 1.).</p>
Tobacco Violation	<p>The possession, use, distribution or sale of tobacco products on school grounds, at school-sponsored events and on school-sponsored transportation. (Paraphrased from: A.R.S. §36-798.03)</p> <p>A person who knowingly sells, gives or furnishes cigars, cigarettes or cigarette papers, smoking or chewing tobacco, to a minor, and a minor who buys, or has in his possession or knowingly accepts or receives from any person, cigars, cigarettes or cigarette papers, smoking or chewing tobacco of any kind, is guilty of a petty offense (A.R.S. §13-3622).</p>

<p>Substance</p> <ul style="list-style-type: none"> <li>• Sale</li> <li>• Distribution</li> <li>• Intent to Sell</li> <li>• Intent to Distribute</li> <li>• Use</li> <li>• Possession</li> <li>• Share</li> </ul>	<ul style="list-style-type: none"> <li>• Alcohol</li> <li>• Tobacco</li> <li>• Drugs <ul style="list-style-type: none"> <li>○ Inhalants</li> <li>○ Prescription Drugs (Inappropriate Use of)</li> <li>○ Over the Counter Drugs (Inappropriate Use of)</li> <li>○ Illicit Drugs <ul style="list-style-type: none"> <li>■ Ecstasy</li> <li>■ Cocaine or Crack</li> <li>■ Hallucinogens</li> <li>■ Heroin</li> <li>■ Marijuana</li> <li>■ Methamphetamines</li> <li>■ Other illicit drug</li> <li>■ Unknown drug</li> </ul> </li> <li>○ Drug Paraphernalia</li> <li>○ Substance represented as illicit drug</li> </ul> </li> </ul>
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## Arson

<p>Arson of a structure or property</p>	<p>A.R.S. §13-1703. Arson of a structure or property: A person commits arson of a structure or property by knowingly and unlawfully damaging a structure or property by knowingly causing a fire or explosion.</p>
<p>Arson of an occupied structure</p>	<p>A.R.S. §13-1704 Arson of an occupied structure A person commits arson of an occupied structure by knowingly and unlawfully damaging an occupied structure by knowingly causing a fire or explosion.</p> <p>A.R.S. §13-1701, 2. Occupied structure means any structure as defined in paragraph 4 in which one or more human beings either is or is likely to be present or so near as to be in equivalent danger at the time the fire or explosion occurs. The term includes any dwelling house, whether occupied, unoccupied or vacant.</p>

## Attendance Policy Violation

### *Violation of state, school district, or school policy relating to attendance*

<p>Tardy</p>	<p>Arriving at school or class after the scheduled start time.</p>
<p>Leaving School Grounds without permission</p>	<p>Leaving school grounds or being in an “out-of-bounds” area during regular school hours without permission of the principal or principal designee. Students who leave without permission create a serious legal liability problem for the district.</p>
<p>Unexcused Absence</p>	<p>When a student is not in attendance for an entire day and does not have an acceptable excuse.</p>

<p>Truancy</p>	<p>The state of Arizona requirement for school attendance and definitions for truancy are as follows:</p> <p>A.R.S. §15-803. School attendance; exemptions; definitions</p> <p>A. It is unlawful for any child between six and sixteen years of age to fail to attend school during the hours school is in session, unless either:</p> <ol style="list-style-type: none"> <li>1. The child is excused pursuant to A.R.S. §15-802, subsection D or A.R.S. §15-901, subsection A, paragraph 6, subdivision (c).</li> <li>2. The child is accompanied by a parent or a person authorized by a parent.</li> <li>3. The child is provided with instruction in a home school.</li> </ol> <p>A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child as defined in A.R.S. § 8-201. Absences may be considered excessive when the number of absent days exceeds ten per cent of the number of required attendance days prescribed in A.R.S. §15-802, subsection B, paragraph 1. C. As used in this section:</p> <ol style="list-style-type: none"> <li>1. "Habitually truant" means a truant child who is truant for at least five school days within a school year.</li> <li>2. "Truant" means an unexcused absence for at least one class period during the day.</li> <li>3. "Truant child" means a child who is between six and sixteen years of age and who is not in attendance at a public or private school during the hours that school is in session, unless excused as provided by this section</li> </ol>
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<p>Other Attendance Violation</p>	<p>Defined by school district policy. Users can add other violations specific to their policies. For example, this line might be used to record truancy at the level that is required for county court referral.</p>
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**Harassment, Threat, and Intimidation**

If a violation is known to be Bullying or Hazing, record the violation as such. Otherwise, indicate Harassment, Nonsexual.

If the harassment or intimidation is of a sexual nature, record under Sexual Offenses as Harassment, Sexual

<p>Harassment, Nonsexual</p>	<p>A.R.S. §13-2921. Harassment; classification; definition</p> <p>A. 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"> <li>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.</li> <li>2. Continues to follow another person in or about a public place for no legitimate purpose after being asked to desist.</li> <li>3. Repeatedly commits an act or acts that harass another person.</li> <li>4. Surveils or causes another person to surveil a person for no legitimate purpose.</li> <li>5. On more than one occasion makes a false report to a law enforcement, credit or social service agency.</li> <li>6. Interferes with the delivery of any public or regulated utility to a person.</li> </ol> <p><b>Note:</b> Bullying and Sexual Harassment are types of Harassment. Indicate harassment if the violation is not specifically Bullying or Sexual Harassment, or if the specific type of Harassment is not known.</p>
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<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). (Paraphrased from: Ericson, Nels, 2001, Addressing the Problem of Bullying, U.S. Dept. of Justice, Fact Sheet #FS-200127.)</p>
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<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. (Paraphrased from A.R.S. §13-1202)</p> <p>A.R.S. §13-1202. Threatening or intimidating</p> <p>A. A person commits threatening or intimidating if the person threatens or intimidates by word or conduct:</p> <ol style="list-style-type: none"> <li>1. To cause physical injury to another person or serious damage to the property of another; or</li> <li>2. To cause, or in reckless disregard to causing, serious public inconvenience including, but not limited to, evacuation of a building, place of assembly or transportation facility; or</li> <li>3. To cause physical injury to another person or damage to the property of another in order to promote, further or assist in the interests of or to cause, induce or solicit another person to participate in a criminal street gang, a criminal syndicate or a racketeering enterprise.</li> </ol> <p>B. Threatening or intimidating pursuant to subsection A, paragraph 1 or 2 is a class 1 misdemeanor, except that it is a class 6 felony if the offense is committed in retaliation for a victim's either reporting criminal activity or being involved in an organization, other than a law enforcement agency, that is established for the purpose of reporting or preventing criminal activity. Threatening or intimidating pursuant to subsection A, paragraph 3 is a class 4 felony.</p>
<p>Hazing</p>	<p>A.R.S. §15-2301. Hazing prevention policies; definitions</p> <p>B. Violations of hazing prevention policies adopted pursuant to this section do not include either of the following:</p> <ol style="list-style-type: none"> <li>1. Customary athletic events, contests or competitions that are sponsored by an educational institution.</li> <li>2. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.</li> </ol> <p>C. For purposes of this section:</p> <p>2. "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:</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.</p> <p>(b) The act contributes to a substantial risk of potential physical injury,</p>

	<p>mental harm or degradation or causes physical injury, mental harm or personal degradation.</p> <p>3. "Organization" means an athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.</p>
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**Homicide**

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

**Kidnapping**

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

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

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

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

## Lying, Cheating, Forgery or Plagiarism

Cheating	To deprive of something valuable by the use of deceit or fraud 2; to influence or lead by deceit, trick, or artifice
Forgery	Falsely and fraudulently making or altering a document
Lying	To make an untrue statement with intent to deceive 2; to create a false or misleading impression
Plagiarism	To steal and pass off the ideas or words of another as one's own

## School Policies, Other Violations of

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

Defiance, Disrespect Towards Authority, and Non-Compliance	Student engages in refusal to follow directions, talks back, or delivers socially rude interactions
Combustible	Student is in possession of substance or object that is readily capable of causing bodily harm or property damage, i.e., matches, lighters, firecrackers, gasoline, and lighter fluid.
Contraband	Items stated in school policy as prohibited because they may disrupt the learning environment.
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.

Dress Code Violation	Student wears clothing that does not fit within the dress code guidelines stated by school or district policy.
Gambling	To play games of chance for money or to bet a sum of money.

Language, Inappropriate	Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.
Negative Group Affiliation	<p>Specific attitudes and actions of a student affiliated with a negative group typically include most of the following:</p> <ul style="list-style-type: none"> <li>● May or may not have a recognized leader.</li> <li>● Do most things together, especially socially.</li> <li>● Stick together on issues.</li> <li>● Act bored, disinterested, or imposed upon by teacher ideas, suggestions, or requirements.</li> <li>● Involve themselves in each other's problems; therefore, perpetuate each other's problems.</li> <li>● Claim loyalty and righteousness if reprimanded. All the interference they cause is in the name of friendship.</li> <li>● Likely to confront authority as a group when one member has been disciplined.</li> <li>● Usually uncooperative, and possibly hostile.</li> <li>● As a group, likely to be either very good or very poor students.</li> <li>● Conduct themselves as though no other individuals exist in the school, including other students.</li> <li>● Not objective. They turn-off to everything, sometimes without even knowing what they are doing.</li> </ul>
Parking Lot Violation	As defined by school policy.
Public Display of Affection	Holding hands, kissing, sexual touching, or other displays of affection in violation of school policy.
Other Violation of School Policy	Defined by school district policy.

## **School Threat (Threat of destruction or harm) or Interference with or Disruption of an Educational Institution**

Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff (National Forum on Educational Statistics, Safety in Numbers).

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

A. A person commits interference with or disruption of an educational institution by doing any of the following:

1. Intentionally, knowingly or recklessly interfering with or disrupting the normal operations of an educational institution by either:

(a) Threatening to cause physical injury to any employee or student of an educational institution or any person on the property of an educational institution.

(b) Threatening to cause damage to any educational institution, the property of any educational institution or the property of any employee or student of an educational institution.

2. Intentionally or knowingly entering or remaining on the property of any educational institution for the purpose of interfering with the lawful use of the property or in any manner as to deny or interfere with the lawful use of the property by others.

3. Intentionally or knowingly refusing to obey a lawful order given pursuant to subsection C of this section.

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

J. For the purposes of this section:

3. "Interference with or disruption of" includes any act that might reasonably lead to the evacuation or closure of any property

Bomb Threat	Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device.
Chemical or Biological Threat	Threatening to cause harm using dangerous chemicals or biological agents.
Fire Alarm Misuse	Intentionally ringing fire alarm when there is no fire.
Other School Threat	The incident cannot be coded in one of the above categories but did involve a school threat.

## Sexual Offenses

Consider age and developmentally appropriate behavior before using this category

Pornography	Pornography is the sexually explicit depiction of persons, in words or images, created with the primary, proximate aim, and reasonable hope, of eliciting significant sexual arousal on the part of the consumer of such materials.
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<p>Indecent Exposure or Public Sexual Indecency</p>	<p>A.R.S. §13-1402. Indecent exposure; exception; classification</p> <p>A. A person commits indecent exposure if he or she exposes his or her genitals or anus or she exposes the areola or nipple of her breast or breasts and another person is present, and the defendant is reckless about whether the other person, as a reasonable person, would be offended or alarmed by the act.</p> <p>B. Indecent exposure does not include an act of breast-feeding by a mother.</p> <p>A.R.S. §13-1403. Public sexual indecency; public sexual indecency to a minor; classifications</p> <p>A. A person commits public sexual indecency by intentionally or knowingly engaging in any of the following acts, if another person is present, and the defendant is reckless about whether such other person, as a reasonable person, would be offended or alarmed by the act:</p> <ol style="list-style-type: none"> <li>1. An act of sexual contact.</li> <li>2. An act of oral sexual contact.</li> <li>3. An act of sexual intercourse.</li> <li>4. An act of bestiality.</li> </ol> <p>B. A person commits public sexual indecency to a minor if the person intentionally or knowingly engages in any of the acts listed in subsection A and such person is reckless about whether a minor under the age of fifteen years is present.</p>
<p>Harassment, Sexual</p>	<p>U.S. Department of Education, Office of Civil Rights, Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, Title IX, January 2001:</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. Because sexual harassment of students is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972, it is governed by this statute and corresponding guidance. Title IX applies to any public or private school receiving federal funding.</p> <p>Does not include legitimate nonsexual touching or other nonsexual conduct, for example, a high school athletic coach hugging a student</p>

	<p>who made a goal or a kindergarten teacher's consoling hug for a child with a skinned knee.</p> <p>Relevant factors in determining whether behavior rises to the level of sexual harassment include:</p> <ul style="list-style-type: none"> <li>● The degree to which the conduct affected one or more students' education</li> <li>● The type, frequency and duration of the conduct</li> <li>● The identity of and relationship between the alleged harasser and the subject or subjects of the harassment</li> <li>● The number of individuals involved</li> <li>● The age and sex of the alleged harasser and the subject or subjects of the harassment</li> <li>● The size of the school, location of the incidents, and the context in which they occurred</li> <li>● Other incidents at the school</li> </ul>
Harassment, Sexual with Contact	Sexual harassment that includes unwanted physical contact of nonsexual body parts (Includes areas not covered in A.R.S.) (This is technically sexual harassment but some people wanted to track it separately.)
Sexual Abuse or Sexual Conduct with a Minor or Child Molestation	<p>A.R.S. §13-1404. Sexual abuse; classifications - A. A person commits sexual abuse by intentionally or knowingly engaging in sexual contact with any person fifteen or more years of age without consent of that person or with any person who is under fifteen years of age if the sexual contact involves only the female breast.</p> <p>A.R.S. §13-1405. Sexual conduct with a minor; classifications - A. A person commits sexual conduct with a minor by intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person who is under eighteen years of age.</p> <p>A.R.S. §13-1410. Molestation of child; classification - A. A person commits molestation of a child by intentionally or knowingly engaging in or causing a person to engage in sexual contact, except sexual contact with the female breast, with a child under fifteen years of age.</p>
Sexual Assault (Rape)	<p>A.R.S. §13-1406. Sexual assault; classification; increased punishment</p> <p>A. A person commits sexual assault by intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person without consent of such person.</p>

## Technology, Improper use of

Computer	Defined by school district policy.
Network Infraction	Defined by school district policy.
Telecommunication Device	Defined by school district policy.
Other Technology	Defined by school district policy.

## Theft

Indicate whether School Property or Non-School Property; dollar amount is recorded on the incident description page.

A.R.S. §13-105.11 (See definition of Extortion, Burglary-First Degree and Armed Robbery below)

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

Petty Theft	Arizona law does not differentiate between petty and grand theft but school administrators may want to consider thefts under \$100 as petty.
Theft	<p>Taking or attempting to take money or property belonging to another person or the school with the intent to permanently deprive the victim of his or her possessions.</p> <p>ARS §13-1802. Theft: classification</p> <p>A. A person commits theft if, without lawful authority, the person knowingly:</p> <ol style="list-style-type: none"> <li>1. Controls property of another with the intent to deprive the other person of such property; or</li> <li>2. Converts for an unauthorized term or use services or property of another entrusted to the defendant or placed in the defendant's possession for a limited, authorized term or use; or</li> <li>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</li> <li>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</li> <li>5. Controls property of another knowing or having reason to know that the property was stolen; or</li> </ol>

	<p>6. Obtains services known to the defendant to be available only for compensation without paying or an agreement to pay the compensation or diverts another's services to the person's own or another's benefit without authority to do so.</p>
<p>Burglary or Breaking and Entering (Second or Third Degree)</p>	<p>ARS §13-1507. Burglary in the second degree; classification</p> <p>A. A person commits burglary in the second degree by entering or remaining unlawfully in or on a residential structure with the intent to commit any theft or any felony therein.</p> <p>B. Burglary in the second degree is a class 3 felony. ARS §13-1506. Burglary in the third degree; classification A. A person commits burglary in the third degree by:</p> <ol style="list-style-type: none"> <li>1. Entering or remaining unlawfully in or on a nonresidential structure or in a fenced commercial or residential yard with the intent to commit any theft or any felony therein.</li> <li>2. Making entry into any part of a motor vehicle by means of a manipulation key or master key, with the intent to commit any theft or felony in the motor vehicle.</li> </ol>
<p>Burglary (First Degree)</p>	<p>ARS §13-1508. Burglary in the first degree; classification</p> <p>A. A person commits burglary in the first degree if such person or an accomplice violates the provisions of either section 13-1506 or 131507 and knowingly possesses explosives, a deadly weapon or a <b>dangerous instrument</b> in the course of committing any theft or any felony.</p> <p>B. Burglary in the first degree of a nonresidential structure or a fenced commercial or residential yard is a class 3 felony. It is a class 2 felony if committed in a residential structure.</p>
<p>Extortion</p>	<p>ARS §13-1804. Theft by extortion; classification</p> <p>A. 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"> <li>1. Cause physical injury to anyone by means of a deadly weapon or dangerous instrument.</li> <li>2. Cause physical injury to anyone except as provided in paragraph 1 of this subsection.</li> <li>3. Cause damage to property.</li> </ol>

	<p>4. Engage in other conduct constituting an offense.</p> <p>5. Accuse anyone of a crime or bring criminal charges against anyone.</p> <p>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.</p> <p>7. Take or withhold action as a public servant or cause a public servant to take or withhold action.</p> <p>8. Cause anyone to part with any property.</p>
Robbery	<p>Using force or threatening to use force to commit a theft or while attempting to commit a crime.</p> <p><u>ARS §13-1902. Robbery:</u> 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 uses force against any person with intent either to coerce surrender of property or to prevent resistance to such person taking or retaining property.</p>
Armed Robbery	<p><u>ARS §13-1904. Armed robbery:</u> A person commits armed robbery if, in the course of committing robbery as defined in section 13-1902, such person or an accomplice:</p> <p>1. Is armed with a deadly weapon or a simulated deadly weapon; or 2. Uses or threatens to use a deadly weapon or dangerous instrument or a simulated deadly weapon.</p>

## Trespassing

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 persons 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 (SDFS Terms and Definitions).

A.R.S. §13-1503. Criminal trespass in the second degree; A person commits criminal trespass in the second degree by knowingly entering or remaining unlawfully in or on any nonresidential structure or in any fenced commercial yard.

## Vandalism or Criminal Damage

Vandalism or Criminal Damage: Willful destruction or defacement of school or personal property (National Forum on Educational Statistics, Safety in Numbers).

A.R.S. §13-1602. Criminal damage; A person commits criminal damage by recklessly:

Defacing or damaging property of another person; or 2. Tampering with property of another person so as substantially to impair its function or value; or 3. Parking any vehicle in such a manner as to deprive livestock of access to the only reasonably available water. 4. Drawing or inscribing a message, slogan, sign or symbol that is made on any public or private building, structure or surface, except the ground, and that is made without permission of the owner.

Examples: Destroying school computer records, carving initials or words in desk top, spray painting on walls, or damaging vehicles.

Note: When using this code record the cost of repairing or replacing the damaged property under "Cost."

Graffiti or Tagging	Writing on walls, drawings or words that are scratched, painted, or sprayed on walls or other surfaces in public places (MSN Encarta Online Dictionary).
Vandalism of personal property	Willful destruction or defacement of personal property.
Vandalism of school property	Willful destruction or defacement of school property.

## Weapons and Dangerous Items

A.R.S §13-3101. Definitions

A. In this chapter, unless the context otherwise requires:

1. "Deadly weapon" means anything that is designed for lethal use. The term includes a firearm.
3. "Explosive" means any dynamite, nitroglycerine, black powder or other similar explosive material, including plastic explosives. Explosive does not include ammunition or ammunition components such as primers, percussion caps, smokeless powder, black powder and black powder substitutes used for hand loading purposes.
7. "Prohibited weapon" means, but does not include fireworks imported, distributed or used in compliance with state laws or local ordinances, any propellant, propellant actuated devices or propellant actuated industrial tools that are manufactured, imported or distributed for their intended purposes or a device that is commercially manufactured primarily for the purpose of illumination, including any of the following:

- (a) Explosive, incendiary or poison gas.
  - (i) Bomb.
  - (ii) Grenade.
  - (iii) Rocket having a propellant charge of more than four ounces.
  - (iv) Mine.
- (b) Device that is designed, made or adapted to muffle the report of a firearm.
- (c) Firearm that is capable of shooting more than one shot automatically, without manual reloading, by a single function of the trigger.
- (d) Rifle with a barrel length of less than sixteen inches, or shotgun with a barrel length of less than eighteen inches, or any firearm that is made from a rifle or shotgun and that, as modified, has an overall length of less than twenty-six inches.
- (e) Instrument, including a nunchaku, that consists of two or more sticks, clubs, bars or rods to be used as handles, connected by a rope, cord, wire or chain, in the design of a weapon used in connection with the practice of a system of self-defense.
- (f) Breakable container that contains a flammable liquid with a flash point of one hundred fifty degrees Fahrenheit or less and that has a wick or similar device capable of being ignited.
- (g) Chemical or combination of chemicals, compounds or materials, including dry ice, that is placed in a sealed or unsealed container for the purpose of generating a gas to cause a mechanical failure, rupture or bursting of the container.
- (h) Combination of parts or materials that is designed and intended for use in making or converting a device into an item set forth in subdivision (a) or (f) of this paragraph.

Table 5-Report of Children with Disabilities Subject to Disciplinary Removal 2005-2006 School Year - Dangerous Weapon – A weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except that such a term does NOT include a pocket knife with a blade of less than 2½ inches in length (18 U.S.C. Section 930(g) (2)).

Firearm (Including Destructive Devices)	<p>A.R.S §13-3111. Minors prohibited from carrying or possessing firearms; exceptions; seizure and forfeiture; penalties; classification</p> <p>A. Except as provided in subsection B, an un-emancipated person who is under eighteen years of age and who is unaccompanied by a parent, grandparent or guardian, or a certified hunter safety instructor or certified firearms safety instructor acting with the consent of the un-</p>
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emancipated person's parent or guardian, shall not knowingly carry or possess on his person, within his immediate control, or in or on a means of transportation a firearm in any place that is open to the public or on any street or highway or on any private property except private property owned or leased by the minor or the minor's parent, grandparent or guardian.

A.R.S. §13-3101. Definitions

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

The following is paraphrased from: 18 U.S.C. 921

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

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

- Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive;
- The frame or receiver of any weapon described above;
- Any firearm muffler or firearm silencer;
- Any destructive device, which includes: 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;

	<ul style="list-style-type: none"> <li>○ 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;</li> <li>○ 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.</li> </ul> <p>(This definition does not apply to items such as toy guns, cap guns, bb guns, and pellet guns.)</p> <p>Destructive Device: A category of firearm that includes an explosive, combustible or poisonous gas. This includes bombs, grenades, mines and rockets. Any type of weapon (other than a shotgun or a shotgun shell which is generally recognized as particularly suitable for sporting purposes) which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant; and which has any barrel with a bore of more than one-half inch in diameter, and any combination of parts either designed or intended for use in converting any device into a destructive device or from which a destructive device may be readily assembled. The term “destructive device” shall not include any device which is designed or redesigned for use as a weapon.</p> <p>A.R.S. §13-105(12) Dangerous instrument: Anything that under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury.</p>
Firearms	<ul style="list-style-type: none"> <li>○ Handgun or Pistol</li> <li>○ Shotgun or Rifle</li> <li>○ Starter Gun or Pistol</li> <li>○ Destructive Device (Including Bombs and Grenade</li> <li>○ Other Firearm or Destructive Device</li> </ul>
Other Weapons	<ul style="list-style-type: none"> <li>○ Billy Club</li> <li>○ Brass Knuckles</li> <li>○ Knife with blade length at least 2.5 inches</li> <li>○ Nunchakus</li> </ul>

<p>Dangerous Items</p>	<p>A dangerous item used to cause bodily injury to, threaten, or intimidate another person may be classified as a dangerous instrument. (See A.R.S. definition for dangerous instruments listed above) and must be reported to law enforcement.</p> <ul style="list-style-type: none"> <li>○ Air Soft Gun</li> <li>○ B.B. Gun</li> <li>○ Knife with blade length less than 2.5 inches</li> <li>○ Laser Pointer</li> <li>○ Letter Opener</li> <li>○ Mace</li> <li>○ Paintball Gun</li> <li>○ Pellet Gun</li> <li>○ Razor Blade or Box Cutter</li> <li>○ Simulated Knife</li> <li>○ Taser or Stun Gun</li> <li>○ Tear Gas</li> <li>○ Other Dangerous item</li> </ul>
<p>Simulated Firearm</p>	<p>Any simulated firearm made of plastic, wood, metal or any other material which is a replica, facsimile, or toy version of a firearm or any object such as a stick or finger concealed under clothing and is being portrayed as a firearm.</p>