Dysart Unified School District has established a Safe Schools Hotline. To help students, parents, and community members report threats, bullying or other criminal actions. A message may be left on the hotline 24/7. The hotline number is 623-876-7009. 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.

NOTE: A copy of this handbook is available in Spanish at each school and at the District Office.

NOTA: Una copia de este informe está disponible en Español en cada escuela y también en el la oficina del Distrito
Student & Parent Handbook/Discipline Procedures

Acknowledgements and Verification

By signing this 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 Dysart 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. Dysart Unified School District #89 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.

This form must be returned to each child’s school within 10 days.

Parent Name (printed): ____________________________
Student Name (printed): ____________________________
High School Student ID Number: ______________________ Grade: ______
K-8 Homeroom Teacher: ____________________________ Grade: ______
Parent Signature: ____________________________ Date: ______
Student Signature: ____________________________ Date: ______
Electronic Information Services User Agreement

Acknowledgements and Verification

By signing this 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 Dysart 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. Dysart Unified School District #89 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 DUSD and its schools. Under this agreement, students will abide by the license agreement associated with such software. Additional information regarding software and end user license agreements can be found at www.dysart.org/applications.

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.

This form must be returned to each child’s school within 10 days.

Parent Name (printed): ________________________________

Student Name (printed): _________________________________________

High School Student ID Number: _____________________________ Grade: ___________

K-8 Homeroom Teacher: ____________________________________ Grade: __________

Do you have Internet connectivity in your home?  □ Yes  □ No
Do you have a mobile device that has access to internet service, which is available for your student’s use?  □ Yes  □ No

Parent Signature: ___________________________________________ Date: __________

Student Signature: ___________________________________________ Date: __________

Please Note: The District is NOT responsible for the loss, damage and/or theft of any of these types of devices.
Electronic Information Services (EIS) User Agreement

Internet access and email are available to students and teachers in Dysart Unified School District. DUSD 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, Dysart Unified School District Governing Board has adopted the following policy:

Acceptable Use - Each user must:

- Use Electronic Information Services (EIS) to support personal educational objectives consistent with the educational goals and objectives of Dysart Unified School District.
- Immediately inform their teacher if inappropriate information is mistakenly accessed.
- Abide by all copyright and trademark laws and regulations.
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school-employed persons.
- Follow the district's code of conduct.
- 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.
- Publish information/student work only on DUSD servers or district approved web hosting vendors. Users placing information on the Internet using the district's EIS are publishing information on behalf of the district.
- Be responsible for the appropriate storage and backup of their data.
- Follow existing district policies and have appropriate administrative approval for information collection (online surveys, email, etc.).

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 other 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.
- Follow established student data privacy practices and obtain necessary permissions when considering the use of internet resources.

Unacceptable Uses:

- Users must not share their Dysart network credentials with any other individual.
- Users shall not submit, publish, display or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material.
- Users shall not use their own computing devices to access the Internet via personal Wi-Fi accounts or by any manner other than connecting through the secure wireless connection provided by the school system.
- Users may not connect or install any computer hardware, hardware components or software, which is their own personal property to and/or in the District's EIS without the prior approval of the District Information Technology Department.
- Users shall not post information that could cause damage or pose a danger of disruption to the operations of the EIS or the District.
- Users shall not access the network for any non-educational purposes.
- Users shall not use the EIS in any way that would disrupt the use of the EIS by others.
- Users shall not use the EIS for commercial or financial gain, political lobbying, or fraud.
- Users will not gain or attempt to gain unauthorized access to the files of others, or vandalize the data or files of another user.
- Users must not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- Users will not download and use games, files, documents, music, or software for non-educational purposes. (i.e. games/animations, audio and other visual files.)
• Users must not attempt to harm, modify, add or destroy software or hardware nor interfere with system security.
• Users will not possess any data, which may be considered a violation of these regulations, in paper, electronic storage or any other form.
• Users will not display name or photo to personally identify an individual without receiving written permission.
• Users shall not cheat using technology devices or plagiarize works that are found on the Internet or any other electronic resource.
• Users will not harass, insult, threaten, attack others or use obscene language in written communications, including social media.
• Users will not post anonymous messages.
• Users may not use free web based email, messaging, video conferencing, or chat services without permission from DUSD Information Technology.
• User shall not use personal social media accounts for district business. User shall only use District approved social media technologies when communicating with students, parents, staff or community.
• User shall not copy student or employee personal identifiable information (PII) to external storage device (USB Drive, external Hard drive or local device hard drive).
• User shall not store critical documents to local hard drive of any district device.

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.

When communicating electronically, I will 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:
Dysart Unified School District specifically denies any responsibility for the accuracy of information. While Dysart 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.
Dysart Unified School District does not discriminate on the basis of race, color, national origin, sex, disability, religion or age in its programs or activities. For information regarding discrimination grievances or complaint procedures, contact the district office at 623-876-7000.
SCHOOLS & PRINCIPALS

ELEMENTARY SCHOOLS

Asante Preparatory Academy
23251 N 166th Dr.
Surprise, AZ 85387
Emily Dean, Principal
Office: 623.523.8900
Attendance Line: 623.523.8904

Ashton Ranch Elementary School
14898 West Acoma Drive
Surprise, AZ 85379
Angela Allen, Principal
Office: 623.523.8300
Attendance Line: 623.523.8303

Canyon Ridge School
17359 West Surprise Farms Loop North
Surprise, AZ 85388
Jill Hoppe, Principal
Office: 623.523.8450
Attendance Line: 623.523.8453

Cimarron Springs Elementary School
17032 West Surprise Farms Loop North
Surprise, AZ 85388
Ginger Richards, Principal
Office: 623.523.8600
Attendance Line: 623.523.8603

Countryside Elementary School
15034 North Parkview Place
Surprise, AZ 85379
Marcianne Hessler, Principal
Office: 623.876.7800
Attendance Line: 623.876.7803

Dysart Elementary School
12950 West Varney Road
El Mirage, AZ 85335
Ashley Longoria, Principal
Office: 623.876.7100
Attendance Line: 623.876.7136

El Mirage Elementary School
13500 North El Mirage Road
El Mirage, AZ 85335
Stephanie Scott, Principal
Office: 623.876.7200
Attendance Line: 623.876.7203

Freedom Traditional Academy
16066 North Parkview Place
Surprise, AZ 85374
Connie Wolford, Principal
Office: 623.523.8650
Attendance Line: 623.523.8653

Kingswood Elementary School
15150 West Mondell Road
Surprise, AZ 85374
Jeremy St. Germain, Principal
Office: 623.876.7600
Attendance Line: 623.876.7603

Luke Elementary School
7300 North Dysart Road
Glendale, AZ 85307
Molly Gillett, Principal
Office: 623.876.7300
Attendance Line: 623.876.7303

Marley Park Elementary School
15042 West Sweetwater Avenue
Surprise, AZ 8537
Jessica Felix, Principal
Office: 623.523.8200
Attendance Line: 623.523.8203

Mountain View School
18302 West Burton Avenue
Waddell, AZ 85355
Gail Miller, Principal
Office: 623.876.7450
Attendance Line: 623.876.7453

Rancho Gabriela Elementary School
15272 West Gabriela Drive
Surprise, AZ 85379
Michelle Ruff, Principal
Office: 623.523.8500
Attendance Line: 623.523.8503

Sonoran Heights Elementary School
11405 North Greer Ranch Parkway
Surprise, AZ 85379
Andrew Frazier, Principal
Office: 623.523.8550
Attendance Line: 623.523.8553

Sunset Hills Elementary School
17825 West Sierra Montana Loop
Surprise, AZ 85388
Josephine Tokhi, Principal
Office: 623.523.8700
Attendance Line: 623.523.8703

Surprise Elementary School
12907 West Greenway Road
El Mirage, AZ 85335
Karrie Burns, Principal
Office: 623.876.7400
Attendance Line: 623.876.7403

Thompson Ranch Elementary School
11800 West Thompson Ranch
El Mirage, AZ 85335
Rachel Saunders, Principal
Office: 623.523.8400
Attendance Line: 623.523.8403

West Point Elementary School
13700 West Greenway Road
Surprise, AZ 85374
Marlee Timbrooks, Principal
Office: 623.876.7765
Attendance Line: 623.876.7753

Western Peaks Elementary School
18063 West Surprise Farms Loop South
Surprise, AZ 85388
Stacie Brown, Principal
Office: 623.523.8750
Attendance Line: 623.523.8753

HIGH SCHOOLS

Dysart High School
11425 North Dysart Road
El Mirage, AZ 85335
Amy Hartjen, Principal
Office: 623.876.7500
Attendance Line: 623.876.7506

Shadow Ridge High School
10909 North Perryville Road
Surprise, AZ 85388
Michael Hawkins, Principal
Office: 623.523.5100
Attendance Line: 623.523.5103

Valley Vista High School
15550 North Parkview Place
Surprise, AZ 85374
Roberta Lockhart, Principal
Office: 623.523.8800
Attendance Line: 623.523.8803

Willow Canyon High School
17901 West Lundberg Street
Surprise, AZ 85388
Adam Schwartz, Principal
Office: 623.523.8000
Attendance Line: 623.523.8003

Sundown Mountain Alternative Program
12390 West Thompson Ranch
El Mirage, AZ 85335
Anthony Capuano, Administrator
Office: 623.876.7250
Attendance Line: 623.876.7253
GUIDE TO SOLVING PROBLEMS AND GETTING ANSWERS FAST

The Dysart 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 Dysart Unified School District is here to meet the needs of all students, staff, parents and community members.

K-8 Schools and High Schools
Step 1– Classroom teacher; if not resolved...
Step 2– School Principal; if not resolved...
Step 3– Director of Student Services; if not resolved...
Step 4– Assistant Superintendent of Education, or Assistant Superintendent for Support Services; if not resolved...
Step 5– Superintendent

Curriculum Questions
(State standards, material being taught, textbooks and materials)
Step 1– Classroom teacher; if not resolved...
Step 2– School Principal; If not resolved...
Step 3– Director of Curriculum and Assessment; if not resolved...
Step 4– Assistant Superintendent of Education; if not resolved...
Step 5– Superintendent

Medical Questions and Concerns
Step 1– School Nurse; if not resolved...
Step 2– School Principal; If not resolved...
Step 3– District Lead Nurse; if not resolved ... 
Step 4– Director of Exceptional Student Services; if not resolved...
Step 5– Assistant Superintendent of Education; if not resolved...
Step 6– Superintendent

Transportation
(Bus Stops, Route Problems, etc.)
Step 1– Transportation customer service; if not resolved...
Step 2– Transportation Administrator; if not resolved...
Step 3– Director of Transportation; if not resolved ...
Step 4– Executive Director of Business Services; if not resolved...
Step 5– Superintendent

Student Behavior
(Including Bus Behavior)
Step 1– Classroom teacher; if not resolved ...
Step 2– School Principal; if not resolved ...
Step 3– Director of Student Services; if not resolved...
Step 4– Assistant Superintendent of Education, or Assistant Superintendent for Support Services; if not resolved...
Step 5– Superintendent

Gifted Education:
Step 1– Gifted Cluster Classroom Teacher; if not resolved...
Step 2– School Principal; if not resolved...
Step 3– Exceptional Student Services District Gifted Coordinator; if not resolved...
Step 4– Director of Exceptional Student Services/District 504 Coordinator, if not resolved...
Step 5– Assistant Superintendent of Education; if not resolved...
Step 6– Superintendent

Section 504:
Step 1– General Education Classroom Teacher; if not resolved...
Step 2– 504 School Site Team; if not resolved...
Step 3– School Principal/Site 504 Coordinator*; if not resolved...
Step 4– Director of Exceptional Student Services/District 504 Coordinator, if not resolved...
Step 5– Assistant Superintendent of Education; if not resolved...
Step 6– Superintendent

Athletics
Step 1– Coach; if not resolved...
Step 2– Assistant Principal (Athletics); if not resolved...
Step 3– School Principal; if not resolved...
Step 4– Assistant Superintendent for Support Services; if not resolved...
Step 5– Superintendent

After School Activities
(Clubs, etc.)
Step 1– Activity Sponsor; if not resolved...
Step 2– School Principal; If not resolved...
Step 3– Director of Student Services; if not resolved...
Step 4– Assistant Superintendent for Support Services; if not resolved...
Step 5– Superintendent

Budget and Finance Questions
Step 1– Director of Finance; if not resolved...
Step 2– Executive Director of Business Services; if not resolved...
Step 3– Superintendent

Facility Usage
Step 1– Director of Community Education; if not resolved...
Step 2– Assistant Superintendent for Support Services; if not resolved...
Step 3– Superintendent

*Site 504 Coordinator – Building Assistant Principal

PHONE NUMBERS

Athletics.....623-876-7016  Curriculum & Assessment.....623-876-7173  Student Services.....623-876-7908
Community Education.....623-876-7056  Exceptional Student Services.....623-876-7022  Transportation.....623-876-7030
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ANNUAL NOTIFICATION

Title IX, Non-Discrimination, Equal Opportunity (updated 11/2/2020)

The Dysart Unified School District is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, and disability. This policy will prevail in all matters concerning staff members, students, the public, educational programs and services, activities, and individuals with whom the district does business, and provides equal access to the Boy Scouts, Girl Scouts, and other designated youth groups. The Dysart Unified School District does not discriminate in its hiring or employment practices.

This compliance includes, but is not limited to, the regulations of Title IX of the Education Amendments of 1972; the Individuals with Disabilities Education Improvement Act of 2004; Section 504 of the Vocational Rehabilitation Act of 1973; Title VI of the Civil Rights Acts of 1964; the Americans With Disabilities Act of 1990; the Age Discrimination Act of 1974.

The district is committed to enforcing protections to prohibit retaliation against any individual who comes forward in good faith with complaints or concerns about conduct under this policy or who otherwise participates in any proceeding or investigation resulting from a complaint filed.

The Compliance Officer is the Assistant Superintendent for Human Relations. Any person who feels unlawfully discriminated against or to have been the victim of unlawful discrimination by an agent or employee of the District or who knows of such discrimination against another person should file a complaint with the Compliance Officer. If the Compliance Officer is the one alleged to have unlawfully discriminated, the complaint shall be filed with the President of the Board. Complaints to either the Compliance Officer or Board President should be filed at the following address:

Dysart Unified School District No. 89,
15802 N. Parkview Place,
Surprise, AZ 85374
(623)876-7000

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 the records copies maybe 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)]. Parent/guardian 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 request 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 his/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. The District has agreements with the City of El Mirage and the City of Surprise that specifically address the responsibilities of school resource officers as “school officials” and may only use PII from education records for the purposes for which the disclosure was made, e.g., to promote school safety and the physical security of the students.

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)].

**Student Records**

**DESIGNATION OF DIRECTORY INFORMATION**  
The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Dysart 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, Dysart 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 Dysart Unified
School District procedures. The primary purpose of directory information is to allow the Dysart Unified School District to include information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- 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 without a parent’s prior written consent. The District will not disclose directory information, except as required by law, 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 notify the District in writing within two weeks after enrolling in the Dysart Unified School District. If the School District does not receive this notification from you within the prescribed time, it will be assumed that your permission is given to release your son/daughter’s designated directory information listed below:

* The student’s name
* The student’s address
* The student’s telephone listing
* Date and place of birth
* Electronic mail address
* Photograph/video
* Grade level
* Major field of study
* Dates of attendance
* Enrollment status (e.g., part time or full time)
* Participation in officially recognized activities and sports
* Weight and height if a member of an athletic team
* Honors or awards received
* 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.

NOTIFICATION REGARDING STUDENT IMAGES FOR 2020-21 SCHOOL YEAR

During the 2020-21 school year, due to the unique circumstances created by the COVID-19 pandemic, the District will utilize multiple technologies that may capture and record your child’s image or voice in the virtual or in-person classroom as part of the delivery of instruction. The instruction delivered to your child virtually or in-person is not a confidential education record. However, we will be prudent and cautious in all of our practices regarding online instruction.

DISTRICT NEWS AND GENERAL MEDIA

The Dysart 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 Dysart Unified School District Communications and Public Relations 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 Dysart Unified School District. If the District does not receive this notification from you within the prescribed time, 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.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

Dysart 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. Dysart 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. Dysart 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 of the specific activity or survey. Dysart 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

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 is retained by a school district, a charter school or the department of education for longer than one (1) year and 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.
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.

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 the beginning of every school year, every school district and charter school shall obtain written informed consent from the parent of a pupil to participate in any survey pursuant to A.R.S. 15-117 for the entire year. 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 or charter school. The school district or charter school 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 or charter school.

ATHLETIC PROGRAMS

The administration and coaching staff of Dysart Unified School District #89 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 Dysart 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.”

<table>
<thead>
<tr>
<th>Middle School Athletics</th>
<th>High School Athletics</th>
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<tbody>
<tr>
<td>Baseball (Boys)</td>
<td>Football</td>
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<tr>
<td>Softball (Girls)</td>
<td>Volleyball (Boys/Girls)</td>
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<td>Soccer (Boys/Girls)</td>
<td>Cross Country (Boys/Girls)</td>
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<tr>
<td>Basketball (Boys/Girls)</td>
<td>Golf (Boys/Girls)</td>
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<td>Cheer</td>
<td>Swim and Dive (Boys/Girls)</td>
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<tr>
<td>Flag Football</td>
<td>Cheer</td>
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<tr>
<td>Volleyball (Girls)</td>
<td>Track and Field</td>
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<td>Cross Country (Boys/Girls)</td>
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<td>Tennis (Boys/Girls)</td>
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<td>Badminton (Girls)</td>
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For detailed information regarding athletic programs offered in the district, and the athletic academic eligibility requirements, please refer to the Athletics Handbook for Elemiddle Athletics Handbook and High School Athletics.

**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, Dysart Unified School District believes all students should be in school every day, unless there is a valid reason for an absence, such as those related to medical or religious absences.

If your child has a chronic health condition, he or she 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 Section 9.17 regarding homebound instruction and Section 10.19 and Procedure 10.19 regarding exclusions and exemptions from school attendance for students with chronic health conditions, all of which are available online at dysart.org.

Further, Dysart Unified School District #89 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 or submit an excusal 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. Pursuit to A.R.S. § 15-803, a child can only be excused when he/she is accompanied by a parent or a person authorized by a parent.
4. 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.
5. Any absence that has not been verified by a parent/guardian within 24 hours may be considered unexcused.
6. 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.
7. 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.
8. When a student is excessively absent, disciplinary action will occur based on the Discipline Matrix provided in the Parent/Student Handbook.
9. If your child is leaving school early for an appointment, he/she must check out through the attendance office with parent sign out, or parent permission for student drivers.
10. 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)

**Loss of Credit – High School**

1. A student who is absent from any given class 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 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 AND HIGH SCHOOL**

- Students receive more than three tardies

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<th>3rd Offense</th>
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High School Tardy/Sweep Procedure

- It is the expectation that students arrive to class on time. Students who arrive to their class after the final bell rings, will be directed to the sweep (OCR) room. Each high 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 NOT store skateboards or scooters in the office or classroom areas. 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 and scooters must be walked in crosswalks and once on the school grounds.

Motorized vehicles, including bikes and scooters, are not allowed on campus at any time.

**BIRTHDAY CELEBRATIONS**

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

- The activity should take place during lunch or the last 15-20 minutes of the class.
- 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 delivered to students during the regular school day. A message will be communicated to the student and the delivery will be held in the front office until the end of the school day where students may pick it up.
- Balloons are not allowed on school buses.

**BULLYING/HARASSMENT/INTIMIDATION**

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 is exposed repeatedly and over time to negative actions on the part of one or more other students.

- Bullying behavior is meant to hurt another person and is carried out by someone who is seeking power or control over another person.
- Bullying may constitute a violation of law.
- There are three forms of bullying:
  - Physical
  - Emotional
  - Social

**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 of 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 Harassment/Bullying

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 via Dysart’s Safe Schools Hotline 623-876-7009 or by using the online Dysart Safe Report https://schoolweb.dysart.org/SafeReport/. Parents are also welcome to submit written reports on incidents to administrators. All school staff are required to report suspected harassment, intimidation or bullying.

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.

To help students, parents and community members report threats, bullying or other criminal actions, Dysart Unified School District has established a Safe Schools Hotline. A message may be left on the hotline 24/7. The hotline number is 623-876-7009. 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

As part of the National School Lunch and Breakfast programs all schools will offer meals for free or at the reduced price for qualifying families. Free and reduced-price meal applications are available online, in the school office or the Nutrition Services Department. Parents are encouraged to submit free and reduced meal applications online at www.schoolcafe.com. Only one application is required per family. Every District family is encouraged to complete an application.

Please refer to the Nutrition Services webpage at www.dysart.org for additional resources such as special diet accommodation procedures, school menus, nutritional information and Smart Snacks in Schools information and guidance.

Breakfast will be served approximately 30 minutes prior to the start of school.

Breakfast in the Classroom is offered to students at no charge at Dysart Elementary, El Mirage Elementary, Riverview Elementary, Surprise Elementary and Thompson Ranch Elementary. Please check with your school’s front office for Breakfast in the Classroom service times.

Students will be allowed to charge their meal a maximum of three times before receiving an alternate meal consisting of a sandwich, fruit, vegetable and choice of milk. Alternative meals may be provided until the student’s charge account is satisfied. Students will not be permitted to make cash purchases for a la carte items if they were provided an alternate meal during the same meal service period. Negative balance reminders will be provided to parents or guardians no less than once per week either electronically, written, or both.

Student meals can be paid for by cash or check at the individual school sites. Also, online payments are accepted through School Café at www.schoolcafe.com. School Café may also be used to view account balances, receive low balance alerts and review daily spending or transactions and restrict student accounts. Parents are encouraged to utilize schoolcafe.com to monitor account balances.

Dysart 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 both our elementary and high school sites, the cafeteria follows USDA guidelines for sales of a la carte food and drinks.

K-8 parents who wish to eat lunch with their child at school will sign in at the office as a visitor, will sit at a designated family table in the cafeteria. Family members can eat at a designated family table

Report Bullying, Threats, Drugs, Weapons, or Unlawful Activity to the School District: 623-876-7009

Dysart Unified School District Nº 89
with their child only. If parents would like to purchase a meal, please note that the adult price is different than the student price. Please check with your school’s cafeteria staff on current adult pricing.

### 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 Dysart. Character education will be non-partisan and non-religious. District staff will also be expected to incorporate Diversity Education/Awareness into the school and classroom culture. 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 illness procedures may be found in Governing Board Policy Section 9.17 regarding homebound instruction and Section 10.19 and Procedure 10.19 regarding exclusions and exemptions from school attendance for students with chronic health conditions, all of which are available online at dysart.org.

Students with existing chronic illness conditions should obtain chronic health request 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 illness request forms. The Medical Certification Report form must be completed by a health professional who is licensed pursuant to 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 to specifically notify the school that the student is ill due to chronic illness. Student would not be able to attend or participate in extracurricular activities and/or athletics on the date of the absence.

### CLASSROOM OBSERVATIONS

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. The parent/visitor will complete and submit a written request on the Request for Classroom Observation Form. The form must be submitted to the school administration at least two business days prior to the intended visit.
2. Teacher/Staff member along with school administration will review the request to determine the educational relevance and appropriateness of the visit.
3. The administrator will approve or deny the visit based on the review.
4. If approved, the front office will contact the parent/visitor and review the classroom visitation guidelines including that the parent/visitor will sign-in at the front office on the date of their visit.
5. The school administrator will accompany parent/visitor and remain with them for the duration of the observation (no longer than one hour in duration).
6. If not approved, the administrator will contact the parent and discuss alternative means of gathering the information the parent is seeking, if possible.

### CLOSED CAMPUS
Elementary Schools are closed campuses from the time of student drop off to pick up. 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. The principal (or designee) will have discretion to grant students permission to leave the campus during the school day.

**COMMUNITY SERVICE**

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

**COMPLAINT PROCESS**

Complaints are best handled starting at the school level and, when necessary, should proceed through the various administrative levels. Please see the Guide to Solving Problems page in the introduction section of this handbook.

For complaints related to discrimination, equal opportunity or other issues, please refer to Board Policy 1.3 at Dysart.org.

**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.

**DUTY TO REPORT**

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 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 request 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 or other electronic devices (see definition) to school, please remember:

1. **When using a mobile device to access internet, students are required to connect using the District’s K-12 or DUSD Private network, but 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 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 video/sound recordings.

### 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. The expectation of a monetary contribution from students, for student travel, is not to exceed $300 (per event) for high school students and $150 (per event) for students in grades K-8. If a student has an extenuating circumstance and cannot meet the monetary expectation, the issue should be brought to the attention of the school site administration. 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 or partcipating 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.


### GRADING PROCEDURES/PROGRESS REPORTS/REPORT CARDS

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. Printed grade reports will be sent quarterly for K-8. For High School, only the final 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. Please visit the Grading Guidelines webpage on the Dysart.org website for more information.

Grading Practices:


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

Definitions

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

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

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

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 not later than the next school day following the day the staff member receives the report/complaint.

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

- An investigation of the reported incident or activity shall be made within 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.
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/guardians are expected to enter the Parent Portal and complete the Annual Update to document written consent to give over the counter medications. Parents should alert health office staff of any child who may have a condition that affects participation in school classes.

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.

Arizona Immunization Requirements
For admission to kindergarten through 12th grade, children must be current with the following immunizations:

- Diphtheria, Tetanus, Pertussis (DTaP, or DT or DTP)
- Polio (IPV)
- Measles, Mumps, Rubella (MMR)
- Hepatitis B (HepB)
- Varicella (or documented history of chicken pox)
- **Tetanus and Diphtheria Booster (Td/Tdap) - Required every five years beginning at 6th grade students who are 11 years of age.**
- **Menactra/MCV4 (Meningococcal) – Required for students who are 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 pediculocide. 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. For more information regarding head lice, please visit: [https://www.dysart.org/Sites/default.aspx?pgid=1841](https://www.dysart.org/Sites/default.aspx?pgid=1841)

HONOR ROLL & PRINCIPAL’S LIST

Honor Roll and other awards are presented to students quarterly (grades 4 - 8) and annually (grades 9-12). These are awards of distinction that all students should strive for throughout their academic career. Parents are welcomed and encouraged to attend all awards assemblies.

Honor Roll
Based on all “A” and “B” grades. All special area grades are included when determining honor roll/principal’s list status.

Principal’s List
Based on all “A” grades. All special area grades are included when determining honor roll/principal’s list status.

Perfect Attendance
Student must be present every day of the quarter with no absences for any reason. Given each quarter and annually at the end of the school year or as determined by the school.

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. Information and a link to the insurance company is available on the Dysart.org website at [https://www.dysart.org/Sites/Default.aspx?pgid=116](https://www.dysart.org/Sites/Default.aspx?pgid=116). During the school year, additional forms are available at the school and Parents/Guardians can apply by mail or online at the link on the Dysart.org website. 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. School Resource Officers (SROs) are located at each of the high schools in the Dysart Unified School District. SROs are sworn law enforcement officers who provide security and crime prevention services to the high schools. They work closely with administrators in an effort to create a safer environment for both students and staff. SROs have the ability to make arrests, respond to calls for service, and document incidents that occur within their jurisdiction. School resource officers also have additional duties that include mentoring and conducting presentations on youth-related issues.

**MEDICATIONS**

All prescriptions and over-the-counter medications must be stored in the Health Office. Forms are available in the Health Office if prescription medications are needed during the school day. Prescription medication must be in a pharmacy labeled, original container with name of student, medication name and dose with specific instructions on how to administer on package. Over the counter medication, brought in by a parent/guardian, must be in an unopened, original container with the student's name on it.

All medications must be brought in by a parent/guardian; the appropriate forms must be completed and signed before any medication is given.

The student Health History form must be completed and signed in order to provide a student with (stocked) over the counter medication (see form for list). Over the counter medications are given to students at the end of the school day ONLY if the
parent has been contacted and given verbal and written consent. End of school parameters for grades K-8 are four hours prior to dismissal; for high school one hour prior to dismissal.

Unless specifically authorized by a Primary Care Provider and approved by administration, students are not to be in possession of any medication; please contact the health office for further information. Notice: Medication may not be shared with others. Failure to follow these rules could lead to consequences, which could result in suspension or expulsion as outlined in the discipline matrix infraction “drugs”.

OPEN ENROLLMENT

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 without paying tuition. The Governing Board of a school district determines the guidelines for such policy.

Please see the Governing Board policy pertaining to Open Enrollment 10.12.

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

PARENTAL INVOLVEMENT IN EDUCATION

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 Section 11.1.

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 Dysart Unified School District
- 24/7 access to their student's data such as attendance, grades, assignments, schedule, contact information, scores

Additional features: It is imperative that parents/guardians receive communication from the school and district. Parents can select to receive notifications via voice, email, and/or text. The beginning of the year default setting will be voice and email. Visit www.dysart.org/parentportal where Contact Preferences can be selected or changed.

- Announcements - both district and school announcements
- Inbox
- To Do Lists - quick look at assignments due in each course
- Reports (missing assignments, progress reports, unofficial high school transcripts)
- Contact Preferences - select/modify how you prefer to receive attendance, general, and teacher notifications.
  Options include Email, Voice and Text (message and data rates may apply)
- Notification Settings for attendance, grade changes, assignment scores
- High School parents can also view.
  - Academic Planner
  - Graduation Progress

Per ARS 15-802 all parents/guardians are required to update or reaffirm student information annually. This can be done through our Parent Portal at www.dysart.org/parents. If you do not have a parent portal account you may create one at www.dysart.org/parents. If you do not have online capability you may visit any Dysart school and they may assist you in this process. ADE’s Residency Guidelines –see Verifiable Documentation section.

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 on the Dysart website: https://www.dysart.org/Sites/Default.aspx?pgid=404
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 and stored in school-provided storage 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 his or her 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, belt, shoes, or socks, but such a search will not include removal of other clothing. Strip searches are prohibited.

PESTICIDES

Schools periodically apply pesticides. Schools post notices 48 hours prior to application. Information concerning these applications may be obtained by calling your school office.

PRODUCT SALES

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.

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 Code of Conduct for High School Athletics, and Code of Conduct for Elemiddle 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, he/she is 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 two-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 two-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 twice 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 DUSD 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 extra-curricular 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 he/she is 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.

504 Coordinator for Elementary schools is the Assistant Principal

504 Coordinator for High Schools is the student’s Academic Counselor

504 District Coordinator is Director of Exceptional Student Services

**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.

Complaints by middle or high school students may be made only by the students on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student under this policy. A parent or guardian who wishes to complain should do so by completing the forms following Policy 11.10 on Public Concerns and Complaints.

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 Sections 10.1, 10.33, 11.1, 11.10, 11.11

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**STUDENT DRESS CODE – GRADES K-12**

Dysart 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 Assistant Principal prior to wearing such attire.

**Guidelines**

- Must not include pajamas.
- Must not include undergarments** worn as outer garments.
- Must not include any reference to a gang or contribute to an atmosphere of threat, intimidation or negative peer pressure.
- Must not include any defamatory writing, obscene language or symbols, images, reference tobacco, drugs, alcohol, nudity, sexual in nature, violence, or weapons.
- Must not display anything that is otherwise illegal to possess at school.
- Hoods should not be worn during instructional time or when requested to not do so by a staff member.
- Clothing should have adequate coverage to allow a full range of movement without undergarments showing when sitting or standing.

**Gang Related Apparel**

The Governing Board desires to keep Dysart Schools 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 or standing.
- Must not be see-through, ripped, or torn.

**Pants/Shorts/Bottoms**
- Must be worn close to the waist at all times, regardless of the number of layers.
- 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 head gear 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.

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**STUDENT IDENTIFICATION AND PRIVILEGES – HIGH SCHOOL**

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 wear a school identification badge, which should be visible. 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 his/her badge, there will be a $5.00 replacement fee.

All students will receive one free ID badge. If students forget their badge they may get a one-day temporary ID pass that will need to be returned the next day. If students lose their badge they may purchase a new ID card for $5 at the bookstore.

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.

Students must be on track with credits for graduation with their cohort to earn the privilege to purchase a parking pass, attend prom, or earn a shortened senior schedule.

## 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:

(i) When made in response to verbal provocation alone;
(ii) When seeking or obtaining assistance from a school staff member is a reasonable alternative;
(iii) When the student has a reasonable opportunity to remove him/herself from the situation or otherwise flee;
(iv) 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 Dysart 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 his/her classroom. When a student's actions go beyond that which the teacher can effectively control using his/her 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

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

## TELEPHONE MESSAGES

Due to the disruptive impact on staff and the operations of the school, except in emergencies, telephone messages for students will not be accepted.

## THREAT MANAGEMENT TEAM

Every case of a threat 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 sources 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

However, the impulsive communication of a verbal threat must be considered in the context of the environment, developmental stage, and interpersonal situation in which it occurs. In such cases, administrators will be guided by the District processes in place to determine whether or not a threat situation exists.

**TRIP REDUCTION**

As required by the Maricopa County Trip Reduction Plan, this serves as formal notification that DUSD supports ride sharing. For more information go to: www.sharetheride.com.

**VEHICLES**

**Vehicles in School Parking Lots**

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 Section 10.59. 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, insofar as these are available and adequate. All district high schools will assess a parking permit fee of $60. This fee is prorated by semester and non-refundable. 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 SCHOOLS**

Parents are encouraged to visit the schools. All visitors to any school must report to the school office upon arrival. All visitors will be issued a visitor’s badge, and leave one form of ID with the front office when they sign in. ID’s will be returned when signing out and leaving campus.

For those who wish to visit a classroom during the school day, it is expected that the teacher and the principal be contacted in advance to arrange a day and time for such visit so as to avoid any conflicts with the school schedule.

In visiting a classroom, parents must realize that 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.

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 principal.

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 violating District procedures. Failure to obey such instructions may subject the person to criminal proceedings applicable under law.

**Volunteers**

A Dysart 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 more than five (5) hours per year must be fingerprinted. All potential volunteers, including parents of students attending schools within Dysart Unified School District, must complete the forms listed below and be cleared before they can begin volunteering.
• Volunteer Application
• Volunteer Confidentiality Form
• Emergency Contact Information
• Volunteer Handbook & Orientation Requirement Form

For more information, visit www.dysart.org
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 Dysart 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 Dysart Unified School District. This handbook addresses only specific areas of District policy. Additional information can be found in the Dysart District Policy Manual.

**PREAMBLE**

A positive learning environment in our schools and a good state of student conduct 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 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.

Dysart 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.

Dysart Unified School District uses a progressive discipline philosophy. The purpose of this handbook is to ensure 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, Dysart 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 his/her 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
- Death Threats
- Drugs
- Drug/Tobacco Paraphernalia
- Dangerous Instruments
- Weapons

The District has entered into agreements with various governmental agencies whereby the District has agreed to cooperate fully with the governmental 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 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 Dysart 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.

Diversion Program
An online program that may be used at participating high schools which addresses behaviors that meet certain legal requirements. This is managed by the SRO in cooperation with administration and the parent/guardian.

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 Dysart 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 Dysart property during the school day or at school/district functions/events.

Alternative School Assignment
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 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 Dysart 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/develop a plan for changing the student’s behavior. The parent 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 his/her classmates. Time-out generally will not exceed 30 minutes.

**Conference with Parent**
The parent 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-8)**
Inappropriate behavior may result in a restriction of a student’s privilege to participate in playground, cafeteria, common areas or specific special activities. The parent will be notified. For example, a teacher may assign and monitor his/her 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. (Board Policy Section 10.42 Student Discipline Policy & Procedures and A.R.S. § 15-841.A.2

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**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. Once a student has more than three tardies (excused or unexcused) in a semester, consequences will be assigned. After three tardies, the only allowable excused tardies are those that have supporting documentation.

Threat Management Team (TMT) is a trained team of school personnel who convene to collect student information in order to make the most appropriate decision with regards to consequences, resources, placement or other decisions in the best interest of the child and the school as a whole. Any infraction at any level of offense could result in a TMT.

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 teacher or employee is engaged with the performance of his/her 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.

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 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 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 RECORD KEEPING**

**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.

**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 his/her 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.

**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 his or her 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 statement that the student and his/her 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 his/her 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 fail 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 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 to 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 effect 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.

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**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. §13-604(V)(4), involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury to employees, students or others on school property.

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

**STUDENT CONDUCT ON SCHOOL BUSES**

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 his/her 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 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 assigned seat as requested.
- Keep 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 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:
  o 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.
  o As you cross the road, look continuously to the right and left. At an intersection, look in all directions.
  o Cross at right angles. Never cross the roadway diagonally.
  o Walk briskly across the road, but do not run.
  o 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**

**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 the School Resource Officer (SRO) or other peace officer.

*When child abuse is alleged:* 

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

If a peace officer enters the campus requesting to interview an attending student on an issue other than 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 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.

**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 office staff shall request the peace officer establish proper identification and complete and sign a form for signature of an arresting/interviewing officer. 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 cities of Surprise and El Mirage, Dysart 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.

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**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 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 make-up work after an absence.

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

• Students have the responsibility to present themselves in class at the prescribed time and with the necessary materials.
<table>
<thead>
<tr>
<th>Infraction</th>
<th>Consequence</th>
<th>K-2</th>
<th>3-6</th>
<th>7-12</th>
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<tbody>
<tr>
<td><strong>'Aggravated Assault</strong></td>
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<td>- mandatory TMT</td>
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<td>MINIMUM</td>
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<td>An assault (as defined below) accompanied by</td>
<td>• Detention</td>
<td>• Up to 5 Day</td>
<td>• Up to 10 Day</td>
<td>• Long-Term SUS</td>
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<td>circumstances that make the situation severe,</td>
<td>• 1 – 3 Day SUS</td>
<td>SUS</td>
<td>SUS</td>
<td>SUS</td>
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<td>such as the use of a deadly weapon or dangerous</td>
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<td>instrument; causing serious physical injury to</td>
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<td>another; committing the assault knowing, or</td>
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<td>having reason to know, the victim is a peace</td>
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<td>officer or a school staff member engaging in a</td>
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<td>school-related activity. (A.R.S. 13-1204)</td>
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<td>MAXIMUM</td>
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<td>• 3 – 5 Day SUS</td>
<td>• 10 Day SUS</td>
<td>• Expulsion</td>
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<td></td>
<td>• Long-Term SUS</td>
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<tr>
<td><strong>'Alcohol</strong></td>
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<tr>
<td>(Use/Possession/Under the Influence)</td>
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<td>Use, possession, or being under the influence</td>
<td>• Detention</td>
<td>• 3 Day SUS</td>
<td>• 5 Day SUS</td>
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<td>of alcohol on school property, at school</td>
<td>• 1 Day SUS</td>
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<td>sponsored events, and on school sponsored</td>
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<td>transportation.</td>
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<td><strong>Alcohol</strong></td>
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<tr>
<td>(Distribution/Sale)</td>
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<td>Sale or Distribution of Alcohol is the attempt</td>
<td>• Detention</td>
<td>• 10 Day SUS</td>
<td>• Expulsion</td>
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<tr>
<td>or act of offering, selling, trading, procuring</td>
<td>• 10 Day SUS</td>
<td>• Long-Term SUS</td>
<td>• Expulsion</td>
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<td>or distributing (with or without compensation)</td>
<td>• Expulsion</td>
<td>• Expulsion</td>
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<tr>
<td>alcohol as defined above on District property,</td>
<td>• Restitution</td>
<td>• Restitution</td>
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<td>at a District-sponsored event, or on District-</td>
<td>• Restitution</td>
<td>• Restitution</td>
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<td>provided transportation.</td>
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<td><strong>'Arson</strong></td>
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<td>(Occupied/Unoccupied)</td>
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<td>• possible TMT</td>
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<td>Knowingly damaging a structure or property</td>
<td>• Up to 5 Day SUS</td>
<td>• 10 Day SUS</td>
<td>• 10 Day SUS</td>
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<td>(either occupied or unoccupied) by causing a</td>
<td>• Restitution</td>
<td>• Restitution</td>
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<td>fire or explosion. (A.R.S. 13-1704, A.R.S.</td>
<td>• Restitution</td>
<td>• Restitution</td>
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<td>13-1701)</td>
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<td>• Restitution</td>
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<td><strong>'Assault</strong></td>
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<td>• possible TMT</td>
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<td>(1) Intentionally, knowingly or recklessly</td>
<td>• Detention</td>
<td>• 3 Day SUS</td>
<td>• 5 Day SUS</td>
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<td>causing any physical injury to another person;</td>
<td>• 1 Day SUS</td>
<td>• 10 Day SUS</td>
<td>• 10 Day SUS</td>
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<tr>
<td>(2) intentionally placing another person in</td>
<td>• 3 – 5 Day SUS</td>
<td>• Long-Term SUS</td>
<td>• Expulsion</td>
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<td>reasonable apprehension of imminent physical</td>
<td>• Long-Term SUS</td>
<td>• Long-Term SUS</td>
<td>• Expulsion</td>
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<td>injury; or (3) knowingly touching another</td>
<td>• Expulsion</td>
<td>• Long-Term SUS</td>
<td>• Expulsion</td>
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<td>person with the intent to injure, insult or</td>
<td>• Restitution</td>
<td>• Expulsion</td>
<td>• Expulsion</td>
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<tr>
<td>provoke such person. (A.R.S. 13-1203)</td>
<td>• Restitution</td>
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</table>

Note:

- Parent notification should take place for infractions receiving consequences.
- Administration may exercise discretion when determining consequences between minimum and maximum depending on severity of the infraction.
- An online diversion program that may be used at participating high schools that meet certain legal requirements.
- If the infraction occurs on the bus, a suspension or termination of bus-riding privileges may be assigned in lieu of, or in addition to the consequences outlined in the matrix for that infraction.
- **An administrator may choose any or all of the consequences for any infraction or an alternative.**
- The principal is the highest level of appeal for a suspension of 10 days or less.
- An underlined infraction or consequence indicates that an administrator may opt to use an on-campus reassignment as a possible disciplinary action in lieu of off-campus suspension depending on grade level.
- An asterisk (*) indicates that a police report and/or CPS report may be filed.
- TMT = Threat Management Team
### DISCIPLINE MATRIX

<table>
<thead>
<tr>
<th>Infraction</th>
<th>Consequence</th>
<th>K-2</th>
<th>3-6</th>
<th>7-12</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bullying</strong></td>
<td>MINIMUM</td>
<td>1 Day SUS</td>
<td>3 Day SUS</td>
<td>5 Day SUS</td>
</tr>
<tr>
<td>Repeated acts over time that involve a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. Bullying may be physical in form (i.e., pushing, hitting, kicking, spitting, stealing); verbal (i.e., making threats, taunting, teasing, name-calling); or psychological (i.e., social exclusion, spreading rumors, manipulating social relationships). Cyber-bullying includes bullying through the misuse of technology. (A.R.S. 13-1202) See page 7.</td>
<td>3 – 5 Day SUS</td>
<td>5 - 10 Day SUS</td>
<td>10 Day SUS</td>
<td></td>
</tr>
<tr>
<td><strong>Bus Violation</strong></td>
<td>MAXIMUM</td>
<td>10 Day SUS</td>
<td>Long-Term SUS</td>
<td>Long-Term SUS</td>
</tr>
<tr>
<td>Failure to comply with rules established for bus riders, such as changing seats, keeping aisles clear, bringing dangerous items (animals, glass, skateboards, etc), putting any body parts out the window, eating, throwing objects, or tampering with/opening emergency exits.</td>
<td>Parent Contact</td>
<td>Parent Contact</td>
<td>Parent Contact</td>
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<td></td>
<td>Detention</td>
<td>Detention</td>
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<td>Detention</td>
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<td></td>
<td>Bus Suspension</td>
<td>Bus Suspension</td>
<td>1 Day SUS</td>
<td>1-3 Day SUS</td>
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<td></td>
<td>1-3 Day SUS</td>
<td>3 - 5 Day SUS</td>
<td>5 Day SUS</td>
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<thead>
<tr>
<th>Cheating or Plagiarism</th>
<th>MINIMUM</th>
<th>Loss of Credit for Assignment</th>
<th>Loss of Credit for Assignment</th>
<th>Loss of Credit for Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Includes the act of intentionally using information or property of another, or knowingly sharing academic information to gain an unfair advantage. To steal and pass off the ideas or words of another as one's own. This includes the unauthorized use of electronic devices.</td>
<td>Detention</td>
<td>Up to 3 Day SUS</td>
<td>Loss of Credit for Assignment</td>
<td>3 Day SUS</td>
</tr>
<tr>
<td></td>
<td>MAXIMUM</td>
<td>1 Day SUS</td>
<td>5 Day SUS</td>
<td>5 Day SUS</td>
</tr>
<tr>
<td></td>
<td>Confiscation</td>
<td>Confiscation</td>
<td>Confiscation</td>
<td>Confiscation</td>
</tr>
<tr>
<td></td>
<td>Detention</td>
<td>Up to 3 day SUS</td>
<td>Up to 3 day SUS</td>
<td>Up to 5 day SUS</td>
</tr>
<tr>
<td></td>
<td>Up to 3 day SUS</td>
<td>Up to 5 day SUS</td>
<td>Up to 10 day SUS</td>
<td></td>
</tr>
<tr>
<td><strong>Combustibles</strong></td>
<td>MAXIMUM</td>
<td>5 to 10 days SUS</td>
<td>10 day SUS</td>
<td>Long-Term SUS</td>
</tr>
<tr>
<td>(Use/Possession/Distribution/Sale)</td>
<td>Confiscation</td>
<td>Confiscation</td>
<td>Confiscation</td>
<td>Confiscation</td>
</tr>
<tr>
<td>Includes objects that are readily capable of causing bodily harm or property damage, i.e. matches, lighters, firecrackers, gasoline, and lighter fluid.</td>
<td>Detention</td>
<td>Up to 3 day SUS</td>
<td>Up to 5 day SUS</td>
<td>Up to 10 day SUS</td>
</tr>
<tr>
<td></td>
<td>Up to 3 day SUS</td>
<td>Up to 5 day SUS</td>
<td>Up to 10 day SUS</td>
<td></td>
</tr>
</tbody>
</table>

**Note:**

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### Disciplinary Matrix

<table>
<thead>
<tr>
<th>Infraction</th>
<th>Consequence</th>
<th>K-2</th>
<th>3-6</th>
<th>7-12</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Dangerous Instruments</em> (Use/Possession/Distribution/Sale)</td>
<td><strong>MINIMUM</strong></td>
<td>▪ Detention</td>
<td>▪ Up to 3 Day SUS</td>
<td>▪ Up to 5 Day SUS</td>
</tr>
<tr>
<td>• possible TMT</td>
<td>▪ 3 – 5 Day SUS</td>
<td>▪ Up to 10 Day SUS</td>
<td>▪ 10 Day SUS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ 10 Day SUS</td>
<td>▪ 10 Day SUS</td>
<td>▪ Long-Term SUS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ Long-Term SUS</td>
<td>▪ Expulsion</td>
<td>▪ Expulsion</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>MAXIMUM</strong></td>
<td>▪ Detention</td>
<td>▪ Detention</td>
<td>▪ 1 Day SUS</td>
</tr>
<tr>
<td></td>
<td>▪ 1 – 3 Day SUS</td>
<td>▪ 1 – 5 Day SUS</td>
<td>▪ 3 – 5 Day SUS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ 5-10 Day SUS</td>
<td>▪ 10 Day SUS</td>
<td>▪ 10 Day SUS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ 10 Day SUS</td>
<td>▪ Long-Term SUS</td>
<td>▪ Long-Term SUS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ Long-Term SUS</td>
<td>▪ Expulsion</td>
<td>▪ Expulsion</td>
<td></td>
</tr>
<tr>
<td><em>Defiance/Disrespect</em></td>
<td><strong>MINIMUM</strong></td>
<td>▪ Detention</td>
<td>▪ Detention</td>
<td>▪ Detention</td>
</tr>
<tr>
<td>Intentionally resisting or disregarding the authority of District personnel, or treating District personnel or any others with contempt or rudeness. This includes, but is not limited to, the failure to respond to a reasonable request/follow directions, being disobedient or the refusal to identify self when requested to do so.</td>
<td>▪ 3 – 5 Day SUS</td>
<td>▪ 5 – 10 Day SUS</td>
<td>▪ 5 - 10 Day SUS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ 10 Day SUS</td>
<td>▪ 10 Day SUS</td>
<td>▪ Long-Term SUS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ Long-Term SUS</td>
<td>▪ Expulsion</td>
<td>▪ Expulsion</td>
<td></td>
</tr>
<tr>
<td><em>Disorderly Conduct</em></td>
<td><strong>MINIMUM</strong></td>
<td>▪ Detention</td>
<td>▪ Up to 3 Day SUS</td>
<td>▪ Up to 5 Day SUS</td>
</tr>
<tr>
<td>• possible TMT</td>
<td>▪ 3 – 5 Day SUS</td>
<td>▪ 5 – 10 Day SUS</td>
<td>▪ 5 – 10 Day SUS</td>
<td></td>
</tr>
<tr>
<td>Any act which substantially disrupts the orderly conduct of a school function, or behavior which substantially disrupts the orderly learning environment. (A.R.S. 13-2904)</td>
<td>▪ 10 Day SUS</td>
<td>▪ 10 Day SUS</td>
<td>▪ Long-Term SUS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ Long-Term SUS</td>
<td>▪ Expulsion</td>
<td>▪ Expulsion</td>
<td></td>
</tr>
<tr>
<td><em>Disorderly Conduct (with contact)</em></td>
<td><strong>MINIMUM</strong></td>
<td>▪ Detention</td>
<td>▪ Up to 3 Day SUS</td>
<td>▪ Up to 5 Day SUS</td>
</tr>
<tr>
<td>• possible TMT</td>
<td>▪ 3 – 5 Day SUS</td>
<td>▪ 5 – 10 Day SUS</td>
<td>▪ 5 – 10 Day SUS</td>
<td></td>
</tr>
<tr>
<td>Any act which substantially disrupts the orderly conduct of a school function, or aggressive behavior towards others, which substantially disrupts the orderly learning environment (A.R.S 13-2904)</td>
<td>▪ 10 Day SUS</td>
<td>▪ 10 Day SUS</td>
<td>▪ Long-Term SUS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ Long-Term SUS</td>
<td>▪ Expulsion</td>
<td>▪ Expulsion</td>
<td></td>
</tr>
</tbody>
</table>

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### DISCIPLINE MATRIX

<table>
<thead>
<tr>
<th>Infraction</th>
<th>Consequence</th>
<th>K-2</th>
<th>3-6</th>
<th>7-12</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Disruption</strong></td>
<td>MINIMUM</td>
<td>Conference</td>
<td>Conference</td>
<td>Conference</td>
</tr>
<tr>
<td>Creating disturbances in class, on campus or at school-sponsored events. Continual or repeated disruptions may warrant more severe consequences (dialing 911)</td>
<td>Detention</td>
<td>Detention</td>
<td>Detention</td>
<td>Detention</td>
</tr>
<tr>
<td></td>
<td>DOWN</td>
<td>1 - 3 Day SUS</td>
<td>1 – 5 Day SUS</td>
<td>1 – 5 Day SUS</td>
</tr>
<tr>
<td></td>
<td>MAXIMUM</td>
<td>Up to 10 Day SUS</td>
<td>10 Day SUS</td>
<td>10 Day SUS</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Long-Term SUS</td>
<td>Long-Term SUS</td>
</tr>
<tr>
<td><strong>Dress Code</strong></td>
<td>MINIMUM</td>
<td>Change Clothes</td>
<td>Change Clothes</td>
<td>Change Clothes</td>
</tr>
<tr>
<td>The act of non-compliance with the established student dress code guidelines. See page 18.</td>
<td>Detention</td>
<td>Detention</td>
<td>Detention</td>
<td>Detention</td>
</tr>
<tr>
<td></td>
<td>DOWN</td>
<td>Change Clothes</td>
<td>Change Clothes</td>
<td>Change Clothes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Detention</td>
<td>Detention</td>
<td>Detention</td>
</tr>
<tr>
<td></td>
<td>MAXIMUM</td>
<td>Change Clothes</td>
<td>Change Clothes</td>
<td>Change Clothes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Detention</td>
<td>Up to 1 Day SUS</td>
<td>Up to 3 Day SUS</td>
</tr>
<tr>
<td><strong>“Drugs”</strong></td>
<td>MINIMUM</td>
<td>Confiscation</td>
<td>Confiscation</td>
<td>Confiscation</td>
</tr>
<tr>
<td>(Use/Possession/Under the Influence)</td>
<td>Up to 3 Day SUS</td>
<td>Up to 5 Day SUS</td>
<td>Up to 5 Day SUS</td>
<td>Up to 5 Day SUS</td>
</tr>
<tr>
<td>Includes the act of using, possessing and/or being under the influence of chemical substances, narcotics, prescription or non-prescription medications, inhalants, controlled substances or substances that students represent to be chemical substances, narcotics or controlled substances. Over-the-counter, non-prescription pharmaceuticals fall into this definition, unless the student has complied with the District’s policy for such medication. Medication for cessation of smoking needs to be checked through the health center; otherwise, it will result in being considered a drug. Supplements and/or nutritional supplements shall be considered a look-a-like drug. The term “drugs” includes anything that looks like drugs or which is presented as drugs. Drug residue is also considered a “drug.”</td>
<td>3 – 5 Day SUS</td>
<td>10 Day SUS</td>
<td>10 Day SUS</td>
<td></td>
</tr>
<tr>
<td>“Drug” (Distribution/Sale)</td>
<td>MAXIMUM</td>
<td>Confiscation</td>
<td>Confiscation</td>
<td>Confiscation</td>
</tr>
<tr>
<td>Distribution or Sale of Drugs as defined above is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) drugs on District property, at a District-sponsored event, or on sponsored transportation. Medical marijuana card holders may be subject to discipline if the student fails to comply with related laws and/or statutes. (A.R.S. 13-3415)</td>
<td>10 Day SUS</td>
<td>Long-Term SUS</td>
<td>Expulsion</td>
<td>Expulsion</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Infraction</th>
<th>Consequence</th>
<th>K-2</th>
<th>3-6</th>
<th>7-12</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Drug/Tobacco Paraphernalia</strong></td>
<td></td>
<td>MINIMUM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Use/Possession)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Includes any apparatus or equipment used, including anything that looks like apparatus or equipment used or that can be used, intended for use or designed for use in the act of smoking, injecting, ingesting, inhaling or otherwise introducing into the human body a drug on District property, at a District-sponsored event or on District-sponsored transportation. (A.R.S. 13-3415 F.1.) (Examples include, but are not limited to: rolling papers, pipes, and electronic cigarette devices/vapes or products.) Also includes any items which are used to store, package or maintain any drug or tobacco substances. If any such paraphernalia includes drug or tobacco residue, the residue will be considered a drug or tobacco pursuant to the definitions for each. Sale or Distribution of Paraphernalia is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) on District property, at a District-sponsored event or on transportation. (A.R.S. 13-3415 F.1.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Drug/Tobacco Paraphernalia</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Distribution or Sale)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Distribution or Sale as described above of Paraphernalia is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) on District property, at a District-sponsored event or on District-sponsored transportation. (A.R.S. 13-3415 F.1.)</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>Electronic Devices</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Includes cell phones, hand-held devices, media players, watches, or other electronic items. These items must be in the off position and not be displayed for use during the school day from bell to bell, unless otherwise directed by a staff member for instructional purposes or for use as an educational resource. Electronic Devices may not interfere with the learning, safety or well-being of others. The District is not responsible for the loss, damage and/or theft of any of these types of devices. See page 10.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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<th>3-6</th>
<th>7-12</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Endangerment</em></td>
<td>MINIMUM</td>
<td>Detention</td>
<td>Detention</td>
<td>Detention</td>
</tr>
<tr>
<td>- possible TMT</td>
<td></td>
<td>1 Day SUS</td>
<td>Up to 3 Day SUS</td>
<td>Up to 3 Day SUS</td>
</tr>
<tr>
<td>Recklessly or intentionally creating, engaging in, encouraging or failing to report any potential unsafe, dangerous or hazardous situation. Endangerment can include a risk to the health, safety and welfare of students and staff. Endangerment can include risk of injury, harm and death. Consequences depend on the potential severity of the endangerment. Consequences depend on the direct or indirect involvement of the endangerment, including acting as an accessory. (A.R.S. 13-1201)</td>
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</tr>
<tr>
<td>MAXIMUM</td>
<td></td>
<td>5 - 10 Day SUS</td>
<td>10 Day SUS</td>
<td>10 Day SUS</td>
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<tr>
<td></td>
<td></td>
<td>5 Day SUS</td>
<td>Long-Term SUS</td>
<td>Long-Term SUS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5 - 10 Day SUS</td>
<td>Expulsion</td>
<td>Expulsion</td>
</tr>
<tr>
<td><em>Extortion</em></td>
<td>MINIMUM</td>
<td>1 Day SUS</td>
<td>Up to 3 Day SUS</td>
<td>3 – 5 Day SUS</td>
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<td></td>
<td></td>
<td>3 – 5 Day SUS</td>
<td>Up to 5 Day SUS</td>
<td>Up to 10 Day SUS</td>
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<td></td>
<td></td>
<td>10 Day SUS</td>
<td>10 Day SUS</td>
<td>10 Day SUS</td>
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<tr>
<td></td>
<td></td>
<td>10 Day SUS</td>
<td>Long-Term SUS</td>
<td>Long-Term SUS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5 Day SUS</td>
<td>Expulsion</td>
<td>Expulsion</td>
</tr>
<tr>
<td><em>Fighting</em> (with weapon/without weapon)</td>
<td>MINIMUM</td>
<td>1 Day SUS</td>
<td>3 Day SUS</td>
<td>5 Day SUS</td>
</tr>
<tr>
<td>Note: Please refer to section on Student and Staff Self Defense</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Mutual participation in an incident involving physical violence, where there is no major injury.</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>3 Day SUS</td>
<td>5 Day SUS</td>
<td>10 Day SUS</td>
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<tr>
<td></td>
<td></td>
<td>10 Day SUS</td>
<td>Long-Term SUS</td>
<td>Long-Term SUS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Long-Term SUS</td>
<td>Expulsion</td>
<td>Expulsion</td>
</tr>
<tr>
<td><em>Fire Alarm Misuse</em></td>
<td>MINIMUM</td>
<td>1 Day SUS</td>
<td>3 Day SUS</td>
<td>5 Day SUS</td>
</tr>
<tr>
<td>Intentionally ringing fire alarm when there is no fire.</td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td>3 Day SUS</td>
<td>5 Day SUS</td>
<td>10 Day SUS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5 Day SUS</td>
<td>10 Day SUS</td>
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<td></td>
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</tr>
<tr>
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</tr>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>
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<tr>
<th>Infraction</th>
<th>Consequence</th>
<th>K-2</th>
<th>3-6</th>
<th>7-12</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Firearm</strong> (Use/Possession/Distribution/Sale)</td>
<td><strong>MINIMUM</strong></td>
<td>Long Term Suspension</td>
<td>Long Term Suspension</td>
<td>Long Term Suspension</td>
</tr>
<tr>
<td>• mandatory TMT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any weapon that is designed to (or may be readily converted to) expel a projectile by an explosive, or by the action of an explosive. This includes any handguns, pistol, revolver, rifle, shot gun. Any destructive device, which includes: any explosive, incendiary, or poison gas, bombs, grenades, mines, rockets, missiles, pipe bombs, firearms or similar devices designed to explode and capable of causing bodily harm or property damage. Sale or Distribution of Firearms is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) on District property, at a District-sponsored event, or on District-provided transportation. (A.R.S. 13-3111, A.R.S. 13-3101)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>MAXIMUM</strong></td>
<td></td>
<td>Expulsion</td>
<td>Expulsion</td>
<td>Expulsion</td>
</tr>
<tr>
<td><strong>Forgery/Falsification</strong></td>
<td><strong>MINIMUM</strong></td>
<td>Detention</td>
<td>Detention</td>
<td>1 – 3 Day SUS</td>
</tr>
<tr>
<td>The act of falsely or fraudulently marking or altering a document or a verbal, written or electronic communication, or any verbal or written communication that is intentionally false or fraudulent (i.e., dishonesty or lying, filing a false report).</td>
<td></td>
<td>Up to 3 Day SUS</td>
<td>3 Day SUS</td>
<td>3 – 5 Day SUS</td>
</tr>
<tr>
<td><strong>MAXIMUM</strong></td>
<td></td>
<td>3 Day SUS</td>
<td>5 Day SUS</td>
<td>10 Day SUS</td>
</tr>
<tr>
<td><strong>Gambling</strong></td>
<td><strong>MINIMUM</strong></td>
<td>Detention</td>
<td>Detention</td>
<td>1 Day SUS</td>
</tr>
<tr>
<td>Is to risk money or anything of value on the outcome of anything involving chance.</td>
<td></td>
<td>1 Day SUS</td>
<td>3 Day SUS</td>
<td></td>
</tr>
<tr>
<td><strong>MAXIMUM</strong></td>
<td></td>
<td>3 Day SUS</td>
<td>5 Day SUS</td>
<td></td>
</tr>
<tr>
<td><strong>Gang Activity/Negative Group Affiliation</strong></td>
<td><strong>MINIMUM</strong></td>
<td>Detention</td>
<td>Detention</td>
<td>3 Day SUS</td>
</tr>
<tr>
<td>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 negative group activity. See page 11.</td>
<td></td>
<td>1 Day SUS</td>
<td>3 Day SUS</td>
<td></td>
</tr>
<tr>
<td><strong>MAXIMUM</strong></td>
<td></td>
<td>3 Day SUS</td>
<td>5 Day SUS</td>
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<td>5 Day SUS</td>
<td>10 Day SUS</td>
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<td>Long-Term SUS</td>
<td>Expulsion</td>
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<td>Long-Term SUS</td>
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<td>Expulsion</td>
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<table>
<thead>
<tr>
<th>Infraction</th>
<th>Consequence</th>
<th>K-2</th>
<th>3-6</th>
<th>7-12</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Harassment</em></td>
<td>Mediation</td>
<td>1 Day SUS</td>
<td>1 – 3 Day SUS</td>
<td>Mediation</td>
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<td></td>
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<td></td>
<td></td>
<td>Up to 3 Day SUS</td>
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<td></td>
<td>1 – 3 Day SUS</td>
<td>3 – 5 Day SUS</td>
<td>5 Day SUS</td>
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<td>5 Day SUS</td>
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<td></td>
<td>Mediation</td>
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<td>10 Day SUS</td>
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<td>Long-Term SUS</td>
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<td>1 Day SUS</td>
<td>3-5 Day SUS</td>
<td>5 Day SUS</td>
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<td>3 Day SUS</td>
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<td>Up to 10 Day SUS</td>
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<td>Long-Term SUS</td>
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<td></td>
<td>Mediation</td>
<td>1 Day SUS</td>
<td>Up to 5 Day SUS</td>
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<td>Up to 10 Day SUS</td>
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<td>Detention</td>
<td>1 Day SUS</td>
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<th>3-6</th>
<th>7-12</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Indecent Exposure or Public Sexual Indecency</strong></td>
<td>MINIMUM</td>
<td>• Detention</td>
<td>• Detention</td>
<td>• 3 Day SUS</td>
</tr>
<tr>
<td>Includes, but is not limited to, exposing private areas, consensual</td>
<td></td>
<td>↓</td>
<td>1 – 3 Day SUS</td>
<td>3- 5 Day SUS</td>
</tr>
<tr>
<td>participation in any sexual act involving physical contact, touching</td>
<td></td>
<td>MAXIMUM</td>
<td>5 Day SUS</td>
<td>10 Day SUS</td>
</tr>
<tr>
<td>private areas, depantsing (pulling pants down or off), pulling at another</td>
<td></td>
<td></td>
<td>10 Day SUS</td>
<td>Long-Term SUS</td>
</tr>
<tr>
<td><strong>Instigation</strong></td>
<td>MINIMUM</td>
<td>• Detention</td>
<td>• Detention</td>
<td>• Up to 3 Day SUS</td>
</tr>
<tr>
<td>Includes provoking, antagonizing or failing to report a fight or other</td>
<td></td>
<td>↓</td>
<td>3 - 5 Day SUS</td>
<td>3 - 5 Day SUS</td>
</tr>
<tr>
<td>dangerous, inappropriate situations. Spreading rumors, harmful gossip,</td>
<td></td>
<td>MAXIMUM</td>
<td>5 Day SUS</td>
<td>10 Day SUS</td>
</tr>
<tr>
<td>recording/videotaping, social media posting and use of language or</td>
<td></td>
<td></td>
<td>10 Day SUS</td>
<td>Long-Term SUS</td>
</tr>
<tr>
<td>gestures that may incite another person or other people to fight are</td>
<td></td>
<td></td>
<td>Expulsion</td>
<td>Expulsion</td>
</tr>
<tr>
<td>also considered forms of instigation.</td>
<td></td>
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</tr>
<tr>
<td><strong>Physical Aggression</strong></td>
<td>MINIMUM</td>
<td>• Detention</td>
<td>• Detention</td>
<td>• 1 Day SUS</td>
</tr>
<tr>
<td>The act of tussles, minor confrontations, pushing, shoving, slapping,</td>
<td></td>
<td>↓</td>
<td>1 – 3 Day SUS</td>
<td>3 – 5 Day SUS</td>
</tr>
<tr>
<td>hitting, kicking or other physical provocation.</td>
<td></td>
<td>MAXIMUM</td>
<td>5 Day SUS</td>
<td>10 Day SUS</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>10 Day SUS</td>
<td>Long-Term SUS</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Expulsion</td>
<td>Expulsion</td>
</tr>
<tr>
<td><strong>Public Display of Affection</strong></td>
<td>MINIMUM</td>
<td>• Warning</td>
<td>• Warning</td>
<td>• Warning</td>
</tr>
<tr>
<td>The act of kissing, hugging, fondling or touching in public that is</td>
<td></td>
<td>↓</td>
<td>• Detention</td>
<td>• Detention</td>
</tr>
<tr>
<td>beyond casual contact and which creates, or has the potential to create,</td>
<td></td>
<td>MAXIMUM</td>
<td>• 1 Day SUS</td>
<td>• 1 Day SUS</td>
</tr>
<tr>
<td>a disturbance.</td>
<td></td>
<td></td>
<td>3 Day SUS</td>
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<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>'Robbery</strong> (with weapon/without weapon)**</td>
<td>MINIMUM</td>
<td>• Restitution</td>
<td>• Restitution</td>
<td>Restitution</td>
</tr>
<tr>
<td>The taking, or attempting to take, any property of another from his</td>
<td></td>
<td>↓</td>
<td>1-3 Day SUS</td>
<td>3-5 Day SUS</td>
</tr>
<tr>
<td>person or immediate presence and against his will. Such person threatens</td>
<td></td>
<td>MAXIMUM</td>
<td>5 Day SUS</td>
<td>10 Day SUS</td>
</tr>
<tr>
<td>or uses force against any person with intent to either coerce surrender</td>
<td></td>
<td></td>
<td>10 Day SUS</td>
<td>Long-Term SUS</td>
</tr>
<tr>
<td>of property, or to prevent resistance to such person taking or retaining</td>
<td></td>
<td></td>
<td>Restitution</td>
<td>Restitution</td>
</tr>
<tr>
<td>property.</td>
<td></td>
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</tr>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Sale/Distribution of Personal Property</strong></td>
<td>MINIMUM</td>
<td>• Confiscation</td>
<td>• Confiscation</td>
<td>• Confiscation</td>
</tr>
<tr>
<td>The attempt or act of offering, selling, trading, procuring</td>
<td>• Detention</td>
<td>• Detention</td>
<td>• Detention</td>
<td>• Detention</td>
</tr>
<tr>
<td>or distributing (with or without compensation) personal</td>
<td>• 1 – 2 Day SUS</td>
<td>• 1 Day SUS</td>
<td>• 3 – 5 Day SUS</td>
<td>• 1 Day SUS</td>
</tr>
<tr>
<td>property, goods or services on District property, at a</td>
<td>MAXIMUM</td>
<td>• Confiscation</td>
<td>• Confiscation</td>
<td>• Confiscation</td>
</tr>
<tr>
<td>school or District-sponsored event or on District-</td>
<td>• Detention</td>
<td>• Detention</td>
<td>• Detention</td>
<td>• Detention</td>
</tr>
<tr>
<td>provided transportation.</td>
<td>• 3 Day SUS</td>
<td>• 5 Day SUS</td>
<td>• 10 Day SUS</td>
<td>• 10 Day SUS</td>
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<td>• Long-Term SUS</td>
<td>• Long-Term SUS</td>
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<td>MAXIMUM</td>
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</tr>
<tr>
<td><strong>Sexual Harassment (No Contact)</strong></td>
<td>MINIMUM</td>
<td>• Confiscation</td>
<td>• Confiscation</td>
<td>• Confiscation</td>
</tr>
<tr>
<td>The unwelcome conduct of a sexual nature that denies or</td>
<td>• Detention</td>
<td>• Detention</td>
<td>• Detention</td>
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</tr>
<tr>
<td>limits a student’s ability to participate in or to receive</td>
<td>• 1 – 3 Day SUS</td>
<td>• Up to 3 Day SUS</td>
<td>• 5 Day SUS</td>
<td>• 5 Day SUS</td>
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<tr>
<td>benefits, services, or opportunities in the school’s</td>
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<tr>
<td>program. It can include unwelcome sexual advances,</td>
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<tr>
<td>requests for sexual favors, and other verbal, nonverbal,</td>
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<td>or physical conduct of a sexual nature.</td>
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<td></td>
<td>MINIMUM</td>
<td>• 3 Day SUS</td>
<td>• 5 Day SUS</td>
<td>• 10 Day SUS</td>
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<td>• 10 Day SUS</td>
<td>• Long-Term SUS</td>
<td>• Long-Term SUS</td>
<td>• Expulsion</td>
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</tr>
<tr>
<td><strong>Sexual Harassment (with Contact)</strong></td>
<td>MINIMUM</td>
<td>• Confiscation</td>
<td>• Confiscation</td>
<td>• Confiscation</td>
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<tr>
<td>Sexual harassment with contact includes unwanted physical</td>
<td>• Detention</td>
<td>• Detention</td>
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<tr>
<td>contact of non-sexual body parts.</td>
<td>• 1 – 3 Day SUS</td>
<td>• Up to 3 Day SUS</td>
<td>• 5 Day SUS</td>
<td>• 5 Day SUS</td>
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<td></td>
<td>MAXIMUM</td>
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<td>• 10 Day SUS</td>
<td>• Long-Term SUS</td>
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<tr>
<td><strong>Sexual Materials</strong></td>
<td>MINIMUM</td>
<td>• Confiscation</td>
<td>• Confiscation</td>
<td>• Confiscation</td>
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<tr>
<td>Includes pictures, items, devices or electronic images</td>
<td>• Detention</td>
<td>• Detention</td>
<td>• Detention</td>
<td>• Detention</td>
</tr>
<tr>
<td>that contain nudity or represent sexual activity that is</td>
<td>• 1 – 2 Day SUS</td>
<td>• Up to 3 Day SUS</td>
<td>• 5 Day SUS</td>
<td>• 5 Day SUS</td>
</tr>
<tr>
<td>offensive or disturbs the educational environment. This</td>
<td>MAXIMUM</td>
<td>• 3 Day SUS</td>
<td>• 5 Day SUS</td>
<td>• 10 Day SUS</td>
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<tr>
<td>includes possession or distribution of pornographic</td>
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<td>• 10 Day SUS</td>
<td>• Long-Term SUS</td>
<td>• Long-Term SUS</td>
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<td>materials.</td>
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<tr>
<td><strong>Tardy</strong></td>
<td>The failure to be at a designated location at a specified time. This could include arriving to school late or leaving school early. Once a student has more than three tardies (excused or unexcused) in a semester, consequences will be assigned. After three tardies, the only allowable excused tardies are those that have supporting documentation.  See page 6</td>
</tr>
</tbody>
</table>
| **MINIMUM**           | Tardies 4 & 5:  
  - Notify Parent  
  - Student Conference  
  - Detention  
  - 1 Day OCR |
| **MAXIMUM**           | Tardies 6, 7 & 8:  
  - Notify Parent  
  - Student Conference  
  - Detention  
  - 1 Day OCR  
  - 1 Day OCR  |
|                      | Tardies 9 or greater:  
  - Notify Parent  
  - Student Conference  
  - Up to 3 Day OCR  
  - Up to 3 Day OCR  |

**Technology Misuse**  

The failure to use hardware, software, electronic devices, web pages and networks for the intended educational use or in a manner that causes disruption at a campus or any District facility, including proxy use. See Electronic Information Systems (EIS) User Agreement. (A.R.S. 13-2316)

| **MINIMUM**           | Loss of Technology Privileges  
  - Restitution |
|                      | Loss of Technology Use Privileges  
  - 1 Day SUS  
  - Restitution |
|                      | 3 – 5 Day SUS  
  - Loss of Technology Use Privileges  
  - Restitution |
|                      | Loss of Technology Use Privileges  
  - Restitution |

**Technology/Computer Tampering**  

Computer Tampering includes, altering, damaging, deleting or destroying a computer, computer hardware or software; introducing a computer contaminant into any computer, or network; causing the disruption of a computer or network. See Electronic Information Systems (EIS) User Agreement. (A.R.S. 13-2316)

| **MAXIMUM**           | Loss of Technology Privileges  
  - 3 Day SUS  
  - Restitution |
|                      | Loss of Technology Use Privileges  
  - Restitution |
|                      | 10 Day SUS  
  - Loss of Technology Use Privileges  
  - Restitution |
|                      | 10 Day SUS  
  - Long-Term SUS  
  - Loss of Technology Use Privileges  
  - Restitution |

Note:

- Parent notification should take place for infractions receiving consequences.
- Administration may exercise discretion when determining consequences between minimum and maximum depending on severity of the infraction.
- An online diversion Program may be used at participating High Schools that meet certain legal requirements.
- If the infraction occurs on the bus, a suspension or termination of bus-riding privileges may be assigned in lieu of, or in addition to the consequences outlined in the matrix for that infraction.
- **An administrator may choose any or all of the consequences for any infraction or an alternative.**
- The principal is the highest level of appeal for a suspension of 10 days or less.
- An underlined infraction or consequence indicates that an administrator may opt to use an on-campus reassignment as a possible disciplinary action in lieu of off-campus suspension depending on grade level.
- An asterisk (*) indicates that a police report and/or DCS report may be filed.
- TMT = Threat Management Team
### DISCIPLINE MATRIX

<table>
<thead>
<tr>
<th>Infraction</th>
<th>Consequence</th>
<th>K-2</th>
<th>3-6</th>
<th>7-12</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Theft</strong> <em>(over $100/under $100)</em></td>
<td>- Restitution</td>
<td>- Restitution</td>
<td>- Restitution</td>
<td>- Restitution</td>
</tr>
<tr>
<td></td>
<td>- Detention</td>
<td>- 1–3 Day SUS</td>
<td>- 3–5 Day SUS</td>
<td>- 3–5 Day SUS</td>
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<tr>
<td></td>
<td></td>
<td>- Detention</td>
<td>- 3 Day SUS</td>
<td>- Restitution</td>
</tr>
<tr>
<td></td>
<td>MAXIMUM</td>
<td>- 3 Day SUS</td>
<td>- Restitution</td>
<td>- 10 Day SUS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Restitution</td>
<td>- 10 Day SUS</td>
<td>- Long-Term SUS</td>
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<td></td>
<td></td>
<td>MAXIMUM</td>
<td>- Long-Term SUS</td>
<td>- Expulsion</td>
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<td></td>
<td></td>
<td>- Expulsion</td>
<td>- Expulsion</td>
<td>- Expulsion</td>
</tr>
<tr>
<td><strong>Threat, Bomb</strong></td>
<td>- mandatory TMT</td>
<td></td>
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<tr>
<td></td>
<td>Threatening to cause harm using</td>
<td>- 3 Day SUS</td>
<td>- 5 Day SUS</td>
<td>- 10 Day SUS</td>
</tr>
<tr>
<td></td>
<td>a bomb, dynamite, explosive, or</td>
<td>- 5 - 10 Day SUS</td>
<td>- 10 Day SUS</td>
<td>- Long-Term SUS</td>
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<tr>
<td></td>
<td>arson-causing device.</td>
<td>- 10 Day SUS</td>
<td>- Long-Term SUS</td>
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<td></td>
<td>(A.R.S. 13-2911)</td>
<td>- Long-Term SUS</td>
<td>- Expulsion</td>
<td>- Expulsion</td>
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<tr>
<td></td>
<td>MAXIMUM</td>
<td>- Expulsion</td>
<td>- Expulsion</td>
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<tr>
<td><strong>Threat, Chemical or Biological</strong></td>
<td>- mandatory TMT</td>
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<td></td>
<td>Threatening to cause harm using</td>
<td>- 3 Day SUS</td>
<td>- 5 Day SUS</td>
<td>- 10 Day SUS</td>
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<tr>
<td></td>
<td>dangerous chemicals or biological</td>
<td>- 5 - 10 Day SUS</td>
<td>- 10 Day SUS</td>
<td>- Long-Term SUS</td>
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<td></td>
<td>agents.</td>
<td>- 10 Day SUS</td>
<td>- Long-Term SUS</td>
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<td>(A.R.S. 13-2911)</td>
<td>- Long-Term SUS</td>
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<td>MAXIMUM</td>
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<tr>
<td><strong>Threat, Other</strong></td>
<td>- mandatory TMT</td>
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<td></td>
<td>The incident cannot be coded in</td>
<td>- Mediation</td>
<td>- Mediation</td>
<td>- Mediation</td>
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<tr>
<td></td>
<td>one of the above categories but</td>
<td>- 1 – 5 Day SUS</td>
<td>- 1 – 3 Day SUS</td>
<td>- 3 – 5 Day SUS</td>
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<tr>
<td></td>
<td>did involve a school threat. This</td>
<td>- Up to 5 Day SUS</td>
<td>- Up to 10 Day SUS</td>
<td>- Up to 10 Day SUS</td>
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<tr>
<td></td>
<td>includes Death Threats.</td>
<td>- 10 Day SUS</td>
<td>- Long-Term SUS</td>
<td>- Long-Term SUS</td>
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<td>(A.R.S. 13-2911)</td>
<td>- Long-Term SUS</td>
<td>- Expulsion</td>
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<td>MAXIMUM</td>
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<tr>
<td><strong>Threatening/Intimidating Behavior</strong></td>
<td>- possible TMT</td>
<td>- Mediation</td>
<td>- Mediation</td>
<td>- Mediation</td>
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<td></td>
<td>When a person indicates by word</td>
<td>- Detention</td>
<td>- Detention</td>
<td>- 3 Day SUS</td>
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<td></td>
<td>or conduct, the intent to cause</td>
<td>- 1 Day SUS</td>
<td>- Up to 3 Day SUS</td>
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<td></td>
<td>physical injury or serious damage</td>
<td>- Up to 5 Day SUS</td>
<td>- Up to 5 Day SUS</td>
<td>- 5 Day SUS</td>
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<td></td>
<td>to a person or their property.</td>
<td>- 10 Day SUS</td>
<td>- Long-Term SUS</td>
<td>- 10 Day SUS</td>
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<td></td>
<td>Repeated acts of threatening,</td>
<td>- Long-Term SUS</td>
<td>- Expulsion</td>
<td>- Long-Term SUS</td>
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<td>intimidating behavior shall be</td>
<td>- Expulsion</td>
<td>- Expulsion</td>
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<td>considered Bullying. See page 7.</td>
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<td>(A.R.S. 13-1202)</td>
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<td>MINIMUM</td>
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<td>Note:</td>
<td>Parent notification should take</td>
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<td>place for infractions receiving</td>
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<td>consequences.</td>
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<td>Administration may exercise</td>
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<td>discretion when determining</td>
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<td>consequences between minimum and</td>
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<td>maximum depending on severity of</td>
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<td>the infraction.</td>
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<td>An online diversion Program may</td>
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<td>be used at participating High</td>
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<td>Schools that meet certain legal</td>
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<td>requirements.</td>
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<td>If the infraction occurs on the</td>
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<td>bus, a suspension or termination</td>
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<td>of bus-riding privileges may be</td>
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<td>assigned in lieu of, or in addition</td>
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<td>to the consequences outlined in</td>
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<td>the matrix for that infraction.</td>
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<td>An administrator may choose any or</td>
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<td>all of the consequences for any</td>
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<td>infraction or an alternative.</td>
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<td>The principal is the highest level</td>
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<td>of appeal for a suspension of 10</td>
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<td>days or less.</td>
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<td>An underlined infraction or</td>
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<td>consequence indicates that an</td>
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<td>administrator may opt to use an</td>
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<td></td>
<td>on-campus reassignment as a</td>
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<td>possible disciplinary action in</td>
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<td>lieu of off-campus suspension</td>
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<td>depending on grade level.</td>
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<td>An asterisk (*) indicates that a</td>
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<td></td>
<td>police report and/or DCS report</td>
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<td>may be filed.</td>
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<td></td>
<td>TMT = Threat Management Team</td>
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</tbody>
</table>
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### DISCIPLINE MATRIX

<table>
<thead>
<tr>
<th>Infraction</th>
<th>Consequence</th>
<th>K-2</th>
<th>3-6</th>
<th>7-12</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Tobacco</em> (Use/Possession)</td>
<td>MINIMUM</td>
<td>Detention</td>
<td>Up to 3 Day SUS</td>
<td>3 Day SUS</td>
</tr>
<tr>
<td>Includes use, possession of tobacco products of any kind smoke or smokeless on District property, at a District-sponsored event, or on District-sponsored transportation. (A.R.S. 36-798.03) (i.e., cigarettes, cigars, dip, chew, snuff, twist, etc.)</td>
<td>↓</td>
<td>Up to 3 Day SUS</td>
<td>Up to 5 Day SUS</td>
<td>5 Day SUS</td>
</tr>
<tr>
<td><strong>NOTE:</strong> Possession by any person of tobacco products on K-12 public, charter or private school grounds, buildings, parking lots, playing fields and vehicles, and at off-campus school-sponsored events, is a criminal offense.</td>
<td>MAXIMUM</td>
<td>5 Day SUS</td>
<td>10 Day SUS</td>
<td>10 Day SUS</td>
</tr>
<tr>
<td><em>Tobacco</em> (Distribution/Sale)</td>
<td>MINIMUM</td>
<td>Detention</td>
<td>1 Day SUS</td>
<td>1 – 3 Day SUS</td>
</tr>
<tr>
<td>Includes tobacco products as defined above. Distribution or Sale of Tobacco is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) on District property, at a District-sponsored event, or on District-sponsored transportation. (A.R.S. 36-798.03)</td>
<td>↓</td>
<td>3 – 5 Day SUS</td>
<td>3 – 5 Day SUS</td>
<td>10 Day SUS</td>
</tr>
<tr>
<td><strong>MAXIMUM</strong></td>
<td></td>
<td>10 Day SUS</td>
<td>10 Day SUS</td>
<td></td>
</tr>
<tr>
<td><em>Trespass/Loiter</em></td>
<td>MINIMUM</td>
<td>Detention</td>
<td>1 Day OCR</td>
<td>Detention</td>
</tr>
<tr>
<td>When a person enters upon, or in, school property without legal justification or without the implied or actual permission of the administration, or when a person is intentionally present on school grounds, after a reasonable request to leave, does not have any specific reason for being there, or does not have written permission to be there from anyone authorized to grant permission. (A.R.S. 13-2905)</td>
<td>↓</td>
<td>1 Day OCR</td>
<td>Up to 3 day SUS</td>
<td>Up to 3 Day SUS</td>
</tr>
<tr>
<td><strong>MAXIMUM</strong></td>
<td></td>
<td>1 Day SUS</td>
<td>5 Day SUS</td>
<td>5 Day SUS</td>
</tr>
<tr>
<td><em>Unauthorized Absence/Truancy/Leaving Campus without Authorization</em></td>
<td>MINIMUM</td>
<td>Detention</td>
<td>Detention</td>
<td>Detention</td>
</tr>
<tr>
<td>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. Also known as ditching or skipping class/school. Dysart schools are closed campuses which means that students must remain on the school campus, attend all assigned classes and lunch periods unless otherwise authorized by school administration. See page 5.</td>
<td>↓</td>
<td>1 Day OCR</td>
<td>Up to 3 day SUS</td>
<td>Up to 3 Day SUS</td>
</tr>
<tr>
<td><strong>MAXIMUM</strong></td>
<td></td>
<td>1 Day SUS</td>
<td>5 Day SUS</td>
<td>5 Day SUS</td>
</tr>
</tbody>
</table>

Note:
### DISCIPLINE MATRIX

<table>
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<tr>
<th>Infraction</th>
<th>Consequence</th>
<th>K-2</th>
<th>3-6</th>
<th>7-12</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vandalism/Destruction of Property (Personal/School)</strong></td>
<td>MINIMUM</td>
<td>Detention</td>
<td>1 Day SUS</td>
<td>1 – 3 Day SUS</td>
</tr>
<tr>
<td>The willful act of defacing or destroying any building, fixture, vegetation or property (personal or school) either intentionally or unintentionally.</td>
<td>1 – 5 Day SUS Restitution</td>
<td>3 – 5 Day SUS Restitution</td>
<td>3 – 5 Day SUS Restitution</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MAXIMUM</td>
<td>10 Day SUS</td>
<td>10 Day SUS</td>
<td>10 Day SUS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Restitution</td>
<td>Long-Term SUS</td>
<td>Expulsion</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Restitution</td>
<td></td>
</tr>
<tr>
<td><strong>Vehicle Violations</strong></td>
<td>MINIMUM</td>
<td>Conference</td>
<td>Notify Parent</td>
<td>Temporary Loss of Parking Privileges</td>
</tr>
<tr>
<td>Includes improper driving, operation, or parking of a vehicle on school District property without permission, parking in prohibited areas, and/or improper driving to or from campus.</td>
<td>1 – 2 Day SUS Restitution</td>
<td>3 Day SUS</td>
<td>3 – 5 Day SUS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MAXIMUM</td>
<td>Detention</td>
<td>3 Day SUS</td>
<td>5 Day SUS</td>
</tr>
<tr>
<td><strong>Verbal Abuse/Profanity/Obscenity</strong></td>
<td>MINIMUM</td>
<td>1 Day SUS</td>
<td>3 Day SUS</td>
<td>Up to 5 Day SUS</td>
</tr>
<tr>
<td>The use of profanity, swearing or any derogatory language written or stated publicly.</td>
<td>3 Day SUS</td>
<td>5 Day SUS</td>
<td>10 Day SUS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MAXIMUM</td>
<td>1 Day SUS</td>
<td>3 Day SUS</td>
<td>Up to 5 Day SUS</td>
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<td></td>
<td>3 Day SUS</td>
<td>5 Day SUS</td>
<td>10 Day SUS</td>
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<td>5 Day SUS</td>
<td>10 Day SUS</td>
<td>Long-Term SUS</td>
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<td></td>
<td>Long Term SUS</td>
<td>Expulsion</td>
</tr>
<tr>
<td><strong>Verbal Abuse/Profanity/Obscenity to an Adult</strong></td>
<td>MINIMUM</td>
<td>1 Day SUS</td>
<td>3 Day SUS</td>
<td>Up to 5 Day SUS</td>
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<tr>
<td>- possible TMT</td>
<td>3 Day SUS</td>
<td>5 Day SUS</td>
<td>10 Day SUS</td>
<td></td>
</tr>
<tr>
<td>The use of profanity, swearing or any derogatory language written or stated publicly to an adult. (A.R.S. § 15-507)</td>
<td>5 Day SUS</td>
<td>10 Day SUS</td>
<td>Long-Term SUS</td>
<td></td>
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<tr>
<td></td>
<td>MAXIMUM</td>
<td>10 Day SUS</td>
<td>Long-Term SUS</td>
<td>Expulsion</td>
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</tbody>
</table>

**Note:**

- Parent notification should take place for infractions receiving consequences.
- Administration may exercise discretion when determining consequences between minimum and maximum depending on severity of the infraction.
- An online diversion Program may be used at participating High Schools that meet certain legal requirements.
- If the infraction occurs on the bus, a suspension or termination of bus-riding privileges may be assigned in lieu of, or in addition to the consequences outlined in the matrix for that infraction.
- An administrator may choose any or all of the consequences for any infraction or an alternative.
- The principal is the highest level of appeal for a suspension of 10 days or less.
- An underlined infraction or consequence indicates that an administrator may opt to use an on-campus reassignment as a possible disciplinary action in lieu of off-campus suspension depending on grade level.
- An asterisk (*) indicates that a police report and/or DCS report may be filed.
- TMT = Threat Management Team
**DISCIPLINE MATRIX**

<table>
<thead>
<tr>
<th>Infraction</th>
<th>Consequence</th>
<th>K-2</th>
<th>3-6</th>
<th>7-12</th>
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<tbody>
<tr>
<td><strong>'Weapon – Simulated</strong> (Use/Possession/Distribution/Sale)</td>
<td>MINIMUM</td>
<td>Confiscation</td>
<td>Detention</td>
<td>1 Day SUS</td>
</tr>
<tr>
<td></td>
<td>MAXIMUM</td>
<td>Confiscation</td>
<td>Up to 3 Day SUS</td>
<td>Confiscation</td>
</tr>
<tr>
<td><strong>'Weapons - Other</strong> (Use/Possession/Distribution/Sale)</td>
<td>MINIMUM</td>
<td>Up to 3 Day SUS</td>
<td>Confiscation</td>
<td>Up to 5 Day SUS</td>
</tr>
<tr>
<td></td>
<td>MAXIMUM</td>
<td>Up to 5-10 Day SUS</td>
<td>Confiscation</td>
<td>Up to 10 Day SUS</td>
</tr>
<tr>
<td></td>
<td>MAXIMUM</td>
<td>Long-Term SUS</td>
<td>Expulsion</td>
<td>Expulsion</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>POLICY TITLE</th>
<th>REFERENCE NUMBER</th>
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<th>REFERENCE NUMBER</th>
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<tr>
<td>ABSENCES &amp; EXCUSES</td>
<td>10.16</td>
<td>SCHOOL VIOLENCE/HARASSMENT/BULLYING/INTIMIDATION</td>
<td>10.33.1</td>
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<tr>
<td>ATTENDANCE</td>
<td>10.3</td>
<td>SEXUAL HARASSMENT</td>
<td>1.4</td>
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<tr>
<td>BUS SAFETY PROGRAM</td>
<td>5.16</td>
<td>STUDENT AUTOMOBILE USE AND PARKING</td>
<td>10.59</td>
</tr>
<tr>
<td>CARE OF SCHOOL PROPERTY BY STUDENTS</td>
<td>10.24</td>
<td>STUDENT CONDUCT</td>
<td>10.22</td>
</tr>
<tr>
<td>DRUG AND ALCOHOL USE BY STUDENTS</td>
<td>10.30</td>
<td>STUDENT CONDUCT ON SCHOOL BUSES</td>
<td>5.20</td>
</tr>
<tr>
<td>EQUAL EDUCATIONAL OPPORTUNITY</td>
<td>10.1</td>
<td>STUDENT DISCIPLINE</td>
<td>10.42</td>
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<tr>
<td>EXPULSION</td>
<td>10.45</td>
<td>STUDENT DRESS</td>
<td>10.23</td>
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<tr>
<td>GANG ACTIVITY/SECRET SOCIETIES</td>
<td>10.27</td>
<td>STUDENT FUND-RAISING ACTIVITIES</td>
<td>10.37</td>
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<tr>
<td>HAZING</td>
<td>10.28</td>
<td>SUSPENSION</td>
<td>10.44</td>
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<tr>
<td>MEDICINE/ADMINISTERING to Students</td>
<td>10.52</td>
<td>TOBACCO USE BY STUDENTS</td>
<td>10.29</td>
</tr>
<tr>
<td>PUBLIC CONDUCT ON SCHOOL PROPERTY</td>
<td>11.15</td>
<td>USE OF TECHNOLOGY RESOURCES</td>
<td>9.26</td>
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<tr>
<td>RESTITUTION FOR PERSONAL PROPERTY DAMAGE</td>
<td>5.8</td>
<td>VANDALISM</td>
<td>5.7</td>
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<tr>
<td>RIGHTS &amp; RESPONSIBILITIES</td>
<td>10.20</td>
<td>VISITORS TO SCHOOLS</td>
<td>11.21</td>
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<tr>
<td>SEARCHES &amp; INTERROGATIONS</td>
<td>10.32</td>
<td>WEAPONS IN SCHOOL</td>
<td>10.31</td>
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</table>

To access DUSD Governing Board Policy, please visit: https://www.dysart.org/Sites/Default.aspx?pgid=33

The policies listed are reflective of those most commonly referred to with regard to student behavior and school disciplinary procedures and are by no means inclusive of all DUSD Governing Board Policies.
<table>
<thead>
<tr>
<th>Statute Title</th>
<th>Statute Number</th>
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<tbody>
<tr>
<td>Alcohol</td>
<td>A.R.S. § 4-244</td>
</tr>
<tr>
<td>Assault</td>
<td>A.R.S. § 13-1203</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>A.R.S. § 13-1204</td>
</tr>
<tr>
<td>Arson</td>
<td>A.R.S. § 13-1704, 13-1701</td>
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<tr>
<td>Bullying, Threatening/Intimidating</td>
<td>A.R.S. § 13-1202</td>
</tr>
<tr>
<td>Computer Tampering</td>
<td>A.R.S. § 13-2316</td>
</tr>
<tr>
<td>Disorderly Conduct</td>
<td>A.R.S. § 13-2904</td>
</tr>
<tr>
<td>Discipline</td>
<td>A.R.S. § 15-341.13</td>
</tr>
<tr>
<td>Drugs</td>
<td>A.R.S. § 13-3415</td>
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<tr>
<td>Duty to Report</td>
<td>A.R.S. § 13-3620</td>
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<tr>
<td>Endangerment</td>
<td>A.R.S. § 13-1201</td>
</tr>
<tr>
<td>Extortion</td>
<td>A.R.S. § 13-1804</td>
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<tr>
<td>Fire Alarm Misuse</td>
<td>A.R.S. § 13-2911</td>
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<tr>
<td>Harassment</td>
<td>A.R.S. § 13-2921</td>
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<tr>
<td>Hazing</td>
<td>A.R.S. § 15-2301</td>
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<tr>
<td>Loitering</td>
<td>A.R.S. § 13-2905</td>
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<tr>
<td>School Day</td>
<td>A.R.S. §15-341, 15-901</td>
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<tr>
<td>Suspension</td>
<td>A.R.S. § 15-843</td>
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<tr>
<td>Threat</td>
<td>A.R.S. § 13-2911</td>
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<tr>
<td>Tobacco</td>
<td>A.R.S. § 36-798</td>
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<tr>
<td>Vapor Products</td>
<td>A.R.S. § 13-3622B</td>
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<tr>
<td>Verbal Abuse</td>
<td>A.R.S. § 15-507</td>
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<tr>
<td>Weapons</td>
<td>A.R.S. § 13-3101</td>
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</tbody>
</table>

To access Arizona Revised Statutes, please visit: [http://www.azleg.state.az.us/arizonarevisedstatutes.asp](http://www.azleg.state.az.us/arizonarevisedstatutes.asp)

The statutes and references listed are reflective of those most commonly referred to with regard to student behavior and school disciplinary procedures and are by no means inclusive of all state and federal laws or all District procedures.
<table>
<thead>
<tr>
<th><strong>OTHER REFERENCES</strong></th>
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<tbody>
<tr>
<td>ESTABLISHED SCHOOL PROCEDURES</td>
<td>Please navigate to the school’s home page from <a href="http://www.dysart.org">www.dysart.org</a></td>
</tr>
<tr>
<td>ESTABLISHED CLASSROOM PROCEDURES</td>
<td>Please navigate to the teacher’s homepage from the school’s homepage or contact the classroom teacher directly</td>
</tr>
</tbody>
</table>
2020-2021 School Year

Dear Parents / Guardians:

Maintaining a safe learning environment is one of our highest priorities. Our school and the school district regularly plan and practice various responses to emergency situations. This letter serves to inform you of some of the procedures we will follow to protect our students during an emergency.

**What happens during an emergency?** School administrators, along with support from district office and city/county agencies, will evaluate the incident and initiate the appropriate response to either evacuate outside or away from buildings, or secure the campus in a lockdown, modified lockdown, or shelter in place. School personnel works closely with public safety officials during emergencies.

**Students may be kept on campus.** In the event of a hazard or other immediate danger to health and safety outside of the school, public safety officials may direct the school to keep students on campus, even after school hours, until it is safe enough for the all-clear signal to be given.

- If such an emergency occurs and when the all-clear is given, the school will begin a controlled release dismissal, in which students will be released only to an adult who has been identified as a parent, guardian or emergency contact. Please keep your emergency contacts updated through Parent Portal.

- The school district is prepared to provide food, water and the medications listed on your child’s Medication Administration Release form to your child if we are directed to hold students on campus.

**Students may be relocated off campus.** An emergency situation may require students to be relocated to a location different from their home school. Our district high schools will serve as relocation sites for all K-8 schools. Updated information sent by telephone auto dialer, email and text messaging will provide parents with the off-site reunification details.

**What to do if your child is kept on campus during an emergency.**

1. To keep phone lines free for emergency use, PLEASE DO NOT CALL THE SCHOOL. We understand and respect your concern for your child, yet it is essential that the telephone system be available for emergency communications. Additionally, if our school is in lockdown, staff members will NOT be available to answer the phone as they will be working to protect your children and themselves from any danger. The district will keep parents informed and updated regarding specific school responses through phone calls and emails during an emergency situation. Information and updates will also be shared via [www.dysart.org](http://www.dysart.org) and social media on Twitter, Facebook, and Instagram on @DysartUSD.

2. Do not come to the school unless instructed to do so. We realize how difficult it will be for you to keep your distance from the school, but this will be crucial to keep the surrounding streets and parking lots clear for any necessary emergency vehicles.

3. If you speak with or text your child, please remind them that it is important to follow the directions of their teachers and public safety officials.

Dysart works hard to keep diligent safety protocols in place and appreciates your cooperation and support. If you have questions about this letter or aspects of the school's safety procedures, please contact us.