STUDENT HANDBOOK 2019-2020

Tolleson Union High School District

COPPER CANYON HIGH SCHOOL (623) 478-4800	LA JOYA COMMUNITY HIGH SCHOOL (623) 478-4400
SIERRA LINDA HIGH SCHOOL (623) 474-7700	TOLLESON UNION HIGH SCHOOL (623) 478-4200
UNIVERSITY HIGH SCHOOL (623) 478-4380	WEST POINT HIGH SCHOOL (623) 474-8700
WESTVIEW HIGH SCHOOL (623) 478-4600	CONTINUING EDUCATION ACADEMY (623) 478-4120
LIGHTHOUSE ACADEMY (623) 478-4377	

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Office Hours – Mon-Fri: 7:30am-4:00pm

Learning today, leading tomorrow!

Do it with Pride

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DISTRICT CALENDAR

Tolleson Union High School District

School Year Calendar

2019-2020

JULY (0)

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST (22)

S	M	T	W	T	F	S
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SEPTEMBER (19)

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OCTOBER (18)

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NOVEMBER (15)

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DECEMBER (15)

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JANUARY (19)

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FEBRUARY (19)

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MARCH (17)

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APRIL (20)

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MAY (16)

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31						

JUNE (0)

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28	29	30				

July	31	First Day of School for Freshman Only
August	1	First Day of School for All Students
August	15	TUHSD Parent Night
September	2	Labor Day Holiday (No School)
September	11	All Staff In-Service (No School)
October	4	End of 1st Quarter
October	7-11	Fall Break (No School)
November	11	Veterans Day Holiday (No School)
November	25-29	Thanksgiving Holiday (No School)
December	20	Last Day of Fall Classes/End of 1st Semester
December	23-31	Winter Break (No School)
January	1-3	Winter Break (No School)
January	6	First Day of Spring Classes/Start of 2nd Semester
January	20	Civil Rights Day Holiday (No School)
February	17	President's Day Holiday (No School)
March	6	End of 3rd Quarter
March	9-13	Spring Break (No School)
April	10	Cesar Chavez Holiday Observed (No School)
April	13	Spring Recess (No School)
May	20	Graduation
May	22	Last Day of Spring Classes/End of 2nd Semester

- Holiday/Recess (No School)
- Freshman Focus
- First Day of Semester
- TUHSD Parent Night
- All Staff In-Service (No School)
- Last Day of Quarter
- Last Day of Semester
- Early Release Day
- Graduation
- State Testing *TBD
- Finals (Testing) *TBD
- Senior Testing *TBD
- ACT / PSAT Testing *TBD
- AIMS Science Testing *TBD

Instructional Days: 180
Fall: 89 Spring: 91

ADOPTED: December 11, 2018

CHILD FIND NOTICE

Tolleson Union High School District is responsible for identifying, locating and evaluating all children with disabilities eligible for high school through 21 years and for referring children from birth through two (2) years of age to an Arizona Early Intervention Program. Children from three (3) years to 13 or 14 years of age will be referred to the elementary school district in which the student resides for evaluation and appropriate services.

Tolleson Union High school District is looking for any student who may need specialized instruction or specialized equipment. For all students new to the District, the teacher will complete screening activities within 45 calendar days of enrollment. The teacher and counselor will look at the student's ability in the areas of academics, vision, hearing, adaptive, communication, social/emotional and motor skills. If any concerns are noted, the student may be referred for additional help.

If you are aware of a child who may be in need of special education services, please contact the Counseling Office at your high school.

CONCERNS AND COMPLAINTS PROCESS

It is the objective of the District to resolve any concerns or complaints at the lowest level, starting first with the classroom or homebound teacher before progressing to the principal, and then on to the administrators at the District Office. The District has comprehensive policies to address public concerns and complaints related to personnel, instructional resources or facilities and services. More information on these policies and the complaint process can be found through the Principal's Office at your school and in the policy section KE-Public Concerns in the Governing Board Policy Manual. The Manual is available in its entirety on the internet at www.tuhsd.org (select District, select Governing Board and select Arizona School Boards Association link.

NOTIFICATION OF NON-DISCRIMINATION

Tolleson Union High School District does not discriminate on the basis of race, color, national origin, gender, age or disability in admission to its programs, services or activities, in access to them, in treatment of individuals or in any aspect of their operations. Tolleson Union High School District does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator, Office of the Superintendent, Tolleson Union High School District, 9801 W. Van Buren, Tolleson, AZ 85353, (623) 478-4000.

TRIP REDUCTION PROGRAM

As part of the community, we support efforts to reduce air pollution and improve our quality of life. We encourage you, whenever possible to share the ride to work – by carpooling or vanpooling, taking the bus, riding your bicycle, or if you live near enough walking to work.

This year we have a new way to register as an Alternative Mode User. You can sign up on line. Please look at the bulletin boards at your school, or contact your school site coordinator for instructions. For those of you who have already signed up this year, you will have to sign up again using the new website. This new registration avenue will also make it possible for you to win even more prizes compliments of Valley Metro. It is really easy. Just go to: ShareTheRide.com and sign up.

Our school district, along with hundreds of other agencies and companies in the Valley, is affected by the Maricopa Trip Reduction Program. The goal of the program is to reduce drive-alone travel to work. In our effort to comply with the program – and to make commuting less stressful and more convenient for you – we offer a number of commute related benefits. These include:

New Alternative Mode Users are awarded an incentive for registering. All Alternative Mode Users are entered into drawings throughout the year.

- Students – 2 biannual drawings per site and one annual per site
- 6 carpool spaces per site
    - Two for students
- Bicycle Racks
- Showers
    - Students – Gym
- Guaranteed Ride Home
    - This is limited to one (2) emergency ride in each 6-month period and may not be accumulated or carried over
- Carpool Zip Code Matching

ATTENDANCE POLICY

STUDENT ATTENDANCE

(Governing Board Policy JE)

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

ATTENDANCE / TARDY POLICY

Daily attendance and punctuality are of the utmost importance to student success. Students are expected to take responsibility for attending all classes and for arriving to class on time.

NOTIFICATIONS OF ABSENCE

All unverified absences will result in an electronic/auto dialer contact to the home.

ATTENDANCE REVIEW PROCESS

Pursuant to Arizona Revised Statutes (ARS) – Title 15 Education – Section 15-803, School Attendance, Section B. – "A child who is habitually truant, or who has excessive absences may be adjudicated an incorrigible child as defined in section 8-201. Absences may be considered excessive when the number of absent days exceeds ten per cent of the number of required attendance days prescribed in section 15-802, subsection B, paragraph 1."

In accordance with ARS 15-803, the Tolleson Union High School District employs an Attendance Review Process. When a student reaches a total of thirteen (13) unverified period absences in any class, per semester, they are subject to the Attendance Review Process. The outcome of the Attendance Review Process may result in loss of credit for the class or classes in which the student has accrued thirteen (13) unverified absences.

RESPONSIBILITIES

Parent/Guardian

Provide the local school's registrar with accurate, up-to-date information concerning physical address, email address and phone numbers.

Upon notification by the parent/guardian of an extended absence due to illness or accident, the school counselor will provide information to the parent regarding chronic illness or homebound services.

Excused absences are those absences approved by school or district policy. Students are responsible for having their parent/guardian call the school if the absence is to be excused. Parents/Guardians are asked to call the Attendance Office on the day of the absence to excuse the student from school for that day. Failure to call the school to report an absence **within 24 hours of each day's absence** may result in the absence being unexcused. Parents/Guardians must provide the following when calling the school to report a student absent:

- Student name and identification number
- Day(s) absent and reason for the absence
- Address/phone number where we can reach the parent if needed

Report EVERY absence to the school by calling the Attendance Office at:

CCHS (623) 478-4801	LJCHS (623) 478-4402	SLHS (623) 474-7701
TUHS (623) 478-4201	UHS (623) 478-4201	WPHS (623) 474-8701
WHS (623) 478-4601	CEA (623) 478-4120	LA (623) 478-4377

Teacher

Consistently informs all students of Attendance Policy and adheres to the Attendance Policy.

Contacts the parents/guardians when there are successes or concerns with the student.

Keep accurate and current attendance records.

Administrator

Informs parents/guardians and students of Attendance Policy, conducts appeal hearings and enforces Attendance Policy.

TARDY

Punctuality is one of the self-disciplines students are encouraged to learn and practice. Students are expected to be on time for school throughout the year. Tardiness is the failure to arrive on time and is considered a form of absence. Students arriving late to school will be sent to sweep. **Parents/Guardians are permitted to sign their student in late to school three times per semester,. After three times, the student will be sent to sweep, regardless of the reason.**

SWEEP

Each passing period, students will receive a 1st bell as a warning to go to their assigned classroom. Students who are late to class and do not make it all the way into the classroom by the time the 2nd bell stops ringing will be sent to sweep for the remainder of that class period. If a student is sent to sweep twice in the same day, the student will be assigned to On Campus Reassignment (OCR) for the rest of the day.

Additional consequences will be assigned to those students considered chronically tardy.

- 5th sweep – 1 day OCR or after-school detention
- 7th sweep – 2 days OCR and parent contact
- 9th sweep – 3 days OCR, parent meeting, and behavior contract
- 11th sweep – Off campus suspension
- 13 or more sweeps – Subject to additional off-campus suspension to long-term suspension

TRUANCY LAWS

Truancy is against the law in Arizona. The law is designed to enhance the opportunity for students to receive the maximum benefit of an education. A.R.S. §15-802; A.R.S. §15-803; A.R.S. §15-901

- The parent/guardian of a person between the ages of 6-16 must enroll the child in school.
- If the parent/guardian choose(s) a private or home school setting, an affidavit must be submitted to the County School Superintendent within 30 days.
- "Ditching" one or multiple classes is considered being truant. Failure to attend school regularly could mean fines, community service, counseling and/or revoking driving privileges.
- Failure to comply with A.R.S. 15-803 may result in student and/or parent/guardian being cited through Maricopa County Court Unified Truancy Suppression (C.U.T.S.) program.

SIGN OUT POLICY

For safety and security reasons, all students must be signed out of school when they are leaving due to appointments, illness, etc. A parent/guardian or previously documented designee **with valid picture ID** must personally sign out any student who wishes to leave campus. Upon receipt of the signature & ID, the Attendance Office will permit the student to leave campus. For security reasons, staff will be unable to release a student within 20 minutes of dismissal time and any student in an activity class will need to be released during the next passing period. (ie. Dance, PE)

CAMPUS PASSES

On the rare occasions that teachers grant permission for a student to leave class, the teacher will issue a pass for the student. Any student out on campus during class time without a pass will be considered truant and subject to disciplinary action.

ATTENDANCE / HOMEWORK / MAKE-UP WORK

The staff and administrative team of Tolleson Union High School District believe that attendance is vital to each student's success. We encourage parents/guardians and students to be attentive to homework and any make-up work that might result from missing school. This is the responsibility of the student in conjunction with the established rules within each individual teacher's class policies. If a student is placed in On-Campus Reassignment (OCR) or suspended In-School/Off-Campus, classwork and homework can be requested via ParentVue or StudentVue or may be collected by the school and held in the front office for the parent/guardian to pick up.

STUDENT CONDUCT/DISCIPLINE PROCEDURES AND PENALTIES

PURPOSE OF REGULATION

The purpose of this Regulation is to: (1) define conduct that may result in discipline of a student and (2) set forth due process procedures for various types of discipline.

APPLICATION OF REGULATION

(Governing Board Policy JIC, JK)

A student who engages in conduct prohibited by this Regulation may be disciplined. Discipline may include, but is not limited to, any one or any combination of the following: oral reprimand; parent conference; detention; temporary exclusion from the classroom; loss of privileges; withdrawal from class; in-school or off-campus suspension or expulsion; referral to appropriate law enforcement agency.

These policies and procedures will apply to all students traveling to, attending, and returning from school, and while visiting another school or at a school-sanctioned activity, or in any other situation in which the District may lawfully exercise its authority to discipline a student.

It is anticipated that any two or more violations of the same rule or any combination of the rules will result in more severe penalties than the guidelines for a single offense.

In-school suspension programs should be utilized in lieu of off-campus suspension as the preferred means of discipline for students unless otherwise deemed appropriate by the principal/designee. Violations which create clear and present danger to persons shall not be a consideration for in-school suspension programs.

Long-term suspensions and other penalties that affect the completion of a semester may result in the loss of credit for the courses affected.

A student's discipline record is cumulative until graduation.

DEFINITIONS OF TERMS RELATED TO DISCIPLINE PROCEDURES

CLEAR AND PRESENT DANGER

Case law has defined a clear and present danger as a threat to the health, safety or welfare of the public.

- "Clear" has been interpreted to mean that the threat of danger is real or actual, not speculative or imagined.
- "Present" means that which exists as opposed to what does not yet exist or has ceased to exist.

DETENTION

"Detention" is defined as any one or more of the following activities to which a student may be assigned for a specified number of days as a penalty for misconduct.

- In-classroom detention: A student may be required to report to a teacher's class before school, after school or during lunchtime.
- Before school/after school detention: A student may be required to report to a specific school location.
- Work detail: A student may be required to perform tasks assigned by a school official. These tasks may be assigned to be completed, but are not limited to, before school, after school, during lunchtime, Sweep, OCR, In-School Suspension or on Saturdays.

DUE PROCESS

(Governing Board Policy JIA)

Due process consists of a set of constitutionally required procedures designed to ensure that every student is treated fairly in determining whether or not the student's conduct justifies discipline.

EXPULSION

(Governing Board Policy JKE)

"Expulsion" is defined as the permanent exclusion of a student from school. The authority to expel a student rests exclusively with the Governing Board.

NEW EVIDENCE DISCOVERED

Newly discovered evidence consists of evidence of a new and material fact or new evidence in relation to a fact in issue, discovered by a party to a cause after the rendition of a verdict or judgment. It can also be testimony discovered after the hearing that was not discoverable before the hearing by **exercise of due diligence**. It may also refer to evidence of facts existing at the time of hearing of which the aggrieved party was excusably ignorant.

SCHOOL DAY

A "school day" is defined as any day school is in session.

SCHOOL YEAR

For the purpose of discipline procedures, the "school year" is defined as any two consecutive semesters: fall-spring or spring-fall.

SEXUAL MISCONDUCT, HARASSMENT, AND/OR HAZING OFFENSES

(Governing Board Policies JIC, JICFA and JICK)

All individuals associated with this District including, but not necessarily limited to, the Governing Board, the administration, and all other employees, students, and members of the public while on campus, are expected to conduct themselves at all times in a manner that provides an atmosphere free

from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community or while on school property will be in violation of this policy.
Sexual harassment consists of unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when made by a member of the school staff to a student or to another staff member or when made by a student to another student or staff member. Sexual harassment may include, but is not limited to:

- Assault, touching, impeding, or blocking movement, and lewd gestures.
- Implying, withholding, offering, or granting favor of educational or employment benefits such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, etc., in exchange for sexual favors.
- Continuing to express sexual interest after being informed that the interest is unwelcome.

Any student who is subject to sexual harassment, or who knows of the occurrence of such conduct, should immediately inform the principal or other site administrator.

A substantiated charge against a student in the District shall subject that student to disciplinary action, which may include suspension or expulsion.

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 District 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 District school.

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

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

SUSPENSION

(Governing Board Policy JKD)

“Suspension” is defined as the exclusion of a student from regular classes.

- Long-term: The exclusion of a student from class for a period of eleven school days or more.
- Short-term: The exclusion of a student from class for a period of ten school days or less.
- Students with a disability may be entitled to a review of placement prior to a long-term suspension or expulsion.

THREATENING AN EDUCATIONAL INSTITUTION
(Governing Board Policy JK)

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

The District will adhere to all federal and state requirements and procedures for students afforded protection under Section 504 of the Rehabilitation Act and/or the Individual with Disabilities Education Act (IDEA).

DUE PROCESS RIGHTS OF STUDENTS

As directed by the *United States Constitution* and interpreted by the courts, every student is entitled to due process before he/she may be suspended or expelled from school.

PROVISIONS

EXCLUSION FROM CLASS

If a student's conduct in class disrupts the educational process or if the student persists in willful misconduct, a teacher may exclude the student from class for the remainder of the class session that day.

The teacher will explain to the student the reason he/she is being excluded from class and issue the student a pass to the appropriate administrator. Also, a Student Conduct Referral form will be completed and given to the appropriate administrator explaining the offense committed by the student.

A conference will be held with the student by an administrator to determine what action will be taken.

SHORT-TERM SUSPENSION
(Governing Board Policy JKD)

A short-term suspension is for a period of ten school days or less.

During the conference with the student regarding any alleged violation, and prior to the imposition of the suspension, the administrator will advise the student of the allegations and evidence supporting the charges of misconduct. The student will be given an opportunity to explain his/her version of events dealing with the alleged misconduct.

For all short-term suspension hearings which may result in a student being excluded from school for ten school days or less, a record shall be made of the action taken by the administrator.

If, as a result of the informal short-term suspension hearing, the student is suspended, the following procedure will be followed:

1. An attempt will be made to notify parents by telephone.
2. Written notification will be made to the address on file at the school.
3. The student's teachers, counselor, school registration and security will be advised.
4. The student may be required to complete class assignments on an in-school suspension basis.
5. If the student is a child with a disability under the Individual with Disabilities Education Act (IDEA) as amended, or Section 504 of the Rehabilitation Act of 1973, see Suspension and Expulsion of Students with Disabilities.

THERE IS NO APPEAL AVAILABLE FOR SHORT-TERM SUSPENSION.

LONG-TERM SUSPENSION

(Governing Board Policy JKD)

If it is determined by the administration that the alleged student misconduct is serious enough to recommend a long-term suspension, eleven school days or more, notification of a formal due process hearing will be made to the parent(s) at least five school days prior to the hearing.

The parent(s) will be advised of the time, date, place of the hearing; a description of the alleged misconduct; the board policy or administrative regulation violated and discipline prescribed therein; and will be given a statement that they have the right to present witnesses. Students and/or parent(s) have a right to be represented by legal counsel. Notice must be given to the Superintendent's Office at least 48 hours before the hearing if the student or his/her parent(s) will have an attorney or other representative(s) present.

At the conclusion of the hearing, the hearing officer will render a decision and notify the parent(s) and student within 24 hours. This notification will be made by mail.

During the period of time between the alleged misconduct and the day of the hearing, the student may remain in school unless a short-term suspension has been imposed or it has been determined by the appropriate administrator that he/she is a clear and present danger to self or others.

If the student is a child with a disability under the Individuals with Disabilities Education Act (IDEA) as amended, or Section 504 of the Rehabilitation Act of 1973, see wording on following page(s) on Suspension and Expulsion of Students with Disabilities.

APPEAL PROCESS

(Governing Board Policy JKD)

Parent(s) of the suspended student or the student must deliver to the Superintendent a letter directed to the Board within ten (10) days following the date of the long-term suspension hearing. The letter must describe in detail any objections to the hearing or the decision rendered.

The Board will review the evidence and respond to the parents' or the student's appeal during the executive session portion of a Board meeting.

EXPULSION

(Governing Board Policy JKE)

Expulsion is the permanent exclusion of a student from school and school activities due to serious violations of student conduct. The authority to expel a student rests exclusively with the Governing Board.

The superintendent will make any recommendation to expel a student to the Governing Board based upon the results of a student due process suspension hearing conducted by a district hearing officer.

There is no administrative appeal from the Governing Board's decision to impose discipline.

PRIMARY LANGUAGE OTHER THAN ENGLISH

If the student's parent(s) inform the Superintendent that the primary language used in the home is other than English, all documents sent to the student or parent(s) will be in both English and, if practical, the primary language used in the home. If the services of an interpreter are needed at the hearing, the parent(s) shall contact the Superintendent or designee at least 24 hours prior to the hearing to request an interpreter.

SUSPENSION AND EXPULSION OF STUDENTS WITH DISABILITIES

(Governing Board Policies JKD and JKE)

INTRODUCTION

All students should generally expect to be disciplined pursuant to the same standards of conduct and due process procedures. Students with disabilities, however, as defined by the Individuals with Disabilities Education Act (IDEA) as amended (20 U.S.C. 1400, *et seq*.), and Section 504, receive additional legal rights in some instances. A separate process has been developed to determine what discipline to impose on children with disabilities that are consistent with the requirements of the IDEA.

EMERGENCY SUSPENSION AND TEMPORARY EXCLUSION FROM CLASS OF A STUDENT WITH A DISABILITY

A student with a disability may be temporarily removed from class and/or may receive an emergency short-term suspension using the same procedures that are used for a student without a disability.

SHORT-TERM SUSPENSION OF A STUDENT WITH A DISABILITY

A short-term suspension may be imposed on a student with a disability pursuant to the following procedures:

Discussion with the Student: A school administrator authorized to suspend a student from school shall inform the student of the alleged misconduct and shall describe to the student the evidence known at the time to support the allegations of misconduct. The notice may be given to the student orally or in writing. The administrator shall invite the student to discuss with the administrator his/her version of the situation. The student at that time has an opportunity to rebut or explain the allegations of misconduct.

Discussion with a Special Education Professional: The school administrator must contact the person on campus designated by the District as being responsible for managing or administering special education and/or 504 Plans. The school administrator shall discuss with the designee the student's alleged misconduct. The designee shall advise the school administrator on the procedures to be followed in effecting a short-term suspension and ensuring that an actual or constructive change of placement does not occur without a review of such placement.

Decision to Impose Suspension: If, as a result of the above discussion, the administrator determines that the student engaged in the misconduct and a short-term suspension is imposed, the student's parent(s) shall be informed of the suspension. A child with a disability cannot be given intermittent short-term suspensions during one academic year that cumulatively would constitute a change of placement, without first conducting a Manifestation Determination review.

Request to Review Placement: The parent, administrator, designee or teacher may request an Individualized Education Placement (hereinafter referred to as "IEP") review at any time to review the student's special education program and revise it, if necessary.

LONG-TERM SUSPENSION AND EXPULSION OF STUDENTS WITH DISABILITIES

(Governing Board Policies JKD and JKE)

Mandatory Manifestation Determination Review: Before a student with a disability receives a long-term suspension or is expelled, Manifestation Determination review shall be conducted followed by a long-term suspension hearing or expulsion hearing where appropriate. The purpose of the Manifestation Determination review is to determine whether the student's alleged misconduct is, or is not, the manifestation of his/her disability, whether the student's education placement is appropriate, and to develop or review the student's behavioral intervention plan. The Manifestation Determination review

shall be conducted by the Individualized Education Program (IEP) Team, as defined by the IDEA (20 U.S.E. 1400 *et seq*.), or 504 Placement Team, and must include the campus administrator who is responsible for discipline.

The IEP Team Must Ensure That Any Change in the Student's Educational Placement Comply with the Least Restrictive Environment Provisions of the IDEA: The entire appropriate placement options available on campus must be explored prior to the student being referred to an off-campus placement. The continuum of placement options shall include, but not be limited to: regular education classes with development of a behavioral intervention plan; more restrictive regular education classes, special education resource support, special education self-contained classes, in-school suspension where the IEP continues to be implemented by qualified staff; and revising the IEP to add or increase the level of support services. A behavioral intervention plan must be developed and implemented for every student who exhibits significant behavioral problems.

Notice of Manifestation Determination Review: Notice of the Manifestation Determination review shall follow the notification requirement of the IDEA (20 U.S.E. 1400 *et seq*.).

Decision That Discipline May Be Imposed: A due process hearing for long-term suspension or expulsion may occur at any time; however, any recommendation for imposing discipline must be held in abeyance until a Manifestation Determination review has been held and a determination made regarding whether the behavior was a manifestation of the student's disability. If it is determined that the student's misconduct is not a manifestation of the student's disability, the recommended discipline may then be imposed. The IEP Team will also determine whether, and to what extent, services must continue during any period of long-term suspension or expulsion in order to comply with the IDEA (20 U.S.E. 1400 *et seq*.).

Decision That Discipline May Not Be Imposed: If the IEP Team determines that the misconduct is a manifestation of the student's disability, the student may not be suspended or expelled for that behavior. The IEP Team will conduct or update the student's functional behavior assessment and develop or review the student's behavioral intervention plan to determine whether revisions are needed and whether a change in the student's educational placement is necessary in order to meet his/her special education needs.

Emergency Procedures for Weapons, Drug, or Serious Bodily Injury Violations: When a student with a disability is charged with drug or weapon offenses or serious bodily injury, any emergency provisions permissible under the IDEA may be employed.

APPEAL OF ADMINISTRATIVE DECISION

The student's parent(s) may appeal the decision made at the review of placement pursuant to the provisions of the IDEA (20 U.S.E. 1400 *et seq*.) and the regulations thereunder.
The procedural safeguards of the IDEA apply to all decisions which affect the identification, evaluation, placement, and provisions of a free appropriate public education to students with disabilities, including disciplinary decisions. A copy of the procedural safeguards shall be provided to the parent(s) whenever a review of placement occurs.

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

Students may present a 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.
- Concern for the student's personal safety.

Complaints and grievances related to allegations of student violence, harassment, intimidation or bullying are to be filed in accordance with Board Policy JICK.

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 a school 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 Student Services building.*
- 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 or grievance falls within this policy shall be determined by the Superintendent.

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

A complaint or 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 the District 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.

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

STUDENT VIOLENCE/HARASSMENT/INTIMIDATION/BULLYING

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

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

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

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

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

- Verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying.
- Exposure to social exclusion or ostracism.
- Physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting.
- Damage to or theft of personal property.

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

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

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

Students are prohibited from bullying 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 acts result in a substantial physical, mental, or emotional negative effect on the victim, while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

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

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

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

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

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

I-6400 **IJNDB**

USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

Appropriate Use of Electronic Information Services

The District may provide electronic information services (EIS) to qualified students, teachers, and other personnel who attend or who are employed by the District, or users who acquire access privilege through association with the District. Electronic information services include networks (e.g., LAN, WAN, Internet), databases, telephone systems/voice mail, electronic mail, hardware, software, and any computer-accessible source of information, whether from hard drives, tapes, compact disks (CDs), universal serial bus (USB) flash drives, iPods, iPads, or other electronic sources. The use of the services shall be in support of education, research, and the educational goals of the District. To assure that the EIS is used in an appropriate manner and for the educational purposes intended, the District will require anyone who uses the EIS to follow its guidelines and procedures for appropriate use. Anyone who misuses, abuses, or chooses not to follow the EIS guidelines and procedures will be denied access to the District's EIS and may be subject to disciplinary and/or legal action.

The Superintendent shall determine steps, including the use of an Internet filtering mechanism, which must be taken to promote the safety and security of the use of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Technology protection measures shall protect against Internet access by both adults

and minors to visual depictions that are obscene, child pornography or, with respect to use of computers by minors, harmful to minors. Safety and security mechanisms shall include online monitoring activities.

As required by the Children's Internet Protection Act, the prevention of inappropriate network usage includes unauthorized access, including "hacking," and other unlawful activities; unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
It is the policy of the Board to:

- Prevent user access over the District's computer network, or transmissions of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications.
- Prevent unauthorized access and other unlawful online activity.
- Prevent unauthorized online disclosure, use, or dissemination of person identification information of minors.
- Comply with the Children's Internet Protection Act [P.L. No. 106-554 and 47USC 254(h)].

Each user will be required to sign an EIS user's agreement. The District may log the use of all systems and monitor all system utilization. Accounts may be closed and files may be deleted at any time. The District is not responsible for any service interruptions, changes, or consequences. The District reserves the right to establish rules and regulations as necessary for the efficient operation of the electronic information services.

The District does not assume liability for information retrieved via EIS, nor does it assume any liability for any information lost, damaged, or unavailable due to technical or other difficulties.

Filtering and Internet Safety

As required by the Children's Internet Protection Act, the District shall provide for technology protection measures that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to use of the computers by students, harmful to students. Students and parents should be aware that no filtering system is completely effective in preventing access to all inappropriate materials, and it is the student's responsibility to follow the District's acceptable use policy and the directions of District staff. The protective measures shall also include monitoring the online activities of students.

Limits, controls, and prohibitions shall be placed on student:

- Access to inappropriate matter.
- Safety and security in direct electronic communications.
- Unauthorized online access or activities.
- Unauthorized disclosure, use, and dissemination of personal information.

Willful circumvention of the District's protective measures is a violation of the Acceptable Use Agreement.

Education, Supervision, and Monitoring

It shall be the responsibility of all District employees to be knowledgeable of the Board's policies and administrative guideline and procedures. Further, it shall be the responsibility of all employees, to the extent prudent to an individual's assignment to education, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

The Superintendent shall provide for appropriate training for District employees and for students who use the District's computer network and have access to the Internet. Training provided shall be designed to promote the District's commitment to:

- The standards and acceptable use of the District's network and Internet services as set forth in District policy.
- Student safety in regards to use of the Internet, appropriate behavior while using, but not limited to, such things as social networking Web sites, online opportunities and chat rooms; cyberbullying awareness and response; and compliance with E-rate requirements of the Children's Internet Protection Act.

While training will be subsequently provided to employees under this policy, the requirements of the policy are effective immediately. Employees will be held to strict compliance with the requirements of the policy and the accompanying regulation, regardless of whether training has been given.

Limits of Privacy

The District respects the personal privacy of its employees and students. However, because the District's technology resources are provided for the educational purposes of the District, employee and student rights of privacy in this context are limited and information and communications carried on it are subject to public access per A.R.S. 39-121. The District may review files and communications and monitor system utilization at any time, without notice or permission. Users should not expect that communications, or information sent, retrieved or stored via technology will be private.

Prohibited Activities

Material or language that is fraudulent, harassing, sexually explicit, racially offensive, profane, obscene, intimidating, defamatory, hazing, bullying or otherwise unlawful or inappropriate may not be sent by e-mail or other form of electronic communication (such as bulletin board systems, list-serves, texting, social networking or chat groups) or displayed on or stored in District computers.

Without prior written permission from the Superintendent, the District's computer system may not be used for dissemination or storage for commercial purposes of advertisements, solicitations, promotions, political material or any other unauthorized material.

Compliance with Applicable Laws and Licenses

Users may not illegally copy material protected under copyright law or make that material available to others for copying. In their use of the technology, users must comply with all software licenses, copyrights and all other state, federal and international laws governing intellectual property and online activities.

Accessing Other Computers and Networks

A user's ability to connect to other computer systems through the network or by a modem does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the operators of those systems. No one shall connect any personally owned computer or device to the District network without the approval of the District.

Installation of Software

Users may not install personal software onto District computers without first receiving the express permission of the Director of Information Systems. Users requesting permission to install personal software must provide a copy of the software license that permits them to install the software. Files

obtained from sources outside the District, including disks brought from home and downloaded files, may contain dangerous computer viruses and should never be downloaded onto District computers without prior approval. This is not intended to restrict the downloading of files from Internet sources or on line services for use as curriculum supplements by teachers.

Duty Not to Waste District Resources

Users must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings, printing multiple copies of documents, downloading lengthy files such as non-educational games and music, streaming music, or otherwise creating unnecessary network traffic.

Web Publishing

The District recognizes the value and potential of publishing on the Internet. School faculty and staff are encouraged to create electronic home pages or other pages that seek to carry out official business and communication of the District's mission. All such pages must be accessible from an official school website within the District. All staff publishers must adhere to the policies of the District, and must comply with all relevant federal and state laws. Web pages shall not display personally identifiable student information unless explicit and verifiable written parental permission has been granted by the student's legal parent/guardian. Staff publishers will be responsible for maintaining their class or educational resource sites. Web pages must reflect positively upon the District and school. Web pages must include an e-mail address of the adult maintaining the page. E-mail addresses/links on web pages must be a tuhsd.org address. The District provides computer services and networking to enhance the District's educational and administrative processes, and to improve communication with the world community. Material that fails to meet established educational objectives or that is in violation of a provision of District policy and administrative regulations will be removed.

Websites, wikis, blogs, social networks and other communication and collaboration technologies may be used to provide students with the information needed to achieve educational goals or provide a format to publish their work and to communicate their ideas. Use of web content must be in keeping with the District's Acceptable Use Policy.

User Agreements

Each user will be required to annually sign an acceptable use agreement. A user who violates the provisions of the agreement will be denied access to the information services and may be subject to disciplinary action.

The Superintendent is responsible for the implementation of this policy and for establishing and enforcing the District’s electronic information services guidelines and procedures for appropriate technology protection measures (filters), monitoring, and use.

BUS STUDENT CONDUCT RULES

PHILOSOPHY AND RULES
GOVERNING STUDENT CONDUCT ON THE SCHOOL BUS
(Governing Board Policy EEAEC)

NOTE: THERE IS NO LAW IN ARIZONA THAT REQUIRES SCHOOL DISTRICTS TO TRANSPORT PUBLIC SCHOOL PUPILS TO AND FROM SCHOOL

LEGAL REF.: A.R.S. §15-342 15-764 15-921 15-922 15-923 15-945 15-946 28-900 28-901

The right of a student to ride a school bus is contingent upon their continued good behavior and their observance of established BUS RIDER SAFETY RULES. The driver is in complete charge of the bus during a trip and while students are entering or leaving the vehicle. Students shall be required to conform to all rules concerning safe behavior while riding a bus.

The safe transportation of pupils to and from school is of primary importance. If a driver is to operate the bus safely, it is necessary that passengers behave in a controlled, orderly manner. Passengers have the responsibility to cooperate and abide by the established rules and regulations. There are two key elements to a safe transportation system: 1) *Passengers provide the driver with an atmosphere which will allow him/her to direct full attention to safe driving; 2) The driver and monitor work together as a team in order to provide consistent, fair and uniform application of pre-established rules bus conduct*. It is a goal of the driver and monitor to control the collective behavior of students, eliminating anything that may threaten the life, safety or comfort of the passengers.

BUS RIDER SAFETY RULES – TRANSPORTATION (623) 478-4100

1. **ID WITH RECOGNIZABLE PICTURE IS REQUIRED TO RIDE THE BUS.** Student ID's are to be checked every morning and afternoon.

   In the AM – ID will be checked when the student arrives at the school as they exit the bus. If a student does not have an ID, they are to sign the *Student Without ID* form. Once a Student has signed the *Student Without ID* form 3 times, the driver will write a referral and forward it to the school. This may result in the student not able to ride the bus for one (1) week.

   In the PM – ID will be checked as the student boards the bus to leave the school. If the student does not have an ID, they will be refused a ride. The *Student Without ID* form will not apply to PM routes.

2. **LEAVE HOME EARLY ENOUGH TO ARRIVE AT YOUR BUS STOP ON TIME.**
   Be at the bus stop 5 minutes before the scheduled pickup time – and *stay there*. Respect private property at the bus stop location.

3. **WAIT FOR YOUR BUS IN A SAFE PLACE – AWAY FROM THE ROADWAY.**
   Keep yourself and others safe by waiting at the designated area and do not play or wait in the road.

4. **ENTER YOUR BUS IN AN ORDERLY MANNER AND TAKE YOUR SEAT.**
   Line up single file when the bus stops to pick you up. When the driver opens the door, get on immediately and go to your seat (the school bus is stopping traffic during student loading and this should be as brief as possible).

5. **FOLLOW THE INSTRUCTIONS OF YOUR SCHOOL BUS DRIVER.**
   Be cooperative and comply with your bus driver's/monitor's requests. The following is not allowed on the school bus: eating; drinking (except water in a water bottle); tobacco products; flammable materials; insects/animals; and glass or balloons. If bulky or other dangerous items (such as class projects and skate boards) need to be taken to school, arrange to get them to school by means other than the school bus. The driver has authority to require objects to be placed in a safe place, or deny transportation of such items. Schoolbooks, notebooks, lunch boxes, purses, small backpacks and small musical instruments are allowed and should be held on the student's lap.

6. **REMAIN IN YOUR SEAT WHILE YOUR BUS IS IN MOTION.**
   If you wish to change seats, you must request the driver's/monitor's permission to do so, and if granted, move only when the bus is stopped. Standing, kneeling on the seats, sitting on backpacks, or facing the rear are unsafe riding positions and are not allowed. The correct and safest position is seated facing forward with your back against the seatback cushion. The driver/monitor has full authority to assign seats whenever good student management warrants.

7. **KEEP YOUR HEAD, HAIR AND ARMS INSIDE THE BUS AT ALL TIMES.**
   Serious injury could result if any part of your body is outside the bus while the bus is moving.

8. **KEEP AISLES CLEAR.**
   Feet, legs, arms, and bodies, as well as books, bags, lunch boxes, musical instruments and other items must be kept out of the aisle. The driver must have a clear view of the aisle at all times.

9. **REMAIN QUIET AND ORDERLY.**
   State law requires complete silence at all railroad crossings. Use a quiet voice at all other times. Talking to the driver while the bus is moving is distracting and shouting or any loud noise is not acceptable. A low noise level is necessary for the safest driving conditions.

10. **BE COURTEOUS TO YOUR SCHOOL BUS DRIVER, MONITOR AND FELLOW PASSENGERS.**
    Keep your hands to yourself. Pushing, grabbing, reaching over seats, etc., can be dangerous and is not permitted. Avoid roughhousing and any kind of physical play. Throwing, spitting, kicking or shooting items inside the bus or out the windows is hazardous and prohibited. Enjoy the opportunity for socializing in quiet and acceptable ways. Be an example of good behavior for your own and others' safety.

11. **BE ALERT TO TRAFFIC WHEN LEAVING THE BUS.**
    Use only the front door, and follow the instructions of your driver for safe procedures when crossing the street or leaving the bus drop-off location.

12. **OBTAIN WRITTEN PERMISSION TO RIDE A BUS DIFFERENT FROM YOUR OWN.**
    Students must have permission from a school administrator to ride a different bus or to use a bus stop other than their own.

ADDITIONAL INFORMATION

In general, rule violations will be dealt with on an individual basis between the rider, driver and monitor. If a problem continues, a written report will be made to school district officials who will determine the appropriate action or discipline. Parents may be contacted. ***Remember, school bus transportation is a privilege, not a right. School bus transportation can be suspended or terminated for willful misconduct or endangering the overall safety of the school bus or its occupants.***

Reminder - The following serious offenses may result in a suspension of bus privileges:

1. Aggressive language or behavior towards a bus driver and/or passengers.
2. Possession of weapons, explosive or flammable materials, or other dangerous items.
3. Deliberate disregard for safety and/or habitual infractions of a less serious nature.
4. Tampering with any emergency equipment or exits or using any method of exit other than the normal entry door (except under emergency conditions as determined by the driver).
5. Throwing any projectiles at the bus, within the bus or from the bus.
6. Use and/or possession, distribution or sale of alcohol or illegal drugs. Use of any tobacco products including electronic cigarettes.
7. Damage to any part of the bus
8. Gross insubordinate behavior jeopardizing safe transportation.

J-7050 **JR**

STUDENT RECORDS

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

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

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

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

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

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

Confidentiality

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

Annual Notification

Within the first three (3) weeks of each school year, the District will publish in a District communication a notice to parents and eligible students of their rights under the FERPA and this procedure. This notice will also be provided to each parent of new students enrolling after school begins [34 C.F.R. 99.7]. The District will arrange to provide translation of the notice to non-English-speaking parents in their native language or mode of communication [34 C.F.R. 300.9]. The notice shall inform the parents of:

A. The right of the parent or an eligible student to inspect and review the student's education records.
B. The intent of the District to limit the disclosure of personally identifiable information contained in a student's education records, including disciplinary records, except by the prior written consent of the parent or eligible student or under certain limited circumstances as permitted by the FERPA, the USA PATRIOT Act or the ESSA.
C. The right of the parent or eligible student to seek to correct parts of the school education records that the student or the parent believes to be inaccurate, misleading, or in violation of student rights. This right includes the right to a hearing to present evidence that the record should be changed if the District decides not to alter it according to the parent's or eligible student's request.
D. The right of the parent or eligible student to file a complaint with the U.S. Department of Education if they believe the District has violated the FERPA.

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act (FERPA) and this procedure [34 C.F.R. 99.7 and 300.613]. The notice shall also include:

A. The procedure for exercising the right to inspect and review education records.
B. The procedure for requesting amendments of education records that the parent or eligible student believes to be inaccurate, misleading or otherwise a violation of the student's privacy rights.
C. The conditions when prior consent is not required the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest.

If the School District permits the release of directory information relating to pupils, the information shall be released on or before October 31 of each year. The Superintendent shall develop procedures to communicate to students and their parents in a timely manner information relating to access to the Arizona Department of Education form which is designed to allow pupils to request that directory information not be released pursuant to the Elementary and Secondary Education Act (ESEA) as reauthorized by the Every Student Succeeds Act of 2015 (ESSA).

DIRECTORY INFORMATION

Directory information includes the following: student's name; address; phone number; electronic mail address; date and place of birth; dates of attendance; enrollment status; participation in officially recognized activities and sports; class designation (grade); the student's extracurricular participation; the student's achievements, awards or honors; the student's height and weight if a member of an athletic team; the student's photograph; the school or school district the student attended before enrollment in this district.

Pursuant to FERPA (the Family Education Rights and Privacy Act), and H.R. 1-559, Sec. 9528, the District may permit access to or the release of directory information to the public unless the parents or guardians or eligible students (18 or older) give written notice to the District that such information should not be made public without prior written consent. Parents or guardians or eligible students who do not wish for their child's/their information to be released **must** complete the Directory Information Non-Release form (see page 4; item 1) and return it to Student Services. If this notification is not received, the District will assume that permission is given to use your child's/your directory information as described above. Notice must be given to the school within two weeks after your child/you enroll(s) in the Tolleson Union High School District.

Parents or guardians or eligible students (18 or older) who do not wish to have the student name, address, and telephone number released to the Armed Forces **must** complete the Directory Information Non-Release form (see page 4; item 2) and return it to Student Services. If this notification is not received, the District will assume that the information may be released. Notice must be given to the school within two weeks after your child/you enroll(s) in the Tolleson Union High School District.

Directory information is also used to compile such publications as newsletters, yearbooks, student productions, plays, athletic programs, etc. Parents or guardians or eligible students (18 or older) who do not wish to have your child's/your name or picture used in any of the above **must** complete the Directory Information Non-Release form (see page 4; item 3) and return it to Student Services. Notice must be given to the school within two weeks after your child/you enroll(s) in the Tolleson Union High School District.

SEE DIRECTORY INFORMATION NON-RELEASE FORM AT BEGINNING OF HANDBOOK.

COUNSELING OFFICE

Counseling services are available to all students. The general aim of counseling is to help each student in social, educational, vocational and personal development. The student, parent/guardian, teacher or counselor may initiate conferences. If you want to see your counselor or the social worker, go to the Counseling Office and complete a request form. Your counselor or the social worker will send for you as soon as possible. The Counseling Office will be open before and after school and during lunch. Emergency cases are considered at any time.

Counseling Services

- Academic Intervention
- Academic Testing and Placement
- Attendance Intervention
- Credit Tracking
- Four-Year Planning and Graduation Tracking
- Homebound/Chronic Illness/504 Services
- Personal/Crisis Counseling/Referrals to Agencies
- Student Registration/Scheduling
- Homeless Liaison
- Child Find
- NCAA Clearinghouse
- Peer Mediation
- Substance Abuse and Prevention
- College/Career Information
- Scholarships/Financial Aid
- SAT/ACT/PSAT
- Military

SCHOLARSHIP AND FINANCIAL AID INFORMATION

Scholarship bulletins are available in the Counseling Office. Financial aid information for colleges, private, trade and career schools is available in the Counseling Office.

EXAMS

The ACT and/or SAT tests should be taken by any junior or senior planning to attend a university. The PreACT test is given in October to students who are interested. Registration information is in the Counseling Office. Plan to take the exams three months before you need to submit scores.

FAQS

Why can't I go off campus for lunch?
While off campus lunch can be an awesome privilege, the consequences behind misusing it can be costly and even deadly. Students driving to and from school under small time constraints can lead to poor decisions and devastating results. Know that it's more a matter of safety than restriction.

Why can't lunch be any longer?
Sure, lunch can feel really short compared to hour long classes, but think of it this way. The longer the lunch, the longer the school day. No matter how long lunch is, it will always feel short because you're having fun.

Why do we need to wear our IDs?
ID's are a great way for security and administration to see whether you belong on campus. We don't want just anyone to be able to walk into the school and say they belong here. That could pose a safety issue. Wearing your ID properly every day is visual proof that you are a student.

I came to school and forgot my ID, now what?
Hurry, run to the bookstore! They will be happy to sell you another one, so you can be in class.

Why are there activities going on around campus that I never hear about?
There is one major source for information on campus, and that is the announcements. Most news on clubs, sports or organizational activities are stated during this time, along with important dates and reminders. Always listen up, and if your class is too loud, take initiative and quiet them down politely, of course.

I need to do some community service, where do I go to get information?
There are many opportunities to do service through various clubs and organizations, even if you are not a part of them. If you want any information in particular, contact organization leaders or ask a teacher or counselor.

VISITORS TO SCHOOLS

Parents/Guardians are encouraged to visit the schools.

All visitors to any school must report to Student Services upon arrival.

For those who wish to visit a classroom during the school day, it may be required that the teacher and the principal be contacted at least twenty-four (24) hours 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/guardians 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/guardian 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 one's self to such officials or officers when lawfully requested to do so will be against district regulations. Failure to obey such instructions may subject the person to criminal proceedings applicable under law.

GUEST PASSES FOR SCHOOL DANCES

Guest Pass approval forms may be obtained in the Assistant Principal's Office. Parent signature and prior administrative approval are required for all non-district students to attend school dances. Proper school ID must be provided. All requirements on the form must be met for approval. Not all dances will qualify and additional restrictions may apply.

DELIVERIES

Because of the disruption to the learning environment, deliveries to students are not accepted. Examples include food, drinks, flowers, candy, balloons, etc.

LATE ENTRY

Students entering school after the second week of a grading period will be required to sign a late entry form and may not receive credit for that semester. A student may earn credit if they are able to make-up all classwork missed for the semester. The awarding of credit is at the teacher's discretion.

BEHAVIORAL EXPECTATIONS

Each student has the opportunity and the right to use school as a means for self-improvement and individual growth. In so doing, students are expected to conduct themselves in a manner compatible with the school's function as an educational facility. Conduct which disrupts or threatens to disrupt the operation of a school, which interferes in any way with the public or private rights of other students or citizens, which threatens or endangers the health or safety of any person or which damages property, will not be tolerated. It is the intent of the District to afford vigilant protection of the constitutional freedoms of all school personnel and students, and to guarantee those protections as provided in the *United States Constitution*, including the rights of free inquiry and expression, the right to freedom of association and the right to administrative due process. Of equal importance is the right of school authorities to prescribe and control – consistent with fundamental and constitutional safeguards – student conduct in our schools. In exercising this right, the school administration working with staff members and the students will attempt to achieve the objectives and follow the procedures set forth by Board policies and administrative regulations pertaining to the various aspects of student rights, student conduct and student discipline.

The jurisdiction of the school is primarily limited to any campus and/or school/district-sponsored functions. However, violations of the law (A.R.S. 15-341-13) are subject to disciplinary action if it is deemed that a student's attendance would be detrimental to other students. In addition, school rules and other reasonable expectations for student conduct are extended to include conduct both to and from school, off-campus time during school, school lunches and release periods. (Board Policy JK)

The use of electronic communications, including social media, that negatively affects the learning environment, is subject to appropriate disciplinary action.

FIGHTING/INTIMIDATION/BULLYING

Involvement in a fight, physical or verbal intimidation, harassment, bullying, trying to prompt others to fight, filming, taking pictures or video of a fight or demeaning another person or race, will result in immediate off-campus suspension or long-term suspension.

FIGHTING, VIOLENCE, INTIMIDATION, AND BULLYING ARE NOT TOLERATED.

SCHOOL CLIMATE

Students, staff, parents/guardians and community members are expected to behave in the following manner which fosters a positive school environment:

- Participate actively in the learning process.
- Encourage parent and community involvement.
- State expectations clearly.
- Show sensitivity toward others.
- Use courteous and polite language and behavior.
- Exercise self-discipline.
- Follow school and district rules.

All students, parents/guardians and community members are encouraged to report any inappropriate behavior to staff members.

CLOSED CAMPUS

The District operates closed campuses. Students are to stay on school grounds from the time they arrive until the time they are dismissed.

TOLLESON UNION HIGH SCHOOL DISTRICT IS AN ALCOHOL, DRUG, TOBACCO, WEAPON AND GANG FREE SCHOOL ZONE. ANYONE WHO VIOLATES THE LAW WILL BE PROSECUTED.

DIVERSITY

Students, staff members, parents/guardians and community will respect the unique attributes and qualities of every individual on the campus.

- Treat others with fairness and compassion.
- View diversity as enhancing the school environment and community.
- Promote and encourage increased knowledge and understanding of diversity in curriculum and school related activities.

NON-DISCRIMINATION / NON-HARASSMENT OF STUDENTS AND STAFF

Non-discrimination requires the collaborative responsibility of each administrator, supervisor, employee and student to affirm in actions and deeds the intent and spirit of governing laws and regulations. Toward this end, the District shall provide management, staff and student assistance in the implementation of the Board's good faith intent to provide compliance for non-discrimination in the District's employment and educational opportunities.

Individuals or groups are in violation of this policy, on school grounds, at school-sanctioned activities or in vehicles dispatched by the District, if they:

- Make demeaning remarks directly or indirectly, such as name-calling, racial slurs or "jokes," or physically threaten or harm an individual on the basis of race, color, religion, national origin, sex or disability.
- Display visual or written material or deface school property or materials to demean the race, color, religion, national origin, sex or disability.
- Damage, deface, or destroy private property of any person because of that person's race, color, religion, national origin, sex or disability.

Students or staff members who believe that they, or any other student or staff member, have been the subject of harassment and/or discriminatory behavior should report the incident immediately to the school administrator, appropriate supervisor or their designees.

IDENTIFICATION CARDS

Identification cards will be issued to all students. **A current, valid Tolleson Union High School District ID must be carried and displayed appropriately above the waist and on the front of the student <u>at all times</u> while on campus.** Students who do not have a current, valid ID card displayed properly will not be permitted to attend class until a replacement card is obtained. The ID card may not be defaced or mutilated in any way. A lost or damaged ID card must be replaced at the student's expense in the bookstore.

- All students will receive one (1) free ID card.
- Students will be charged a $3 fee to replace a lost, stolen, or defaced ID card.

1. Students not meeting the expectation put forth in the Student Handbook of carrying/appropriately displaying an ID card will be directed to the Administration Office.
2. Students referred to the Administration Office for not carrying/appropriately displaying an ID card, and who have current charges on their account for ID replacement, will receive consequences ranging from detention to On-Campus Reassignment (OCR). Administration will contact the students' parents and document the incident through a referral in Synergy.

BREAKFAST AND LUNCH

Full cafeteria and snack bar services are available during the breakfast and lunch period. For health and safety reasons, no food from outside vendors is allowed on campus without the prior approval of administration. Classroom passes should not be used during either lunch. Students needing to see their teacher during lunch should obtain a pass from that teacher prior to lunch in order to enter the classroom area of campus. In order for our lunchtime environment to be acceptable, everyone must assume responsibility for its cleanliness. This means that every student, regardless of who dropped the food or paper, should clean it up if requested to do so. Please assume responsibility for one another's behavior and help in maintaining a clean lunch area.

Please abide by the following rules:

- Be patient in line! No crowding / cutting for any reason (including students purchasing a lunch for another student).
- Keep all areas litter-free and leave lunch tables clean.
- Keep food to yourself. Never throw food.
- Only eat in designated areas.
- Be cooperative and respectful to cafeteria employees.

- The cafeteria employees are the extended arms of the classroom teacher and carry the same authority. Any defiance of their requests will be defined as "defiance of school authority" as covered in the disciplinary guidelines.
- In order to preserve the cleanliness, hygiene and beauty of our campuses, we enforce a no gum policy.

VENDING MACHINES

Vending machines are provided for convenience. The District will not be liable for refunds. **Vending machines are never to be used during class time.** Students who make purchases during class time may have the items confiscated by school officials. No food or drink other than bottled water is permitted in classrooms.

STUDENT DRESS STANDARDS

(Governing Board Policy JICA)

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

The Board authorizes the Superintendent to develop and enforce school regulations prohibiting student dress or grooming practices that:

- Present a hazard to the health or safety of the student or to others in the school.
- Materially interfere with schoolwork, create disorder, or disrupt the educational program.
- Cause excessive wear or damage to school property.
- Prevent students from achieving their educational objectives.
- Represent membership in a gang.

Obscene language or symbols, or symbols of sex, drugs, or alcohol on clothing are expressly prohibited.

The staff does not want to take time out of the educational day to address student dress code issues. We recognize that students have a right to show their individuality by the clothes they choose to wear. However one of District's primary functions is to prepare its students for life beyond high school and therefore we feel the school has the responsibility to establish reasonable and fair guidelines for student dress.

The dress code will be enforced on our campus:

- No oversized, baggy or sagging pants (worn below the hipbone), including pajama pants.
- No pants or shorts with holes/tears that are excessive.
- Shorts and skirts must be of an appropriate length.
- No tube tops or shirts worn off the shoulder even when worn with a jacket or other outerwear.
- Tops showing any part of midriff when arms extended upward will not be allowed.
- Undergarments are to be worn at all times and may not be visible including ribbed, sleeveless undershirts.
- No head coverings are allowed on campus. This includes hats, bandanas, hoods or any article of clothing covering the face or concealing a person's identity.
- Shoes must be worn at all times. No slippers.
- No clothing or accessories, including tattoos, advertising or suggestive of alcohol, drugs, sex, profanity, gangs, weapons or violence.
- Anything not specifically listed, but that creates an "un-businesslike" appearance, considered offensive or disruptive to the educational environment will not be permitted.

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

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

POSTING PROCEDURES

All materials posted whether student generated or advertising must first be approved and signed by an administrator. This includes fliers, handouts, posters, etc. All posted materials must be placed in designated areas only.

SOLICITATIONS

Students are not allowed to sell or distribute any items on campus without prior approval of the administration. These items include clothing, food, or other personal items.

FUNDRAISERS / ACTIVITIES

Student Government must approve all fundraisers or school-sponsored activities. A sponsor or designated staff member must be present at all times.

PERSONAL ITEMS

Students, not the school, are responsible for their personal property. Students are advised to refrain from bringing money or valuable personal items to school. Students are discouraged from bringing valuable items to school because of the difficulty of providing secure storage for them and the distraction that they pose for other students and staff members.

IF LOST OR STOLEN, THE SCHOOL WILL NOT ASSIST STUDENTS IN THE RECOVERY OF ANY PERSONAL ITEMS AND WILL NOT REIMBURSE OR REPLACE THE STUDENT'S LOST OR STOLEN ITEM.

GRAFFITI / MARKERS

Permanent markers or paint sticks cannot be brought to campus. Students should not have any graffiti or tagging on personal property such as backpacks, notebooks, etc. These will be confiscated and held for parent/guardian pickup. Appropriate disciplinary action, including possible law enforcement involvement, may occur.

CELL PHONES & OTHER ELECTRONIC DEVICES

Tolleson Union High School District discourages students from bringing these items to school for any reason. Students who bring these materials to school are solely responsible for these items. Experience has proven that these items present a disturbance problem and also become objects of theft. **Cell phones (only functioning as a phone, not a gaming/app or music device) may be used before and after school, during the student's lunch period, and passing periods ONLY.** If these items are brought to school, they are to remain out of sight during the school day**.**

Electronic devices may be used in class for educational purposes when approved, supervised and under the direction of a teacher. The use and/or possession of these items should at no time disrupt the educational process (including assemblies, performances and meetings). A discipline referral will be generated if a student violates this policy.

IF LOST OR STOLEN, THE SCHOOL WILL NOT ASSIST STUDENTS IN THE RECOVERY OF ANY ELECTRONIC ITEMS AND WILL NOT REIMBURSE OR REPLACE THE STUDENT'S LOST OR STOLEN ITEM.

PROGRESS REPORTS AND REPORT CARDS

Parents/Guardians are encouraged to contact their local school to obtain electronic access to their student's records through ParentVUE. Progress reports are generated and distributed to students to take home to their parent/guardian at the midpoint of each quarter. Report cards are mailed at the end of each semester. Credit is earned at the end of the fall and spring semesters. Concerns about specific classes should be directed to the teacher.

GRADING

All effort should be made while a student is enrolled in a course to help that student achieve a 70% or better. Schools will take a proactive approach to ensuring that students earn a 70% or higher in all courses. All course specific grading requirements, practices and procedures for each course must fall under the Tolleson Union High School District General Grading Policy and must be provided to students in written form (a syllabus) by the course teacher at the beginning of each year/semester. The District General Grading Policy is as follows:

Grading: Two-level, weighted grading system – Both Advanced Placement (AP) and Advanced (accelerated level) courses earn one extra point for a "C" or higher. Approved summer school courses are included in the Grade Point Average (GPA).

The following grade point system is used to calculate GPA, Honor Roll and Class Rank:

Letter Grade Indicator	Percent Range	Accelerated Points	Regular Points
A – Superior	90-100%	5.0	4.0
B – Good	80-89%	4.0	3.0
C – Average	70-79%	3.0	2.0
D – Below Average	60-69%	1.0	1.0
F – Fail	59% and below	0.0	0.0
P – Pass	N/A	N/A	N/A
I – Incomplete	N/A	N/A	N/A
AU – Audit	N/A	N/A	N/A
NC – No Credit	N/A	N/A	N/A

Tolleson Union High School includes grade points for all courses except Teacher Aide and Peer Tutor. For these courses, a letter grade of "P" or "F" is given. Students who pass are awarded elective credit, but no points are accumulated toward GPA.

A grade indicator of "I" may be used by a teacher at the end of the grading period whenever a student, due to illness or extenuating circumstances, has not had sufficient time to demonstrate mastery via course requirements.

- The End of Course Assessment may not comprise more than 20% of a student's overall grade.
- To receive credit for a course, the student must meet the departmental requirements on all formative and summative assessments for that course.
- Repeat Classes: Though all courses may be repeated to raise a grade, core credit toward graduation is only earned once for any class. In the case of a repeated core course, only the higher grade is documented for core credit.

Should a student fail or not meet the mastery requirements after repeating a course, a review team may determine the best method by which the student can recover credit for that course.

Several elective courses may be offered for repeat credit per the District Academic Planning Guide.

CHEATING

Cheating is defined as (1) representing another person's work as your own work, (2) in some way circumventing an activity by using unauthorized materials as determined by the individual classroom teacher, (3) by willingly assisting in the circumvention, (4) failure to follow test procedures.

Examples of cheating

- Copying another student's paper
- Looking at another student's test
- Talking during a test
- Use of electronic devices to record, send, or receive test information
- Writing answers on desk or other objects
- Mouthing words to someone
- Writing answers on body or clothing
- Having someone else do the work
- Tapping or signaling with hands or other objects
- Leaving answers in calculator's memory
- Stealing or being in possession of a test copy or the key
- Sharing of class work, homework, activities, and projects, not specifically approved by the instructor
- Plagiarism

This is only a partial list of cheating behaviors; it is not all-inclusive.

Consequences for cheating

Students who cheat should expect to be confronted by their teacher and be subject to one or more of the following penalties:

- Zero on the assignment/possible suspension
- Notification to parents
- Discipline referral
- Establishment of cheating record in discipline file
- Possible loss of credit

GRADUATION REQUIREMENTS

(Governing Board Policy IKF)

Each student must successfully complete a minimum of twenty-two (22) credits. Specific requirements by subjects are as follows:

English/ESL (4.0)	US/AZ History/Geography (1.0)
Science (3.0)	World History/Geography (1.0)
Math (4.0)	US/AZ Government (0.5)
Wellness (1.0)	Fine Arts/CTE (1.0)
Economics (0.5)	Electives (6.0)
Students are responsible for meeting Arizona State Board of Education testing requirements.	

SCHEDULE CHANGES

The deadline for schedule changes is the 10th day of school. Schedule changes may only be made for the following reasons:

- Student was misplaced (i.e., Spanish 3-4 instead of Spanish 1-2).
- A required course was omitted from the schedule.
- The student has already received credit for the course.

SUMMER SCHOOL

Students may attend summer school to make up credits needed for graduation. Students may also take summer school courses to get ahead in credits. Please be aware that not all classes are offered during summer school. There may be an additional cost for summer school. Further information is available in the Counseling Office.

CREDIT REQUIREMENT AND OPPORTUNITIES

Will accept credit(s) from community college classes under the following conditions:

- The approval form from the community college must be signed by Tolleson Union High School District administration prior to registering for the class.
- All course requirements have been fulfilled and a passing grade has been issued to the student.

Will accept credit from summer school, online classes and night school classes if PRIOR arrangements have been made.

Students are expected to complete the graduation requirements within a four-year (eight semester) time period. This time period begins on the student's initial entry date.

Will award a graduation diploma to a student provided the District was the last district of attendance. Graduation requirements met through online, night school, summer school or via a dual credit program are valid only if the District was the last district of attendance.

Students who wish to graduate in less than four years are required to petition the school's administration by letter prior to the completion of the student's fifth semester of school.

RELEASE PERIODS

Students who have a designated release period(s) are not allowed to stay/be on campus unsupervised. Therefore, students must leave campus immediately or arrive at the designated supervised area within the passing period or they will be subject to disciplinary action.

Students with Late Start must check in when arriving to the campus and report to the designated supervised area until their class begins.

CLASS AUDIT

Students may audit a class for no grade and no credit. Audit status will not be granted after the first four weeks of a semester.
To be eligible for audit status students must:

1. Fill out a request to audit a class within the first four weeks of a semester and turn it in to the Assistant Principal for Curriculum & Instruction.
2. Student must have a passing grade posted at the time of the audit request. Students with a failing grade or a grade of "F" are not eligible for audit.
3. Meet all academic, attendance and behavior expectations outlined in the Student Handbook.
4. Violation of these expectations may result in loss of audit status.
5. Loss of audit status may result in the reinstatement of the current earned grade.

TEACHER CHANGES

Due to the high quality of instructors, teacher changes are not permitted. Students and parents/guardians are encouraged to meet with specific teachers in an effort to provide the strongest academic environment for the student.

TEACHER CONTACT

Teachers are available during various periods of the day for parent/guardian and student meetings or tutoring. Contact individual teachers for specific availability. The school administration office cannot provide teachers' home telephone numbers to students or parents/guardians. Oftentimes, the best way to contact teachers is through email. Teacher email can be obtained through the District website – www.tuhsd.org.

BOOKSTORE

The student bookstore is open before school, lunchtime and after school each school day. Bookstore charges for all students may include class fees when required and activity fees. There is no cost for loaned textbooks for specific classes. Textbooks not assigned to students will be provided in each classroom for student use. Each textbook has an identification number. Students must return the SAME BOOK they were issued or be charged the present value of the missing book. Students are responsible for the return of their textbooks upon completion of a class or withdrawal from school. Lost, defaced or damaged books are subject to disciplinary action, police involvement and replacement cost.

In addition to payments being accepted at site Bookstores, Tolleson Union High School District is now offering a convenient online payments portal. TouchBase allows parents and students to pay for class fees, fines, Extra Curricular Tax Credit contributions, as well as other items. Parents/Students will be able to:

1. Pay for fines and/or fees online.
2. Submit tax credit contributions, Summer Academy and Swim Lesson/Team payments.
3. View, print and save your student/customer ledger.
4. View, print and save your receipts and much more.

Access the online portal at the following: https://az-tolleson.intouchreceipting.com/. The link to the online payments portal can also be found on the District website and all of the high schools websites under Parent Links/Parent Information. Convenience fees apply to some purchases.

DEBT COLLECTION

Tolleson Union High School District recognizes that parents and employees may inadvertently overdraw a checking account and a check may be returned by a bank. In order to recover these funds in a private and professional manner, Tolleson Union High School District has contracted with Nexcheck, LLC for collection of returned checks, as well as other debt owed the District. If a check is returned or a fee is owed to Tolleson Union High School District, Nexcheck will make contact to make arrangements for payment.

If a student fails to pay a debt owed to the school, the following actions may result:

- Student may not be able to participate in extra-curricular activities.
- Seniors may not be able to participate in the graduation ceremony.
- Students may not be able to pick up items ordered through the bookstore.

LOST AND FOUND

The school bookstore is the designated location for lost and found. Items being claimed may need to be identified, and any items left unclaimed will be donated to a charitable organization on June 1.

MEDIA CENTER

The Media Center is open before school, lunchtime and after school each school day. It will be closed after school on Early Release days. Students using the Media Center during class time must have individual passes from their teachers and must sign in and out on the appropriate log. The Media Center is open for student use during both lunches. Notices of special closings will be posted on the Media Center doors or announced over the P.A. system. Student ID card is required to check out books.

SCHOOL NURSE / EMERGENCIES

All parents should see that they have an updated Student Health Information form completed and on file in the Nurse's Office. For the protection of the students and the school personnel, prescription medicine is to be given by school personnel only with an order from a physician. Over the Counter medications may only be given to students with written parent/guardian permission. *Students are not allowed to carry medication, prescription or non-prescription, on campus. Any required medication must be stored and dispensed through the Nurse's Office.* Under law, all students entering school for the first time are required to present certification stating that the child has received immunizations against communicable diseases as specified by the Department of Health. This certification must come from a licensed physician or authorized representative of the Department of Health or local health department. For campuses that have two-story buildings, elevator keys are available in the Nurse's Office for those students that require special assistance. Failure to follow medication policies may result in disciplinary action.

BICYCLES AND SKATEBOARDS

The District encourages the use of alternative modes of transportation. Racks to securely lock bicycles and skateboards are located on campus. It is the student's responsibility to provide chain and lock. The school is not responsible for lost, stolen or damaged bikes and skateboards nor will it assist in the recovery of these items. **At no time should bicycles or skateboards be ridden on campus**. Skateboards may not be carried around during the school day nor stored in teacher classrooms or the front office. Failure to follow these policies may result in a discipline referral and/or loss of privilege of riding these items to school. Hoverboards of any type or size are prohibited on school grounds.

STUDENT DRIVING / PARKING RULES AND REGULATIONS

Students wishing to drive to school are required to adhere to all state laws and district and school guidelines and policies. These would include, but are not limited to:

- On campus parking permits are available only to sophomore, junior, and senior students.
- A parking permit request form must be completed and signed by the student and the parent/guardian. Parent must sign the form in person with school personnel.
- The current year's non-refundable parking fee must be paid to the school bookstore.
- The student must have a valid Arizona driver's license.
- All vehicles must be properly licensed and insured in the state of Arizona.
- School personnel must verify license, registration and insurance in order to receive a parking permit.
- A parking decal must be prominently displayed on the front windshield of your vehicle.
- Students may not park in faculty parking lots.
- Students must follow all city, county, and state traffic laws at all times.
- Maximum speed in all parking areas is 5 MPH.
- Student drivers arriving to school late must be signed in excused by parent/guardian in Student Services, or they will be swept and subject to disciplinary action and possible loss of driving privileges.

- The parking lots may be locked or monitored throughout the school day, and students will not be allowed to drive off campus during class or lunches without administrative approval.
- Student drivers needing to leave school early for any reason (doctor/dentist appointment, etc.) must be signed out by a parent/guardian in Student Services or have a written release from a parent/guardian prior to signing out in the Attendance Office.
- Students are not permitted to loiter in parking areas or in vehicles.
- Student vehicles must remain in authorized areas.
- Parking stickers are not transferable.
- Parking stickers and driving privileges may be revoked at any time.
- If a student's parking privileges are revoked, no refund of fees will be given.
- Students may not have access to their vehicle during the school day.
- Due to compliance with Environmental Protection Agency, some driving restrictions may be imposed.
- All accidents and/or vandalism should be reported to Student Services and the Police.
- Vehicles parked on campus are subject to search upon reasonable suspicion.

THE STUDENT PARKING LOT WILL NOT HAVE CONTINUOUS SUPERVISION OR SURVEILLANCE. VEHICLES ARE PARKED AT THE OWNER'S RISK AND THE SCHOOL ASSUMES NO RESPONSIBILITY FOR MOTOR VEHICLES OR ITS CONTENTS.

Driving to school and parking in the lot without a permit or failure to comply with parking rules and regulations will result in disciplinary action including loss of parking privileges and possible suspension from school.

Above all, drive safely. We want to keep campuses a safe place for everyone.

GRADUATION CEREMONY

Participation in the graduation ceremony is a privilege afforded to those who have met the graduation requirements set forth by the State of Arizona and the Governing Board of the Tolleson Union High School District. The privilege to participate in the graduation ceremony can be revoked at any time during the school year based on a student's discipline record.

Throughout the entire graduation ceremony, all Tolleson Union High School District rules and policies apply. Any misconduct may result in immediate removal from the graduation ceremony.

Information about appropriate dress for the graduation ceremony will be communicated to seniors during the fall semester in a letter home to parents. Students are required to wear a graduation gown and mortarboard for the graduation ceremony. National Honor Society members will be allowed to wear the official National Honor Society stole. Schools may also allow seniors to wear honor cords. No other adornment or alteration to the graduation gown or mortarboard will be permissible.

BUILDING AND FACILITY USE

The District is available for public use to the greatest extent possible without infringing on the school programs. Fees will be assessed where necessary to defray the additional costs of public. All use of school buildings and facilities must be approved. Please contact the District Office for further information.

ATHLETICS

Students are encouraged to participate in athletics. Students must complete the athletic clearance process on RegisterMyAthlete.com as described in the Athletic Handbook prior to participating in any off-season, in-season or tryout activities.

Fall Sports	Winter Sports	Spring Springs
Football	Basketball – Boys/Girls	Baseball
Golf – Boys/Girls	Soccer – Boys/Girls	Softball
Volleyball – Girls	Wrestling – Boys/Girls	Track & Field – Boys/Girls
Spiritline	Spiritline	Tennis – Boys/Girls
Cross Country – Boys/Girls		
Swimming – Boys/Girls (Westview and Tolleson only)		

All athletic information regarding clearance, physicals, eligibility and policies/procedures can be found on the Tolleson Union High School District Athletics website at www.tuhsd.org/Athletics.

P.E. AND ATHLETIC LOCKERS

Students needing a locker will be issued one through their coach or the athletic equipment manager. These lockers are used at your own risk. The District is not responsible for lost or stolen items.

CLUBS

Various clubs and organizations operate at the District for the benefit of interested students. All students are encouraged to become involved and to actively participate in the clubs of their choice. All clubs must be sponsored by a district faculty member.

VIOLATIONS INDEX

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Violation	Definition	Consequence	
Aggression		**Minimum**	**Maximum**
Verbal Provocation	Use of language or gestures that may incite another person or other people to fight.	Warning	Long-term suspension/expulsion
Minor Aggressive Act	Student engages in non-serious but inappropriate physical contact, i.e., hitting, poking, [*pulling*] or pushing (SWIS™). Other behaviors that may be considered under this violation are running in the building, hallways, or corridors, pulling a chair out from underneath another person, or other behaviors that demonstrate low level hostile behavior.	Warning	Long-term suspension/expulsion
Disorderly Conduct	A.R.S. §13-2904. Disorderly conduct; classification A. A person commits disorderly conduct if, with intent to disturb the peace or quiet of a neighborhood, family or person, or with knowledge of doing so, such person: 1. Engages in fighting, violent or seriously disruptive behavior; or 2. Makes unreasonable noise; or 3. Uses abusive or offensive language or gestures to any person present in a manner likely to provoke immediate physical retaliation by such person; or 4. Makes any protracted commotion, utterance or display with the intent to prevent the transaction of the business of a lawful meeting, gathering or procession; or 5. Refuses to obey a lawful order to disperse issued to maintain public safety in dangerous proximity to a fire, a hazard or any other emergency; or 6. Recklessly handles displays or discharges a deadly weapon or dangerous instrument. (Possession of a deadly weapon or dangerous instrument must also be reported as a weapon violation to ADE and to local law enforcement.)	Warning	Long-term suspension/expulsion
Recklessness	Unintentional, careless behavior that may pose a safety or health risk for others.	Warning	Long-term suspension/expulsion
*Endangerment	A.R.S. §13-1201. Endangerment; classification A. A person commits endangerment by recklessly endangering another person with a substantial risk of imminent death or physical injury. B. Endangerment involving a substantial risk of imminent death is a class 6 felony. In all other cases, it is a class 1 misdemeanor.	Warning	Long-term suspension/expulsion
*Fighting	Mutual participation in an incident involving physical violence, where there is no major injury.	Short-term Suspension (in or out of school)	Long-term suspension/expulsion

	(US Department of Education, Office of Safe and Drug-Free Schools Uniform Management Information and Reporting System guidelines, 10/06) Verbal confrontation alone does not constitute fighting.		
*Assault	A.R.S. §13-1203. Assault; A person commits assault by: 1. Intentionally, knowingly or recklessly causing any physical injury to another person; or 2. Intentionally placing another person in reasonable apprehension of imminent physical injury; or 3. Knowingly touching another person with the intent to injure, insult or provoke such person.	Short-term suspension (in or out of school)	Long-term suspension/expulsion
**Aggravated Assault	A.R.S. §13-1204. Aggravated assault; A person commits aggravated assault if the person commits assault as defined in section 13-1203 under any of the following circumstances: 1. If the person causes serious physical injury to another, 2. If the person uses a deadly weapon or dangerous instrument, 3. If the person commits the assault after entering the private home of another with the intent to commit the assault, 4. If the person is eighteen years of age or older and commits the assault upon a child the age of fifteen years or under, 5. If the person commits the assault knowing or having reason to know that the victim is a peace officer, or a person summoned and directed by the officer while engaged in the execution of any official duties, 6. If the person commits the assault knowing or having reason to know the victim is a teacher or other person employed by any school and the teacher or other employee is upon the grounds of a school or grounds adjacent to the school or is in any part of a building or vehicle used for school purposes, or any teacher or school nurse visiting a private home in the course of the teacher's or nurse's professional duties, or any teacher engaged in any authorized and organized classroom activity held on other than school grounds.	Short-term suspension (in or out of school)	Long-term suspension/expulsion
Other Aggression	Defined by school district policy.	Short-term suspension (in or out of school)	Long-term suspension/expulsion
Alcohol, Tobacco, and Other Drugs			
Alcohol Violation	The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes being intoxicated at school,	Short-term suspension (in or out of school)	Long-term suspension/expulsion

	school-sponsored events and on school-sponsored transportation.		
Drug Violation	The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation or importation of any controlled drug or narcotic substance or equipment and devices used for preparing or taking drugs or narcotics. Includes being under the influence of drugs at school, school-sponsored events and on school-sponsored transportation. Category includes over-the-counter medications if abused by the student. This category does not include tobacco or alcohol. "Drug" means any narcotic drug, dangerous drug, marijuana or peyote (A.R.S. §13-3415) including, but not limited to, synthetic drugs. (A.R.S §13-3401) "Drug paraphernalia" means all equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a drug in violation of this chapter. (A.R.S. §13-3415 F. 1.)	Short-term suspension (in or out of school)	Long-term suspension/expulsion
Tobacco Violation	The possession, use, distribution or sale of tobacco products on school grounds, at school-sponsored events and on school-sponsored transportation. (Paraphrased from: A.R.S. §36-798.03) A person who knowingly sells, gives or furnishes cigars, cigarettes, electronic cigarettes or cigarette papers, smoking or chewing tobacco, to a minor, and a minor who buys, or has in his possession or knowingly accepts or receives from any person, cigars, cigarettes or cigarette papers, smoking or chewing tobacco of any kind, is guilty of a petty offense. (A.R.S. §13-3622)	Short-term suspension (in or out of school)	Long-term suspension/expulsion
Arson			
*Arson of a Structure or Property	A.R.S. §13-1703. Arson of a structure or property: A person commits arson of a structure or property by knowingly and unlawfully damaging a structure or property by knowingly causing a fire or explosion.	Short-term suspension (in or out of school)	Long-term suspension/expulsion
**Arson of an Occupied Structure	A.R.S. §13-1704 Arson of an occupied structure A person commits arson of an occupied structure by knowingly and	Short-term suspension (in or out of school)	Long-term suspension/expulsion

	unlawfully damaging an occupied structure by knowingly causing a fire or explosion. <u>A.R.S. §13-1701, 2. Occupied structure</u> means any structure as defined in paragraph 4 in which one or more human beings either is or is likely to be present or so near as to be in equivalent danger at the time the fire or explosion occurs. The term includes any dwelling house, whether occupied, unoccupied or vacant.		
Attendance Policy Violation: Violation of state, school district, or school policy relating to attendance.			
Tardy	Arriving at school or class after the scheduled start time.	Warning	Long-term suspension/expulsion
Leaving School Grounds without Permission	Leaving school grounds or being in an "out-of-bounds" area during regular school hours without permission of the principal or principal designee. Students who leave without permission create a serious legal liability problem for the district.	Warning	Long-term suspension/expulsion
Unexcused Absence	Defined by school district policy for discipline purposes. Unexcused absences are utilized in the calculation of truancy for federal reporting, but are obtained from SAIS for this purpose.	Warning	Long-term suspension/expulsion
Truancy	The state of Arizona requirement for school attendance and definitions for truancy are as follows: <u>A.R.S. §15-803. School attendance; exemptions; definitions</u> A. It is unlawful for any child between six and sixteen years of age to fail to attend school during the hours school is in session, unless either: 1. The child is excused pursuant to A.R.S. §15-802, subsection D or A.R.S. §15-901, subsection A, paragraph 6, subdivision (c). 2. The child is accompanied by a parent or a person authorized by a parent. 3. The child is provided with instruction in a home school. B. A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child as defined in A.R.S. §8-201. Absences may be considered excessive when the number of absent days exceeds ten per cent of the number of required attendance days prescribed in A.R.S. §15-802, subsection B, paragraph 1. C. As used in this section: 1. "Habitually truant" means a truant child who is truant for at least five school days within a school year. 2. "Truant" means an unexcused absence for at least one class period during the day.	Warning	Long-term suspension/expulsion

	3. "Truant child" means a child who is between six and sixteen years of age and who is not in attendance at a public or private school during the hours that school is in session, unless excused as provided by this section.		
Other Attendance Violation	Defined by school district policy. Users can add other violations specific to their policies. For example, this line might be used to record truancy at the level that is required for county court referral.	Warning	Long-term suspension/expulsion
Harassment, Threat, and Intimidation **Note**: If a violation is known to be Bullying or Hazing, record the violation as such. Otherwise, indicate Harassment, Nonsexual. **If the harassment or intimidation is of a sexual nature, record under Sexual Offenses as Harassment, Sexual**			
*Harassment, Nonsexual	A.R.S. §13-2921. Harassment; classification; definition A. A person commits harassment if, with intent to harass or with knowledge that the person is harassing another person, the person: 1. Anonymously or otherwise communicates or causes a communication with another person by verbal, electronic, mechanical, telegraphic, telephonic or written means in a manner that harasses. 2. Continues to follow another person in or about a public place for no legitimate purpose after being asked to desist. 3. Repeatedly commits an act or acts that harass another person. 4. Surveils or causes another person to surveil a person for no legitimate purpose. 5. On more than one occasion makes a false report to a law enforcement, credit or social service agency. 6. Interferes with the delivery of any public or regulated utility to a person. Note: Bullying and Sexual Harassment are types of Harassment. Indicate harassment if the violation is not specifically Bullying or Sexual Harassment, or if the specific type of Harassment is not known.	Warning	Long-term suspension/expulsion
*Bullying	Bullying is repeated acts over time that involves a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical in form (e.g., pushing, hitting, kicking, spitting, stealing); verbal (e.g., making threats, taunting, teasing, name-calling); or psychological (e.g., social exclusion, spreading rumors, manipulating social relationships). (Paraphrased from: Ericson, Nels, 2001, Addressing the Problem of Bullying, U.S. Dept. of Justice, Fact Sheet #FS-200127.)	Warning	Long-term suspension/expulsion

*Threat or Intimidation	When a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property. (Paraphrased from A.R.S. §13-1202) <u>A.R.S. §13-1202. Threatening or intimidating</u> A. A person commits threatening or intimidating if the person threatens or intimidates by word or conduct: 1. To cause physical injury to another person or serious damage to the property of another; or 2. To cause, or in reckless disregard to causing, serious public inconvenience including, but not limited to, evacuation of a building, place of assembly or transportation facility; or 3. To cause physical injury to another person or damage to the property of another in order to promote, further or assist in the interests of or to cause, induce or solicit another person to participate in a criminal street gang, a criminal syndicate or a racketeering enterprise. B. Threatening or intimidating pursuant to subsection A, paragraph 1 or 2 is a class 1 misdemeanor, except that it is a class 6 felony if the offense is committed in retaliation for a victim's either reporting criminal activity or being involved in an organization, other than a law enforcement agency, that is established for the purpose of reporting or preventing criminal activity. Threatening or intimidating pursuant to subsection A, paragraph 3 is a class 4 felony.	Warning	Long-term suspension/expulsion
*Hazing	<u>A.R.S. §15-2301. Hazing prevention policies; definitions</u> B. Violations of hazing prevention policies adopted pursuant to this section do not include either of the following: 1. Customary athletic events, contests or competitions that are sponsored by an educational institution. 2. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program. C. For purposes of this section: 2. "Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:	Warning	Long-term suspension/expulsion

	(a) The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution. (b) The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation. 3. "Organization" means an athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.		
****Homicide:** Includes first degree murder, second degree murder, manslaughter or negligent homicide. Intentionally or recklessly causing the death of another person. (Paraphrased from A.R.S. §13, Chapter 11)			
****Kidnapping:** A.R.S. §13-1304. Kidnapping; classification; consecutive sentence A. A person commits kidnapping by knowingly restraining another person with the intent to: 1. Hold the victim for ransom, as a shield or hostage; or 2. Hold the victim for involuntary servitude; or 3. Inflict death, physical injury or a sexual offense on the victim, or to otherwise aid in the commission of a felony; or 4. Place the victim or a third person in reasonable apprehension of imminent physical injury to the victim or such third person. 5. Interfere with the performance of a governmental or political function. 6. Seize or exercise control over any airplane, train, bus, ship or other vehicle. B. Kidnapping is a class 2 felony unless the victim is released voluntarily by the defendant without physical injury in a safe place prior to arrest and prior to accomplishing any of the further enumerated offenses in subsection A of this section in which case it is a class 4 felony. If the victim is released pursuant to an agreement with the state and without any physical injury, it is a class 3 felony. If the victim is less than fifteen years of age kidnapping is a class 2 felony punishable pursuant to section 13-604.01. The sentence for kidnapping of a victim under fifteen years of age shall run consecutively to any other sentence imposed on the defendant and to any un-discharged term of imprisonment of the defendant.			
Lying, Cheating, Forgery or Plagiarism			
Cheating	Merriam Webster Dictionary Online: 1 : to deprive of something valuable by the use of deceit or fraud 2 : to influence or lead by deceit, trick, or artifice	Warning	Long-term suspension/expulsion
Forgery	Merriam Webster Dictionary Online: falsely and fraudulently making or altering a document	Warning	Long-term suspension/expulsion
Lying	Merriam Webster Dictionary Online: 1 : to make an untrue statement with intent to deceive 2 : to create a false or misleading impression	Warning	Long-term suspension/expulsion
Plagiarism	Merriam Webster Dictionary Online: to steal and pass off the ideas or words of another as one's own	Warning	Long-term suspension/expulsion
School Policies, Other Violations of: This category comprises misbehavior defined in district policy but not captured elsewhere.			
Defiance, Disrespect Towards Authority, and Non-Compliance	Student engages in refusal to follow directions, talks back, or delivers socially rude interactions (SWIS™). Defiance of Authority: • Failure to display/present proper school ID • Refuses a reasonable request • Refuses detention	Warning	Long-term suspension/expulsion

	• Refuses to report to office • Food or drink where prohibited • Other Disrespect Toward Staff: • Talking back • Written abuse towards staff • Walking away – intentionally • Other		
Combustible	Student is in possession of substance or object that is readily capable of causing bodily harm or property damage, i.e., matches, lighters, firecrackers, gasoline, and lighter fluid (SWIS™).	Warning	Long-term suspension/expulsion
Contraband	Items stated in school policy as prohibited because they may disrupt the learning environment.	Warning	Long-term suspension/expulsion
Disruption	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; or sustained out-of-seat behavior (SWIS™).	Warning	Long-term suspension/expulsion
Dress Code Violation	Student wears clothing that does not fit within the dress code guidelines stated by school or district policy (SWIS™).	Warning	Long-term suspension/expulsion
Gambling	To play games of chance for money or to bet a sum of money.	Warning	Long-term suspension/expulsion
Language, Inappropriate	Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way (SWIS™).	Warning	Long-term suspension/expulsion
Negative Group Affiliation	Specific attitudes and actions of a student affiliated with a negative group typically include most of the following: • May or may not have a recognized leader. • Do most things together, especially socially. • Stick together on issues. • Act bored, disinterested, or imposed upon by teacher ideas, suggestions, or requirements. • Involve themselves in each other's problems; therefore, perpetuate each other's problems. • Claim loyalty and righteousness if reprimanded. All the interference they cause is in the name of friendship. • Likely to confront authority as a group when one member has been disciplined. • Usually uncooperative, and possibly hostile. • As a group, likely to be either very good or very poor students. • Conduct themselves as though no other individuals exist in the school, including other students.	Warning	Long-term suspension/expulsion

	• Not objective. They turn-off to everything, sometimes without even knowing what they are doing. (Paraphrased from Discipline Help: You Can Handle Them All)		
Parking Lot Violation	As defined by school policy.	Warning	Long-term suspension/expulsion
Public Display of Affection	Holding hands, kissing, sexual touching or other displays of affection in violation of school policy.	Warning	Long-term suspension/expulsion
Other Violation of School Policy	Defined by school district policy. Articles that may disrupt the educational process/prohibited use: • iPods, MP3s, or Music devices • Cell phones • Electronic gaming devices are not to be in view or in use on campus • Laser pointers • Other Disruption of the Educational Process: • Throwing objects • Harassing/teasing • Leaving class without permission • Other Traffic Rules Violation: • Parking • Moving • Vehicle complaint Trespassing/Unauthorized Visitation: • Within campus • Other campus • Private property	Warning	Long-term suspension/expulsion
School Threat (Threat of destruction or harm) or Interference with or Disruption of an Educational Institution: Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff (National Forum on Educational Statistics, Safety in Numbers). A.R.S. §13-2911. Interference with or disruption of an educational institution A. A person commits interference with or disruption of an educational institution by doing any of the following: 1. Intentionally, knowingly or recklessly interfering with or disrupting the normal operations of an educational institution by either: (a) Threatening to cause physical injury to any employee or student of an educational institution or any person on the property of an educational institution. (b) Threatening to cause damage to any educational institution, the property of any educational institution or the property of any employee or student of an educational institution. 2. Intentionally or knowingly entering or remaining on the property of any educational institution for the purpose of interfering with the lawful use of the property or in any manner as to deny or interfere with the lawful use of the property by others. 3. Intentionally or knowingly refusing to obey a lawful order given pursuant to subsection C of this section. B. To constitute a violation of this section, the acts that are prohibited by subsection A, paragraph 1 of this section are not required to be directed at a specific individual, a specific educational institution or any specific property of an educational institution. J. For the purposes of this section: 3. "Interference with or disruption of" includes any act that might reasonably lead to the evacuation or closure of any property of the educational institution or the postponement, cancellation or suspension of any class or other school activity. For the purposes of this paragraph, an actual evacuation, closure, postponement, cancellation or suspension is not required for the act to be considered an interference or disruption.		
**Bomb Threat	Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device.	Long-term suspension/expulsion	Long-term suspension/expulsion
**Chemical or Biological Threat	Threatening to cause harm using dangerous chemicals or biological agents.	Long-term suspension/expulsion	Long-term suspension/expulsion

**Fire Alarm Misuse	Intentionally ringing fire alarm when there is no fire.	Long-term suspension/expulsion	Long-term suspension/expulsion
*Other School Threat	The incident cannot be coded in one of the above categories but did involve a school threat.	Long-term suspension/expulsion	Long-term suspension/expulsion
Sexual Offenses **Note:** Consider age and developmentally appropriate behavior before using this category.			
Pornography	Pornography is the sexually explicit depiction of persons, in words or images, created with the primary, proximate aim, and reasonable hope, of eliciting significant sexual arousal on the part of the consumer of such materials. (VanDeBeer, Donald. 1992. "Pornography." *Encyclopedia of Ethics*. New York: Garland Publishing.)	Short-term suspension (in or out of school)	Long-term suspension/expulsion
Indecent Exposure or Public Sexual Indecency	A.R.S. §13-1402. Indecent exposure; exception; classification A. A person commits indecent exposure if he or she exposes his or her genitals or anus or she exposes the areola or nipple of her breast or breasts and another person is present, and the defendant is reckless about whether the other person, as a reasonable person, would be offended or alarmed by the act. B. Indecent exposure does not include an act of breast-feeding by a mother. A.R.S. §13-1403. Public sexual indecency; public sexual indecency to a minor; classifications A. A person commits public sexual indecency by intentionally or knowingly engaging in any of the following acts, if another person is present, and the defendant is reckless about whether such other person, as a reasonable person, would be offended or alarmed by the act: 1. An act of sexual contact. 2. An act of oral sexual contact. 3. An act of sexual intercourse. 4. An act of bestiality. B. A person commits public sexual indecency to a minor if the person intentionally or knowingly engages in any of the acts listed in subsection A and such person is reckless about whether a minor under the age of fifteen years is present.	Short-term suspension (in or out of school)	Long-term suspension/expulsion
*Harassment, Sexual	U.S. Department of Education, Office of Civil Rights, Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, Title IX, January 2001: Sexual harassment is unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or to receive benefits, services, or opportunities in the school's program. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual	Short-term suspension (in or out of school)	Long-term suspension/expulsion

	nature. Because sexual harassment of students is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972, it is governed by this statute and corresponding guidance. Title IX applies to any public or private school receiving federal funding. Does not include legitimate nonsexual touching or other nonsexual conduct, for example, a high school athletic coach hugging a student who made a goal or a kindergarten teacher's consoling hug for a child with a skinned knee. Relevant factors in determining whether behavior rises to the level of sexual harassment include: • The degree to which the conduct affected one or more students' education. • The type, frequency, and duration of the conduct. • The identity of and relationship between the alleged harasser and the subject or subjects of the harassment. • The number of individuals involved. • The age and sex of the alleged harasser and the subject or subjects of the harassment. • The size of the school, location of the incidents, and the context in which they occurred. • Other incidents at the school.		
*Harassment, Sexual with Contact	Sexual harassment that includes unwanted physical contact of nonsexual body parts (Includes areas not covered in A.R.S.)	Short-term suspension (in or out of school)	Long-term suspension/expulsion
**Sexual Abuse or Sexual Conduct with a Minor or Child Molestation	A.R.S. §13-1404. Sexual abuse; classifications - A. A person commits sexual abuse by intentionally or knowingly engaging in sexual contact with any person fifteen or more years of age without consent of that person or with any person who is under fifteen years of age if the sexual contact involves only the female breast. A.R.S. §13-1405. Sexual conduct with a minor; classifications - A. A person commits sexual conduct with a minor by intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person who is under eighteen years of age. A.R.S. §13-1410. Molestation of child; classification - A. A person commits molestation of a child by intentionally or knowingly engaging in or causing a person to engage in sexual contact, except	Short-term suspension (in or out of school)	Long-term suspension/expulsion

	sexual contact with the female breast, with a child under fifteen years of age.		
**Sexual Assault (Rape)	A.R.S. §13-1406. Sexual assault; classification; increased punishment A. A person commits sexual assault by intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person without consent of such person.	Long-term suspension/expulsion	Long-term suspension/expulsion
Technology, Improper use of (Governing Board Policy IJNDB)			
Computer	Defined by school district policy.	Warning	Long-term suspension/expulsion
Network Infraction	Defined by school district policy.	Warning	Long-term suspension/expulsion
Telecommunication Device	Defined by school district policy.	Warning	Long-term suspension/expulsion
Other Technology	Defined by school district policy.	Warning	Long-term suspension/expulsion
Theft: Indicate whether School Property or Non-School Property; dollar amount is recorded on the incident description page. A.R.S. §13-105.11 (See definition of Extortion, Burglary-First Degree and Armed Robbery below) **Dangerous instrument**: Anything that under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable of causing death or serious physical injury.			
Petty Theft	Arizona law does not differentiate between petty and grand theft but school administrators may want to consider thefts under $100 as petty.	Short-term suspension (in or out of school)	Long-term suspension/expulsion
Theft	Taking or attempting to take money or property belonging to another person or the school with the intent to permanently deprive the victim of his or her possessions. A.R.S. §13-1802. Theft: classification A. A person commits theft if, without lawful authority, the person knowingly: 1. Controls property of another with the intent to deprive the other person of such property; or 2. Converts for an unauthorized term or use services or property of another entrusted to the defendant or placed in the defendant's possession for a limited, authorized term or use; or 3. Obtains services or property of another by means of any material misrepresentation with intent to deprive the other person of such property or services; or 4. Comes into control of lost, mislaid or misdelivered property of another under circumstances providing means of inquiry as to the true owner and appropriates such property to the person's own or another's use without reasonable efforts to notify the true owner; or 5. Controls property of another knowing or having reason to know that the property was stolen; or	Short-term suspension (in or out of school)	Long-term suspension/expulsion

	6. Obtains services known to the defendant to be available only for compensation without paying or an agreement to pay the compensation or diverts another's services to the person's own or another's benefit without authority to do so.		
*Burglary or Breaking and Entering (Second or Third Degree)	A.R.S. §13-1507. Burglary in the second degree; classification A. A person commits burglary in the second degree by entering or remaining unlawfully in or on a residential structure with the intent to commit any theft or any felony therein. B. Burglary in the second degree is a class 3 felony. A.R.S. §13-1506. Burglary in the third degree; classification A. A person commits burglary in the third degree by: 1. Entering or remaining unlawfully in or on a nonresidential structure or in a fenced commercial or residential yard with the intent to commit any theft or any felony therein. 2. Making entry into any part of a motor vehicle by means of a manipulation key or master key, with the intent to commit any theft or felony in the motor vehicle.	Long-term suspension/expulsion	Long-term suspension/expulsion
**Burglary (First Degree)	A.R.S. §13-1508. Burglary in the first degree; classification A. A person commits burglary in the first degree if such person or an accomplice violates the provisions of either section 13-1506 or 13-1507 and knowingly possesses explosives, a deadly weapon or a dangerous instrument in the course of committing any theft or any felony. B. Burglary in the first degree of a nonresidential structure or a fenced commercial or residential yard is a class 3 felony. It is a class 2 felony if committed in a residential structure.	Long-term suspension/expulsion	Long-term suspension/expulsion
*Extortion	A.R.S. §13-1804. Theft by extortion; classification A. A person commits theft by extortion by knowingly obtaining or seeking to obtain property or services by means of a threat to do in the future any of the following: 1. Cause physical injury to anyone by means of a deadly weapon or dangerous instrument. 2. Cause physical injury to anyone except as provided in paragraph 1 of this subsection. 3. Cause damage to property. 4. Engage in other conduct constituting an offense. 5. Accuse anyone of a crime or bring criminal charges against anyone. 6. Expose a secret or an asserted fact, whether true or false,	Short-term suspension (in or out of school)	Long-term suspension/expulsion

	tending to subject anyone to hatred, contempt or ridicule or to impair the person's credit or business. 7. Take or withhold action as a public servant or cause a public servant to take or withhold action. 8. Cause anyone to part with any property.		
*Robbery	Using force or threatening to use force to commit a theft or while attempting to commit a crime. A.R.S. §13-1902. Robbery: A person commits robbery if in the course of taking any property of another from his person or immediate presence and against his will; such person threatens or uses force against any person with intent either to coerce surrender of property or to prevent resistance to such person taking or retaining property.	Short-term suspension (in or out of school)	Long-term suspension/expulsion
**Armed Robbery	A.R.S. §13-1904. Armed robbery: A person commits armed robbery if, in the course of committing robbery as defined in section 13-1902, such person or an accomplice: 1. Is armed with a deadly weapon or a simulated deadly weapon; or 2. Uses or threatens to use a deadly weapon or dangerous instrument or a simulated deadly weapon.	Long-term suspension/expulsion	Long-term suspension/expulsion
Trespassing: To enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry. This includes students under suspension or expulsion and unauthorized persons who enter or remain on a campus or school board facility after being directed to leave by the chief administrator or designee of the facility, campus or function (SDFS Terms and Definitions). A.R.S. §13-1503. Criminal trespass in the second degree; A person commits criminal trespass in the second degree by knowingly entering or remaining unlawfully in or on any nonresidential structure or in any fenced commercial yard. **Vandalism or Criminal Damage**: Willful destruction or defacement of school or personal property (National Forum on Educational Statistics, Safety in Numbers). A.R.S. §13-1602. Criminal damage; A person commits criminal damage by recklessly: Defacing or damaging property of another person; or 2. Tampering with property of another person so as substantially to impair its function or value; or 3. Parking any vehicle in such a manner as to deprive livestock of access to the only reasonably available water. 4. Drawing or inscribing a message, slogan, sign or symbol that is made on any public or private building, structure or surface, except the ground, and that is made without permission of the owner. **Examples:** Destroying school computer records, carving initials or words in desk top, spray painting on walls, or damaging vehicles. **Note:** When using this code record the cost of repairing or replacing the damaged property under "Cost."			
Graffiti or Tagging	Writing on walls, drawings or words that are scratched, painted, or sprayed on walls or other surfaces in public places (MSN Encarta Online Dictionary). Causing damage to or defacing school or personal property including the possession of graffiti implements (e.g. markers, paint).	Short-term suspension (in or out of school)	Long-term suspension/expulsion
*Vandalism of Personal Property	Willful destruction or defacement of personal property.	Short-term suspension (in or out of school)	Long-term suspension/expulsion
*Vandalism of School Property	Willful destruction or defacement of school property.	Short-term suspension (in or out of school)	Long-term suspension/expulsion
Weapons and Dangerous Items:			

A.R.S §13-3101. Definitions

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

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

2. "Deface" means to remove, alter or destroy the manufacturer's serial number.

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

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

5. "Improvised explosive device" means a device that incorporates explosives or destructive, lethal, noxious, pyrotechnic or incendiary chemicals and that is designed to destroy, disfigure, terrify or harass.

6, "Occupied structure" means any building, object, vehicle, watercraft, aircraft or place with sides and a floor that is separately securable from any other structure attached to it, that is used for lodging, business, transportation, recreation or storage and in which one or more human beings either are or are likely to be present or so near as to be in equivalent danger at the time the discharge of a firearm occurs. Occupied structure includes any dwelling house, whether occupied, unoccupied or vacant.

7. "Prohibited possessor" means any person:

(a) Who has been found to constitute a danger to self or to others or to have persistent or acute disabilities or grave disabilities pursuant to court order pursuant to section 36-540, and whose right to possess a firearm has not been restored pursuant to section 13-925.

(b) Who has been convicted within or without this state of a felony or who has been adjudicated delinquent for a felony and whose civil right to possess or carry a gun or firearm has not been restored.

(c) Who is at the time of possession serving a term of imprisonment in any correctional or detention facility.

(d) Who is at the time of possession serving a term of probation pursuant to a conviction for a domestic violence offense as defined in section 13-3601 or a felony offense, parole, community supervision, work furlough, home arrest or release on any other basis or who is serving a term of probation or parole pursuant to the interstate compact under title 31, chapter 3, article 4.1.

(e) Who is an undocumented alien or a nonimmigrant alien traveling with or without documentation in this state for business or pleasure or who is studying in this state and who maintains a foreign residence abroad. This subdivision does not apply to:

(i) Nonimmigrant aliens who possess a valid hunting license or permit that is lawfully issued by a state in the United States.

(ii) Nonimmigrant aliens who enter the United States to participate in a competitive target shooting event or to display firearms at a sports or hunting trade show that is sponsored by a national, state or local firearms trade organization devoted to the competitive use or other sporting use of firearms.

(iii) Certain diplomats.

(iv) Officials of foreign governments or distinguished foreign visitors who are designated by the United States department of state.

(v) Persons who have received a waiver from the United States attorney general.

(f) Who has been found incompetent pursuant to rule 11, Arizona rules of criminal procedure, and who subsequently has not been found competent.

(g) Who is found guilty except insane.

8. "Prohibited weapon":

(a) Includes the following:

(i) An item that is a bomb, grenade, rocket having a propellant charge of more than four ounces or mine and that is explosive, incendiary or poison gas.

(ii) A device that is designed, made or adapted to muffle the report of a firearm.

(iii) A firearm that is capable of shooting more than one shot automatically, without manual reloading, by a single function of the trigger.

(iv) A rifle with a barrel length of less than sixteen inches, or shotgun with a barrel length of less than eighteen inches, or any firearm that is made from a rifle or shotgun and that, as modified, has an overall length of less than twenty-six inches.

(v) An instrument, including a nunchaku, that consists of two or more sticks, clubs, bars or rods to be used as handles, connected by a rope, cord, wire or chain, in the design of a weapon used in connection with the practice of a system of self-defense.

(vi) A breakable container that contains a flammable liquid with a flash point of one hundred fifty degrees Fahrenheit or less and that has a wick or similar device capable of being ignited. (vii) A chemical or combination of chemicals, compounds or materials, including dry ice, that is possessed or manufactured for the purpose of generating a gas to cause a mechanical failure, rupture or bursting or an explosion or detonation of the chemical or combination of chemicals, compounds or materials. (viii) An improvised explosive device. (ix) Any combination of parts or materials that is designed and intended for use in making or converting a device into an item set forth in item (i), (vi) or (viii) of this subdivision. (b) Does not include: (i) Any fireworks that are imported, distributed or used in compliance with state laws or local ordinances. (ii) Any propellant, propellant actuated devices or propellant actuated industrial tools that are manufactured, imported or distributed for their intended purposes. (iii) A device that is commercially manufactured primarily for the purpose of illumination. 9. "Trafficking" means to sell, transfer, distribute, dispense or otherwise dispose of a weapon or explosive to another person, or to buy, receive, possess or obtain control of a weapon or explosive, with the intent to sell, transfer, distribute, dispense or otherwise dispose of the weapon or explosive to another person. B. The items set forth in subsection A, paragraph 8, subdivision (a), items (i), (ii), (iii) and (iv) of this section do not include any firearms or devices that are registered in the national firearms registry and transfer records of the United States treasury department or any firearm that has been classified as a curio or relic by the United States treasury department. Table 5-Report of Children with Disabilities Subject to Disciplinary Removal 2005-2006 School Year - Dangerous Weapon – A weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except that such a term does NOT include a pocket knife with a blade of less than 2½ inches in length. 18 U.S.C. Section 930(g) (2)			
**Firearm (Including Destructive Devices)	A.R.S §13-3111. Minors prohibited from carrying or possessing firearms; exceptions; seizure and forfeiture; penalties; classification A. Except as provided in subsection B, an un-emancipated person who is under eighteen years of age and who is unaccompanied by a parent, grandparent or guardian, or a certified hunter safety instructor or certified firearms safety instructor acting with the consent of the un-emancipated person's parent or guardian, shall not knowingly carry or possess on his person, within his immediate control, or in or on a means of transportation a firearm in any place that is open to the public or on any street or highway or on any private property except private property owned or leased by the minor or the minor's parent, grandparent or guardian. A.R.S. §13-3101. Definitions 4. "**Firearm**" means any loaded or unloaded handgun, pistol, revolver, rifle, shotgun or other weapon that will expel, is designed to expel or may readily be converted to expel a projectile by the action of an explosive. Firearm does not include a firearm in permanently inoperable condition. **The following is paraphrased from: 18 USC 921** Firearm: Any weapon, including a starter gun, which will be or is designed to or may be readily converted to expel a projectile by the action of an explosive.	Expulsion	Expulsion

	This includes the frame or receiver of any such weapon, any firearm muffler or silencer or any destructive device.
	This definition does not include antique firearms.
	Other Firearms –Firearms other than handguns, rifles, or shotguns including:
	• Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive;
	• The frame or receiver of any weapon described above;
	• Any firearm muffler or firearm silencer;
	• Any destructive device, which includes: Any explosive, incendiary, or poison gas:
	  o Bomb
	  o Grenade
	  o Rocket having a propellant charge of more than four ounces
	  o Missile having an explosive or incendiary charge of more than one-quarter ounce
	  o Mine or similar device
	  o Highly simulated firearm
	• Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter;
	• Any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
	(This definition does not apply to items such as toy guns, cap guns, bb guns, and pellet guns.)
	Destructive Device: A category of firearm that includes an explosive, combustible or poisonous gas. This includes bombs, grenades, mines and rockets. Any type of weapon (other than a shotgun or a shotgun shell which is generally recognized as particularly suitable for sporting purposes) which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant; and which has any barrel with a bore of more than one-half inch in diameter, and any combination of parts either designed or intended for use in converting any device into a destructive		

	device or from which a destructive device may be readily assembled. The term "destructive device" shall not include any device which is designed or redesigned for use as a weapon. A.R.S. §13-105.11 Dangerous instrument: Anything that under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury.		
**Firearms	Handgun or Pistol Shotgun or Rifle Starter Gun Destructive Device (Including Bombs and Grenades) Other Firearm or Destructive Device	Long-term suspension/expulsion	Long-term suspension/expulsion
**Other Weapons	Billy Club Brass Knuckles Knife with blade length at least 2.5 inches Nunchakus	Short-term suspension (in or out of school)	Long-term suspension/expulsion
Dangerous Items[1]	Air Soft Gun B.B. Gun Knife with blade length less than 2.5 inches Laser Pointer Letter Opener Mace Paintball Gun Pellet Gun Razor Blade or Box Cutter Simulated Knife Taser or Stun Gun Tear Gas Other Dangerous item Simulated Firearm - Any simulated firearm made of plastic, wood, metal or any other material which is a replica, facsimile, or toy version of a firearm or any object such as a stick or finger concealed under clothing and is being portrayed as a firearm.	Short-term suspension (in or out of school)	Long-term suspension/expulsion
A dangerous item used to cause bodily injury to, threaten, or intimidate another person may be classified as a dangerous instrument. (See A.R.S. definition for dangerous instruments listed above) and must be reported to law enforcement.			