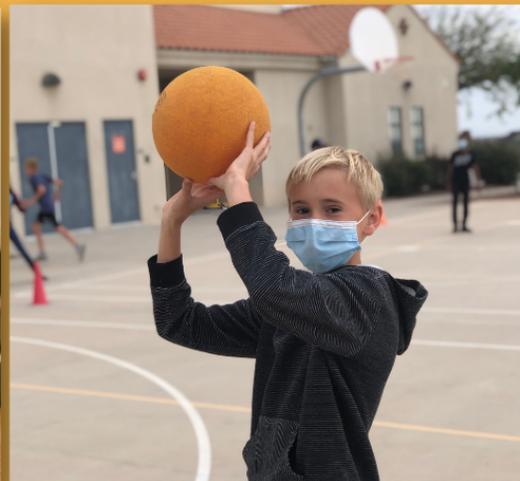


LITCHFIELD ELEMENTARY SCHOOL DISTRICT #79 STUDENT HANDBOOK 2021-2022



Litchfield Elementary School District #79



Student Handbook 2021-2022

Barbara B. Robey Elementary School

Belen Soto Elementary School

Corte Sierra Elementary School

Digital Learning Academy

Dreaming Summit Elementary School

Litchfield Elementary School

Mabel Padgett Elementary School

Palm Valley Elementary School

Rancho Santa Fe Elementary

Scott L. Libby Elementary

Verrado Elementary School

Verrado Heritage Elementary School

L. Thomas Heck Middle School

Verrado Middle School

Western Sky Middle School

Wigwam Creek Middle School

White Tanks Learning Center

Teachers will review the handbook with students at the beginning of the school year. Students enrolling after the school year begins will review the handbook with their teacher, school administrator, student advisor and/or behavior coach.

I have received a copy of the Litchfield Elementary School District 2021-22 Student/Parent Handbook via ParentVue. The contents of the handbook (including but not limited to), information on attendance, discipline, student surveys, locker usage, extracurricular activities, responsible use of technology, and all annual notices to parents, including Parent Right to Know, FERPA, CIPA, and COPPA have been provided to me by school officials.

Litchfield Elementary School District #79

I understand my rights and responsibilities as a student enrolled in Litchfield Elementary School District and consent to the terms of the Student/Parent Handbook. My child and I have read and discussed the contents of this handbook.

District Office Address and Mailing Address for ALL Facilities:

272 East Sagebrush Street, Litchfield Park, AZ 85340

Phone: 623-535-6000 • Fax: 623-935-1448

Website: www.lesd79.org

Dear Litchfield Elementary School District Families,

Welcome to a new school year in the “A” rated Litchfield Elementary School District. The first day of school in our district was held with eleven pupils on October 9, 1917. This year we open with 17 schools, including our new Digital Learning Academy for online students who choose to access our educational excellence and live teaching lessons from the comfort of their own home.

Our mission is to connect, educate, and empower our LESD family and community. Our teachers and staff members take great pride in providing academic rigor in a caring environment. It is our honor to provide award-winning schools, high quality teachers, and nurturing support staff to help your child succeed at school and in life. We are committed to working with you and your child to ensure a safe learning environment and a culture of excellence.



We believe that positive social interaction and appropriate behavior are important components of your child’s emotional and academic success in our award-winning district. This handbook includes helpful resources and important information about Litchfield Elementary School District’s academic and behavioral expectations. I encourage you to review this handbook with your child.

Thank you for choosing Litchfield Elementary School District. We look forward to partnering with you and your child for an excellent school year.

Your partner in education,

*Jodi Gunning, M.Ed.
Superintendent*

LITCHFIELD ELEMENTARY SCHOOL DISTRICT #79: STRATEGIC PLAN 2019-2024			
Our Mission: Connect, Educate, Empower our LESD Family and Community			
What We Believe: Academic Excellence ♦ Well Being ♦ Teacher Quality ♦ People First ♦ Preparedness for Life ♦ Communication			
PILLARS			
Student Success	People	Service	Finances/Resources
<i>Empower all students to reach their highest potential</i>	<i>Provide a work environment where all employees feel connected and valued so they can perform at the highest levels</i>	<i>Provide quality service to internal and external stakeholders</i>	<i>Optimize student success by evaluating and continually improving the effectiveness and efficiency of all resources</i>
GOALS			
<ul style="list-style-type: none"> ● Nurture positive relationships between teachers and students ● Foster academic excellence and innovation for all students ● Provide high quality services to all students ● Ensure an ongoing district-wide student-centered focus 	<ul style="list-style-type: none"> ● Recruit and continuously develop high quality employees ● Maintain high retention rate of employees ● Grow and develop leadership at all levels ● Foster an environment that creates positive work relationships and promotes health and wellness 	<ul style="list-style-type: none"> ● Foster and develop strong community partnerships ● Consistently communicate academic progress to all parents/guardians throughout the year ● Communicate effectively across our system to ensure timely and consistent flow of information ● Provide efficient and effective customer service to all stakeholders ● Provide an environment where all students, staff and families feel emotionally and physically safe 	<ul style="list-style-type: none"> ● Consistently maintain all resources and facilities ● Offer quality programs and extracurricular opportunities across all schools ● Increase stakeholder knowledge and understanding of school funding

Litchfield Elementary School District #79

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Litchfield Elementary School District #79

Litchfield Elementary School District #79 2021-2022 School Year Calendar

OPEN HOUSE SCHEDULE

All Middle Schools & White Tanks Learning Center - Thursday, July 29, 2021, 4:00pm-6:00pm
All Elementary Schools, K-8 Schools: Belen Soto, Digital Learning Academy & Verrado Heritage - Friday, July 30, 2021, 4:00pm-6:00pm

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CLASSES ARE IN SESSION ON BOLD DATES

Significant Dates

🔔 Aug. 2	First Day of Class - All Students	🔔 Jan. 17	Martin Luther King Jr. Day
🔔 Sept. 6	Labor Day	🔔 Feb. 21	Presidents' Day
🔔 Oct. 4-8	Fall Break	🔔 March 7-11	Spring Break
🔔 Nov. 11	Veterans' Day	★ May 19	8th Grade Promotion
🔔 Nov. 24-26	Thanksgiving Break	🔔 May 20	Last Day of School
🔔 Dec. 20-31	Winter Break		

STATE TESTING DATES: TBD

Quarters

August 2 - October 1	43 Days
October 11 - December 17	46 Days
January 3 - March 4	41 Days
March 14 - May 20	50 Days

New Teacher Orientation Days

🔥 July 26-27
🔔 All Teacher Orientation Days
July 28-30
🔥 Teacher In-Service - No School for Students
September 3, January 14, February 18

🔥 Early Dismissal/Half-Day Teacher In-Service Days: 8/20, 9/24, 10/22, 11/19, 12/17, 3/4, 3/25, 4/15, 4/29, 5/6

🔥 Early Dismissal/Half-Day Parent/Teacher Conferences: 10/27, 10/28, 10/29, 1/28

🔥 Early Dismissal Release Times: BRE, LES, MPE, PVE, RSF, VES - 12:25pm; CSE & DSE - 1:00pm; SLE - 1:05pm; BSES, DLA & VHES - 1:15pm; LTHMS, WSMS & WCMS - 1:50pm; WTLC - 12:25pm (K-5) & 1:05pm (6-8); VMS - 2:00pm

🔥 Last Day of School (5/20/22): BRE, LES, MPE, PVE, RSF, VES - 10:55am; CSE & DSE - 11:30am; SLE - 11:35am; BSES, DLA & VHES - 11:45am; LTHMS, WSMS & WCMS - 12:20pm; WTLC - 10:55am (K-5) & 11:35am (6-8); VMS - 12:30pm

STUDENT INSTRUCTIONAL DAYS - 180

TEACHER SERVICE DAYS - 186

GB Approved 11/10/2020 Rev 3/16/2021

Litchfield Elementary School District #79

Litchfield Elementary School District #79 2021-2022 School Year Calendar

SPECIAL DAYS

1.	New Teacher Orientation Days	Monday, Tuesday, July 26-27
2.	All Teacher Orientation Days	Wednesday thru Friday, July 28-30
3.	Open House: Middle Schools & White Tanks Learning Center	Thursday, July 29 (4:00pm-6:00pm)
4.	Open House: All Elementary Schools, K-8 Schools: Belen Soto, Digital Learning Academy & Verrado Heritage	Friday, July 30 (4:00pm-6:00pm)
5.	First Day for Students	Monday, August 2
6.	Teacher In-Service Day, Early Dismissal **	Friday, August 20
7.	Teacher In-Service Day, School Closed	Friday, September 3
8.	Labor Day, School Closed	Monday, September 6
9.	Teacher In-Service Day, Early Dismissal **	Friday, September 24
10.	40th Day	Tuesday, September 28
11.	Fall Break, School Closed	One Week , October 4-8
12.	Teacher In-Service Day, Early Dismissal **	Friday, October 22
13.	Parent/Teacher Conferences, Early Dismissal **	Wednesday thru Friday, October 27-29
14.	Veterans' Day, School Closed	Thursday, November 11
15.	Teacher In-Service Day, Early Dismissal **	Friday, November 19
16.	Thanksgiving, School Closed	Wednesday thru Friday, November 24-26
17.	Teacher In-Service Day, Early Dismissal **	Friday, December 17
18.	Winter Break, School Closed	Two Weeks , December 20-31
19.	Teacher In-Service Day, School Closed	Friday, January 14
20.	MLK Jr. Day, School Closed	Monday, January 17
21.	100th Day	Wednesday, January 19
22.	Parent/Teacher Conferences, Early Dismissal **	Friday, January 28
23.	Teacher In-Service Day, School Closed	Friday, February 18
24.	Presidents' Day, School Closed	Monday, February 21
25.	Teacher In-Service Day, Early Dismissal **	Friday, March 4
26.	Spring Break, School Closed	One Week , March 7-11
27.	Teacher In-Service Day, Early Dismissal **	Friday, March 25
28.	Teacher In-Service Day, Early Dismissal **	Friday, April 15
29.	Teacher In-Service Day, Early Dismissal **	Friday, April 29
30.	Teacher In-Service Day, Early Dismissal **	Friday, May 6
31.	8th Grade Promotion Ceremonies	Thursday, May 19
32.	Last Day of School, Early Dismissal ***	Friday, May 20
33.	Total Days in Session	Students - 180 days, Teachers - 186 days

Early Dismissal Release Times:

****Half-Day Teacher In-Service Days and Parent/Teacher Conferences:** BRE, LES, MPE, PVE, RSF, VES - 12:25pm;

CSE & DSE - 1:00pm; SLE - 1:05pm; BSES, DLA & VHES - 1:15pm; LTHMS, WSMS & WCMS - 1:50pm;

WTLC - 12:25pm (K-5) & 1:05pm (6-8); VMS - 2:00pm

*****Last Day of School (5/20/22):** BRE, LES, MPE, PVE, RSF, VES - 10:55am; CSE & DSE - 11:30am; SLE - 11:35am;

BSES, DLA & VHES - 11:45AM; LTHMS, WSMS & WCMS - 12:20pm; WTLC - 10:55am (K-5) & 11:35am (6-8); VMS - 12:30pm

Litchfield Elementary School District #79

Annual Notification to Parents Regarding Confidentiality of Student Education Records and School Directory Information

Confidentiality of education records is a right of public school students and their parents. This right is provided for by two federal laws: The Individuals with Disabilities Education Act (IDEA), and the Family Education Rights and Privacy Act (FERPA). Under these laws, "education records" means those records that are: (1) directly related to a student; and (2) maintained by an educational agency or institution or by a party acting for the agency or institution.

Education records are maintained on every child enrolled in a public school. The types of information gathered and maintained may include, but is not limited to: the students and parent's names, address, and telephone number; the student's date and place of birth, date of enrollment in the school, records from previous schools attended, attendance record, subjects taken, grades, school activities, assessment results, number of credits earned, immunization records, disciplinary records, correspondence from parents, and Child Find and other screening results including hearing and vision screening results.

Children with disabilities may have additional education records which could include, among other things: evaluation and testing materials, medical and health information, each annual Individualized Education Program (IEP), notices to parents, notes regarding IEP meetings, parental consent documents, information provided by parents, progress reports, assessment results, materials related to disciplinary actions, and medical agreements.

The information is gathered from a number of sources, including the student's parents and the staff of the school of attendance. Also, with parental permission, information may be gathered from additional sources including doctors and other health care providers.

This information is collected to assure proper identification of a student and the student's parents/guardians, and the maintenance of accurate records of the student's progress and activities in school. For children with disabilities, additional information is collected in order to assure that the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal education laws.

Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining, and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

The federal Family Policy Compliance Office of the U.S. Department of Education has provided the following notice of parent's rights under FERPA. In accordance with IDEA, the rights of parents regarding education records are transferred to the student at age 18.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
 - Parents or eligible students should submit to the school principal (or other appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.
 - Parents or eligible students may ask a school district to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
 - If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - The District designates the following information contained in a student's education records as "Directory Information" and may disclose it without parent consent, unless notified that the school is not to disclose the information without consent: the student's name, address, telephone listing, date and place of birth, electronic email address, photograph, grade level, major field of study, dates of attendance, enrollment status, participation in officially recognized activities and sports, weight and height if a member of an athletic team, honors and awards received, and the most recently attended educational agency or institution.

Litchfield Elementary School District #79

Annual Notification to Parents Regarding Confidentiality of Student Education Records and School Directory Information (continued)

- Parents have two weeks to advise the District in writing (a letter to the Superintendent's office) of any or all of the items they refuse to permit the District to designate as Directory Information about that student. After this two-week period, if the District has not received a written refusal to allow the release of the Directory Information, the District will assume that it has their permission to release the above-mentioned information.
 - One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health and medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
 - A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - Upon request, a school may disclose education records, without consent, to officials of another school district in which a student seeks or intends to enroll, if the school states in its annual notification of FERPA rights that it forwards records on request.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by a school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
- Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, D.C. 20202-4605

Notice of these rights is available, upon request, on audiotape, in Braille, and in languages other than English. You may contact the Arizona Department of Education at 602-542-5393.

The ADE Statutory Handbook of Parental Rights (PDF) can be found the [LES D website](#).

Child Find

Arizona law mandates that we inform each of you about our District's activities. The Litchfield Elementary School District is committed to locating, identifying, and evaluating children and youth with disabilities living in our attendance area from birth through 21 years of age. Should you have concerns regarding any child in our attendance area who has trouble walking, hearing, seeing, or learning, he/she may be eligible to receive special education services. Please contact the Litchfield Elementary School District, Educational Services Office, at 623-535-6066, for further information. The District will screen referred students at no cost to the parent to determine if they are a student with disabilities. If students do qualify, an appropriate service plan will be generated to meet their individual needs.

Title I Parent Involvement

Each school served under this part shall:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children be invited and encouraged to attend, to inform parents of their school's participation, to explain requirements, and the right of the parents to be involved;
2. Offer flexible number of meetings, such as meetings in the morning or evening; and may provide, with funds, transportation, child care, or home visits;
3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs including the parent involvement policy and the joint development of a school-wide plan;
4. Provide parents timely information about programs; a description and explanation of the curriculum, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, if appropriate, in decisions relating to their children;
5. If the school-wide program plan is not satisfactory, parents may submit comments on the plan.

McKinney-Vento Annual Notice

McKinney-Vento eligible students have the right to:

1. Receive a free, appropriate public education.
2. Enroll in school immediately, even if lacking documents normally required for enrollment.
3. Enroll in school and attend classes while the school gathers needed documents.
4. Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is their preference.

Litchfield Elementary School District #79

* If the school district believes that the school selected is not in his/her best interest, then the district must provide the student with a written explanation of its position and inform the student of his/her right to appeal its decision.

5. Receive transportation to and from the school of origin, if requested.
6. Receive educational services comparable to those provided to other students, according to the student's needs.

Student Bullying/Harassment/Intimidation (Governing Board Policy Exhibit JICK-EB) Reference A.R.S. §15-341.36

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

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

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

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

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

- A. verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,
- B. exposure to social exclusion or ostracism,
- C. physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- D. damage to or theft of personal property.

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

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

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

Students are prohibited from bullying 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, harassed, or intimidated or suspect another student is bullied, harassed, or intimidated should report their concern to any staff member of the School District. School personnel are to maintain appropriate confidentiality of the reported information.

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

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

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

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

Hazing (Governing Board Policy Exhibit JICFA-EB) – Reference A.R.S. §15-2301

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

Definitions

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

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

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

Directions

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

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

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

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

Reporting/Complaint Procedures

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

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

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

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- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the timeline may only be by necessity as determined by the Superintendent.
- The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.

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

Student Technology User Agreement (Governing Board Policy Exhibit IJNDB-EB)

The Litchfield Elementary School District #79 (LESD), in alignment with the Arizona Department of Education, and recognizing the Partnership for 21st Century Skills, believes technology encompasses the tools and strategies for solving problems, using information, increasing productivity and enhancing personal growth. LESD encourages students to become responsible digital citizens by mastering technology standards in order to live, learn and work successfully and responsibly in an increasingly complex, technology-driven society.

Learning how to safely navigate the Internet is a life skill that all students are expected to master. Filtering software is utilized by Litchfield Elementary School District (LESD); however, no filtering system is capable of blocking 100% of inappropriate material on the Internet. All students are advised that access to the Internet may include the potential for access to materials deemed inappropriate.

To ensure mastery of online safety, students will:

- Use technology at school only for academic purposes.
- Only log into accounts authorized to the student by LESD when using District technology resources.
- Protect personal information such as name, address, email, family information, or school details while visiting websites or engaging in online communications.
- Immediately report any suspected incidents of malicious online behaviors such as cyberbullying or online predators to a LESD staff member or submit an online cyberbullying form.
- Students uncertain about whether a particular site is acceptable or appropriate should consult an LESD staff member.
- Ask the teacher before registering or signing up for online accounts, including competitions.
- Participate in LESD provided online safety education programs.
- For grades K through 8th, parents/guardians and students sign the student handbook that contains the acceptable user agreement.
- Students in grades 3rd through 8th will sign an electronic acceptable user agreement for Google Apps.

LESD encourages students to utilize technology in order to:

- Communicate and collaborate with peers and teachers in a respectful manner.
- Enhance academic content by researching reliable, safe websites.
- Publish work as designed and guided by the teacher.
- Create web-based portfolios for confidential and safe publishing of student work.

Technology use at LESD is a privilege, not a right, and failure to meet these guidelines could result in suspension of your Google Student account and other disciplinary actions, as outlined in your LESD Student Handbook. We believe you are a responsible, innovative, and collaborative digital citizen.

Students are held responsible to use LESD technology resources responsibly.

Per A.R.S. §15-1046, a parent may prohibit their student from use of technology and the Internet while at school. This does not apply to software or technology that is used for daily operations or administration of the Litchfield Elementary School District. Please see your school principal if you would like to inquire about this option.

LESD COPPA (Compliance Parental Consent)

Litchfield Elementary School District (LESD) is committed to providing students with the most effective web-based tools and applications for learning. In order to do so, we abide by federal regulations that require parental consent as outlined below.

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As required by the Child Internet Protection Act (CIPA), LESD has technology measures and policies in place which protect students from harmful materials. Email and websites are filtered so that content from inappropriate sites is blocked. For more information on CIPA, please visit www.fcc.gov.

Our district utilizes several computer software applications and web-based services operated by third parties. In order for our students to use these programs and services, certain basic information (generally student name, username, and email address) must be provided to the website operator. Under the federal Children's Online Privacy Protection Act (COPPA) law, these websites must notify parents and obtain parental consent before collecting information from children under 13 years of age. For more information on COPPA, please visit www.ftc.gov.

The law permits schools, such as those in LESD, to consent to the collection of this information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to each website provider. Under the Children's Online Privacy Protection Act (COPPA), verifiable parental consent is required for students under the age of thirteen (13) if accounts containing this information are created for them on third party websites or online services. Limited information for your child consisting of first name, last name, birth date, username and email address may be provided to the online resource for the purpose of securing confidential credentials and access for the student. This information will remain confidential and will not be shared except for providing online programs solely for the benefit of students and the school system. Under no circumstances will student information be used by third party websites for commercial purposes.

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A Parent's Right to Know

As a parent of a student at the Litchfield Elementary School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Arizona Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Arizona Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please call Monica Sanders, Director of Human Resources, at 623-535-6000.

Statement to Parents

We believe that parents are an integral part of every child's success at school. In this partnership, communication is key, both with your child and with the teachers. We strongly encourage parents to work closely with your child, provide guidance and encouragement on a daily basis, and initiate communication with the teachers if there are concerns or questions. Every child deserves a partnership of adults working together in his/her best interest. Communication is everyone's responsibility.

THE FOLLOWING WILL SERVE AS GUIDELINES FOR STUDENTS IN THE LITCHFIELD DISTRICT

Academics

Advisor/Advisee (Middle School)

The Advisor-Advisee Program is unique to the middle school philosophy, which embraces the idea that middle school students are at a transitional point in their education and hence have unique needs. This program provides structured activities in the homeroom. During this time student concerns and interests are discussed, communication links established, academic counseling occurs, and a forum for the democratic process is provided. The homeroom teacher establishes an advocacy role for the students; and in cooperation with the students and the student advisor may schedule parent conferences, mini-presentations by community sources, and specific special events.

The student advisor assists with this program, and is also available to provide more in-depth advisement for students as well as serve as a link to specialized referral sources.

Assessment

The Litchfield Elementary School District will periodically test all students in grades K-8 using standardized/authentic assessment.

Digital Learning Academy (DLA)

The LESD Digital Learning Academy mission is to provide non-traditional students, who thrive in a digital setting, with a high-quality, vibrant educational experience that is flexible, rigorous and challenging. For more information on the LESD Digital Learning Academy, please visit our website at www.lesd79.org.

Entrance Age Requirements--Kindergarten and 1st Grade (Governing Board Policy [JEB](#) and Regulation [JEB-R](#))

The District will conduct a Kindergarten Early Entrance Assessment for students who reside within district boundaries and turn five (5) on or before December 31, 2021 if requested by the parent. Administration will make decisions for early entrance into kindergarten based on child's assessment results. Additional information can be found on our website.

Children who have attended kindergarten in a previous district or school and who will be 6 years old prior to January 1 may be considered for placement into first grade. Students will initially be placed in kindergarten for up to six (6) weeks while the teacher and/or principal conduct assessments and observe the child's behavior and social interactions. Based on the results of the data and observations, the principal will meet with parents to discuss a final placement and create a plan that best meets the needs of the student. Final placements are made at the principal's discretion.

Homework

In keeping with the belief that reinforcement of learned skills leads to academic success, teachers may assign homework. It is the student's responsibility to turn in all completed homework when due.

Honors Program (Middle School)

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The Honors Program in the Litchfield Elementary School District has been designed to provide an opportunity for our most highly competent and academically able students to demonstrate their excellence. Entrance into the LESD Honors Program is a rigorous endeavor most appropriate for highly motivated students whose academic abilities and talents span across the entire curriculum spectrum.

The goal of this program is to provide students who have advanced intellectual, academic, and/or creative capabilities the opportunity to dynamically interact with a team of academic specialists. In addition, students will work with peers of similar aptitude within a rigorous, interdisciplinary learning environment in order to reach their highest level of learning and accomplishment.

Differentiation in environment, instructional methods, process, and product expectations provide appropriate educational experiences for these students. Students are provided with a rigorous interdisciplinary core curriculum of Language Arts, Reading, Math, Science, and History/Social Studies. Students may also have an opportunity to explore areas of interest in depth through independent research.

Honors will be offered in the LESD Digital Learning Academy if there are enough students who qualify to make a cohort in each grade level.

Program Entrance Criteria

The identification process to determine eligibility for the LESD Honors Program is an inclusive rather than exclusive procedure. The Litchfield Elementary School District is committed to identifying students from any ethnic background, socioeconomic condition, or geographic location in the District.

Program Expectations

It is the expectation that the LESD Honors Program will benefit the students within the program as well as the school. The program is designed around these expected outcomes:

- Higher academic gains on standardized testing measures
- Challenging, extended curriculum
- Differentiated process, product, and learning environment
- Higher levels of self-confidence and self-reliance among students
- Increased parent involvement and satisfaction
- Access to a mode for educational excellence, and best practice research
- Increase teacher expectations of students

Attendance Expectations

Excellent attendance is mandatory for success in the LESD Honors Program. It is recommended that students be in attendance at least 95% of the time to be successful.

Academic Expectations

Students are expected to maintain at least a "C" in every class. A quarter grade of "D" or "F" will signal a review process through a conference with parents, which may result in probationary status in the program. If necessary, intervention strategies will be implemented, documented, and assessed by the academic team and administration to maximize the opportunity for success of every student.

Behavior Expectations

Behavior must be appropriate to the situation and setting. Students in the program are responsible for personal and interactive behavior. They will be expected to display appropriate learning behaviors in any situation and not interfere with the learning of others. Persistent inappropriate behavior will signal a review process through a conference with parents, which may result in probationary status in the program. If necessary, intervention strategies will be implemented, documented, and assessed by the academic team and administration to maximize the opportunity for success of every student.

Honor Roll (Middle School)

Qualifications

All middle school students are eligible for the honor roll. All grade subjects including academics and specials will be included in determining GPA. The Grade Point Average (GPA) qualifications for the honor roll are:

Principal's Honor Roll = 4.0

High Honor Roll = 3.9-3.5

Honor Roll = 3.4-3.0

Exclusions and/or Exceptions

1. Any student may be exempt from the honor roll due to severe disciplinary problems (Principal's discretion).
2. All new students are eligible at point of admittance to one of the middle schools, with all existing qualifications being transferable from previous school records pertaining to that school year.
3. F's make students automatically ineligible.
4. Conduct/Citizenship marks of "N" or "U" make students automatically ineligible.

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Math Advancement (Middle School)

A student receiving a qualifying score on the Fall District Math Assessment may be considered for math advancement. Results from the District math placement assessment, along with observations of student behavior and social interactions, will be compiled. To best meet academic needs, the student may place in an advanced math class or receive enrichment in their current math course, based on the results of the District placement assessment and evaluation of additional qualifying indicators, as denoted above. Advanced placement for 6th and 7th grade

students is defined as advancing levels of math instruction and may also include online supplemental courses appropriate for the student's needs. For 8th grade, advanced placement may consist of attending a math class in a neighboring high school or equivalent, or taking online courses appropriate to the student's needs.

Students who enroll in the District after the administration of the Fall District Math Assessment may be given the opportunity to take the District Math Placement Assessment upon parent and/or teacher request.

Progress Reports/Report Cards

Progress reports and report cards are hand carried home with students eight times per year. Please discuss the grades and comments with your child. Contact the teacher or student advisor with any concerns or questions. These progress reports/report cards must be signed by the parent and returned to the teacher.

Grading Criteria

- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 60-69%
- F = 59% and below

Guidelines

- A grade mark is an indicator of academic performance/progress.
- The teacher will provide student/parent(s) with evidence of academic performance/progress throughout the reporting period.
- The grading system will be explained to students by each teacher.
- A grade mark should not be used punitively, nor awarded for non-academic purposes.
- Citizenship shall be evaluated separately. Comments on report cards will be noted as "E" for Excellent, "S" for Satisfactory, "N" for Needs Improvement, and "U" for Unsatisfactory.
- Grades are a reflection of independent mastery of standards and will not be used to measure effort, compliance, group work, homework, or behavior.
- Grades are tied directly to a standard and entered into the grade book under the standard being assessed.
- Students will have the opportunity to replace assessment grades with the most current score after further practice with the material.

Parent/Teacher Conferences

All parents/guardians will be asked to attend a parent/teacher conference in October. January parent/teacher conferences are scheduled as needed. At any given time, parents/guardians may contact the school to set up a conference with any or all of their child's teachers to receive a current update on grades/assignments. Please keep in mind that a parent/teacher conference is an excellent opportunity to "touch base" with your child's teachers.

ParentVUE

ParentVUE is a web-based information program that provides parents/guardians access to view their child's information including attendance, grades, report cards and student demographics for middle school, and attendance, report cards and student demographics for elementary school. Contact the school for information on gaining access to [ParentVUE](#).

StudentVUE (Middle School)

[StudentVUE](#) is a web-based program that gives students access to their grades, including missing assignments.

Promotion/Retention Standards

In order to comply with state law, the Litchfield Elementary School District has established the following criteria for determining the promotion/retention of students. In grades K-8, the student shall be promoted if the student receives a teacher's recommendation for promotion. The teacher will base this recommendation on the following criteria:

Academics

1. Students who are passing all academic classes (passing is based upon a yearly average of 60% or better) in which they are enrolled will be promoted and allowed to participate in the promotion ceremony (8th graders).
2. Students who fail one academic class may be assigned to the next level; it may be suggested that summer school be attended.

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3. Students in middle school who fail two or more academic classes/subjects may be required to attend summer school and pass the summer school classes in which they are enrolled to be considered for reassignment to the next grade level. Failure of multiple academic classes/subjects may result in retention.
4. When an assigned grade in any class is contested, the appeal addressing the issue will be held as soon as possible. General promotion and retention appeals for all students will take place within five days of receiving the retention notice.

Attendance

The MINIMUM attendance standard for the Litchfield Elementary School District is 162 of 180 days per year, or 90% of the days of the school year. Extenuating circumstances will be considered on an individual basis.

According to state law, each teacher shall make the decision in regards to promotion or retention of students. The teacher will document all recommendations for promotion/retention. The teacher must substantiate recommendations that do not comply with the stated criteria.

If a parent or legal guardian chooses not to accept a promotion/retention decision of the teacher as provided in A.R.S. §15-341, the parent or legal guardian may request in writing within five days that the Governing Board review the teacher's decision with administrative recommendation from the superintendent.

End of Year Activities

Participation in end of year activities, including promotion and class rewards, will be contingent on yearlong maintenance of academic and behavioral standards.

Student Learning

In the Litchfield Elementary School District, we strive to meet the full potential of all students. As students enter our campuses each day, they will be best suited for success in school by following these simple suggestions:

- Get a good night's rest before school the following day
- Eat a healthy breakfast
- Be on time and prepared to learn
- Come to school with a positive attitude
- Strive for outstanding attendance
- Have a designated place to complete school tasks and projects after school
- Share what you are learning with your family each day
- Read at least 20 minutes outside of the regular school day
- Provide a positive contribution to your school
- Develop a relationship with your teachers, peers, and school for this is your home away from home

Traditional Academy (1-5)

The purpose of the Traditional Academy Program is to offer students who qualify through an application process, which includes academic data, teacher input, parent input and student input, access to a different curriculum, while working alongside other similarly identified students. Due to the qualifications of the students and the programs in place, learning will be fast-paced and advance through grade level standards at a deeper, more rigorous level. Traditional Academy is not offered in LESD Digital Learning Academy. For more information on Traditional Academy, please visit our website at www.lesd79.org.

Athletics

The purpose of interscholastic athletics is both educational and recreational. The school sports program should encourage participation by as many students as possible and should always be conducted with the best interests of the participants as the first consideration.

Students need to be in attendance for the full school day to be eligible to participate or attend extra-curricular activities, including sports, on that day.

Concussions (Governing Board Policy JJIB)

Parents of students who play sports must be aware of the nature and risk of concussion as students participate in sporting activities. If a student is suspected of receiving a severe blow to the head (possible concussion) in a practice session, game or sporting event, the student will be immediately removed from the athletic activity. A coach or parent from the student's team or an official or licensed health care provider may remove a student from play. A student may return to play on the same day if a health care provider rules out a suspected concussion at the time the student is removed from play. The student may return to play only when s/he has been evaluated by and received written clearance to resume participation in the athletic activity from a health care provider who has been trained in the evaluation and management of concussions and head injuries. Without written medical clearance from an appropriate health care provider, students will not be allowed to return to play after being suspected of receiving a concussion while participating in a sports activity.

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The District also follows the Arizona Interscholastic Association (AIA) policy on heat acclimatization and exertional heat illness.

Eligibility (Middle School) (Governing Board Policy JJJ)

In accordance with the State of Arizona's regulations and Litchfield Governing Board Policy, only those students deemed academically and behaviorally eligible may participate in extra or co-curricular activities, including sports, in which competition is an integral part of the organization. Students must be passing all subjects (this includes academics and specials) and receiving "E," "S" or "N" in work habits/citizenship to be eligible. Study sessions may be available before or after school for students needing assistance.

If a student is assigned In-School or Out-of-School Suspension, the student may not participate in extra-curricular activities scheduled on the day(s) of assignment to ISS/OSS. Tryouts for sports are the only exception for attending an extra-curricular activity on the day of serving ISS. Repeated academic and behavioral issues may result in removal from the team as per Administrator's discretion. Please see LESD Athletic Program Packet for more details of eligibility.

Insurance

Please be aware that the School District carries no insurance on students. Coverage for injuries sustained at school will need to be secured by parents, either through personal individual/group policies or through an accident policy. Student health insurance information is available on the District website at www.lesd79.org.

Attendance Policies and Procedures

Classroom instruction begins when the school day officially starts. As a result, when students come late to school or are tardy, they miss valuable instructional time. Over time, this can add up to a significant loss of instructional time that can negatively impact learning. The parent and the student share in the responsibility of the student arriving to class on time and being prepared to learn. Students arriving after the final morning bell are considered tardy and must report to the office for a pass to class. Tardies will be "excused" only when accompanied by written/verbal notification from the parent/guardian or doctor. All other tardies will be considered "unexcused" tardies. Chronic tardiness is very disruptive. This impacts not only the learning of the tardy child but also the learning of his or her fellow classmates. When students enter class late or leave early, teachers must stop their instruction and help the student to catch up with his or her peers.

Digital Learning Academy attendance procedures include:

- Attend all classes daily
- Engage in positive, safe, legal and ethical behavior when using technology, including social interactions online or when using networked devices
- Fully participate in live and independent learning activities

Absence–Excused and Unexcused

Pursuant to A.R.S. §15-901(A)(1), excused absences are identified by the Department of Education. The Department of Education defines an excused absence as an absence due to illness, doctor appointment, bereavement, family emergencies, and out-of-school suspensions. In order for absences relating to illness, doctor appointment, bereavement, family emergencies, or district approved family vacation to be counted as excused absences, the school must be notified in advance or at the time of any absence by the parent or other person who has custody of the student per A.R.S. §15-807(B).

C.U.T.S.–Court Unified Truancy Suppression

School attendance is not only a good personal habit to prepare students for future employment, it is also state law. Arizona State Law (15-802.E, 15-803) requires every person who has custody of a child between the ages of 6 and 16 to make sure that the child attends school for the full time that school is in session unless the child is unable to attend due to illness or another legitimate reason. Since students cannot learn if they are not in school on a daily basis, the Litchfield Elementary School District participates in a partnership program with the Maricopa County Juvenile Court system called C.U.T.S. (Court Unified Truancy Suppression) program. We will be tracking attendance closely to make sure that all students are attending school on a regular and consistent basis.

Every student is expected to be at school every day unless there is a legitimate reason (such as illness) not to be. An absence is defined as a minimum of one missed class period per day. An unexcused absence will count as a "truant" day as defined by law. A student is "habitually truant" if s/he has five or more unexcused absences from school. A student that is absent more than 10% (18 days) of the required number of school days per year is considered to have "excessive absences" whether or not the absence is "excused" or "unexcused."

When students have excessive absences, the school may cite the student and/or parent through the Juvenile Court C.U.T.S. program. When this action is taken, the student and parent/legal guardian will be required to attend a hearing at the Juvenile Court Center to address the issue. The Court may require the attendance of the parent and the child at a Saturday education class or require the child to attend work hours or counseling sessions as it deems appropriate. The parent will also be required to pay a fee of \$50 to the Court. Parents who fail to comply with

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the court ordered actions might receive a citation. If convicted, parents face a Class 3 misdemeanor punishable by jail time and/or fines. Please work with your child to ensure that good school attendance habits are firmly established so this is never a concern.

Make-Up Work

When students are absent, the student will work with their teachers and obtain missed assignments upon their return. Students should get missed assignments completed and turned in to the teacher immediately. Homework requests require a 24-hour notice in order to properly prepare all necessary documents.

Books, Supplies and Equipment

Students will be furnished with many of the supplies they need. It is the student's responsibility to use these materials properly. Books are provided to the students on an assigned basis and the student is responsible for the care of these books.

No student shall deface any property belonging to the District. The type of discipline that may be imposed for damage to school property by students depends upon the circumstances. Students may be subject to discipline for willful damage and destruction of school property. (Governing Board Policy JICB)

Media Center

- Circulation: Students may have up to two books checked out at one time. The books circulate for a period of two weeks, and they may be renewed if necessary.
- Overdue Books: Overdue books must be returned before you are allowed to check out additional books. Lost or damaged books should be paid for before the student will be allowed to check out additional books. Payments should be made in the exact amount due for the lost/damaged book. If the student recovers the lost book after paying the fine, refunds will be issued up to three years from the fine payment date.
- Withdrawal Procedure: When a student is withdrawn from school, the school registrar will check to see if there are any checked out books and will let the parent know the titles of the books so that they may return them to the school.

Code of Conduct

LESD believes that all students can learn at high levels. In order to support our students to accomplish this, our staff and students must diligently work to create environments where all students feel safe, loved, and a sense of belonging. Only when students feel these three things can they access their higher levels of learning. Because of this, the following District-wide expectations were created for all students.

All LESD students will:

- Be safe. This includes behavior that ensures others are safe physically, psychologically, and socially.
- Be respectful. This includes behavior that demonstrates respect to themselves, classmates, staff, and property.
- Be responsible. This includes behavior that demonstrates responsibility for their learning and their contribution to their school family. This also includes following all school and District rules.

Behavior Guidelines

Student Responsibility

Students are expected to comply with the authority of District staff as granted by law and with District standards of conduct including the school-based Student Conduct and Discipline Plan. Students are expected to conduct themselves in an orderly manner at school during the school day, on the way to and from school, and during school-sponsored activities.

Misbehavior will necessitate disciplinary action from a teacher, an administrator, and/or designee. Students who misbehave may be assigned: loss of free time, detention(s), loss of extra-curricular privileges, and/or in school suspension, off campus suspensions(s), or recommendation to the Governing Board for expulsion. Assignment to In-School or Off-Campus suspension is determined by school administration and/or designee.

Due Process of Law

In all disciplinary action included herein, students will be afforded due process of the law as stipulated in Federal and State law and regulations of the Litchfield Elementary School District. The Due Process matrix is included in this section of the handbook.

Progressive Discipline Steps

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Students involved in inappropriate behavior will be subject to certain disciplinary actions. A reasonable attempt will be made to contact parents when a referral results in disciplinary action. Depending upon the behavior of the student, one or more of the following actions may be taken by school officials.

Informal Talk

A school official will talk to the student and try to reach an agreement regarding how the student should behave.

Social Emotional Learning

Learning opportunities will be provided to students to teach missing social emotional skills.

Conference

A formal conference is held between the student and one or more school officials.

Parent Involvement

The parent/guardian will be notified by telephone, personal contact, letter, or certified letter. A conference may be conducted between the student, parent/legal guardian, appropriate school personnel, and any other individuals concerned.

Alternative Learning Environment

Students interfering with the learning process will be assigned an alternative learning environment. They will complete assigned work.

Detention (Middle School Only)

Lunch Detention will be issued at the discretion of the administrator.

Before and/or After School Detention may be assigned by teachers, staff and administrators. Parents will be notified in advance of the detention assignment. Students assigned detentions must bring work and complete all detentions assigned to them. If detention(s) are not successfully completed, additional consequences may occur.

Suspension

In-School (Short-term) Suspension (I.S.S.)

I.S.S. is designed to provide structured supervision to students who have violated a school or District expectation/rule. During the period of assignment, academic work will be provided. There are two objectives to in-school suspension:

1. To serve as a consequence for a behavior infraction.
2. To help the student regulate behavior, make responsible decisions, and effectively solve problems.

In-School Suspension is assigned by the administration and assigned days will be progressive in nature. Students will lose school privileges on the day(s) of assignment; i.e. extra-curricular activities, etc. Students in ISS must report immediately to the office upon arrival and leave campus at the time of dismissal.

Out-of-School (Short-term) Suspension (O.S.S.)

The student is informed that he/she is subject to a short-term suspension (ten days or less). The student may not be on a LESD campus for any reason during this suspension. The student's parent/legal guardian will be notified by telephone or letter that the student is subject to a short-term suspension. There is no appeal for short-term suspensions.

Long-term Suspension/Expulsion

The student is informed that he/she is subject to long-term or permanent removal from school. The student's parent/legal guardian is notified by telephone and letter that the student is granted a hearing to determine future attendance in the Litchfield Elementary School District. The student may not be on a LESD campus for any reason during this suspension. The District Superintendent, or the designee, will recommend to the Governing Board that the student be placed at an alternative learning environment, long-term suspended, or expelled based upon the results of the hearing.

Bullying (Governing Board Policy JICK)

The Litchfield Elementary School District believes that every child has the right to go to school in a safe and supportive environment. For this reason, bullying or harassment of another student will not be tolerated at any time. Bullying or harassment of another person can take many forms. In addition to physical abuse such as threatening, hitting or kicking another person, it can also be verbal. Verbal bullying can take the form of threats, persistent teasing, ridicule, or spreading rumors about another person either verbally or in writing. Bullying can also occur in the digital environment such as on blogs, in texts, via emails or by posting on social networks. Please note that school disciplinary action can still occur if the incident happens away from school if it impacts the safety of a student(s) at school or if it disrupts the learning environment.

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If your child feels that he/she is the victim of bullying, please bring your concern to the attention of school personnel. We have a "Safe Schools Alert" tip reporting system that allows students, staff, and parents to submit safety concerns. Reporting can be done:

1. By Phone: 623-207-1768
2. By Text: 623-207-1768
3. By Email: 1012@alert1.us
4. Via the Web: <http://1012.alert1.us>

Negative Group Affiliation

Groups that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. Any student who wears, carries, or displays gang clothing, drawings, pictures, symbols, or paraphernalia; or who exhibits behavior or gestures, which symbolize gang membership, who causes and/or participates in activities, which intimidate or adversely affect the educational pursuits of another student or the orderly operation of the school, shall be subject to disciplinary action. This includes groups of individuals all dressed in the same colors of clothing. Displaying any numbers as well as any other symbols recognized as being associated with gangs is prohibited.

Dress Code (Governing Board Policy JICA)

Litchfield Elementary School District feels that the student and their parent/guardian hold the primary responsibility in determining the student's personal attire, hairstyle and jewelry. Schools are responsible for ensuring that the student attire, hairstyle, and jewelry do not interfere with the health or safety of any student and do not contribute to a hostile or intimidating environment for any student.

General Requirements

- Clothing must include a top and a bottom (such as pants, skirt, shorts, leggings or the equivalent), or a one-piece outfit (such as a dress or jumpsuit).
- Clothing must have material that covers the front, back and sides.
- Clothing must cover all private body parts and/or undergarments and must not be see-through.
- Tops and one-piece outfits must be secured with material at the shoulders.
- Footwear such as shoes, sandals or boots shall be worn in the school buildings at all times, and must be both safe and non-destructive to school property.
- Headware, including but not limited to hats, hoodies and bandanas are permitted in school buildings. All headwear must allow the ears and face to be visible and not interfere with the line of sight to any student or staff (except clothing/headwear worn for health and safety, medical or religious purposes).

Prohibited Apparel and Items

Students are not permitted to wear clothing or jewelry that:

- Substantially disrupt or materially interfere with the learning process.
- Contribute to a hostile or intimidating environment.
- Advocate or promote
 - Violence or acts of terror
 - Criminal activity
 - Pornography
 - Use of drugs or alcohol
- Use or depict hate speech
- Threaten the health or safety of any other student or staff member.

Prohibited Personal Items

The following personal items are not permitted on campus, school buses, or at any school activity:

Personal Items/Contraband

- Self-balancing, electric and gas scooters
- Laser pointers
- Permanent markers, super glue
- Gum
- Toys
- "Monster," "Red Bull," and similar energy drinks
- Long sticks and clubs used as sports equipment
- Gambling games or devices
- Knives, chains, or firearms of any kind or size, including pocket knives; or any instruments that could be used as a weapon or a simulated weapon (Please refer to page 33)
- Cigarettes, electronic cigarettes, vaping paraphernalia, hookah pens, matches, lighters, and tobacco

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- Any explosive or shock devices
- Alcohol, drugs or drug paraphernalia

Electronic Devices

The following items may not be used at school and must be off and kept in their backpack and/or locker:

- Cell phones, smart watches and/or earbuds and headphones
- Electronics, iPods, mp3 Players, PSP, Game Boy, cameras, electronic games, kindle, nook, iPad, other personal electronic equipment or communication devices

The District is not responsible for lost, stolen, or damaged personal items

Lockers (Middle School)

Students should be reminded that items placed in their lockers are their responsibility and that the school assumes no liability for items taken from lockers.

Students should be reminded:

1. Student lockers are the property of the school system and remain at all times under the control of the school system.
2. The school system retains the right to inspect student lockers for any reason, at any time, without notice, without student consent, and without a search warrant.
3. Students are completely responsible for all items found in the locker as well as being financially liable for any damage occurring to the locker.
4. Locker combinations or locks will not be changed without school authorization.
5. Students are not to share lockers or combinations unless authorized by school personnel.
6. In the case of increased student enrollment, lockers may or may not be available.

Vandalism/Damage (Governing Board Policy ECAC)

Defacement of any school property will require repair of the damage and/or monetary restitution to the District by the parent or guardian of the student in accordance with Arizona State Law.

Food Services

The goal of the Litchfield Elementary School District Food Services Department is to contribute to a school environment that enhances student achievement and provides healthy, nutritious, and appetizing meals for its students. Based on the premise that well-nourished students are better prepared to receive the instruction of the school day, the Food Services Department plays a vital role in each school's educational team. LESD participates in the National School Breakfast and Lunch Program and all meals comply with USDA nutrition requirements and standards.

Free and Reduced Priced Student Meals

Free and Reduced meal plans are available through the National School Lunch Program. Depending on family income, students may qualify for one free or reduced priced breakfast and lunch per day. We encourage all parents to apply. You may do so online at family.titank12.com. Paper applications are also available at all school offices and cafeterias. Students who qualified for free and reduced meals for the previous school year keep the same status for 30 days at the beginning of the current school year per USDA regulations. A new application is required each school year. If one is not received within 30 days of the beginning of the school year, parents/guardians will be charged for meals until the new application is received and approved. Applications can take up to ten (10) business days to process during which time parents/students are responsible for meal charges.

Meal Payments

Students may choose to eat a cafeteria breakfast and lunch meal each day. Menus are posted on the District website or on the TITAN Family Portal (family.titank12.com). All students have a meal account with their student ID numbers. Monthly prepayments are encouraged. Payments made with a check, money order, or cash will be accepted every day until 9:00 a.m., or you may use the online payment option on the website at family.titank12.com where you can access your child's account balance. LESD has a NO CHARGE policy. Students without sufficient funds in their accounts will be given an alternative meal. A limit of three alternative meals is allowed. Please make sure you are up to date on your child's meal account because we enjoy seeing all the happy faces coming through our lunch lines. If you have any questions, please call the school cafeteria.

Health and Wellness Guidelines (Governing Board Policy JL)

As part of the Healthy, Hunger-Free Kids Act of 2010, our District implemented the Smart Snacks in School nutrition standards. We want to spread a consistent message about the importance of healthier foods and beverages. To do this, we are asking that classroom celebrations reflect the healthy changes being made throughout the rest of the school building, such as in the cafeteria and other places where foods and beverages are sold and served to students. We are asking that celebrations include healthy choices instead of high fat, sugary options. For safety reasons, all food items brought to school must be store bought and in original packaging. The complete health and wellness guidelines are available on the District website.

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While it is at your discretion about the items you would like your child to bring for a class celebration, we are asking for your help in creating new celebration traditions that focus on non-food items or healthier foods and beverages. In support of these healthier options, we will limit birthday celebrations to once a month.

Special Dietary Needs Information

The Food Services Department is committed to making every reasonable accommodation for your child with special dietary needs due to a documented medical condition. Please contact the Food Services Department for the proper documentation and with any questions you may have. Under the rules of the National School Lunch and Breakfast Programs, we are unable to make accommodations for personal and/or religious reasons.

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General Information

Campus Access and Closed Campus

In order to ensure safety, students may arrive no more than 30 minutes prior to the start of the school day. Once students have arrived on campus, they may not leave the campus during school hours unless they are officially signed out by a parent/guardian or individual designated on the student's emergency contact section of the student registration form. All emergency contacts must be 18 years of age or older. Students who leave campus without permission from the school office staff will be considered truant and disciplinary action will be taken. Students may not remain on campus after dismissal. Students may return to campus for school sponsored events at the start of the event.

Parents are required to notify the school office in writing of any changes to the information on the student registration form. This includes changes to who can be contacted in the event of an emergency or who can pick up the child from the school campus. Individuals not specifically listed on the student registration form will not be allowed to sign out a student from school.

All adults signing out a student during the school day are required to provide a picture ID verifying identity and sign the school check-out log. While we understand that emergency situations that necessitate picking a student up within the last 30 minutes of the school day do arise from time to time, please understand that this is a busy time for the office. If at all possible, please make appointments outside of school hours.

No student visitors are allowed on campus during regular school hours. Please see other rules that apply to visitors in the "VISITORS" section of this handbook.

Emergency Notification System

The District has an automated emergency notification system. This system will quickly alert, by telephone, all District families of emergencies and school closings. Your caller ID will display the number as 623-535-6099. It is very important to keep your phone information updated so that you will receive these calls. For more information, please refer to our web page under Parent Resources.

Interviews (Governing Board Policy JIH)

School officials may speak with students regarding school matters without limitation. The parent will be contacted if a student interviewed is then subject to discipline for a serious offense.

Department of Child Safety Workers

Interviews by Department of Child Safety workers who are investigating abuse/neglect may be conducted at District schools. The parent of a student who is the subject of an investigation, or a sibling of the subject, need not be given notice of such interviews. School officials may be present at the interview only if it is necessary to the investigation.

Law Enforcement Officers

In cases where law enforcement officers interview students for criminal investigations, the building administrator shall make reasonable efforts to notify the student's parent/guardian of the interview, unless the law enforcement officer deems that notification would interfere with a criminal investigation. A student may decline at any time to be interviewed by the School Resource Officer (SRO) or another peace officer.

Lost and Found

Students assume sole responsibility for loss of, or damage to their property. We suggest that identification marks be put on your personal belongings. Found articles should be taken to the lost and found area at the school. Lost articles may be claimed before or after school or during the lunch period. Unclaimed articles will be given to charity during the school year.

Nondiscrimination Notice/Equal Opportunity (Governing Board Policy AC)

The Litchfield Elementary School District is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, and disability. This policy will prevail in all matters concerning staff members, students, the public, educational programs and services, and individuals with whom the District does business.

Parent Organizations

Groups of parents, community leaders, teachers, and staff meet monthly regularly and are actively involved as a conduit for input on various aspects of school leadership. These organizations vary from school to school. We encourage you to get involved in your local school parent organization.

Safety Drills

We are committed to providing a safe campus for all of our students and staff. Periodically, we will hold drills that reinforce the skills necessary to ensure the safety of all in an emergency.

Search And Seizure (Governing Board Policy JIH/Exhibit JIH-EA)

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Order, safety, and security are essential to a productive learning environment. When the learning environment is threatened by the presence of contraband, school officials have a responsibility and the authority to search for and obtain the contraband from students or non-students if there is a reasonable suspicion that the student possesses such contraband. Student desks, school textbooks, lockers, and library books are

the property of the District and remain, at all times, under control of the District. Inspections of any desks/lockers may be conducted by school authorities at any time without a search warrant or student consent. Students are expected to assume full responsibility for the security and safekeeping of their desks, books, and other property and equipment.

Special Occasions

For safety reasons, all food items brought to school must be store bought and in original packaging.

Student Surveys (Governing Board Policy JRR)

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

Telephone Usage and Messages

We encourage students to plan ahead with regard to supplies, assignments, and after-school activities. Therefore, we discourage student telephone use during the school day unless it is an emergency. To use a telephone, students must obtain permission from a staff member. The last 30 minutes of the school day is an especially busy time for the front office. Avoid leaving messages for students during this time.

Videos/Movies/Electronic Materials (Governing Board Policy Regulation IJND-R)

It is the policy of the District that there is educational value in utilizing movies, videos, and electronic materials in classrooms only when such extend and reinforce the concepts being taught and have been planned for in advance. Movies, videos, and electronic materials that are rated PG, PG-13, or R are not shown in classrooms or at any District facility without principal approval. Teachers will notify parents in advance of the title of the video/movie with a PG, PG-13, or R rating and the date of viewing. Parents have the right to request that their child not view any video/movie.

Visitors

The safety of children is a priority. Litchfield Elementary School District Schools welcome and encourage parents and other community members to visit our schools. We ask that arrangements be made with the school prior to visiting classrooms.

According to Governing Board Regulation KI-R, all visitors to any school campus must report to the school office upon arrival. All visitors are required to sign the register and show ID to enter the campus.

Student visitors are not allowed on campus during regular school hours. For the safety of all students on campus, parents/guardians who come to have lunch with their child will be asked to sit at the designated parent table with their child only.

All visitors are expected to conduct themselves in an appropriate manner. "A person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of his duties is guilty of a class 3 misdemeanor." (A.R.S. §15-507)

Volunteers

Parent and community volunteers are welcome and encouraged to volunteer in the classroom. All volunteers must submit a Volunteer Application packet and receive training before beginning work as a volunteer. Volunteer forms are completed annually. Forms are available on the District website at www.lesd79.org. A hard copy of the form is also available in all school offices.

The District volunteer training sessions vary at each school. Please check with school office personnel for dates and times of their training sessions. You may also access the online volunteer training PowerPoint presentation on the District website at www.lesd79.org. Please view the entire PowerPoint presentation. The last slide will direct you to fill out a form stating you have completed the training. All volunteers must be at least 21 years of age. Do not bring children when volunteering.

Background Check

All non-parent/guardian (including step-parent) volunteers must have a background check before volunteering in our School District. To do this, we will need a copy of your driver's license, which you can take to the District Office. The District Office is open M-F, 7:30 a.m.-4:30 p.m. Volunteer paperwork and background checks must be done one week prior to the scheduled field trip. This will give the District Office time to process all the necessary paperwork. ALL volunteers wanting to chaperone an overnight field trip MUST be fingerprinted. This includes parents. Please call 623-535-6014 to make an appointment.

Health

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The school nurse is the consultant for students concerning health problems. The school nurse cannot diagnose health conditions. If a student is injured or becomes ill at school, they should report to his/her teacher and obtain a pass to the nurse. The nurse will call the parent when necessary.

Parents, please be aware of your child's health before sending them to school. A child who is ill runs the risk of infecting others.

Concussions (Governing Board Policy JJIB-Interscholastic Sports)

According to the Centers for Disease Control and Prevention, "A concussion is a type of traumatic brain injury, or TBI, caused by a bump, blow, or jolt to the head that can change the way (the) brain normally works. Concussions can also occur from a fall or a blow to the body that causes

the head and brain to move quickly back and forth." Contrary to popular belief, most concussions are not associated with unconsciousness, or being "knocked out." A concussion can range from a mild (brief change in mental status or consciousness) to a severe injury resulting in a extended period of unconsciousness or amnesia after the injury. Depending on the severity of the concussion, the side effects may last from no more than a few seconds to many, many months. All concussions should be considered serious. Following a concussion, even a mild one, a subsequent impact injury can slow recovery and increase the probability of long-term health problems. In rare cases, multiple concussions within a short period of time can even be fatal. For this reason, the Litchfield Elementary School District takes head injuries very seriously.

The District also follows the Arizona Interscholastic Association (AIA) policy on heat acclimatization and exertional heat illness.

Drug Testing Kits

Drug testing kits are available at no charge at each middle school. Parents can request a kit to administer at home if they suspect drug use.

Emergency Resources

Emergency resources are available in times of crisis. No matter what the reasons, when you feel like giving up, DON'T. You are not alone. Teen Lifeline is there to listen and help. Please call 602-248-8336 (TEEN) or 800-248-8336 (TEEN). [TeenLifeline.org](https://www.teenlifeline.org)

Immunizations (Governing Board Policy JLCB)

All students must be current on all immunizations. Please check the Arizona Department of Health Services website for up to date immunization information at www.azdhs.gov or consult your child's school nurse.

Insurance

Please be aware that the District carries no insurance on students. Coverage for injuries sustained at school will need to be secured by parents, either through personal individual/group policies or through an accident policy. Student health insurance information is available on the District website at www.lesd79.org.

Medical Devices

In the case that your child requires the assistance of a medical device such as a cane, wheelchair, medical boot, crutches, cast, brace, sling, or any other device used to assist as a medical support or intervention, it is required that parent/guardian notify the school nurse and/or provide orders from a health care provider. Medical devices are not available or provided by the school.

Prevention of Communicable Diseases

To help prevent the spread of communicable diseases such as flu, common cold, bacteria, and viruses, it is extremely important to follow hand washing protocol as provided by the Arizona Department of Health Services. It is also required that students are fever free for at least 24 hours and without the use of fever-reducing agents such as aspirin, acetaminophen, or ibuprofen, before sending them to school. (www.azdhs.gov) Please visit lesd79.org for the most updated information in regards to COVID mitigating measures.

Student Medications (Governing Board Policy JLCD)

Students requiring medicine during school hours, including over-the-counter (OTC) medicine, must have a parent/guardian's written permission form on file for each new school year. All prescription medication, including Epi-pens and inhalers, must be brought to the school nurse by the parent/guardian in the original prescription packaging as set up at the pharmacy. The parent/guardian must sign a consent form to administer prescriptions during school hours. A physician's signature may be required on this form. Federal law prohibits administering medication to anyone other than the person it is prescribed for. The Health Center has a supply of generic Tylenol, Ibuprofen, Benadryl for emergency allergic reactions, antacids, and throat lozenges for students with a consent form on file signed by a parent/guardian. All prescription and OTC medications will be administered from the health office. This includes any over-the-counter medicine such as throat lozenges (cough drops), Tylenol, etc.

Students Needing an Excuse from P.E. Participation

All students requesting an excuse from P.E. must bring a signed note to the nurse from his/her parent. The nurse will then write an "Excused from P.E." pass for the student. Any excuse over one week must be accompanied by a doctor's written note.

Transportation

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Governing Board Policies – [EE](#), [EEAA](#), [EEAE](#), [EEAE-RA](#), [EEAE-RB](#), [EEAE-EA](#), [EEAE-EB](#), [EEAE-EC](#)

Arizona Department of Administration-Minimum Standards for School Buses and School Bus Drivers Arizona Administrative Code (A.A.C.) R17-9-104 (D)(4,5,15,16,19,20,21,22,23)

The partnership between parents, students and Student Transporters is key to providing each child a successful ride to and from school. We appreciate you working with us by encouraging your children to do their part to maintain a positive school bus environment – one that inspires student achievement and social responsibility. The Litchfield Elementary School District provides bus transportation for elementary and middle school students who live one mile or more from school, or who live where there are hazards such as major arterial streets and/or intersections (Governing Board Policy EEAA). For safety reasons, parents are encouraged to supervise their children at the bus stop. All students should be able to identify the location of their bus stop. This is most important for Kindergarten students who must be met by a parent or designated individual.

Bicycles and Other Transportation Devices

Students in grades 1st-8th may ride bicycles to and from school. Students are strongly encouraged to wear helmets while riding their bicycles, and to obey all city and state bicycle traffic safety rules. Students who violate city, state or school bicycle guidelines may lose their privilege of riding a bicycle to and from school. Riding bicycles on school grounds is not allowed. Bike racks are available for bicycle storage at each school, but students must provide their own chains and/or locks to secure their bicycles. Each bicycle must be stored in the campus bicycle rack and locked with an individual lock while on campus. The District is not responsible for lost, damaged, or stolen items.

Each middle school has its own procedures for the use and storage of skateboards, scooters, and rollerblades. Please follow the information provided by the school on the use and storage of these devices. When permitted by the school, the same rules as for bicycles apply. Wheeled shoes and self-balancing scooters are not permitted on any school at any time.

Bus Procedures

Litchfield Elementary School District strives to provide excellent customer service to the parents and students of our District. We want to provide the safest possible means of transportation for your child(ren). For this reason, expectations and policies are enforced on all of our school buses. Please take a moment to review the following with your child(ren).

All Litchfield Elementary School District buses are equipped with Audio/Video devices.

Riding the school bus to and from school and on field trips is a privilege that Litchfield Elementary School District extends to our students. It is not a right and may be revoked if any of the following rules are not followed:

- Be at the bus stop at least 5 minutes prior to the scheduled pick-up time.
- Students are expected to follow the Student Transporter's instructions at all times.
- Students are expected to sit in the assigned seat at all times. Student Transporters will assign seats to all students. Refusal to sit in assigned seat constitutes insubordination, resulting in suspension of school bus privileges.
- Students are expected to sit with their back against the seat, facing the front of the school bus, and feet on the floor.
- The aisle is to be kept clear at all times. Legs, feet, backpacks, and all other items are to be kept out of the aisle.
- Throwing anything inside the school bus or out the window from the school bus will result in suspension from the school bus.
- Any type of vandalism to our school buses will not be tolerated and will result in suspension from the school bus and restitution to the School District.
- Students are encouraged to bring water bottles (no glass) on the school bus. All other types of drinks (coffee, soda, etc.) and food (afternoon snacks, chips, candy, etc.) are to be kept in backpacks.
- Be courteous to your Student Transporter and fellow riders. Fighting, loud and/or vulgar language, and disrespectfulness will not be tolerated and may result in suspension from the school bus.
- Students shall ask for permission before putting down windows on a school bus. When the windows are down, at no time shall a student extend any body part or throw anything out of the school bus window.

Assigned Bus Stops

Students are expected to load and unload the school bus at the bus stop assigned to them by the Transportation Department. Stops are assigned based on the closest, safest stop within walking distance from their residences. In the event that you would like the bus stop changed, please contact the Transportation Department. Verbal requests will not be accepted. Requests will not be in effect until approved by the Transportation Department.

Electronic Devices

Technology has encumbered our lives from every aspect. MP3 Players, iPods, iPads, cell phones, nooks, kindles, electronic games, etc. may be used on the school bus with permission from the Student Transporter, and only with headphones. Talking, texting, pictures and/or videos from all electronic devices is strictly prohibited while riding a LESD school bus and could result in discipline. Transportation is not responsible for lost, damaged, or stolen items.

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Loading and Unloading the School Bus

This can be the most dangerous part of a child's day. Please take a moment to review the following rules with your child(ren):

- Students should stand at least 5 feet back from the curb while waiting for the school bus to arrive.
- When the school bus is approaching the bus stop, students should stand in line and wait until the school bus has stopped before walking towards it.
- Use the handrail when boarding and departing the school bus.
- If you are crossing the street when departing the school bus, wait for the Student Transporter to signal that it is safe to cross the street in front of the school bus. Never cross behind the school bus.

Prohibited Items

Items that are prohibited on the school bus at all times include: glass, live animals (except for service animals), balloons, skateboards, self-balancing scooters, tobacco, alcohol, vape/vape paraphernalia and any controlled substances. Also, if your child is in band, the following band instruments are not allowed on the school bus during travel to and from school: tuba, baritone saxophone, baritone/euphonium, and certain percussion kits, depending on size. In the event that a student tries to board the school

bus with any of the listed items, the Student Transporter will deny entrance to the school bus and it will be the parent's responsibility to transport the student to school.

Transportation staff are not permitted to take possession of or transport medication for students. All medications must be transported by a parent/guardian to the school nurse.

Riding on a Different School Bus than Assigned

If your child will be riding home on a different school bus than assigned or home with a friend, parents must send a signed note with their contact information, the child's name, the student they will be going home with, the bus stop, and the bus number. The student must take the note to the school office in the morning and receive a bus pass. Students will only be allowed to ride if they have a bus pass and if there is space available on the school bus. Students assigned to that route have priority over students who are riding home with friends or not assigned to that route. Do not assume that because you sent a note with your child they will be able to ride another school bus.

Student Discipline

Student discipline is taken very seriously on each of our school buses. Riding a school bus is a privilege, not a right, and the ride needs to be safe and enjoyable for all students and staff members. Following is a list of infractions issued by the Transportation Department. Please review the list with your child(ren) to ensure they understand the consequences for their actions.

Minor Offenses

Failure to obey authority; profanity or obscene gestures; eating, drinking, chewing gum; not being seated properly; standing while the school bus is in motion; pushing, shoving, kicking; littering; excessive noise; unacceptable materials; crossing behind the school bus; continuously late to the bus stop; riding unassigned school bus or getting off the school bus at unassigned stop without permission; and unauthorized use or distraction with electronic devices.

Consequences:

See Due Process Procedures on the following pages. At the discretion of the Transportation Department, discipline can include suspension of school bus privileges.

Major Offenses

Refusal to respect authority; failure to provide name when asked or giving a false ID; throwing objects in, at, or from the school bus; harassment of another student or Student Transporter; possession of an instrument construed as a weapon; damage or vandalism; impeding the movement of the school bus; distracting the Student Transporter; spitting; and possession of glass objects.

Consequences:

See Due Process Procedures on the following pages. At the discretion of the Transportation Department, discipline can include suspension of school bus privileges.

Severe Offenses

Use of or possession of tobacco, alcohol, vape and/or vape paraphernalia or any controlled substance; use of flammable objects; possession of explosive device, gun, or knife; fighting/assault of Student Transporter or another student; placing any part of the body outside of the school bus window; operating controls without the Student Transporter's consent; operating emergency exits or equipment in a non-emergency situation; attempting to or holding on to the exterior of the school bus; and pointing any weapon at the school bus.

Consequences:

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See Due Process Procedures on the following pages. At the discretion of the Transportation Department, discipline can include suspension of school bus privileges.

All Litchfield Elementary School District school buses are equipped with video and audio surveillance equipment.

All of the above expectations, policies, and procedures are in place to ensure that your child(ren) has a safe, enjoyable ride while on our school buses. Safe transportation is a cooperative effort among our School District, our parents, and our students. If you have any questions regarding our transportation program, we invite you to contact the Transportation Department at 623-535-6070.

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Litchfield Elementary School District DUE PROCESS PROCEDURES					
This handbook serves as the due process notice for behavioral standards in the Litchfield Elementary School District. The infractions and violations listed are aligned with Arizona Safe Schools and the Arizona State Reporting System. Reasonable attempts are made to notify parents of all disciplinary referrals at school or on the bus.					
ISS = In-School Suspension OSS = Out-of-School Suspension					
Aggression					
Violation	Definition of Infraction	1 st Referral	2 nd Referral	3 rd Referral	
Aggravated Assault (Must be Reported to Law Enforcement)	A.R.S. §13-1204 A person commits aggravated assault if the person commits assault as defined under any of the following circumstances:	1. If the person causes serious physical injury to another.	5-10 days OSS	10 days OSS	Long Term Suspension
		2. If the person uses a deadly weapon or dangerous instrument.			
		3. 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.			
		4. 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.			
Assault	A.R.S. §13-1203 Assault	1. Intentionally, knowingly or recklessly causing any physical injury to another person.	3-5 days ISS/OSS	5-10 days ISS/OSS	Long Term Suspension
		2. Intentionally placing another person in reasonable apprehension of imminent physical injury.			
		3. Knowingly touching another person with the intent to injure, insult or provoke such person.			
Disorderly Conduct	A.R.S. §13-2904 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.	Detention 1-3 days ISS/OSS	3-5 days ISS/OSS	5-10 days ISS/OSS
		2. Makes unreasonable noise.			
		3. Uses abusive or offensive language or gestures to any person present in a manner likely to provoke immediate physical retaliation by such person.			
		4. Makes any protracted commotion, utterance or display with the intent to prevent the transaction of the business of a lawful meeting, gathering or procession.			
		5. Refuses to obey a lawful order to disperse issued to maintain public safety in dangerous proximity to a fire, a hazard or any other emergency.			
Endangerment	A.R.S. §13-1201 Endangerment	A person commits endangerment by recklessly endangering another person with a substantial risk of imminent death or physical injury.	1-3 days ISS/OSS	3-5 days ISS/OSS	5-10 days ISS/OSS
Fighting	Mutual participation in an incident involving physical violence, where there is no major injury. Verbal confrontation alone does not constitute fighting.				

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Aggression (continued)				
Violation	Definition of Infraction	1 st Referral	2 nd Referral	3 rd Referral
Minor Aggressive Act	Student engages in non-serious but inappropriate physical contact, i.e., hitting, poking, [pulling] or pushing. Other behaviors that may be considered under this violation are running in the building, hallways, or corridors, pulling a chair out from underneath another person, or other behaviors that demonstrate low-level hostile behaviors.	Conference Detention(s) 1-3 days ISS/OSS	3 days ISS/OSS	5 days ISS/OSS
Recklessness	Unintentional, careless behavior that may pose a safety or health risk for others.			
Verbal Provocation	Use of language or gestures that may incite another person or other people to fight.			

Alcohol, Tobacco, Vape, and Other Drugs																
Violation	Definition of Infraction	1 st Referral	2 nd Referral	3 rd Referral												
Alcohol	Possession, Sale or Distribution, Share, or Use (Report to Law Enforcement)	5-10 days OSS Pending Hearing	10 days OSS Pending Hearing	Long Term Suspension												
Drugs	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Paraphernalia (Report to Law Enforcement)</td> <td rowspan="6" style="width: 10%; text-align: center; vertical-align: middle;">Possession, Sale or Distribution, Share, or Use</td> <td rowspan="6" style="width: 60%;"> The unlawful use, distribution, sale, purchase, possession, or transportation 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) "Drug paraphernalia" means all equipment, products, and materials of any kind, which are used, intended for use, or designed for use to introduce into the human body a drug in violation of this chapter. (A.R.S. §13-3415 F.1) </td> <td rowspan="6" style="width: 10%; text-align: center;">5-10 days OSS Pending Hearing</td> <td rowspan="6" style="width: 10%; text-align: center;">10 days OSS Pending Hearing</td> <td rowspan="6" style="width: 10%; text-align: center;">Long Term Suspension</td> </tr> <tr> <td>Illicit Drug (Must be Reported to Law Enforcement)</td> </tr> <tr> <td>Inhalants</td> </tr> <tr> <td>Over the Counter (OTC) Drugs (Inappropriate Use of)</td> </tr> <tr> <td>Prescription Drugs (Inappropriate Use of)</td> </tr> <tr> <td>Substance represented as illicit drug</td> </tr> <tr> <td>Unknown Drug (Must be Reported to Law Enforcement)</td> </tr> </table>	Paraphernalia (Report to Law Enforcement)	Possession, Sale or Distribution, Share, or Use	The unlawful use, distribution, sale, purchase, possession, or transportation 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) "Drug paraphernalia" means all equipment, products, and materials of any kind, which are used, intended for use, or designed for use to introduce into the human body a drug in violation of this chapter. (A.R.S. §13-3415 F.1)	5-10 days OSS Pending Hearing	10 days OSS Pending Hearing	Long Term Suspension	Illicit Drug (Must be Reported to Law Enforcement)	Inhalants	Over the Counter (OTC) Drugs (Inappropriate Use of)	Prescription Drugs (Inappropriate Use of)	Substance represented as illicit drug	Unknown Drug (Must be Reported to Law Enforcement)	5-10 days OSS Pending Hearing	10 days OSS Pending Hearing	Long Term Suspension
Paraphernalia (Report to Law Enforcement)	Possession, Sale or Distribution, Share, or Use	The unlawful use, distribution, sale, purchase, possession, or transportation 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) "Drug paraphernalia" means all equipment, products, and materials of any kind, which are used, intended for use, or designed for use to introduce into the human body a drug in violation of this chapter. (A.R.S. §13-3415 F.1)						5-10 days OSS Pending Hearing	10 days OSS Pending Hearing	Long Term Suspension						
Illicit Drug (Must be Reported to Law Enforcement)																
Inhalants																
Over the Counter (OTC) Drugs (Inappropriate Use of)																
Prescription Drugs (Inappropriate Use of)																
Substance represented as illicit drug																
Unknown Drug (Must be Reported to Law Enforcement)																
Tobacco/Vape	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Possession/Use (Report to Law Enforcement)</td> <td style="width: 50%;"> The possession or use of tobacco products or vapor products on school grounds, at school-sponsored events and on school-sponsored transportation. </td> </tr> <tr> <td>Sale, Distribution, and/or Share (Report to Law Enforcement)</td> <td> A.R.S. §13-3622 A person who knowingly sells, gives or furnishes a tobacco product, a vapor product or any instrument or paraphernalia that is solely designed for the smoking or ingestion of tobacco or shisha, including a hookah or waterpipe, to a minor is guilty of a petty offense. </td> </tr> </table>	Possession/Use (Report to Law Enforcement)	The possession or use of tobacco products or vapor products on school grounds, at school-sponsored events and on school-sponsored transportation.	Sale, Distribution, and/or Share (Report to Law Enforcement)	A.R.S. §13-3622 A person who knowingly sells, gives or furnishes a tobacco product, a vapor product or any instrument or paraphernalia that is solely designed for the smoking or ingestion of tobacco or shisha, including a hookah or waterpipe, to a minor is guilty of a petty offense.	1-3 days ISS/OSS	3-5 days ISS/OSS	5-10 days ISS/OSS								
Possession/Use (Report to Law Enforcement)	The possession or use of tobacco products or vapor products on school grounds, at school-sponsored events and on school-sponsored transportation.															
Sale, Distribution, and/or Share (Report to Law Enforcement)	A.R.S. §13-3622 A person who knowingly sells, gives or furnishes a tobacco product, a vapor product or any instrument or paraphernalia that is solely designed for the smoking or ingestion of tobacco or shisha, including a hookah or waterpipe, to a minor is guilty of a petty offense.															
		3-10 days OSS Pending Hearing	10 days OSS Pending Hearing	Long Term Suspension												

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Arson					
Violation	Definition of Infraction		1 st Referral	2 nd Referral	3 rd Referral
Arson of an Occupied Structure (Must be Reported to Law Enforcement)	A.R.S. §13-1704 A person commits arson of an occupied structure by knowingly and unlawfully damaging an occupied structure by knowingly causing a fire or explosion.		A.R.S. §13-1701 Occupied structure means any structure 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.	7-10 days OSS Restitution	Long Term Suspension Restitution
	Arson of Structure or Property	A.R.S. §13-1703 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.			
Attendance Policy Violation					
Violation	Definition of Infraction		1 st Referral	2 nd Referral	3 rd Referral
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.		1-3 days ISS	3-5 days ISS	5-10 days ISS
Other Attendance Violation	Being in an unauthorized area without permission from school personnel.		Conference Detention(s) 1 day ISS	Detention(s) 1-3 days ISS/OSS	5 days ISS/OSS
Tardy	Failure to be at a designated location at a specified time or arriving at school or class after the scheduled start time.	Unexcused tardies.	Conference Detention(s)	Detention(s) 1 day ISS	1-3 days ISS
		Excessive excused tardies may also be subject to disciplinary action.			
Truancy	A.R.S. §15-803 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	1. "Habitually truant" means a truant child who is truant for at least five school days within a school year.	Court Unified Truancy Suppression (C.U.T.S.) Conference For information on C.U.T.S., See page 17 of this handbook. Possible student/parent citation		
		2. "Truant" means an unexcused absence for at least one class period during the day.			
		3. "Truant child" means a child who is between six and sixteen years of age and who is not in attendance at a public or private school during the hours that school is in session, unless excused as provided by this section			
Harassment, Threat, and Intimidation					
Violation	Definition of Infraction		1 st Referral	2 nd Referral	3 rd Referral
Bullying	Bullying is sufficiently severe, persistent or pervasive acts over time that involve a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying 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).		Mediation 1-3 days ISS/OSS	3-5 days ISS/OSS	5-10 days ISS/OSS

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Harassment, Threat, and Intimidation (continued)					
Violation	Definition of Infraction		1 st Referral	2 nd Referral	3 rd Referral
Harassment, Nonsexual	A.R.S. §13-2921 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.			
Hazing	A.R.S. §15-2301 Any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:	1. The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.	Mediation 1-3 days ISS/OSS	3-5 days ISS/OSS	5-10 days ISS/OSS
		2. The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation.			
Threat or Intimidation	A.R.S. §13-1202 A person indicates by word or conduct, the intent to cause physical injury or serious damage to a person or their property.	1. To cause physical injury to another person or serious damage to the property of another.			
		2. 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 criminal activities.			
Lying, Cheating, Forgery, or Plagiarism					
Violation	Definition of Infraction		1 st Referral	2 nd Referral	3 rd Referral
Cheating	To influence or lead by deceit or trickery.		Conference	Detention(s)	1-3 days ISS
Forgery	Falsely and fraudulently making or altering a document.		Conference Detention Loss of Privilege	1-3 Days ISS/OSS	3-5 days ISS/OSS
Lying	1. To make an untrue statement with intent to deceive.		Conference Detention(s)	3-5 days ISS/OSS	5-10 days ISS/OSS
	2. To create a false or misleading impression.		1-3 days ISS/OSS		
Plagiarism	To steal and pass off the ideas or words of another as one's own.		Conference	Detention(s)	1-3 days ISS

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Other Violations of School Policies					
Violation	Definition of Infraction		1 st Referral	2 nd Referral	3 rd Referral
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.		Conference Detention(s) 1-3 days ISS/OSS	3-5 days ISS/OSS	5-10 days ISS/OSS
Defiance or Disrespect towards authority	Student engages in refusal to follow directions, talks back, or delivers socially rude interactions.				
Disruption	Student engages in behavior causing an interruption on campus or at a school sponsored event. Disruption may include, but is not limited to, sustained loud talking, yelling, or screaming; noise with materials; horseplay or roughhousing; profiteering, or sustained out-of-seat behavior.	Disruption also includes inappropriate drawings, representations, or social media posts. "Profiteering" is the unauthorized sale of any good or service on school property.	Conference Detention(s) 1-3 days ISS/OSS	3-5 days ISS/OSS	5-10 days ISS/OSS
Dress Code Violation	Please refer to page 19 of this student handbook for an explanation of the dress code, including items not allowed.		Warning Change Change Clothes	Change Clothes Detention(s)	Change Clothes 1-2 days ISS
Failure to Report	Student fails to report critical information that could impact the safety of the students, staff, and school.		Conference Detentions(s) 1 day ISS	1-3 days ISS	3-5 days ISS
Gambling	To play games of chance for money or to bet a sum of money.		Conference Detention(s)	3 days ISS/OSS	5 days ISS/OSS
Language, Inappropriate	Student delivers verbal/written messages that include swearing, name calling, or use of words in an inappropriate way.		Conference Detention(s) 1-3 days ISS/OSS	3-5 days ISS/OSS	5-10 days ISS/OSS
Negative Group Affiliation	Specific attitudes and actions of a student affiliated with a negative group may include the following:	1. May or may not have a recognized leader.	Detention(s) 1-3 days ISS/OSS	3-5 days ISS/OSS	5-10 days ISS/OSS
		2. Involve themselves in each other's problems; therefore perpetuate each other's problems.			
		3. Claim loyalty and righteousness if reprimanded. All the interference they cause is in the name of friendship.			
		4. Conduct himself/herself as though no other individuals exist in the school, including other students.			
		5. Any group of students that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment, or are harmful to the education process.			
Public Display of Affection	Holding hands, kissing, or other displays of affection in violation of school policy.		Warning Conference Detention(s)	Parent Conference 1 day ISS	1-3 days ISS

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School Threats					
Violation	Definition of Infraction		1 st Referral	2 nd Referral	3 rd Referral
Bomb Threat (Must be reported to Law Enforcement)	A.R.S. §13-2911 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.	Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device.	10 days OSS Pending Hearing	Long Term Suspension	
Chemical or Biological Threat (Must be reported to Law Enforcement)		Threatening to cause harm using dangerous chemicals or biological agents.			
Fire Alarm Misuse (Must be reported to Law Enforcement)		Intentionally ringing fire alarm when there is no fire.			
Other School Threat		The incident cannot be coded in one of the above categories but did involve a school threat.			
Sexual Offenses					
Violation	Definition of Infraction		1 st Referral	2 nd Referral	3 rd Referral
Harassment, Sexual with or without contact	Unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or to receive benefits, services and opportunities in the school's program. It can include unwelcome sexual advances, request for sexual favors and other verbal, non-verbal or physical conduct of a sexual nature. Examples include, but are not limited to, departing, unwanted touching, contact, behavior that offends a third-party, etc.		Conference 1-3 days ISS/OSS	3-5 days ISS/OSS	7-10 days ISS/OSS
Indecent Exposure or Public Sexual Indecency	A.R.S. §13-1402 Indecent Exposure		1-3 days ISS/OSS	3-5 days ISS/OSS	7-10 days ISS/OSS
	A.R.S. §13-1403 Sexual Indecency		3-5 days ISS/OSS	5-10 days ISS/OSS	Long Term Suspension
Pornography	Pornography is the use or possession of pictures, devices, or electronic images that offends or disturbs the educational process or environment.		Detention(s) 1-3 days ISS	3-5 days ISS/OSS	7-10 days ISS/OSS
Sexual Assault (Must be Reported to Law Enforcement)			10 days OSS Pending Hearing	Long Term Suspension	
Technology, Improper Use Of					
Violation	Definition of Infraction		1 st Referral	2 nd Referral	3 rd Referral
Computer	Improper use of technology is the failure to use hardware, software, electronic devices, web pages, and network for the intended educational use.		Conference Loss of privileges 1-3 days ISS/OSS Restitution	3-5 days ISS/OSS Restitution	7-10 days ISS/OSS Restitution
Network Infraction					
Other Technology and Tele-Communication Device	Possession or use of items stated in school policy as prohibited because they may disrupt the learning environment.	Personal electronic equipment, cell phones, smart watches, earbuds/headphones, iPods, audio devices, electronic games or any other electronic devices	Warning Confiscation Detention(s) Parents required to pick up the item	Confiscation 1 day ISS Parents required to pick up the item	Confiscation 1-3 days ISS Parents required to pick up the item

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Theft					
Violation	Definition of Infraction		1 st Referral	2 nd Referral	3 rd Referral
Petty Theft	A.R.S. §13-1802 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.	Petty theft is generally considered to be theft of less than \$100.00 in value.	Detention 1-3 days ISS/OSS Restitution	3-5 days ISS/OSS Restitution	10 days ISS/OSS Restitution
Theft		1. Controls property of another with the intent to deprive the other person of such property.	Detention 1-3 days ISS/OSS Restitution	3-5 days ISS/OSS Restitution	10 days ISS/OSS Restitution
		2. 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.			
	3. Controls property of another knowing or having reason to know that the property was stolen.				
Trespassing					
Violation	Definition of Infraction		1 st Referral	2 nd Referral	3 rd Referral
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.		Warning Conference Detention 1-3 days ISS	3-5 days ISS/OSS	7-10 days ISS/OSS
Vandalism					
Violation	Definition of Infraction		1 st Referral	2 nd Referral	3 rd Referral
Graffiti or Tagging	Willful destruction or defacement of school or personal property.	Writing on walls, drawings or words that are scratched, painted, or sprayed on walls or other surfaces in public places.	Conference Detention 1-3 days ISS/OSS Restitution	5 days ISS/OSS Restitution	10 days ISS/OSS Restitution
Vandalism of Personal Property		Willful destruction or defacement of personal property.			
Vandalism of School Property		Willful destruction or defacement of school property.			
Weapons and Other Dangerous Items					
Violation	Definition of Infraction		1 st Referral	2 nd Referral	3 rd Referral
Dangerous Items	Air Soft Gun	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.	1-10 days ISS/OSS	1-10 days ISS/OSS	Long Term Suspension
	BB Gun				
	Knife with blade length less than 2.5 inches				
	Laser Pointer				
	Letter Opener				
	Mace/Pepper Spray				
	Other				
	Paintball Gun				
	Pellet Gun				
	Razor Blade/Box Cutter				
	Simulated Knife				
	Taser or Stun Gun				
Tear Gas					

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Weapons and Other Dangerous Items (continued)					
Violation		Definition of Infraction	1 st Referral	2 nd Referral	3 rd Referral
Firearms (Must be Reported to Law Enforcement)	Destructive Devices ex: Bomb or Grenade	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.	10 days OSS Pending Hearing	Long Term Suspension	
	Handgun				
	Shotgun or Rifle				
	Starter Gun or Pistol				
Other Weapons (Must be Reported to Law Enforcement)	Billy Club		1-10 days ISS/OSS	1-10 days ISS/OSS	Long Term Suspension
	Brass Knuckles				
	Knife with blade length at least 2.5 inches				
	Nunchakus				
Violation	Definition of Infraction		1 st Referral	2 nd Referral	3 rd Referral
Simulated Firearm	Any simulated firearm made of plastic, wood, metal or any other material that 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.		Conference Detention 1-3 days ISS/OSS	Detention(s) 1-5 days ISS/OSS	10 days ISS/OSS Restitution
Depending on the severity of the incident, the administrator may assign the most stringent consequences regardless of past discipline history.					

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