



ELEMENTARY STUDENT HANDBOOK

2025 - 2026

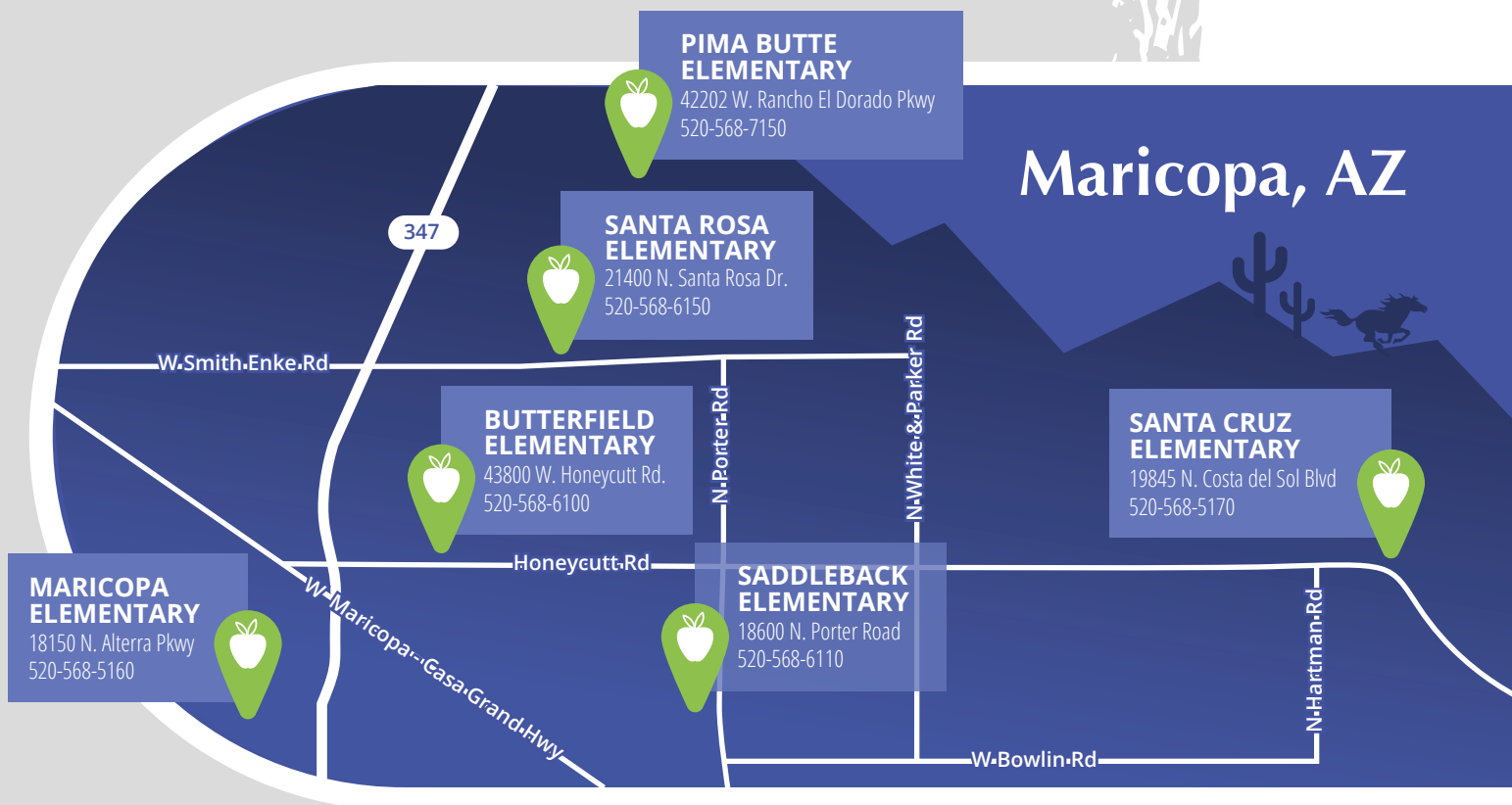


Dear Parents/Guardians,

Welcome to the 2025-2026 school year in Maricopa Unified School District! We are excited to start a wonderful year with all of our students. Please review this with your child. This handbook is a wonderful tool to utilize throughout the school year. You can also find more detailed information on our district website at www.musd20.org.

Thank you for choosing Maricopa Unified for your child's education. We look forward to your partnership in education.

Sincerely,
Dr. Tracey Lopeman
Superintendent
Maricopa Unified School District





MUSD GOALS

GOAL 1

Every Student Graduates Prepared to Create, Innovate, Lead, and Succeed.

GOAL 2

Every Student Has Access to And Equity in Excellent Educational Services, Resources, and Programs.

GOAL 3

Organizational Culture That Prioritizes People Over Programs and Invests in The Support of Students and Staff.

GOAL 4

Community Pride Through Excellent Customer Service, Sound Business Practices, Open and Effective Communication, and Safe and Attractive facilities.

PORTRAIT OF A GRADUATE

START



1

COMMUNICATOR

- Speaking Skills
- Writing Skills
- Listening Skills
- Open to New Ideas
- Collaborator

2

INNOVATOR

- Flexible
- Creative
- Unconventional-Outside of the Box
- Problem Solver

3

RESILIENT ACHIEVER

- Determination
- Foundational Academics
- Academically Well-Rounded
- Confidence
- Grit
- Perseverance

4

CRITICAL THINKER

- Technologically Literate
- Problem Solver
- Global Thinker
- Challenges Status Quo

5

PRINCIPLED LEADER

- Respectful
- Character
- Positive Relationships
- Responsible
- Civic-Minded

GRADUATION

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2025 – 2026 School Year Calendar

JULY '25						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

July 4th Holiday

July 14 - New Teachers 1st Day

July 16 - Returning Teachers' 1st Day

July 23 - First Student Day of School

AUGUST '25						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER '25						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Sept. 1 - Labor Day

Sept 26 - End of 1st Quarter (47)

OCTOBER '25						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Sept. 29 - Oct. 10 Fall Break

NOVEMBER '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Nov 11 Veteran's Day

Nov 26-28 Thanksgiving

DECEMBER '25						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	1
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Dec 19 - End of 2nd Quarter (46)

Dec. 22 - Jan. 2 Winter Break

JANUARY '26						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Jan 19 - MLK Day

FEBRUARY '26						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Feb 16 - Presidents' Day

MARCH '26						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Mar 6 - End of 3rd Quarter (43)

Mar 9 - 20 Spring Break

APRIL '26						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April 3- Good Friday

MAY '26						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May 22- Last Student & Teacher Day

May 25 - Memorial Day

JUNE '26						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Professional Development - Wednesday Early Release

Elementary: 1:10 (MES & SBE) or 1:35 (BFE, PBE, SCE, SRE) PM (Every Wednesday)

Middle School: 2:10 PM – (Every Wednesday)

High School: 12:30 PM - (Every Wednesday)

End of Quarter Early Release Schedule: High School 12:30, 1:10 (MES & SBE) or 1:35 (BFE, PBE, SCE, SRE), Middle Schools 2:10

Parent Teacher Conference

All Sites Fall TBD & 1.28-30 (Early Release)

High School Finals (Early Release)

12.17-19 & 5.20-22

Online Registration Enrolling and Withdrawing Students



REGISTRATION

Registration is held at all schools during the school year and summer break. To register in school for the first time, a birth certificate, baptism certificate or other approved document is required by state law. Official immunization records must be submitted and reviewed before a student can be fully enrolled. Parents/Guardians' identification and proof of residency will also be requested at the time of registration. A copy of a utility bill or mortgage/lease agreements are valid documents for proof of residency.

ENROLLMENT

Parents/Guardians will be asked to complete the required online registration forms. All forms must be completed for every new student with the exception of those that are marked if applicable. Standard documents include the following:

- Medication Procedures and Rules (Informational Only)
- Enrollment Form
- Birth Certificate
- Home Language Survey
- Health Information Sheet
- Emergency Contact Information
- Records Request
- Documentation of Court Orders
- Arizona Residency Document Form
- Parent Acknowledgements and Permissions Form
- School and Parent Involvement Guidelines
- Form 506-Native American, if applicable
- Impact Aid Program Survey Form, if applicable
- McKinney-Vento Form, if applicable
- Open Enrollment Form (If necessary)

Please inform the school office of any changes in phone numbers and/or contacts as soon as possible. This will help us contact parents/guardians as quickly as possible when students are injured or sick.

Each school within Maricopa Unified School District is assigned addresses within certain boundaries. If a parent wishes to enroll a child in a school outside of those boundaries, an Open Enrollment form must be filled out annually. The acceptance or refusal of enrollment will be determined by the school and will be based on capacity.

IMMUNIZATIONS

Students will not be admitted without immunizations being current. Please see the Health Services Section for requirements.

PARENTAL CUSTODY

In most cases, natural parents shall be given reasonable access to their children at school and to their children's official records. Exceptions to this will be made in cases in which one natural parent has been awarded sole or partial custody of the child and there are certified court orders restricting the access rights of the other parent. The legal guardian must be responsible for notifying school officials of the conditions of the guardianship by providing the legal paperwork. In the absence of any court order, both parents have equal access to student information and their children.

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

If you need assistance due to homelessness, please contact MUSD at 520-568-5100 ext. 1029. Homelessness may occur if your family is living in any of the following situations:

- In a shelter
- In a motel or campground due to lack of alternative adequate accommodations
- In a car, park, abandoned building, or bus/train station
- Doubled up with other people due to loss of housing or economic hardship

Your school age children may qualify for certain rights and protections under the federal McKinney-Vento Act. Your eligible children have the right to:

- Receive a free, appropriate public education
- Enroll in school immediately, even if lacking documents normally required for enrollment
- Enroll in school and attend classes while the school gathers needed documents
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or in the school in which they were last enrolled), if that is your preference
- If the school district believes that the school you select is not in the best interest of your children, then MUSD must provide you with a written explanation of its position and inform you of your right to appeal its decision
- Receive transportation to and from the school of origin, if you request this and it is determined that it is in the best interest of your child
- Receive educational services comparable to those provided to other students, according to your children's needs

YEARLY RE-ENROLLMENT OF RETURNING STUDENTS

Every year Parents/Guardians will be asked to complete online registration, which must be updated annually.

1. Emergency Contact/Sign Out Information Form:

Please provide the information requested. There must be someone listed on the form who can be contacted by telephone during the school day. This form is used by the nurse and the office to contact parents in case of absences, illnesses, or accidents. It is very important that phone numbers, places of employment, etc. are kept current. It is necessary to notify the office of any changes during the school year. An enrollment form will be sent home at the beginning of the school year to update any of your child's information.

2. Health Information Sheet
3. Arizona Residency Document
4. Parent Acknowledgments and Permissions Form
5. Library Permission Form
6. School and Parent Involvement Guidelines

WITHDRAWING A STUDENT

If you plan to move, please let the school know at least three days in advance. It is expected that outstanding fees will be paid and all textbooks, library books, and band instruments will be returned in good condition or paid for before the withdrawal process is completed.

Student Rights and Responsibilities



All students are entitled to enjoy the basic rights of citizenship that are recognized and protected by laws of this country and state for persons of their age and maturity.

Each student is obligated to respect the rights of classmates, teachers, and other school personnel. District schools shall foster a climate of mutual respect for the rights of others. Such an environment will enhance both the educational purpose for which MUSD exists and the educational program designed to achieve that purpose.

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

All district personnel shall recognize and respect the rights of students, just as all students shall exercise their rights responsibly, with due regard for the equal rights of others and in compliance with the rules and regulations established for the orderly conduct of the educational mission of MUSD. Students who violate the rights of others or who violate rules and regulations of MUSD or their school are subject to appropriate disciplinary measures designed to correct their own misconduct and to promote adherence by them and by other students to the responsibilities of citizens in the school community.

The following basic guidelines of rights and responsibilities shall not be construed to be all-inclusive, nor shall it in any way diminish the legal authority of school officials and the Governing Board to deal with disruptive students.

RESPONSIBILITIES

- Students have the responsibility to respect the rights of all persons involved in the educational process and to exercise the highest degree of self-discipline in observing and adhering to school rules and regulations.
- Students have the responsibility to take maximum advantage of the educational opportunities available and seek to achieve a meaningful education.
- All members of the school community, including students, parents, and school staff members, have the responsibility to promote regular attendance at school.
- Students have the responsibility to protect school property, equipment, books and other materials issued to or used by them in the instructional process. Students will be held financially responsible for any loss or intentional damage caused to school property.
- Students have the responsibility to complete all course assignments to the best of their ability and to complete make-up work after an absence.
- Students have the responsibility to help maintain the cleanliness and safety of the school buildings and property.
- Students have the responsibility to present themselves in class at the prescribed time and with the necessary materials.

RIGHTS

- ✓ Students have the right to a meaningful education that will be of value to them for the rest of their lives.
- ✓ Students have the right to a meaningful curriculum and the right to voice their opinions, through representatives of the student government, in the development of such curriculum.
- ✓ Students have the right to physical safety, safe buildings, and sanitary facilities.
- ✓ Students have the right to consult with teachers, counselors, administrators, and anyone else connected with the school if they so desire, without fear of reprisal.
- ✓ Students have the right to free elections of their peers in student government, and all students have the right to seek and hold office in accordance with the provisions of the student government constitution and in keeping with the extracurricular guidelines of MUSD.
- ✓ Students have the right to be made aware of administrative and/or faculty committee decisions and to be aware of the policies set forth by the governing board and school.
- ✓ Legal guardians or authorized representatives have the right to see the personal files, cumulative folders, or transcripts of their children who are under the age of eighteen years. School authorities may determine the time and manner of presentation of this information.
- ✓ Students' academic performance shall be the prime criterion for academic grades; however, noncompliance with school rules and regulations may affect grades (e.g., unexcused absences).
- ✓ Students shall not be submitted to unreasonable or excessive punishment.
- ✓ Students have the right to be involved in school activities, provided they meet the reasonable qualifications of sponsoring organizations, state organizations, and school regulations.
- ✓ Students have the right to express their viewpoints in accordance with [*Policy 5-301 Student Freedom of Expression*](#).

District/School Information



CARE OF CAMPUS

The appearance of our school reflects the pride and commitment of our student body. Taking care of the grounds, buildings, and equipment is a shared responsibility among all students and staff. Each classroom will contribute to maintaining a clean and litter-free campus. Show respect for your school and take pride in presenting it to your family and friends.

COMMUNICATION WITH TEACHERS

Although all MUSD elementary school campuses support and encourage open communication between home and teachers, the school requests that Parents/Guardians do not call the classroom during the instructional hours. Parents/Guardians may call the office and leave a message for the teacher or they may email the teacher directly.

FIELD TRIPS

Field trips are to supplement the regular classroom curriculum and relate to subjects being taught in the classroom. They are a privilege and students are expected to follow the same guidelines and rules on a field trip as they do at school. Students who go on field trips or engage in other school related/sponsored activities are counted present in school.

FUNDRAISING

The principal and student council must approve all fundraisers prior to the activity.

GUIDELINES FOR SCHOOL VOLUNTEERS

The staff invites and encourages parental involvement. Parents are invited to make an appointment to volunteer their time in the classroom or school. Parents are encouraged to be an active member in the school community. When visiting our schools, please follow the guidelines below:

- Volunteers sign-in with photo identification or volunteer badge at the office upon entering the campus.
- Obtain and wear a volunteer badge
- Work under the direct supervision of a professional staff member
- Follow the lead of the teacher or supervisor
- Be familiar with school rules and policies
- Honor commitments – Be dependable
- Notify teacher or supervisor if unable to keep appointment
- Keep confidential matters confidential
- Leave younger children at home
- Parent Volunteers must be registered with MUSD office and be fingerprinted to supervise children

Parent volunteers can assist our elementary schools by:

1. Assisting with non-instructional tasks
2. Provide teachers with more time to work with students
3. Provide individual attention to students who need more one-to-one interaction
4. Read or be read to by students
5. Volunteers who do not have children in school must also be fingerprinted
6. Volunteers are to be supervised at all times when working with children
7. Volunteers must receive training to use die-cut or copy machines

Please remember that all adults are role models for our students. For more information, please contact your designated school site.

LANGUAGE TRANSLATION SERVICES

Language translation services are available for Parents/Guardians during meetings with school staff members. Parents/Guardians needing this service should inform the teacher or the school office staff. Requests must be made 10 school days in advance.

LOST AND FOUND

If a student loses any personal items such as a wallet, purse, jacket, or textbook, he/she should check with the lost and found. Please put names on clothing and personal items brought to school. All unclaimed items will be sent to charitable organizations at the end of each quarter.

Media Release - Local and State Publications and Social Media

We value and applaud our student successes. Opportunities may arise when a student is to be recognized for their outstanding achievement. Student's first name, last name and photograph may be released to the media only if written parental permission has been submitted. ***Note: If permission is not granted, your child will not be able to be included in any newspaper articles outlining accomplishments.***

MONEY

Students should never bring large amounts of cash to school. School personnel will attempt to locate any lost money, but the person bringing money to school is responsible for it. The school will not be held liable for missing or stolen money that a student brings to school.

PETS AND OTHER ANIMALS

For the safety of all students, please do not bring pets on campus, including during arrival and dismissal. Pets may NOT be brought to the classroom without prior permission from the principal. Animals cannot be transported by school buses. If a pet follows a student to school, the office will contact the student's home to arrange for pet pick up. If the parents cannot be contacted, then animal control will be notified.

SCHOOL ANNOUNCEMENTS

All MUSD elementary schools will communicate school activities, notes and calendars to parents on a regular basis. Students should recognize the importance of taking all notices home to their family.

The weekly or monthly newsletter (varies by site) is available on each school website. If you have provided the school with your email, please check this regularly for electronic communication.

SCHOOL PICTURES

A commercial company takes individual and group photographs in the fall and spring. Packets of color photos will be offered for sale to parents. Students may wear dress clothes for the fall formal pictures if staying within the appropriate dress code guidelines.

5-302 © STUDENT DRESS

The school district has the responsibility to promote the basic rules of sanitation, safety, neatness, and modesty while students are on campus. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others. Students will not dress in a manner that disrupts the learning process. Each student must keep in mind that he/she is a representative of MUSD and the Maricopa community.

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

- Students must wear a shirt with pants or skirt or the equivalent (dress, leggings, or shorts).
- Clothing must not be see-through and must cover a student's undergarments, chest and torso, when standing or sitting.
- Shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, et cetera.
- Jewelry shall not be worn if it presents a safety hazard.
- Clothing, accessories and/or jewelry may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
- Students may wear clothing, accessories and jewelry that display religious messages or religious symbols in the same manner and to the same extent that other types of clothing, accessories and jewelry that display messages or symbols are permitted.
- Subject to the above, no hats, bandannas, other head coverings, or sunglasses may be worn in a classroom or school building, except for properly approved occupational safety headgear required for special classes or if authorized by a school administrator or authorized/prescribed by a medical professional.
- Obscene language or symbols, or symbols of drugs, sex, or alcohol on clothing are prohibited.
- Students may not wear clothing, accessories and/or jewelry with images, symbols, slogans, words or phrases that are profane, discriminatory or defamatory or that is worn with the intent to convey affiliation with a criminal street gang as defined in [*A.R.S. 13-105*](#).
- Hats and sunglasses may be worn outside.

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

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

STUDENT DELIVERIES

Deliveries for students will not be accepted at school (food, floral arrangements, balloon bouquets, etc.)

STUDENT RECORDS

Parents/Guardians have access to their child's school records. School employees respect the privacy of student records and recognize that only important, factual information should be in permanent records. MUSD Policies on access to student records and other information, and parent and student rights, comply with the Family Educational Rights and Privacy Act of 1974 (FERPA). Please refer to the MUSD Course Catalog and Policy 5-303 found in the District's Governing Board Policy Manual for more information about FERPA. A written request must be submitted and approved by the building principal or district administrator at least 24 hours prior to the copies being completed.

TAX CREDIT DONATIONS

Parents, family members, and others can make tax credit donations to the school of their choice to be used for extra-curricular activities. These donations help fund things such as, but not limited to, field trips, sports programs, and art appreciation. If you would like more information, visit the [*MUSD website*](#) or ask the school office staff.

TITLE I PROGRAM

Maricopa Unified School district must notify Parents/Guardians of students attending Title I School-Wide and Title I Targeted Assistance Programs. Parents/Guardians may request information on the professional qualifications of the student's teacher. The information must state if:

- Teacher meets state qualifications and licensure requirements
- Teacher is teaching under an Arizona Emergency Teaching Certificate
- Teacher has a baccalaureate degree

TREATMENT OF SCHOOL EMPLOYEES

According to *A.R.S. 15-507*, a person who knowingly abuses any school employee on school grounds or while the employee is performing his/her duties is guilty of a Class C misdemeanor.

3-203 © VISITORS TO SCHOOLS

All visitors must sign in at the school office and wear the visitor's pass at all times. Parents who wish to visit classrooms or shadow their student, must make an appointment with site administration at least 24 hours in advance to ensure accommodations in each classroom. We encourage all parents to become official volunteers through the MUSD Volunteer Program.

In order to ensure limited disruption to instruction and the learning environment, the building administrator reserves the right to limit the length of time as well as the date and time of day when the prearranged visit is to occur. The board and administration will not tolerate any person or persons whose presence disrupts classes, school activities or hinders the instructional process. If such persons will not leave the school premises upon request, the building principal, or his or her designee, may contact the proper legal authorities.



Student Expectations



Students should remember that they are responsible for their own actions.

Arizona law allows the school district to hold students accountable for their behavior on the way to and from school, and during any school sponsored activity or if his/her behavior negatively impacts the school environment. All MUSD students and staff are entitled to due process. This means that students always have the right to tell their side of the problem and have people listen. Students also have the right to be treated fairly and equitably.

ASSEMBLY BEHAVIOR

Assemblies are important and fun school activities. When attending an assembly, please obey the following rules:

- Walk quietly to and from assemblies
- Remain courteous while being seated and when leaving
- Be respectful of presenter at assemblies
- Maintain audience appropriate behavior such as good listening skills, quiet voices and hands on your lap

CAFETERIA BEHAVIOR

- Treat cafeteria workers with respect
- Students are to remove trays, papers, food, etc. from their table area before leaving the cafeteria
- No objects of any kind will be thrown in the cafeteria

COMMUNITY SERVICE

The school administrator has the authority to assign students to school community service on the school campus after school or during the school day. Parents will be notified in advance of the community service.

INAPPROPRIATE ITEMS

Electronic devices or toys of any kind are prohibited. The school cannot guarantee security for these items. Such items will be confiscated and must be picked up by parents or guardians.

PLAYGROUND BEHAVIOR

Playground rules provide safety and security for all students. Teachers will instruct their students on how to use the playground. If you bring your own playground equipment to school, the school will not be responsible for lost or stolen property.

General Playground Rules:

- Use common sense and show respect for others
- Do not throw inappropriate items such as sand, mud, rocks, weeds, bugs, etc.
- Stay outside until the bell rings
- Do not stand on the monkey bars
- One basketball per basket
- No tag games; do not pull or drag on others
- No flips on bars or hanging upside down

PROFANE AND VULGAR LANGUAGE

Profane or obscene language and gestures are unacceptable and will not be permitted at school, on the playground, coming to or from school. A student will be suspended from school if they continue this negative behavior after the first warning.

RESTROOMS

Students should use only the restroom that is designated by their teacher. Important reminders:

- Wash your hands before you leave the restroom
- Loud talk, yelling and horseplay is not allowed in the restroom
- Students must return quickly to class
- Help keep the restroom clean
- Students who write or draw on the restroom walls or other surfaces can be suspended and a parent conference can be required

SMOKING, ALCOHOL AND DRUGS

The possession and/or use of tobacco, alcohol, drugs, drug paraphernalia or any substance which may be used for the purpose of intoxication, is prohibited. Violation of this rule will result in suspension.

TIME-AWAY ROOMS

Your school may be equipped with time-away rooms located at or near the office. The purpose of these rooms is to allow the student a place to sit and reflect upon his/her behavior. These rooms may be used for in-school suspension.

Saturday School may be offered. Often this is an alternative to suspension and allows students time to reflect and learn from their behavior. Teachers, principal or designee may assign a Saturday School depending on the gravity of the offense. Parents will be notified and will work together with school personnel to ensure the student attends.



Academics and Special Programs



EXCEPTIONAL STUDENTS PROGRAM

Students being considered for special education placement are screened, evaluated, and placed by a multidisciplinary evaluation team. Special education programming at each school is implemented by an ESS teacher, who works directly in the special education classroom and/or general education with exceptional students and in consultation with regular classroom teachers to help better meet each student's identified needs as outlined in their IEP.

MUSD also has special programming classrooms that specialize in instruction for students with greater special education needs as identified in their IEP. These specialty programs may not be available at the student's home school location.

Parents of special education students share in making the decisions concerning their children's evaluation, placement, and program development as part of the IEP team. Parent information meetings are held as needed.

SECTION 504

The Rehabilitation Act of 1973, commonly referred to as "Section 504," is a federal statute that prohibits discrimination against persons on the basis of disability by institutions, such as Maricopa Unified School District, that receive Federal financial assistance. It states:

- No otherwise qualified individual with a disability shall solely by reason of her or his disability, be excluded from the participation in,
- be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Section 504's purpose is, among other things, to assure that students with disabilities have

educational opportunities and benefits equal to those provided to students without disabilities. Responsibilities of school districts under Section 504 include Child Find, Evaluation, Free Appropriate Public Education, Placement, and Procedural Safeguards. An eligible student under Section 504 is a student who has a physical or mental impairment that substantially limits a major life activity. If a student is covered by Section 504, Maricopa Unified School District must provide a Free Appropriate Public Education (FAPE), including accommodations when necessary to ensure that the student has equal access to services, programs, and activities offered by our schools.

Director of Exceptional Student Services & Section 504 Compliance Coordinator

Kristen Nash

knash@musd20.org

(520) 568-5100 ext. 1018



CHILD FIND

Child Find is a component of the Individuals with Disabilities Education Act (IDEA 2014) that requires Public Education Agencies (PEA) to locate, identify, and evaluate all children with potential disabilities, ages 3 years through 21, located within their boundaries with suspected disabilities. For more information, contact the district ESS Dept.

DEVELOPMENTAL PRESCHOOL PROGRAM

The Maricopa Unified School District Developmental Preschool Program is located at Butterfield Elementary and Saddleback Elementary schools. Priority placement is given for those students who

qualify as requiring special needs according to state guidelines. Students who do not meet the guidelines may be admitted, as space is available in the program through a mandatory screening program. Children who are 2 years 9 months of age and who demonstrate need for specially designed instruction may be included in the preschool program.

The Developmental Preschool Educational Program consists of educationally appropriate practices. Children are encouraged to make choices, develop vocabulary, increase listening skills, cooperate in play activities, and build mathematical concepts.

COMMUNITY PRESCHOOL PROGRAM

The Maricopa Unified School District Community Preschool Program is available to students ages 3-5. The program is taught by certified early childhood teachers, and an instructional paraprofessional. Students must be 3 years of age and registered by June 1 to attend the following school year. Students will be provided with emotional development language, speech development, music & movement, concept of numbers & mathematics and of course, activities & fun! Community Preschool provides a rich standards-based curriculum that aligns with the Arizona Early Learning Standards. During the school day, children have open-ended opportunities to explore and discover using a variety of learning approaches. This is taught through dramatic play, science discovery, art, music, drama, literacy, and physical development.

Preschool Full Day (Monday – Friday) \$680.00
8:35 AM – 3:35 PM (Santa Rosa, Santa Cruz, Pima Butte & Butterfield)

8:10 AM – 3:10 PM (Maricopa & Saddleback)
All classes will follow the MUSD school calendar.

For more information regarding tuition rates and schedules, please call the MUSD District Office at 520.568.5100 ext. 1009 or visit the [MUSD Preschool webpage](#).

COUNSELING

Counselors are available at all schools. Referrals are available at each school office. Teachers, parents and students can fill out the referral to request services. Parents will be notified in advance before services are provided. More information can be found on [MUSD's Counseling webpage](#).

ADMISSION TO KINDERGARTEN

MUSD believes that a solid kindergarten program creates the foundation of learning as students begin their academic career. For this reason, the following kindergarten options are available for families.

DUAL LANGUAGE

The Dual Language Program introduces Preschool through Third grade students to the world of bilingualism, biliteracy, and culture competency. Students receive instruction and explore content in English and Spanish to develop building blocks that will prepare them for progressive immersion in future grade levels.

FULL DAY KINDERGARTEN PROGRAM

The full day program will allow students to fully develop their academic skills. It will be offered to families who have children who turn five years old before September 1st. In addition to the regular kindergarten curriculum, they will be able to participate in enrichment activities and specials.

MARICOPA ACCELERATED PROGRAM

The Maricopa Accelerated Program offers Kindergarten through Second grade students opportunities to speed up the teaching and learning process to achieve the desired learning outcomes at an accelerated pace different from the more traditional arrangements and approaches. The condensed curriculum embeds activities and materials that target the next grade level skills within the same school year. Learners are expected to achieve these learning outcomes with appropriate differentiated support both at school and home.

EARLY KINDERGARTEN

Any student who will turn five (5) years old between September 1st through December 31st is eligible to be assessed for admittance into kindergarten. Assessments are done at the MUSD office in the spring prior to the beginning of the new school year.

BEFORE/AFTER SCHOOL CARE

Boys and Girls Club: The Boys & Girls Clubs of the Sun Corridor operates Before and After School programs. Their mission is "to inspire and enable all young people, especially those who need an environment for students in Kindergarten - 5th grade". There is a monthly cost and also a one-time annual membership fee of \$10. For more information please go to the [Boys & Girls Club of the Sun Corridor website](#).

REQUIREMENTS FOR PROMOTION OF STUDENTS FROM THIRD GRADE

A.R.S. 15-701 states that students who obtain a score on the reading portion of the AASA State Assessment, or a successor test that demonstrates the student is reading far below the third (3rd) grade level will not be promoted from the third (3rd) grade.

ENGLISH LEARNER (EL) PROGRAM

Our EL Program provides services to students that need assistance in learning English. Arizona law requires that children with a home language other than English be assessed for proficiency in reading, writing, listening and speaking. Following Parent/Guardian notification, students who are identified as limited English proficient may receive various forms of instructional support focused on English acquisition.

GIFTED PROGRAM

The goal of the MUSD Gifted Program is to provide identified exceptionally talented students with individually appropriate instructional programs. Students in grades 3-5 will have the opportunity to participate in a gifted pull out program. Students that are identified as gifted will receive services with a highly qualified gifted teacher. MUSD's Gifted Program aims to offer a broad base of experiences to our gifted students. By providing a qualitatively different curriculum, this program facilitates the growth of students as independent, life-long learners, with the developmental skills, concepts, and positive attitudes with their cognitive, emotional, and social domains considered. A major goal of the curriculum is the teaching and practice of critical thinking skills. For more information, contact: Maricopa Unified School District Office **520.568.5100**.

GRADING

A District-developed grading system will be utilized. Teachers will keep a careful record of the grades assigned to students. Written reports to the parents concerning student achievement will be made every nine (9) weeks by the teacher, and additional written reports will be made when necessary. Teachers will confer with parents when necessary concerning academic progress and discipline of students. Grades reporting achievement of special education students not taking regular education classes shall be given on a basis commensurate with the students' abilities and based on their individual progress rather than in competition with classmates. The permanent record cards for such students

shall indicate enrollment in special education for those classes. Parents of special education students shall be counseled regarding the significance of the grading system in order to avoid misinterpretation of the achievement grade.

HOMEWORK AND STUDY HABITS

The purpose of homework is to provide additional practice on previously introduced skills or to enrich classroom experience. Homework includes such activities as brief drills, reading, collecting information, sharing ideas with Parents/Guardians and providing projects/assignments in which students utilize their time in creative thought.

Homework will be assigned consistent with the developmental level, special needs, and achievement level of the individual student. Homework will address the objectives of the instructional program. To supplement work in class, teachers often give additional assignments to help in understanding of the subject. Parents and students need to work together to find a suitable time and place to do homework.

HONOR ROLL

MUSD Elementary Schools have established an honor roll system to recognize outstanding academic achievement every grading quarter. Grades for reading, writing, math, science and social studies will be considered for the honor roll. Honor roll students will be recognized and celebrations vary by site.

MAKE UP WORK

Students will be allowed the same number of days to make up daily assignments as the number of days missed. If work is not turned in within the designated time period; and no contact is made explaining the circumstances that necessitate an extension, a failing grade will be given. If possible, parents should request make-up work at least 24 hours before they intend to pick it up. Students are responsible for class work missed during an absence.

PROGRESS REPORTS

The purpose of a student progress report is to communicate to Parents/Guardians their child's current achievement status in each curriculum area. Student progress reports will be sent home at midterm of each grading period and when significant changes are observed by a teacher. Report cards are sent home with the student at the end of every grading period as listed on the school calendar.

PROMOTION AND RETENTION

Annual promotion for students in grades K-5 is based on evidence of individual student progress in achieving mastery of learning objectives. The teacher shall make the decision based upon academic performance for promotion or retention of students. Parents will be notified and a conference will be set up to discuss possible retention.

Retention will be considered if the student is partially proficient or minimally proficient in at least two subjects, one or more of which should include reading, math, and language arts (grades K-5) and/or excessive absences in accordance to truancy laws. Retention will be considered for a student having more than 12 absences per semester when it is contributing to poor academic performance. At the end of the second and subsequent grading periods, parents will be notified if a child is at risk for retention. As prescribed in [A.R.S. 15-701](#) and [A.R.S. 15-715](#), the teacher has the legal authority to promote or retain a child. That decision can only be overruled by the School District Governing Board. If the teacher recommends your child for retention and you disagree with the final decision of the teacher, you may file an appeal to the Governing Board for reconsideration.

LIBRARY

Students are encouraged to use the library in their school and draw from its wealth of materials as much as possible. Some general guidelines for behavior in the library are as follows:

- Students need to use quiet voices and be respectful of others when using the library
- Students should return materials to the library as soon as they are finished reading them to allow others to check them out
- Students who do not return books on time will not be allowed to check out additional books
- Students will be expected to pay for any library books or materials they damage or lose

SCHOOL MATERIALS AND SUPPLIES

All textbooks/technology will be furnished at no cost to the students. Students are responsible for textbooks issued to them for their use during the school year. If loss or damage (above normal wear) of the books occurs, parents and students will be expected to pay for such. If Parents/Guardians wish to donate classroom supplies such as pencils, paper, or notebooks, it would be greatly appreciated.

PARENT TEACHER CONFERENCES

Parent Teacher Conferences can be scheduled and requested during any point in the school year. Parents may email or call and schedule an appointment with the teacher. In addition, district dates are scheduled for student led conferences each year.

RECITATION OF DECLARATION OF INDEPENDENCE

[A.R.S. 15-203.A.26](#) states that the Arizona State Board of Education shall, "Require pupils to recite the following passage from the Declaration of Independence for pupils in grades four through six at the commencement of the first class of the day in the schools, except that a pupil shall not be required to participate if the pupil or the pupil's parent or guardian objects.

"We hold these truths to be self-evident, that all men are created equal, that they are endowed by their creator with certain unalienable rights that among these are life, liberty and the pursuit of happiness, "That to secure these rights, governments are instituted among men deriving their just powers from the consent of the governed."

If you do not want your child to participate in this, please notify the school office in writing.

Food Services



The goal of the Maricopa Unified School District Child Nutrition Department is to provide students with nutritious meals each day.

All MUSD Elementary Schools have closed campuses, which means that students cannot leave campus without permission. Students may purchase lunch from the school cafeteria or bring lunch from home. MUSD participates in the National School Lunch/Breakfast Program that offers free and reduced prices to students who qualify. Information and applications are available at the MUSD office, the school offices and online at *MUSD Child Nutrition*. These applications must be renewed each school year.

Food is only permitted in the cafeteria, outdoor dining area(s) and other designated eating areas during lunch. All students are expected to model good citizenship and dispose of lunch trays and other trash in the receptacles provided; failure to comply will result in disciplinary action.

- NO outside food is allowed during breakfast and/or lunch serving times. Students may bring their own lunch or utilize the cafeteria only
- Students are not permitted to leave campus during lunch at any school within the district. If a student needs to leave during lunch, a parent must pick them up and sign them out in the front office.
- Students who are found to repeatedly litter will face disciplinary action

Lunch accounts can be established in the cafeteria (cash or check) and accessed by the student using their student ID number. Deposits to accounts may be made in the cafeteria or by going to www.linqconnect.com.

Federal applications for free and reduced lunches are available at www.linqconnect.com. Forms must be filled out every year. Students who were in the program the previous school year will be carried for 30 days in the new school year. For questions or further information, please contact the Child Nutrition Department at childnutrition@musd20.org or **520.568.5100**.

BREAKFAST AND LUNCH

Breakfast is served every school day free of charge to all students.

Student lunch prices are:

- Full price: \$3.75
- Reduced (must qualify): \$0.40
- Free (must qualify)

Parents are always welcome to come and enjoy a meal with their child and purchase a separate breakfast and/or lunch. Parents are not allowed to take food from student trays. Call the food service department of your child's school should you have any questions or concerns.

PAYING FOR LUNCHES

Students are expected to pay for lunches provided by the school and will be allowed up to three charges. The cafeteria will send up to two written reminders to Parents/Guardians and will then call home if there is no response to the letters. After the third charge, the child will receive a sandwich, a serving of fruit and a drink until the account balance is cleared. There are several ways for Parents/Guardians to pay for meals and weekly/monthly payment is encouraged. Parents will be able to prepay for meals at the school or online. Student transactions will also be available to parents online.

- You may send money with your child in the form of cash, check (\$25.00 returned check fee) or money order to be paid directly to the school cafeteria
- You may go to the school, get a visitor's pass, and go to the cafeteria yourself to pay on your child's account.
- You may pay online with www.linqconnect.com (information is available at school offices and from the cafeteria)

If you need to check the balance of your child's account you may:

- Contact the school cafeteria at any time during cafeteria business hours (usually from about 7:00am to 1:00pm)

Use www.linqconnect.com free of charge – This allows 24-hour access to check the balance of your child's account and/or to review daily meal transactions. You may also set up a free email reminder for low balances online and the website will work with any cell phone web browser as well.

- High Schools and Middle Schools offer a snack cart to students during lunch periods.

We must follow the Federal Health Snack guidelines/Wellness Policy for all MUSD schools.

WELLNESS POLICY

The Maricopa Unified School District promotes wellness by supporting good nutrition and regular physical activity as part of the total learning environment. Wellness is defined as the dynamic state of achieving optimal well-being in all the dimensions of health: *Physical, mental/emotional and social.*

NUTRITION EDUCATION

- Nutrition education shall be integrated within the comprehensive health education curriculum and taught at every grade level.
- The entire school environment, not just the classroom, shall support the nutrition education program and be linked to the school meal program – reaching classroom, cafeteria and community.
- All students shall have the skills necessary to make nutritious choices.

- Students will receive nutrition education that fosters the adoption and maintenance of healthy eating behaviors.
- Each school in MUSD will encourage staff to model healthy eating and physical activity as a valuable part of life. Our schools will strive toward integrating a coordinated school health approach.
- Parents will be provided the opportunity to give feedback on wellness goals through our website, email, parent conferences and family engagement events.

NUTRITION PROMOTION

- All school meals promote fresh fruits, vegetables, whole grains, and low-fat items, including low-fat and fat-free milk.
- School meals shall be made attractive to students. To the extent possible, school and transportation schedules shall be designed to encourage participation in the school meal programs.

- After obtaining food, students will be provided adequate time (minimum of 20 minutes) to eat lunch.
- All food service personnel will have adequate training in food service operations including professional development in the area of food and nutrition. Food service personnel will also be in compliance with the New Professional Standards requirement from USDA which is effective July 1, 2015. The standards, another key provision of the Health, Hunger-Free Kids Act of 2010 (HHFKA), aim to institute minimum education standards for local school nutrition directors as well as annual training standards for all school nutrition professionals. These standards will ensure school nutrition personnel have the knowledge, training, and tools they need to plan, prepare, and purchase health products to create nutritious, safe and enjoyable school meals. This final rule will create minimum hiring standards for new school food authority (SFA) directors based on a school district's size and require minimum annual training for all new and current school nutrition professionals.
- Students shall be provided a pleasant environment in which to eat lunch.
- MUSD will share and publicize information about the nutritional content of meals with students and parents.
- Our district will provide peanut free zones and comply with special dietary needs for students as defined in the ADE special dietary needs manual.
- Our district will regulate the nutritional quality of ALL a la carte items sold; regulating calorie, sugar, or saturated fat content of ALL items sold.
- Our school district will provide a specific and restricted list of food items allowed to be served/ distributed. Consumption of food and beverages during the normal school day will follow USDA nutrition standards. Any class party will be held after lunch if possible.

FEDERAL REGULATION STATES: class parties held in individual classrooms by a single class may be exempt from the nutritional regulations. Common areas are not exempt. Multiple classrooms participating in a combined party or event are subject to nutrition standards. Field days, group recognitions, etc., are not considered classroom parties and are not exempt. Class parties held in an individual classroom by a single class may be exempt by teacher's discretion to celebrate birthdays, class achievement, holiday, etc. Parent(s) may provide food items not meeting nutritional standards (food items must come from a commercial kitchen – cannot be homemade) or parent/teacher may use the option of MUSD food services providing healthier food items.



Nutritional Guidelines for all Foods on Campus

- MUSD is a peanut restricted/peanut aware district. Food service staff are not responsible for unknown allergens.
- MUSD will regulate all food items sold including foods and beverages sold through vending machines, school stores and concessions, and will be consistent with federal and state nutrition guidelines, following the Smart Snack Rule that was effective July 1, 2014. This includes all PTO food and beverage sales during school hours.
- Food and Drug Administration Requirements for Vending Machines CACF-09-2016 published December 1, 2014; final rule NSLP institutions must comply by December 1, 2016. Items in vending machines will be required to have calorie labels so consumers have clear and regular nutrition information, allowing them to make informed and healthy choices when purchasing.
- The normal school day includes before, during and after school, but does not include special events, such as athletic contests or performances held outside the normal school day. The normal school day is considered midnight to 30 minutes after the last bell.
- No outside food items will be allowed during breakfast and lunch serving times.
- Fundraising activities should support healthy eating and wellness following the nutrition standards. For the sale of food and/or beverages that do not meet the smart snack rule standards a revision was made in April 2015. Per memo HNS#4-2015 – all exemption requests for fundraisers by Local Education Agencies (LEAs) will be approved by the Arizona Department of Education. ADE will track the number of exemptions granted and only take action to alter this policy if one or more LEAs abuse the policy. While ADE recognizes the importance of nutrition

at our schools, we do not wish to have a deterrent effect on those wishing to raise funds for school functions. Per ADE any fundraiser should be a single event of duration not exceeding one week. A school principal or designated representative of the school will submit the request for the fundraiser. However, per USDA the State agency must specify to USDA the number of exemptions they may grant. If the State agency doesn't respond – USDA will assume the State agency is electing to prohibit any exempt fundraisers.

- Our district food service program will comply with the federal and state nutrition guidelines that require the use of products that are high in fiber, low in added fats, sugar and sodium, consistent with calorie requirements and served in appropriate portion size. This will be consistent with USDA standards and shall be established for all foods offered by MUSD's nutrition services department.
- In our district food service program, all grains will be at least 51% whole grain.
- Our district will not use food as a reward. All "treasure box" items must meet guidelines.
- Our district will prohibit soda and allow only water and beverages that are at least 50% juice K-8.
- Our district will sell only diet soda to high school students, 20 oz. max. Soda will not be available at any other campus.
- Our district will only sell low fat white and skim milk flavored.
- Students and staff will have access to free, safe and fresh drinking water throughout the school day. All drinking fountains will be maintained and kept in good working order.
- All our school sites have drinking fountains but some are not accessible to all students during meal time. For those sites that do not have nearby drinking fountains in the eating area – due to the eating area also being used for physical education class and safety concerns – a table with drinking water and small cups will be made available to the students during their meal time near the serving line.

PHYSICAL ACTIVITY

Physical education classes will be provided to students in all grade levels.

- It is recommended that physical education classes be provided at a minimum of two times per a six-day rotation for grades K-5 and meet the MUSD requirement for grades 6-12.

- Elementary students should accumulate a minimum of 120 minutes of age appropriate physical activity over the course of each full week, per national standards. Secondary schools should promote physical activities, both formal and informal, on a daily basis.
- Physical education classes will have the same student/teacher ratios used in other classes.
- The physical education program shall provide adequate space and equipment and conform to all applicable safety standards.
- MUSD will not tolerate the use of physical activity as punishment, the withholding of participation in physical activity/education as punishment, or the use of physical education class time to complete assignments from other classes.
- Athletics, recess and/or other classes may not take the place of physical education. Physical education classes will be taught by a certified physical education instructor.
- All students in grades K-5 shall receive daily supervised recess.
- MUSD promotes the use of school facilities outside of school hours for physical activity programs offered by community-based organizations.

ACTIVITIES TO PROMOTE STUDENT WELLNESS

Our district will promote healthy choices through prominently displaying healthy foods in the cafeteria, use of posters and or food tastings and comparable pricing for healthy food options.

- District will have consistency of nutrition messages through the school – classroom, cafeteria, school hallways, etc.
- District will consider policies that will encourage physical activity such as increasing access to the gym or creating safer routes to bike or walk to school.
- MUSD will uphold current State policy regarding immunization and enforcement. Parents will receive education by the health staff regarding the risk of not immunizing and the health effect to the learning community.
- The school district will create, strengthen or work within existing school health advisory councils to develop, monitor, review and revise the Local Wellness Policy.

STAKEHOLDER INVOLVEMENT

The school district will establish a School Health Advisory Council (SHAC) comprised of parents, students, administrators, a member of the school board, community member, physical education instructor, nurse/school health professional and representative from the school food authority to review the local wellness policy; to develop, implement, monitor and improve nutrition and physical activity in the school environment. The activities of the SHAC will be reported to school administration periodically.

LOCAL DISCRETION

As long as all the required elements are present, the MUSD wellness policy shall be tailored to fit the needs of our students.

PUBLIC NOTIFICATION

MUSD shall inform and update the public (including parents, students, and others in the community) about the content and implementation of the local wellness policy. Public notification will include

parent/student handbook, district website, and parent night/open house. MUSD will develop a process for members of the community who are not able to be a part of the committee, who wish to have input in the wellness policy development process. These individuals can register their concerns and recommendations with MUSD.

MEASURING IMPLEMENTATION/ EVALUATION

The SHAC will meet annually during early implementation of policy and assessment of policy. On each school campus, schools shall establish a plan for implementation including principal designation of one or more individuals to ensure compliance with standards of MUSD wellness policy. Additionally, the public will have an opportunity for input at that time. Participants assessing the policy, date of assessment and documentation of any revisions will be noted. The Director of Food and Nutrition will prepare an annual report on MUSD's compliance with the law and policies related to the wellness policy.



Health Services



The Health Office is open during school hours and can be contacted by calling the school.

During class time, a student must have a pass signed by a teacher to be seen in the Health Office (except in an emergency). Please remember that the Health Office is not a substitute for medical care and cannot diagnose or prescribe for your child. Sick children should stay home or be taken to the doctor. The school does not provide transportation for routine medical care.

The Health Office Staff is prohibited by law from administering medication of any kind, including Tylenol, without a written order from a licensed medical provider who is allowed by law to prescribe medications. Parents/Guardians must also give written permission to administer medication. All medication, prescription and over-the-counter, is kept in the health office in the original container and packaging. Students are not allowed to self-carry any medication, prescription or over-the-counter, except for medication and/or equipment required for diabetes, asthma, or severe allergic reaction per state law and Governing Board Policy. Self-carry medication forms, along with medication order and for medication administration forms are available in the Health Office. In order to self-carry a medication related to diabetes, asthma, and/or severe allergic reaction, the student must also understand the medication, why it is being used, and how to properly administer the medication.

ILLNESS

Ill and injured children are best cared for by an adult at home. Upon becoming ill at school, the student must obtain a pass from the teacher and go to the Health Office. If necessary, the Health Office staff will contact the parent to take the student home. **It is essential that Parents/Guardians have a plan for picking up their ill child in a timely manner.** In any emergency, the school Health Office Staff or an administrator will notify the Parents/Guardians. If deemed necessary, paramedics may be called.

- When students are injured and/or sick, it is **IMPERATIVE** that we contact Parents/Guardians quickly. Please inform the school

office of any changes in phone numbers and/or contacts as soon as possible. **IMPORTANT: We must have the names and numbers of persons to contact in case of an emergency if we are not able to reach a parent.**

- Any student with, or recovering from a communicable disease will not be permitted in school until the period of contagion is passed or until a doctor recommends a return.

Children with any illness should stay home for at least 24 hours after a fever of 100.4 or greater has been normal without the aid of any medication. A child with vomiting, nausea, or diarrhea must be symptom free without the use of any medications for a 24-hour period.

IMMUNIZATIONS

Per Arizona Administrative Code, R9-6-702, [A.R.S. 15-872](#), and Governing Board Policy 5-403, students will not be admitted without their immunizations being current. Vaccines must follow [ACIP](#) minimum intervals and ages to be valid. Parents/guardians must provide documentation of any immunizations received during the year to the school Health Office Staff so school immunization records can be kept up-to-date. Children can be exempted from immunizations in the following circumstances:

- A licensed medical provider certifies that one or more of the immunizations would endanger the child's life
- If Parents/Guardians complete the Arizona State Health Department online immunization education and submit the completed certificate to the school Health Office. Although the law allows exemptions, the County Health Department may tell the school to exclude a child from school if there is an outbreak of any of the diseases listed above.

MEDICATION PROCEDURES

Students are not allowed to possess prescription drugs or over-the-counter medication, including cough drops while on school grounds during school hours and activities. All medication is to be taken directly to the school Health Office by Parents/Guardians.

Per Governing Board [Policy 5-404 and 5-404.A](#), students are **not allowed** to carry prescription or over-the-counter medication on their person without consent

from their healthcare provider. If a student requires medication during the school day, the following policy is in place:

- The parent/legal guardian will provide a medication order from a U.S. licensed physician, nurse practitioner, physician's assistant, or dentist, including the student's diagnosis, medication name, strength, route, dosage for school, and frequency or time of administration.
- Written permission must be provided by the parent/legal guardian for the administration of the specific medication.
- Prescription medication must be in the original pharmacy container, labeled with the student's name, date prescribed, name of medication, dosage, route, time the medication is given during the school day, and the name of the prescribing physician on the label.
- Any over-the-counter drug or medicine must come to the school office in the original manufacturer's packaging with all directions, dosages, compound contents, and proportions clearly marked.

ADMINISTRATION BY SCHOOL PERSONNEL

Besides the above Governing Board Policy, the following are also protocols for medication administration:

- The information on the prescription bottle must be the same as the licensed medical provider order.
- Medication will usually be administered by Health Office Staff in the Health Office.
- An administrator may designate a properly trained school employee to administer the medication.
- Each administration of prescription drugs must be documented.
- Drugs must be kept in their original container in a locked cabinet.

SELF-ADMINISTRATION OF PRESCRIPTION DRUGS

When the licensed medical provider feels it is necessary for the student to carry their diabetic, epi-pen, or rescue inhaler medications and self-administer the medication, the licensed medical provider shall provide a written recommendation to be attached to the signed parent permission form.

- The Parents/Guardians must provide written permission for the student to self-administer and carry the medication. Appropriate forms are available from the health office.

- The medication must come in the prescription container provided by the pharmacist.
- The student must be able to understand the medication's use, the proper dose and how to properly administer the medication. Students in kindergarten through 3rd grade may not be able to self-carry their medications.
- Students who self-carry their own medication must report to the Health Office after each use. The medication administration will be documented and the student examined.

CONTROL OF STUDENT MEDICATION

Use or administration of medication on school premises may be disallowed or strictly limited if it is determined by the principal, in consultation with medical personnel, that a threat of abuse or misuse of the medicine may pose a risk of harm to a member of the student population. The student shall take extraordinary precautions to keep secure any medication or drug, and under no circumstances shall make available, provide, or give the item to another person. The student shall immediately report the loss or theft of any medication brought onto the school campus. Violation of this regulation may subject the student to disciplinary action.

HEARING AND VISIONS SCREENINGS

Arizona Department of Health Services legislatively mandates the administration of hearing and vision screening students. No action is required to participate in this process; however, if you would like your student to opt-out of these screenings, please notify your school's Health Office in writing. Hearing and vision screenings are conducted throughout the school year. For additional information, please contact your school's Health Office.

CHRONIC HEALTH CONDITIONS

If your child has a serious and chronic health condition that impacts their school attendance, please complete a [Chronic Condition Certificate](#) that may exempt your student for up to 60 absences per school year. Please see [Policy 5-104](#) and [5-104.A](#)



Safety and Wellness



FIRE ALARMS, LOCK-DOWNS AND EVACUATIONS

Each school maintains detailed plans for dealing with emergency situations and has excellent communication with local law enforcement agencies. Schools participate in monthly fire drills and/or school-wide lockdown drills.

FIRE DRILLS

Fire drills occur monthly at each school. When the FIRE ALARM sounds, students should evacuate the building in an orderly, quiet manner and follow the instructions of staff members in charge. Students should not stand on paved areas where emergency vehicles may need to pass. Students reporting and/or creating false fire alarms will be subject to disciplinary action from administration and referral to Maricopa Police Department

LOCKDOWN DRILLS

Lockdown drills are essential in case there is some kind of danger that would require students to be in their classroom and protected from any problems. A lockdown drill means that all students remain in the classroom with their teacher with the classroom door locked. No person (adult or child) will be able to walk the campus unless escorted by a designated school employee. It is very important that all students remain quiet in order to hear important directions.

CHILD ABUSE REPORTING REQUIREMENTS FOR SCHOOL PERSONNEL

The duty to protect children from child abuse, sexual abuse, and neglect is one that is incumbent on every school district employee. The following guidelines are designated to clarify what these new obligations are.

A.R.S. 13-3620 provides that anyone who “reasonably believes” that a minor is or has been the victim of physical injury, abuse, and child abuse, reportable offense or neglect that has been inflicted on the minor by other than accidental means or that is not explained by the available medical history as being accidental in nature shall immediately report or cause reports to be made of this information to a peace officer or to Child Protective Services at the Department of Child Safety. This means that if a school employee hears a rumor, overhears a conversation or by any other means, becomes aware that a child may be the subject of physical injury, sexual abuse, or neglect, that employee has an obligation to report. It is not necessary to have visual or actual evidence of abuse to trigger the reporting requirement. Staff is bound by law to not discuss or share any information to any person unless specifically authorized by applicable law or court order.

EMERGENCY CARE AT SCHOOL

The health office staff is certified in cardiopulmonary resuscitation (CPR) and first aid. During an emergency medical event, the licensed nurse or building principal may determine that for the health and safety of a student who has been injured or having a severe medical emergency a 911 call is necessary. Parent/legal guardians are contacted immediately. It is the responsibility of the parent/legal guardian to pay all transport and medical hospital bills as the result of the injury or medical event.



Technology



CELL PHONES AND ELECTRONIC EQUIPMENT

Cell phones and electronic devices must be turned off and put away as soon as students arrive on campus. Cell phones are not to be used at any time during the school day (unless identified for instructional purposes by the teacher) or during assemblies. Any phone/electronic device not being utilized for instructional purposes will be confiscated. Students must bring their ID to retrieve these items from the front office at the end of the school day.

Students bring these devices to school at their own risk. If a student has a cell phone or other electronic device on campus or the bus and it is damaged or stolen, the school will not utilize resources to investigate the incident nor will MUSD take any financial responsibility for the cell phone or cell phone charges or for any other electronic device

1st Infraction: Phone/electronic device will be confiscated. Students MUST show ID to retrieve devices at the end of the school day.

2nd and subsequent infractions: Phone/electronic device will be confiscated. Students MUST show ID to retrieve the device at the end of the school day and will be subject to disciplinary action as directed by site administration.

ELECTRONIC INFORMATION SYSTEM (EIS)

The school's information technology resources, including email and Internet access, are provided for educational purposes. Online communication constitutes web browsing, email, instant messaging, blogging, any use of network resources, etc. MUSD electronic resources include, but are not limited to:

- Hardware, software, data, communication devices, printers, servers, filtered internet access, and local and wide area networks.

Online communication is critical for learners to apply 21st Century Skills and employ tools such as interactive websites, blogs, video conferencing, podcasts, etc., which offer authentic opportunities for students to express and share information. To keep students safe and comply with the Children's Internet Protection Act (CIPA), the Acceptable Use Policy (AUP) is put in place and updated to accommodate the many educational and global changes to date. This Acceptable Use Policy is written for all those who use school-provided network connections. These connections may be used for classroom blogs, student emails, podcast projects, interactive websites, social media, and any other occasion students, teachers, or community members use school network resources.

CONSEQUENCES FOR VIOLATION

Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

SUPERVISION AND MONITORING

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

BRING YOUR OWN DEVICE POLICY

The Maricopa Unified School District's Bring Your Own Device Policy allows students to connect personal devices to the district's WIRELESS network provided approval is granted from the principal or authorized designee and the student's parent or legal guardian. This policy does not extend to district owned devices. For purposes of this policy, "device" means personally owned electronic equipment with wireless internet capability that can be used for educational purposes. This is limited to Chromebooks.

SCREEN MONITORING

Administration monitors all school issued technology accounts. These programs are in use for all students enrolled in the Maricopa Unified School District.

MUSD 1:1 Device Policy

MUSD supports student success by providing collaborative solutions to prepare all students for future opportunities. Every student grades 3-12 has access to an assigned laptop for academic purposes at home and school. Students are responsible for the care and use of the assigned device is subject to repair cost fees.

Prices for Replacement Parts

Charger: \$40
Screen: \$60
Keyboard: \$30
Full Replacement Cost: \$334
Cover (top): \$30
Cover (bottom): \$30
Hinges: \$30
Bezel: \$10



Getting to and From School



RIDING BICYCLES, SCOOTERS, OR WALKING TO SCHOOL

Students who do not ride the bus should arrive at school no earlier than thirty minutes before school starts and should leave the school grounds immediately after dismissal unless they are taking part in an organized after-school activity and have parental permission. If students live within a mile from the school and have parental permission, then the rules listed below must be followed:

- Stay on sidewalks as much as possible
- Do not walk or ride bikes or scooters in the street
- Never walk or ride between parked cars
- Use only designated crosswalks to cross the street and always look both ways for oncoming traffic
- Walk bikes and scooters across the street
- Bike and scooter riders are **REQUIRED** to wear helmets
- Bikes and scooters need to be locked in the school bike racks
- Before and after school, students must walk bikes and scooters on or off the school grounds
- School administration may require students to take bicycle safety courses
- Skateboards, motorized and non-motorized scooters, roller skates and in-line skates may not be ridden on school campuses at any time
- A contract explaining regulations and safety may be required to be signed by the students and parent
- The school is not responsible for the loss, damage or theft of these items

BUS RULES AND EXPECTATIONS

Students riding district buses are expected to follow the guidelines for bus riders:

- All students who ride the bus **MUST** ride the same AM bus every morning and the same PM bus every afternoon. We do not allow temporary changes to a student's stop. Permanent changes should be reported to transportation as soon as possible, in order to make sure we provide the safest transportation for all students.
- Any student who does not behave appropriately on the bus or does not cooperate with the bus driver can lose bus-riding privileges for a period of time or the remainder of the school year. Refusal to obey any bus driver when he/she is enforcing the bus rules is a serious offense. We ask parents to emphasize the absolute necessity of following the bus rules. Remember our drivers are entrusted with the lives of our young people and they must have support

to keep our children safe every day. **They are authorized to assign seats at all grade levels.**

Kindergarten and first grade students must be met at the bus stop by an adult. Any kindergarten or first grade student not met at their stop will be returned to school.

All questions pertaining to transportation should be directed to the Transportation Director at **520-568-5100 ext. 1150**, once prompted to select the transportation option.

RULES FOR STUDENT TRANSPORTATION

Arizona statutes do not mandate public transportation in this state. School bus transportation is provided as a courtesy and is a privilege, not a right. If a student's conduct is such that the health, safety, comfort, or the well-being of others is jeopardized, on or off the bus, a district official may deny the privilege of riding the bus. The school bus driver is in charge of the bus and all its passengers and has total authority and responsibility. Only designated district officials are authorized to suspend transportation privileges.

STUDENT CONDUCT ON THE SCHOOL BUS

BE SAFE

- Listen to and follow staff directions
- Stay seated facing forward while being transported on the bus
- Keep head, hands, feet, and objects inside the bus and to yourself

BE RESPECTFUL

- Keep the bus clean and damage/graffiti-free
- Use quiet, inside voices
- Use school appropriate language

BE RESPONSIBLE

- Follow all district/school policies
- Keep food, drink, and belongings in your backpack (water OK)
- Use electronics appropriately

SCHOOL BUS DISCIPLINE

Based on the severity of the offense, the consequences will be adjusted as needed. All suspensions are based on actual school days (non-school days are not considered days served). The school administration will make contact with Parents/Guardians regarding any discipline behavior or suspension issues from the school buses. The final decision will be made by the school administration.

BUS MISCONDUCT REFERRAL POLICY AND PROCEDURES

(Policies 5-305 and 5-409)

Drivers are responsible for maintaining order on the buses. It is the responsibility of the transportation department to communicate information to administration who will advise the parents when a student has been suspended. In the event of misbehavior on the part of the student riding the bus, the bus driver may issue the student a "Bus Referral" for minor and/or major infractions. The driver will complete a School Bus Misconduct Referral form.

- Depending on the nature and severity of the incident, the first bus referral may result in a written warning, or other disciplinary action, up to and including temporary or permanent suspension of bus privileges by the transportation director.
- The first bus referral on an activity bus will result in the suspension of activity bus riding privileges for the remainder of the semester or school year depending on the time of the year.
- Parents/Guardians contact will be initiated by an administrator regarding referrals and possible consequences.
- Severe infractions or second referrals will have a copy sent home as well. All referrals will be filed in the transportation office as well as the school site
- Habitual misconduct will result in permanent suspension from the privilege of bus transportation. This procedure will not preclude the right and responsibility of school officials to take other immediate action, as may be necessary in their judgment. For the preservation of good order and specifically for the safety and well-being of others who ride the bus. Suspension from bus transportation does not excuse the student from school attendance.



SCHOOL SITE WALKING BOUNDARY REGULATIONS

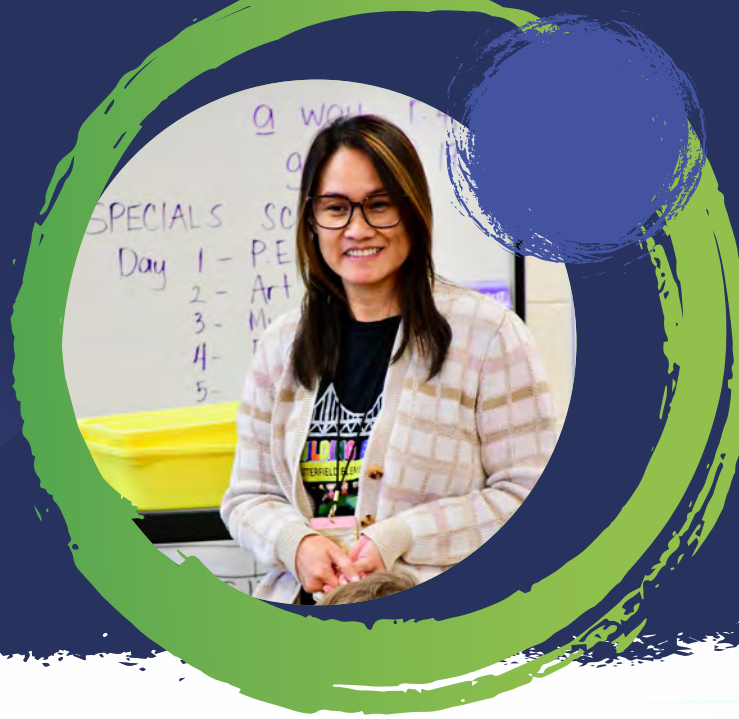
The Maricopa School Board authorizes the regular school bus transportation to and from school for the following categories:

- Students with disabilities who require transportation, as indicated in their respective individual education programs (IEP)
- Students living within a one (1) mile radius (grades K-8) or one and one half (1.5) mile radius (grades 9-12) of the school **where hazardous or difficult routes exist and where other arrangements cannot be provided**
- Students who are residents within a school attendance area and live more than one (1) mile radius (grades K-8) or one and one half (1.5) mile radius (grades 9-12) of the school
- Transportation for pupils who do not reside within an established school attendance area, limited to no more than twenty (20) miles each way to and from school of attendance or to and from a pickup point on a regular transportation route or for the total miles traveled each day to an adjacent school for eligible nonresident pupils who meet the economic eligibility requirements established under the national School Lunch and Child Nutrition Acts (42 United States Code sections 1751 through 1785) for free or reduced-price lunches
- Transportation for homeless students to their school of enrollment, if it is the school of origin, will be arranged as needed by the school liaison for homeless students

TRANSPORTATION OF STUDENTS ADMITTED THROUGH OPEN ENROLLMENT

A resident/nonresident student is eligible for district transportation on routes within the attendance boundaries of the school to which the student has been accepted for open enrollment. It is the responsibility of the parents or guardians of the student to have the student at a designated pickup point within the receiving school's transportation area. It is the parent's responsibility to contact transportation to inform them of the pickup and drop off bus stop where their student will be for accountability purposes. If the parent is unable to transport the child to a stop within the school boundaries, the parent is responsible for providing transportation to and from school.

Attendance



MUSD's goal is to ensure the attendance of students and to promote a school culture of academic achievement.

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

PARENTS/GUARDIANS AND STUDENT RESPONSIBILITIES

Parents/Guardians and students should be aware of the attendance policy. Students should attend class all day. Parents/Guardians need to call the school prior to 8:00 a.m. to provide the attendance clerk with the following information:

- Parent's Name
- Student's Name
- Teacher's Name
- Reason for Absence (i.e. Flu, Strep Throat, Asthma)
- Contact Phone Number

Parents and students may be asked to verify absences in writing within 24 hours. Arrange for doctor and dentist appointments after school as often as possible. Students need a full instructional day. Parents and/or guardians will inform the school of any changes to contact phone numbers.

EXCUSED ABSENCES

The following reasons will be accepted as excuses for being absent:

- Verified legal appointment, such as court
- Religious holiday
- Funeral/death in the family
- Verified illness or hospitalization
- Communicable disease (Flu, Measles, etc.)
- Pre-approved request/special circumstance (i.e. family, vacation)

STUDENT TARDINESS

Maricopa Unified School District recognizes the importance of students assuming the responsibility of being on time to class. A student will be considered tardy if he/she is not inside the classroom when the tardy bell rings. If a student abuses the tardy policy, appropriate disciplinary action will be applied.

- **1st Tardy** – Warning
- **2nd Tardy** – Consequence
- **Excessive Tardiness** – Office referral consistent with MUSD Code of Conduct

PRIOR NOTIFICATION ABSENCES/SPECIAL CIRCUMSTANCE

In certain circumstances when it is necessary for a student to be absent for an extended amount of time, notification should be made to the school at least three days prior to the absence. Students must arrange all class work prior to the absence and complete all work by a determined date. Submitting a request does not guarantee an excused absence. The following criteria will be considered by principal:

- **Grades** – must have a passing grade in each subject
- **Attendance** – amount of prior absences/tardiness
- **Behavior** – prior referrals, disciplinary actions, etc.

PARENTS/GUARDIANS NOTIFICATION

The school shall make a reasonable effort to promptly telephone and notify parents or guardians of an absent student within two hours after the start of school. In order to do this, it is IMPERATIVE that we have current contact information. Please inform the school office of any changes in phone numbers and/or contacts as soon as possible.

CONSEQUENCES FOR ABSENCES

After three or more absences the student will receive an attendance policy warning. The first notice will be in the form of a warning letter notifying the Parents/Guardians of the missed days. The primary purpose is to advise the parent/guardian that the student's grade may be affected due to the absences. After five or more absences the student may be placed on an attendance contract and a second notice letter will be sent home. A parent conference may be scheduled and Parents/Guardians may be referred to the court system for truancy citation. Students with excessive absences, (over 10%) will be subject to the laws of Arizona in regards to attendance and will receive a final truancy letter. The School Resource Officer/Truancy Officer per Arizona statute may cite the student or the parent for truancy. Excessive absences affect the student's grades. Administration may require medical documentation for excessive absences. **A.R.S. 15-802**

After 10 days of consecutive unexcused absences, the state requires schools to automatically withdraw the student.

TRUANCY VIOLATIONS

As per **A.R.S. 15-802**, the parent/guardian of a child between six and sixteen years of age or a person who has custody of a child, who fails to enroll or fails to ensure that the child attends school pursuant to this section is guilty of a Class 3 Misdemeanor. Arizona's Truancy Laws **A.R.S. 15-802** and **A.R.S. 15-803** define two circumstances when a student may be cited for failing to attend school.

- A student is "habitually truant" when he or she has five or more unexcused absences from school. "Truant" means an unexcused absence for at least one class period during the day.

- A student has "excessive absences" when the student misses more than 10 percent (18 days) of the required number of school days per year, whether the absence is excused or unexcused.

If the student experiences a significant number of excused/unexcused absences or trancies, both the Parents/Guardians and the child could be issued a citation for violation of the truancy law. A citation would require that both the Parents/Guardians and the child appear in court regarding this matter.

STUDENT PICK-UP/ SIGNING STUDENTS IN AND OUT OF SCHOOL

For the safety and protection of the student, he/she cannot be taken from school, before regular dismissal time, without a Parents/Guardians physically signing out the child. Photo identification will be required of all persons.

A student will not be excused to leave school on the basis of a note or telephone call. Students must be signed out in the front office by a person at least 18 years of age. A student may be allowed to leave with someone other than the parent only if the parent has notified the school of such an arrangement in writing or if the person is listed on the emergency contact list.

Only parents or legal guardians or others with permission verified by school administration may authorize check-out of a student. Only individuals designated on the authorization list may pick up the student.

If a student leaves during the day, and does not check out with the school, it is considered an unexcused absence and classified as truancy. Students are not permitted to leave school without permission.

Student Violence, Harassment, Intimidation, and Bullying



STUDENT VIOLENCE/ HARASSMENT/INTIMIDATION/ BULLYING

The Governing Board believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The board further believes a school environment inclusive of these traits maximizes student achievement, foster student personal growth, and helps students build a sense of community that promotes positive participation as members of society. MUSD Policy 1-201, 1-203, 5-408, and 5-409.

MUSD in partnership with parents, guardians, students, and staff shall establish and maintain a school environment based on these beliefs. MUSD shall identify and implement age-appropriate programs designed to instill in students the values of positive interpersonal relationships, mutual respect, and appropriate conflict resolution. To assist in achieving a school environment based on the beliefs of the Governing Board; bullying, harassment or intimidation as defined by this policy will not be tolerated.

BULLYING

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

- Has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property
- Is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm
- Occurs when there is a real or perceived imbalance of power or strength, or may constitute a violation of law
- Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to, verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling or rumor spreading either directly through another person or group or through cyberbullying, exposure to social exclusion or ostracism, physical contact including, but not limited to, pushing, hitting, kicking, shoving or spitting, and damage to theft of personal property.

CYBERBULLYING

Cyberbullying is, but is 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 or graphics. Harassment may be related, but not limited to race, religious orientation, sexual preference, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

INTIMIDATION

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

PROHIBITIONS AND DISCIPLINE

Students are prohibited from any of the behaviors listed above 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 any of the behaviors listed above 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.

REPORTING INCIDENTS OF BULLYING

A student who is experiencing bullying, or believes another student is experiencing bullying, is to report the situation to the principal or another school employee. A school employee who becomes aware of or suspects a student is being bullied shall immediately notify the school administrator. School personnel shall maintain confidentiality of the reported information.

Step 1: Report the situation directly to the office or to a trusted adult. The initial report can be verbal, but a written report of events will be needed as well, complete this form to report any incident.

Step 2: The Principal, Assistant Principal, or Principal's designee will provide the student with a copy of student rights protections and any support services available. The parent/guardian will be notified of the report from the student.

Step 3: The allegation will be investigated to determine if the incident meets the criteria/definitions listed above. Depending on the investigation, a mediation of the individuals involved may be necessary. If the allegation of bullying, harassment, intimidation and/or cyberbullying prove to follow the definitions/criteria, the school will take immediate disciplinary action.

The initial notification of an alleged incident may be provided verbally. A detailed written description of the incident and any other relevant information must be provided on form(s) made available by the school and submitted to the administration within one school day of the verbal report. Should the principal be the employee who observes, is informed of, or suspects a student is experiencing bullying the principal shall document the incident or concern in writing. Failure by an employee to report a suspected case of bullying may result in disciplinary action up to suspension without pay or dismissal pursuant to Board Policies [4-104](#), [4-105](#), [4-201](#).

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

At the time a student reports alleged bullying the principal shall provide to the student who has allegedly been bullied a written copy of student rights, protections and support services available to the student and shall notify the student's parent(s) of the report. The principal shall investigate all reports of bullying. If the principal determines that bullying has occurred, discipline will be administered pursuant to [Board Policy 5-306](#).

Regardless of the outcome of the investigation, the principal will meet with the involved students to review the findings of the investigation. Subject to the restrictions of the [Family Educational Rights and Privacy Act \(FERPA\)](#) set out in [Policy 5-303](#), the parents/guardians of the involved students shall also be informed of the findings of the investigation.

Documentation related to reported bullying and subsequent investigation shall be maintained by MUSD for not less than six years. In the event MUSD reports incidents to persons other than school officials or law enforcement all individually identifiable information shall be redacted. Restrictions established by FERPA on disclosure of personally identifiable student information must be observed at all times.

The MUSD Superintendent shall establish procedures for the dissemination of information to students and parents/guardians. The

information will include, but not be limited to, Governing Board policies, incident reporting, support services (proactive and reactive) and student's rights. The dissemination of this information shall:

- Occur during the first week of each school year
- Be provided to each incoming student during the school year at the time of the student's registration
- Be posted in each classroom and in common areas of the school
- Be summarized in the student handbook and on [MUSD website](#), and the Superintendent shall establish procedures for the dissemination of information to district employees including, but not limited to:
 - Governing Board Policy, preventive measures, incident reporting procedures, available support services for students (both proactive and reactive), and student rights
 - Information will be provided to staff members at the beginning of each instructional year and on the first day of employment for new employees.

The Superintendent shall establish procedures designed to protect the health and safety of students who are physically harmed as the result of bullying. These will include, when appropriate, procedures for contacting emergency medical services, law enforcement agencies, or both. Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant district policies shall be followed. Law enforcement authorities shall be notified any time district officials have a reasonable belief that an incidence of bullying is a violation of the law.

Support services, protections, consequences for incidents of bullying, harassment, intimidation, and/or cyber bullying may include but are not limited to:

- Conference
- Counseling support
- Mediation among students
- In-school suspension
- Cease and desist order
- Out of school suspension
- Bullying contract
- Referral to School Resource Officer
- District disciplinary hearing

MUSD K-5 Code of Conduct



GENERAL BEHAVIOR EXPECTATIONS

Students are expected to conduct themselves in a manner that is consistent with the vision, goals, and beliefs of the Maricopa Unified School District. Accordingly, students are prohibited from engaging in behavior (1) that obstructs, disrupts, or interferes with any educational, administrative, disciplinary, or other activity sponsored or approved by MUSD, (2) that endangers or threatens the safety of any person, or (3) that inflicts or threatens to inflict damage on property of MUSD, District employees, students, or others. In addition, students who have committed or are believed to have committed a crime may be subject to school discipline. [A.R.S. 15-843\(B\)\(4\)](#). Students who fail to abide by this general behavioral expectation will be subject to appropriate discipline, regardless of whether the conduct violates any specific provision of prohibited behavior, and may be cause for revocation of open enrollment admission status.

The Code of Conduct is based upon progressive student discipline as described in Governing Board [Policy 5-305](#): "Depending upon the nature of the violation, student discipline may be progressive, i.e., generally, a student's first violation should merit a lighter penalty than subsequent violations."

In addition to any specifically enumerated consequences, any violation of the General Behavioral Expectation listed above or of any Specifically Prohibited Behaviors beginning on the next page may result in the following consequences:

- The student may be isolated from other students and prohibited items will be confiscated.
- A conference will be held with parents to inform them of the inappropriate behavior and to remind them of school policy and disciplinary procedures.
- The student may be required to make use of counseling/intervention services.
- The student will make restitution for damages, if appropriate.
- The student may be assigned detention, work detail, a behavior contract and/or in-school suspension.
- The student may receive a short-term suspension (up to 10 days) from school premises and activities.
- For repeated or serious violations, the student may be removed from the regular school program or recommended for long term suspension or expulsion.
- Administration may involve police. Legal action may be taken.

Consistent with the general behavioral expectation, the following specified behaviors are prohibited on school property (including school buses and bus stops), in the vicinity of the school, at school-sponsored activities, and on the way to and from school unless otherwise required by the Student Handbook or Board Policy. Disciplinary decisions

are at the discretion of the administrator and are expected to be connected to the misconduct in a logical and timely manner.

MUSD DISCIPLINE PHILOSOPHY

Students are expected to conduct themselves in a manner that is consistent with the vision, goals, and beliefs of the Maricopa Unified School District. Accordingly, students are prohibited from engaging in behavior that obstructs, disrupts, or interferes with any educational, administrative, disciplinary, or other activity sponsored or approved by the District, that endangers or threatens the safety of any person, or that inflicts or threatens to inflict damage on the property of the District, District employees, students, or others. In addition, students who have committed or are believed to have committed a crime may be subject to school discipline. [A.R.S. 15-843\(B\)](#). Students who fail to abide by this general behavioral expectation will be subject to appropriate discipline, regardless of whether the conduct violates any specific provision of prohibited behavior, and may be cause for revocation of open enrollment admission status.

PBIS-POSITIVE BEHAVIOR INTERVENTION SUPPORTS

Maricopa Unified School District has adopted the Positive Behavior Intervention Supports or PBIS framework. School-Wide PBIS is a whole school three-tier approach to decreasing disruptive behaviors and increasing student success.

- One of the foremost advances in school-wide discipline is the emphasis on school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments.
- A continuum of positive behavior support for all students with all MUSD schools is implemented in areas including the classroom and non-classroom settings (for example hallways, buses, and restrooms).
- Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children and youth by making targeted behaviors less effective, efficient, and relevant, and desired behavior more functional.
- [PBIS.org](#) - The main focus of PBIS is to provide a clear system for all expected behaviors at Maricopa Unified School District Schools. While many faculty and students may have assumptions of what is expected behavior, we

cannot assume that everyone's understanding and beliefs are similar. Through PBIS, we will work to create and maintain a productive, safe environment in which ALL school community members have clear expectations and understandings of their role in the educational process. MUSD schools are implementing PBIS school-wide systems of positive behavior support that focus on taking a team-based approach and teaching appropriate behavior to all students in the school.

Our three main overarching Behavior Expectations district wide are:

BE SAFE
BE RESPECTFUL
BE RESPONSIBLE



Behavioral expectations are taught using similar teaching formats that are applied in the general curriculum. The rules are presented, the reasons are discussed, positive examples (correct way) are described and rehearsed, and non-examples (incorrect way) are described and modeled. Students are given the opportunity to practice the correct way until they demonstrate fluency. Appropriate behaviors are acknowledged. Once appropriate behaviors have been defined these desired behaviors are reinforced on a regular basis. Each school has their own reinforcement system used to reward positive behaviors. Students are recognized and celebrated in various ways throughout the year.

RESTORATIVE PRACTICES

The Maricopa Unified School District is founded on humanitarian and democratic principles, recognizing and respecting the rights and dignity of all individuals. As a community of educators, we deeply value the importance of building strong relationships with our students, as we believe this is essential for their overall success. This includes fostering collaborative partnerships with students and their families, working together to ensure each student's achievements.

Restorative practices and school discipline in the Maricopa Unified School District aim to cultivate inclusive school communities that prioritize student engagement in learning and minimize disruptions to instruction. To achieve this goal, we rely on the

support of all stakeholders, particularly our families, as we strive to create a nurturing and positive environment.

Our objectives regarding restorative practices and discipline are as follows:

1. Providing students with ample opportunities to learn from their mistakes, transform their behavior, and restore relationships.
2. Developing a progressive and restorative program that embodies our values.
3. Ensuring administrators possess a comprehensive understanding of appropriate responses to discipline referrals and concerns, while allowing for flexibility and individualized approaches.
4. Offering clear guidelines and advanced communication to students, parents/guardians, and school personnel regarding the steps to be taken in handling discipline matters.
5. Providing ongoing professional development and support for educators to implement strategies and actions that align with the principles of a democratic society.

Each day, within our schools, we have the power to influence our students' social-emotional learning and development through the utilization of restorative practices. By prioritizing healthy relationships, preventing harmful behaviors, resolving conflicts constructively, and fostering a positive and inclusive learning environment, we aim to create an optimal space for growth and learning. We deeply value open dialogue as a means to repair relationships, and we maintain an unwavering commitment to ensuring that disruptive behavior does not impede other students' access to education.

To maintain a safe and respectful learning environment, our staff is dedicated to addressing and supporting behavioral concerns at the teacher and classroom levels. These conversations may involve peers, parents/guardians, and the administration, as we all share the responsibility to support and uphold a secure and inclusive learning community.

DISCIPLINE AND STUDENTS 7 AND UNDER AND IN GRADES K-4

Suspension of elementary school students in kindergarten and grades one (1) through four (4) must comply with [A.R.S. 15-843\(K\)](#), as follows:

Policy 5-306

Unless required by [A.R.S. 15-841\(G\)](#), bringing a firearm to school, which may be modified on a case-by-case basis, a school district may out-of-school suspend or expel a student who is enrolled in kindergarten through fourth grade only if all of the following apply:

1. The student is seven (7) years of age or older.
2. The student is engaged in conduct on school grounds that meets one (1) of the following criteria:
 - Involves possession of a dangerous weapon
 - Involves the possession, use or sale of a dangerous drug or narcotic drug
 - Immediately endangers the health or safety of others
 - The student's behavior is determined to qualify as "aggravating circumstances."
3. Failing to remove the student from the school building would create a safety threat that cannot otherwise reasonably be addressed or qualifies as "aggravating circumstances."
4. Before suspending or expelling the student, the school district considers and, if feasible, employs alternative behavioral and disciplinary interventions that are available, appropriate to the circumstances, and that are considerate of the health and safety of others. The consideration of disciplinary interventions will occur in consultation with the student's parent or guardian to the extent possible. The school district shall document the alternative behavioral and disciplinary interventions it considers and employs.

“Aggravating circumstances” refers to a student being engaged in persistent behavior that:

1. has been documented by the school
2. prevents other students from learning or prevents the teacher from maintaining control of the classroom environment
3. is unresponsive to targeted interventions as documented through an established intervention process

Maricopa Elementary School District One may utilize alternative behavioral and disciplinary interventions and supports for K-4th grade students to include such practices as, but not limited to:

Restorative practices, behavior intervention plans, reward-based behavior plans, sticker charts, progress charts, behavior reflection, problem-solving, goal setting, On Campus Support (OCS), detention, restitution, behavior contracts, parent involvement/ supervision, check-ins, instructional behavior modules, and activities.

**In the following K-5 Discipline Matrix, a referenced out-of-school suspension would only be implemented in the event that the above criteria were met for a K through 4th grade student.*

MUSD Discipline Matrix

Progressive Discipline - The Code of Conduct is based upon progressive student discipline as described in Governing Board [Policy 5-305](#): “Depending upon the nature of the violation, student discipline may be progressive, i.e., generally, a student’s first violation should merit a lighter penalty than subsequent violations.” The following chart shows the minimum and maximum range of disciplinary action that will be enforced for each area. These statements are guidelines only and do not limit the judgment of the administrator who must assess the situation and the student’s behavioral history. School rules apply when a student is attending school, on school grounds, at school sponsored events, traveling to or from school, before or after school at bus stops, on any district property, or when the student is engaged in misconduct that affects the climate of the school.

***Notes: the use of commas in the Minimum and Maximum columns below indicate “and/or” and are dependent on the infraction and use of progressive discipline. Violations noted with * are reported to the Arizona Department of Education. Violations noted with ** are additionally reported to law enforcement.

A major code of conduct violation is considered to be any behavior infraction that has to be reported to the Arizona Department of Education. This includes but is not limited to: alcohol, drugs, fighting/assault, threats, and weapons. The school principal or their designee reserves the right to recommend students for long-term suspension based on these major infractions

AGGRESSION

Infraction	Aggression - Aggravated Assault*			
Definition	A.R.S. 13-1204 . Aggravated assault: A person commits aggravated assault if the person commits assault as defined in section A.R.S. 13-1203 under any of the following circumstances: 1. If the person causes serious physical injury to another, 2. If the person uses a deadly weapon or dangerous instrument, 3. If the person commits the assault after entering the private home of another with the intent to commit the assault, 4. If the person is eighteen years of age or older and commits the assault upon a child the age of fifteen years or under, 5. If the person commits the assault knowing or having reason to know that the victim is a peace officer, or a person summoned and directed by the officer while engaged in the execution of any official duties, 6. If the person commits the assault knowing or having reason to know the victim is a teacher or other person employed by any school and the teacher or other employee is upon the grounds of a school or grounds adjacent to the school or is in any part of the building or vehicles 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.			
Board Policy	5-305			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Refer to A.R.S. 15-843(K) for guidance	Refer to A.R.S. 15-843(K) for guidance	10 days OSS + long-term suspension, MPD referral	10 days OSS + long term suspension, MPD referral
Maximum Consequence	Refer to A.R.S. 15-843(K) for guidance	Refer to A.R.S. 15-843(K) for guidance	10 days OSS + expulsion, MPD referral	10 days OSS + expulsion, MPD referral

Infraction	Aggression - Assault*			
Definition	A.R.S. 13-1203. Assault: A person commits assault by: 1. Intentionally, knowingly or recklessly causing any physical injury to another person; or 2. Intentionally placing another person in reasonable apprehension of imminent physical injury; or 3. Knowingly touching another person with the intent to injure, insult or provoke such a person.			
Board Policy	5-305			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Conference, restorative practices, loss of privileges, Refer to A.R.S. 15-843(K) for guidance	Conference, Loss of privileges, detention, 1-3 days suspension, Refer to A.R.S. 15-843(K) for guidance	5-7 days OSS	10 days OSS, long-term suspension, MPD referral
Maximum Consequence	Conference, behavior contract, suspension, Refer to A.R.S. 15-843(K) for guidance	Conference, Loss of privileges, detention, 3-5 days suspension, Refer to A.R.S. 15-843(K) for guidance	7-10 days OSS, long-term suspension, expulsion	10 days OSS + expulsion, MPD referral
Infraction	Aggression-Disorderly Conduct			
Definition	A.R.S. 13-2904. Disorderly conduct; classification A person commits disorderly conduct if, with intent to disturb the peace or quiet of a campus, neighborhood, family or person, or with knowledge of doing so, such person: 1. Engages in fighting, violent or seriously disruptive behavior; or 2. Makes unreasonable noise; or 3. Uses abusive or offensive language or gestures to any person present in a manner likely to provoke immediate physical retaliation by such person; or 4. Makes any protracted commotion, utterance or display with the intent to prevent the transaction of the business of a lawful meeting, gathering or procession; or 5. Refuses to obey a lawful order to disperse issued to maintain public safety in dangerous proximity to a fire, a hazard or any other emergency; or 6. Recklessly handles, displays or discharges a deadly weapon or dangerous instrument. (Possession of a deadly weapon or dangerous instrument must also be reported as a weapon violation to ADE and to local law enforcement.) MUSD RESERVES THE RIGHT TO FILE CHARGES OF DISORDERLY CONDUCT AGAINST STUDENTS WHO ENGAGE IN ANY FORM OF THE ABOVE BEHAVIOR, WHICH INCLUDES A PHYSICAL ALTERCATION.			
Board Policy	5-305			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Conference, restorative practices, loss of privileges, Refer to A.R.S. 15-843(K) for guidance	Conference, Loss of privileges, detention, 1-3 days suspension, Refer to A.R.S. 15-843(K) for guidance	Conference, 3-5 days ISS or OSS	5-10 days ISS or OSS
Maximum Consequence	Conference, behavior contract, suspension, Refer to A.R.S. 15-843(K) for guidance	Conference, Loss of privileges, detention, 3-5 days suspension, Refer to A.R.S. 15-843(K) for guidance	5-10 days ISS or OSS, long term suspension	5-10 days ISS or OSS, long-term suspension, expulsion, MPD referral

Infraction	Aggression - Endangerment			
Definition	13-1201. Endangerment; classification 1. A person commits endangerment by recklessly endangering self or others with a substantial risk of imminent death or physical injury. 2. Endangerment involving a substantial risk of imminent death is a Class 6 felony. In all other cases, Class 1 misdemeanor.			
Board Policy	5-305			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Conference, restorative practices, loss of privileges, Refer to A.R.S. 15-843(K) for guidance	Conference, Loss of privileges, detention, 1-3 days suspension, Refer to A.R.S. 15-843(K) for guidance	5-10 days ISS or OSS	5-10 days ISS or OSS
Maximum Consequence	Conference, behavior contract, suspension, Refer to A.R.S. 15-843(K) for guidance	Conference, Loss of privileges, detention, 3-5 days suspension, Refer to A.R.S. 15-843(K) for guidance	10 days OSS + long-term suspension, expulsion	Long-term suspension, expulsion, MPD referral
Infraction	Aggression - Fighting*			
Definition	Mutual participation in an incident involving physical violence, where there is no major injury. (US Department of Education, Office of Safe and Drug-Free Schools Uniform Management Information and Reporting System guidelines, 10/06) Verbal confrontation alone does not constitute fighting.			
Board Policy	5-305			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Conference, restorative practices, loss of privileges, Refer to A.R.S. 15-843(K) for guidance	Conference, Loss of privileges, detention, 1-3 days suspension, Refer to A.R.S. 15-843(K) for guidance	5-7 days OSS	5-10 days OSS, school-based counseling, long-term suspension
Maximum Consequence	Conference, behavior contract, suspension, Refer to A.R.S. 15-843(K) for guidance	Conference, Loss of privileges, detention, 3-5 days suspension, Refer to A.R.S. 15-843(K) for guidance	7-10 days OSS, long-term suspension, expulsion	Long-term suspension, expulsion
Infraction	Aggression - Instigation/Provocation			
Definition	Use of language, photos or gestures that may incite another person or other people to fight. (verbal, written, gestured or electronic)			
Board Policy	5-305			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Conference, restorative practices, loss of privileges	Conference, Loss of privileges, detention, 1-3 days suspension	Conference, 3-5 days ISS or OSS, long-term suspension	Conference, 5-7 days ISS or OSS, long-term suspension
Maximum Consequence	Conference, behavior contract, suspension	Conference, Loss of privileges, detention, 3-5 days suspension	5-10 days ISS or OSS, expulsion	7-10 days ISS or OSS, expulsion

Infraction	Aggression - Minor Aggressive Act, Recklessness			
Definition	Student engages in non-serious and non-disruptive, 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 such as verbal altercation.			
Board Policy	5-305			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Conference, restorative practices, loss of privileges	Conference, Loss of privileges, detention, 1-3 days suspension	Conference, 3-5 days ISS or OSS, long-term suspension	Conference, 5-7 days ISS or OSS, long-term suspension
Maximum Consequence	Conference, Detention, behavior contract, suspension	Conference, Loss of privileges, detention, 3-5 days suspension, behavior contract	5-10 days ISS or OSS, expulsion	7-10 days ISS or OSS, expulsion
Infraction	Aggression - Other (Horseplay, Roughhousing, Verbal Altercation)			
Definition	Discipline incidents that involve aggressive behaviors not covered in the previous categories. This could include incidents of horseplay, roughhousing, or engaging in a verbal altercation. Horseplay and roughhousing typically involve physical activities that are meant to be playful but can escalate and potentially cause harm or disruption. Verbal altercations involve heated exchanges of words or arguments between students. While these behaviors may not reach the level of serious aggression, they are still considered inappropriate and warrant disciplinary action to ensure a safe and respectful environment for all students.			
Board Policy	5-305			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Conference, restorative practices, loss of privileges	Conference, Loss of privileges, detention, 1 day suspension, Refer to A.R.S. 15-843(K)	Conference, 1-5 days ISS or OSS	Conference, 1-5 days ISS or OSS
Maximum Consequence	Conference, Detention, behavior contract, suspension	Conference, Loss of privileges, detention, 1-3 days suspension, Refer to A.R.S. 15-843(K) , behavior contract	5-10 days ISS or OSS, long-term suspension	5-10 days ISS or OSS, long-term suspension, expulsion
ALCOHOL, TOBACCO AND OTHER DRUGS: Inhalants, Prescription Drugs (Inappropriate Use of), Over the Counter Drugs (Inappropriate Use of), Ecstasy, Cocaine or Crack, Hallucinogens, Heroin, Marijuana, Methamphetamines, Imitation, Synthetic and "Designer" drugs, Other Illicit drugs, Unknown drugs, Drug paraphernalia, and substances represented as illicit drugs.				
Infraction	Alcohol, Medications, Tobacco and Other Drugs - Alcohol Violation**			
Definition	The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes being intoxicated at school, school-sponsored events and on school-sponsored transportation.			
Board Policy	5-305			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Conference loss of privileges, detention, 1-2 days suspension, MPD Referral, Refer to A.R.S. 15-843(K) for guidance	Conference, Loss of privileges, detention, 1-3 days suspension MPD Referral, Refer to A.R.S. 15-843(K) for guidance	5-10 days OSS, school-based counseling, long term suspension, alternate placement, MPD Referral	5-10 days OSS, long-term suspension, school-based counseling, alternate placement, MPD Referral
Maximum Consequence	Conference, Loss of privileges, detention, 3-5 days suspension MPD Referral, Refer to A.R.S. 15-843(K) for guidance	Conference, Loss of privileges, detention, 3-10 days suspension MPD Referral, Refer to A.R.S. 15-843(K) for guidance	10 days OSS, long-term suspension, alternate placement, MPD Referral	10 days OSS, long-term suspension, alternate placement, MPD Referral

Infraction		Alcohol, Medications, Tobacco and Other Drugs - Medications**			
Definition		*Unauthorized Possession or Use of Medication* occurs when a student, without previously obtaining authorization pursuant to the District's medication policy, or uses a prescription or over-the-counter medication in accordance with the physician's written directions (prescription medications) or the manufacturer's written directions (over-the-counter medications). NOTE: Any other possession, use, or distribution of a prescription or over-the-counter medication will be treated as a violation of the drug and alcohol policy			
Board Policy		5-305			
Grade Level	K-2	3-5	6-8	9-12	
Minimum Consequence	Confiscate, conference, loss of privilege, Refer to A.R.S. 15-843(K) for guidance	Confiscate, conference, loss of privilege, detention, suspension	5-10 days OSS, school-based counseling, long term suspension, expulsion, alternate placement, MPD Referral	5-10 days OSS, long term suspension, school-based counseling, expulsion, alternate placement, MPD Referral	
Maximum Consequence	Confiscate, conference, loss of privilege, detention, suspension 1-2 days, Refer to A.R.S. 15-843(K) for guidance	Confiscate, conference, loss of privilege, detention, suspension 3-5 days	10 days OSS, long-term suspension, expulsion, alternate placement, MPD Referral	10 days OSS, long-term suspension, expulsion, alternate placement, MPD Referral	
Infraction		Alcohol, Medications, Tobacco and Other Drugs - Drug Violation**			
Definition		<p>The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation or importation of any controlled drug, narcotic substance, synthetic drug (i.e. bath salts, spice) 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</p> <ul style="list-style-type: none">Inhalants*Prescription drugs** (Inappropriate Use Of)Over the Counter drugs* (Inappropriate Use Of)Illicit Drugs** a) Ecstasy, Cocaine or Crack, Hallucinogens, Heroin, Marijuana, Methamphetamines, Other Illicit drugs,Unknown drugs, Synthetic, "designer" or imitation drugs. <p>Substances represented as illicit drugs "Drug paraphernalia" means all equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a drug in violation of this chapter A.R.S. 13-3415(F.I.)</p>			
Board Policy		5-305			
Grade Level	K-2	3-5	6-8	9-12	
Minimum Consequence	Conference loss of privileges, detention, 1-2 days suspension, MPD Referral, Refer to A.R.S. 15-843(K) for guidance	Conference, Loss of privileges, detention, 1-3 days suspension MPD Referral	5-10 days OSS, school-based counseling, long term suspension, alternate placement, MPD Referral	5-10 days OSS, long term suspension, school-based counseling, alternate placement, MPD Referral	
Maximum Consequence	Conference, Loss of privileges, detention, days suspension MPD Referral, Refer to A.R.S. 15-843(K) for guidance	Conference, Loss of privileges, detention, 3-10 days suspension MPD Referral	10 days OSS, long-term suspension, alternate placement, MPD Referral	10 days OSS, long-term suspension, alternate placement, MPD Referral	

Infraction	Alcohol, Medications, Tobacco and Other Drugs - Tobacco Violation**			
Definition	<p>The possession, use, distribution or sale of tobacco products on school grounds, at school-sponsored events and on school-sponsored transportation. Paraphrased from: A.R.S. 36-798.03</p> <p>A school violation includes nicotine, nicotine-delivering substances, chemicals or devices that produce smoke or vapor, which includes but are not limited to, e-cigarettes, hookahs, water pipes, Shisha, cigarettes, cigars, chewing tobacco, or vapor products. The violation also includes any other “tobacco innovation”.</p> <p>A “vapor product” means a noncombustible tobacco-derived product regardless of shape or size, which can be used to heat a liquid nicotine solution contained in cartridges.</p> <p>A person who knowingly sells, gives or furnishes cigars, cigarettes or cigarette papers, smoking or chewing tobacco, to a minor, and a minor who buys, or has in his possession or knowingly accepts or receives from any person, cigars, cigarettes or cigarette papers, smoking or chewing tobacco of any kind, is guilty of a petty offense. A.R.S. 13-3622</p>			
Board Policy	5-305			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Confiscate, conference, loss of privilege	Confiscate, conference, loss of privilege, detention, suspension	3-5 days ISS or OSS, school-based counseling	3-5 days ISS or OSS, school-based counseling
Maximum Consequence	Confiscate, conference, loss of privilege, detention, suspension 1-2 days, MPD Referral	Confiscate, conference, loss of privilege, detention, suspension 3-5 days MPD Referral	7-10 days OSS, long-term suspension, MPD Referral	7-10 days OSS, long-term suspension, MPD Referral
ARSON				
Infraction	Arson - of a structure or property			
Definition	<p>Property means anything other than a structure which has value, tangible or intangible, public or private, real or personal, including documents evidencing value or ownership. “Structure” means any building, object, vehicle, watercraft, aircraft or place with sides and a floor, used for lodging, business, transportation, recreation or storage. A.R.S. 13-1701 A person commits reckless burning by recklessly causing a fire or explosion which results in damage to an occupied structure, a structure, wildland or property. Reckless burning is a Class 1 misdemeanor.</p>			
Board Policy	5-305			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Conference loss of privileges, detention, 1-2 days suspension	Conference, Loss of privileges, detention, 1-3 days suspension	10 days OSS, long-term suspension, expulsion	10 days OSS, expulsion
Maximum Consequence	Conference, Loss of privileges, detention, 3-5 days suspension	Conference, Loss of privileges, detention, 3-10 days suspension	10 days OSS + expulsion	10 days OSS + expulsion, MPD referral
Infraction	Arson-of an occupied structure			
Definition	<p>A person commits arson of an occupied structure by knowingly and unlawfully damaging an occupied structure by knowingly causing a fire or explosion. Arson of an occupied structure is a Class 2 felony. A.R.S. 13-1703</p>			
Board Policy	5-305			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Conference loss of privileges, detention, 1-2 days suspension	Conference, Loss of privileges, detention, 1-3 days suspension	10 days OSS, long-term suspension, expulsion	10 days OSS, expulsion
Maximum Consequence	Conference, Loss of privileges, detention, 3-5 days suspension	Conference, Loss of privileges, detention, 3-10 days suspension	10 days OSS + expulsion	10 days OSS + expulsion, MPD referral

ATTENDANCE				
Infraction	Attendance - Leaving School Grounds without permission			
Definition	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.			
Board Policy	5-306			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Conference, loss of privileges, detention	Conference, Loss of privileges, detention, 1-2 days suspension	Conference, Attendance contract, 1-5 days ISS or OSS	Conference, Attendance contract, Saturday School, 1-5 days ISS or OSS
Maximum Consequence	Conference, Loss of privileges, Detention, 1-3 days suspension	Conference, Loss of privileges, detention, 3-5 days suspension	5-10 days ISS or OSS	5-10 days ISS or OSS
Infraction	Attendance - Other Attendance Violations			
Definition	Non-compliance with attendance policies not covered elsewhere. Examples include unauthorized early departure, unexcused tardiness, leaving school without authorization, failure to attend mandatory events, excessive unexcused absences, falsifying attendance records, truancy, lack of documentation, and non-compliance with interventions or corrective measures.			
Board Policy	5-305 , 5-301			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Conference, Parent Phone calls/letters,	Conference, Parent Phone calls/letters,	Conference, attendance contract, 1-5 days ISS or OSS	Conference, attendance contract, 1-5 days ISS or OSS
Maximum Consequence	Conference, Attendance contract, Saturday school, After school tutoring/ Intersession(s)	Conference, Attendance contract, Saturday school, After school tutoring/ Intersession(s)	5-10 days ISS or OSS	5-10 days ISS or OSS, long-term suspension
Infraction	Attendance - Tardy			
Definition	Arriving at school or class after the scheduled start time.			
Board Policy	5-305 , 5-306			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Conference, Parent Phone calls/letters	Conference, Parent Phone call/letter	Conference, 1-5 days ISS or OSS, Loss of privileges	Attendance contract, Saturday School/ Campus clean-up, 3-5 days ISS or OSS, Loss of privileges
Maximum Consequence	Conference, Attendance contract, Saturday school, Breakfast club, Intersession(s)	Conference, Attendance contract, Saturday school, Intersession(s)	5-10 days ISS or OSS	5-10 days ISS or OSS

Infraction	Attendance - Truancy			
Definition	The state of Arizona requirement for school attendance and definitions for truancy are as follows: A.R.S. 15-803 . School attendance; exemptions; definitions. <ol style="list-style-type: none">1. The child is excused pursuant to A.R.S. 15-802, subsection D or A.R.S. 15-901, subsection A, paragraph 6, subdivision.2. The child is accompanied by a parent or a person authorized by a parent.3. The child is provided with instruction in a home school.4. A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child as defined in A.R.S. 8-201. Absences may be considered excessive when the number of absent days exceeds ten percent of the number of required attendance days prescribed in A.R.S. 15-802, subsection B, paragraph 1.5. As used in this section:<ul style="list-style-type: none">• *Habitually truant* means a truant child who is truant for at least five school days within a school year.• *Truant* means an unexcused absence for at least one class period during the day.• *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.			
Board Policy	5-103			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Conference, Parent Phone calls/letters, attendance contract	Conference, Parent Phone calls/letters, attendance contract	Conference, 1-5 days ISS or OSS, Attendance Contract, Saturday School	3-5 days ISS or OSS, Saturday School, Attendance Contract
Maximum Consequence	Conference, Attendance contract, Saturday school, After school tutoring/Intersession(s), withdrawn from school on 11th day.	Conference, Attendance contract, Saturday school, After school tutoring/Intersession(s), withdrawn from school on 11th day.	5-10 days ISS or OSS, withdrawn from school on 11th day	5-10 days ISS or OSS, withdrawn from school on 11th day
Infraction	Attendance - Unexcused absences			
Definition	Defined by school district policy for discipline purposes unexcused absences are utilized in the calculation of truancy for federal reporting, but are obtained from SAIS for this purpose.			
Board Policy	5-103			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Conference, Parent Phone calls/letters	Conference, Parent Phone calls/letters	Conference, Attendance contract, 1-5 days ISS or OSS	Conference, Attendance contract, Saturday School, 1-5 days ISS or OSS
Maximum Consequence	Conference, Attendance contract, Saturday school, After school tutoring /Intersession(s)	Conference, Attendance contract, Saturday school, After school tutoring/ Intersession(s)	5-10 days ISS or OSS	5-10 days ISS or OSS, possible loss of credit
HARASSMENT, BULLYING, THREATS AND INTIMIDATION: Note: If a violation is known to be Bullying or Hazing, record the violation as such. Otherwise, indicate Harassment, Nonsexual. If the harassment or intimidation is of a sexual nature, record under Sexual Offenses as Harassment, Sexual.				
Infraction	Harassment, Threat and Intimidation - Bullying*			
Definition	Note: Bullying and Sexual Harassment are types of Harassment. Indicate Harassment if the violation is not specifically Bullying or Sexual Harassment, or if the specific type of Harassment is not known. Bullying is repeated acts over time that involves a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical in form (e.g., pushing, hitting, kicking, spitting, stealing); verbal (e.g., making threats, taunting, teasing, name-calling); or psychological (e.g., social exclusion, spreading rumors, manipulating social relationships). (Paraphrased from: Ericson, Nels, 2001, Addressing the Problem of Bullying, U.S. Dept. of Justice, Fact Sheet #FS-200127.) Bullying may include the use of videos, text messages, social media posts, images and other forms of technology.			

Board Policy	5-305, 1-201, 1-203, 5-409			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Conference, Loss of privileges, Detention, Restorative practices, 1-2 days suspension	Conference, Loss of privileges, Detention, Restorative practices, 1-3 days suspension	Conference, Bullying or No-Contact contract, 1-5 days ISS or OSS	Conference, Bullying or No-Contact contract, 5-10 days ISS or OSS, long-term suspension
Maximum Consequence	Conference, Loss of privileges, detention, Student Contract, Alternate Schedule, 3-5 days suspension	Conference, Loss of privileges, detention, Student Contract, Alternate Schedule, 3-10 days suspension	5-10 days OSS, long-term suspension, expulsion	10 days OSS + long-term suspension, expulsion
Infraction	Harassment, Threat and Intimidation - Harassment, Nonsexual*			
Definition	<p>A.R.S. 13-2921. Harassment; classification; definition</p> <p>A person commits harassment if, with intent to harass or with knowledge that the person is harassing another person, the person:</p> <ol style="list-style-type: none"> 1. Anonymously or otherwise communicates or causes a communication with another person by verbal, electronic, mechanical, telegraphic, telephonic or written means in a manner that harasses. 2. Continues to follow another person in or about a public place for no legitimate purpose after being asked to desist. 3. Repeatedly commits an act or acts that harass another person. 4. Surveils or causes another person to surveil a person for no legitimate purpose. 5. On more than one occasion makes a false report to a law enforcement, credit or social service agency. 6. Interferes with the delivery of any public or regulated utility to a person. 			
Board Policy	5-305, 5-408			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Conference, Loss of privileges, Detention, Restorative practices, 1-2 days suspension	Conference, Loss of privileges, Detention, Restorative practices, 1-3 days suspension	Conference, behavior contract, 1-5 days ISS or OSS	Behavior contract, 1-5 days OSS
Maximum Consequence	Conference, Loss of privileges, detention, Student Contract, Alternate Schedule, 3-5 days suspension	Conference, Loss of privileges, detention, Student Contract, Alternate Schedule, 3-10 days suspension	5-10 days OSS or long-term suspension	5-10 days OSS, long-term suspension, MPD referral
Infraction	Harassment - Gender or Sexual Orientation, Race/Color/National Origin, Disability			
Definition	<p>Harassment includes verbal, written, or physical conduct that is demeaning, offensive, or discriminatory toward a person or group based on their gender identity or sexual orientation, race, color, national origin, or disability. This includes slurs, derogatory comments, gestures, threats, bullying, or any action that creates a hostile environment for the targeted individual(s). Harassment may occur in person, through social media, or via electronic communication.</p>			
Board Policy	5-305, 5-408			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Conference, restorative practices, loss of privilege	Conference, restorative practices, behavior contract, 1-3 days ISS or OSS, loss of privilege	Conference, restorative practices, behavior contract, loss of privilege, 1-3 days ISS or OSS	Conference, restorative practices, behavior contract, loss of privilege, 1-3 days ISS or OSS
Maximum Consequence	Conference, restorative	Conference, restorative	Conference, restorative practices	Conference, restorative practices, behavior

Infraction	Harassment, Threat and Intimidation - Hazing*			
Definition	<p>There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to District schools within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdrawal from the District school. "Hazing" means an act in violation of section §13-1215 or 13-1216. "Organization" means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution. It is no defense to a violation of this policy if the victim consented or acquiesced to hazing. In accordance with statute, violations of this policy do not include either of the following: A. Customary athletic events, contests or competitions that are sponsored by an educational institution. B. 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. 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 District 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. To assure that students and staff are aware of its content and intent, a notice of this policy and procedure shall be posted conspicuously in each school building and shall be made a part of the rights and responsibilities section of the student handbook. Forms for submitting complaints are to be available to students and staff in the school offices. Disposition of all reports/complaints shall be reported to the Superintendent. The Superintendent will determine if the policies of the District have been appropriately implemented and will make such reports and/or referrals to the Board as may be necessary. All violations of this policy shall be treated in accord with the appropriate procedures and penalties provided for in District policies related to the conduct and discipline of students, staff, and others. Adopted: November 09, 2022</p>			
Board Policy	5-305, 5-408			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Conference, Loss of privileges, Detention, Restorative practices, 1-2 days suspension	Conference, Loss of privileges, Detention, Restorative practices, 1-3 days suspension	Conference, Behavior contract, 3-5 days ISS or OSS, long-term suspension + MPD Referral	5-10 days ISS or OSS, long-term suspension +MPD Referral
Maximum Consequence	Conference, Loss of privileges, detention, Student Contract, Alternate Schedule, 3-5 days suspension	Conference, Loss of privileges, detention, Student Contract, Alternate Schedule, 3-10 days suspension	5-10 days ISS or OSS, long-term suspension, expulsion + MPD referral	10 days OSS + long-term suspension, expulsion + MPD referral
Infraction	Harassment, Threat and Intimidation - Threat or Intimidation* (includes stalking)			
Definition	<p>When a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property. (Paraphrased from A.R.S. 13-1202)</p> <p>A.R.S.13-1202. Threatening or intimidating</p> <p>A person threatens or intimidates by words or conduct:</p> <ol style="list-style-type: none"> 1. To cause physical injury to another person or serious damage to the property of another; or 2. To cause, or in reckless disregard to causing, serious public inconvenience including, but not limited to, evacuation of a building, place of assembly or transportation facility; or 3. To cause physical injury to another person or damage to the property of another in order to promote, further or assist in the interests of or to cause, induce or solicit another person to participate in a criminal street gang, a criminal syndicate or a racketeering enterprise. 4. Threatening or intimidating pursuant to subsection A, paragraph 1 or 2 is a Class 1 misdemeanor, except that it is a Class 6 felony if the offense is committed in retaliation for a victim's either reporting criminal activity or being involved in an organization, other than a law enforcement agency, that is established for the purpose of reporting or preventing criminal activity. Threatening or intimidating pursuant to subsection A, paragraph 3 is a Class 4 felony. 			

Board Policy	5-305, 5-408, 5-409			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Conference, Loss of privileges, Detention, Restorative practices, 1-2 days suspension	Conference, Loss of privileges, Detention, Restorative practices, 1-3 days suspension	Conference, Behavior contract, 2-5 days ISS or OSS, MPD Referral	Behavior contract, 3-5 days ISS or OSS, MPD Referral
Maximum Consequence	Conference, Loss of privileges, detention, Student Contract, Alternate Schedule, 3-5 days suspension	Conference, Loss of privileges, detention, Student Contract, Alternate Schedule, 3-10 days suspension	5-10 days ISS or OSS, long-term suspension, expulsion, MPD Referral	5-10 days ISS or OSS, MPD Referral, long-term suspension, expulsion
LYING, CHEATING, FORGERY OR PLAGIARISM				
Infraction	Lying, Cheating, Forgery, or Plagiarism - Cheating			
Definition	Is to deprive of something valuable by the use of deceit or fraud; is to influence or lead by deceit, trick or artifice. Cheating on schoolwork is presenting the work of another as one's own. This includes: copying an examination, assignment, or other school work; working with others on projects and assignments that are meant to be done individually; looking at or copying another student's test, quiz, or homework answers; the use of cheat sheets or other forms of visual prompts including the use of PDAs, calculators, cell phones, and/or text messages; taking papers (or any portions thereof) from other students, publications, or the internet; viewing a video, reading a summary, or consulting study aids (Cliff Notes or equivalent, internet sources) of a book in place of reading the book; falsifying grades.			
Board Policy	5-305			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Conference, loss of credit on assignment	Conference, loss of credit on assignment, loss of privilege	Conference, loss of credit on assignment, 1-5 days suspension	Conference, loss of credit on assignment, parent contact by teacher, 1-5 days suspension
Maximum Consequence	Loss of privilege, detention	Detention, 1-3 days suspension	5-10 days suspension, long-term suspension	5-10 days suspension, possible loss of credit in class, long-term suspension
Infraction	Lying, Cheating, Forgery, or Plagiarism - Forgery			
Definition	Falsely and fraudulently making or altering a document.			
Board Policy	5-306			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Conference, loss of privilege	Conference, loss of credit on assignment, loss of privilege	Conference, 3-5 days suspension	Conference, 3-5 days suspension, possible loss of credit in class
Maximum Consequence	Detention	Detention, 1-3 days suspension	5-10 days suspension, long-term suspension	5-10 days suspension, possible loss of credit in class, long-term suspension
Infraction	Lying, Cheating, Forgery, or Plagiarism - Lying, False Reporting			
Definition	Making an untrue statement with intent to deceive; creating a false or misleading impression. A.R.S. 13-2907.01 False reporting to law enforcement. Knowingly making a false statement in relation to a crime.			
Board Policy	5-305			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Conference, loss of privilege	Conference, loss of privilege, detention	Conference, 1-5 days ISS or OSS	Conference, 1-3 days suspension, possible loss of credit in class

Maximum Consequence	Detention	1-3 days suspension	5-10 days ISS or OSS, long-term suspension	3-10 days suspension, possible loss of credit in class, long-term suspension
Infraction	Lying, Cheating, Forgery, or Plagiarism - Plagiarism			
Definition	Stealing and passing off the ideas or words of another as one's own. Plagiarism is the written representation of another's words, thoughts, or ideas as one's own. While it is expected that a student who is writing will use information from sources other than personal experience, appropriate acknowledgment of such sources is required. Plagiarism includes: using a direct quotation without citing the source; paraphrasing the ideas, interpretation, or expressions of another without giving credit; failing to acknowledge or document sources.			
Board Policy	5-306			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Conference, loss of credit on assignment	Conference, loss of credit on assignment, loss of privilege	Conference, loss of credit on assignment, 1-5 days suspension	Conference, Loss of credit on assignment, 1-3 days suspension, possible loss of credit in class
Maximum Consequence	Loss of privilege, detention	Detention, 1-3 days suspension	5-10 days suspension, long-term suspension	3-10 days suspension, long-term suspension, possible loss of credit in class
SCHOOL POLICIES AND OTHER VIOLATIONS: This category comprises misbehavior defined in district policy but not captured elsewhere.				
Infraction	School Policies, Other Violations - Closed Campus			
Definition	Occurs when a student leaves campus in violation of the District's closed campus policy. Secondary schools (Desert Wind Middle School, Maricopa Wells Middle School, Maricopa High School, and Desert Sunrise High School are closed to all students throughout their scheduled academic day, including lunchtime. Students who need to leave for medical reasons or special circumstances must obtain administrative permission in advance and may not leave campus without a pass from the front office.			
Board Policy	5-305			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	N/A	N/A	Conference, 1-3 days ISS or OSS	Conference, 1-5 days ISS or OSS
Maximum Consequence	N/A	N/A	Conference, 3-5 days ISS or OSS	Conference, 5-10 days ISS or OSS
Infraction	School Policies, Other Violations - Combustible			
Definition	Student is in possession of a substance or object that is readily capable of causing bodily harm or property damage, i.e., aerosol, lighters, matches, firecrackers, gasoline, and lighter fluid.			
Board Policy	5-305 , 5-306			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Conference, loss of privilege	Conference, 1-3 days ISS or OSS, long-term suspension	Conference, 3-5 days ISS or OSS, long-term suspension	3-10 days ISS or OSS, long-term suspension, expulsion
Maximum Consequence	Conference, behavior contract, loss of privilege	Conference, 3-5 days ISS or OSS, long-term suspension	5-10 days ISS or OSS, long-term suspension, expulsion	5-10 days ISS or OSS, expulsion
Infraction	School Policies, Other Violations - Contraband			
Definition	Items stated in school policy as prohibited because they may disrupt the learning environment.			
Board Policy	5-305 , 5-306			

Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Conference, loss of privilege	Conference, 1-3 days ISS or OSS, long-term suspension	3-5 days ISS or OSS, long-term suspension	3-5 days ISS or OSS, long-term suspension, expulsion
Maximum Consequence	Conference, behavior contract, loss of privilege	Conference, 3-5 days ISS or OSS, long-term suspension	5-10 days ISS or OSS, long-term suspension, expulsion	5-10 days ISS or OSS, long-term suspension, expulsion
Infraction	School Policies, Other Violations - Defiance, Disrespect Towards Authority, and Non-Compliance			
Definition	Student engages in refusal to follow directions, talks back, or delivers socially rude interactions.			
Board Policy	5-305			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Conference, loss of privilege	Conference, 1-3 days ISS or OSS	Conference, 1-5 days ISS or OSS	9-12: Conference, 5-10 days ISS or OSS, removal from class
Maximum Consequence	Conference, behavior contract, loss of privilege	Conference, 1-5 days ISS or OSS, behavior contract	Conference, 5-10 days ISS or OSS, removal from class, behavior contract	Conference, 5-10 days ISS or OSS, removal from class, long-term suspension
Infraction	School Policies, Other Violations - Disruption			
Definition	Students engage in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; or sustained out-of-seat behavior; running in buildings, corridors, hallways, or courtyard where other classes or activities are taking place.			
Board Policy	5-305			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Conference, loss of privilege	Conference, 1-3 days ISS or OSS	Conference, 1-3 days ISS or OSS	Conference, 1-5 days ISS or OSS
Maximum Consequence	Conference, behavior contract, loss of privilege	Conference, 3-5 days ISS or OSS, removal from class, long-term suspension	Conference, 5-10 days ISS or OSS, removal from class, long-term suspension	Conference, 5-10 days ISS or OSS, removal from class, long-term suspension
Infraction	School Policies, Other Violations - Dress Code Violation			
Definition	Students wear clothing that does not fit within the dress code guidelines stated by school or District policy.			
Board Policy	5-302			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Conference, change clothing	Conference, change clothing, loss of privilege	Change clothing, conference, 1-3 days ISS or OSS	Change clothing, conference, 1-3 days ISS or OSS
Maximum Consequence	Conference, change clothing, loss of privilege	Change clothing, conference, 1-3 days ISS or OSS	Change clothing, 3-5 days ISS or OSS	Change clothing, 3-5 days ISS or OSS
Infraction	School Policies, Other Violations - Gambling			
Definition	To play games of chance for money or a wager or to bet a sum of money.			
Board Policy	5-306			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Conference, loss of privilege	Conference, 1-3 days ISS or OSS	5-10 days ISS or OSS	5-10 days ISS or OSS

Maximum Consequence	Conference, behavior contract, loss of privilege	Conference, 3-5 days ISS or OSS, removal from class, long-term suspension	10 days OSS + long-term suspension, expulsion	10 days OSS + Long-term suspension, expulsion
Infraction	School Policies, Other Violations - Language, Inappropriate			
Definition	Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way, but not rising to the level of threatening or intimidation.			
Board Policy	5-305, 5-306			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Conference, loss of privilege	Conference, loss of privilege	Conference, 1-5 days ISS or OSS	1-3 days ISS or OSS
Maximum Consequence	Conference, behavior contract, loss of privilege	Conference, 1-5 days ISS or OSS, loss of privilege	5-10 days ISS or OSS	5-10 days ISS or OSS
Infraction	School Policies, Other Violations - Littering			
Definition	Includes leaving or depositing trash or other debris in places other than appropriate receptacles.			
Board Policy	5-305			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Conference, loss of privilege	Conference, loss of privilege	Conference, campus duty, 1-3 days ISS or OSS	Conference, campus duty, 1-3 days ISS or OSS
Maximum Consequence	Conference, behavior contract, loss of privilege	Conference, 1-2 days ISS or OSS, loss of privilege	Campus duty, 5-7 days ISS or OSS	Campus duty, 5-10 days ISS or OSS
Infraction	School Policies, Other Violations - Negative Group Affiliation			
Definition	<p>Specific attitudes and actions of a student affiliated with a negative group typically include most of the following:</p> <ul style="list-style-type: none"> • May or may not have a recognized leader. • Do most things together, especially socially. • Stick together on issues. • Act bored, disinterested, or imposed upon by teacher ideas, suggestions, or requirements. • Involve themselves in each other's problems; therefore, perpetuate each other's problems. • Claim loyalty and righteousness if reprimanded. All the interference they cause is in the name of friendship. • Likely to confront authority as a group when one member has been disciplined. • Usually uncooperative, and possibly hostile. • As a group, likely to be either very good or very poor students. • Conduct themselves as though no other individuals exist in the school, including other students. • Not objective. They turn-off everything, sometimes without even knowing. 			
Board Policy	5-301, 5-302, 5-305			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Conference, loss of privilege	Conference, behavior contract, loss of privilege	Conference, 1-5 days ISS or OSS, long-term suspension	5-10 days ISS or OSS, long-term suspension
Maximum Consequence	Conference, behavior contract, loss of privilege	Conference, 1-2 days ISS or OSS, loss of privilege	5-10 days OSS, expulsion	10 days ISS or OSS, expulsion
Infraction	School Policies, Other Violations - Other Violation of School Policy			
Definition	Defined by school district policy.			
Board Policy	5-305			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Conference, loss of privilege	Conference, behavior contract, loss of privilege	Conference, 1-3 days ISS or OSS	Conference, 1-5 days ISS or OSS
Maximum Consequence	Conference, behavior contract, loss of privilege	Conference, 1-2 days ISS or OSS, loss of privilege	5-10 days ISS or OSS	5-10 days ISS or OSS

Infraction	School Policies, Other Violations - Parking Lot Violation			
Definition	Includes any use of a vehicle, including parking, that violates school rules or driving laws or that endangers property or personal safety. (Examples include, but are not limited to: parking without registration of a vehicle as required by District policy, parking without the purchase of an annual parking pass, parking in the space designated to another student or staff member, or driving over 5 mph in any school parking lot. Fees will not be refunded for loss of privileges			
Board Policy	5-305			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Not applicable	Not applicable	Not applicable	Warning sticker, wheel clamp, 1-5 days OSS, loss of parking privileges one semester
Maximum Consequence	Not applicable	Not applicable	Not applicable	Wheel clamp, 5-10 days OSS, towing car, loss of parking privileges for one year
Infraction	School Policies, Other Violations - Public Display of Affection			
Definition	Kissing, sexual touching, or other displays of affection in violation of school policy.			
Board Policy	5-305			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Conference, loss of privilege	Conference, behavior contract, loss of privilege	Conference, 1-5 days ISS or OSS	Conference, 1-3 days ISS or OSS
Maximum Consequence	Conference, behavior contract, loss of privilege	Conference, 1-5 days ISS or OSS	5-10 days ISS or OSS	5-10 days ISS or OSS
Infraction	School Policies, Other Violations - Unauthorized Sales			
Definition	Selling on campus without authorization.			
Board Policy	5-212			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Conference, loss of privilege	Conference, behavior contract, loss of privilege	Conference, 1-5 days ISS or OSS	Conference, 1-5 days ISS or OSS
Maximum Consequence	Conference, behavior contract, loss of privilege	Conference, 1-5 days ISS or OSS	5-10 days ISS or OSS	5-10 days ISS or OSS
Infraction	School Threat - Threat to Educational Institution** Bomb Threat, Chemical or Biological Threat, Fire Alarm Misuse			

Definition	<p>Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff (National forum on Educational Statistics, Safety in Numbers). A.R.S. 13-2911. Interference with or disruption of an educational institution A person commits interference with or disruption of an educational institution by doing any of the following:</p> <ol style="list-style-type: none"> 1. Intentionally, knowingly or recklessly interfering with or disrupting the normal operations of an educational institution by either: Threatening to cause physical injury to any employee or student of an educational institution or any person on the property of an educational institution. 2. Intentionally or knowingly entering or remaining on the property of any educational institution for the purpose of interfering with the lawful use of the property or in any manner as to deny or interfere with the lawful use of the property by others. 3. Intentionally or knowingly refusing to obey a lawful order given pursuant to subsection C of this section. <p>To constitute a violation of this section, the acts that are prohibited by subsection A, paragraph 1 of this section are not required to be directed at a specific individual, a specific education institution or any specific property of an education institution. For the purposes of this section:</p> <p>“Interference with or disruption of” includes any act that might reasonably lead to the evacuation or closure of any property of the educational institution or the postponement, cancellation or suspension of any class or other school activity. For the purposes of this paragraph, an actual evacuation, closure, postponement, cancellation or suspension.</p> <ul style="list-style-type: none"> • Bomb Threat** Threatening to or causing harm by using a bomb, dynamite, explosive, or arson-causing device. • Chemical or Biological Threat** Threatening to or causing harm by using dangerous chemicals or biological agents. • Fire Alarm Misuse** Intentionally ringing the fire alarm when there is no fire. • Other School Threat** <p>Note: Parents are urged to speak with their children about what kinds of words may be perceived as threatening by another child. For example, children may not threaten to “kill” another student or teacher. Though unlikely to result in an actual attempt on someone’s life, these words are considered extremely threatening.</p>			
Board Policy	5-305, 5-306			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Conference, behavior contract, suspension, Refer to A.R.S. 15-843(K) for guidance	Conference, behavior contract, suspension, Refer to A.R.S. 15-843(K) for guidance	10 days OSS + long-term suspension + MPD Referral	10 days OSS + long-term suspension + MPD Referral
Maximum Consequence	Conference, behavior contract, suspension, Refer to A.R.S. 15-843(K) for guidance	Conference, behavior contract, suspension, Refer to A.R.S. 15-843(K) for guidance	10 days OSS + expulsion + MPD Referral	10 days OSS + expulsion + MPD Referral

SEXUAL OFFENSES: Note: Consider age and developmentally appropriate behavior before using this category

Infraction	Sexual Offenses - Harassment, Sexual*			
Definition	<p>U.S. Department of Education, Office of Civil Rights, Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, Title IX, January 2001:</p> <p>Sexual harassment is unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or to receive benefits, services, or opportunities in the school's program. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Because sexual harassment of students is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972, it is governed by this statute and corresponding guidance. Title IX applies to any public or private school receiving federal funding.</p> <p>Does not include legitimate nonsexual touching or other nonsexual conduct, for example, a high school athletic coach hugging a student who made a goal or a kindergarten teacher's consoling hug for a child with a skinned knee. Relevant factors in determining whether behavior rises to the level of sexual harassment include:</p> <ul style="list-style-type: none"> • The degree to which the conduct affected one or more students' education • The type, frequency and duration of the conduct • The identity of and relationship between the alleged harasser and the subject or subjects of the harassment • The number of individuals involved • The age and sex of the alleged harasser and the subject or subjects of the harassment • The size of the school, location of the incidents, and the context in which they occurred • Other incident at the school 			
Board Policy	5-306			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Conference, restorative practices, loss of privilege	1-3 days ISS or OSS + MPD Referral	5-10 days ISS or OSS, Cease and Desist Order, long-term suspension + MPD Referral	Cease and Desist Order, 5-10 days OSS, long-term suspension + MPD Referral
Maximum Consequence	Conference, Detention, behavior contract, suspension	3-5 days ISS or OSS + MPD Referral	10 days OSS + expulsion + MPD Referral	10 days OSS + expulsion + MPD Referral
Infraction	Sexual Offenses - Harassment, Sexual with Contact*			
Definition	Sexual harassment that includes unwanted physical contact of non-sexual body parts (Includes areas not covered in A.R.S.)			
Board Policy	5-306			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Conference, restorative practices, loss of privilege	1-3 days ISS or OSS + MPD Referral	Cease and Desist Order, 10 days OSS + long-term suspension + MPD Referral	Cease and Desist Order, 10 days OSS + long-term suspension + MPD Referral
Maximum Consequence	Conference, Detention, behavior contract, suspension	3-5 days ISS or OSS + MPD Referral	10 days OSS + expulsion + MPD Referral	10 days OSS + expulsion + MPD Referral

Infraction	Sexual Offenses - Indecent Exposure or Public Sexual Indecency*			
Definition	<p>A.R.S. 13-1402 Indecent exposure; exception; classification</p> <ol style="list-style-type: none"> 1. A person commits indecent exposure if he or she exposes his or her genitals or anus or she exposes the areola or nipple of her breast or breasts and another person is present, and the defendant is reckless about whether the other person, as a reasonable person, would be offended or alarmed by the act. 2. Indecent exposure does not include an act of breast-feeding by a mother. <p>A.R.S. 13-1403 Public sexual indecency; public sexual indecency to a minor; classifications</p> <ol style="list-style-type: none"> 1. A person commits public sexual indecency by intentionally or knowingly engaging in any of the following acts, if another person is present, and the defendant is reckless about whether such other person, as a reasonable person, would be offended or alarmed by the act: <ul style="list-style-type: none"> • An act of sexual contact. • An act of oral sexual contact. • An act of sexual intercourse. • An act of bestiality. 2. A person commits public sexual indecency to a minor if the person intentionally or knowingly engages in any of the acts listed in subsection A and such person is reckless about whether a minor under the age of fifteen years is present. 			
Board Policy	5-305			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Conference, restorative practices, loss of privileges	1-3 days ISS or OSS + MPD Referral	3-5 days ISS or OSS, long-term suspension + MPD Referral	5-10 days OSS or long-term suspension + MPD Referral
Maximum Consequence	Conference, Detention, behavior contract, suspension	3-5 days ISS or OSS + MPD Referral	5-10 days ISS or OSS, long-term suspension, expulsion + MPD Referral	10 days OSS + Expulsion + MPD Referral
Infraction	Sexual Offenses - Indecent or Lewd Behavior/Material/Pornography			
Definition	Possession, distribution, or display of sexually explicit, obscene, or pornographic content, whether physical or digital.			
Board Policy	5-305, 5-306			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Conference, restorative practices, loss of privileges	Conference, Loss of privileges, detention, 1-3 days suspension, behavior contract	3-5 days ISS or OSS + MPD Referral	3-5 days ISS or OSS + MPD Referral
Maximum Consequence	Conference, Detention, behavior contract, suspension	Conference, Loss of privileges, detention, 3-5 days suspension, behavior contract	5-10 days ISS or OSS, long-term suspension, expulsion + MPD Referral	5-10 days ISS or OSS, long-term suspension, expulsion + MPD Referral
Infraction	Sexual Offenses - Sexting			
Definition	Sending sexually explicit photographs or messages via cell phone, including through social media			
Board Policy	5-305, 5-306			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Conference, restorative practices, loss of privilege	1-3 days ISS or OSS + MPD Referral	5-10 days OSS , long term suspension, expulsion, MPD Referral	5-10 days OSS , long term suspension, expulsion, MPD Referral
Maximum Consequence	Conference, Detention, behavior contract, suspension	3-5 days ISS or OSS + MPD Referral	10 days OSS , long term suspension, expulsion, MPD Referral	10 days OSS , long term suspension, expulsion, MPD Referral

Infraction	Sexual Offenses - Sexual Abuse or Sexual Conduct with a Minor or Child Molestation**			
Definition	<p>A.R.S. 13-1404. Sexual abuse; classifications – A person commits sexual abuse by intentionally or knowingly engaging in sexual contact with any person fifteen or more years of age without consent of that person or with any person who is under fifteen years of age if the sexual contact involves only the female breast.</p> <p>A.R.S. 13-1405. Sexual contact with a minor; classifications – A person commits sexual contact with a minor by intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person who is under eighteen years of age.</p> <p>A.R.S. 13-1410. Molestation of a child; classification- a person commits molestation of a child by intentionally or knowingly engaging in or causing a person to engage in sexual contact, except sexual contact with the female breast, with a child under fifteen years of age.</p>			
Board Policy	5-305, 5-306			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Conference, restorative practices, loss of privilege	1-3 days ISS or OSS + MPD Referral	10 days OSS + expulsion + MPD Referral	10 days OSS + expulsion + MPD Referral
Maximum Consequence	Conference, Detention, behavior contract, suspension	3-5 days ISS or OSS + MPD Referral	10 days OSS + expulsion + MPD Referral	10 days OSS + expulsion + MPD Referral
Infraction	Sexual Offenses - Sexual Assault** (Rape)			
Definition	<p>A.R.S. 13-1406. Sexual assault; classification; increased punishment A person commits sexual assault by intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person without consent of such person.</p>			
Board Policy	5-305			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Conference, restorative practices, loss of privilege	1-3 days ISS or OSS + MPD Referral	10 days OSS + long-term suspension + MPD Referral	10 days OSS + long-term suspension + MPD Referral
Maximum Consequence	Conference, Detention, behavior contract, suspension	3-5 days ISS or OSS + MPD Referral	10 days OSS + expulsion + MPD Referral	10 days OSS + expulsion + MPD Referral
TECHNOLOGY				
Infraction	Technology - Computer/Computer Network			
Definition	Includes any violation of the Acceptable Use Policy Guidelines, BYOD or Google Apps for Education.			
Board Policy	3-403			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Conference, possible computer suspension up to one week	Conference, possible computer suspension up to two weeks	Conference, possible computer suspension up to 1 month, 1-5 days ISS or OSS	Conference, possible computer suspension up to 1 month, 1-5 days ISS or OSS
Maximum Consequence	Possible computer suspension for a month, 1-3 day(s) of suspension.	Possible computer suspension for half school year, 3-5 days ISS or OSS (5th grade only)	Possible computer suspension for school year, 5-10 days ISS or OSS	Possible computer suspension for school year, 5-10 days ISS or OSS
Infraction	Technology - Other Technology			
Definition	Any electronic device infraction not defined above.			
Board Policy	3-403			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Conference, possible computer suspension up to one week	Conference, possible computer suspension up to two weeks	Conference, possible computer suspension up to 1 month, 1-5 days ISS or OSS	Possible computer suspension up to 1 month, 1-5 days ISS or OSS

Maximum Consequence	Possible computer suspension for a month, 1-3 day(s) of suspension.	Possible computer suspension for half school year, 3-5 days suspension	Possible computer suspension for school year, 5-10 days suspension	Possible computer suspension for school year, 5-10 days suspension
Infraction	Technology - Telecommunication Device/Electronic Devices			
Definition	Inappropriate Possession or Use of an Electronic Device or Toy occurs when such device is possessed or used in a way that interferes with the orderly operation of the school, is used for non-instructional purposes or otherwise constitutes disruptive behavior. Electronic Device: Includes, without limitation, MP3 Players/iPods, music players of any kind, cell phones, smart phones, electronic games, digital cameras, etc.			
Board Policy	5-306			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Confiscate item, conference, 1 day ISS or OSS	Confiscate item, conference, 1-3 days ISS or OSS	Confiscate item, conference, 1-5 days ISS or OSS	Confiscate item, conference, 1-5 days ISS or OSS
Maximum Consequence	Confiscate item, 1-3 day(s) ISS or OSS	Confiscate item, 3-5 days ISS or OSS	Confiscate item, 5-10 days ISS or OSS	Confiscate item, 5-10 days ISS or OSS
THEFT				
Infraction	Theft - Armed Robbery**			
Definition	<p>A.R.S. 13-1904. Armed robbery: A person commits armed robbery if, in the course of committing robbery as defined in section 13-1902, such person or an accomplice:</p> <ol style="list-style-type: none"> 1. Is armed with a deadly weapon or a simulated deadly weapon; or 2. Uses or threatens to use a deadly weapon or dangerous instrument or a simulated deadly weapon; or <p>Takes possession of or attempts to take possession of a deadly weapon.</p>			
Board Policy	5-305			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Loss of privilege, detention	Loss of privilege, detention, 1-5 days suspension	10 days suspension, expulsion, MPD Referral	10 days suspension, expulsion, MPD Referral
Maximum Consequence	1-5 days suspension, long-term suspension, MPD Referral	5-10 days suspension, long-term suspension, MPD Referral	10 days suspension, expulsion, MPD Referral	10 days suspension, expulsion, MPD Referral
Infraction	Theft - Burglary** (First Degree)			
Definition	<p>A.R.S. 13-1508. Burglary in the first degree; classification</p> <ol style="list-style-type: none"> 1. A person commits burglary in the first degree if such person or an accomplice violates the provisions of either section A.R.S. 13-1506 or A.R.S. 13-1507 and knowingly possesses explosives, a deadly weapon or a dangerous instrument in the course of committing any theft or felony. 2. Burglary in the first degree of a nonresidential structure or a fenced commercial or residential yard is a Class 3 felony. It is a Class 2 felony if committed in a residential structure. 			
Board Policy	5-305			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Loss of privilege, detention	Loss of privilege, detention, restitution	10 days suspension, expulsion, MPD Referral	10 days suspension, expulsion, MPD Referral
Maximum Consequence	Restitution, 1-3 days suspension, MPD Referral	1-5 days suspension, long-term suspension, MPD Referral	10 days suspension, expulsion, MPD Referral	10 days suspension, expulsion, MPD Referral

Infraction	Theft - Burglary or Breaking and Entering* (Second or Third Degree)			
Definition	<p>A.R.S. 13-1507. Burglary in the second degree; classification</p> <p>A person commits burglary in the second degree by entering or remaining unlawfully in or on a residential structure with the intent to commit any theft or any felony therein; burglary in the second degree is a Class 3 felony.</p> <p>A.R.S. 13-1506. Burglary in the third degree by:</p> <ol style="list-style-type: none"> 1. Entering or remaining unlawfully in, on a nonresidential structure, or in a fenced commercial or residential yard with the intent to commit any theft or any felony therein. 2. Making entry into any part of a motor vehicle by means of manipulation key or master key, with the intent to commit any theft or felony in the motor vehicle. 			
Board Policy	5-305			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Loss of privilege, detention	Loss of privilege, detention, restitution	Long-term suspension, MPD Referral	10 days suspension, long-term suspension, MPD Referral
Maximum Consequence	Restitution, 1-3 days suspension, MPD Referral	1-5 days suspension, long-term suspension, MPD Referral	10 days suspension, expulsion, MPD Referral	10 days suspension, expulsion, MPD Referral
Infraction	Theft - Extortion*			
Definition	<p>A.R.S. 13-1804. Theft by extortion; classification</p> <p>A person commits theft by extortion by knowingly obtaining or seeking to obtain property or services by means of a threat to do in the future any of the following:</p> <ol style="list-style-type: none"> 1. Cause physical injury to anyone by means of a deadly weapon or dangerous instrument. 2. Cause physical injury to anyone except as provided in paragraph 1 of this subsection. 3. Cause damage to property. 4. Engage in other conduct constituting an offense. 5. Accuse anyone of a crime or bring criminal charges against anyone. 6. Expose a secret or an asserted fact, whether true or false, tending to subject anyone to hatred, contempt or ridicule or to impair the person's credit or business. 7. Take or withhold action as a public servant or cause a public servant to take or withhold action. 8. Cause anyone to part with any property. 			
Board Policy	5-305			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Conference, loss of privilege	Conference, loss of privilege, detention	5-10 days suspension, long-term suspension, MPD Referral	5-10 days suspension, long-term suspension, MPD Referral
Maximum Consequence	Detention	1-5 days suspension, long-term suspension, MPD Referral	10 days suspension, long-term suspension, expulsion, MPD Referral	10 days suspension, long-term suspension, expulsion, MPD Referral
Infraction	Theft - Petty Theft			
Definition	<p>Arizona law does not differentiate between petty and grand theft, but school administrators may want to consider thefts under \$100 as petty.</p>			
Board Policy	5-305			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Conference, verbal or written apology, loss of privilege	Conference, written apology, loss of privilege, detention	3-5 days suspension, MPD Referral	3-5 days suspension, restitution, MPD Referral

Maximum Consequence	Detention, restitution	Restitution, 1-3 days suspension	5-10 days suspension, long-term suspension, MPD Referral	5-10 days suspension, long-term suspension, restitution, MPD Referral
Infraction	Theft - Robbery**			
Definition	<p>Using force or threatening to use force to commit a theft or while attempting to commit a crime.</p> <p>A.R.S. 13-1902. Robbery: A person commits robbery if in the course of taking any property of another from his person or immediate presence and against his will, such person threatens or uses force against any person with intent either to coerce surrender of property or to prevent resistance to such person taking or retaining property.</p>			
Board Policy	5-305			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Loss of privilege	Loss of privilege, detention	5-10 days suspension, restitution, MPD Referral	5-10 days suspension, restitution, MPD Referral
Maximum Consequence	Detention, restitution, 1-3 days suspension, MPD Referral	1-5 days suspension, long-term suspension, restitution, MPD Referral	10 days suspension, long-term suspension, expulsion, MPD Referral	10 days suspension, long-term suspension, expulsion, MPD Referral
Infraction	Theft - Theft			
Definition	<p>Taking or attempting to take money or property belonging to another person or the school with the intent to permanently deprive the victim of his or her possessions.</p> <p>A.R.S. 13-1802. Theft: classification</p> <ol style="list-style-type: none"> 1. A person commits theft if, without lawful authority, the person knowingly: 2. Controls property of another with the intent to deprive the other person of such property; or <ul style="list-style-type: none"> • Converts for an unauthorized term or use services or property of another entrusted to the defendant or placed in the defendant's possession for a limited, authorized term or use; or • Obtains services or property of another by means of any material misrepresentation with intent to deprive the other person of such property or services; or • Comes into control of lost, mislaid or misdelivered property of another under circumstances providing means of inquiry as to the true owner and appropriates such property to the person's own or another's use without reasonable efforts to notify the true owner; or • Controls property of another knowing or having reason to know that the property was stolen; or <p>Obtains services known to the defendant to be available only for compensation without paying or an agreement to pay the compensation or diverts another's services to the person's own or another's benefit without authority to do so.</p>			
Board Policy	5-305			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Conference, loss of privilege	Conference, loss of privilege, detention	3-5 days suspension, long-term suspension, restitution, expulsion, MPD Referral	3-5 days suspension, long-term suspension, restitution, expulsion, MPD Referral
Maximum Consequence	Detention, restitution	Restitution, 1-3 days suspension	5-10 days suspension, long-term suspension, restitution, expulsion, MPD Referral	5-10 days suspension, long-term suspension, restitution, expulsion, MPD Referral

Infraction	Trespassing			
Definition	<p>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 campus or school board facility after being directed to leave by the chief administrator designee of the facility, campus or functions (SDFSV Terms and Definitions). A.R.S. 13-1503. Criminal trespass in the second degree; A person commits criminal trespass in the second degree by knowingly entering or remaining unlawfully in or on any nonresidential structure or in any fenced commercial yard.</p> <p>Includes the unauthorized presence of an individual on school property, including presence in an area closed to that individual. In addition, "trespassing" includes:</p> <ol style="list-style-type: none"> 1. The unauthorized presence of a Maricopa student on a campus other than his or her own. 2. The unauthorized presence on campus of a student during a period in which the student is serving an out-of-school suspension or has been expelled. 3. The presence on campus without a visitor's pass, or an unauthorized adult, or of a student who has withdrawn from the Maricopa Unified School Districts school. 			
Board Policy				
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Conference, loss of privilege, detention	1-3 days ISS or OSS and/or MPD citation or arrest	3-5 days ISS or OSS and/or MPD citation or arrest	3-5 days ISS or OSS and/or MPD citation or arrest
Maximum Consequence	Conference, loss of privilege, detention, behavior contract	3-5 days ISS or OSS and/or MPD citation or arrest	5-10 days ISS or OSS and/or MPD citation or arrest	5-10 days ISS or OSS and/or MPD citation or arrest
Infraction	Vandalism or Criminal Damage - Graffiti/Tagging, Personal Property, School Property			
Definition	<p>Willful destruction or defacement of school or personal property. (National Forum on Educational Statistics, Safety in Numbers).</p> <p>A.R.S. 13-1602. Criminal damage: A person commits criminal damage by recklessly:</p> <p>Defacing or damaging property of another person; or</p> <p>Tampering with property of another person so as substantially to impair its function or value; or</p> <p>Parking any vehicle in such a manner as to deprive livestock of access to the only reasonably available water, or</p> <p>Drawing or inscribing a message, slogan, sign or symbol that is made on any public or private property.</p> <p>GRAFFITI or TAGGING-Writing on walls, drawings or words that are scratched, painted, or sprayed on walls or other surfaces in public places.</p> <p>Vandalism of Personal Property-Willful destruction or defacement of personal property.</p> <p>Vandalism of School Property-Willful destruction or defacement of school property.</p>			
Board Policy	5-215, 5-305			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Conference, restorative practices, loss of privileges	Conference, Loss of privileges, detention,	3-5 days ISS or OSS, long-term suspension, restitution + MPD Referral	5-10 days ISS or OSS, long-term suspension, restitution + MPD Referral
Maximum Consequence	Conference, behavior contract, suspension	Conference, Loss of privileges, detention, 1-3 days suspension	3-5 days ISS or OSS, long-term suspension, expulsion, restitution + MPD Referral	5-10 days ISS or OSS, long-term suspension, expulsion, restitution + MPD Referral

WEAPONS AND DANGEROUS ITEMS

The violation of laws or ordinances prohibiting the use, possession, sale, manufacture, purchase or transportation of weapons, destructive devices, dangerous items, simulated firearms or other items as listed in this section.

A.R.S. 13-3101. Definitions

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

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

1. *Prohibited Weapon* includes the following:

- An item that is a bomb, grenade, rocket having a propellant charge of more than four ounces or mine and that is explosive, incendiary or poison gas.
- A device that is designed, made or adapted to muffle the report of a firearm.
- A firearm that is capable of shooting more than one shot automatically, without manual reloading, by a single function of the trigger.
- A rifle with a barrel length of less than sixteen inches, or shotgun with a barrel length of less than eighteen inches, or any fire-arm that is made from a rifle or shotgun and that, as modified, has an overall length of less than twenty-six inches.
- An instrument including a nunchaku, that consists of two or more sticks, clubs, bars or rods to be used as handles, connected by a rope, cord, wire or chain, in the design of a weapon used in connection with the practice of a system of self-defense.
- A breakable container that contains a flammable liquid with a flash point of one hundred fifty degrees Fahrenheit or less and that has a wick or similar device capable of being ignited.
- A chemical or combination of chemicals, compounds or materials, including dry ice, that is possessed or manufactured for the purpose of generating a gas to cause a mechanical failure, rupture or bursting or an explosion or detonation of the chemical or combination of chemicals, compounds or materials. An improvised explosive device.
- Any combination of parts or materials that is designed and intended for use in making or converting a device into an item set forth in item (i), (vi) or (viii) of this subsection.

Prohibited Weapon does not include fireworks imported, distributed or used in compliance with state laws or local ordinances, any propellant, propellant actuated devices or propellant actuated industrial tools that are manufactured, imported or distributed for their intended purposes or a device that is commercially manufactured primarily for the purpose of illumination. Dangerous instrument **A.R.S. 13-105.12** – Anything that, under the circumstances in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious physical injury.

Infraction	Weapons and Dangerous Items* - Dangerous Items			
Definition	The use, possession, sale, purchase, manufacture, or transportation of dangerous items such as air soft gun, BB gun, knife with a blade of under 3", laser pointer, letter opener, mace, paintball marker, ammunition, pellet gun, razor blade or box cutter, simulated knife, Taser or stun gun, tear gas, or other dangerous items. A dangerous item used to cause bodily injury to, threaten, or intimidate another person may be classified as a dangerous instrument as defined below and must be reported to law enforcement. A.R.S. 13-105.12 - Dangerous instrument: Anything that under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury.			
Board Policy	5-305, 5-306			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Confiscate item, Conference, restorative practices, loss of privileges	Confiscate item, Conference, Loss of privileges	Confiscate item, parent/student conference, 5-10 days ISS or OSS, long-term suspension + MPD Referral	Confiscate item, parent/student conference, 5-10 days ISS or OSS, long-term suspension + MPD Referral
Maximum Consequence	Conference, Detention, behavior contract, suspension	Conference, Loss of privileges, detention, 1-3 days suspension, behavior contract	10 days OSS, expulsion + MPD Referral	10 days OSS, expulsion + MPD Referral

Infraction	Weapons and Dangerous Items* - Knife/blade over 3"			
Definition	The use, possession, sale, purchase, manufacture, or transportation of dangerous items such as a knife with a blade of over 3". A dangerous item used to cause bodily injury to, threaten, or intimidate another person may be classified as a dangerous instrument as defined below and must be reported to law enforcement. A.R.S. 13-105.12 .			
Board Policy	5-305, 5-306			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Confiscate item, Conference, restorative practices, loss of privileges	Confiscate item, Conference, Loss of privileges	Confiscate item, parent/student conference, 5-10 days ISS or OSS, long-term suspension + MPD Referral	Confiscate item, parent/student conference, 5-10 days ISS or OSS, long-term suspension + MPD Referral
Maximum Consequence	Confiscate item, Conference, Detention, behavior contract, suspension	Confiscate item, Conference, Loss of privileges, detention, 1-3 days suspension, behavior contract	10 days OSS, expulsion + MPD Referral	10 days OSS, expulsion + MPD Referral
Infraction	Weapons and Dangerous Items - Explosives and Fireworks			
Definition	Explosives are materials that rapidly release large amounts of energy when ignited or triggered, while fireworks are displays of colorful lights and sounds created by the controlled explosion of various chemicals.			
Board Policy	5-305, 5-306			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Conference, restorative practices, loss of privileges	Conference, restorative practices, loss of privileges	1-5 days ISS or OSS, long-term suspension + MPD Referral	5-10 days ISS or OSS, long-term suspension + MPD Referral
Maximum Consequence	Conference, Detention, behavior contract, suspension	Conference, Loss of privileges, detention, 1-3 days suspension, behavior contract	5-10 days ISS or OSS, expulsion + MPD Referral	10 days OSS, expulsion + MPD Referral

Infraction	Weapons and Dangerous Items - Firearm** (including destructive devices)			
Definition	<p>A.R.S. 13-3111. Minors prohibited from carrying or possessing firearms; exceptions; seizure and forfeiture; penalties; classification.</p> <p>A. Except as provided in subsection B, an unemancipated person who is under eighteen years of age and who is unaccompanied by a parent, grandparent or guardian, or an unemancipated person who is under eighteen years of age and who is unaccompanied by a parent, grandparent or guardian, or a certified hunter safety instructor or certified firearms safety instructor acting with the consent of the un-emancipated person's parent or guardian, shall not knowingly carry or possess on this person, within his immediate control, or in or on a means of transportation a firearm in any place that is open to the public or on any street or highway or on any private property except private property owned or leased by the minor or the minor's parent, grandparent or guardian.</p> <p>A.R.S. 13-3101. Definitions</p> <p>*Firearm* means any loaded or unloaded handgun, pistol, revolver, rifle, shotgun or other weapon that will expel, is designed to expel or may readily be converted to expel, a projectile by the action of an explosive. Firearm does not include a firearm in permanently inoperable condition.</p> <p>Firearm: Any weapon, including a starter gun, which will be or is designed to or may be readily converted to expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon, any firearm muffler or silencer or any destructive device. This definition does not include antique firearms.</p> <p>Other Firearms: Firearms other than handguns, rifles or shotguns including:</p> <ol style="list-style-type: none"> Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; The frame or receiver of any weapon described above; Any firearm muffler or firearm silencer; Any destructive device, which includes: Any explosive, incendiary, or poison gas <ul style="list-style-type: none"> Bomb; Grenade, Rocket having a propellant charge of more than four ounces, Missile having an explosive or incendiary charge of more than one-quarter ounce, Mine or Similar device Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter Any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled. <p><i>(This definition does not apply to items such as toy guns, cap guns, BB guns, and pellet guns. See Dangerous Items and Simulated Firearms listed below.)</i></p> <p>Destructive Device: A category of firearm that includes an explosive, combustible or poisonous gas. This includes bombs, grenades, mines and rockets. Any type of weapon (other than a shotgun or a shotgun shell which is generally recognized as particularly suitable for sporting purposes) which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant; and which has any barrel with a bore of more than one-half inch in diameter, and any combination of parts either designed or intended for use in converting any device into a destructive device or from which a destructive device may be readily assembled. The term "destructive device" shall not include any device which is designed or redesigned for use as a weapon.</p>			
Board Policy	5-305, 5-306			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	10 days OSS + expulsion + MPD Referral	10 days OSS + expulsion + MPD Referral	10 days OSS + expulsion + MPD Referral	10 days OSS + expulsion + MPD Referral
Maximum Consequence	10 days OSS + expulsion + MPD Referral	10 days OSS + expulsion + MPD Referral	10 days OSS + expulsion + MPD Referral	10 days OSS + expulsion + MPD Referral

Infraction	Weapons and Dangerous Items - Other Weapons**			
Definition	Use, possession, sale, purchase, manufacture, or transportation of other weapons such as Billy clubs, brass knuckles, nunchakus			
Board Policy	5-305 , 5-306			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Conference, restorative practices, loss of privileges	Conference, Loss of privileges	10 days OSS + long-term suspension, expulsion + MPD Referral	10 days OSS _ long-term suspension + MPD Referral
Maximum Consequence	Conference, Detention, behavior contract, suspension	Conference, Loss of privileges, detention, 1-3 days suspension, behavior contract	10 days OSS + expulsion + MPD Referral	10 days OSS + expulsion + MPD Referral
Infraction	Weapons and Dangerous Items - Simulated Firearm			
Definition	Any simulated firearm made of plastic, wood, metal or any other materials which is a replica, facsimile, or toy version of a firearm or any object such as a stick or finger concealed under clothing and is being portrayed as a firearm.			
Board Policy	5-305 , 5-306			
Grade Level	K-2	3-5	6-8	9-12
Minimum Consequence	Conference, restorative practices, loss of privileges	Conference, Loss of privileges	10 days OSS + expulsion + MPD Referral	10 days OSS + expulsion + MPD Referral
Maximum Consequence	Conference, Detention, behavior contract, suspension	Conference, Loss of privileges, detention, 1-3 days suspension, behavior contract	10 days OSS + expulsion + MPD Referral	10 days OSS + expulsion + MPD Referral

Discipline



Due Process Rights In disciplinary cases, students are entitled to due process.

Student will:

- Be informed of accusations against them
- Have the opportunity to accept or deny the allegations.
- Have explained to them the factual basis for the accusations
- Have a chance to present an alternative factual position if the accusations are denied

If a student does become involved in a situation in which a suspension or expulsion might result, both the student and his/her Parents/Guardians will be given a more detailed description of the due process procedures.

IN-SCHOOL SUSPENSION

In-school suspension means that a student remains at or reports to school, but is suspended from a class and isolated from other students for a specific time. Students are given classroom work to be completed for credit.

SHORT-TERM SUSPENSION

Short-term suspension means the temporary withdrawal of the privilege of attending school in MUSD for a period of ten consecutive days or less. The school principal has the authority to impose short-term suspensions. The student shall receive verbal notice of the alleged misconduct and the evidence that exists to support the allegation. The student will have an opportunity to explain his/her version of the facts. The school official may suspend the student for ten days or less, choose another disciplinary alternative or exonerate the student. A written record of the decision will be kept in the student's discipline file. There is not a right to appeal a short-term suspension. In addition to imposing a short-term suspension the school administrator may recommend to the superintendent that a long-term suspension or expulsion be imposed.

LONG-TERM SUSPENSION

Long-term suspension means the withdrawal of the privilege of attending school in MUSD for a set period of time of eleven or more consecutive school days. After following informal Due Process, the

administrator may choose to recommend long term suspension, choose another disciplinary alternative, or exonerate the student. If long term suspension is recommended, a written Notice of Intent to Impose a Long-Term suspension shall be mailed or hand-delivered to the Parents/Guardians. This letter will explain the offense, the recommendations, and the rights of the Parents/Guardians to request a formal hearing.

ALTERNATIVE LONG-TERM SUSPENSION

As directed by Governing Board Policy 5-306, the Superintendent or his/her designee may recommend an alternative to long-term suspension program for students facing a long-term suspension if the criteria outlined in the regulation are applicable.

EXPULSION

Expulsion means the permanent withdrawal of the privilege of attending school in the Maricopa Unified School District unless the Governing Board reinstates that privilege. Specific behavior consequences will be defined and communicated to Parents/Guardians by individual site administrators. The student and Parents/Guardians will be informed when a student is subject to expulsion from school.

PARENT INVOLVEMENT IN STUDENT BEHAVIOR

Parental Involvement in behavior and discipline issues is mandatory. Parents/Guardians will be notified of actions taken by the school for anything other than minor offenses and will be involved in development plans to correct significant or chronic problems.

RESTITUTION

Under Arizona law Parents/Guardians are liable for damage done by their children. This includes all technology devices. In any situation in which damages to school property occur, the students or Parents/Guardians are required to pay for damages. If restitution is not made in the designated time frame additional consequences will result.

RESTRICTION OF PRIVILEGES

The school administrator may notify Parents/Guardians of privilege restrictions. Such privileges include cafeteria, library, classroom, bus use, school passes, field trips and bicycle/scooter/skates/skate board use. A report of the restriction will be recorded in the student's discipline file and in the student management system.

SEARCHES

The administration has the right to search and seize property, including school property temporarily assigned to students, when there is a reason to believe that some materials or matter detrimental to the health, safety and welfare of the student(s) exists.

Items provided by MUSD for storage of personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have no reasonable expectation of privacy, and desk and storage areas may be inspected by school personnel at any time, with or without reason, or with or without notice, and without permission of the student or the student's Parents/Guardians.



Appendix



FORMS

APPENDIX A: Use of Technology Resources in Instruction

MUSD Student Device Repair

APPENDIX B: MUSD's Bring Your Own Device Policy

APPENDIX A: USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

Student and Parent/Legal Guardian User Agreement

The District provides students with a variety of technology resources, including electronic devices, software, and means of electronic communication. The District believes the resources available offer significant opportunities for teaching and learning; however, the technology must be used in a responsible manner. While the District provides protection from harmful material through the use of filtering software, the teacher and the student have the ultimate responsibility for using the technology according to District guidelines and policy.

Terms and Conditions

Students are responsible for their actions involving District technology, along with personal files, passwords, and accounts. Uses and activities that are expressly prohibited include:

- accessing or downloading VPNs or other proxy-avoiding extensions with the intent of bypassing District security features and filtering;
- accessing, submitting, transmitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, and/or illegal;
- soliciting or distributing information with the intent to threaten, harass, or bully others;
- using District technology for any illegal activity or activity that violates other Board policies, procedures, and/or school rules;
- copying or downloading copyrighted materials, including software, without the permission of the copyright owner or express authorization of the student's teacher or principal;
- representing as one's own work any materials obtained on the internet, such as term papers and articles (when internet sources are used in student work, the author, publisher, and website must be identified);
- sharing passwords, using other users' passwords without permission, and/or accessing other users' accounts;
- any malicious use, disruption, or harm to the school's technology devices, networks, and internet services, including, but not limited to, hacking activities and creating or uploading malware;
- accessing social networks without specific authorization from the supervising teacher; and
- misuse of a school name or logo on a personal website that gives the reader the impression that the website is an official school or District website.

The District retains control, custody, and supervision of all District technology. The District reserves the right to monitor student usage of all District technology. Students have no right of privacy in their use of District technology, including email and stored files.

Artificial Intelligence (AI)

As emerging technologies like artificial intelligence (AI) and Natural Language Processing (NLP) become more prevalent, our District is proactively developing principles to guide the safe, effective, and responsible use of these tools for student learning.

Students are required to rely on their own knowledge, skills, and resources when completing school work. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") is strictly prohibited for the completion of school work except as outlined below. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that staff is tasked with developing in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools, and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism, and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students may use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following:

1. Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
2. Data analysis: AI/NLP tools can be used to help students analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments—e.g., scientific experiments and marketing research.
3. Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
4. Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
5. Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts, and AI-powered translation tools can help students with hearing impairments understand spoken language.

The above list of acceptable uses of AI/NLP may be expanded with consent of the District administration as acceptable uses evolve with the technology. Staff and students must exercise transparency with respect to use.

As outlined above, under appropriate circumstances AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students may use such resources to help them better understand and analyze information and/or access course materials. If students have any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.

As a student user, I agree to follow the District's requirements for use of technology. I will report any misuse of technology to the teacher or school administration. I understand that any violations of the above terms and conditions may result in disciplinary action and the revocation of my use of technology resources and services.

Student Name (print) _____

Signature _____ **Date** _____

School _____ **Grade** _____

Parent or Guardian Cosigner

As the parent or guardian of the above-named student, I have read this agreement and understand it. I also agree to report any misuse of technology to a District administrator.

I accept full responsibility for supervision when my child's use of technology is not in a school setting. I hereby give my permission to have my child use the District's technology resources and services.

I will be financially responsible for equipment that is lost, stolen, or damaged. I understand there may be charges to my family if the laptop and/or technology provided is damaged, lost, or stolen. I will not leave the technology equipment in an unsecured area (in an unlocked vehicle, for example). I will immediately report theft or damage of any kind to my child's school. I will return the technology equipment and all accessories before the end of the school year or before my child withdraws from school

Parent or Legal Guardian Name (print) _____

Signature _____ **Date** _____

MUSD STUDENT DEVICE REPAIR

Students are responsible for the care and responsible use for their assigned device. All damage to the assigned device is subject to repair cost fees.

PRICES FOR REPLACEMENT PARTS

Charger: \$40
Screen: \$60
Keyboard: \$30

Full Replacement Cost: \$334
Cover (top): \$30
Cover (bottom): \$30

Hinges: \$30
Bezel: \$10

STUDENT RESPONSIBILITIES

- I will never leave my device unattended.
- I understand that the device is for my own use. I will never loan it to another individual.
- I will know where my device is at all times.
- I will charge my device battery daily.
- I will keep food and beverages away from my device.
- I will not disassemble any part of my device, or attempt any repairs myself.
- I will use my device in ways that are appropriate and meet district expectations.
- I will not place decorations (such as stickers, markers, etc.) on the device.
- I will not deface the asset tag or any other district label on the device.
- I understand that my device is subject to inspection at any time without notice and remains the property of MUSD.
- I will follow the policies and guidelines outlined in this agreement and handbook.
- I will notify my teacher or other staff member immediately if my device is damaged, lost or stolen. A police report is needed for a stolen device.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the district device and any accessories in good working condition at the end of each school day/year.

Parent/Guardian Signature _____ *Date* _____

Student Signature _____ *Date* _____

APPENDIX B: MUSD'S BRING YOUR OWN DEVICE POLICY

MUSD'S BRING YOUR OWN DEVICE (BYOD) POLICY

The Maricopa Unified School District's Bring Your Own Device Policy allows students to connect personal devices to the district's wireless network provided approval is granted from the principal or authorized designee, and the student's parent or legal guardian. Parents who wish to allow their child to use a personal device must have signed off on the Parent Acknowledgements and Permissions form. This policy does not extend to district owned devices.

For purposes of this policy, "device" means personally owned electronic equipment with wireless internet capability that can be used for educational purposes. This is limited to Chromebooks that are supported by Google updates.

Terms of Agreement

Access to the network is a privilege, not a right.

Use of my device while connected to the network is governed by the District's Electronic Information Services User Agreement (EISUA) policies as set forth in the Maricopa Unified School District Policy Manual, and all other district policies and regulations pertaining to the use of technology resources. I must receive signed authorization on the Parent Acknowledgements and Permissions form from my parent or legal guardian and the principal or authorized designee and before using my device on the network. I must utilize the MUSD network to connect to the internet on my device while on school grounds. This requires that I log in with my district-supplied student user ID and password. I am not to use a personal network, broadband, or other external connection to the internet. I am not permitted to have any external network services or utilities running on my device while it is connected to the MUSD network. No personal network routers, access points, switches, hubs, network printers, or any other device besides that listed in this agreement, may be connected to the network at any time.

Current antivirus software must be installed on my device and I must continue to have up to date virus definitions installed and configured. I will not store any confidential District data on my device. I am responsible for adhering to copyright, licensing laws, and guidelines for all software on my device.

I understand this approval is granted for the current school year and must be reapplied for each school year.

Districts Rights

MUSD uses filtering technology and protection measures to restrict access to inappropriate material on the network; however, it is not possible to absolutely prevent such access. Inappropriate use may result in cancellation of permission to use the network and will be followed by prompt disciplinary and/or legal action.

An agent may be installed on my device as part of my use of the network. This agent will be used to ensure the security and management of the network. Administrators, faculty and other authorized district personnel may review files and messages to maintain system integrity and ensure that users are acting responsibly.

The District's Technology Director and/or the campus department supervisor or authorized designee may revoke my privilege to use the network when I am found violating any part of this policy.

Liability

I assume all liability when installing or uninstalling any software and do so at my own risk.

I assume all liability for improperly configuring my device. I will not hold MUSD liable, under any circumstances, for theft, damage, loss of my device, or loss of data stored on my device. MUSD assumes no

obligation for the support, either onsite, remotely, by email, or by telephone, of the personal device; neither will it accept any liability for modifications made to the device as a result of establishing a connection. The network continues to be configured in the best interests of the district-owned devices that are using it.

*Parent/Guardian Signature*_____ *Date*_____

*Student Signature*_____ *Date*_____



musd20.org

44150 W Maricopa Casa Grande Hwy
Maricopa, AZ 85138

(520) 568-5100