



SECONDARY 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



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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
- Primary Home Language Other Than English, PHLOTE
- 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 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 of their school are subject to appropriate disciplinary measures designed to correct their own misconduct and to promote adherence by them and by other students to the responsibilities of citizens in the school community.

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

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 consultation with teachers, counselors, administrators, and anyone else connected with the school if they so desire, without fear of reprisal.
- ✓ Students have the right to free elections of their peers in student government, and all students have the right to seek and hold office in accordance with the provisions of the student government constitution and in keeping with the extracurricular guidelines of the district.
- ✓ Students have the right to be made aware of administrative and/or faculty committee decisions and to be aware of the policies set forth by the Governing Board and school.
- ✓ Legal guardians or authorized representatives have the right to see the personal files, cumulative folders, or transcripts of their children who are under the age of eighteen 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 subjected to unreasonable or excessive punishment.
- ✓ Students have the right to be involved in school activities, provided they meet the reasonable qualifications of sponsoring organizations, state organizations, and school regulations.
- ✓ Students have the right to express their viewpoints in accordance with ***Policy 5-301 Student Freedom of Expression***.
- ✓ Married students share these rights and responsibilities, including the opportunity to participate in the full range of activities offered by the school, and shall be subject to the rules and regulations of the school.

District/School Information



CLASS FEES

Additional fees may apply to specific elective courses. If a student transfers from a course where a fee is applied and paid, a refund must be requested within 30 days by a Parent/Guardian.

CLOSED CAMPUS

All MUSD campuses are closed campuses. Students are to remain on campus from the time of arrival in the morning until after their last class of the day. If a student is off-campus without permission, this is an off-campus violation and will result in disciplinary action. Food deliveries are prohibited. Students may bring their lunch or utilize the cafeteria.

NON-STUDENTS

For reasons of security, only current year students are permitted on campus during the school day and after school. Parents and others wishing to conduct official business must report first to the administrative offices. All others will be deemed as trespassers and are subject to arrest. **A.R.S. 13-1501.**

CONFERENCES

Parent/Teacher conferences may be scheduled with the student's teachers as needed during the school year.

COUNSELING SERVICES

Counselors are here to assist students, teachers and parents with school and social matters. Please urge your students to contact their counselor when academic or social concerns impede learning. Counselors are available by appointment, phone or email to answer questions and discuss concerns from parents.

DAILY ANNOUNCEMENTS

Publication of campus announcements will vary by site.

DANCES

Students must show their valid MUSD School ID in order to enter a dance; those who arrive without their current year ID will not be allowed entrance. High School students may invite one guest to Homecoming, Prom, and other school dances. A guest pass application must be obtained through administrative offices and is due back to the office no later than one week prior to the dance. Failure to meet the deadlines will result in a denial of the request. Guests must provide a copy of their current school or state issued photo ID and must be in high school (grades 9-12), or have graduated from MUSD no longer than one year previous. Anyone 21 or older will not be allowed access to MUSD dances. All dance attendees are subject to the same dance regulations as MUSD students.

Prom only: Guests who do not meet the standard guest requirements will be considered on a case by case basis. Students with a disciplinary record while enrolled in another school or previously enrolled in Maricopa High School may be denied admission to dances.

EARLY RELEASE STUDENTS

Students who qualify for an early release schedule must sign a contract of understanding and cannot be on campus more than 10 minutes after an early release. Students with an early release may not return to campus to ride the school bus for transportation. Students found on campus in excess of the 10 minutes may be subject to disciplinary action and a schedule change to revoke the early release or late start status. Students involved in after school activities must make arrangements to return to campus at the conclusion of the regular school day. All early release and late start students are required to register their vehicles and purchase the parking pass decal in the bookstore.

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a complex federal law that protects the privacy interests of parents and students with regard to educational records. Generally, FERPA gives parents the right to inspect and review their children's educational records, request amendment of the records, and have some control over the disclosure of information from the records. When a student turns 18, FERPA classifies him or her as an "eligible student" and transfers the rights under the Act from the parent to the student. FERPA requires school districts to notify parents and eligible students annually of their rights under the Act. When you turn 18 years of age, you have the right to your FERPA records. Please refer to the MUSD High School Course Catalog for further information regarding FERPA rights. Please refer to the [MUSD Programs & Course Description Book](#) and [Policy 5-303](#) found in the District's Governing Board Policy Manual for more information about FERPA.

FUNDRAISING

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

STUDENT IDENTIFICATION CARDS (ID)

All students are to carry their school issued student photo ID card issued by each school site at all times while on campus. Students will be **REQUIRED** to show/use their ID cards for the following:

- Show any/all staff for purposes of safety
- Show bus drivers for transportation access to and from school
- Scan for access to lunch accounts in the cafeteria
- Scan for book check-out in the library
- Scan for book check-out in the bookstore

- Show for purchase of a student parking decal – High School only
- Show for verification to pick up confiscated items in the office
- Show as verification of early release or late start status (only seniors who qualify)

A free student ID is available the first weeks of school or within two weeks of enrollment. The ID must always be legible, and in its original condition. If an ID is found to be defaced or damaged, the ID will be confiscated and the student will be required to purchase a new ID. A lanyard will be provided for the first ID only. Students who fail to comply will be subject to disciplinary action and denial of services. If the card is lost, stolen, or damaged there is a \$2.00 replacement fee, to be paid through the bookstore.

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.

LOCKERS

Lockers at the High School are the property of MUSD. Students may have access to a locker if needed. Students have no expectation of privacy for anything stored in a locker and all lockers are subject to search by district personnel at any time. Lockers may only be secured with school issued locks. Personal locks will be removed. All lockers must be cleaned out prior to the end of the school year.

LOST AND FOUND

Lost and found is located in the High School Bookstore. Students should check the Bookstore before school, during lunch, or after school to claim lost items. We encourage you to label all clothing, musical instruments and other personal items. All unclaimed items are donated to charity at the end of each quarter.

MILITARY

If a student chooses to not have their information shared with the military services, please submit a letter to the counseling office.

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.

PARENTVUE/STUDENTVUE PORTAL

The ParentVue portal allows Parents/Guardians to view the school information and information about their child, including grades and attendance. The information is accessed directly from the student records system, Synergy, so the records are always up-to-date. While the website is accessible through the internet, access is secured via a logon and password. Parents can only see information about their own child/children, and cannot see the records for other students. Parents/Guardians must provide identification, have educational rights, and supply valid email addresses to the school in order to obtain the activation code for access to the portal.

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.

RETURNED CHECK POLICY

Checks are gladly accepted by Maricopa Unified School District 20. Payment will need to be made in cash or money order for any checks returned unpaid to MUSD.

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.

SIGNS AND POSTERS

Clubs and organizations or persons desiring to display posters must have authorization by the Activities/Facilities Director. All posters, decorations, and tape must be removed by 6:30 a.m. the school day following the activity. Publicity for election campaigning must follow the rules of good taste. Posters can only be placed in designated areas attached with painter's tape to minimize damage to paint. Posters cannot be placed in the center window of the doors.

STUDENT ACTIVITY PASS-HIGH SCHOOL

A student activity pass is available at the beginning of each school year for a cost of \$35.00. This pass entitles students to free admission to student council sponsored dances, home athletic events, except A.I.A. tournaments, band concerts, choir concerts, dance concerts or prom. Replacement cost is \$2.00.

STUDENT DELIVERIES

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

STUDENT FEES, FINES AND CHARGES

Students may be held responsible and accountable for loss of or damage to school property, including textbooks and library books. For purposes of this regulation, the term "loss" includes a student's failure to return school property at the conclusion of a semester or course or by the date established by school site administrators. In accordance with Arizona law [*A.R.S. 15-727*](#), MUSD will hold students using the textbooks, subject matter materials, supplementary books and instructional computer software responsible for the damage or loss of those item(s). If a student for any reason requires a second copy of a textbook, subject matter materials, supplementary books and instructional computer software, the student will be required to reimburse MUSD for the cost of those item(s). MUSD will use all monies obtained for lost or damaged items for the purpose of new textbooks, subject matter materials, supplementary books and instructional computer software.

The following penalties or consequences may be imposed upon a student that loses a school owned textbook/technology, subject matter material and supplementary books. A student who is a graduating senior may not be permitted to participate in commencement ceremonies. MUSD may file a complaint against the parent or adult student seeking damages for the lost item(s).

HIGH SCHOOL STUDENT PARKING

All students who wish to park in the student designated parking areas are required, by policy, to register each vehicle in the bookstore. Students are not permitted to park in lots not designated for student parking. The parking application is available in the Bookstore. The annual fee for parking is \$30.00. The decal must be placed in the inside top left corner of the windshield. There is a \$10.00 cost fee to replace a decal.

Students are allowed to use designated parking as a convenience. All cars parked on campus are subject to search by district personnel at any time. Students have no expectation of privacy for anything stored in their vehicles on school grounds. **Desert Wind and Maricopa Wells Middle School students are not permitted to drive a motor vehicle to school.**

Parking Rules: Loss of parking privileges may result from, but are not limited to the following:

- Failure to register and display a valid current year parking decal
- Excessive speed
- Driving recklessly
- Transporting alcohol, illegal substances, or dangerous weapons
- Leaving campus without permission
- Transporting students off campus who should otherwise be on campus
- Exhibiting other unsafe or disruptive behaviors
- Violation(s) of littering

Students park at their own risk and are subject to consequences at the owner's expense (i.e. revocation of parking permit, wheel clamps, or

towing) for violations of parking/driving regulations. MUSD is not responsible for vehicular damage, theft, loss of property or expenses/damages while parked on campus.

TELEPHONES

Teacher telephones are business phones and are not available for student use. Students may use the front office phone for urgent calls if needed, but will not be called out of class for phone calls. Calls to teaching staff during the academic day will be forwarded to voicemail.

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



ALTERNATIVE SCHOOL ASSIGNMENT

Under Arizona law a school district may reassign a student to an alternative education program if the student refuses to comply with school rules, refuses to pursue the required course of study, or refuses to submit to the authority of teachers, administrators or the Governing Board. A student can also be reassigned if he/she threatens an educational institution as defined in [A.R.S. 13-2911](#).

ASSEMBLY CONDUCT

Spirit assemblies are provided to students as an opportunity to celebrate campus successes and build school spirit. Students are required to sit in the section provided for the class and adhere to the MUSD Code of Conduct at all times. Students who do not conduct themselves properly will be referred to administration for discipline.

ENFORCEMENT OF SCHOOL RULES OFF CAMPUS

School rules and other reasonable expectations of appropriate student behavior are extended to include student conduct while off campus during the regular school day. This includes student conduct while traveling to and from school, during lunch and release times. School authorities may discipline a student for any misconduct while off campus during these times. School rules will be enforced for all school events on or off district property. Disciplinary action will be imposed for improper conduct off campus that is found to be connected with incidents on campus. In accordance with Policy

[5-305](#), students may be subject to disciplinary action when they are believed to have or actually have committed a crime, regardless of school hours, if the conduct is deemed to affect the school order.

HALL PASSES

Students are expected to remain in class during the entire instructional period. Restroom passes will be provided to students as needed, understanding that instructional time is valuable and will be limited unless necessary. When a student receives permission from a teacher to leave the class, they must sign out and take the school issued teachers hall pass. Other passes will not be accepted. A student with no pass will be considered out of class without permission and may be subject to disciplinary action. It is the expectation that students utilize passing periods to use the restroom. Students with health conditions/concerns must provide the health office with proper documentation if needed.

SEARCH AND SEIZURE

School administration or their designee have the right to search students and seize property including school property temporarily assigned to students when there is reasonable suspicion to believe that some material or item is detrimental to the health, safety, and welfare of the student(s) and is in their possession or control. Searches may include student's personal property such as backpacks or pockets. Any search will be reasonable in scope and not excessively intrusive on the student.



considering the age, gender, and nature of the infraction. Items provided by the school for storage (P.E. lockers, desks) of personal items are provided as a convenience to the student and remain the property of the school and are subject to its control and supervision. They may be inspected at any time, with or without reason, or with or without notice by school personnel. Administrative searches are random searches not based on specific suspicions. Administrative searches will be conducted by school administrators or their designee as deemed appropriate. Students who use, possess, or sell substances that they represent as being drugs may be subject to [Policy 5-304](#).

STUDENT GRIEVANCES

Students may present a complaint or grievance regarding one or more of the following:

- Violation of the student's constitutional rights
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies unless said denial is related to the student's individual capabilities
- Harassment of the student by another person
- Concern for the student's personal safety
- Intimidation by another student
- Bullying by another student

Provided that:

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

DUE PROCESS

Students in MUSD have rights, and in disciplinary cases, students are entitled to due process. This means students:

- Must be informed of the accusations against them
- Must have an opportunity to accept or deny the accusations
- Must have the factual basis for accusations explained to them
- Must have a chance to present an alternative factual position if the accusations are denied

GUIDELINES

- The accusation must be made within thirty calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance
- The complaint/grievance shall be made only to an administrator or professional staff member
- The person receiving the complaint will gather information for the complaint
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative

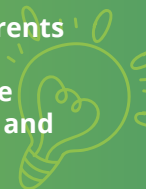
supervisor or as otherwise required by law

- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent
- Any question concerning whether or not the complaint/grievance falls within this policy shall be determined by the Superintendent
- Complaints by students may be made only by the students on their own behalf
- A complaint or grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained
- Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation/relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint
- Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant district policies shall be followed
- When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed

5-302 © Student Dress

MUSD 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 or safety and others.

MUSD recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference, and as such, will not interfere with the right of students and their Parents or Guardians to make decisions regarding their appearance, except when their choices affect the educational program of the school or the health and safety of others.



Student dress shall:

- Not present a hazard to the health or safety of the student or to others in the school. Jewelry shall not be worn if it presents a safety hazard
- Not materially and substantially interferes with school work, create disorder, or disrupt the educational program
- Not cause excessive wear or damage to school property
- 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 must wear a shirt with pants or skirt or the equivalent (dress, leggings, 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, etc.
- 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. Hats and sunglasses may be worn outside.
- 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](#). Obscene language or symbols, or symbols of drugs, sex, or alcohol, on clothing are prohibited.

- » Exceptions for special activities or health considerations may be preapproved by the administrators. The school administration retains the final discretion to determine that the garment or accessory meets the secondary dress code. Some exceptions may be made for uniforms, formal attire, and/or spirit days
- » Students who participate in extracurricular activities, including athletics, band, choir, etc. are subject to the standards of dress and defined by the sponsors of such activities

DRESS CODE CONSEQUENCES

Students who are deemed to be in violation of the dress code will be removed from the classroom and provided one opportunity to comply (change, remove item, call parent). All violations will be documented and are subject to disciplinary action.

1st Infraction: If suitable clothing is not available through the school, a parent/guardian will be contacted to supply needed clothing so the student can continue with their academic day.

2nd Subsequent Violation: Students will be subject to site based disciplinary action, which may include parent pick up



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

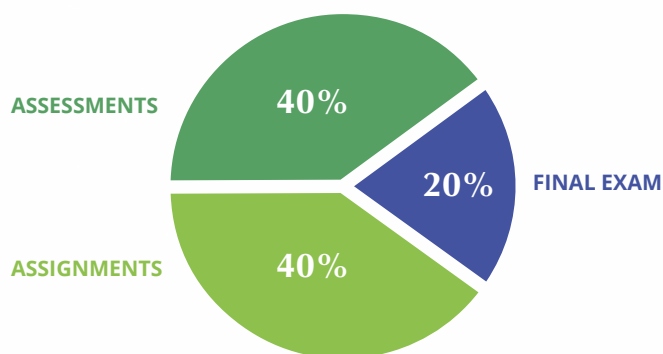


FINAL EXAMS

Students may not take semester final exams prior to the date/time they are scheduled. Students with excused absences during semester final exams will receive a zero for any final exam missed and are required to make arrangements with their teachers within the first two weeks of the following semester to complete each exam. Once the exam is administered, the zero will be converted to a score and a grade change will be completed.

SECONDARY GRADING EXPECTATIONS

Grades within the secondary schools are weighted in the following categories:



HOMEWORK AND MAKE-UP WORK POLICY

Students are responsible to make arrangements with their teachers to complete missed work for absences or suspensions. For each day absent excused, the student has an equal number of days to make up work. Failure to do so may result in a failing grade or no credit in the course. In cases involving an extended absence of more than three days, parents should arrange with the teachers to have work submitted to the office for pick up.

MIDDLE SCHOOL AWARDS AND STUDENT RECOGNITION

Desert Wind and Maricopa Wells recognize and celebrate students who excel in academics, athletics, and who demonstrated excellent character.

GIFTED AND TALENTED PROGRAM

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 development of skills, concepts, and positive attitudes with the 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.

SECONDARY STUDENT CLUBS

Students are encouraged to take part in an established extra-curricular club and/or determine if they would like to create a club. Clubs will vary from year to year, based on student interest, but some long-standing clubs include:

- American Indian
- Asian-American Association
- DECA
- JSA
- NHS
- Copa Closet
- Clubs at the middle school level will be established based on student interest

HIGH SCHOOL AWARDS AND STUDENT RECOGNITION

MUSD recognizes and celebrates students who excel in academics, athletics, the arts, and other programs offered within the school throughout the year. Senior honors are presented during the annual Senior Honors Night held in May of each year and for underclassmen each year in the spring. Students are required to be enrolled for the full academic year to be eligible.

Academic Excellence (Letter)

- This award is bestowed upon each student who has maintained an unweighted GPA of 4.0 or for AP/Honor students a 4.0 weighted plus a 3.5 unweighted for Semester 1.

Academic Achievement

- This award is bestowed upon each student who has maintained an unweighted GPA of 3.8-3.99 or for AP/Honor students a 3.8-4.0 weighted plus a 3.0 unweighted for Semester 1.

Honor Roll

- Students who achieve Honor Roll status with a GPA of 3.5 or AP/Honor students a 3.5-3.79 weighted plus a 3.0 unweighted will be honored and acknowledged during the academic day.

Athlete of the Year Award

- This award is bestowed upon one male and one female athlete who have lettered in two varsity sports for the current academic year.

Academic Athlete of the Year

- This award is bestowed upon one male and one female athlete who have lettered in two Varsity sports and hold the highest-ranking grade point averages.

National Junior Honor Society and National Honor Society

- The National Honor Society is the leader among educational organizations and societies that promotes recognition for students who reflect outstanding accomplishments in the areas of scholarship, leadership, service, and character. Members exhibit excellence in academics and leadership, honorable and admirable character, and demonstrate a commitment to service.

GRADUATION HONORS

Valedictorian: The student with the highest-class rank will be recognized with a medallion.

Salutatorian: the student with the second highest class rank will be recognized with a medallion.

Academic Excellence: Students who achieve Academic Excellence, as indicated above, will be recognized with a gold cord and a gold tassel.

Academic Achievement: Students who earned Academic Achievement, as indicated above, will be recognized with a silver cord and a silver tassel.

Honor Roll: Students, who earn Honor Roll status, as indicated above, will be recognized with a silver cord.

HIGH SCHOOL ADVANCED PLACEMENT AND DUAL ENROLLMENT

DUAL ENROLLMENT COURSES

BIO 100 Biological Concepts	ENG 101 English Composition III
BIO 160 Intro to Human Anatomy and Physiology	ENG 102 English Composition IV
BIO 181 General Biology I	MATH 141 College Mathematics
CHM 130 Fundamentals of Chemistry	MATH 151 College Algebra
CHM 151 General Chemistry I	

ADVANCED PLACEMENT COURSES

AP Calculus AB
AP Calculus BC
AP Chemistry
AP English Language and Composition
AP Literature and Composition
AP Micro Economics
AP Macro Economics
AP Music Theory
AP Research*
AP Seminar*
AP Spanish
AP Studio Art 2-D
AP Studio Art 30D
AP Studio Art Drawing
AP Statistics
AP U.S History
AP World History
AP American Government
AP Human Geography

REPORT CARDS

Report cards are available online through Parent VUE at the conclusion of each semester. Progress reports/quarter grades will be available online through Parent VUE. Students have the right to question grades, absence records and other school records. If you think an error has been made, please contact the teacher who issued the grade.



EXTRA-CURRICULAR ACTIVITY ELIGIBILITY

All interscholastic activities in grades six-twelve that are 1) of a competitive nature and involve more than one school when a championship, winner, or rating is determined and 2) endeavors for which no credit is earned in meeting graduation or promotion requirements that are of a continuous and ongoing nature, organized, planned, or sponsored by the District, consistent with District policy, shall be conducted under the provisions of this policy.

Such activities will be established and designed to offer students worthwhile athletic and leisure-time interests, wholesome recreational and social activity, and an opportunity to develop skills in democratic and cooperative management for these activities. These programs will be appropriate to the maturity of students and as varied as staff and facilities permit. All such activities conducted under the auspices of the District shall be under the direct supervision of the certificated individual responsible for the activity. It is necessary to have the extracurricular activities function within a realistic framework of control. In order that overenthusiastic students do not place a social or athletic function on a higher plane than the academic program, the following policy will be adhered to:

NATIONAL HONOR SOCIETY: Students who have been inducted in the society will be recognized with a gold NHS stole.

- Students who, upon having their work checked on a cumulative basis at the end of each nine-week grading period, show that they are not working to capacity and have one or more failing grades will be removed from any athletic teams or extracurricular activities. After improving

their respective grades such that they are passing on a cumulative basis, they shall be reinstated to the teams or extracurricular activities until a subsequent check is performed unless ineligible for some reason other than academic performance.

- The eligibility criterion for extracurricular participation shall be a passing grade in all classes in which the student is enrolled, and the student shall maintain progress toward promotion or graduation.
- The responsibility for notification of students and parents of these requirements and for enforcement of the above rule rests with the Superintendent.

Students and the parents/guardian shall be notified of ineligibility in a manner such that confidentiality is maintained when:

- Ineligibility is pending.
- Ineligibility is determined to be necessary.

Support services shall be made available to students who become ineligible for extracurricular programs as well as to students notified of pending ineligibility.

- Students whose behavior presents a problem or jeopardizes school discipline may be ineligible for participation in extracurricular activities until such time as their behavior warrants reinstatement. The same general standards shall apply for special education students except that such eligibility shall be determined on a case-by-case basis in relation to the respective students' individual education programs.
- The Superintendent shall consult with and invite comment on this policy from parents and teachers and shall make recommendations to the Board regarding this policy, as necessary, after considering such comments. The Board, as a part of the procedure for adoption of this policy, shall hold a public hearing on the contents of this policy. A school district Governing Board, a charter school or an interscholastic athletic association of which a school district Governing Board or charter school is a member may not prohibit a pupil from wearing a religious or cultural accessory or hair piece while participating in an extracurricular or athletic activity if the accessory or hair piece does not jeopardize the health or safety of the pupil or any other person participating in the activity, as determined by the supervisor of the extracurricular activity or the officiant of the athletic activity.

The Superintendent shall establish regulations to ensure that:

- Necessary documents in support of this policy are maintained.
- Necessary data related to ineligible students are collected and reported as required by law.
- The cultural traditions of students are considered when establishing or enforcing rules related to participation in extracurricular activities.
- The requirements of this policy are met.

The Superintendent may develop additional rules or procedures for the proper conduct of extracurricular programs and the implementation of the provisions of this policy.

SCHOOL PROPERTY

Furnished textbooks/technology, library books, athletic uniforms and equipment are the student's responsibility. If school property issued is lost, stolen or damaged, the student will be expected to pay for the replacement. Students are encouraged to pay these charges with cash, check or money order. In cases of hardship, students may be allowed to arrange a payment plan. Under Arizona law, parents are liable for damage done to school property by their children.

STUDENT COUNCIL

Student Council is an important part of the school. Student Council is an organization through which the students may express their opinions and assist in the functions of the school. Student Council promotes leadership and initiative. A president, vice-president, secretary and treasurer of the student body are elected to represent the student body during the school year. Grade level representatives are elected to the council. Groups and individuals who wish to sell products on campus must be officially recognized school organizations, and must have the sale approved by the student council. All funds collected must be deposited in the school's student funds account.

Food Services



LUNCH

High school students are **REQUIRED** to scan student ID cards to access their lunch account. 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.

DISTRICT 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.



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

PHYSICAL EDUCATION

- Physical education classes will be taught by a certified physical education instructor. Classroom physical activity opportunities shall be offered daily during the school day. MUSD promotes the use of school facilities outside of school hours for physical activity programs offered by community-based organizations
- Physical education classes will be provided to students in all grade levels.
- 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. Furthermore, restorative practices in the form of affective statements and questions and short impromptu conferences shall be used during physical activity to enhance student problem-solving, address bullying or inappropriate play, and promote peer to peer socialization.
- Athletics, recess, and/or other classes may not take the place of physical education.

NUTRITIONAL 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 following 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.

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.
- 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.

- 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.

ACTIVITIES TO PROMOTE STUDENT WELLNESS

- MUSD will promote healthy choices and will have consistency of nutrition messages throughout the school.
- MUSD 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.

- MUSD will create, strengthen or work within existing school health advisory councils to develop, monitor, review and revise the Local Wellness Policy. The School Health Advisory Council (SHAC), which will consist of all USDA required participants, including teachers of physical education and school health professionals, will serve as resources to school sites for implementing these policies.



STAKEHOLDER INVOLVEMENT

- MUSD will establish a School Health Advisory Council (SHAC) composed 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 policy development process. These individuals can register their concerns and recommendations within the district.
- 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 the district's compliance with the law and policies related to the wellness policy.
- The activities of the SHAC will be reported to the school administration periodically.

LOCAL DISCRETION

As long as all the required elements are present, 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.

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 and signed certificate to the school Health Office. Although the law allows exemptions, the Arizona Department of Health Services or the County Health Department may tell the school to exclude a child from school if there is an outbreak of communicable diseases.

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. Medications cannot be brought to school by students or carried on the school bus. Per [Governing Board Policy 5-404, 5-404.A](#), students are **not allowed** to carry prescription or over-the-counter medication without an order 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.
- Medications 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 VISION 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*](#).



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



Transportation



BUS RULES AND EXPECTATIONS

Students riding district buses are expected to follow the guidelines for bus riders. Bus drivers are authorized to assign seats at all grade levels. Drivers will try to accommodate parent seating requests, but they cannot guarantee parent/student preference.

All students who ride the bus **MUST** ride the same **A.M.** bus every morning and the same **P.M.** bus every afternoon. We do not allow temporary changes to your 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 from all of us.

All questions pertaining to transportation should be directed to the Transportation Director at **(520) 568-1150**.

RULES FOR STUDENT TRANSPORTATION

Arizona statutes do not mandate pupil 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 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 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.
- Students living within 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 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 the 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 section 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. Ineligible students MAY NOT travel to or play in any competitions or events (home or away). After improving their respective grades such that they have a 2.0 and are passing ALL classes on the subsequent grade check is performed. If the student-athlete's grades drop below 2.0 or one (1) class is a failing grade, they will again be ineligible for a minimum of one (1) week.

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.

BUS MISCONDUCT REFERRAL POLICY AND PROCEDURES (POLICY 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.



Athletics



INSURANCE

The school does not provide medical insurance coverage for school accidents. Student Accident/Health Insurance plans are offered by outside agencies and available in the front office or district office.

PHYSICALS

All athletes are required to have an annual physical dated after March 1st of the current year, prior to participation. Please contact the athletics office with additional questions.

HIGH SCHOOL ELIGIBILITY

To be eligible for extra-curricular activities: A student must pass all of their classes, maintain a 2.0 GPA per grading period and be enrolled in a minimum of five classes (AIA Bylaw 15.4). For the purpose of the regulation, an ineligible student may practice but will not be allowed to participate in any competition or travel to a competition.

- Freshman, Sophomore, Junior and Senior student athletes will be checked for eligibility at the following intervals:
 - » Progress 1
 - » Quarter 1
 - » Progress 2
 - » Semester 1
 - » Progress 3
 - » Quarter 3
 - » Progress 4
 - » Semester 2

- **If eligible at the grade check interval**, students will not be checked until the next grade interval.
- **If ineligible at the grade check interval**, students will be ineligible for a minimum of one week.
 - » On the following Monday, the athletic office will check grades on ineligible students using Synergy. If passing, the student is now eligible and will not be checked again until the next grade interval.
 - » If not passing, the same process will repeat itself the following Monday and all successive Mondays until the next grade check interval.
- **If ineligible at the beginning of a semester**, students will have the opportunity to regain their eligibility through Synergy after the second week (10 days) of classes.
 - » After 10 days, the athletic office will check grades on ineligible students using Synergy. If passing, the student is now eligible and will not be checked again until the next grade interval.
 - » If not passing, the same process will repeat itself the following Monday and all successive Mondays until the next grade check interval
- **Students who fail at the second semester** will have the opportunity to regain their eligibility through summer school or a MUSD online course. A failed core course must be replaced by the same core course; a failed elective course can be replaced by either a core course or any elective course.

MIDDLE SCHOOL ELIGIBILITY

In grades six through eight, to meet the eligibility criterion for extracurricular participation, the student athlete must have a minimum GPA of 2.0 and be passing ALL classes, no failing grades. Eligibility grading period, for the middle school level, will be at EVERY four and one-half weeks (progress reports and end of quarters). The student athlete will be notified of eligibility status by their respective coach in a manner such that confidentiality is maintained when eligibility is pending or ineligibility is determined to be necessary. If a student is below a 2.0 or is failing a class at any grading period, the student athlete will become ineligible for a minimum of one week. During this period of ineligibility students:

- May practice with the team;
- MAY NOT travel or play in any competitions or events (home or away).

After improving their respective grades such that they have a 2.0 and are passing ALL classes on the subsequent grade check, they shall be reinstated to the team until a subsequent check is performed. If the student-athlete's grades drop below 2.0 or one class is a failing grade, they will again be ineligible for a minimum of one week. MUSD [Policy 5-213](#).



Student Violence, Harassment, Intimidation, and 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:
- 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 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	<p>A.R.S. 13-2904. Disorderly conduct; classification</p> <p>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:</p> <ol style="list-style-type: none"> 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.) <p>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.</p>			
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	The possession, use, distribution or sale of tobacco products on school grounds, at school-sponsored events and on school-sponsored transportation. Paraphrased from: A.R.S. 36-798.03 A 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”. 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. 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			
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	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.			
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	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			
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 acknowledgement 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 (SDFS Terms and Definitions). A.R.S. 13-1503. Criminal trespass in the second degree; A person commits criminal trespass in the second degree by knowingly entering or remaining unlawfully in or on any nonresidential structure or in any fenced commercial yard.</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



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.

Appendix



FORMS

APPENDIX A: Use of Technology Resources in Instruction

MUSD Student Device Repair

APPENDIX B: MUSD's Bring Your Own Device Policy

Attendance Contract

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 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 Acknowledgments 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 Acknowledgments 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*_____

ATTENDANCE CONTRACT

Arizona Law and Workplace Standards require students to be at school and on time each day. The right and privilege of attending public school carries with it certain responsibilities on the part of parents and students. It is important that parents and students recognize the direct relationship between academic success and regular school attendance. Students should keep absences below 10 or they will be in jeopardy of losing credit for the semester. Most classroom activities cannot be replicated; class discussion and participation are lost to those who are absent. Administration will require documentation for excessive or habitual absences.

Attendance Definitions

- **Absence** – Students who fail to report to one or more classes will be marked absent. A student who arrives more than 10 minutes late is considered absent.
- **Excused absence** – An absence is excused if a parent or guardian notifies the school of the reason for the absence. The determination to excuse an absence will be made in compliance with Arizona Department of Education guidelines.
- **Unexcused absence** – Any absence not verified by parent or guardian will be considered unexcused.
- **School-related absence** – If a student missed class due to a pre-approved school-related activity, it will not count as an absence.
- **Suspension** – Of days suspended, the first 10% (18 days) will be considered excused. If a student is suspended above the 10% those suspension days will be considered unexcused. If a student has 10 consecutive absences, they will be withdrawn.
- **Tardy** – A student is tardy when he/she is not in class and seated when the final bell rings.

Reporting an Absence

When a student is absent it will be necessary for the parent to call the school on or before the day of the absence in order to advise the school as to the reason for the absence. When it is impossible to call on the day of the absence, the school should be notified on the morning the student returns, in time for the student to obtain an admission slip prior to the student's first class. ***All absences not verified by parental or administrative authorization will remain unexcused.***

Excused Absences

- Individual illness or health conditions
- Serious illness in the immediate family
- Religious holidays
- Legal appointments: documentation may be required
- Death in the immediate family
- School sanctioned activities
- Medical and dental appointments

Unexcused Absences

Unexcused absences are considered trancies. If a student missed one or more periods in a school day, the unexcused absence will be considered ditching. While parents may be aware of these circumstances, the absence will remain unexcused for attendance purposes. Administrators are the only persons able to excuse absences.

Academic Consequences of Absences

Parents will be notified of daily absences from school via an automated calling system. Unverified absences will result in loss of credit on assignments in each class missed.

Attendance/Credit Appeal

If students in 9th – 11th grade have accumulated more than 10 absences (excused or unexcused) by the end of each semester in any class, he or she must appeal to receive credit. Attendance appeals are available on the MHS and DSHS website and in the attendance office. The report card will list N/C (No Credit) for the classes where the absences do not meet the seat time requirements. Please follow the directions attached to the Attendance/Credit Appeal form and return the form and required document to the Attendance Office within five (5) working days of the postmarked date.

If students in 12th grade (seniors) have accumulated more than 10 absences (excused or unexcused) each semester, it will jeopardize their status for graduation. First semester appeals must follow the process for 9th – 11th grade students above. Second semester appeals will be considered 1-2 weeks prior to graduation. A denial of credit for either 1st or 2nd semester will result in loss of credit and/or graduation.

Attendance appeals will **only** be considered with **documentation** for the following reasons:

- Death in the family
- Hospitalization(s)
- Chronic health conditions (*documentation must be file*)
- Individualized Health Plan in the Health Office
- Homelessness
- Illness
- Legal appointments

Ten Consecutive Absences

After 10 days of consecutive unexcused absences, the student will be withdrawn from school.

Student Check-In

If a student is late to school, a parent/guardian must accompany them into the front office to sign them in, regardless of the period.

Student Checkout for Scheduled Appointments

A parent or guardian is expected to call the attendance office to grant permission for a student to be released from class early. In order for a student to leave campus during the school day, the student must obtain a release pass from the attendance office prior to leaving. To receive this pass, a parent must send a written excuse or call the attendance office before the student's first class that morning. The student will present the pass to the teacher and report to the attendance office to sign out. All students must leave campus through the front office. Any student leaving campus without a pass is subject to disciplinary action. Students will not be allowed to be checked out during any safety drills.

Pre Approved Requests/Special Circumstances

In certain circumstances when it is necessary for a student to be absent for an extended amount of time, notification should be made at least 10 days prior to the absence. Filing a request does not guarantee approval. The following criteria will be considered:

- **Grade** – must have a passing grade in each class
- **Attendance** – amount prior to absence/tardy
- **Behavior** – prior referrals, disciplinary actions, etc.
- Students must collect all class work prior to the absences and complete all work by a predetermined date

Change of Address or Telephone Number

It is imperative that parents and guardians notify the respective school to the appropriate person of any change of address or telephone number, in case of emergency. Changes to information will not be accepted by phone notification. Please request a copy of the student profile from the office to make the appropriate changes.

Dropping/Adding Courses

After the 10th day of the semester, students will not be allowed to drop a course or make changes in their schedule. If a student transfers/drops a class after the 10th day, a "WF" (withdrawn failing) will be posted on their transcript. Exceptions to this will be considered for extreme circumstances. Students enrolling in a class during the first 15 days will be required to make up all work missed. Students who enroll in a class from the 16th to the 30th day of the class (without transfer grades) may, at the teacher's discretion, earn credit in the class by making up the work. Students who enroll in a class after the 31st day will be auditing the class and not earn credit.

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.*

Withdrawal from School

The faculty and administration encourage all students to remain in school. Students who are having problems are advised to see their counselor, teacher or principal for guidance. If a student is withdrawing, the following steps must be taken:

- Contact the counselor
- Complete forms obtained from registrar's office
- Get withdrawal documentation signed by teachers, nurse, bookstore/librarian, counselor and parent/guardian.
- Return the form to the school registrar
- Withdrawals are not considered complete until all books are returned, outstanding debts are paid and the student ID is returned to the bookstore

Parent/Guardian Signature_____ ***Date***_____

Student Signature_____ ***Date***_____



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