CCUSD

CAVE CREEK UNIFIED SCHOOL DISTRICT

STUDENT HANDBOOK

2025-2026

Cave Creek Unified School District

Student Handbook
Grades PK-12
2025-26

District Administration

Mr. Bill Dolezal, Superintendent
Dr. Patty Jensen, Assistant Superintendent of Educational Services
Dr. Frank Hendricsen, Assistant Superintendent of Human Resources
Dr. Ryan Pletnik, Chief Financial Officer

Student Handbook Committee

Mrs. Jill Sarraino, Director of Student Services
Ms. Brandie Baca-Dunlap, Principal, DWES
Mr. Robert (RJ) Morgan, Assistant Principal, CSHS
Mrs. Shanon Quinn, Director of Child Nutrition
Mrs. Jennifer Reyes, Assistant Principal, STMS
Ms. Vicki Fisher-Boone, SIS Engineer
Mrs. Megan Linch, Admin Assist. Ed Services

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STRATEGIC PLAN

CCUSD

Mission

The mission of the Cave Creek Unified School District is to provide an innovative, high-quality learning experience for all students. By facilitating strategies to develop curious, resilient, critical-thinking problem-solvers, students and educators will be empowered to make a difference, while inspiring excellence in our families, community, and world.

Vision

The Cave Creek Unified School District equips students with essential knowledge and skills to become critical thinkers who pursue their passions in a dynamic global society.

Priorities

Student Success

We will offer and encourage multiple pathways for all students and ensure varied levels of support for social, academic, emotional, and behavioral needs in order for them to successfully navigate career and life.

Employee Excellence

We will build a culture that promotes and supports an innovative learning community that includes continuous improvement and the acknowledgement of the strengths and talents of our employees.

Safe Environment / Culture

We will create and foster a physically and emotionally safe learning environment where students and staff can depend on clear expectations and continuously teach, practice, and clearly communicate safety procedures.

Effective Operations, Resources, and Systems

We will ensure safe, up-to-date, and efficient operational systems to support students in having access to an innovative and high-quality learning experience.

Community Partnerships

We will increase strategic partnerships and improve communication to maximize collaboration and build community based learning opportunities for all.

Jan. 2022

Beliefs

- We value parents as the child's first and best teacher.
- We value our community who entrusts us with the responsibility of the management of their fiscal resources.
- Every student will have the opportunity to learn in a safe nurturing environment.
- All students can learn with support from inspiring teachers and dedicated staff.
- Our schools and students must continuously improve beyond government-mandated standards.
- Our students will be provided a world-class education as a foundation for their contribution to society.
- Our schools must be the cornerstone of our community, be a good neighbor, respecting the values, rights and property of all within our school community.
- Maintain accountability to parents and students to ensure the highest level of curriculum.

Philosophies

FISCAL STEWARDSHIP PHILOSOPHY

Cave Creek Unified School District commits to inspiring excellence in all aspects of education, while acting in a financially responsible manner by maximizing all resources possible to enhance student education (i.e., grants, education, community, business partners, and foundation).

TAX PHILOSOPHY

Cave Creek Unified School District commits to providing its students with the most comprehensive, high quality education available, while maintaining the lowest voter approved secondary tax rate possible.

ATTRACTION AND RETENTION OF STUDENT PHILOSOPHY

Cave Creek Unified School District commits to creating an educational environment that attracts, expects and inspires excellence for staff, students, parents, and community members through a variety of program offerings.

District Calendar 2025-2026

CAVE CREEK UNIFIED SCHOOL DISTRICT
community inspired · globally prepared

JULY 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER 2025						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
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28	29	30				

OCTOBER 2025						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	28	30	31	

NOVEMBER 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2026						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
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25	26	27	28	29	30	31

FEBRUARY 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
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MARCH 2026						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
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29	30	31				

APRIL 2026						
S	M	T	W	T	F	S
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26	27	28	29	30		

MAY 2026						
S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2026						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July
Independence Day……4
First day for teachers……28

August
First day for students……4

September
Labor day……1

October
Parent/Teacher Conferences (K-8 half day)……2-3
Half day (9-12) ……3
Fall Break……6-10

November
Veteran's Day……11
Thanksgiving Break……26-28

December
Final Exams and half day (MS & HS)……18-19
Half Day (all schools)……19
Winter Break……22-31

January
Winter Break……1-2
Staff return……5
Students return……6
Martin Luther King Holiday……19

February
President's Day……16

March
Parent/Teacher Conferences (K-8 half day) …..5-6
Half day (9-12) ……6
Spring Break……9-13

April
April Break……2-3

May
Final Exams and half day (MS & HS)……21 & 22
Last day of school (half day)……22
Memorial Day……25

June
Juneteenth……19

Legend

- Teacher PD day
- Students return
- Half Day
- Holiday
- 90-minute Early Release
- School Break

August 1, 2025

Dear Cave Creek Unified School District Students, Parents and Staff,

Welcome to the 2025-26 school year! I am so proud to serve as the Superintendent in this amazing district. The district I have worked in for 25 years as a teacher, coach, assistant principal, principal, and director prior to becoming superintendent. The same district I chose to educate my own children. I am proud to be a parent of Falcon alumni.
I hope this letter finds you in high spirits and looking forward to a fantastic school year. In Cave Creek, we offer outstanding educational opportunities for all students leading them to their chosen path of **E**nrollment in continuing their education, **E**nlistment in the military, or **E**mployment in the workforce when they fly away from the nest after graduating from Cactus Shadows.

In Cave Creek Unified School District, you will find:

- The #1 District in the Northeast Valley for student achievement.
- Safe and secure campuses.
- A+ rated schools and A+ school programs.
- A national Blue Ribbon School (Horseshoe Trails).
- National Board Certified Teachers and Arizona Certified Teachers.
- Over a 96% graduation rate from Cactus Shadows High School.
- The class of 2025 was awarded over $17.8 million in scholarships.
- Signature student programs such as International Baccalaureate®, Advanced Placement, Dual Enrollment, Career and Technical Education, STEM, World Language Programs, Performing Arts Programs, Equine, and our online Academy of Excellence.
- Award winning athletics, fine arts programs and extracurricular opportunities for students.
- Active Parent Teacher Organizations at all schools.
- Supportive community and business partnerships.

The student handbook serves as a valuable resource that outlines the policies, guidelines, and expectations that govern our educational community. It is designed to provide clarity and foster a conducive learning environment where every student can thrive and succeed. By familiarizing yourself with the contents of the handbook, you will gain insights into the rules, procedures, and standards that contribute to the overall well being of our students and staff members.

Moving Forward Together, we can foster an environment where every student feels supported, respected, and inspired to reach their potential. We look forward to partnering with you throughout the upcoming year to create a thriving educational community.

Thank you for your ongoing support and cooperation.

Best wishes for a fantastic school year,

Bill Dolezal
Superintendent

CAVE CREEK UNIFIED SCHOOL DISTRICT
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District Office Physical Address 480.575.2000	33016 N. 60th St Scottsdale, AZ 85266
District Office Mailing Address www.ccusd93.org	PO Box 426 Cave Creek, AZ 85327
Cactus Shadows High School Ms. Sarah Barela, Principal 480.575.2400	5802 E Dove Valley Rd Scottsdale, AZ 85266
Sonoran Trails Middle School Mr. David Boggs, Principal 480.272.8600	5555 E Pinnacle Vista Dr Phoenix, AZ 85085
Black Mountain Elementary School Mr. Matt Owsley, Principal 480.575.2100	33606 N 60th St Scottsdale, AZ 85266
Desert Willow Elementary Ms. Brandie Baca-Dunlap, Principal 480.575.2800	4322 E Desert Willow Pkwy Cave Creek, AZ 85331
Horseshoe Trails Elementary Mr. Mr. Aaron Pettinato, Principal 480.272.8500	5405 E Pinnacle Vista Dr Phoenix, AZ 85085
Desert Sun Alternative Academy Ms. Heidi Hopman, Principal 480.575.2901	27880 64th St Scottsdale, AZ 85266
Cave Creek Academy of Excellence Ms. Heidi Hopman, Principal	Online Education 480.575.2901

CCUSD Problem Solving Guide

Cave Creek Unified School District has established procedures to effectively and efficiently respond to questions, concerns, and suggestions from parents and community members. This guide will assist parents and community members in finding the correct staff members to respond to your needs. CCUSD values solving problems efficiently at the lowest steps and the majority of questions and problems are answered best by school personnel. Therefore, board policy requires an attempt to resolve the issue at school level first. The Cave Creek Unified School District is here to meet the needs of all students, staff, parents, and community members.

General School Questions

Step 1–School front office, if not resolved…
Step 2–School administrator, if not resolved…
Step 3–Educational Services Dept. Admin. Asst., if not resolved…
Step 4– Director of Student Services, if not resolved…
Step 5–Asst. Supt. of Human Resources, if not resolved…
Step 6–Superintendent

Curriculum & Assessment Questions

(State standards, material being taught, textbooks and materials, assessments, and Career & Technical Education)
Step 1–Classroom teacher, if not resolved…
Step 2–School administrator, if not resolved…
Step 3–Director of Data & Assessment, if not resolved…
Step 4–Asst. Supt. of Educational Service, if not resolved…
Step 5–Superintendent

Medical Questions & Concerns

Step 1–Health Office Asst., if not resolved…
Step 2–District Nurse, if not resolved…
Step 3–School Administrator, if not resolved …
Step 4– Director of Student Services, if not resolved…
Step 5– Asst. Supt. of Human Resources, if not resolved….
Step 6- Superintendent

Transportation (bus stops, route problems, behavior, etc.)

Step 1–Transportation Admin. Asst., if not resolved…
Step 2–Transportation Director, if not resolved…
Step 3–Chief Financial Officer, if not resolved…
Step 4–Superintendent

Student Behavior

Step 1–Classroom teacher, if not resolved …
Step 2–School Administrator, if not resolved…
Step 3–Educational Services Admin. Asst., if not resolved…
Step 4– Director of Student Services, if not resolved…
Step 5–Asst. Supt. of Human Resources, if not resolved…
Step 6–Superintendent

Special Education

Step 1–Special Education/General Education Teacher, if not resolved…
Step 2–School Psychologist, if not resolved…
Step 3–School Administrator, if not resolved…
Step 4–Director of Exceptional Student Services, if not resolved…
Step 5–Asst. Supt. of Educational Services, if not resolved…
Step 6-Superintendent

Gifted Education

Step 1–Gifted Classroom Teacher; if not resolved…
Step 2–School Administrator, if not resolved…
Step 3–Director of Data & Assessment, if not resolved…
Step 4–Asst. Supt. of Educational Services, if not resolved…
Step 5–Superintendent

Section 504

Step 1–General Education Classroom Teacher, if not resolved…
Step 2–School Counselor, if not resolved…
Step 3–School Administrator, if not resolved…
Step 4–Director of College and Career Readiness, if not resolved…
Step 5–Asst. Supt. of Educational Services, if not resolved…
Step 6- Superintendent

Athletics

Step 1–Coach, if not resolved…
Step 2–Assistant Principal (Athletics), if not resolved…
Step 3–School Principal, if not resolved…
Step 4–Director of Student Services, if not resolved…
Step 5–Asst. Supt. of Human Resources, if not resolved …
Step 6–Superintendent

PreK, Before & After School Care/Activities (ECS)

Step 1– Program Supervisor, if not resolved…
Step 2–Education & Community Services Manager, if not resolved…
Step 3–Asst. Supt. of Human Resources; if not resolved…
Step 4–Superintendent

Budget & Finance Questions

Step 1–School Administrator, if not resolved…
Step 2–Business Services Admin. Asst., if not resolved…
Step 3–Business Services Manager, if not resolved…
Step 4–Chief Financial Officer, if not resolved
Step 5–Superintendent

Facility Usage

Step 1–Facilities Admin. Assistant, if not resolved…
Step 2–Director of Facilities, if not resolved…
Step 3–Chief Financial Officer, if not resolved…
Step 4–Superintendent

Child Nutrition

Step 1–School Kitchen Manager, if not resolved…
Step 2–Child Nutrition Admin. Asst., if not resolved…
Step 3–Director of Child Nutrition, if not resolved…
Step 4–Chief Financial Officer, if not resolved…
Step 5–Superintendent

Helpful Numbers for Parents

Educational Services	**480.575.2075**
Education & Community Services (ECS) PreK & Kids' Club	**480.575.2440**
Facilities	**480.575.2051**
Finance	**480.575.2021**
Child Nutrition	**480.575.2436**
Human Resources	**480.575.2040**
Exceptional Student Services	**480.575.2013**
Technology Help Desk	**480.575.2066**
Transportation	**480.575.2080**

Academic Information

Academic Integrity and Academic Dishonesty

Academic integrity involves committing to and demonstrating honest behavior in schoolwork and the academic setting. It means completing your own work and giving proper credit to others, including generative artificial intelligence tools, by citing their ideas or words appropriately.

Academic dishonesty is any action in an educational environment that compromises the evaluation process or the integrity of academic work. Academic dishonesty includes, but is not limited to, behaviors such as cheating, plagiarism, doing another student's classwork, providing assessment answers to others, deception, unauthorized use of technology, or any other actions that unfairly enhance one's academic performance or disadvantage others.
If you have questions about academic integrity or academic dishonesty, you should discuss them with your teacher or administration.

Artificial Intelligence (REF: Board Policy 3-403.A)

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 schoolwork. 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 in governing board policy. 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.

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.

English Learners

The Cave Creek Unified School District provides English Learner services for qualified students at all schools. Students with a primary home language other than English who do not demonstrate grade level competency in oral English, reading, and writing are eligible for services.

CCUSD does not offer a self-contained SEI program. Instead, students receive instruction in the mainstream classrooms, with a focus on standards that assist in student acquisition of English. For further information, please contact Educational Services at 480.575.2075.

Exceptional Student Services

Cave Creek Unified School District provides a continuum of special education programs and services to our students ages 3 through 21. In keeping with state and federal mandates, the type of special education services which best meet each student's individual education needs is determined at a meeting attended by district personnel and the student's parents or guardians, and outlined in an Individualized Education Plan (IEP). Our main goal is to serve our students in the least restrictive environment. Services are provided for all identified students. Parents/students who desire further information on these programs and services should contact our Exceptional Student Services Department at 480.575.2013.

Preschool ChildFind

If you think your preschool age child may have speech or other delays, please call 480.575.2949 to make an appointment for screening. Children as young as age two may participate in hearing, vision, and developmental screening to determine if further evaluation is necessary.

Eligible children identified with significant delays upon completion of an evaluation, children identified as eligible for special education, will be offered an IEP and enrollment in special education programs in the district at no cost to the parent/guardian.

Gifted Learning Opportunities

The Cave Creek Unified School District uses the Cognitive Abilities Test (CogAT) to measure student ability in the following areas: verbal, quantitative and non-verbal. CogAT (Cognitive Abilities Test) testing is conducted in late spring for all second grade students; three times per year (fall, winter and spring) based on teacher or parent referrals.

A gifted student is one that scores at or above the 97th percentile in any one of three areas. Differentiation of instruction is offered in all classrooms to suit the varying needs of all students.

Student may have the opportunity to:

- Participate in the district-wide Creative Inquiry program (in grades 3-6) which encourages creativity and problem solving skills through problem-based learning.
- Participate in school-wide enrichment programs (Odyssey of the Mind, Project Based Learning, STEM Program, World Language, National Honor Society).
- Participate in various programs at each individual school.

Student materials are available in each classroom for teachers to use with all students to encourage and nurture creativity, verbal, quantitative, and spatial reasoning.

Grade Point Averages (GPA)/Class Rankings

The Cave Creek Unified School District provides class rankings and grade point averages (GPS) for colleges and universities at the end of the student's fourth and sixth semester of high school.

High School Graduation Requirements (REF: Board Policy 5-217)

The Arizona State Board of Education establishes the minimum requirements for graduation from high school. The table below summarizes the minimum credit requirements for high school graduation at CCUSD.

Seniors must complete the last semester of their senior year to be eligible for a CSHS diploma. Seniors must take at least four (4) classes on the Cactus Shadows High School campus. Two (2) of the four (4) classes must be core classes. Additional state graduation requirements include ECAP (Education Career Action Plan) assignments and a passing score on the Civics assessment.

SUBJECT	CREDITS
English or English as a Second Language	**4.0**
Mathematics *To include Algebra I, Geometry, Algebra II (or a personal curriculum) and a fourth course that contains high school content.*	**4.0**
Science	**3.0**
History and Social Science *To include one credit of American history, including Arizona history; one credit of world history/geography; one-half credit of American government, including Arizona government; and one-half credit of economics.*	**3.0**
Fine Arts or Career and Technical and Vocational Education	**1.0**
Physical Education/Health	**1.0**
Electives	**6.0**
TOTAL	**22.0**

Homework

Cave Creek Unified School District encourages a school-student-parent partnership to help teach student responsibility and raise student achievement. At the middle and high school level, parents and students are asked to check grades online.

STUDENT AND FAMILY RESPONSIBILITIES PERTAINING TO HOMEWORK

Student Responsibility

- Be prepared for class. Bring completed assignments and tools needed to complete daily class work.
- Plan time at home to read, review, and study each day.
- Organize your work. Establish a schedule for homework completion.
- Seek assistance from teachers or parents when you need help.
- Check grades online.
- It is the student's responsibility to follow up on their own make-up homework plan when they return.

Family Responsibility

- Be sure your child is prepared for school each day.
- Check your child's homework and planner folder until their study habits are established.
- Arrange appropriate quiet study areas for your child and plan a schedule for daily/weekly homework, study, and review.
- Seek assistance or advice from your child's teacher as needed.
- Check grades online.

Promotion/Retention [REF: A.R.S. 15-542(11)]

Students will normally progress from grade to grade. However, when data indicates the retention is in the best interest of a student's academic progress, there needs to be close cooperation and communication between the parents and appropriate school personnel.

Each student considered for retention will be given individual considerations and decisions regarding retention will be made only after careful analysis of all data related to the student's growth and development. In accordance with state law, teachers make the decision for promotion or retention of students. Decisions for kindergarten through eighth-grade students should be based on the following criteria:

- A student's academic achievement,
- Attendance/discipline records,
- Standardized and alternative assessment results,
- Any other information considered pertinent to the recommendation.

Measures of student achievement are defined as grades and/ or standards of proficiency levels. A student successfully completes a course/subject if he/she earns a "satisfactory" in grades K-2, passes the reading portion of AASA in Grade 3, and at least a grade of "D" or passing in grades 4-8. The Governing Board shall require that, if a parent or legal guardian of a student chooses not to accept the decision of a teacher that the student be promoted or retained in a grade, the parent or legal guardian may file an official appeal. Only the Cave Creek Unified School District Governing Board may overturn the decision of the teacher(s).

Student Records Information

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides for a parent's right to inspect, review and seek correction of a child's educational records. Copies of this policy are on file in each school office and at the district office.

If you wish to review your child's record, you may request that the school principal set up a convenient time for such a review. The district will comply with your request as soon as possible.

If, when reviewing the records, you feel that the information on your child is inaccurate, misleading or otherwise in violation of the privacy rights of your child, you may request the deletion or modification of the records or enter into the records your own statements of clarification or explanation.

Upon reaching the age of 18, a student has all of the legal rights and responsibilities previously given to a parent or guardian. Parents who claim a student 18 years or older as a dependent, may still have access to the records.

All student records may be released to authorized district personnel or another school that the student wishes to attend.

Student records will be released to others only with the signed, written and dated request of the person legally responsible for the student.

Directory information will be gathered and issued for each student. This information includes, but is not limited to: student's name, address, telephone number, date and place of birth; yearbook information such as major field of study, dates of attendance, school organizations and awards received; sports information such as height and weight. If there is personal information that you DO NOT wish to have included in directory information, indicate that request on the Cave Creek Unified School District Emergency Medical Student Information Card.

To protect the privacy of our students, parents/guardians who take photos that include children other than their own, at any school event, must not post them for public view.

The releasing of directory information to any agency with a profit motive is prohibited unless specific approval of the Governing Board is granted.

ATTENDANCE

Cave Creek Unified School District encourages regular attendance at school. As educators, we know that regular school attendance is a necessary part of the learning process and is key to getting a good education. Students who are frequently absent may be putting their futures in jeopardy and studies have shown that chronic absenteeism, especially truancy, is highly associated with dropping out of school. Please be sure that your children are in attendance every school day unless they are sick.

The Governing Board believes that the attainment of academic excellence requires attendance on a regular basis. Attendance is the responsibility of the students and parents; students may fail classes or promotion may be withheld if this requirement is not met.

Legal Requirements

Arizona law requires students to attend school through the completion of the 10th grade, or to the age of 16. (REF: Board Policy 5-103; ARS §15-802; ARS §15-803)

ABSENCE POLICIES

Attendance Is Essential

Regular attendance is the key to much of the success a student may gain from his/her school program. Students would remain out of school only when absolutely necessary, as much of the classroom activity cannot be made up. The benefit of lectures, discussion, and participation is lost forever to those who are absent. A doctor's verification will be requested for excessive illness-related absences. All absences in excess of a cumulative 10% of the instructional days for the school year shall be reported to AZ Department of Education as unexcused.

Parent Responsibility

In order for absences relating to illness, doctor appointment, bereavement, family emergencies, or district approved family vacation to be counted as excused absences, the school must be notified of the absence prior to the absence or when the absence occurs by the parent or legal guardian who has custody of the student.

Chronic Illnesses

In cases where medical documentation can be provided regarding a long-term illness or an ongoing medical condition, parents should be in contact with the school nurse, counselor and/or administration regarding the chronic health problem. Parents should contact a site administrator to develop an academic plan. Absences due to a chronic illness are exempt from the cumulative 10% rule if they meet with A.R.S guidelines.

Absence

An absence is defined as any time a student is not in class one or more periods. This includes excused, unexcused or suspension.

Makeup Of Work Missed

Work missed by students during an excused absence and/or tardy may be made up at a rate of two (2) days allowed for makeup for each full day of excused absence. Building administration may extend the 2 days based on extenuating circumstances.

Any work missed during an unexcused absence and/or tardy may be made up at the discretion of the building administration.

Students who are suspended will be given their school work. Students are expected to complete the work received during this time and submit it to the teacher upon their return. Two (2) days are allowed for makeup for each full day of suspension.

Unexcused Absence – Full Day

A full day unexcused absence is any absence from school without the prior knowledge and consent of the parent/guardian.

Unexcused Absence – One Or More Period(s)

Once a student is at school, absences from one or more classes that day without an acceptable excuse approved by the school will be classified as unexcused.

Permit To Leave School During School Hours

High School: Students must check out through the attendance office prior to leaving school during school hours. Failure to do so will be a violation of the Closed Campus policy and the absence will be recorded as unexcused. Appropriate school consequences may be assigned. The parent/guardian must give written and/or verbal approval (parent must sign student in/out during lunch hours). A person picking up a student must be listed as an emergency contact and show a valid picture I.D. For student drivers, a call must be made at least 2 hours prior to the dismissal time.

Student Early Release Policy for Alternate schedule/ Long weekends/ Testing days: students requesting to leave early on testing days, the day before a long weekend, or during special campus events must have a parent physically sign them out in person at the

attendance office – even if the student drives. Phone calls, emails, or notes will not be accepted as a means of early dismissal on these days.

K-8 students: A parent or other authorized person is required to come into the office and sign prior to the student's release. A person picking up a student must be listed as an emergency contact and show a valid picture I.D.

K-12 Students: Students will not be signed out/released 30 minutes before the dismissal bell.

GENERAL ATTENDANCE PROCEDURES

Classification of Absences

Absences, which include truancies, tardies and suspensions, are defined as a student's non-attendance in his/her assigned classroom during an assigned period and is a result of:

- Personal illness.
- Doctor or dentist appointments which cannot be made after school hours. Verification that a student was seeing his/her doctor or dentist during the school periods missed should be furnished to the attendance office upon the student's return to school.
- Serious family illness or a death in the family.
- Suspensions.
- Prior notification by the parent to the administration.

Recognized religious holidays are subject to the absence limit, but do require notification to the administration by the student's parents at least 24 hours in advance.

General Attendance/Tardy Administrative Procedure

- The school district expects parents/guardians to call the attendance office each day a student is absent from school. Reasonable attempts will be made by the school, through phone calls or letters, to inform parents/guardians of a student's absence. This is a sincere attempt by the local school to work with the family in resolving a student's attendance problem.
- K-12 Students will receive attendance letters after the 8th absence.
- When a student transfers from one school to another within the Cave Creek Unified School District, the student's attendance record will transfer to the new school.
- Copies of the correspondence to parents/guardians will be distributed to appropriate school personnel.
- Excused absences due to school activities (athletics, field trips, performing groups, student government, etc.) are excluded from the attendance/tardy policy.
- Absences from scheduled classes as a result of on or off-campus suspensions will be included in the total number of absences for the semester in which the suspension occurs.
- K-12 Students tardy students must have a parent/guardian physically sign in their child for the tardy to be excused. This includes student drivers.

Attendance Procedures For Students With Disabilities

Whenever non-attendance interferes with the delivery of special education services or interferes with the attainment of goals and objectives identified in the Individual Education Program (I.E.P.), a review of placement and review/revision of the I.E.P. must be conducted.

Kindergarten-Fifth Grade

Parent Notification

- ☐ Parents will be contacted (by the auto dialer system) for all daily absences.

Potential Actions or Consequences for Repeated Unexcused Absence

- ☐ Development of a Student Expectation Contract.
- ☐ Referral to Law Enforcement Agency.
- ☐ Grade level retention.

Middle School

Parent Notification

Parents will be contacted (by the auto dialer system) for all daily absences. The attendance office will correspond with the student and parents/guardians concerning the district attendance policy only on the first occurrence of the fifth (5th) absence and/or tardy in any class period during the semester.

Potential Actions or Consequences for Repeated Unexcused Absence

- Development of a Student Expectation Contract.
- Referral to a Law Enforcement Agency.
- Grade level retention.

High School

Parent Notification

- Parents will be contacted (by the auto dialer system) for all daily absences.

Excessive Absence/Tardy Procedure

- To prevent a student from unknowingly losing credit, the attendance office will correspond with the student and parents/guardians concerning the district attendance policy only on the first occurrence of the fifth (5th) absence and/or tardy in any class period during the semester.
- Students who reach eight (8) absences and/or tardies in one or more class during any semester will be automatically placed on ACADEMIC PROBATION. Students will be removed from ACADEMIC PROBATION at the end of the current semester if they have twelve or fewer absences for the current semester with NO TRUANCIES, SUSPENSIONS, or TARDIES AFTER ACADEMIC PROBATION BEGINS.
- Students will be notified that they have been placed on ACADEMIC PROBATION and the students will be given the written conditions of probation and a due process affidavit.
- If the student remains in the class and has no further unapproved absences, and is not involved in disciplinary or disruptive behavior, and is passing the class in all respects, they may petition for credit.
- In the case of prolonged absences (90 days) of a student from school, the principal will advise the student's parents/guardians concerning the availability of teaching services for homebound students. The principal will determine each instance whether provisions for such services are appropriate.

Loss of Credit

High school students may lose credit for any class in which they accumulate 10 absences during a semester. The only exception to this rule will be when the administration decides that adequate evidence has been presented indicating an unusual circumstance, such as prolonged illness, requiring an accumulation beyond the maximum of 10 absences.

Loss of Credit-Appeal Procedure

An appeal procedure will be provided whereby a student may appeal the loss of credit for a course to principal or designee. It will be the responsibility of the student to present evidence to the principal or designee that would indicate that special circumstances existed to justify an exemption for the loss-of-credit policy.

Legal Action for Excessive Truancy

A student or parent whose student is truant may be issued a citation by the principal or assistant principal and/or law enforcement. The principal or assistant principal shall notify shall notify the child's parent/guardian that the citation was issued and that the parent/guardian is required to appear in court with the child.

Tardy Policy

Tardies are viewed as a disruption to the classroom environment. Coming in late not only deprives the tardy student of full learning time, but also disrupts the education of other students.

Students are expected to arrive on campus in time for the start of the school day. Any student who is late to be in the first scheduled class shall go directly to the attendance office for a pass for admittance to class. Students who are habitually late in arriving at school are subject to disciplinary action.

A tardy becomes an absence when a student arrives to class more than 10 minutes late.

Extra-Curricular Activities/Athletics

Athletic Participation

In the Cave Creek Unified School District athletic program, the health and welfare of the athlete is the most important concern. We know that athletic participation enhances the learning environment of the campus. Every effort will be made to assure a healthy environment and safe training conditions for athletes.

Before secondary student-athletes may participate in any aspect of school sports, they must be academically eligible, must have proof of the AIA required physical exam on record and must have an insurance form on file signed by their parent or guardian. Participating athletes are required to abide by the school's Athletic Code of Conduct.

Extra-Curricular Eligibility (REF: Board Policy 5-106; 5-213; 5-213.A; 5-410)

Extra-curricular activities are defined as all interscholastic activities, which are of a competitive nature and involve more than one school where a championship, winner, or rating is determined (State Board Rule R7- 2-808).

Grade checks will be performed every two weeks during AIA scheduled sport seasons in the athletics department. Students who are failing one or more classes, or have a grade point average (GPA) below 2.0 in a specific scheduled two week cycle, will be ineligible in order to focus on academic responsibilities. Students can re-establish academic eligibility by presenting a verification sheet reflecting the improved grade from the teacher(s) in question and demonstrating improvement to a 2.0 GPA. Failing grades include those which are earned as a result of excessive tardiness or absences. Students who receive an "I" or "W/F" remain ineligible for the remainder of the semester.

You will be provided with rules/regulations for each sport in which you plan to participate. Individual programs may include higher standards of academic accountability and coaches may select to check grades more frequently in order to promote academic eligibility.

Fee Schedule

Fee Schedule

Per Board Policy 5-214 and A.R.S. 15-342, a school district may charge fees for optional extracurricular activities, optional programs, fine arts courses, vocational education courses, and other courses, fees for optional services, equipment and materials offered to students beyond those required to successfully complete the basic requirements of the course. **NOTE**: Any student or family not able to pay these fees because of economic hardship should contact the site administrator. Any fee associated with a class can be found in the school's course guide.

High School Fees

Parking Fee	$150 $130 (starting 2nd Quarter) $110 (starting 3rd Quarter) $90 (starting 4th Quarter)
Parking Fine (Parking Lot Violation)	$30 per occurrence

Athletic Fee	$335/sport $1,005/family cap
Club Fee (includes Choir, Marching Band, Jazz Band)	$80/club membership $240/student cap
Service Club Fee	$25
Device Protection Fee (optional)	$30
Graduation Fee	$60

Middle School Fees

Athletic Fee	$180/sport (no cap)
Activity Fee	$25
Device Protection Fee (optional)	$30

Elementary School Fees

Activity Fee	$25
After School Club/Sport Fee (If not connected to ECS)	$30

GENERAL INFORMATION

Agreements

Refer to PowerSchool regarding annual agreements such as: Permission to photograph and use of photographs, permission to release contact information, permission to participate in "District Field Trips", and permission to use additional Google services.

Closed Campus

School campuses are closed for all students throughout their scheduled day, including lunchtime. In order for a student to leave campus a parent must come to the front office to sign their student out. No outside food or drinks will be allowed unless delivered by parent/guardian.

Custody

The most recent custody papers are to be kept on file with the school office. This would be the latest dated court decree. It is the parent's responsibility to provide the school with the official court document that have been filed and served to all parties involved.

Order of Protection: If there is an order of protection due to custody (or any other issues), the student file is flagged in the school office. Orders of Protection are only good for (1) year or (2) years depending upon the order. When the Order of Protection expires, it is the custodial parent's responsibility to give a copy of the renewed order to the school office.

Guardianship: Legal guardianship, and temporary legal guardianship, can only be established by Court Order. The school should request "letters of guardianship", issued by a court, before enrolling a student. Temporary legal guardianship can only be granted for six (6) months, per court order.

FERPA – Annual Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. The Governing Board has established written policies regarding the collection, storage, retrieval, release, use, and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents' and students' rights to privacy. These policies and procedures are in compliance with:

- The Family Education Rights and Privacy Act; Title 20, United States Code, Sections 1232g and 1232h; and the Federal Regulations (34 C.F.R., Part 99) issued pursuant to such act;
- Uniting and Strengthening American by Providing Appropriate Tools Require to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act);
- No Child Left Behind Act of 2001 (NCLB);
- The Individuals with Disabilities in Education Act; 20 U.S.C. Chapter 33; and the Federal Regulations (34 C.F.R. 300); and
- A.R.S. 15-141 and 15-142

Student education records are collected and maintained to help in the instruction, guidance, and educational progress of the student, to provide information to parents and staff members, to provide a basis for the evaluation and improvement of school programs, and for legitimate educational research. The students' records maintained by the District may include—but are not limited to—identifying data, report cards and transcripts of academic work completed, standardized achievement test scores, attendance data, reports of psychological testing, health data, teacher and counselor observations, and verified reports of serious or recurrent behavior patterns. These records are maintained by the District under the supervision of the school administrator at the school the student attends or last attended and are available only to the teachers and staff members working with the student. Upon request, the school discloses education records without consent to officials of another school District in which a student seeks or intends to enroll. Otherwise, records are not released to most agencies, persons or organizations without prior written consent of the parent (34 C.F.R. 99.7).
You shall be informed when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to your child. The information must be maintained for four (4) years after the date your child was last enrolled in this school District.

You have the right to inspect and review any and all records related to your child within forty-five (45) days of the day of receiving a request for access, including a listing of persons or organizations who have reviewed or have received copies of the information (34 C.F.R. 99.7) Parents who wish to review their children's records should contact the principal for an appointment or submit to the principal a written request that identifies the record(s) you wish to inspect. School personnel will make arrangements for access and notify you of the time and place where the records may be inspected. School personnel will be available to explain the contents of the records to you. Copies of student education records will be made available to parents when it is not practicable for you to inspect and review the records at the school. Charges for the copies of records will be costs of copying unless the fee prevents the parent from exercising rights to inspect and review those records.

You have the right to request that an amendment be made to the student's education records and to add comments of your own if you believe information in the record file is inaccurate or misleading (34 C.F.R. 99.7(a)(1)). You should write the principal, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by you, the school will notify you of the decision and advise you of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of a right to a hearing.

You have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on a school board; a person or company with whom the school has contracted to perform a special task (such as an attorney,

auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

You have the right to file a complaint with the Family Educational Rights and Privacy Act Office in Washington, D.C., concerning alleged failures by the school to comply with the requirements of FERPA (34 C.F.R. 99.7). The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Copies of the District student education records confidentiality policies and procedures may be reviewed in the assigned office of each school.

Non-Discrimination

The Cave Creek Unified School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. For any inquiries regarding nondiscrimination, policies contact the Superintendent's office, 33016 N. 60th St., Scottsdale, AZ 85262. 480.575.2000.

This notice is provided as required by Title VI of the Civil Right Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age of Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s).

Title IX Coordinator: Jill Sarraino, 33016 N 60th St., Scottsdale, AZ 85262. 480.575.2027
Section 504 Coordinator: Erin Sherer, 33016 N 60th St., Scottsdale, AZ 85262. 480.575.2035
ADA Coordinator: Keri Gregory, 33016 N 60th St., Scottsdale, AZ 85262. 480.575.2011

Open Enrollment

The Cave Creek Unified School District has an open enrollment policy consistent with Arizona state law. Non-Resident Transfer is the term that is used for out-of-district students applying for Cave Creek Unified School District schools. Resident Transfer is the term used for in district student applying for another Cave Creek Unified School District school for which they do not live in the attendance zone. Parents may pick up open enrollment applications or download them from our website, www.ccusd93.org.

Parent's Rights and Responsibilities

Student Education Records

Parents have the right to inspect and review all educational records, and all other rights guaranteed by the Family Educational Rights and Privacy Act (FERPA).

Destruction of Educational Records

The District destroys all psychological and special education records five years after those students have exited special education, are withdrawn from the district, or have graduated.

Notifying the District Prior to Unilateral Placement in a Private Special Education School

If you disagree with the district and consider enrolling your child in a private special education school, you must provide the district with written notice ten (10) business days before you enroll your child.

The notice shall include a statement that you are rejecting the placement offered by the district, what your concerns are about the offered placement, and your intent to enroll your child in a private school at public expense.

More Information

If you do not understand special education services, and what those services may offer your child, you should speak with the child's teacher, school psychologist or school administrator where your child receives educational services, or the Director of Exceptional Student Services.

Individuals with Disabilities Education Act – IDEA Student Discipline

When a student is receiving special education services, is being considered for special education services, or has received special education services in the past, and violates the discipline code of the school and/or school district and faces a recommended suspension for more than ten (10) consecutive days, or a series of suspensions totaling more than ten (10) days, this may constitute a change of placement and shall require a manifestation determination review conference.

Such a conference is for the purpose of determining whether or not the offense is a manifestation of the student's disability. The parent(s)/guardian(s) is notified in writing that a possible suspension and/or expulsion is being considered. For the manifestation determination review conference to occur, a manifestation determination review (MDR) team is convened. The MDR team is comprised of members of the IEP team on the school staff that are knowledgeable about the nature of the student's disability and, if possible, about the student.

If the behavior is caused by, or substantially related to, the disability, then suspension and/or expulsion cannot occur. However, the student's educational program will be reviewed and revised and the multidisciplinary evaluation team may determine a change of placement/location of services. (34 C.F.R. 300.519-300.526) If the behavior is not caused by, or substantially related to the disability, suspension and/or expulsion can occur: however, an education program must be delivered to the student who is on an IEP. The IEP team develops this program. The delivery of the educational program can occur through placement on an alternative campus, self-contained public, self-contained private and/or residential setting, or home setting, as determined by the IEP team. If there are any questions, the administrator should contact the Director of Exceptional Student Services.

If the parent(s)/guardians(s) do not agree with the findings of the IEP conference, they can pursue administrative remedies available to them under IDEA. The District, if it is deemed that the student is a threat to the educational environment, may remove the student from the educational environment until due process has been served. An interim placement will be activated while the due process is taking place. (34 C.F.R. 300.519-300.526)

Pest Control

The facility services division will notify any school 72 hours before using any pesticide or herbicide. Notifications will include school office, front door postings, school newsletters, and public address announcements.

Publishing (REF: 5-301)

Student distribution or posting of materials in a district building or on school grounds is subject to administrative approval and rules published by the site administrator. No District or school names, logos, mascots or official colors shall be authorized for use by or for any non-District businesses, organizations, products, activities or causes unless otherwise approved in writing by the Superintendent or the Superintendent's designee.

School Counseling Service

Our school counselors are certified and hold at least a master's degree. They provide a myriad of services to students, and are often the best initial contact to resolve issues and concerns. Their services are related to academic, vocational, or personal issues, and may include:

- Counseling all students individual or in groups.
- Consulting with teachers, parents, and administrators.
- Coordinating and managing 504 plans.
- Moderating parent-teacher conferences.
- Helping teachers with classroom concerns.
- Providing classroom guidance activities.
- Providing crisis intervention services.
- Assisting in the development of positive self-concept.

- Helping students learn to make good decisions.
- Connecting parent and students with school and community resources.
- Developing career awareness.
- Facilitating transitions between elementary/middle/high school levels.
- Communicating with parents about program opportunities for their children.
- Identifying academic remediation or acceleration needs.
- Assisting with parenting issues.
- Setting up homebound instruction.
- Participation in Special Education process when applicable.
- Recognizing students for academic accomplishment.

Confidentiality Policy: There are four instances in which a counselor and/or teacher is legally bound to inform a parent and/or authority with information given during a "confidential" counseling session:

- When a student indicates they are going to physically harm themselves or jeopardize their life.
- When a student indicates they are going to physically harm another, or jeopardize another's life, or has knowledge that another's well-being is threatened.
- When a student indicates that they are being physically, sexually, and/or emotionally abused.
- When a student indicates they have committed a felony (i.e., selling drugs, stealing a car, etc.)

School Site Council

School councils (formerly called site councils) were enacted in 1994 by the Arizona legislature to "ensure that individuals who are affected by the outcome of a decision at the school site share in the decision making process" (A.R.S. Section 15-351(A)). School site council members' work together to provide input regarding decisions that are implemented and effective for the site. These decisions focus on helping students and the organization as a whole.

In order to help School Site Councils work effectively and ensure that all voices are heard, the district provides training in team building, reaching consensus and establishing meaningful and authentic issues. Reaching consensus means that all members of the council give general agreement or approval on an issue. If consensus cannot be reached, the principal is responsible for making the decision.

Health Services

Emergency Medical Cards

Emergency Medical Card information are updated in PowersSchools. In PowerSchool it is critical to update the health history form and the contacts/ demographics area annually. This information is vital to ensure the health and safety of your child while at school. Accurate phone numbers or emergency contact numbers are critical. The emergency information assures that the school has the most current information. Please notify the school office if immediate contact information changes during the school year. Sharing with us your student's allergies, chronic illness, and medications ensures that they will receive emergency care that is appropriate for them.

Health Office

The school Health Office is equipped to handle minor illnesses and injuries. The Health Office deals with illness and accidents that occur at school. Parents are requested to notify the Health Office if a student has a health problem.

- For the protection of all students, please do not send your child to school when ill.
- Any student with a temperature of 100.0 degrees or more shall not attend school until the student is fever-free 24 hours without the aid of fever reducing medication. If you child is sent home with diarrhea or vomiting, they may return to school only if symptoms are present; nausea and vomiting, diarrhea, elevated temperature, yellow or green nasal discharge, inflamed eyes with redness or drainage, and skin rash unless a not from their physician states that it is not contagious. If any of these symptoms occur while at school, the parent will be contacted and be required to take the student home.
- State law requires that students be excluded from school if they are suspected of having a communicable disease.
- Students who have had surgery or recent hospitalization should have a doctor's note to return the student to school and participate in PE. Contact the school Health Office for further information.

The Health Office also helps coordinate care (during the school day) for students with a chronic illness/special needs. Parent/guardian should notify the Health Office if their student has a chronic illness. A chronic illness form must be updated yearly for attendance purposes. Please notify the Health Office if your student has any illness or severe allergies. For your student's protection, please update your student's emergency contacts as soon as changes occur. This way, we are assured that your student is safely released to the person(s) you designate.

Health Screenings

Student health screenings are conducted through the school health office. These include hearing and vision as recommended/required by the State of Arizona. Other screenings may include height and weight, blood pressure, scoliosis, and lice. You may exempt your student from any screenings by giving written notice to the school health office. This notice must be given yearly. Important health and medical information may be shared with school personnel, on a need to know basis, related to the health and safety of the student.

Immunizations (REF: Board Policy 5-403)

Before a student may attend any Arizona School, Arizona law requires that an immunization record be presented to the school staff by the parent or guardian. The personal immunization record must include:

1. The student's name and date of birth.
2. The name of the vaccine administered.
3. The date (month, day, and year) of each required vaccine, and the signature or stamp of the healthcare provider or agency that administered each vaccine.

Arizona law requires the student to be up-to-date on their immunizations to attend school. See A.R.S. §15-872 for more information. The school administrator shall suspend a student if the administrator does not have documentary proof of compliance and the student is not exempted from immunization. Homeless students are not required to provide documentary proof of immunization until the fifth (5th) calendar day after enrollment in school. In the event of an outbreak of a vaccine-preventable disease, children who are exempt for reasons other than laboratory evidence of immunity may be excluded from school until the risk period for exposure ends.

For additional information: https://azdhs.gov/documents/preparedness/epidemiology-disease-control/

Insurance

Medical insurance is NOT provided by the school district.

The district does not carry insurance for students' medical or dental costs if they are injured during school activities. Parents are responsible for their children's insurance.

An optional accident and sickness insurance program for students is available at school through a private agency. Like most insurance policies, there are some coverage limitations and exclusions.

Information on the policy is available from each school's office. The schools use these forms as a service to students and parents; the district has no other connection with the insurance company. Parents may pick up additional forms and purchase insurance at any time throughout the school year.

In an emergency, the school may call paramedics, who may decide that an ambulance should be called. These services are paid for by the parents.

Medication

When it is essential to a child's health that they take medicine during school hours:

- Prescription medication must be prescribed by the student's health care provider. The health care provider's orders must be presented to the school at the time the medication is given to the health office. The Parent/Guardian Consent for Medication Form must be completed and signed by the parent/guardian and the health care provider to administer the medication at school as needed. The Parent/Guardian Consent for Medication Form is available through the health office and on the District website under the Parent Resources tab.

- Prescription drugs must be in the original pharmacy container, labeled with the student's name, date, medication, dose, time to be taken at school and length of treatment. (The Pharmacist may be requested to prepare a special container for school use.)
- The parent MUST bring the medication to school. Students are NOT allowed to transport medication. The only exception would be in the case of inhalers, emergency allergy pens, and/or diabetic insulin and diabetic supplies. Only students with the appropriate paperwork on file with the Health Office will be allowed to carry medication. Contact Health Office personnel for more information.
- Medication will be administered in the presence of the school nurse and/or health assistant, or in their absence, by the person designated by the school principal, or as otherwise required by law.
- All over-the-counter and/or non-prescription medication must be approved by the Food & Drug Administration and come in the original container with label and package directions.
- A health care provider's order will be required to give any over the counter medication for more than three days a month per district guidelines. Medication not approved by the FDA can not be administered at school without a health care provider's order.

Parent Notice of Communicable Diseases

For the well-being of all students, parents are expected to contract the school nurse when their student has contracted a communicable disease.

Pediculosis (Lice Infestation) (REF: Board Policy 5-403; 5-403.A)

Students with pediculosis (lice infestation) shall be excluded from school until treated with pediculicide.

Nutrition/Food Services

Food in Classrooms/On Campus (REF: Board Policy 3-301; 3-301.A)

According to the Maricopa County Department of Environmental Services, food brought into the classroom for snacks and parties must come from a commercial source and cannot be homemade. Items should be individually wrapped to avoid bare hand contact with the food. Students are not allowed to share homemade food items. Parents/Legal Guardians/ Emergency Contacts must deliver food to school's office.

Food Services - Child Nutrition

All CCUSD schools are on the National School Lunch and Breakfast Program. Applications for free and reduced lunch are available during the school year in the cafeteria, the school front office, or online at www.ccusd93.org. If approved for free or reduced meals, students are entitled to one free meal or one reduced meal depending on eligibility. Any a la carte or second meals will be charged to the students account and will be expected to be paid.

Meal accounts or cash can be used to purchase breakfast, lunch and a la carte items. Money can be put on students' accounts with cash, check, or a credit card. Go to the Child Nutrition webpage at www.ccusd93.org to find the link for online payments. There is a service fee for all transactions when using online payments. Breakfast and lunch menus are available on the CCUSD home web page. Parents are responsible for any charges that occur during the school year on their child's account. All non-sufficient funds returned checks will be sent to Payliance. A fee of $25 per check will be charged by Payliance for this service.

For all types of reimbursable meals, students in grades Kindergarten up to and including twelfth grade are allowed to charge up to five (5) reimbursable meals.

At least one (1) advance written communication shall be given to the student and parent/guardian prior to providing additional meals charges beyond the conditions established by the District. The written communication shall explain the procedure should the student not have sufficient funds to pay for a meal.

The District shall make a reasonable effort to collect unpaid meal charges classified as delinquent debt. The District shall ensure that efforts to collect delinquent debt do not have a negative impact on the student involved. Such efforts shall focus primarily on the parents or guardians responsible for providing for the student's funds for meals.

Wellness Policy (REF: Board Policy 3-301)

The district has a wellness policy in place and follows the Arizona Nutrition and Wellness Standards. For more information regarding nutrition and wellness, including the Arizona Nutrition Standards, please visit their website at http://www.ade.az.gov/health-safety/cnp/HB2544/quickguide7301standard-1-25-08.pdf. If you would like to be on the Committee, please email squinn@ccusd93.net for more information.

Safety/Emergency Management

Crisis/Emergency & Evacuation Plan (REF: 3-401; 3-401.A)

Every Cave Creek Unified School District campus has an emergency/crisis plan to respond to unforeseen events. The plans include responses to a variety of scenarios along with lockdown and evacuation procedures incorporating ALICE Training and the I love u guys Foundation Standard Response Protocol and Federal Emergency Management Agency (FEMA) Incident Command Protocol. The plans are designed to inform students, staff, and campus visitors of how to react in an emergency or crisis. Each plan is updated annually by the school emergency response team and followed up with training and drills for students and staff members. Each school has an off-site evacuation site. In the event of an emergency at your child's campus, you will be notified immediately through either text, email, or voice mail with the most current information available along with procedures to follow. You will also have access to the CCUSD Emergency Information Hotline at 480-575-2001 for a recorded message and the Cave Creek Unified School District website (ccusd93.org) for updates. Please be sure that your most current contact information is on file at your child's school.

Drug Free Zone

Drug Free Zone include off-campus (A.R.S. 15-341.14 'to and from') consumption prior to being on district property, at a district function or at a school-sponsored activity. It also includes use, possession or distribution of drug paraphernalia, imitations of non-prescribed drugs, narcotics, and other noxious substances.

The sale and/or distribution of any unauthorized controlled substances to other students at school, school activities or even on district property or within the defined bounds of the drug-free school zone may result in a recommendation for an expulsion hearing. This includes use, possession, distribution or sale of tobacco, simulated tobacco products, (i.e., hookah pens, electronic cigarettes, etc.) alcohol, drugs, controlled substances, narcotics, paraphernalia, any non-prescribed drug (i.e., steroids, creatine, supplements, designer drugs, synthetic drugs or simulated drugs, etc.) or any other illegal contraband on district property and/or at school sponsored activities and field trips.

No medications, including over-the-counter medications (i.e. cough drops, Midol), are dispensed at school, not even Tylenol, without written permission from a parent or guardian. If required to take medication (cold, allergy, prescription medications, etc.) at school, parent/guardian must provide the medication along with written permission to dispense. For prescription medication, a request to give medication at school form is required. All medication must be in its original container and marked with the student's name. All medication must be dispensed and taken in the presence of the Health Center staff.

NOTE: Carrying medication – even Tylenol- by students is absolutely prohibited. All such medications will be confiscated and destroyed. (Students requiring inhalers for asthma and epipens are the only exception). Do not give any drug – even Tylenol – to another student. Do not take any drug – even Tylenol – from another student. It could cause an allergic reaction.

Gaggle Speak Up

As a community service, Gaggle Speak Up is providing a hassle free way for school administrators to receive information about inappropriate behaviors that could affect their students, faculty, and the school environment. The program is designed to empower students with the freedom to disseminate information that is occurring on their campuses while at the same time, keeping their identity confidential. The SpeakUp system is a safety tip line that allows students to easily and confidentially report threats of violence, bullying, peers in crisis, and other imminent concerns that affect students' well-being and security. The SpeakUp for Safety tip line will be continually monitored by Gaggle safety professionals, 24 hours a day, seven days a week, all year long. Non-life-threatening tips will be quickly routed to designated school or district staff members, and in severe situations, district-appointed contacts will be immediately notified to take action. There's no need for students to download a mobile app or remember a phone number—the

SpeakUp for Safety instant replies include a phone number that students can use for text messages or phone calls.
SpeakUp for Safety Email Address: speakup@ccusd93.net
SpeakUp for Safety Phone # (Voicemail & Text): 480-351-4659

Student Safety Guidelines

In order to ensure a safe and clean school the following guideline have been established:

- Visitors and volunteers must report to the office to sign in and secure a visitors pass.
- Students at the elementary level are permitted on school campus no earlier than 15 minutes prior to the beginning of the school day.
- Walk on the sidewalks (no running).
- Place trash in trashcans; plastic in recycling containers; paper in paper recycling containers.
- Respect adults, other students, and all other members of the community.
- Do not bring balloons on campus to celebrate a birthday or any other celebration.

Playground Rules (Elementary Level)

- Throwing rocks, sand, wood chips, dirt or pebbles is prohibited.
- Use appropriate language at all times.
- Fighting or arguing is never acceptable.
- Swings and structures must be used with care and safety. Double swinging, jumping off swings, twisting in swings, or jumping off structures is prohibited.
- Tackle football or any game involving tackling is prohibited.

Cafeteria Rules

- Walk in the cafeteria; never run.
- Be seated with your class (elementary).
- Be polite and observe good manners at all times.
- Clean your place before you leave, and ask permission to be excused (elementary).
- Students are always responsible for listening to the teachers and aides during lunch.

Personal Transportation Rules:

The following rules are to be observed by all bike riders, skateboarders, scooters, and hover boards entering and leaving school:

- When traveling to and from school, all ordinances concerning the above must be observed. Students who violate city and school transportation guidelines may jeopardize the privilege or bringing them to campus. A serious injury to oneself and others can be prevented through observation of the rules.
- It is strongly recommended that all students wear safety helmets.
- Once students are on campus, they must walk their bikes. Skateboards, scooters, and hover boards must be check in at the main office.
- Bike riding is not permitted on school grounds. Students may not cut/ride through the bus loop or parking lot.

Reporting Child Abuse

Mandatory Report Law

A.R.S. 13-3620 requires that school personnel and other persons having responsibility for the care or treatment of children, whose observation or examination of any child discloses reasonable grounds to believe that a child has been neglected or abused, are mandated to report the matter immediately. The statute also states that anyone who reports a case of suspected child abuse is immune from liability in any civil or criminal proceeding resulting from the report unless the reporter has been charged with or is suspected of committing the abuse, or is acting with malice. If school personnel fail to report known or suspected child abuse or neglect, then they have committed a misdemeanor that is punishable under Arizona State Law.

School Resource Officer (SRO)

The School Safety Program was established by A.R.S. 15-154 in 1994 for the purpose of placing School Resource Officers (SRO) and Juvenile Probation Officers (JPO) on school grounds to contribute to safe school environments that are conduces to teaching and

learning. Through comprehensive prevention and intervention approaches, School Safety Program funds officers to maintain a visible presence on campus; deter delinquent and violent behaviors; serve as an available resource to the school community; and provide students and staff with Law-Related Education instruction and training. Officers develop positive interactive relationships with the students, the staff, and the community they serve. This proactive, prevention-based program is cultivated through collaborative working partnerships between officers, school administration, teachers, police, and juvenile probation departments.

Technology

Computer, Telecommunication & Network Resources (REF: Board Policy 3-403; 3-403.B ; District Technology Policy Manual)

Electronic Devices

All students will access district network resources through a password authentication system. Guest/student users must accept the terms of use and sign the Electronic Information Services User Agreement prior to accessing the network. CCUSD is not responsible for theft, damage or loss or any non-district device. Electronic devices or toys often cause disturbances or interfere with learning. Therefore, inappropriate use of the devices will result in consequences ranging from the student losing privileges, to suspension/ expulsion, in accordance with the disciplinary section of this handbook. Inappropriate use includes any filming, distributing or publishing any derogatory, defamatory abusive profane material; use when directed not to by the teacher/ administrator; use for reasons other than educational purposes.

Students are not allowed to record audio or video on campus or at a school event without the approval of school administration. Cell phones and/or any listening device such as Amazon Echo, Alexa, Google Home, smart watches, or mobile device applications used for listening, are prohibited unless permission is provided by school administration. Violations are considered in breach of the electronic user agreement and may be subject to disciplinary action. Any technology device that disrupt the learning environment may be held for parent pick-up. **The school is not responsible when these personal items are lost or stolen.** A parent may be asked to pick up a student's cell phone if it is confiscated**.**

The Cave Creek Unified School District limits student access and use of personal wireless communication devices during the school day at all of its campuses as a standard practice. This practice is established in compliance with Arizona Revised Statutes §15-120.05, and the district does govern student access to the internet, including restrictions on social media platforms. If a parent or guardian needs to get a hold of their child at any school in the CCUSD during instructional time, they should call the main office line and that communication will get to their child in a timely manner. Additionally, if a student needs to contact their parent during instructional time, the student may use a classroom phone or may ask to go to the office to use the phone to call home.

General Principles:

- **Internet Access:** Student access to the internet provided by the school will be governed by policies that include restrictions on social media platforms. However, teachers may provide students with access to social media platforms when deemed necessary for specific educational purposes.
- **Wireless Communication Devices:** The use of personal wireless communication devices by students is limited during the school day, which includes instructional time, meals, passing periods, and recess.
- **Education Use and Emergencies:** Students may be permitted to use wireless communication devices for educational purposes as specifically directed by their teacher or in the event of an emergency.

Campus- Level Autonomy:

While CCUSD limits the use of personal cell phones during the school day as a standard practice, individual school sites have developed and implemented specific policies and procedures regarding the extent of this limitation, as well as internet access. These campus-level policies have taken into consideration the unique needs and developmental stages of their student populations. In kindergarten through 8th grade, cell phones will not be used from the beginning of the school day through the dismissal bell. At Cactus Shadows, students are not permitted to use their cell phones during instructional time and should not be seen. Students are allowed to use their cell phones during passing periods and at lunch.

Parents and students will be informed of their school's specific policies regarding internet access and wireless communication device use through campus communication. We believe this approach allows for both district-wide compliance with state law and the flexibility necessary to create the most effective learning environment at each of our schools.

Gaggle

Gaggle is an internet service used to scan and filter student accounts and content saved in the Google cloud. Gaggle scans all student email, Google online content including class assignments, documents, pictures, etc. Violations including sexual material, bullying, self-harm, hate, violence, etc., will trigger warnings to the student and school leaders. Violations are considered in breach of the electronic user agreement and may be subject to disciplinary action.

General

The following guidelines apply to:

- Students who use computers belonging to the Cave Creek Unified School District.
- Students who access network resources available through Cave Creek Unified School District.
- Students who bring personal electronic devices to Cave Creek Unified School District schools/events. These include but are not limited to: cell phones, smart watches, electronic games, audio devices or any other electronic devices.

Network access, including the internet, is available to students. Our goal in providing this service is to promote instruction and learning. The district has taken technical and organizational precautions to restrict access to controversial materials. However, on a shared network, it is impossible to control all controversial materials. The district believes the valuable information and interactions available on our network and the internet far outweigh the possibility that users may experience material inconsistent with the educational goals of the district.

Guidelines for Acceptable Use

Only devices approved by Cave Creek Unified School District administration may be connected to the Cave Creek Unified School District network.

- Computers, telecommunications and network resources are to be used for educational purposes only.
- Students shall not purposely submit, publish, display or retrieve any defamatory, inaccurate, abusive, obscene, profane, threatening, sexually oriented, racially offensive or illegal material.
- Students shall abide by all copyright and trademark laws and regulations.
- Students shall not reveal personally identifiable data unless authorized to do so by designated school authorities.
- Students shall not reveal their personal logins/passwords or attempt to discover the logins/passwords of others.
- Students shall not access, or attempt to access, the account of others.
- Students shall not use the network in any way that would disrupt the use of the network by others.
- Students shall not attempt to harm hardware, software or data, nor interfere with the security of any computer, telecommunication or network resource.

The student and parent must sign the Electronic Information Services User Agreement before the student is permitted to use the internet at school. When signed, the student understands that they will abide by the provisions and conditions of the contract. The student also agrees that any violation of the regulations may result in disciplinary action, the revocation of their user account, and appropriate legal action.

Inappropriate use will result in a loss of those privileges and potential disciplinary action. You must use your account for education and research that fit the educational goals and objectives of the Cave Creek Unified School District. Misuse can come in many forms, but is commonly viewed as any message sent or received that indicates or suggests pornography (including sexting), unethical or illegal solicitation, racism, sexism, inappropriate language, and any attempt to harm or destroy data of another user or of any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creating of computer viruses. All rules of conduct described in the Student Handbook apply when you are on the network. The administration, staff or faculty may request that the system administrator deny, revoke, or suspend specific accounts.

Transportation

Transportation (REF: Board Policy 3-302)

Bus Information

Transportation may be provided for any student if deemed for the best interest of the District. The Superintendent shall have responsibility for the District's transportation program.

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 sections 1751 through 1785) for free or reduced-price lunches.

Eligible Students

The District may provide transportation to all eligible students as that term is defined in Arizona law. This may include transportation for:

1. K-8 students whose place of residence within the District is more than one mile from the school of attendance;
2. High school students whose place of residence within the District is more than one and one-half miles from the school of attendance;
3. Students admitted via open enrollment policies who may be eligible for transportation under state or federal law.
4. Students with disabilities who's Individual Education Plans include transportation as a related service provided under the Individuals with Disabilities in Education Act.
5. Homeless students who are entitled to transportation under the McKinney-Vento Act.
6. Foster students as required pursuant to A.R.S. § 8-530.04(C).

Field Trips

Parent/guardian signed permission slips are required for student participation in district field trips. The teacher on the trip will assign chaperones. All school rules apply while students are on a field trip.

School Bus Conduct

The school bus is an extension of the classroom and the same rules apply regarding discipline and general conduct. Additionally, students must remain properly seated, keep the aisle clear, and ensure that all parts of their body (e.g., hands, heads, etc.) remain inside the bus. Specific rules regarding school bus conduct are posted on each bus and available from each school. Violations of rules or safety are grounds for denial of bus transportation privileges/discipline.

School Bus Rules

Bus riders are expected to adhere to the following rules along with District policies and regulations while at bus stops and while being transported:

- Maintain orderly conduct at designated bus stops.
- Middle School & High School students are required to wear their ID while boarding the bus, in the afternoon, from school to home. Access will be denied to students without valid identification.
- Remain in your seat and face the front of the bus until the bus comes to a complete stop.
- Keep the aisle clear at all times including keeping feet and legs out of the aisle.
- Follow directions immediately when asked, seats may be assigned.
- Keep all parts of your body inside the bus and to self at all times.
- Be courteous, no profanity, vulgar language, or obscene gestures.
- Do not throw anything inside the vehicle or from the vehicle.
- Water is the only allowable food or drink.
- Instruments or equipment shall be under the passenger's control at all times or secured in the school bus.
- Throw away any garbage when exiting the bus.
- Do not tamper with bus equipment or vandalize any parts of the bus. Students WILL be held responsible for the cost of the damage.
- <u>State law prohibits the following items on a school bus</u>: glass, insects, animals, tobacco, drugs, weapons, and dangerous items.

Riding the bus is a privilege.

- Students may lose their bus riding privileges immediately for serious infractions.
- Bus suspensions may include field trips and activity runs.
- Students who cut, deface or otherwise damage any school vehicle may be disciplined, up to expulsion, including being held financial liable for the damage.
- The transportation department has the authority to determine the length of bus suspension, considering the infraction and behavioral history of the student involved.

Bus drivers have the authority to apply the following actions regarding student discipline. If the student's misconduct continues, the bus driver will submit a discipline referral to the transportation department.

Assigned Seat: The bus driver or school administration may reassign a seat. Parents may be notified.

Conference with Administrator: The bus driver may request that the school administrator conference with the student about the inappropriate behavior. The bus driver may be present for the conference. Parents may be notified.

Informal Talk: The bus driver will discuss the inappropriate behavior, describe acceptable behavior and ask the student to make adjustments to their behavior so that the consequences do not need to progress. Parents are not typically notified.

DEFINITION OF OFFENCES
This list is not all-inclusive

LEVEL I	LEVEL II	LEVEL III
Failure to remain properly seated.	Profanity, obscene language or gestures	Lighting matches/lighter on bus
Loud disruptive talking or yelling	Extending head or arm out bus window	Throwing objects from the bus
Failure to take assigned seat	Vandalizing district property	Verbal abuse of or physical assault on a school employee
Eating/drinking on bus	Verbal abuse of another student	Drug/alcohol/tobacco/vaping use on bus
Bothering others	Defiant behavior shown to school employee	Tampering with emergency equipment
Throwing objects on bus	Spitting on bus/at a person/from the bus	Possession of a weapon, simulated
Crossing behind the bus	Throwing objects at the bus	Weapon or dangerous instrument
Inappropriate conduct at bus stop	Horseplay	Shoving student in the path of vehicle
		Physical assault on student on bus
		Intentional damage to the bus/van

The violations and definitions are not all-inclusive. The transportation department has the discretion to assign a violation category to a student's misconduct based on all evidence collected and in alignment with normal practice. Nothing in this Student Code of Conduct shall restrict the district from imposing more or less severe consequences.

CONSEQUENCES OF BUS OFFENCES

LEVEL I	LEVEL II	LEVEL III
First Offense: ● Conference with student and parent contact by school administration ● Parent signs and returns Bus Misconduct Report	First Offense: ● Five-day suspension of bus riding privileges ● Parent signs and returns Bus Misconduct Report ● Conference with the parent (by telephone or in person), student, and by school administration. If a parent fails to attend the conference, the student will remain suspended from the bus until the conference has occurred.	First Offense: ● Ten-day suspension of bus riding privileges ● Parent signs and returns Bus Misconduct Report ● Conference with the parent (by telephone or in person), student, and by school administration. If a parent fails to attend the conference, the student will remain suspended from the bus until the conference has occurred.
Second Offense: ● Three-day suspension of bus riding privileges ● Parent signs and returns Bus Misconduct Report ● Conference with the parent (by telephone or in person), student, and by school administration. If a parent fails to attend the conference, the student will remain suspended from the bus until the conference has occurred.	Second Offense: ● Ten-day suspension of bus riding privileges ● Parent signs and returns Bus Misconduct Report ● Conference with the parent (by telephone or in person), student, and by school administration. If a parent fails to attend the conference, the student will remain suspended from the bus until the conference has occurred.	Second Offense: ● Forty-five day suspension of bus riding privileges ● Parent signs and returns Bus Misconduct Report ● Conference with the parent (by telephone or in person), student, and by school administration. If a parent fails to attend the conference, the student will remain suspended from the bus until the conference has occurred
Third Offense: ● Five-day suspension of bus riding privileges ● Parent signs and returns Bus Misconduct Report ● Conference with the parent (by telephone or in person), student, and by school administration.. If a parent fails to attend the conference, the student will remain suspended from the bus until the conference has occurred.	Third Offense: ● Twenty-day suspension of bus riding privileges ● Parent signs and returns Bus Misconduct Report ● Conference with the parent (by telephone or in person), student, and by school administration. If a parent fails to attend the conference, the student will remain suspended from the bus until the conference has occurred.	Third Offense: ● One year suspension of bus riding privileges (suspension may carry over into next school year) ● Parent signs and returns Bus Misconduct Report ● Conference with the parent (by telephone or in person), student, and by school administration. If a parent fails to attend the conference, the student will remain suspended from the bus until the conference has occurred.

Fourth Offense: ● Twenty-day suspension of bus riding privileges ● Parent signs and returns Bus Misconduct Report ● Conference with the parent (by telephone or in person), student, and by school administration. If a parent fails to attend the conference, the student will remain suspended from the bus until the conference has occurred.	Fourth Offense: ● Fourty-Five suspension of bus riding privileges (may carry over into next school year) ● Parent signs and returns Bus Misconduct Report ● Conference with the parent (by telephone or in person), student, and by school administration. If a parent fails to attend the conference, the student will remain suspended from the bus until the conference has occurred.	

Fifth Offense: ● Thirty day suspension of bus riding privileges ● Parent signs and returns Bus Misconduct Report ● Conference with parent (by telephone or in person) and student. If a parent fails to attend the conference, the student will remain suspended from the bus until the conference has occurred.		

In addition to suspension of bus riding privileges, the student is also subject to school consequences including suspension from school or other school privileges.

Student Automobile Use

All students who drive to school shall be required to park in areas designated for their parking, insofar as these are available. Cave Creek Unified School District high schools will assess a parking permit fee of $150. The fee is non-refundable. Student parking permits may be revoked for parking or driving violations. The revocation of a student parking permit due to parking, driving and/or attendance violations is determined by the school administration. Only seniors, juniors and, if space allows, sophomores are eligible for a parking pass in our designated student parking areas. Upperclassmen receive priority for parking. Parking in surrounding areas is prohibited and may result in suspension. Students will not be allowed to go to their vehicle during the school day without permission. Improper driving or parking of a vehicle on school district property without permission and/or parking in prohibited areas can result in disciplinary consequences and fines. Accessing a car or the parking area during the school day without express permission can result in disciplinary consequences.

Discipline

The following pages outline CCUSD discipline infractions and the consequences that may be given to a student when a policy is violated.

Classroom Management

Teachers have classroom management plans that include consequences, included but not limited to those described below, for common classroom behavioral concerns. When positive behavioral change is not occurring under the classroom plan or when the offense is immediately serious, teachers should generate a discipline referral to the school administration.

Other staff members may be responsible for supervising students in the cafeteria, on the playground, on the bus, and throughout campus according to established school-wide behavioral expectations. When students do not comply with staff members and respond appropriately with the informal actions described below, a disciplinary referral to the school administration may be generated.

Discipline Philosophy and Jurisdiction

The Cave Creek Unified School District places high priority on providing each student with the opportunity to learn within a safe and stimulating environment. For this reason, the Governing Board accepts the responsibility for identifying those behaviors, which, if allowed to exist without restrictions and appropriate disciplinary action, would interfere with individual and group learning and interfere with the orderly conduct of our public schools. Furthermore, the Governing Board charges the staff with the responsibility for enforcing and maintaining an appropriate learning and behavioral environment.

According to Arizona law (ARS 15-341), the Governing Board also has the authority to discipline students for disorderly conduct on their way to and from school. The Governing Board gives this responsibility to the local school administration. The Governing Board also gives the school administration the authority to discipline students for disorderly conduct and other offenses at school-sponsored activities.

Due Process (REF: Board Policy 5-306; 5-306.A)

The purpose of this statement is to assure due process rights for students involved in disciplinary action in the Cave Creek Unified School District, as dictated by the United States Constitution as interpreted by the court. Every student is entitled to due process before they may be suspended or expelled. Each school is to establish its due process procedure within the following guidelines.

Any student, whose behavior while on campus is alleged to be in violation of the school's rules, may be referred to the local school administration. In every incident, the person initiating the referral must prepare a written report of the alleged violation. The report must include the time, place, observed behavior, names of witnesses, description of violation, etc., and be delivered to an administrator within five (5) school days of the referring person's first knowledge of the alleged violation.

The student may be permanently removed from a teacher's class, per teacher's request, and approval from a Site Placement Review Committee. The student will then be reassigned to another teacher's classroom (A.R.S. 15-841-J). The Governing Board, at its sole discretion, may modify the one-year duration of such disciplinary action on a case-by-case basis.

Harassment (REF: Board Policy 1-201; 1-203; 5-409)

The Cave Creek Unified School District is committed to providing all students and staff the right to learn in a safe and orderly school environment in which all members of the school community are treated with respect. Campus safety is a shared responsibility. If you become aware of a situation of someone who wants to cause harm to themselves or others there is an obligation to report school staff.

Harassment, intimidation, and bullying are prohibited on school grounds and property, on school buses, at school bus stops, at school-sponsored events and activities, and through the use of electronic technology and electronic communication on school computers, networks, forums, and mailing lists.

Harassment means any unwelcome conduct by one student toward another student on the basis of race, color, national origin, religion, sex (including sexual orientation and gender identity), or disability and that is sufficiently severe, pervasive, and objectively offensive so as to effectively deny a person equal access to the District's education program or activity.

Intimidation means any behavior by one student toward another student intended to induce fear of physical or emotional harm.

Bullying means any aggressive behavior by one student toward another student that involves an observed or perceived power imbalance and is repeated multiple times. Bullying may inflict physical, psychological, social, or educational harm or distress on a targeted student. It is not bullying when:

- Students of similar age, strength, and size quarrel or fight with each other.
- A student provokes another into a verbal or physical confrontation.
- A student acts aggressively toward another student in the absence of an imbalance of power.

All schools shall make a written form available for the reporting of incidents of harassment, intimidation, or bullying. Students and

parents/legal guardians may make a confidential report to the appropriate school official. District employees are to report suspected incidents of harassment, intimidation, or bullying to the appropriate school official in writing. Documentation shall be maintained confidential to the extent possible, and if provided to persons other than school officials or law enforcement, all individually identifiable information shall be redacted.

Students who have admitted to or been found to have engaged in harassment, intimidation, or bullying are subject to disciplinary action, including suspension and expulsion. Any student determined to have submitted a false report of harassment, intimidation, or bullying is also subject to disciplinary action, including suspension and expulsion.

HAZING (REF: Board Policy 5-408) [ARS.15-2301]

Hazing is prohibited. Solicitation to engage in hazing is prohibited. Aiding and abetting another person who is engaged in hazing is prohibited.

A person commits hazing by:

Intentionally, knowingly, or recklessly, for the purpose of pre-initiation activities, pledging, initiating, holding office, admitting, or affiliating a student into or with an organization or for the purpose of continuing, reinstating, or enhancing a student's membership or status in an organization, causing, coercing, or forcing a student to engage in or endure any of the following:

1. Sexual humiliation or brutality, including forced nudity or an act of sexual penetration, or both;
2. Conduct or conditions, including physical or psychological tactics, that are reasonably calculated to cause severe mental distress to the student, including activities that are reasonably calculated to cause the student to harm themselves or others;
3. The consumption of any food, nonalcoholic liquid, alcoholic liquid, drug, or other substance that poses a substantial risk of death, physical injury, or emotional harm;
4. An act of restraint or confinement in a small space or significant sleep deprivation;
5. Conduct or conditions that violate a federal or state criminal law and that pose a substantial risk of death or physical injury; or
6. Physical brutality or any other conduct or conditions that pose a substantial risk of death or physical injury, including whipping, beating, paddling, branding, electric shocking, placing harmful substances on the body, excessive exercise or calisthenics, or unhealthy exposure to the elements.

    a. With the intent to promote or aid the commission of hazing, agreeing with one or more persons that at least one of them or another person will engage in hazing and one of the parties commits an overt act in furtherance of hazing.

    b. Intentionally or knowingly engaging in conduct that would constitute hazing if the attendant circumstances were as the person believes them to be.

    c. Intentionally or knowingly doing anything that, under the circumstances as the person believes them to be, is any step in a course of conduct planned to culminate in committing hazing.

    d. Intentionally or knowingly engaging in conduct that is intended to aid another to commit hazing, although the hazing is not committed or attempted by the other person.

This Policy shall not be construed to apply to customary athletic events, contests, or competitions that are sponsored by the school or to any activity or conduct that furthers the goals of a legitimate educational curriculum, legitimate extracurricular program, or legitimate military training program.

Victim consent to or acquiescence in hazing is not a defense to a violation of this Policy.

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

Complaints of hazing and violations of this Policy should be reported to the principal or assistant principal of the school that sponsors the organization or where any student allegedly involved is enrolled. Violations of this Policy shall be reported to the appropriate law enforcement agency whenever a crime is reasonably suspected to have occurred. Students who violate this Policy are subject to disciplinary action, including suspension and expulsion.

Interviews/Searches

Interviews – Department of Child Safety (REF: Board Policy 5-402)

When a Department of Child Safety ("DCS") case worker seeks to interview a student on school grounds, staff will notify the principal. Staff will request the DCS case worker complete the "Form for Signature of Interviewing Case Worker." Staff will collect and retain the completed "Form for Signature of Interviewing Case Worker." Staff will not impede a DCS case worker from performing the DCS case worker's duties. Staff shall notify a student's parent/legal guardian when a DCS case worker seeks to interview a student unless:

1. The offense was allegedly committed by the student's parent or legal guardian or
2. The offense was already reported to the police or DCS and the investigator has determined that notifying the parent/legal guardian would impede the investigation.

Department of Child Safety Custody of Student

If the DCS case worker intends to take custody of the student or otherwise remove the student from the campus, Staff will request the DCS case worker complete the "Form for Student Custody by Case Worker." Staff will collect and retain the completed "Form for Student Custody by Case Worker."

Interviews – Law Enforcement Officers (REF: Board Policy 5-401.A)

When the Student is Accused or Suspected of Criminal Conduct

Without inquiring into the specific alleged criminal conduct at issue, school staff will ask the peace officer if the student is suspected or accused of criminal conduct. If the peace officer states that the student is so accused or suspected, school staff will respectfully request that the interview not take place until the student's parent/legal guardian is present. Notwithstanding the foregoing, school staff will not take any action to impede or postpone an interview or other peace officer action; rather, this request is simply a procedural safeguard and is subject to the sole discretion of the peace officer.

If the student is suspected or accused of criminal conduct, school staff may include that fact in the parent/legal guardian notification, unless doing so is expressly prohibited by the peace officer.

Parent/Legal Guardian Presence

When advance notification is appropriate, the school will request the peace officer to wait 20 minutes after notification was made or reasonably attempted before commencing the interview. If the parent/legal guardian does not appear, or at least respond (e.g., telephonically), within that time, the parent/legal guardian may not be allowed to be present in the interview, subject to the discretion of the peace officer. Any arrangements or discussion regarding, or the allowance of, parent/legal guardian presence during an interview of a student will be discussed between the parent/legal guardian and the peace officer and will be determined at the discretion of the peace officer.

Except in instances where parent/legal guardian notification is not required as set forth above school staff may inform the student that the student may consult with their parent/legal guardian prior to being interviewed.

If the parent/legal guardian is unavailable to attend the interview, school staff may request to attend the interview if permitted by the peace officer. School staff attending a peace officer interview will not question the student during the interview.

Interview by School Staff

School staff should consult with District or school administration prior to engaging in any interview of a student under a peace officer's direction. If school staff interview or ask questions of a student at the request or under the direction of a peace officer, the peace officer shall first provide juvenile Miranda warnings to the student.

School Administration (REF: Board Policy 5-304)

Interviews

District employees have broad authority to question students regarding prohibited or illegal activity and all matters involving the health, safety, and welfare of the student(s). Parent/legal guardian may be contacted regarding the interview of their student depending on the seriousness of the offense.

Searches

School officials have the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to the health, safety, and welfare of the student(s) exists. Disrobing

of a student is overly intrusive for purposes of most student searches and is improper without express concurrence from school district counsel. Items provided by the District for storage (i.e. lockers, desks) or personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have no reasonable expectation of privacy, and lockers, desks, storage areas, et cetera, may be inspected at any time with or without reason, or with or without notice, by school personnel.

District employees may search students and their belongings and/or seize property pursuant to the law if reasonable suspicion exists to believe that prohibited objects are present, a school rule has been violated, illegal activity has occurred, or the student's parent/legal guardian consent to the search.

- Reasonable suspicion is a good faith belief of wrongdoing based on specific, articulable facts.
- Students have no reasonable expectation of privacy in any items provided by the District, including but not limited to lockers and desks.
- When reasonable suspicion exists, District employees may request that a student remove the student's shoes and socks, turn out pockets, or remove outerwear that will not require the student to expose underclothing.

Jurisdiction During After School Hours

The Cave Creek Unified School District may pursue disciplinary action against students for trespassing violations and acts of vandalism to district/school facilities and property when occurring during after school hours, weekends, holiday breaks and summer recess. Restitution will be sought for property damage and loss.

Additional information:

- Administration will exercise discretion when determining infraction(s) and consequence(s) and may assign a more severe or less severe consequence than outlined in the guidelines below. This can include campus or district community service.
- Administration may determine that a violation warrants the completion of a threat assessment.
- Any infraction directed at a staff member may warrant a more severe consequence.
- Federal law prohibits CCUSD from naming students involved and consequences received from disciplinary actions and investigations to the parents of other students.

Off-Campus Misconduct

The Student Disciplinary Code and all penalties may apply to conduct off school grounds (ARS 15-341.14 – 'to and from school') that may endanger the health or safety of students within the school setting or substantially interfere with the educative process.

Examples of off-campus misconduct which may be subject to discipline include, but are not limited to: illegal activity, threats of violence, alcohol possession/use, fighting, hazing, drug possession/use or sales, firearm possession, violent offenses, robbery, burglary, arson and sexual assaults.

Students may be subject to the full range of disciplinary penalties for off-campus misconduct, including but not limited to: suspensions, expulsions, detentions, reassignment of class schedule, as well as removal from participation in extracurricular activities, such as interscholastic sports teams, club sports, student government positions, class trips, class proms, senior farewell activities, graduation, and 8th grade promotion activities.

School & Student Property/Search & Seizure (REF: Board Policy 5-304)

Student lockers, desks, school textbooks and library books are the property of the school district and remain, at all times, under the control of the district. However, students are expected to assume full responsibility for the security and safekeeping of their lockers, desks, books and other property and equipment. Inspections of lockers and desks may be conducted by school authorities at any time without a search warrant or student consent. This may include the use of canine searches of lockers. Personal items that are not considered necessary for the students educational experience should be left at home, as the school cannot assume responsibility for these items.

The Cave Creek Unified School District is not responsible for the safekeeping of your items nor does the district assume responsibility for your lost or stolen property. **Any personal item (i.e. electronic devices) which causes a disturbance or interferes with learning will be taken from the student.** When there is reasonable suspicion to believe that some material or matter may be detrimental to

the health, safety and welfare of others, a search may be conducted of personal property (including backpacks and cell phones), clothing pockets, and vehicles parked on Cave Creek Unified School District property.

The use of school property after hours for skateboarding, rollerblading, bicycling or any other unsanctioned activity is prohibited.

School personnel reserve the right to use canines when appropriate. Cave Creek Unified School District reserves the right to search vehicles on school property.

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition, if applicable, or destroyed through district process.

Alcohol Detection/Metal Detection Device

Students may be required to submit to a test for alcohol detection (either for consumption or possession). An alcohol detection device and metal detection wand may be used at the school or at any school related activity such as dances, athletic events, graduation, prom, field trips, and the like.

Automobile Searches (REF: 5-304)

Students are permitted to park on school premises as a matter of privilege, not right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reason to believe that illegal or unauthorized materials may be contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Seclusion and Restraint (REF: Board Policy 5-406)

The Arizona Legislature passed House Bill 2476 regarding seclusion in public schools which was incorporated into A.R.S. 15-843. Under A.R.S. 15-843, the Superintendent shall ensure that disciplinary policies involving the seclusion or pupils left alone in an enclosed space shall include the following:

- A process for prior written parental notification that seclusion may be used for disciplinary purposes that is included in the pupil's Enrollment Packet or Admission Form.
- A process for written parental consent before seclusion is allowed for any pupil in the School District.

The policies shall provide for an exemption to prior written consent if a school principal or teacher determines that the pupil poses imminent physical harm to self or others. ***CCUSD has chosen not to use seclusion for disciplinary purposes.*** This practice would only be utilized in a crisis situation and the use of seclusion and/or restraint is to be used only in an emergency to protect persons from imminent, serious physical harm. If seclusion and/or restraint is employed, parents/guardians would be notified within 24 hours of the incident. A debriefing with the affected staff, parents, and, if appropriate, the student, will be conducted within a reasonable amount of time. During the debriefing, a determination must be made regarding the need for a functional behavior assessment to be as proactive as to not have the incident occur again. For more information regarding seclusion and restraint, visit: https://www2.ed.gov/policy/seclusion/restraints-and- seclusion-resources.pdf

Student Dress, Conduct, and Appearance (REF: Board Policy 5-301; 5-302)

Student attire may be regulated as necessary and appropriate to maintain order and decorum within the educational system and to avoid material and substantial interference with schoolwork or discipline.

Attire may be prohibited when it:

- Significantly interferes with the District's ability to maintain order; such as disrupting schoolwork, school programs and activities, creates disorder, or prevents any student(s) from achieving educational objectives.
- Affects the health or safety of students, personnel or visitors.
- Conveys affiliation with a criminal street gang.
- Exposes the wearer's midriff, undergarments, or undergarment areas.
- Contains direct or implied obscene or threatening language, symbols or messages.

- Promotes or depicts the unlawful use of alcohol, tobacco, drugs or weapons.
- Violates the constitutional rights of any other person(s).
- Is inconsistent with or prohibited by the course, program, or activity.

ID Cards

All students must be in possession of their ID cards at school at all times. ID's should be on a lanyard, visible to the public. The first ID card is provided by the school. If lost, stolen, or destroyed, the student is responsible for replacement of the ID card with a fee assessed.

Religious Attire

The District does not discriminate against students or parents/legal guardians on the basis of religious viewpoint or expression. Students may wear clothing, accessories and/or jewelry ("attire") displaying religious messages or symbols in the same manner and to the same extent that other types of attire are permitted.

Student and Parent/Legal Guardian Complaints

Students or parents/legal guardians may challenge a District decision on religious attire by submitting a written complaint pursuant to Policy 5-301 (Student Freedom of Expression).

Tribal Attire at Graduation Ceremony

The District does not prohibit any student who is an enrolled member of a federally recognized Indian tribe from wearing traditional tribal regalia or objects of cultural significance ("tribal objects") at the student's graduation ceremony.

Student/Parent Responsibility

Students and their parents/guardians have the responsibility to be aware of the school's dress code and confirm to these requirements. If a student or parent has any questions about whether specific attire or accessories are in compliance with the dress code, they should contact their school administration prior to wearing such attire or accessories to ensure compliance.

Administrator Discretion

The school administration retains the final discretion to determine that the garment or accessory meets the dress code. Some exceptions may be made for uniforms, formal attire, and/or costumes.

Consequences

Any student violating this policy is subject to disciplinary action including, but not limited to: warning, parent conference, detention, community service, or off campus suspension. In addition, the student will remove the garment or accessory and replace it with an appropriate alternative provided by the school, student, or parent.

DEFINITION OF OFFENSES

This list is not all-inclusive.

*These offenses may also mean violation of local or state law. School authorities may also contact appropriate police authorities. Law enforcement authorities may take action in addition to that taken by the school. After consideration, administration can report any violation to law enforcement.

INFRACTION	DEFINITION	MINIMUM	MAXIMUM
Aggression Other (AO)	Any aggressive act that cannot be coded in one of the other categories but demonstrates aggression towards others.	Conference	Long Term Suspension
Alcohol Violation (sale or distribution)	The sale or distribution of alcohol as defined below.	10 Day Suspension	Expulsion
Alcohol Violation (use, possession, under the influence)	The 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.	5 Day Suspension	Expulsion
*Arson (Structure or Property) (AR)	Intentional burning or property belonging to the school, school personnel, or another person on campus.	Long Term Suspension/Restitution	Expulsion/Restitution
*Assault (AT)	A person commits assault by: (1) intentionally, knowingly or recklessly causing any physical injure to another person; or (2) intentionally placing another person at risk of imminent physical injury; or (3) knowingly touching another person with the intent to injure. (A.R.S. 13-1203)	Short Term Suspension	Expulsion
*Aggravated Assault (AA)	An assault accompanied by circumstances that make the situation severe, such as the use of a deadly weapon or dangerous instrument; causing serious physical injury to another; committing the assault knowing, or having reason to know, the victim is a peace officer or a school employee engaging in a school-related activity. (A.R.S. 13-1204)	Long Term Suspension	Expulsion
*Bomb Threat (BT)	Threatening to cause harm using a bomb, dynamite, explosive or arson causing device.	Short Term Suspension	Expulsion
*Bullying (BL)	Repeated acts, over time that involve a real or perceived imbalance of power. Bullying can	Conference	Expulsion

	be physical in form (e.g., pushing, hitting, kicking, spitting, stealing): verbal (e.g., making threats, taunting, teasing, cyberbullying or psychological (e.g., social exclusion, name calling, spreading rumors, manipulating social relationships). Cyber- bullying includes bullying through the misuse of technology. (A.R.S. 13-2921)		
*Burglary or Breaking and Entering (BE)	A person commits burglary in the first degree if such person knowingly possesses explosives, a deadly weapon or a dangerous instrument in the course of committing any theft or any felony. (A.R.S. 13-1508)	Short Term Suspension	Expulsion
Cheating or Plagarism (CH)	Taking someone else's work for one's own, practicing fraud or deception with relation to schoolwork or responsibilities or using electronic devices to inappropriately retrieve or disseminate classroom information.	Loss of credit for the assignment. Loss or credit for the course.	Short term suspension and loss of credit for the course.
*Chemical or Biological Threat (CB)	Threatening to cause harm using dangerous chemicals or biological agents.	Short Term Suspension	Expulsion
*Combustibles (CS)	Possessing a substance or object that is readily capable of causing bodily harm or property damage (i.e., matches, lighters, firecrackers, snap caps, poppers, stink/smoke bombs, and lighter fluid).	Conference	Long Term Suspension
Computer, Telecommunication or Network Device (CP)	Failure to use hardware, software, electronic devices, web pages, and networks for the intended educational use or in a manner that causes disruption at a campus or any district facility. This includes tampering or unauthorized access of any computer, computer system, or network.	Conference/Restitution	Long Term Suspension/Restitution
Contraband (CO)	Any item whose use, possession, sale or distribution is prohibited because it may disrupt the learning environment.	Conference	Long Term Suspension

Dangerous Items (DI)	Any device that under the circumstances in which it is used, attempted to be used, or threatened to be used, and is readily capable of causing death or serious physical injury. These may include but are not limited to airsoft guns, bb guns, knife with a blade length less than 2.5 inches, laser pointer, letter opener, mace, pepper spray, paintball gun, pellet gun, razor blade or box cutter, simulated knife, Taser or stun gun, tear gas, and other dangerous items. NOTE: A dangerous item used to cause bodily injury or to threaten or intimidate another person may be classified as a dangerous instrument and must be reported to law enforcement.	Short Term Suspension	Expulsion
Defiance, Disrespect Towards Authority, or Insubordination (DDI)	Refusing to comply with a reasonable request of school officials, including refusal to follow directions, talking back, gestures or showing disrespect.	Conference	Long Term Suspension
Disorderly Conduct (DC)	Any act, which substantially disrupts the orderly conduct of a school function; behavior which substantially disrupts the orderly learning environment; or poses a threat to the health, safety, and/or welfare of students, staff, or others (A.R.S. 13-2904)	Conference	Long Term Suspension
Disruption (DS)	Creating disturbances in class, on campus, or at school-sponsored events. Continual or repeated disruptions may warrant more severe consequences.	Conference	Long Term Suspension
Dress Code Violation (DCV)	Wearing clothing/apparel that does not fit within the dress code guidelines stated by school or district policy.	Change of clothes Conference	Long Term Suspension
*Drug Violation (Possession or Use) (DV)	Chemical substances, narcotics, prescription medications, inhalants, controlled substances, synthetic substances, or substances that students represent to be chemical substances, narcotics, or controlled substances. (A.R.S. 13-3451) This includes alcohol, tobacco, and	Short Term Suspension	Expulsion

	marijuana. Any equipment, products, or materials of any kind which are used, intended for use or designed for use in growing, processing, packaging, concealing, containing or ingesting a drug as defined above. (A.R.S. 13- 3415) This also includes electronic smoking devices, which can be used to deliver an inhaled dose of nicotine or other substance to the user. Possession of any component, part, or accessory of an electronic smoking device is prohibited. Possession of tobacco products on K-12 public, charter, or private school grounds, buildings, parking lots, playing fields and vehicles, and at off- campus school sponsored events is a petty criminal offense. "Petty" offense is punishable by a fine of up to $300. (A.R.S. 36-798)		
*Drug Violation (Over the Counter) (OTC)	Over the counter non-prescription pharmaceuticals fall into this definition, unless the student has complied with the school district's policy for such medication. Medication for cessation of smoking must be checked in through the health center; otherwise, it will be considered a drug. Supplements and/or nutritional supplements shall be considered a look-alike drug. The term "drugs" includes anything that looks like drugs.	Conference	Expulsion
*Drug Violation (Distribution or Sale) (DDS)	Sale, distribution, or intent to sell drugs including over the counter drugs as defined above.	Long Term Suspension	Expulsion
*Drug Paraphernalia (DP)	Any equipment, products or materials of any kind which are used, intended for use or designed for use in growing, processing, packaging, concealing, containing or ingesting a drug as defined below. (A.R.S. 13-3415)	3 Day Suspension	Expulsion
Electronic Smoking Device (Vaping) (ESD)	Possession or use of any electronic device, the use of which may resemble smoking, which can be used to deliver an inhaled dose of nicotine or other substances to the	3 Day Suspension	10 Day Suspension

	user. Electronic smoking device includes any such device, whether manufactured, distributed, marketed, or sold as an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen or any other product name or descriptor. This category includes possession of any component, part, or accessory of an electronic smoking device. NOTE: Possession of tobacco products on K-12 public, charter, or private school grounds, buildings, parking lots, playing fields and vehicles, and at off campus school-sponsored events, is a petty criminal offense. "Petty" offense is punishable by a fine of up to $300. (A.R.S. 36-798)		
Elopement (EP)	Leaving an assigned area without permission from or knowledge of staff.	Parent/Student/Administrative Conference	3 Day Suspension
Endangerment (EN)	Recklessly or intentionally creating a risk of injury or imminent injury or death to another. Consequence depends on the potential severity of harm.	Conference	Long Term Suspension
*Extortion (EX)	The act of knowingly obtaining or seeking to obtain property or services, or causing or seeking to cause another to act in a manner by means of a threat to do any of the following: (1) cause physical injury; (2) cause damage to property; (3) engage in illegal conduct; or (4) make false accusations. (A.R.S. 13-1804)	Short Term Suspension	Expulsion
Fighting (FT)	When two or more persons engage in any violence toward each other in an angry or quarrelsome manner.	Short Term Suspension	Long Term Suspension
*Fire Alarm Misuse (FAM)	Intentionally activating the fire alarm when there is not fire.	Short Term Suspension	Long Term Suspension
*Firearms (FA)	Any loaded or unloaded handgun, pistol, shotgun, rifle, starter gun, or destructive device (including bombs and grenades) or other firearm or destructive device that	Expulsion	Expulsion

	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. This includes explosive, combustible or poisonous gas. (A.R.S. 13-3101 and A.R.S. 13-3111)		
Forgery (FG)	Writing and/or using the signature or initials of another person. Impersonating another person on the telephone with regard to attendance also falls within this category.	Conference/Loss of Credit	Long Term Suspension
Gambling (GM)	Participation in games of chance for the purpose of exchanging money or something of value.	Conference	Long Term Suspension
Gang Association or Gang Activity (GA)	Gangs, which initiate or advocate activities that threaten the safety and well-being of persons or property on school campuses, are dangerous and are in opposition to the purpose for which the school is operated. For the purpose of this district policy, a gang is a group of three or more people who: (1) interact together to the exclusion of others; (2) claim a territory or area; (3) have a name; (4) have rivals/enemies; (5) exhibit anti-social behavior - often associated with crime or a threat to the community. This includes wearing of hats, bandanas, tattoos and/or other clothing or symbols or possession of paraphernalia that is associated with gangs or gang-like activity.	Short Term Suspension	Expulsion
Graffiti or Tagging (GT)	Writing on walls, drawings or words that are scratched, painted, or sprayed on walls or other surfaces in public places.	Conference/Restitution	Long Term Suspension/Restitution
Harassment (Nonsexual) (HN)	The persistent or repeated annoying or tormenting of another person. To frighten, compel, or deter by actual or implied threats. (A.R.S. 13-2921)	Conference	Expulsion
Harassment (Sexual) (HS)	The unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or to received benefits, services, or opportunities in the school's programs. It can include unwelcome sexual advances, requests	Short Term Suspension	Expulsion

	for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.		
Hazing (HZ)	Any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply: (a) the act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an education institution, and (b) the act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation. (A.R.S. 13-2301)	Short Term Suspension	Expulsion
Horseplay (HP)	Non-serious but inappropriate physical contact (i.e., hitting, poking, pulling, pushing) including boisterous play or behavior.	Conference	Long Term Suspension
Inappropriate Language (IL)	The use of profanity or any derogatory language stated publicly.	Conference	Long Term Suspension
Inciting (IC)	Use of language or gestures that may incite another person or other people to fight or engage in other acts of inappropriate behavior. This would include, but is not limited to racial, ethnic, gender, language, or gestures.	Conference	Long Term Suspension
Indecent Exposure or Public Sexual Indecency (IE)	For definition of Indecent Exposure, refer to A.R.S. 13-1402. For definition of Public Sexual Indecency, refer to A.R.S. 13-1403.	3 Day Suspension	Expulsion
Leaving School Grounds Without Permission (LSG)	Leaving school grounds or being in an "out-of-bounds" area during regular school hours without permission of school officials.	Conference	Long Term Suspension
Littering (LT)	Leaving or depositing trash in places other than appropriate receptacles.	Conference	Long Term Suspension
Loitering (LO)	Participating in any unapproved, unsanctioned physical presence within a facility or property boundaries of which are owned, maintained, operated, or utilized by Cave Creek	Conference/Detention	Long Term Suspension

	Unified School District. This includes but is not limited to student restrooms.		
Lying (LY)	To make an untrue statement with intent to deceive.	Conference	Long Term Suspension
Negative Group Affiliation (NGA)	Specific attitudes and actions of a student affiliated with a negative group, which manifests malice towards others based on their race, gender, or ethnicity. This includes hate speech and gang activity.	Conference	Long Term Suspension
Parking Lot Violation (PV)	Improper driving or parking of a vehicle on school district property without permission and/or parking in prohibited areas. Accessing a car or the parking area during the school day without express permission.	Conference Fine	Loss of Parking Privileges
Public Displays of Affection (PDA)	Holding hands, kissing, or other displays of affection in violation of school policy.	Conference	Short Term Suspension
*Robbery (RB)	Taking, or attempting to take, 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. (A.R.S. 13-1902)	5 day Suspension/Restitution	Expulsion/Restitution
School Policy, Other Violation of (SP)	An incident that cannot be coded in one of the other categories but did involve a school, school-sponsored event or school-sponsored transportation.	Conference	Long Term Suspension
School Threat (ST)	An incident that cannot be coded in one of the other categories but did involve a school threat. This includes death threats.	Short Term Suspension	Expulsion
Sexual Misconduct (SM)	The use of verbal, written, electronic or physical actions or any language that is sexually demeaning. This violation includes but is not limited to: indecent exposure, consensual participation in any sexual act involving physical contact, lewd comments, touching private area, de-pantsing, pulling another's underclothing, possession or distribution of pornographic materials.	Short Term Suspension	Expulsion

Simulated Firearm (SF)	Any simulated firearm made of plastic, wood, metal, or any other material which is a replica, facsimile, or toy version of a firearm or any object such as a stick or finger concealed under clothing as is being portrayed as a firearm.	Short Term Suspension	Expulsion
Tardy (TD)	Failure to be at a designated location at a specified time.	Conference	Short Term Suspension Loss of Credit
Technology (other) (TO)	The misuse of a cell phone, media player or other electronic item, whether operational or non-operational. This includes unauthorized recording.	Conference	Long Term Suspension
*Theft (TF)	Taking or attempting to take money or property belonging to another person or the school	Conference	Expulsion
Threat or Intimidation (TI)	Indicating by word or conduct, the intent to cause physical injury or serious damage to a person or property. All substantive threats will be processed through a TMT (Threat Management Team).	Short Term Suspension	Expulsion
Tobacco Violation (TV)	Possession of tobacco products on a K-12 public, charter, or private school grounds, buildings, parking lots, playing fields and vehicles, and at off-campus school-sponsored events, is a petty criminal offense. "Petty" offense is punishable by a fine of up to $300. (A.R.S. 36-798)	3 Day Suspension	Long Term Suspension
Trespassing (TP)	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 serving a suspension or expulsion and unauthorized persons who enter or remain on a campus or school board facility after being directed to leave by the chief administrator or designee of the facility, campus or function. (A.R.S. 15-503)	Conference	Expulsion
*Truancy (TR)	An unexcused absence of at least one class period during the day. This includes ditching. NOTE: This definition pertains to students ages 6 to 16. (A.R. S. 15-803)	Conference	Short Term Suspension Loss of Credit

Unexcused Absence (UA)	An unexcused absence of at least one class period during the day. NOTE: This definition pertains to students over the age of 16.	Conference	Short Term Suspension Loss of Credit
*Vandalism (VD)	Willful destruction or defacement of personal or school property.	Conference/Restitution	Expulsion/Restitution
Violation of Good Neighbor Policy (VG)	The jurisdiction of the school is primarily limited to the school premises or at school-sponsored functions. School rules and other reasonable expectations for acceptable student behavior are extended to include student conduct while going to and from school and off campus during the normal school day. This includes a student's conduct during lunch hour or released periods. Inclusive in this is loitering, parking, and smoking on adjacent property of the school. Violations of conduct by students in this manner could result in disciplinary action.	Conference	Long Term Suspension
*Weapon Possession (WP)	May include but is not limited to the possession of billy clubs, brass knuckles, knives with a blade length more than 2.5 inches, nunchakus, and other prohibited items as listed in A.R.S. 13-3101.	Short Term Suspension	Expulsion
*Weapon Use or Threat (WU)	May include but are not limited to the possession of billy clubs, brass knuckles, knives with a blade length more than 2.5 inches, nunchakus, and other prohibited items as listed in A.R.S. 13-3101 accompanied by a verbal or physical threat of violence against a person or damage to District property.	Short Term Suspension	Expulsion

Student Suspension/Expulsion/Due Process Rights (REF: Board Policy 5-306; 5-306.A)

The Governing Board regards the use of out-of-school suspension or expulsion as an extraordinary step, which shall be utilized only when other means of bringing acceptable behavior have failed or the nature of the offense is so serious it endangers the health, welfare, or safety of other students or school personnel. Schoolwork missed due to suspension must be made up and full credit earned.

The authority to suspend a student for up to and including nine (9) days after an informal hearing is held rests with the superintendent or designee. Each suspension shall be reported to the Governing Board within five (5) days (ARS 15-843(I) (K)).

A recommendation to expel shall be determined by the principal and forwarded to the superintendent. The authority to expel rests with the Board. All expulsions requested shall have supporting data indicating the due process procedures. All students and their parents have the right to a hearing to review all charges and proposed punishment in disciplinary matters.

Authority to Suspend (REF: Board Policy 5-306; 5-306.A)

The principal has the authority to suspend a student for ten (10) school days or less. Prior to imposing a short-term suspension, the principal or the principal's designee will conduct an informal hearing. The principal or principal's designee will orally inform the student of the alleged behavior that is considered a violation of the rules and the basis of the allegation(s). The student will be given an opportunity to respond. If, following the informal hearing, the principal determines that a short-term suspension is appropriate, the suspension will be imposed, and the student's parent/legal guardian will be notified.

The principal may immediately suspend a student when the student's presence creates a danger to others. In those circumstances, the principal or principal's designee will initiate the informal hearing as soon as practicable. The principal may, where appropriate, impose a short-term suspension pending a recommendation for long-term suspension or expulsion. No appeal process is available for a short-term suspension. The person imposing it shall report each suspension to the Governing Board within five (5) days (ARS 15-843).

Short Term Suspension Procedures

STEP 1: The student will receive notice; written or oral, of the reason for suspension and the evidence the school authorities have of the alleged misconduct.

- After receiving the notice, the student will be asked for an explanation of the situation.
- The authorized district personnel shall make reasonable efforts to verify the facts and statements prior to making a judgement.

STEP 2: Provided that a written record of the action taken is kept on file, authorized district personnel may:

- Suspend the student for up to ten (10) days.
- Choose other disciplinary alternatives
- Exonerate the student.
- Suspend the student for ten (10) days pending a recommendation that the student be given a long-term suspension or expulsion or both.

When Suspension is Involved:

- A parent must be notified before the student is allowed to leave campus. If no parent contact can be made, the student may be isolated until dismissal time and then given a written message to the parents.
- A letter to the parents will be written within a reasonable time to explain the terms (including the possibility that a long-term suspension and/or expulsion is being recommended) and reasons for the suspension and to request a meeting to solicit their help.

NOTE: A suspended/expelled student may not attend any school activities regardless of their location.

NO APPEAL IS AVAILABLE REGARDING A SHORT-TERM SUSPENSION.

Long-Term Suspension/Expulsion Procedures (REF: Board Policy 5-306; 5-306.A)

If the offense is one that could result in a suspension of over ten (10) days. The Superintendent, a designated hearing officer, and the Governing Board (upon appeal) are authorized to impose a long-term suspension. A student may be placed on a short-term suspension pending the outcome of a long-term suspension discipline proceeding.

STEP 1: The student will receive notice; written or oral, of the reason for suspension and the evidence the school authorities have of the alleged misconduct.

- After receiving the notice, the student will be asked for an explanation of the situation.
- The authorized district personnel shall make reasonable efforts to verify the facts and statements prior to making a judgement.

STEP 2: If a long-term suspension is recommended, a written Notice of Intent to Impose a Long-Term Suspension shall be mailed and/or hand-delivered to the parent/legal guardian at the last known address or emailed to the parent/legal guardian with verification of receipt. This notice should contain the following information:

- The nature of the offense(s) alleged, and the policies, regulations or rules allegedly violated and known to the administration of that time;
- A statement that the principal has recommended that a long-term suspension be imposed;
- A definition of long-term suspension;
- The extent of the discipline recommended, including the restrictions placed on the student during the period of suspension;
- A statement that the parent/legal guardian/student are welcome to meet with the principal to discuss the situation in an informal setting;
- A statement that the student and the parent/legal guardian are entitled to a hearing prior to the imposition of the long-term suspension unless the hearing is waived in writing by the student and the parent/legal guardian; and
- Information regarding where the applicable due process procedures, student handbook, and policy may be found and how to obtain copies.

STEP 3: Written notice regarding the hearing shall be mailed and/or hand-delivered to the parent/legal guardian at the last known address no less than five (5) working days prior to the hearing. This notice shall include the following information:

- The time, date and place of the hearing;
- The student's right to be represented by legal counsel at his/her own cost. Notice that the student will be represented by legal counsel shall be provided to the District at least two (2) working days prior to the hearing;
- A list of the administration's witnesses who may appear at the hearing;
- The student's right to present witnesses and cross-examine the administration's witnesses and to introduce documentary evidence;
- The administration's right to cross-examine the student's witnesses and to introduce documentary evidence;
- Copies of any documentary evidence the administration may present at the hearing;
- Notice that the administration bears the burden of proof for the offense(s);
- The student's right to have the hearing recorded whether on tape or by some other appropriate manner, and to tape-record the meeting at his/her own expense.

STEP 4: A formal hearing will be held.

STEP 5: The Superintendent or the designated hearing officer shall prepare a written decision within five (5) working days after the hearing. Copies of the decision shall be provided to the student, parent/legal guardian of the student, and principal. The decision of the Superintendent or the designated hearing officer is binding upon the parties, subject to appeal to the Board. The decision shall take effect upon verbal or written notification of the decision, whichever occurs first.

The decision of the Superintendent or the designated hearing officer is not binding on the Board in the event of an appeal to the Board. The suspension shall be reported to the Board within five (5) working days.

*For students protected under the Individuals with Disabilities Education Act (IDEA), the IEP or 504 Team shall convene a manifestation determination meeting within ten (10) days of the initiation of the disciplinary action. Suspension for students with IEPs and/or 504s need not be consecutive days; they may be cumulative over the school year.

Note: Additional information is available in Board Policy 5-306.A.

Student Discipline History/Cumulative

CCUSD's discipline approach is progressive in nature. Students and parents are advised that the district may take into account prior referrals or disciplinary actions at any other school or grade level when determining an appropriate consequence for a violation of the District's Code of Conduct. There is not a strict order to consequences as administration must investigate and evaluate each violation and will exercise discretion when determining infraction(s) and consequence(s).

Upon transfer of a student to another school within the District, transmitting the student's complete record of prior disciplinary reports, including those incidents in which no formal disciplinary action was taken, will be forwarded. In the even that a student is referred for disciplinary action for violation of school or district policies, the school shall take into consideration all prior disciplinary referrals and/or actions taken at the student's current and previous schools when determining an appropriate consequence for the current referral.

Suspension and Expulsion of Students with Disabilities

Students placed in special education programs will be expected to abide by the rules on conduct established for all students. When misconduct occurs, procedures for such suspensions and expulsions shall meet the requirements and regulations of IDEA and state statutes.

ARIZONA LAWS PERTAINING TO ATTENDANCE, ASSAULT, EXPULSION, THREATS, AND BULLYING

Attendance

ARS 15-803 – School attendance; Exemptions; Definitions

1. It is unlawful for any child between six (6) and sixteen (16) years of age to fail to attend school during the hours school is in session, unless excused pursuant to section 15-803.
2. A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child. Absences may be considered excessive when the number of absent days exceeds ten (10) percent of the number of required attendance days prescribed in section 15-802, subsection B, paragraph 1.
3. As used in this section:
    a. ***Habitually truant*** means a truant child who is truant for at least five (5) school days within a school year.
    b. ***Truant*** means an unexcused absence for at least one class period during the day.
    c. ***Truant child*** means a child who is between six (6) and sixteen (16) years of age 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.

Assault

A.R.S. 13-1203 – Assault; Classification

1. A person commits assault by:
    a. Intentionally, knowingly, or recklessly causing any physical injury to another person; or
    b. Intentionally placing another person in reasonable apprehension of imminent physical injury; or
    c. Knowingly touching another person with the intent to injure, insult, or provoke such person.
2. Assault committed intentionally or knowingly pursuant to subsection A, paragraph 1 is a class 1 misdemeanor. Assault committed recklessly pursuant to subsection A, paragraph 1 is a class 2 misdemeanor. Assault committed pursuant to subsection A, paragraph 3 is a class 3 misdemeanor.

A.R.S. 13-1204 Aggravated Assault

1. A person commits aggravated assault as defined in 13-1203 under any of the following circumstances: 8(d). 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 on any part of a building or vehicle used for school purposes, or any teacher or school nurse visiting a private home in the course of his/her professional duties, or any teacher engaged in any authorized and organized classroom activity held on other than school grounds.

2. Aggravated assault pursuant to subsection A, paragraph 1 or 2 of this section is a class 3 felony except if the victim is under fifteen (15) years of age in which case it is a class 2 felony punishable pursuant to 13-705. Aggravated assault pursuant to subsection A, paragraph 3 of this section is a class 4 felony. Aggravated assault pursuant to subsection A, paragraph 9 subdivision (b) or 10 of this section is a class 5 felony. Aggravated assault pursuant to subsection A, paragraph 4, 5,6,7 or 8 or paragraph 9 subdivision (c) of this section is a class 6 felony.

Expulsion and Suspension

A.R.S. 15-841 – Responsibilities of pupils; expulsion; alternative suspension; education programs; community service; placement review committee

1. Pupils shall comply with the rules, pursue the required course of study and submit to the authority of the teachers, the administrators and the governing board. A teacher may send a pupil to the principal's office in order to maintain effective discipline in the classroom. If a pupil is sent to the principal's office pursuant to this subsection, the principal shall employ appropriate discipline management techniques that are consistent with the rules adopted by the school district governing board. A teacher may remove a pupil from the classroom if either of the following conditions exist:

    a. The teacher has documented that the pupil has repeatedly interfered with the teacher's ability to communicate effectively with the other pupils in the classroom or with the ability of the other pupils to learn.
    b. The teacher has determined that the pupil's behavior is so unruly, disruptive or abusive that is seriously interferes with the teacher's ability to communicate effectively with other pupils in the classroom or with the ability of the other pupils to learn.

2. A pupil may be expelled for continued defiance of authority, continue disruptive or disorderly behavior, violent behavior that includes use or display of a dangerous instrument or a deadly weapon as defined in section 13-105, use or possession of a gun, or excessive absenteeism. A pupil may be expelled for excessive absenteeism only if the pupil has reached the age or completed the grade after which school attendance is not required as prescribed in section 15-802. A school district may expel pupils for actions other than those listed in this subsection as the school district deems appropriate.
3. A school district may refuse to admit any pupil who has been expelled from another educational institution or who is in the process of being expelled from another educational institution.
4. A school district may annual or upon request of any pupil or the parent or guardian review the reasons for expulsion and consider readmission.
5. As an alternative to suspension or expulsion, the school district may reassign any pupil to alternative education program if good cause exists.
6. A school district may also reassign a pupil to an alternative educational program if the pupil refused to comply with the rules, refuses to pursue the required course of study or refuses to submit to the authority of the teachers, administrators or the governing board.
7. A school district or charter school shall expel from school, for a period of not less than one year, a pupil who is determined to have brought a firearm to school within the jurisdiction of the school district or charter school, except that the school district or charter school may modify this expulsion requirement for a pupil on a case by case basis. The subsection shall be construed consistently with the requirements of the Individuals with Disabilities Education Act, 20 United States Code Sections 1400 through 1420. For the purposes of this subsection:
    a. ***Expel*** may include removing a pupil from a regular school setting and providing educational services in an alternate setting.
    b. ***Firearm*** means a firearm as defined in 10 United States Code Section 921.

Threats

A.R.S. 13-2911 – Interference with or disruption of an educational institution; violation; classification; definitions

A person commits interference with or disruption of an educational institution by doing any of the following. 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.
- Threatening to cause damage to any educational institution, the property of any educational institution or the property

of any employee or student of an educational institution.

- Intentionally or knowingly entering or remaining on the property of any educational institution for the purpose of interfering with or disrupting the lawful use of the property or in any manner as to deny or interfere with the lawful use of the property by others.
- Intentionally or knowingly refusing to obey a lawful order given pursuant to subsection C of this section.

To constitute a violation of this section, the acts that are prohibited by subsection A, paragraph 1 of this section are require to be directed at a specific institution.

The chief administration officer of an educational institution or an officer or employee designated by the chief administrative officer to maintain order, may order a person to leave the property of the reasonable grounds to believe wither that:

- Any person or persons committing any act that interferes with it disrupts the lawful use of the property by others at the educational institution.
- Any person has entered on the property of an educational institution for the purpose of committing any act that interferes with or disrupts the lawful use of the property by others at the educational institution.
- Interference with or disruption of an educational institution pursuant to subsection A, paragraph 1 of this section is a class 6 felony. Interference with or disruption of an educational institution pursuant to subsection A, paragraph 2 or 3 of this section is a class 1 misdemeanor.

Anti-Bullying Provisions

A.R.S. 15-341 – Anti-bullying provision require school districts to adopt and enforce procedures that prohibit the harassment, bullying, and intimidation of pupils on school grounds, school property, school buses, bus stops, and at school sponsored events and activities.

The procedures must contain the following:

- A confidential process that allows pupils to report incidents of harassment, intimidation or bullying to school officials.
- A procedure for the parents or guardians of pupils to submit written reports concerning harassment, intimidation or bullying to school officials.
- A requirement that school district employees report suspected harassment, intimidation or bullying.
- A formal process for the documentation and investigation of reported incidents of harassment, intimidation or bullying.
- Disciplinary procedures for students admitting to, or who are found guilty of, committing harassment, intimidation or bullying.
- A procedure that provides consequences for submitting false reports of harassment, intimidation or bullying.

EDUCATIONAL OPPORTUNITIES – 1-201.A

The District shall abide by all applicable state and federal laws, rules, regulations, and executive orders with respect to the provision of equal educational opportunities and shall not discriminate against any person based upon that person's race, color, religion, disability, pregnancy and parenting, sex (including sexual orientation and gender identity), national origin, veteran's status, genetic code, or political affiliation.

The Superintendent shall implement procedures by which students, parents/legal guardians, and employees may file a formal grievance and shall ensure that students, parents or guardians, and employees have received notice of such grievance procedures. Procedures shall include the following elements:

1. Designation of an employee of the District as Compliance Officer.
2. A timeline for investigations that provides for prompt resolution of complaints.
3. Appropriate due process standards that provide for equitable resolution of complaints.

The Superintendent may develop separate grievance procedures and designate a separate Compliance Officer for grievances covered by this Policy.

The District shall not retaliate against any person who reports discrimination or harassment as set forth in this Policy or participates in an investigation or proceeding regarding the same.

Compliance Officer

The Superintendent's **designee** shall be the compliance officer. Any person who feels unlawfully discriminated against or to have been the victim of unlawful discrimination by an agent or employee of the District or who know of such discrimination against another person, should file a complaint with the Superintendent. If the Superintendent is the one alleged to have unlawfully discriminated, the complaint shall be filed with the President of the Board.

Complaint Procedure

The District is committed to investigating each complaint and to taking appropriate action on all confirmed violations of policy. The Superintendent's **designee** shall investigate and document complaints filed pursuant to this regulation as soon as reasonable. In investigating the complaint, the Superintendent's **designee** will maintain confidentiality to the extent reasonably possible. The Superintendent's **designee** shall also investigate incidents of policy violation that are raised by the Governing Board, even though no complaint has been made.

If, after the initial investigation, the Superintendent's **designee** has reason to believe that a violation of policy has occurred, the Superintendent's **designee** shall determine whether or not to hold an administrative hearing and/or to recommend bringing the matter before the Board.

If the person alleged to have violated policy is a teacher or an administrator, the due process provisions of the District's Policy GCQF shall apply, except that the supervising administrator may be assigned to conduct the hearing. In cases of serious misconduct, dismissal or suspension, proceedings in accordance with A.R.S. 15-539 et seq. may be initiated.

If the person alleged to have violated policy is a student, the Superintendent's **designee** may impose discipline in accordance with policies JK, JKD, and JKE.

If the Superintendent **designee's** investigation reveals no reasonable cause to believe policy has been violated, the Superintendent's **designee** shall inform the complaining party in writing.

FEDERAL LAW PERTAINING TO HOMELESS STUDENTS

Sec 1032 Education for Homeless Children and Youths (Subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act (42 USC 11431 Et Seq.)

1. Each State education agency shall ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths.
2. In any State that has a compulsory residency requirement as a component of the State's compulsory school attendance laws or other laws, regulations, practices or policies that may act as a barrier to the enrollment, attendance or success in school of homeless children and youths, the State will review and undertake steps to revise such laws, regulations, practices or policies to ensure that homeless children and youths are afforded the same free, appropriate public education as provided to other children and youths.
3. Homelessness alone is not sufficient reason to separate students from the mainstream school environment.
4. Homeless children and youths should have access to the education and other services that such children and youths need to ensure that such children and youths have an opportunity to meet the same challenging State student academic achievement standards to which all students are held.

The term *homeless youth* means individuals who lack a fixed, regular, and adequate nighttime residence due to economic hardship. Homeless status is determined in cooperation with parents or, in the case of unaccompanied youth, the local educational agency liaison.

Additional information regarding the McKinney-Vento Homeless Assistance Act is available from the district's homeless liaison/intervention specialist. The district's homeless liaison may be reached by calling 480.575.2000.

PREVENTION PROGRAMS

CCUSD Prevention and Intervention Program

The Cave Creek Unified School District diversion and prevention program takes a thorough and comprehensive approach to prevention. Through the support of its community and the guidance of the district's Governing Board, policies, programs, and curriculum have been put into place to fight the battle against substance abuse. With an emphasis on student involvement, our schools have initiated programs such as peer leadership, peer mediation, student support groups, mentoring, peer tutoring and group counseling. A variety of research-based programs are used. An educational and information basis for positive decision making is provided for all students through the curriculum. The curriculum also teaches the effects and harm of various substances.

The discipline policy regarding possession, use, and sale of drugs and alcohol is strictly applied. Students who provide drugs and/or alcohol in the schools are recommended for a long-term suspension and/or expulsion hearing on the first offense. Students who are found in possession or under the influence of drugs and/or alcohol on a first offense may be suspended for nine (9) days with an option for a reduction of suspension if the student and parent attend diversion classes. A second offense of use or possession of drugs and/or alcohol will result in a recommendation for long-term suspension and/or expulsion hearing of the student. Bullying Diversion programs are also recommended and used for bullying incidents. Misuse of technology diversion programs is also recommended and used for electronic device infractions.

School Resource Officers (Cactus Shadows High School and Sonoran Trails Middle School)

Cactus Shadows High School and Sonoran Trails Middle School are fortunate to have a school resource officer, SRO. On these two campuses as part of our commitment to safety and student support. The SRO often meets with students to provide guidance when school expectations are not met and, when appropriate, may also address matters that involve potential legal concerns. These interactions are intended to educational and supportive. Our goal is to always to help students make positive choices while maintaining a safe and respectful school environment. Parents may be contacted when appropriate. We value our partnership with families in these situations.

CSHS: 480.575.2400 STMS: 480.575.8600

Important Resources for Intervention

911 - Medical information and Referral 602.263.8845
988 - Mental health information

Teen Life-Line	602-248-8336
Crisis Hotline	800.631.1314
Mobile Crisis	602-222-9444
Phoenix Crime Stop	602.262.6151
Scottsdale Crime Stop	480.312.5000
Department of Child Safety	888.767.2445