

# Buckeye Elementary School District





## ***Our Vision...***

Dedicated To Student Success Through World Class Education

## ***Our Mission...***

A Community Passionate About Student Success

## ***Our Belief***

- We believe that trustworthiness, fairness, caring, and citizenship are supportive characteristics of successful relationships within the school and community.
- We believe committed community and parents are vital for student success.
- We believe in high expectations for all members of the school community.
- We believe in the principles of positive behavior support systems: Be Safe, Be Responsible, Be Respectful and Be Kind.
- We believe in a variety of teaching methods to cultivate individual student learning.
- We believe that problem solving and critical thinking are essential life skills.
- We believe that meaningful growth comes from building on successes, experiencing challenges, and overcoming adversity.



# Table of Contents

<b>2025-2026 PARENT CALENDAR.....</b>	<b>6</b>
<b>SECTION I ATTENDANCE AND ABSENCES.....</b>	<b>7</b>
Attendance Procedures.....	7
Absence.....	7
Chronic Health Conditions.....	7
Reporting an Absence.....	7
Tardies.....	8
Truancy.....	8
<b>SECTION II GENERAL INFORMATION.....</b>	<b>9</b>
Alternative Education Placement.....	9
Arizona Tax Credit.....	9
Artificial Intelligence (AI).....	9
Athletics.....	10
Athletic Eligibility.....	10
Behavior Supports.....	10
PBIS - Positive Behavior Interventions and Support.....	10
Well-Managed Schools: Boys Town.....	11
Buckeye Family Resource Center.....	11
Celebrations.....	11
Cell Phone (Wireless Communication Devices) Use By Students.....	11
Child Abuse Mandatory Reporting.....	12
Child Find and 45 Day Enrollment Student Screener.....	12
Child Nutrition and Cafeteria Procedures.....	12
Class Dojo.....	13
Communications.....	14
Counseling Services.....	14
Custody.....	14
Dances.....	14
Dress Code.....	14
Leadership Clubs.....	16
Extra-Curricular Activities.....	16
Family Educational Rights and Privacy Act.....	16
Notice of Directory Information to Parents.....	16
Field Trips.....	17
Gifted.....	17
Grading/Assessment System.....	17
Gum.....	17
Energy Drinks.....	18
Harassment, Intimidation, Bullying.....	18
Health Services.....	21

Illnesses.....	21
Immunizations.....	22
Medications- Administering Medicines to Students.....	22
Vision and Hearing Screening.....	22
Law Enforcement/Department of Child Safety (DCS) Interviews Policy.....	22
Lost and Found.....	23
McKinney-Vento Homeless Assistance Act.....	23
Nondiscrimination Policy.....	24
Parent Concerns - Who to talk to?.....	24
Parent Communication.....	24
Parent Organizations.....	24
Parent Right to Know.....	25
ParentVUE.....	25
Annual Enrollment Verification.....	25
Getting Started with ParentVUE.....	25
Photography/Yearbook Notification.....	25
Preschool Child Find.....	26
Preschool Program.....	26
Promotion Standard (8th grade).....	26
Protection of Pupil Rights Amendment.....	26
Report Cards and Progress Reports.....	27
Retention.....	27
School Council.....	28
School Emergency Response Procedures.....	28
Search and Seizure.....	28
Sex Offender Notification.....	28
Special Programs/Education.....	29
Americans with Disabilities Act (ADA) and Section 504.....	29
Parent Rights and Responsibilities:.....	29
Student Arrival and Dismissal.....	30
Student Concerns, Complaints, and Grievances.....	30
Student Information, Message, and Phone Usage.....	32
Student's Personal Property Damaged.....	32
Student Records.....	32
Student Sign Out and Sign In During School Hours.....	33
Technology.....	33
Textbooks, and School Resource Responsibility.....	34
Title IX.....	34
Tobacco Free District.....	34
Transportation.....	35
Volunteering in our District.....	35
Visitors to Campus or Classroom/Student Observations.....	36

Voter Registration.....36

**SECTION III STUDENT CODE OF CONDUCT.....37**

Buckeye Elementary School District Discipline Philosophy.....37

Student Conduct Guiding Principles.....37

Discipline Guiding Principles.....38

Monitoring and Accountability.....38

Implementation.....38

Due Process.....39

Jurisdiction During After School Hours/Off Campus Misconduct.....39

Disciplinary Definitions.....40

Student Consequences for Misconduct.....56

**SECTION IV PARENT CODE OF CONDUCT.....63**

**Buckeye Elementary School Board.....67**

**District Administration.....67**

**Forms/Appendix.....68**

This handbook is designed to address most of the situations that may arise during the school year; however, it will not answer every question. Due to limitations on space, publishing deadlines, and changes in district, local, state or federal laws, and policies, there may be changes and additional information that are not covered in this handbook.

# Buckeye Elementary School District Schools



Bales Elementary  
Main: 623.847.8503  
Attendance:  
623.866.6002  
25400 W Maricopa Rd  
[Bales@BESD33.org](mailto:Bales@BESD33.org)  
Ashley Brannon,  
Principal



Buckeye Elementary  
Main: 623.386.4487  
Attendance:  
623.866.6001  
211 S 7th St  
[Buckeye@BESD33.org](mailto:Buckeye@BESD33.org)  
Joshua King,  
Principal



Inca Elementary  
Main: 623.925.3500  
Attendance:  
623.866.6006  
23601 W Durango St  
[Inca@BESD33.org](mailto:Inca@BESD33.org)  
Marlene Bennison,  
Principal



John S. McCain III  
Elementary  
3170 S 247th Ave  
Main: 623.866.6200  
Attendance:  
623.866.6205  
[McCain@BESD33.org](mailto:McCain@BESD33.org)  
James Swetter,  
Principal



Marionneaux Elementary  
24155 W Roeser Rd  
Main: 623.866.6100  
Attendance:  
623.866.6007  
[Marionneaux@BESD33.org](mailto:Marionneaux@BESD33.org)  
Nick Forgette,  
Principal



Steven R. Jasinski  
Elementary  
4280 S 246th Ave  
Main: 623.925.3100  
Attendance:  
623.866.6005  
[Jasinski@BESD33.org](mailto:Jasinski@BESD33.org)  
Tonya Kemmer,  
Principal



Sundance Elementary  
23800 W Hadley Street  
Main: 623.847.8531  
Attendance:  
623.866.6003  
[Sundance@BESD33.org](mailto:Sundance@BESD33.org)  
Robiah Nelson,  
Principal



WestPark Elementary  
2700 S 257th Dr  
Main: 623.435.3282  
Attendance:  
623.866.6004  
[WestPark@BESD33.org](mailto:WestPark@BESD33.org)  
Dr. Anna Carino,  
Principal



BESD Preschool  
Downtown Buckeye Campus  
640 Centre Ave  
623.925.3333  
[Preschool@BESD33.org](mailto:Preschool@BESD33.org)  
Jessica Talbot, Director

# 2025-2026 PARENT CALENDAR

## Buckeye Elementary School District #33 2025-2026 School Calendar

Board Approved 10/7/2024

178 School Days

July 2025							July							January 2026							January						
Su	M	Tu	W	Th	F	Sa	4	Independence day						Su	M	Tu	W	Th	F	Sa	1-2	Winter Break					
		1	2	3	4	5	30-31	Staff Professional Development						92	4	5	6	7	8	9	10	19	Martin Luther King Jr. Day				
6	7	8	9	10	11	12							97	11	12	13	14	15	16	17	20	100th Day of School					
13	14	15	16	17	18	19							101	18	19	20	21	22	23	24	21						
20	21	22	23	24	25	26							106	25	26	27	28	29	30	31	22						
27	28	29	30	31																	23						
August 2025							August							February 2026							February						
Su	M	Tu	W	Th	F	Sa	1-5	Staff Professional Development						Su	M	Tu	W	Th	F	Sa	6	End of Progress Reporting					
						1	6	First Day of School						111	1	2	3	4	5	6	7	11-12	Parent Teacher Conferences				
3	4	5	6	7	8	9	1	10th Day of School						116	8	9	10	11	12	13	14	16	President's Day				
8	10	11	12	13	14	15	2						120	15	16	17	18	19	20	21	25						
13	17	18	19	20	21	22	3						125	22	23	24	25	26	27	28	26						
18	24	25	26	27	28	29	4														27						
31																											
September 2025							September							March 2026							March						
Su	M	Tu	W	Th	F	Sa	1	Labor Day						Su	M	Tu	W	Th	F	Sa	13	End of 3rd Quarter					
22	1	2	3	4	5	6	5	End of Progress Reporting						130	1	2	3	4	5	6	7	16-20	Spring Break				
27	7	8	9	10	11	12	6	Staff Professional Development (No School)						135	8	9	10	11	12	13	14	29					
32	14	15	16	17	18	19	7						140	15	16	17	18	19	20	21	30						
36	21	22	23	24	25	26	8						142	22	23	24	25	26	27	28							
38	28	29	30											29	30	31											
October 2025							October							April 2026							April						
Su	M	Tu	W	Th	F	Sa	2	40th Day of School						Su	M	Tu	W	Th	F	Sa	3	Spring Recess					
41			1	2	3	4	9	End of 1st Quarter						144			1	2	3	4	24	End of Progress Reporting					
46	5	6	7	8	9	10	11	8-10 Parent Teacher Conferences						149	5	6	7	8	9	10	11	32					
	12	13	14	15	16	17	11	13-17 Fall Break						154	12	13	14	15	16	17	18	33					
51	19	20	21	22	23	24	12						159	19	20	21	22	23	24	25	34						
56	26	27	28	29	30	31							163	26	27	28	29	30									
November 2025							November							May 2026							May						
Su	M	Tu	W	Th	F	Sa	11	Veterans Day						Su	M	Tu	W	Th	F	Sa	21	Last Day of School					
61	2	3	4	5	6	7	13	End of Progress Reporting						164					1	2	35	Memorial Day					
65	9	10	11	12	13	14	14	26-29 Thanksgiving Break						169	3	4	5	6	7	8	9	36					
70	16	17	18	19	20	21	15						174	10	11	12	13	14	15	16	37						
72	23	24	25	26	27	28	16						178	17	18	19	20	21	22	23	38						
30														24	25	26	27	28	29	30							
														31													
December 2025							December							June 2026							June						
Su	M	Tu	W	Th	F	Sa	19	End of 2nd Quarter						Su	M	Tu	W	Th	F	Sa							
77	1	2	3	4	5	6	17	22-31 Winter Break							1	2	3	4	5	6							
82	7	8	9	10	11	12	18							7	8	9	10	11	12	13							
87	14	15	16	17	18	19	19							14	15	16	17	18	19	20							
	21	22	23	24	25	26								21	22	23	24	25	26	27							
	28	29	30	31										28	29	30											

Holiday/Break - No School

Early Release - Staff Development

Staff Professional Development - No School

10th, 40th, & 100th Day

Early Release - Parent - Teacher Conferences

End of Quarter

Buckeye, John S McCain III, Sundance, & WestPark  
Monday, Tuesday, Thursday, & Friday  
8:00am to 2:45pm  
Wednesday  
8:00am to 12:00pm

Bales, Inca, Marionneaux, & Steven R Jasinski  
Monday, Tuesday, Thursday, & Friday  
8:30am to 3:15pm  
Wednesday  
8:30am to 12:30pm

# SECTION I ATTENDANCE AND ABSENCES

## Attendance Procedures

Inconsistent attendance and chronic absenteeism can negatively impact student learning as students miss valuable instructional time. The parent/guardian is charged by law with the responsibility for ensuring that students attend school regularly. The District's policies and procedures regarding attendance take into account the variables that affect children and families and emphasize the prevention and correction of the root causes of absenteeism. (Board Policy JE)

## Absence

The regular school attendance of a child of school age is required by state law. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons include illness, doctor appointment, mental or behavioral health, homelessness, bereavement, family emergencies, time necessary to process for the armed forces, out of school suspensions, and observance of major religious holidays of the family's faith. (Board Policy JH)

Whenever possible and appropriate, parents are requested to schedule non-emergency medical and dental appointments as well as family vacations outside of school hours or during breaks to allow students to benefit from valuable instructional time. (Board Policy JH)

## Chronic Health Conditions

In order to identify a student with a chronic health condition the parent shall submit a written medical certification to the school health office, to include:

- Medical diagnosis
- Medical prognosis
- Physical limitations affecting physical education activities and requirements.
- Anticipated surgeries, treatment, or hospitalizations that, although not expected to cause sufficient absences to require homebound services, may interfere with regular school attendance
- Physician's signature and date signed
- Forms are available in the front office or health office. (Board Policy JHD-R)

## Reporting an Absence

In the event of a necessary absence known in advance, the parent is expected to inform the school; if the absence is caused by emergency, such as illness, the parent is expected to telephone the school office. When a student returns to school following any absence, a note of explanation from the parent is required.

### When Absent from School

State law mandates that the school record reasons for all student absences. Therefore, when a student is absent, it will be necessary for the parent to call the school on or before the day of the absence in order to



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

If a parent does not have access to a phone, either at home or at work, a note will be accepted for verification purposes.

For absences greater than one (1) day in length, the school should be notified on or before each day of the absence. If a student is absent for more than 10 or more consecutive days due to illness a doctor's note is required in order to excuse the absence.

All personnel will solicit cooperation from parents in the matter of school attendance and punctuality, particularly in regard to the following:

- A. The scheduling of medical and dental appointments after school hours except in cases of emergency.
- B. The scheduling of family vacations during school vacation and recess periods.

The school may require an appointment card or a letter from a hospital or clinic when the parent has not notified the school of an appointment of a medical or dental nature.

School administrators are authorized to excuse students from school for necessary and justifiable reasons. (Board Policy JH)

## **Tardies**

The parent/guardian and the student share in the responsibility of the student arriving to class on time and being prepared to learn. Students arriving after the final morning bell are considered tardy and must report to the office for a pass to class. Tardies will be "excused" only when accompanied by written/verbal notification from the parent/guardian. All other tardies will be recorded as "unexcused" tardies.

## **Truancy**

An unexcused absence will count as a "truant" day as defined by law. A student is "habitually truant" if the student has five or more unexcused absences from school. A student that is absent more than 10% (18 days) of the required number of school days per year is considered to have "excessive absences" whether or not the absence is "excused" or "unexcused." Students who are "habitually truant" or who are considered to have "excessive absences" may be adjudicated as an incorrigible child as defined by A.R.S. §8-201.

Parents/guardians will be notified daily when a student is not present at school. Written notification of absences will be sent home after 5 absences. A police citation may be issued after 10 unexcused absences. (Board Policy JHB)

## SECTION II GENERAL INFORMATION

### Alternative Education Placement

Students who refuse to comply with rules, refuse to pursue a required course of study or refuse to submit to authority of teachers, administrators or the Governing Board may be reassigned to an alternative educational setting by the principal or by the District. A student who has been placed in an alternative setting may not return to the regular school program without the approval of the administration.

Under certain circumstances, school administrators, in consultation with District officials, may assign a student to an alternative education program when the Range of Actions for behavior(s) identifies an action of long-term suspension or expulsion. (Board Policy JK)

### Arizona Tax Credit

Arizona tax law (ARS 43-1089.01) allows taxpayers a credit for contributions made or fees paid to a public school for support of extracurricular activities. The credit is a dollar for dollar credit that is equal to the amount contributed or the amount of fees paid. However, the credit cannot exceed \$200 for single taxpayers or heads of household. For married taxpayers who file a joint return, the credit cannot exceed \$400. The tax credit can be claimed on personal income tax returns only. Contributions from businesses are welcome and are deductible, but cannot be used to claim a tax credit. Contributions made between January 1st and April 15th may be used as a tax credit on the current year or the previous year Arizona income tax return. Please consult your tax advisor. Now accepting tax credit donations online at <https://az-buckeye.intouchrecepting.com/>.

## Artificial Intelligence (AI)

### Student Use of AI Tools

The use of Artificial Intelligence (AI) tools (including but not limited to chatbots, generative text, image, or code generators) to complete assignments, projects, or assessments is subject to teacher guidelines and the district's academic integrity policy. Submitting AI-generated content without proper attribution, using AI to generate ideas or content for an assignment without explicit teacher permission, or manipulating AI tools to circumvent academic integrity standards constitutes academic dishonesty. Teachers will establish clear, assignment-specific guidelines for AI tool usage, when applicable, indicating when AI is permitted (e.g., for brainstorming, editing, or research, with proper citation/disclosure) and when it is prohibited. A student should assume AI use on assignments is unacceptable, unless explicitly noted by the teacher or teacher-designee, such as a paraprofessional. Students are responsible for understanding and adhering to these guidelines for each assignment. Violations will be handled in accordance with the district's academic integrity policy.

### AI Digital Citizenship

Responsible and ethical engagement with Artificial Intelligence (AI) tools is a vital component of digital citizenship. Students are expected to use AI respectfully, critically, and in ways that enhance their learning

while contributing positively to the school community. This includes understanding the potential biases and limitations of AI, respecting intellectual property rights, and refraining from creating or sharing harmful, inappropriate, or misleading content generated by AI. Discussions about ethical AI use and its societal implications will be regularly integrated into digital citizenship lessons.

## **Athletics**

BESD Athletics Sports Programs provide 6th-8th grade students, regardless of race, gender or ethnicity, opportunities to develop physically, mentally and emotionally in controlled, safe activities outside of the traditional classroom. Our sports programs enlighten students with a sense of belonging, self-worth, direction and confidence. Studies have shown that student participation in athletics has positive effects on school performance and adolescent development, fostering success later in life while promoting physical development and fitness. Parents/Guardians must sign a “Parent Consent for Participation” form in addition; provide proof of insurance as well as a physical exam before students can participate in interscholastic athletics.

### **Athletic Eligibility**

All student athletes must abide by all regular school policies outlined in the student handbook, including dress code. No student athlete may participate in practice or compete until in school suspension, or out of school suspension are completed.

- A student must be in attendance at least 4.5 hours during their regular school day between 8:00/8:30 a.m. and 2:45/3:15 p.m. in order to participate in intramurals. If extenuating circumstances arise, permission to play or practice may be given by the Athletic Director.
- All student athletes need a grade of C or better in each class, in order to remain eligible for end of season tournament games. Grade sheets will be signed by teachers before end of season tournament games or filed electronically, and will determine a player’s eligibility for the tournament.

## **Behavior Supports**

### **PBIS - Positive Behavior Interventions and Support**

Improving student academic and behavior outcomes is about ensuring all students have access to the most effective and accurately implemented instructional and behavioral practices and interventions possible. All district staff receive training in Positive Behavior Intervention and Support (PBIS) that is a research-based, data- driven behavioral program. PBIS provides a systematic approach to teaching and recognizing appropriate behavior in schools. PBIS creates a more effective learning environment by making schools predictable, consistent, positive and safe. Goals for PBIS are:

1. To reduce behavioral incidents through teaching appropriate behavior
2. To eliminate lost instructional time due to the need to intervene in students’ negative behavioral incidents
3. Creating a positive school climate through explicit instruction of positive behavior

Teaching and reinforcing expectations is achieved by establishing clear rules and routines throughout the school and using reinforcement procedures to recognize students with appropriate behavior. Buckeye Elementary School District has adopted four simple rules district-wide. They are: Be safe, Be respectful, Be responsible and Be kind!

## Well-Managed Schools: Boys Town

The Well-Managed: Boys Town Education Model, a school-based intervention strategy emphasizes behavior management practices, relationship-building techniques, and social skills instruction. It offers the structures and strategies needed to reduce disruptive behaviors and empower students with self-management skills. The Well-Managed Schools Model has been implemented in hundreds of schools and school districts nationwide. Research shows that in classrooms where the Model is implemented with high fidelity, more students comply with teacher correction and stay academically engaged.

- Building Relationships
- Planned Teaching of Social Skills
- Preventative Prompts
- Guided Self-Correction
- Corrective Teaching (Re-Teaching)
- De-escalation Strategies
- Specific/Effective Praise

The Well-Managed: Boys Town Education Model coupled with PBIS would be a Tier one structure for student management. This Model gives students, teachers, staff members, and families the language to use when communicating expectations, procedures, and behavior.

## **Buckeye Family Resource Center**

The Buckeye Family Resource Center is a partnership between First Things First and Buckeye Elementary School District and is located at 210 S. 6th St. directly behind Buckeye Elementary School. The Center serves the Buckeye community and its surrounding areas. The focus is on early childhood literacy, nutrition, health, and child-centered activities. Programs, resources and referrals are provided for family members of all ages and the community. To contact the Family Resource Center, call 623-925-3911.

## **Celebrations**

Celebrations (birthdays, holiday parties, etc.) will happen at the end of the day. This practice is to comply with the Buckeye Elementary School District Competitive Food Guidance.

## **Cell Phone (Wireless Communication Devices) Use By Students**

***\*Wireless communication devices include but are not limited to, cell phones and/or auxiliary/ancillary devices such as watches, smart glasses, and ear buds.***

House Bill 2484 requires school districts to have policies that limit the use of wireless communication devices (including personal and school-provided devices) by students during the school day. Students may not use wireless communication devices during the school day. Wireless communication devices must be turned off

and in a classroom cell phone/wireless communication locker for 5th-8th grade all day or in a backpack and turned off for K-4th grade students. The phone will be returned to the student at the end of the day. If a student needs to use a phone, they may use the phone in the main office or may use a classroom phone with a teacher's permission.

If a wireless communication device is audible, causes a disruption to the learning environment, or is used in manner deemed as inappropriate by a staff member, consequences may include but are not limited to one or more of the following:

- Detention.
- The item will be confiscated and returned to the student and/or parent/guardian at the end of the day.
- The student will be required to check the item in at the front office at the start of the day and may pick up the item at the end of the school day.
- The student will be prohibited from bringing the item to school.

Depending upon the nature and severity of the violation, additional consequences may be imposed consistent with the Student Code of Conduct.

*Student cell phones/watches (electronic devices) may be held as evidence by police in the investigation of a criminal matter.*

Parents/guardians and students are required to sign the District's Wireless Communication Device Agreement if a student will be bringing a wireless communication device to school.

## **Child Abuse Mandatory Reporting**

By state law, school employees must report suspected cases of child abuse to the Department of Child Safety and/or local law enforcement agencies.

Individuals required to report suspected abuse are protected by state law from civil or criminal liability.

## **Child Find and 45 Day Enrollment Student Screener**

All Kindergarten and other new students transferring into the Buckeye Elementary School District will be screened within 45 days of the date of enrollment. The screening will be conducted to identify possible problems in the areas of vision, hearing, academic skills, cognitive development, psychomotor skills, communication, and social-emotional development. If screening results indicate areas of concern, the student will begin to go through the school's MTSS (Multi-Tiered Systems Supports) process, our Response to Intervention (RTI), which will determine if a comprehensive evaluation is needed.

## **Child Nutrition and Cafeteria Procedures**

We are committed to providing every student in our school community all the tools they need to succeed, including nutritious meals. Families will need to complete a free/reduced lunch application each year in order to determine eligibility for free or reduced lunch. Application links will be shared with the community at the start of each year to ensure applications are completed. If you have questions for Child Nutrition, please contact our Child Nutrition Director at 623-925-3421.



All students will eat lunch in the school cafeteria, even if they bring their lunch from home. Students will consume all food and drink items in designated areas. Menus are distributed monthly and can also be viewed on the District website.

## Class Dojo

Buckeye Elementary School District uses Class Dojo to foster strong communication between home and the classroom teacher, celebrate your child's learning, and create a positive classroom community. This platform is free for families and can be accessed on any computer or mobile device (via the ClassDojo app).

### What is ClassDojo?

ClassDojo is a safe and secure online platform that allows us to:

- **Share Instant Updates:** Get real-time updates directly from our classroom! This might include photos and videos of your child participating in activities, important reminders, or quick notes about what we're learning.
- **Communicate Privately and Securely:** You can send private messages directly to your child's teacher, and we can respond in a timely manner. This is a great way to ask questions, share information, or schedule a quick chat.
- **Celebrate Positive Behaviors and Skills:** ClassDojo helps us reinforce positive behaviors and social-emotional skills in the classroom. Your child's teacher may award "Dojo Points" for things like teamwork, perseverance, helping others, participation, or staying on task. You'll be able to see these points, giving you a wonderful opportunity to discuss and celebrate your child's efforts at home.
- **Share Class Story and School Story:** We'll use "Class Story" to share general updates, photos, and videos that highlight our daily classroom activities and learning. The school administration may also use "School Story" to share important announcements or school-wide events.
- **Keep You Informed:** ClassDojo is a central hub for all our classroom communication. You'll receive invitations to school events, updates on assignments, and general classroom news directly through the platform.

### Why BESD uses ClassDojo?

BESD believe ClassDojo will enhance your child's learning experience by:

- **Strengthening the Home-Teacher Connection:** By giving you a window into your child's classroom, you can feel more connected to your child's daily learning and progress.
- **Promoting Positive Behavior:** The instant feedback and recognition system helps motivate students and encourages positive classroom behaviors.
- **Making Communication Easy:** It provides a convenient and efficient way for teachers to communicate with you and for you to reach teachers.
- **Creating a Positive Classroom Culture:** When parents are engaged, it reinforces the importance of learning and positive behavior for students.

## **How to Get Started:**

You will receive an invitation code from your child's teacher at the beginning of the school year (or when your child enrolls). Simply follow the instructions provided in the invitation to create your free parent account and connect to our classroom. If you have any trouble signing up, please don't hesitate to contact your child's teacher for assistance.

## **Communications**

Our goal is to communicate with parents in a timely manner. Each school's telephone system functions from one incoming line. During non-school hours, please leave a detailed message and you will receive a call back as soon as possible.

## **Counseling Services**

Our school counseling program is a proactive resource designed to foster a positive and supportive learning environment. Our counselors deliver school counseling programs that enhance student growth in three domain areas: academic, career, and social development. As a part of that program, school counselors implement strategies and activities to help all students enhance their academic development – the mindsets and behaviors students need to maximize their ability to learn - while recognizing that growth in all three domains is necessary for students to be successful now and later in life. Our counselors regularly offer individual and group supports for students facing a variety of challenges. Please feel free to contact your school's counselor with any questions or concerns.

## **Custody**

In cases where custody or visitation affects the school, the school shall follow the most recent court order on file with the school. It is the responsibility of the custodial parent or parents having joint custody to provide the school with the most recent court order. Restraining orders, court orders and injunctions can only be modified or rescinded by a court. It is recommended that custody agreements, approved by a court outside of Arizona, be registered with the local court system.

## **Dances**

The Middle School dances are for 6th through 8th graders ONLY. Students must be currently enrolled at the school site to attend the dance.

## **Dress Code**

The District encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others. Students arriving at school improperly dressed will be sent to the office, and if possible, parents will be notified to bring a change of clothing. If a parent/guardian is unable to provide a change of clothes, the school may provide alternative clothing to borrow.

- Students must wear a shirt with pants or skirt or the equivalent (dress, leggings, or shorts).
- No oversized, bagging, or sagging pants, shorts, or shirts are allowed. Students must wear clothing that fits.

- Clothing must not be see-through and must cover a student's undergarments, chest and torso, when standing or sitting. Students must wear shirts that cover the back, stomach, and shoulders. Bare backs, stomachs, or shoulders are not permitted on campus or at any school activity. Strapless or backless dresses or blouses, halter tops, tank tops, or garments that reveal bare shoulders are not permitted on campus or at any school activity.
- Pajamas should not be worn to school unless the school has a designated pajama day.
- Shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, etc. Wheeled shoes are not permitted.
- Jewelry shall not be worn if it presents a safety hazard.
- Clothing, accessories and/or jewelry may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
- Vulgar, lewd, obscene, or plainly offensive words or pictures are not allowed on personal clothing, personal property, or District property.
- No item of attire shall carry any racial or ethnic statements in picture or by printed word.
- Students may wear clothing, accessories and jewelry that display religious messages or religious symbols in the same manner and to the same extent that other types of clothing, accessories and jewelry that display messages or symbols are permitted.
- Subject to the above, no hats, bandannas, other head coverings, or sunglasses may be worn in a classroom or school building, except for properly approved occupational safety headgear required for special classes or if authorized by a school administrator or authorized/prescribed by a medical professional.
- Students may not wear clothing, accessories and/or jewelry with images, symbols, slogans, words or phrases that are profane, discriminatory or defamatory or that is worn with the intent to convey affiliation with a criminal street gang as defined in A.R.S. 13-105.
- Hats and sunglasses may be worn outside.
- Belts are expected to be of appropriate length and are not to be hanging.
- Obscene language or symbols of drugs, sex, alcohol, or weapons on clothing are prohibited. Items of clothing or other personal items will not carry the inference or logos of, or suggest the use of any controlled substance. This shall include, but is not limited to, tobacco products, alcohol, marijuana, drug items, or related products such as paraphernalia. Clothing or accessories with messages referring to death, violence, Satanism, racism, or sex may not be worn on campus or at any school activity. Clothing or accessories that create an atmosphere of threat, intimidation, or undue pressure may not be worn on campus or at any school activity.
- Clothing or accessories that cause a material and substantial disruption or interference with teaching or the orderly operation and discipline of the school or school activities are not allowed.

Please note: It may become necessary to modify the dress code or personal property code to include additional items at the judgment of the administrator. Students who volunteer for extra-curricular activities, such as athletics, band, chorus, etc. are subject to the standards of dress as defined by the sponsors of such activities.

## **Leadership Clubs**

Every school campus has extra-curricular organizations for students to learn leadership and strategic planning skills. Student Councils and Leadership Clubs provide the opportunity to foster civic leadership and develop student-created action plans to have a positive impact on the school community. Participation fees may apply.

## **Extra-Curricular Activities**

All students must abide by all regular school policies outlined in the student handbook, including dress code. No students may participate in any extra-curricular activity until an in-school suspension or out of school suspension are completed. Students must be in attendance for at least 4.5 hours on the day of any extra-curricular activity to participate in the activity that day. Participation fees may apply.

## **Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

## **Notice of Directory Information to Parents**

The Family Educational Rights and Privacy Act requires that the Buckeye Elementary School District (BESD), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, BESD may disclose appropriately designated "directory information" without written consent, unless you have advised the school district to the contrary in accordance with BESD procedures. The primary purpose of directory information is to allow the District to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings, or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESSA), to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want BESD to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify your school's principal in writing by September 10th. The Buckeye Elementary School District has designated the following

information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Date and place of birth
- Major field of study
- Dates of attendance
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Awards received

Parents are encouraged to contact their school with any questions or concerns about FERPA. Parents also have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202.

## **Field Trips**

Parents are encouraged to pay field trip fees online through [InTouch](#) – the student fee center – at no additional cost. Alternatively, payments can be made directly at the participating student's school. All field trip fees must be paid and received by the school or District no later than two weeks before the event to ensure the student's participation. Please refer to Policy JQ for information regarding refunds. Please note that tax credits are nonrefundable.

## **Gifted**

The Buckeye Elementary School District is committed to meeting the academic and social needs of its gifted and talented students. The District is charged with supporting these unique learners, and is dedicated to assuring differentiation, enrichment, and acceleration whenever appropriate, as well as continuing to shape a program that evolves in response to need. We encourage you to contact your building principal about supports in place at your school or the BESD Gifted Coordinator regarding Learning Unlimited, a 6-8 grade self contained District program for qualifying students.

## **Grading/Assessment System**

Teachers will confer with parents when necessary concerning academic progress and discipline of students. A variance of more than one (1) letter grade from the student's normal performance (e.g., A to C, B to D) will trigger a parental contact. Teachers will report to parents on students' conduct, scholarship, attendance, or excessive tardiness. (Board Policy IKA)

## **Gum**

For public health and building maintenance, absolutely no gum/gum-chewing will be allowed on campus. Help us to respect our environment by keeping gum off our campuses.



## **Energy Drinks**

For public health no energy drinks will be allowed on campus by students. Many energy drinks use "proprietary blends" of ingredients, where the exact amounts of each component are not disclosed. This lack of transparency makes it difficult to assess the potential risks and interactions of these combinations, especially in young and developing bodies. Unintentional consumption can occur through children who potentially try to share an energy drink.

## **Harassment, Intimidation, Bullying**

### **A.R.S §15-341 Harassment – Intimidation – Bullying Policy: Victim Rights**

In compliance with Arizona Revised Statute §15-341 regarding victim rights, all Buckeye Elementary School District students have the right to attend school without the fear of being harassed, intimidated or bullied. Harassment, intimidation or bullying is generally defined as making someone worry, feel tormented or troubled. Forms of bullying include verbal or physical harassment; sexual, ethnic, racial or religious harassment; and hazing of other students. Harassment, intimidation or bullying of any kind will not be tolerated in district schools. Students found guilty of harassment, intimidation or bullying are subject to disciplinary action, which may include warnings, parent communication, detention and in-school or out-of-school suspension. Students will not bother or annoy other students physically, verbally or visually; this includes language or gestures which insult, intimidate or negatively incite another person's feelings. Victim rights paperwork is available in the front office of each school site and reiterates the information included in this section of the District Parent Handbook.

Retaliation in any form for the filing of a harassment, intimidation or bullying complaint is expressly prohibited.

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

The District, in partnership with parents, guardians, and students, shall establish and maintain a school environment based on these beliefs. The District shall identify and implement age-appropriate programs designed to instill in students the values of positive interpersonal relationships, mutual respect, and appropriate conflict resolution.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying, harassment or intimidation as defined by this policy will not be tolerated.

### **Definitions**

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

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

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

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

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

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

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

### **Prohibitions and Discipline**

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

Disciplinary action may result for bullying, harassment, or intimidation which occurs outside of the school and the school day when such bullying, harassment, or intimidation results in a substantial physical, mental, or emotional negative effect on the victim while on school grounds, school property, school buses, at school bus stops, or at school-sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

## **Reporting Incidents of Bullying/ Harassment/ Intimidation**

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

The initial notification of an alleged incident may be provided verbally. A detailed written description of the incident and any other relevant information must be provided on form(s) made available by the school and submitted to the principal within one (1) school day of the verbal report. Should the principal be the employee who observes, is informed of, or suspects a student is experiencing bullying the principal shall document the incident or concern in writing. Failure by an employee to report a suspected case of bullying may result in disciplinary action up to suspension without pay or dismissal pursuant to Board Policies GCQF and GDQD.

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

At the time a student reports alleged bullying, harassment, or intimidation the principal shall provide to the student who has allegedly been bullied, harassed, or intimidated a written copy of student rights, protections and support services available to the student and shall notify the student's parent(s)/guardian(s) of the suspected incident of harassment, intimidation or bullying.

The principal shall investigate *all* reports of bullying, harassment, or intimidation. If the principal determines that bullying, harassment, or intimidation has occurred, discipline will be administered pursuant to Board Policies JK, JKD, and JKE. Regardless of the outcome of the investigation the principal will meet with the involved students to review the findings of the investigation. Subject to the restrictions of the Family Educational Rights and Privacy Act (FERPA) set out in Policy JR, the parent(s) or guardian(s) of the involved students shall also be informed of the findings of the investigation.

Documentation related to reported bullying, harassment, or intimidation and subsequent investigation shall be maintained by the District for not less than six (6) years. In the event the District reports incidents to persons other than school officials or law enforcement all individually identifiable information shall be redacted. Restrictions established by FERPA on disclosure of personally identifiable student information must be observed at all times.

The Superintendent shall establish procedures for the dissemination of information to students, parents and guardians. The information will include, but not be limited to, Governing Board policies, incident reporting, support services (proactive and reactive) and student's rights. The dissemination of this information shall

- A. occur during the first (1st) week of each school year,
- B. be provided to each incoming student during the school year at the time of the student's registration,
- C. be posted in each classroom and in common areas of the school, and

D. be summarized in the student handbook and on the District website, and

the Superintendent shall establish procedures for the dissemination of information to District employees including, but not limited to

A. Governing Board policy,

B. preventive measures,

C. incident reporting procedures,

D. available support services for students (both proactive and reactive), and

E. student rights.

Information will be provided to staff members at the beginning of each instructional year and on the first day of employment for new employees.

The Superintendent shall establish procedures designed to protect the health and safety of students who are physically harmed as the result of bullying, harassment, or intimidation. These will include, when appropriate, procedures for contacting emergency medical services, law enforcement agencies, or both.

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

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

## **Health Services**

If your child feels ill, or is injured at school, he/she is to obtain a pass from their teacher to go to the Health Office. The Health Office is open daily and provides:

- First aid to injured and/or sick students
- Documentation and parent contact will be made when medication and/or first aid is administered.
- Over-the-counter medication can be administered between 11:00 am and 2:00 pm. Permission form must be signed by parents. No over-the-counter medications will be administered on Wednesdays.
- Annual vision/hearing screening
- Immunization review and notification
- Safeguards to prevent the spread of communicable diseases among children

## **Illnesses**

A student should not attend school when he/she is ill. When students become ill, the Health Office will notify parents and students will be sent home.

If your child has a fever greater than 100° please keep the child at home until 24 hours fever free without medication.

Parents must check students out through the front office.

## Immunizations

Click the link to view [Immunization requirements](#).

## Medications- Administering Medicines to Students

All prescription medication brought to school must be in the original container, labeled with the child's name, exact dosage, directions and parent's written permission with signature authorization. Forms are available in the Health Office.

**Self-carry:** State law allows a child to self-carry specific medications: an inhaler, Epi-Pen, or insulin. The medication must be labeled with the child's name and parents must sign an authorization form, which is available in the Health Office.

Buckeye Elementary School District has over-the-counter medication "Standing Orders". With your permission, we will be able to administer over the counter medications to your child. Parents/Guardians must sign an authorization form for the administration of over-the-counter medications, except for an emergency administration pursuant to A.R.S. 15-157 (epinephrine) or A.R.S. 15-158 (Inhalers) or A.R.S. 15-341, subsection A, paragraph 43, (naloxone hydrochloride/any other opioid antagonist). Medications will be dispensed by the School Health Office or the Principal's Designee.

*\*\*Over-the-counter medications will only be administered between the hours of 11:00 a.m. to 2:00 p.m. and no over-the-counter medications will be administered on Wednesdays\*\**

## Vision and Hearing Screening

Buckeye Elementary School District conducts Vision and Hearing screenings annually for students at each school. Parents do have the option to opt out of screenings and should contact the school in order to communicate the choice to opt out.

## **Law Enforcement/Department of Child Safety (DCS) Interviews Policy**

School officials may question students regarding matters related to school without limitation. The parent will be contacted if a student interviewed is then subject to discipline for a serious offense. A student may decline at any time to be interviewed by the School Resource Officer (SRO) or another peace officer.

If a Department of Child Safety investigator or peace officer enters the campus requesting to interview a student attending the school, the school administrator shall be notified. Access to interview shall be granted when the child to be interviewed is the subject of or is the sibling of or is living with the child who is the subject of an abuse or abandonment investigation. The personnel of the District shall cooperate with the investigating Department of Child Services (DCS) worker or peace officer.

If no issue of student population safety is presented, a peace officer enters the campus requesting to interview a student attending the school on an issue other than upon request of the school or for abuse or abandonment, the school administrator shall be notified. If the officer directs that parents are not to be contacted, the school official shall comply with the request. Unless these circumstances exist the parent will be contacted and will be



asked if they wish the student to be interviewed. If the parent consents, the parent will be requested to be present or to authorize the interview in their absence within the school day of the request.

If the safety of the student population is of concern, parent contact shall only be made if a student is taken into custody or following the determination that the student may be subject to discipline for a serious offense.

A School Resource Officer (SRO), present at the request of the school for the continued maintenance of safety and order, may interview students as necessary regarding school related issues as determined by school officials and parents will be contacted if the student is to be taken into custody or if the student is subject to discipline for a serious offense.

## **Lost and Found**

Please put names on clothing and personal items brought to school. Doing this now may save the cost of buying replacement items. Articles found in and around the school should be placed in the Lost and Found Box where the owner may claim them. Unclaimed items will be donated to local charities at the end of each month.

The school is not responsible for items left or missing on school grounds.

## **McKinney-Vento Homeless Assistance Act**

**SEC.1032;, Education for homeless children and Youths. Subtitle B of Title VII, McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.).**

1. Each State educational 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, please contact Kara McDivitt at [kmcdivitt@besd33.org](mailto:kmcdivitt@besd33.org).

## **Nondiscrimination Policy**

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

## **Parent Concerns - Who to talk to?**

In seeking resolution to your issue or concern, parents are asked to please utilize the following chain of command and involve those most able to resolve your concern prior to contacting the principal or District Office. If your concern remains unresolved at the informal level, Parent Concern/Professional Conduct Concern forms are available at the school office.

Regarding your child's academics	Child's teacher
Regarding your child's welfare, classroom disciplinary action	Child's teacher
School-wide Events	Sponsor
Athletics	Coach, Athletic Director
Other issues, discipline, school facilities, operations, etc.	Principal

## **Parent Communication**

Through Synergy and Finalsight Communications, families will automatically receive important updates upon enrollment. This includes attendance notifications, school and district announcements, emergency alerts, school closures, and event reminders—ensuring you stay informed with the most up-to-date information.

## **Parent Organizations**

Each school has the opportunity for parents to engage in the development of positive collaborative culture and climate through recognized parent/teacher organizations. All Parent Teacher Associations (PTAs) are legally separate entities from the District. These organizations have their own bank accounts and taxpayer identification numbers. Please contact your school office for information regarding parent teacher organizations.

## Parent Right to Know

Under the provisions of Title I as contained in Every Student Succeeds Act (ESSA) federal legislation, parents may request information about the qualifications of those who teach their children. If you would like this information, please contact the principal's office.

## ParentVUE

ParentVUE is an easy-to-use web portal designed to keep you in the loop with everything happening at school. As a parent or guardian, you can access real-time information about your child's progress, including:

- **Attendance Records & Letters:** Track your child's attendance and view any attendance-related letters that may be sent home.
- **Schedules & Report Cards:** Get quick access to your child's current schedule and academic performance.
- **Emergency Contacts & School Info:** Stay updated with contact info and emergency details.
- **Grade Book:** Keep tabs on grades and progress throughout the year.

With just one login, you can easily manage information for **all** of your children across the entire **Buckeye Elementary School District**.

### Annual Enrollment Verification

Each year, ParentVUE helps you verify your child's enrollment information online, making the back-to-school process quicker and simpler.

### Getting Started with ParentVUE

To access ParentVUE, you'll need a **username** and **password**. These are created using a special **Activation Key**. If you don't have your Activation Key yet, contact your child's school office, and they'll help you set it up.

For any questions or if you need assistance with ParentVUE, don't hesitate to reach out to your child's school office.

**Access ParentVUE Here:** [ParentVUE Login](#) or type in [https://buckeye.apsc.org/PXP2\\_Login.aspx](https://buckeye.apsc.org/PXP2_Login.aspx)

## Photography/Yearbook Notification

On occasion, students may be photographed for our annual school slideshow, yearbook activities, the local newspaper and/or district/school websites and social media. At no time are students permitted to take photographs of students or staff without supervision and authorization. You will be able to update your preferences for photos on ParentVUE on the Media Release Selection each year.

## **Preschool Child Find**

If you think your preschool-age child may have speech or other delays, please call 623-925-3921 to make an appointment for screening. Children as young as age 2 years, 10 months may participate in hearing, vision and developmental screening to determine if further evaluation is necessary. Eligible children identified with significant delays will be offered enrollment in special education programs in the district at no cost to the parent/guardian.

## **Preschool Program**

Our mission is to lay the foundation for our preschoolers to be passionate about learning, ready for kindergarten, and set them up for success in receiving a world class education. Students are provided opportunities to problem solve, interact with peers, identify emotions and learn to self-regulate and become more independent thinkers. Students grow cognitively through developmentally appropriate practices based on the Early Learning Standards. Growth and development are measured through Teaching Strategies Gold. Students gain these skills through intentional play, vocabulary enrichment, consistent schedules, circle time, developmentally appropriate centers, and individualized lessons with their teacher and various staff. Through intentional play our students learn to follow instructions, practice active listening, sharing, taking turns, negotiating and cooperating skills. We make learning fun! If you have any questions about our preschool program, please contact the preschool at 623-925-3333 or the district website, [www.besd33.org](http://www.besd33.org).

## **Promotion Standard (8th grade)**

The teacher shall base the decision to promote an 8th grade student achievement of at least five (5) of the following seven (7) criteria (Board Policy IKE-RC):

- Achievement of class assignments, projects, and tests
- Attendance
- State Standards
- Achievement on state mandated tests
- Teacher recommendation
- Consistent effort/below-grade-level performance
- Successful completion of summer school

Participation in 8th grade promotion activities is a privilege, not a right. Students unable to meet academic or behavioral expectations may lose the ability to participate in promotion activities. Students and parents are expected to sign an 8th grade promotion contract at the beginning of the year, stating the expectations to participate in promotion.

## **Protection of Pupil Rights Amendment**

Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) affords parents and students with rights concerning specified marketing activities, the administration or distribution of certain surveys to students, the administration of certain physical examinations or screenings to students, and parental access to certain instructional materials including ones used as part of a student's educational curriculum.

## Report Cards and Progress Reports

Each school will report students' progress to the students and to their parents or guardians as appropriate. The reports will be clear, concise, and accurate, and will provide a basis of understanding among teachers, parents, and students for the benefit of the individual students (Board Policy IKAB). The following specific requirements are established:

- Parents will be informed regularly, and at least eight (8) times a year, as to the progress their children are making in school.
- Parents will be alerted and conferred with as soon as possible when a student's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration.

## Retention

- Promotion from year to year will be based upon standards for each basic subject area as identified in the course of study.
- The District standards that students must achieve shall include accomplishment of the standards in reading, written communication, mathematics, science, and social studies adopted by the State Board of Education.
- In addition to these standards, test scores, grades, teacher-principal recommendations, and other pertinent data will be used to determine promotion.
- Retention of students is a process that is followed when the professional staff, in consultation with the parent, determines it to be in the best interest of the student. Though primary grades are suggested as the most appropriate time, retention may be considered at any grade level.
- When circumstances indicate that retention may be in the best interest of the student, the teacher will notify their administrator and start the retention data collection process no later than December. Parents will be notified in writing no later than January that the teacher is considering retention.
- The student's academic achievement level and mental ability are important, but physical and social characteristics are also important factors. A decision should be based on sufficient data collected over a period of time and motivated by a desire to place students in school programs where they will be successful.

A.R.S. 15-521.10 states that every teacher shall make the decision for promotion or retention of students. Parents do not have the authority to overturn the decision of the teacher. If a parent or guardian chooses not to accept a decision of the teacher as provided in A.R.S. 15-521.10, the parent or legal guardian may request, in writing, that the Governing Board review the teacher's decision. Parent requests for review of student promotion or retention shall be forwarded, in writing, to the principal's office within ten (10) weekdays from the last day of the school calendar year. The principal will request review at the next regular Board meeting. The principal shall notify the parents of the decision of the Governing Board within five (5) weekdays thereafter (Board Policy IKE).

Under the Arizona Move on When Reading law, 3<sup>rd</sup> graders who do not meet the established cut score on the statewide reading assessment (AASA) will be retained unless they meet certain criteria:

- Is an English Learner (EL) who has received less than three years of English language instruction.



- Is in the process of a special education referral or evaluation for placement in special education, or has been diagnosed with a significant reading impairment, including dyslexia, or is a child with a disability and the IEP team agrees promotion is appropriate.
- Demonstrates sufficient reading skills or adequate progress toward sufficient reading skills through a collection of reading assessments.
- Receives intervention and remedial services during the summer or subsequent year and demonstrates sufficient reading progress.

## **School 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” (ARS 15-351(A)). School councils are comprised of school administrators, staff, parents, students, and community members. School 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. 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 final decision.

## **School Emergency Response Procedures**

Each school in the Buckeye Elementary School District has an emergency plan to respond to unforeseeable events. The plans include responses to a variety of scenarios including lockdown, shelter-in-place, and evacuation procedures. In addition, each plan is updated annually by the school emergency response team and followed up with training for staff members.

The following information is requested of all parents and students to enhance communication in the event of an emergency or crisis situation: home, work, and parent/student cell phone numbers, as well as home and work (when permissible) email addresses.

## **Search and Seizure**

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

## **Sex Offender Notification**

### **A.R.S §13-3825, §13-3826 Sex Offender Community Notification**

Arizona statutes require law enforcement agencies notify school districts regarding certain registered sex offenders and juveniles adjudicated delinquent for "dangerous offenses" or certain sex offenses. School offices will maintain and provide access by request to all records received from the local law enforcement agency to staff members, parents, students, guardians, or custodians when the District has been notified that a registered offender has moved into the community. Contact your school office for more information.

## Special Programs/Education

### Americans with Disabilities Act (ADA) and Section 504

Section 504 is civil rights legislation that prohibits discrimination against persons with a disability in any program receiving federal financial assistance. This legislation defines a person with a disability as anyone who has a mental or physical impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment. The District has specific responsibilities under this legislation that include identifying, evaluating, and if the child is determined to be eligible under Section 504, affording access to a free and appropriate public education. For further information, please contact the Director of Special Programs, Buckeye Elementary ADA and 504 District Compliance Officer, (623)925-3405.

Federal and state law requires school districts, charter schools and other public education agencies to provide a free, appropriate public education to eligible children with disabilities. This free, appropriate public education refers to special education and related services described in an Individualized Education Program and provided to the child in the least restrictive environment. Children with disabilities, and their parents, are guaranteed certain educational rights, known as procedural safeguards, from birth to age 22. The law and its implementing regulations also provide methods to help you assure that your input is considered. For a copy of the procedural safeguards call the District's Special Education Department at (623)925-3405.

If your child is having difficulty in school, please check with the teacher to determine what interventions have been tried to help your child succeed. If the interventions are unsuccessful, a referral for special education evaluation may be necessary. You may contact the school administrator or school psychologist if you wish to make a referral personally.

If special education disabilities are suspected, we are required to evaluate your child to identify and document whether your child has a disability that affects his or her learning and, if so, to determine what special education and related services are required, if any. The evaluation will be done only after a team has explained what they plan to do during the evaluation. The team will use tests and procedures selected specifically for your child.

This evaluation will be conducted according to federal and state requirements and will include information you provide. Following the evaluation, we will provide you the complete results within 60 calendar days of your informed written consent.

If your child is found to be eligible for special education services, we request that you serve as part of a team to help us develop an Individualized Education Program and identify the special education and related services your child needs. You may ask others to be present at the IEP meeting if you wish.

### Parent Rights and Responsibilities:

**Student education records.** Parents have the right to inspect and review all educational records, which is guaranteed by the Family Educational Rights and Privacy Act.

**Destruction of education records.** The District destroys all psychological and special education records on students three years after those students have been removed from special education, have been withdrawn from the District, or have been promoted.

## **Student Arrival and Dismissal**

In order to maintain a safe, orderly school, everyone is expected to follow safety guidelines for dropping off and picking up students. Please use the designated areas for drop-off and pick-up of students. Teachers will supervise students for a few minutes after dismissal time; however, it is important that students be picked up promptly at their dismissal time. Please do not drop students off in the bus pick-up and drop-off zone. Students are expected to cross the street, in the crosswalk, or with a crossing guard. Please do not leave your car unattended if it is not in a parking space.

## **Student Concerns, Complaints, and Grievances**

The Superintendent is directed to establish procedures whereby students with sufficient concern may present a complaint or grievance regarding a violation of their constitutional rights, equal access to programs, discrimination, or personal safety provided that:

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

A complaint or grievance may be raised regarding one (1) or more of the following:

- A. Violation of the student's constitutional rights.
- B. Denial of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities.
- C. Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- D. Concern for the student's personal safety.

Refer to Board Policy JICK for procedures applying to a complaint or grievance that alleges incidences of student violence, harassment, intimidation, or bullying.

The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint or grievance. The initial complaint or grievance should be made using form JII-EA; however, a verbal complaint or grievance may be made to any school staff member. The receiving staff member shall immediately inform an administrator of the complaint or grievance.

When the initial complaint or grievance is submitted in a manner other than on the prescribed form, the administrator shall obtain from the student the particulars of the accusation and complete form JII-EA immediately thereafter. The administrator shall especially note all student-provided particulars determined by the Superintendent to be necessary for the complaint or grievance to be investigated. Any question concerning whether a complaint or grievance falls within this policy shall be determined by the Superintendent.

If the receiving school administrator is included in the allegation, the complaint or grievance shall be transmitted to the next higher administrative supervisor. Failure by the staff member to timely inform a school administrator or next higher administrative supervisor of a student's allegation may subject the staff member to disciplinary action. The staff member shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

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

A complaint or grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

To assure that students and staff are aware of its content and intent, a notice of this policy and procedure shall be posted conspicuously in each school building and shall be made a part of the rights and responsibilities section of the student handbook. Forms for submitting complaints are to be available to students, staff and parents or guardians in the school offices.

Disposition of all complaints or grievances shall be reported to the Superintendent and the compliance officer for discrimination if other than the Superintendent. The Superintendent will determine if the policies of the District have been appropriately implemented and will make such reports and/or referrals to the Board as may be necessary.

The Superintendent shall develop procedures for the maintenance and confidentiality of documentation related to the receipt of a student's complaint or grievance, findings of the investigation, and disposition of the matter. The documentation shall not be used to impose disciplinary action unless the appropriate school official has investigated and determined there was an actual occurrence of the alleged incident.

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

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

## **Student Information, Message, and Phone Usage**

When students are injured or sick, every effort will be made to contact parents. It is the parent's responsibility to keep the school office and your child's teacher informed of any changes in home, emergency, or work phone numbers. Students may only use the designated phone in the office for emergencies. Reasons for denial of student use of school phones include but are not limited to: going to a friend's house, having a friend come over, calling another friend, etc.

## **Student's Personal Property Damaged**

Students may bring personal items to school. However, the school is not responsible for lost, stolen, or damaged personal property. Students are encouraged to keep valuable items at home and to take precautions to secure their belongings. This includes clearly labeling items with their name and storing them appropriately. If an item is lost or found, please report it to the school front office. For damaged items, please contact your student's teacher or the school front office to discuss the situation. We encourage families to review their own insurance policies for coverage of personal belongings.

## **Student Records**

FERPA gives a parent the right to inspect, review and seek correction to their child's educational records. Copies of this policy are on file in each school office and at the Buckeye Elementary School District Office. If you wish to review your child's record, you may ask the school principal to set up a convenient time for such a review. If your child is enrolled in a special education program, contact the Director of Special Education to arrange the review. If, after reviewing the records, you feel the information on your child's records 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 the legal rights and responsibilities previously given to a parent or legal guardian. Parents who claim a student 18 years or older as a dependent may still have access to records.

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 and dated request of the person legally responsible for the student.

## Student Sign Out and Sign In During School Hours

**Sign Out:** Only adults listed on your student's registration with permission to release will be allowed to sign a student out of school. All adults will be required to provide photo ID before your student can be released.

Please refrain from picking up your student within 15 minutes of their school's regular dismissal time.

**Sign In:** Students must be signed in through the office during school hours.

## Technology

Use of the electronic information services (EIS) requires that the use of the resources be in accordance with the following guidelines and support the education, research, and educational goals of the District.

- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Abide by all copyright and trademark laws and regulations.
- Not reveal home addresses, personal phone numbers, or personally identifiable data unless authorized to do so by designated school authorities.
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school employed persons.
- Not use the network in any way that would disrupt the use of the network by others.
- Not use the EIS for commercial purposes.
- Follow the District's code of conduct.
- Not attempt to harm, modify, add, or destroy software or hardware nor interfere with system security.
- Understand that inappropriate use may result in cancellation of permission to use the electronic information services (EIS) and appropriate disciplinary action up to and including expulsion for students.
- Accessing or downloading VPNs or other proxy-avoiding extensions with the intent of bypassing district security features and filtering is prohibited.

To support the educational program, students may be assigned access and responsibility for electronic devices including laptops. The device is only being loaned to the student and it remains the property of the District.

The device must be returned to the District in working order with all accessories upon the earlier of: (i) withdrawal from the District or transfer to another district school, (ii) a request from the school, or (iii) the end of the school year. The student must use the device in compliance with the rules in Governing Board Policy IJNDB – Student Technology Use (and its regulation) and the Student/Parent Handbook. The student and parent acknowledge that violation of the rules may result in a loss of use of the device and further disciplinary action.

It is expected that the student will properly care for and use the device. Student/Parent/Legal Guardian are responsible for the cost to repair any intentional damage, vandalism, or inappropriate handling as determined by the school administrator.

Accidental damage (as determined by the school administrator) will follow the protocol listed below.

1st repair - Cost covered by District

2nd repair - Cost shared 50-50 between District and Student/Parent or Legal Guardian

3rd repair - Cost covered by Students/Parent or Legal Guardian

Intentional Damage: Total cost covered by Student/Parent or Legal Guardian

The student or parent must notify the school immediately if the device is lost, damaged, destroyed or stolen. If the device is stolen, the theft must be reported to a law enforcement agency and a copy of the police report must be delivered to the school.

Each year paperwork will be signed by parents and students indicating an understanding of the responsibilities associated with student use of technology.

## **Textbooks, and School Resource Responsibility**

All textbooks, student agendas, and student resource materials are loaned to students for their use during the school year. Students will be asked to pay for any books lost or unnecessarily damaged.

## **Title IX**

The Buckeye Elementary School District does not discriminate on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. The school Assistant Principal or Principal has been designated as the site Title IX investigator. The Director of Student Services has been designated to handle inquiries regarding non-discrimination policies. For further information, call 623-925-3400, email at [TitleIX@besd33.org](mailto:TitleIX@besd33.org) or by mail: Buckeye Elementary School District, 25555 W. Durango St. Buckeye, AZ 85326. For further information on notice of nondiscrimination, visit [https://www2.ed.gov/about/offices/list/ocr/docs/tix\\_dis.html](https://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html) for the address and phone number of the Office of Civil Rights that serves your area, or call 1-800-421-3481.

## **Tobacco Free District**

Under federal law since 1994, smoking is prohibited in any kindergarten through 12th grade (K-12) school serving children under the age of 18 years if federal funds are used. Many states also have laws that restrict the commercial use of tobacco products, including electronic smoking devices, in public K-12 schools. As the commercial use or promotion of tobacco products on district property and at off campus school- or district-sponsored events or meetings is detrimental to the health and safety of students, staff and visitors, it is critical that the Buckeye Elementary School District properly regulate such products. In addition, given the addictive nature of these products (many of which contain nicotine), the district supports students and staff who are addicted to tobacco products and address violations of this policy with a focus on recovery and reduction of tobacco product addiction and dependence as well as avoiding lost instructional time for students. The Buckeye Elementary School District has an obligation to protect the health and safety of students, staff and visitors and is acutely aware of the serious health risks associated with the commercial use of tobacco products to users and non-users. We believe that prohibiting the commercial use and promotion of tobacco products on Buckeye Elementary School District property, at any off-campus school- or district-sponsored

event or meeting and in District vehicles protects the community from the harms of secondhand smoke and aerosol exposure, as well as promotes tobacco product-free norms.

## Transportation

Bus stop location, pick-up time, drop-off time and bus rules are available upon request at the school office. Students are expected to be safe, respectful, responsible and kind while riding the bus. For example, students Keeping hands, feet, and objects to themselves, keeping voices low, sitting while on the bus, and staying in their seat while the bus is moving are all expectations of safety for students who ride. Food and drinks are not allowed on the bus in order to maintain a clean environment for all who ride the bus. Student transportation services are a privilege and not a right and the Buckeye Elementary School District may withdraw bus privileges from any student who fails to follow the bus rules or directions given by the bus driver or other adult supervisor.

To ensure a safe and respectful environment for everyone, including our students and dedicated bus drivers, we kindly request that parents remain outside the bus at the bus stop. Our staff is trained to handle student needs, and we believe that addressing any concerns through the appropriate school channels ensures a more productive and positive outcome for all.

If you have any questions or concerns in regards to transportation, please contact your school office or the Transportation Coordinator at 623-925-3440.

## Volunteering in our District

Buckeye Elementary School District #33 encourages our parents/guardians and community members to volunteer in our schools. Involvement can include assisting in the classroom with students, joining PTA, helping PTA with an event or activity, chaperoning a field trip, and/or assisting our schools where needed.

All volunteers must have a **valid** Arizona fingerprint clearance card. We appreciate your understanding as we take measures to ensure the safety of our students and schools. Volunteer Fingerprinting is scheduled quarterly; and is held at the District Office. It is by *appointment only*; plan accordingly. Please visit our district website to view and sign-up for our quarterly fingerprinting dates on our Volunteer Fingerprinting SignUp Genius page. The fingerprinting service is provided at no cost to you. Photo Identification will need to be provided when fingerprinted. Please note, the process for receiving information from Arizona Department of Public Safety (AZ DPS) does take time. It can take them upwards to 6-8 weeks to process and clear fingerprinting applications. Volunteering *cannot* begin before your AZ fingerprint clearance card is received. Once you receive your AZ fingerprint clearance card in the mail, please notify the school site you want to volunteer at. The school front office will then direct you to follow the process below.

To volunteer: (with a valid AZ fingerprint clearance card)

1. Please arrive at your school with a Photo ID, and valid AZ fingerprint clearance card. Your school front office will make copies of your cards, in order to add you to our main BESD #33 Volunteer roster.
2. Volunteer applications and Orientation forms are available at the front office of our schools.
3. For the safety of our students, volunteers must be over 18 years of age.

Additional questions on volunteering in the Buckeye Elementary School District #33, please email: [volunteer@besd33.org](mailto:volunteer@besd33.org). Thank you for your time and commitment to our students, staff, and our district.



## Visitors to Campus or Classroom/Student Observations

The Buckeye Elementary School District recognizes the importance of parent involvement. As a result, parent observations of the classroom are welcome. Classroom observations must be non-impacting to the academic calendar and student learning and must be scheduled at least 2 academic days in advance and be a mutually agreed upon date and time unless the teacher's schedule permits an earlier visit. Visitors are not permitted to tour or observe classrooms during designated blackout dates (e.g., during state assessment testing). All visitors and observers are expected to be respectful of the learning environment and shall avoid interacting with students or staff during classroom observations. In visiting a classroom, parents must realize that the teacher's first responsibility is to the class as a whole, and the teacher will be unable to converse at any length with the visitor. If a conference is desired, arrangements will be made by the teacher for an appointment with the parent either before or after school hours.

The procedure for a parent to participate in observing in their child's classroom is as follows:

All visitors are required to:

1. Sign in at the front office;
2. Present a photo ID;
3. Be listed as an parent or guardian, or be accompanied by a listed parent or guardian, as listed in the school's Student Information System (SIS) (for currently enrolled students) or be an approved visitor with a scheduled tour (for prospective students);
4. A staff member will accompany the visitor for the duration of their visit or observation as deemed appropriate by the campus principal;
5. Visitors are prohibited from assisting students with their work;
6. Visitors are not permitted to take pictures, record video, or record audio during the visit or observation;
7. Sign out when leaving the campus.

While BESD supports parental observations, we have also established this procedure to ensure that observations are coordinated and do not negatively impact the integrity of the academic schedule or the teacher's ability to provide meaningful instruction to students. Outside agencies and service providers must be accompanied by a parent or guardian and follow the above procedures for observing a student in a classroom.

All Buckeye Elementary School District campuses are considered closed campuses. Visitors and volunteers will be authorized at the discretion of the campus principal for such events as the first day of school or parent luncheons, etc. and may be limited in accordance with mitigation measures addressing any current public health needs. BESD requests that visitors and volunteers feeling ill refrain from coming to campus and follow the illness policy in this handbook.

## Voter Registration

In the United States, voter registration is the responsibility of the people, and only 70 percent of Americans who are eligible to vote have registered. For more information on registering to vote, please go to <https://servicearizona.com/VoterRegistration/>

# SECTION III STUDENT CODE OF CONDUCT

## **Buckeye Elementary School District Discipline Philosophy**

The Buckeye Elementary School District is committed to a positive, respectful, inclusive climate in every school that promotes academic achievement, ensures safe and drug-free learning communities, provides positive behavior support, ensures equitable outcomes in discipline, and maximizes the time students spend in school.

Recognizing that student discipline practices are closely related to student achievement, the District supports school practices that:

- Are well researched and result in safer schools focused on improved student achievement, improved student attendance, and increased student accountability;
- Provide consistency, fairness, interventions, and consequences across all schools in the district;
- Eliminate disparities in applying discipline by assuring equitable interventions and consequences across all racial and ethnic groups, by gender, among those with disabilities and other protected classes;
- Define, communicate, and teach expectations for student behavior;
- Define and communicate expectations for staff responsibilities related to student conduct and discipline;
- Balance the needs of the student, the needs of those directly affected by a student's behavior, and the needs of the overall school community;
- Engage parents/guardians early in the disciplinary process; and
- Facilitate students, staff, parents/guardians and the community working together to provide both academic and non-academic support to students.

## **Student Conduct Guiding Principles**

Proper student conduct, reinforced by an effective discipline program based on best practices and cultural responsiveness, is essential to creating and maintaining a positive, respectful, and inclusive school climate. A positive, respectful, and inclusive school climate is the mutual responsibility of:

- District staff, who are expected to create an environment for student success using principles of positive behavior support/effective discipline practices and cultural competency in managing student conduct;
- Students, who are expected to learn to function effectively in a school environment, learn the consequences of behavior, develop self-discipline and take responsibility for their actions;
- Parents/Guardians, who are expected to take an active role in school efforts to implement positive behavior supports and to work with schools to address their students' needs; and
- The community, whose partnerships are encouraged and welcomed in supporting appropriate student behavior.

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

## Discipline Guiding Principles

- Discipline should be timely, fair, developmentally appropriate, and match the severity of the student's misbehavior.
- Discipline should teach students to behave in ways that contribute to academic and behavioral success, and to support a school environment where students and staff are positive, respectful and inclusive.
- Discipline should prevent misbehavior before it occurs, and use effective interventions after it occurs.
- Discipline should be used to support students in learning the skills necessary to enhance a positive school climate and avoid negative behavior. School discipline that is paired with meaningful instruction and guidance offers students the opportunity to learn from their mistakes and contribute to the school community, and is more likely to result in getting the student re-engaged in learning.
- The District and schools shall make every reasonable effort to first correct student misbehavior through family and school-based resources. These efforts involve analyzing individual student needs and adult responses, developing preventive and responsive interventions for students and providing disciplinary and educational alternatives when appropriate.
- Discipline should start at the lowest possible level reasonably calculated to change the student's behavior and to minimize the loss of instructional time; involving reteaching expectations to students and providing consequences when needed. District administrators are authorized to expel students from schools pursuant to District policies and administrative directives. However, unless there is extreme disruption of the educational process or behavior that poses a danger to persons or property, exclusionary discipline practices (i.e. suspensions) should be the action of last resort.
- Discipline in Buckeye Elementary School District maintains an approach that is both aligned with Arizona Revised Statute and Board policy. Therefore, discipline of students in grades K-4 aligns with the expectation that students must be afforded behavioral interventions that support, teach, and model expected behaviors prior to implementation of an out-of-school suspension. School Principals are aware that this is the case and will follow specific steps to ensure that students receive documented, appropriate levels of support prior to use of out-of-school suspension as behavior management strategy. Incidents involving possession of weapons, sale/use of dangerous drugs or which endanger the health/safety of others may result in immediate suspension prior to implementation of behavior supports.

## Monitoring and Accountability

Ongoing monitoring of student data shall be used to ensure that equitable school-based practices are implemented in a fair, non-discriminatory, and culturally responsive manner. Data monitoring shall be presented in a manner that is transparent and accessible to administrators, teachers, and the general public.

## Implementation

The District will provide to staff, students and parents rules that outline student rights and responsibilities, behavioral expectations, and possible disciplinary actions. The implementation of the District's discipline procedures will be consistent with related Federal and State law, and District policies. Buckeye Elementary School District promotes a peaceful school atmosphere where every student should be safe from any kind of

violence. Students must be held accountable for their actions and be given appropriate consequences for their behavior. Per Governing Board JKD, there is no appeal available concerning a short- term suspension.

- A teacher may remove a student from the classroom who is unruly, disruptive or abusive. (ARS §15-841.A.2)
- A school may reassign a student to an alternative program if the student refuses to comply with rules or refuses to submit to authority. (ARS §15-841.F)
- A student may be expelled for continued open defiance of authority, continued disruptive or disorderly behavior, violent behavior that includes use or display of a dangerous instrument or a deadly weapon as defined in section §ARS13-105.12, use or possession of a gun, or excessive absenteeism. (ARS §15-841.B)
- A school may refuse to admit any student who has been expelled from another educational institution or who is in the process of being expelled from another educational institution. (ARS §15-841.C)

## **Due Process**

Students involved in any type of disciplinary problem must enter the process at the preliminary investigative point where either guilt or innocence of charges is determined. Dependent upon the seriousness of the offense, the student must be accorded the following basic rights.

- Notice of the charges, nature of the evidence supporting the charges and the consequences if the charges are proven true.
- Notice of a right to a hearing at which time he or she may respond to the charges.
- A fair hearing, including the right to present witnesses and evidence.
- A fair and impartial decision.

## **Jurisdiction During After School Hours/Off Campus Misconduct**

We believe in supporting safe, responsible, and respectful behavior of our students in our community. 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 authority to discipline students for disorderly conduct and other offenses at school-sponsored activities.

The Student Disciplinary Code and all penalties may apply to conduct off campus that may endanger the health or safety of students within the school setting or substantially interfere with the educational 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, alternative placement, detentions, reassignment of class schedule, as well as removal from participation in extracurricular activities, such as sports teams, club sports, student council positions, class trips, class, 8th grade promotion activities and promotion ceremonies.

The Buckeye Elementary 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.

## Disciplinary Definitions

The following chart describes the behaviors that are prohibited on Buckeye Elementary School District campuses and students who engage in the following behaviors will be subject to consequences.

\*For these categories, school officials are required to report them to Arizona Department of Education.

\*\*These problem areas also violate state law. For these categories, school officials are required to report them to Arizona Department of Education and to local law enforcement.

### Aggression

Verbal Provocation	Use of language or gestures that may incite another person or other people to fight.
Minor Aggressive Act	Student engages in non-serious but inappropriate physical contact, i.e., hitting, poking, [pulling] or pushing (SWISTM). Other behaviors that may be considered under this violation are running in the building, hallways, or corridors, pulling a chair out from underneath another person, or other behaviors that demonstrate low level hostile behaviors.
Disorderly Conduct	<p>A.R.S. §13-2904. Disorderly conduct; classification</p> <p>A person commits disorderly conduct if, with intent to disturb the peace or quiet of a neighborhood, family or person, or with knowledge of doing so, such person:</p> <ol style="list-style-type: none"> <li>1. Engages in fighting, violent or seriously disruptive behavior; or</li> <li>2. Makes unreasonable noise; or</li> <li>3. Uses abusive or offensive language or gestures to any person present in a manner likely to provoke immediate physical retaliation by such person; or</li> <li>4. Makes any protracted commotion, utterance or display with the intent to prevent the transaction of the business of a lawful meeting, gathering or procession; or</li> <li>5. Refuses to obey a lawful order to disperse issued to maintain public safety in dangerous proximity to a fire, a hazard or any other emergency; or</li> <li>6. Recklessly handles displays or discharges a deadly weapon or dangerous instrument. (Possession of a deadly weapon or dangerous instrument must also be reported as a weapon violation to ADE and to local law enforcement.)</li> </ol>
Recklessness	Unintentional, careless behavior that may pose a safety or health risk for others.
Endangerment	<p>A.R.S. §13-1201. Endangerment; classification</p> <p>A. A person commits endangerment by recklessly endangering another person with a substantial risk of imminent death or physical</p>

	<p>Injury.</p> <p>B. Endangerment involving a substantial risk of imminent death is a class 6 felony. In all other cases, it is a class 1 misdemeanor.</p>
Fighting	Mutual participation in an incident involving physical violence, where there is no major injury. (US Department of Education, Office of Safe and Drug-Free Schools Uniform Management Information and Reporting System guidelines, 10/06) Verbal confrontation alone does not constitute fighting.
Assault	A.R.S. §13-1203. Assault; A person commits assault by: 1. Intentionally, knowingly or recklessly causing any physical injury to another person; or 2. Intentionally placing another person in reasonable apprehension of imminent physical injury; or 3. Knowingly touching another person with the intent to injure, insult or provoke such person.
Aggravated Assault	A.R.S. §13-1204. Aggravated assault; A person commits aggravated assault if the person commits assault as defined in section 13-1203 under any of the following circumstances: 1. If the person causes serious physical injury to another, 2. If the person uses a deadly weapon or dangerous instrument, 3. If the person commits the assault after entering the private home of another with the intent to commit the assault, 4. If the person is eighteen years of age or older and commits the assault upon a child the age of fifteen years or under, 5. If the person commits the assault knowing or having reason to know that the victim is a peace officer, or a person summoned and directed by the officer while engaged in the execution of any official duties, 6. If the person commits the assault knowing or having reason to know the victim is a teacher or other person employed by any school and the teacher or other employee is upon the grounds of a school or grounds adjacent to the school or is in any part of a building or vehicle used for school purposes, or any teacher or school nurse visiting a private home in the course of the teacher's or nurse's professional duties, or a teacher engaged in any authorized and organized classroom activity held on other than school grounds.
Other Aggression	Defined by school district policy.

\*Discipline and assigned consequences may be cumulative in nature.

### **Alcohol, Tobacco, Other Drugs**

Alcohol Violation	The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes being intoxicated at school, school-sponsored events and on school-sponsored transportation.
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<p>Drug Violation</p>	<p>The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation or importation of any controlled drug or narcotic substance or equipment and devices used for preparing or taking drugs or narcotics. Includes being under the influence of drugs at school, school-sponsored events and on school-sponsored transportation. Category includes over-the-counter medications if abused by the student. This category does not include tobacco or alcohol.</p> <p>“Drug” means any narcotic drug, dangerous drug, marijuana or peyote (A.R.S. §13-3415).</p> <p>“Drug paraphernalia” means all equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a drug in violation of this chapter (A.R.S. §13-3415 F. 1.).</p>
<p>Tobacco Violation</p>	<p>The possession, use, distribution or sale of tobacco products on school grounds, at school-sponsored events and on school-sponsored transportation. (Paraphrased from: A.R.S. §36-798.03)</p> <p>A person who knowingly sells, gives or furnishes cigars, cigarettes or cigarette papers, smoking or chewing tobacco, to a minor, and a minor who buys, or has in his possession or knowingly accepts or receives from any person, cigars, cigarettes or cigarette papers, smoking or chewing tobacco of any kind, is guilty of a petty offense (A.R.S. §13-3622).</p>
<p>Substance</p> <ul style="list-style-type: none"> <li>● Sale</li> <li>● Distribution</li> <li>● Intent to Sell</li> <li>● Intent to Distribute</li> <li>● Use</li> <li>● Possession</li> <li>● Share</li> </ul>	<ul style="list-style-type: none"> <li>● Alcohol</li> <li>● Tobacco</li> <li>● Drugs <ul style="list-style-type: none"> <li>○ Inhalants</li> <li>○ Prescription Drugs (Inappropriate Use of)</li> <li>○ Over the Counter Drugs (Inappropriate Use of)</li> <li>○ Illicit Drugs <ul style="list-style-type: none"> <li>-Ecstasy</li> <li>-Cocaine or Crack</li> <li>-Hallucinogens</li> <li>-Heroin</li> <li>-Marijuana</li> <li>-Methamphetamines</li> <li>-Other illicit drug</li> <li>-Unknown drug</li> </ul> </li> <li>○ Drug Paraphernalia</li> <li>○ Substance represented as illicit drug</li> </ul> </li> </ul>

\*Discipline and assigned consequences may be cumulative in nature.

## Arson

Arson of a structure or property	A.R.S. §13-1703. Arson of a structure or property: A person commits arson of a structure or property by knowingly and unlawfully damaging a structure or property by knowingly causing a fire or explosion.
Arson of an occupied structure	<p>A.R.S. §13-1704 Arson of an occupied structure A person commits arson of an occupied structure by knowingly and unlawfully damaging an occupied structure by knowingly causing a fire or explosion.</p> <p>A.R.S. §13-1701, 2. Occupied structure means any structure as defined in paragraph 4 in which one or more human beings either is or is likely to be present or so near as to be in equivalent danger at the time the fire or explosion occurs. The term includes any dwelling house, whether occupied, unoccupied or vacant.</p>

\*Discipline and assigned consequences may be cumulative in nature.

## **Attendance Policy Violation**

### ***Violation of state, school district, or school policy relating to attendance***

Tardy	Arriving at school or class after the scheduled start time.
Leaving School Grounds without permission	Leaving school grounds or being in an "out-of-bounds" area during regular school hours without permission of the principal or principal designee. Students who leave without permission create a serious legal liability problem for the district.
Unexcused Absence	When a student is not in attendance for an entire day and does not have an acceptable excuse.
Truancy	<p>The state of Arizona requirement for school attendance and definitions for truancy are as follows:</p> <p>A.R.S. §15-803. School attendance; exemptions; definitions</p> <p>A. It is unlawful for any child between six and sixteen years of age to fail to attend school during the hours school is in session, unless either:</p> <ol style="list-style-type: none"> <li>1. The child is excused pursuant to A.R.S. §15-802, subsection D or A.R.S. §15-901, subsection A, paragraph 6, subdivision (c).</li> <li>2. The child is accompanied by a parent or a person authorized by a parent.</li> <li>3. The child is provided with instruction in a home school.</li> </ol> <p>B. A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child as defined in A.R.S. § 8-201. Absences may be considered excessive when the number of absent days exceeds ten per cent of the number of required attendance days prescribed in A.R.S. §15-802, subsection B, paragraph 1.</p> <p>C. As used in this section:</p> <ol style="list-style-type: none"> <li>1. "Habitually truant" means a truant child who is truant for at least five school days within a school year.</li> <li>2. "Truant" means an unexcused absence for at least one class period during the day.</li> <li>3. "Truant child" means a child who is between six and sixteen years of</li> </ol>



	age and who is not in attendance at a public or private school during the hours that school is in session, unless excused as provided by this section
Other Attendance Violation	Defined by school district policy. Users can add other violations specific to their policies. For example, this line might be used to record truancy at the level that is required for county court referral.

\*Discipline and assigned consequences may be cumulative in nature.

## Harassment, Threat, Intimidation

***If a violation is known to be Bullying or Hazing, record the violation as such. Otherwise, indicate Harassment, Nonsexual.***

***If the harassment or intimidation is of a sexual nature, record under Sexual Offenses as Harassment, Sexual.***

Harassment, Nonsexual	<p>A.R.S. §13-2921. Harassment; classification; definition</p> <p>A. A person commits harassment if, with intent to harass or with knowledge that the person is harassing another person, the person:</p> <ol style="list-style-type: none"> <li>1. Anonymously or otherwise communicates or causes a communication with another person by verbal, electronic, mechanical, telegraphic, telephonic or written means in a manner that harasses.</li> <li>2. Continues to follow another person in or about a public place for no legitimate purpose after being asked to desist.</li> <li>3. Repeatedly commits an act or acts that harass another person.</li> <li>4. Surveils or causes another person to surveil a person for no legitimate purpose.</li> <li>5. On more than one occasion makes a false report to a law enforcement, credit or social service agency.</li> <li>6. Interferes with the delivery of any public or regulated utility to a Person.</li> </ol> <p>Note: Bullying and Sexual Harassment are types of Harassment. Indicate harassment if the violation is not specifically Bullying or Sexual Harassment, or if the specific type of Harassment is not known.</p>
Bullying	<p>Bullying is repeated acts over time that involves a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical in form (e.g., pushing, hitting, kicking, spitting, stealing); verbal (e.g., making threats, taunting, teasing, name-calling); or psychological (e.g., social exclusion, spreading rumors, manipulating social relationships). (Paraphrased from: Ericson, Nels, 2001, Addressing the Problem of Bullying, U.S. Dept. of Justice, Fact Sheet #FS-200127.)</p>
Threat or Intimidation	<p>When a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property. (Paraphrased from A.R.S. §13-1202)</p>

	<p>A.R.S. §13-1202. Threatening or intimidating</p> <p>A. A person commits threatening or intimidating if the person threatens or intimidates by word or conduct:</p> <ol style="list-style-type: none"> <li>1. To cause physical injury to another person or serious damage to the property of another; or</li> <li>2. To cause, or in reckless disregard to causing, serious public inconvenience including, but not limited to, evacuation of a building, place of assembly or transportation facility; or</li> <li>3. To cause physical injury to another person or damage to the property of another in order to promote, further or assist in the interests of or to cause, induce or solicit another person to participate in a criminal street gang, a criminal syndicate or a racketeering enterprise.</li> </ol> <p>B. Threatening or intimidating pursuant to subsection A, paragraph 1 or 2 is a class 1 misdemeanor, except that it is a class 6 felony if the offense is committed in retaliation for a victim's either reporting criminal activity or being involved in an organization, other than a law enforcement agency, that is established for the purpose of reporting or preventing criminal activity. Threatening or intimidating pursuant to subsection A, paragraph 3 is a class 4 felony.</p>
Hazing	<p>A.R.S. §15-2301. Hazing prevention policies; definitions</p> <p>B. Violations of hazing prevention policies adopted pursuant to this section do not include either of the following:</p> <ol style="list-style-type: none"> <li>1. Customary athletic events, contests or competitions that are sponsored by an educational institution.</li> <li>2. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.</li> </ol> <p>C. For purposes of this section:</p> <ol style="list-style-type: none"> <li>2. "Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply: <ol style="list-style-type: none"> <li>(a) The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.</li> <li>(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.</li> </ol> </li> <li>3. "Organization" means an athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.</li> </ol>

\*Discipline and assigned consequences may be cumulative in nature.

## Homicide

Includes first degree murder, second degree murder, manslaughter or negligent homicide. Intentionally

or recklessly causing the death of another person. (Paraphrased from A.R.S. §13, Chapter 11)

## Kidnapping

A.R.S. §13-1304. Kidnapping; classification; consecutive sentence

A. A person commits kidnapping by knowingly restraining another person with the intent to:

1. Hold the victim for ransom, as a shield or hostage; or
2. Hold the victim for involuntary servitude; or
3. Inflict death, physical injury or a sexual offense on the victim, or to otherwise aid in the commission of a felony; or
4. Place the victim or a third person in reasonable apprehension of imminent physical injury to the victim or such third person.
5. Interfere with the performance of a governmental or political function.
6. Seize or exercise control over any airplane, train, bus, ship or other vehicle.

B. Kidnapping is a class 2 felony unless the victim is released voluntarily by the defendant without physical injury in a safe place prior to arrest and prior to accomplishing any of the further enumerated offenses in subsection A of this section in which case it is a class 4 felony. If the victim is released pursuant to an agreement with the state and without any physical injury, it is a class 3 felony. If the victim is under fifteen years of age kidnapping is a class 2 felony punishable pursuant to section 13-604.01. The sentence for kidnapping of a victim under fifteen years of age shall run consecutively to any other sentence imposed on the defendant and to any undischarged term of imprisonment of the defendant.

## Lying, Cheating, Forgery or Plagiarism

Cheating	To deprive of something valuable by the use of deceit or fraud 2; to influence or lead by deceit, trick, or artifice
Lying	Falsely and fraudulently making or altering a document
Forgery	To make an untrue statement with intent to deceive 2; to create a false or misleading impression
Plagiarism	To steal and pass off the ideas or words of another as one's own

\*Discipline and assigned consequences may be cumulative in nature.

## School Policies, Other Violations of

***This category comprises misbehavior defined in district policy but not captured elsewhere.***

Defiance, Disrespect Towards Authority, and Non-Compliance	Student engages in refusal to follow directions, talks back, or delivers socially rude interactions
Combustible	Student is in possession of substance or object that is readily capable of causing bodily harm or property damage, i.e., matches, lighters, firecrackers, gasoline, and lighter fluid.

Contraband	Items stated in school policy as prohibited because they may disrupt the learning environment.
Disruption	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; or sustained out-of-seat behavior.
Dress Code Violation	Student wears clothing that does not fit within the dress code guidelines stated by school or district policy.
Gambling	To play games of chance for money or to bet a sum of money.
Language, Inappropriate	Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.
Negative Group Affiliation	<p>Specific attitudes and actions of a student affiliated with a negative group typically include most of the following:</p> <ul style="list-style-type: none"> <li>• May or may not have a recognized leader.</li> <li>• Do most things together, especially socially.</li> <li>• Stick together on issues.</li> <li>• Act bored, disinterested, or imposed upon by teacher ideas, suggestions, or requirements.</li> <li>• Involve themselves in each other's problems; therefore, perpetuate each other's problems.</li> <li>• Claim loyalty and righteousness if reprimanded. All the interference they cause is in the name of friendship.</li> <li>• Likely to confront authority as a group when one member has been disciplined.</li> <li>• Usually uncooperative, and possibly hostile.</li> <li>• As a group, likely to be either very good or very poor students.</li> <li>• Conduct themselves as though no other individuals exist in the school, including other students.</li> <li>• Not objective. They turn-off to everything, sometimes without even knowing what they are doing.</li> </ul>
Parking Lot Violation	As defined by school policy.
Public Display of Affection	Holding hands, kissing, sexual touching, or other displays of affection in violation of school policy.
Other Violation of School Policy	Defined by school district policy.

\*Discipline and assigned consequences may be cumulative in nature.

## **School Threat (Threat of destruction or harm) or Interference with or Disruption of an Educational Institution**

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

***A.R.S. §13-2911. Interference with or disruption of an educational institution***

***A. A person commits interference with or disruption of an educational institution by doing any of the following:***

***1. Intentionally, knowingly or recklessly interfering with or disrupting the normal operations of an educational institution by either:***

***(a) Threatening to cause physical injury to any employee or student of an educational institution or any person on the property of an educational institution.***

***(b) Threatening to cause damage to any educational institution, the property of any educational institution or the property of any employee or student of an educational institution.***

***2. Intentionally or knowingly entering or remaining on the property of any educational institution for the purpose of interfering with the lawful use of the property or in any manner as to deny or interfere with the lawful use of the property by others.***

***3. Intentionally or knowingly refusing to obey a lawful order given pursuant to subsection C of this section.***

***B. To constitute a violation of this section, the acts that are prohibited by subsection A, paragraph 1 of this section are not required to be directed at a specific individual, a specific educational institution or any specific property of an educational institution.***

***J. For the purposes of this section:***

***3. "Interference with or disruption of" includes any act that might reasonably lead to the evacuation or closure of any property***

Bomb Threat	Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device.
Chemical or Biological Threat	Threatening to cause harm using dangerous chemicals or biological agents.
Fire Alarm Misuse	Intentionally ringing fire alarm when there is no fire.
Other School Threat	The incident cannot be coded in one of the above categories but did involve a school threat.
Pornography	Pornography is the sexually explicit depiction of persons, in words or images, created with the primary, proximate aim, and reasonable hope, of eliciting significant sexual arousal on the part of the consumer

	of such materials.
Indecent Exposure or Public Sexual Indecency	<p>A.R.S. §13-1402. Indecent exposure; exception; classification</p> <p>A. A person commits indecent exposure if he or she exposes his or her genitals or anus or she exposes the areola or nipple of her breast or breasts and another person is present, and the defendant is reckless about whether the other person, as a reasonable person, would be offended or alarmed by the act.</p> <p>B. Indecent exposure does not include an act of breast-feeding by a Mother.</p> <p>A.R.S. §13-1403. Public sexual indecency; public sexual indecency to a minor; classifications</p> <p>A. A person commits public sexual indecency by intentionally or knowingly engaging in any of the following acts, if another person is present, and the defendant is reckless about whether such other person, as a reasonable person, would be offended or alarmed by the Act:</p> <ol style="list-style-type: none"> <li>1. An act of sexual contact.</li> <li>2. An act of oral sexual contact.</li> <li>3. An act of sexual intercourse.</li> <li>4. An act of bestiality.</li> </ol> <p>B. A person commits public sexual indecency to a minor if the person intentionally or knowingly engages in any of the acts listed in subsection A and such person is reckless about whether a minor under the age of fifteen years is present.</p>
Harassment, Sexual	<p>U.S. Department of Education, Office of Civil Rights, Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, Title IX, January 2001:</p> <p>Sexual harassment is unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or to receive benefits, services, or opportunities in the school's program. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.</p> <p>Because sexual harassment of students is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972, it is governed by this statute and corresponding guidance. Title IX applies to any public or private school receiving federal funding.</p> <p>Does not include legitimate nonsexual touching or other nonsexual conduct, for example, a high school athletic coach hugging a student who made a goal or a kindergarten teacher's consoling hug for a child with a skinned knee.</p> <p>Relevant factors in determining whether behavior rises to the level of sexual harassment include:</p>

	<ul style="list-style-type: none"> <li>• The degree to which the conduct affected one or more students' education</li> <li>• The type, frequency and duration of the conduct</li> <li>• The identity of and relationship between the alleged harasser and the subject or subjects of the harassment</li> <li>• The number of individuals involved</li> <li>• The age and sex of the alleged harasser and the subject or subjects of the harassment</li> <li>• The size of the school, location of the incidents, and the context in which they occurred</li> <li>• Other incidents at the school</li> </ul>
Harassment, Sexual with Contact	Sexual harassment that includes unwanted physical contact of non-sexual body parts (Includes areas not covered in A.R.S.) (This is technically sexual harassment but some people wanted to track it separately.)
Sexual Abuse or Sexual Conduct with a Minor or Child Molestation	<p>A.R.S. §13-1404. Sexual abuse; classifications - A. A person commits sexual abuse by intentionally or knowingly engaging in sexual contact with any person fifteen or more years of age without consent of that person or with any person who is under fifteen years of age if the sexual contact involves only the female breast.</p> <p>A.R.S. §13-1405. Sexual conduct with a minor; classifications - A. A person commits sexual conduct with a minor by intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person who is under eighteen years of age.</p> <p>A.R.S. §13-1410. Molestation of child; classification - A. A person commits molestation of a child by intentionally or knowingly engaging in or causing a person to engage in sexual contact, except sexual contact with the female breast, with a child under fifteen years of age.</p>
Sexual Assault (Rape)	A.R.S. §13-1406. Sexual assault; classification; increased punishment A. A person commits sexual assault by intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person without consent of such person.

\*Discipline and assigned consequences may be cumulative in nature.

### Technology, Improper use of

Computer	Defined by school district policy.
Network Infraction	Defined by school district policy.

Telecommunication Device	Defined by school district policy.
Other Technology	Defined by school district policy.

\*Discipline and assigned consequences may be cumulative in nature.

## Theft

**Indicate whether School Property or Non-School Property; dollar amount is recorded on the incident description page.**

**A.R.S. §13-105.11 (See definition of Extortion, Burglary-First Degree and Armed Robbery below)**

***Dangerous instrument: Anything that under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable of causing death or serious physical injury.***

Petty Theft	Arizona law does not differentiate between petty and grand theft but school administrators may want to consider thefts under \$100 as petty.
Theft	<p>Taking or attempting to take money or property belonging to another person or the school with the intent to permanently deprive the victim of his or her possessions.</p> <p>ARS §13-1802. Theft: classification</p> <p>A. A person commits theft if, without lawful authority, the person knowingly:</p> <ol style="list-style-type: none"> <li>1. Controls property of another with the intent to deprive the other person of such property; or</li> <li>2. Converts for an unauthorized term or use services or property of another entrusted to the defendant or placed in the defendant's possession for a limited, authorized term or use; or</li> <li>3. Obtains services or property of another by means of any material misrepresentation with intent to deprive the other person of such property or services; or</li> <li>4. Comes into control of lost, mislaid or misdelivered property of another under circumstances providing means of inquiry as to the true owner and appropriates such property to the person's own or another's use without reasonable efforts to notify the true owner; or</li> <li>5. Controls property of another knowing or having reason to know that the property was stolen; or</li> <li>6. Obtains services known to the defendant to be available only for compensation without paying or an agreement to pay the compensation or diverts another's services to the person's own or another's benefit without authority to do so.</li> </ol>
Burglary or Breaking and Entering (Second or Third Degree)	<p>ARS §13-1507. Burglary in the second degree; classification</p> <p>A. A person commits burglary in the second degree by entering or remaining unlawfully in or on a residential structure with the intent to commit any theft or any felony therein.</p>



	<p>B. Burglary in the second degree is a class 3 felony.</p> <p>ARS §13-1506. Burglary in the third degree; classification</p> <p>A. A person commits burglary in the third degree by:</p> <ol style="list-style-type: none"> <li>1. Entering or remaining unlawfully in or on a nonresidential structure or in a fenced commercial or residential yard with the intent to commit any theft or any felony therein.</li> <li>2. Making entry into any part of a motor vehicle by means of a manipulation key or master key, with the intent to commit any theft or felony in the motor vehicle.</li> </ol>
Burglary (First Degree)	<p>ARS §13-1508. Burglary in the first degree; classification</p> <p>A. A person commits burglary in the first degree if such person or an accomplice violates the provisions of either section 13-1506 or 13-1507 and knowingly possesses explosives, a deadly weapon or a dangerous instrument in the course of committing any theft or any felony.</p> <p>B. Burglary in the first degree of a nonresidential structure or a fenced commercial or residential yard is a class 3 felony. It is a class 2 felony if committed in a residential structure.</p>
Extortion	<p>ARS §13-1804. Theft by extortion; classification</p> <p>A. A person commits theft by extortion by knowingly obtaining or seeking to obtain property or services by means of a threat to do in the future any of the following:</p> <ol style="list-style-type: none"> <li>1. Cause physical injury to anyone by means of a deadly weapon or dangerous instrument.</li> <li>2. Cause physical injury to anyone except as provided in paragraph 1 of this subsection.</li> <li>3. Cause damage to property.</li> <li>4. Engage in other conduct constituting an offense.</li> <li>5. Accuse anyone of a crime or bring criminal charges against anyone.</li> <li>6. Expose a secret or an asserted fact, whether true or false, tending to subject anyone to hatred, contempt or ridicule or to impair the person's credit or business.</li> <li>7. Take or withhold action as a public servant or cause a public servant to take or withhold action.</li> <li>8. Cause anyone to part with any property.</li> </ol>
Robbery	<p>Using force or threatening to use force to commit a theft or while attempting to commit a crime.</p> <p>ARS §13-1902. Robbery: A person commits robbery if in the course of taking any property of another from his person or immediate presence and against his will, such person threatens or uses force against any person with intent either to coerce surrender of property or to prevent</p>

	resistance to such person taking or retaining property.
Armed Robbery	ARS §13-1904. Armed robbery: A person commits armed robbery if, in the course of committing robbery as defined in section 13-1902, such person or an accomplice: 1. Is armed with a deadly weapon or a simulated deadly weapon; or 2. Uses or threatens to use a deadly weapon or dangerous instrument or a simulated deadly weapon.

\*Discipline and assigned consequences may be cumulative in nature.

## Weapons and Dangerous Items

### A.R.S §13-3101. Definitions

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

- 1. "Deadly weapon" means anything that is designed for lethal use. The term includes a firearm.***
- 3. "Explosive" means any dynamite, nitroglycerine, black powder or other similar explosive material, including plastic explosives. Explosive does not include ammunition or ammunition components such as primers, percussion caps, smokeless powder, black powder and black powder substitutes used for hand loading purposes.***
- 7. "Prohibited weapon" means, but does not include fireworks imported, distributed or used in compliance with state laws or local ordinances, any propellant, propellant actuated devices or propellant actuated industrial tools that are manufactured, imported or distributed for their intended purposes or a device that is commercially manufactured primarily for the purpose of illumination, including any of the following:***
  - (a) Explosive, incendiary or poison gas.***
    - (i) Bomb.***
    - (ii) Grenade.***
    - (iii) Rocket having a propellant charge of more than four ounces.***
    - (iv) Mine.***
  - (b) Device that is designed, made or adapted to muffle the report of a firearm.***
  - (c) Firearm that is capable of shooting more than one shot automatically, without manual reloading, by a single function of the trigger.***
  - (d) Rifle with a barrel length of less than sixteen inches, or shotgun with a barrel length of less than eighteen inches, or any firearm that is made from a rifle or shotgun and that, as modified, has an overall length of less than twenty-six inches.***
  - (e) Instrument, including a nunchaku, that consists of two or more sticks, clubs, bars or rods to be used as handles, connected by a rope, cord, wire or chain, in the design of a weapon used in connection with the practice of a system of self-defense.***
  - (f) Breakable container that contains a flammable liquid with a flash point of one hundred fifty degrees Fahrenheit or less and that has a wick or similar device capable of being ignited.***
  - (g) Chemical or combination of chemicals, compounds or materials, including dry ice, that is placed in a sealed or unsealed container for the purpose of generating a gas to cause a mechanical failure, rupture or bursting of the container.***
  - (h) Combination of parts or materials that is designed and intended for use in making or converting a device into an item set forth in subdivision (a) or (f) of this paragraph.***

**Table 5-Report of Children with Disabilities Subject to Disciplinary Removal 2005-2006 School Year - Dangerous Weapon – A weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except that such a term does NOT include a pocket knife with a blade of less than 2 1/2 inches in length (18 U.S.C. Section 930(g) (2)).**

<p>Firearm (Including Destructive Devices)</p>	<p>A.R.S §13-3111. Minors prohibited from carrying or possessing firearms; exceptions; seizure and forfeiture; penalties; classification</p> <p>A. Except as provided in subsection B, an unemancipated person who is under eighteen years of age and who is unaccompanied by a parent, grandparent or guardian, or a certified hunter safety instructor or certified firearms safety instructor acting with the consent of the un-emancipated person's parent or guardian, shall not knowingly carry or possess on his person, within his immediate control, or in or on a means of transportation a firearm in any place that is open to the public or on any street or highway or on any private property except private property owned or leased by the minor or the minor's parent, grandparent or guardian.</p> <p>A.R.S. §13-3101. Definitions</p> <p>4. "Firearm" means any loaded or unloaded handgun, pistol, revolver, rifle, shotgun or other weapon that will expel, is designed to expel or may readily be converted to expel a projectile by the action of an explosive. Firearm does not include a firearm in permanently inoperable condition.</p> <p>The following is paraphrased from: 18 U.S.C. 921  Firearm: Any weapon, including a starter gun, which will be or is designed to or may be readily converted to expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon, any firearm muffler or silencer or any destructive device. This definition does not include antique firearms.</p> <p>Other Firearms – Firearms other than handguns, rifles or shotguns including:</p> <ul style="list-style-type: none"> <li>o Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive;</li> <li>o The frame or receiver of any weapon described above;</li> <li>o Any firearm muffler or firearm silencer;</li> <li>o Any destructive device, which includes: Any explosive, incendiary, or poison gas;</li> <li>o Bomb;</li> <li>o Grenade;</li> <li>o Rocket having a propellant charge of more than four ounces;</li> <li>o Missile having an explosive or incendiary charge of more than one-quarter ounce;</li> <li>o Mine or Similar device;</li> <li>o Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter;</li> <li>o Any combination or parts either designed or intended for use in</li> </ul>
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	<p>converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.</p> <p>(This definition does not apply to items such as toy guns, cap guns, bb guns, and pellet guns.)</p> <p>Destructive Device: A category of firearm that includes an explosive, combustible or poisonous gas. This includes bombs, grenades, mines and rockets. Any type of weapon (other than a shotgun or a shotgun shell which is generally recognized as particularly suitable for sporting purposes) which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant; and which has any barrel with a bore of more than one-half inch in diameter, and any combination of parts either designed or intended for use in converting any device into a destructive device or from which a destructive device may be readily assembled. The term “destructive device” shall not include any device which is designed or redesigned for use as a weapon.</p> <p>A.R.S. §13-105.11</p> <p>Dangerous instrument: Anything that under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury.</p>
Firearms	<ul style="list-style-type: none"> <li>o Handgun or Pistol</li> <li>o Shotgun or Rifle</li> <li>o Starter Gun or Pistol</li> <li>o Destructive Device (Including Bombs and Grenade</li> <li>o Other Firearm or Destructive Device</li> </ul>
Other Weapons	<ul style="list-style-type: none"> <li>o Billy Club</li> <li>o Brass Knuckles</li> <li>o Knife with blade length at least 2.5 inches</li> <li>o Nunchakus</li> </ul>
Dangerous Items	<p>A dangerous item used to cause bodily injury to, threaten, or intimidate another person may be classified as a dangerous instrument. (See A.R.S. definition for dangerous instruments listed above) and must be reported to law enforcement.</p> <ul style="list-style-type: none"> <li>o Air Soft Gun</li> <li>o B.B. Gun</li> <li>o Knife with blade length less than 2.5 inches</li> <li>o Laser Pointer</li> <li>o Letter Opener</li> <li>o Mace</li> <li>o Paintball Gun</li> <li>o Pellet Gun</li> <li>o Razor Blade or Box Cutter</li> <li>o Simulated Knife</li> <li>o Taser or Stun Gun</li> </ul>

	<ul style="list-style-type: none"> <li>o Tear Gas</li> <li>o Other Dangerous item</li> </ul>
Simulated Firearm	Any simulated firearm made of plastic, wood, metal or any other material which is a replica, facsimile, or toy version of a firearm or any object such as a stick or finger concealed under clothing and is being portrayed as a firearm.

\*Discipline and assigned consequences may be cumulative in nature.

## Student Consequences for Misconduct

The Buckeye Elementary School District utilizes a progressive discipline approach, i.e., consequences for first offenses are less than that for any subsequent offense. In response to student violation of the Behavioral Standards and Expectations, the School may take actions that include, but are not limited to, the following:

### No Action

No Action Taken	No action was taken by the LEA in response to the incident.
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### Actions Taken with Due Process

The right to due process in disciplinary proceedings is applicable in all instances where the behavior of the student is being evaluated for possible suspension or expulsion. The student must always be treated with fundamental fairness, has a right to be fully informed about his/her alleged breach of behavior and must be provided with an opportunity to respond to such charges.

Appeal Review	When an appeal under Sec 615(k)(3) has been requested by either the parent or the LEA , the state or LEA shall arrange for an expedited hearing, which shall occur within 20 school days of the date the hearing is requested and shall result in a determination within 10 school days after the hearing. IDEA 2004 [615(k)(4)(B)]
Discipline Hearing	An official meeting that is held to gather facts about a disciplinary action imposed on a student. This hearing is often done with a designated disciplinary hearing committee, one or more hearing officers, or school board.
Individualized Education Program (IEP) Team Meeting	<p>The IDEA federal regulations mandate that certain disciplinary actions by schools trigger the need for an IEP team meeting when:</p> <ul style="list-style-type: none"> <li>• A student is suspended for ten consecutive days in a school year</li> <li>• A student is considered for expulsion</li> </ul> <p>The IDEA regulations are not fully included here, but in brief, they require that, IEP team meetings held to address disciplinary issues must perform these tasks:</p>

	<ul style="list-style-type: none"> <li>• Review the child's IEP to determine if it contains all of the required parts.</li> <li>• Determine if the IEP is appropriate, given the child's behavioral needs.</li> <li>• If the IEP is not appropriate, the team must develop appropriate goals, objectives, a behavior intervention plan, and support services such as counseling, referral to area mental health services, or other appropriate service to address any deficient areas on the plan.</li> <li>• Determine if the educational setting is appropriate for the child.</li> </ul> <p>Does the child need a more structured environment, an alternative program, day treatment, or other program? If the setting is not appropriate, the team must provide an appropriate placement.</p> <ul style="list-style-type: none"> <li>• Determine if the child's behavior is related to his disability. If the child's behavior is related to his disability, schools are not to continue suspending or expelling the student without providing special education services that are required by the IEP. Instead, they must focus on providing an appropriate program to accommodate the disability. Schools are required to provide a full continuum of educational placements to meet a broad range of needs. (About.com: Learning Disabilities)</li> </ul> <p>Schools must ensure that regardless of suspensions or expulsions:</p> <ul style="list-style-type: none"> <li>• Special education students receive the same services that regular education students receive during suspension or expulsion;</li> <li>• Special education services receive services required by the IEP; and</li> <li>• Services are provided in appropriate settings.</li> <li>• Special circumstances exist when students are disciplined for weapons, assault with serious bodily injury, or drugs and different rules will apply.</li> </ul>
Manifestation Determination	<p>Within 10 school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the LEA, the parent, and relevant members of the child's IEP team (as determined by the parent and the LEA) must review all relevant information in the student's file, including the child's IEP, any teacher observations, and any relevant information provided by the parents to determine:</p> <ul style="list-style-type: none"> <li>• If the conduct in question was caused by, or had a direct and substantial relationship to the child's disability; or</li> <li>• If the conduct in question was the direct result of the LEA's failure to implement the IEP. (OSEP)</li> </ul>
Placement Review Committee	<p>A.R.S. §15-841. Responsibilities of pupils; expulsion; alternative education programs; community service; placement review Committee</p> <p>J. Each school shall establish a placement review committee to determine the placement of a pupil if a teacher refuses to readmit the pupil to the teacher's class and to make recommendations to the governing board regarding the readmission of expelled pupils. The</p>

	<p>process for determining the placement of a pupil in a new class or replacement in the existing class shall not exceed three business days from the date the pupil was first removed from the existing class. The principal shall not return a pupil to the classroom from which the pupil was removed without the teacher's consent unless the committee determines that the return of the pupil to that classroom is the best or only practicable alternative. The committee shall be composed of two teachers who are employed at the school and who are selected by the faculty members of the school and one administrator who is employed by the school and who is selected by the principal. The faculty members of the school shall select a third teacher to serve as an alternate member of the committee. If the teacher who refuses to readmit the pupil is a member of the committee, that teacher shall be excused from participating in the determination of the pupil's readmission and the alternate teacher member shall replace that teacher on the committee until the conclusion of all matters relating to that pupil's readmission.</p>
Board Review	<p>School boards have the right to review student disciplinary actions imposed by a disciplinary hearing committee.</p>

## Removals

Any instance in which a child is removed from his/her educational placement for disciplinary purposes, including in-school suspension, out-of-school suspension, expulsion, removal by school personnel to an interim alternative educational setting for drug or weapon offenses or serious bodily injury, and removal by hearing officer for likely injury to self or others. (USED Office of Special Education Programs (OSEP))

## Expulsion

A.R.S. §15-840. Definitions

"Expulsion" means the permanent withdrawal of the privilege of attending a school unless the governing board reinstates the privilege of attending the school.

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

B. A pupil may be expelled for continued open defiance of authority, continued 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.

G. 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 a school within the jurisdiction of the school district or the charter school, except that the school district or charter school may modify this expulsion requirement for a pupil on a case by case basis. This subsection shall be construed consistently with the requirements of the individuals with disabilities education act (20 United States Code sections 1400 through 1420).

Expulsion with Services	The student was expelled from and is no longer enrolled in his or her regular school setting. Arrangements made for the provision of educational services.
Expulsion without Services	The student was expelled from and is no longer enrolled in his or her regular school setting. Total cessation of educational services.

## Suspension

A.R.S. §15-840. Definitions

2. "Suspension" means the temporary withdrawal of the privilege of attending a school for a specified period of time.

In-School Suspension	Instances in which a child is temporarily removed from his/her regular classroom(s) for disciplinary purposes but remains under the direct supervision of school personnel. Direct supervision means school personnel are physically in the same location as students under their supervision. (OSEP)
Out-of-School Suspension	Instances in which a child is temporarily removed from his/her regular school for disciplinary purposes to another setting (e.g., home, behavior center). (OSEP)
Long Term Suspension	Instances in which a child is temporarily removed from his/her regular school for disciplinary purposes for a period of eleven days or more. (OSEP)
Short Term Suspension	Instances in which a child is temporarily removed from his/her regular class. This includes both removals in which no IEP services are provided because the removal is 10 days or less as well as removals in which the child continue to receive services according his or her IEP. (OSEP)
Suspension with Services	Instances in which a child is suspended and receives educational services
Suspension without Services	Instances in which a child is suspended and does not receive educational services.

## Action Completed in One Day

Confiscation of Contraband	Taking away an item(s) defined as prohibited by school or district policy.
Demerit	A mark against a student for misconduct, as defined by district policy.
Drug Test	A drug test is commonly a technical examination of urine, semen, blood, sweat, or oral fluid samples to determine the presence or absence of specified drugs or their metabolized traces (Wikipedia).
Law Enforcement Contacted	Local law enforcement agency contacted by school or district officials. This includes contacting of school resource officer (SRO).
Parent Conference	School administrator formally meets with the parent or guardian of the student.



Parent Notification	Parent or guardian is contacted by phone, personal contact, letter or certified letter.
Referred to Outside Agency	Student is provided information for additional services within the community and it is suggested that the student seek the identified services.
Student Conference	School administrator formally meets with the student.
Student Verbal Apology	An oral expression of contrition and remorse for something done wrong.
Student Written Apology	A written expression of contrition and remorse for something done wrong.
Warning	A verbal or written notification to the student of inappropriate behavior or actions on the part of the student and the potential consequences if it is repeated.
Withdrawal from School	Student withdraws from school prior to action being imposed or completed.
Other Action Completed in One Day	Actions deemed appropriate by school administration.

### **Action Completed in More Than One Day**

Behavior Contract	A written agreement between a school official, student and often a parent that includes how the student will behave and what the appropriate consequence or reinforce will be for compliance or non-compliance.
Behavior Intervention Group: Anger Management Group	Individualized or group counseling that provides the participant with a safe, supportive environment that enables them to learn: <ul style="list-style-type: none"> <li>• when their anger is harmful versus when it is beneficial</li> <li>• what triggers their anger</li> <li>• how they typically respond when angry and the resulting consequences</li> <li>• alternate ways for expressing their anger more appropriate strategies for managing their anger including self-talk, personal time-outs, problem solving, and relaxation techniques</li> </ul> (Paraphrased from Wiktionary)
Behavior Intervention Group: Drug Prevention Group	A facilitated discussion among a group of people where the primary focus of the facilitator is to reduce the likelihood that group participants will be involved with illicit or illegal drugs.
Behavior Intervention Group: Other Group	Defined by the Local Education Agency (LEA).
Behavior Intervention Plan	A written, specific, purposeful and organized plan which describes positive behavioral interventions and other strategies that will be

	implemented to address goals for a student's social, emotional and behavioral development. (National Association of Social Workers)
Community Service	Unpaid work that benefits the school, neighborhood, or community in meaningful ways by providing necessary and productive labor, ideally providing students with an opportunity to learn a variety of skills and give back to the community in a meaningful way. (Community Service as an Alternative to Suspension toolkit – University of Arizona)
Detention	A form of punishment in which students are made to stay in class at a break or at school outside of normal school hours.
Functional Behavioral Assessment	A comprehensive and individualized strategy to identify the purpose or function of a student's problem behavior(s); develop and implement a plan to modify variables that maintain the problem behavior; and teach appropriate replacement behaviors using positive interventions. (OSEP)
Meeting with School Counselor	School counselor formally meets with the student.
Peer Mediation	<p>The goal of peer mediation is to reduce conflict and provide children with problem-solving skills. Trained peer mediators create a safe atmosphere, allowing disputing students to tell their stories and assisting them in working out a mutually acceptable agreement. Since a solution is not forced on the students, the disputants feel empowered to take responsibility for their actions and to deal constructively with their immediate and future disagreements. The conflicts that lend themselves to peer mediation include interpersonal disputes like friendship issues, verbal harassment, spreading rumors, physical aggression, or other bullying behaviors. Assault or other criminal activities are not referred for peer mediation. Peer mediators are trained students who are taught communication and mediation skills. The youngest peer mediators in most programs are fourth graders, although younger students have been trained in</p> <p>some schools. Trained mediators reportedly exhibit increased self-control, self-confidence, and problem-solving skills which they use not only at school, but at home and with friends outside of school. Both mediators and disputants learn to communicate more effectively and solve problems without violence (Leah Davies, M.Ed., Solutions Through Peer Mediation)</p>
Privileges Suspended	For a specified period of time, the student is not a recipient of privileges (such as using the parking lot, attending school sponsored events, participating in extracurricular activities, etc.).
Restitution	Repaying or compensating for loss or damage. (Webster's II New College Dictionary)
Saturday School	A student is required to attend a structured classroom setting on Saturday

	for a predetermined length of time.
Teen Court	Teen Court is a unique justice program for first time offenders of misdemeanor crimes. It is designed to give youth who have broken the law and admitted their guilt, a second chance. Those who are accepted into the program must go "to a sentencing trial" in a real courtroom with teens serving as prosecuting and defense attorneys. An adult judge presides and a teen jury determines the sentence, which includes mandatory community service and jury duty in future Teen Courts. Upon successful completion of the program charges against the defendant are dismissed (Colorado Springs, Teen Court)
Threat Assessment	A process that involves identifying, assessing, and managing individuals that might pose a risk of violence to identified or identifiable target (U.S. Secret Service & U.S. Department of Education, Threat Assessment in Schools).
Work Detail	Assignment for a predetermined length of time to a specific clean up or public service duty.
Other Action Completed in More Than One Day	Actions deemed appropriate by school administration.

### **Victim Related Actions**

Meeting with School Counselor	School counselor formally meets with the student.
Referred to Outside Agency	Student is provided information for additional services within the community and it is suggested that the student seek the identified services.

# SECTION IV PARENT CODE OF CONDUCT

## Abuse of Teacher or School Employee

### **A.R.S. §15-507 Abuse of teacher or school employee in school; classification**

A person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of his duties is guilty of a class 3 misdemeanor.

## Interference with or Disruption of an Educational Institution

### **A.R.S. §13-2911 Interference with or disruption of an educational setting; classification**

C. The chief administrative 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 educational institution if the officer or employee has reasonable grounds to believe either that:

1. Any person or persons are committing any act that interferes with or disrupts the lawful use of the property by others at the educational institution.
2. 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.

## KFA © PUBLIC CONDUCT ON SCHOOL PROPERTY

No person shall engage in conduct that may cause interference with or disruption of an educational institution. Interference with or disruption of an educational institution includes any act that might reasonably lead to the evacuation or closure of any property of the educational institution or the postponement, cancellation or suspension of any class or other school activity. For the purposes of this policy, an actual evacuation, closure, postponement, cancellation or suspension is not required for the act to be considered interference or disruption.

A person commits interference with or disruption of an educational institution by doing any of the following:

- A. Intentionally, knowingly or recklessly interfering with or disruption of the normal operations of an educational institution by either:
  1. Threatening to cause physical injury to any employee or student of an educational institution or any person on the property of an educational institution.

2. Threatening to cause damage to the District, the property of the District, or the property of any person attending the District.

B. Intentionally or knowingly entering or remaining on the property of an educational institution for the purpose of interfering with or denying lawful use of the property to others.

C. Intentionally or knowingly refusing to obey a lawful order given by the Superintendent or a person designated to maintain order.

The above identified acts need not be directed at a specific individual, the District, or specific property of the District to constitute a violation of this policy.

Restitution for any financial loss caused by a violation of the policy may be required. Furthermore, an individual who interferes with or disrupts an educational institution is subject to misdemeanor or felony charges as provided in A.R.S. [13-2911](#).

A person may also interfere with or disrupt the District function by committing any of the following:

A. Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions or any activity sponsored or approved by the Board.

B. Physical or verbal abuse or threat of harm to any person on property owned or controlled by the District or at supervised functions sponsored by the District.

C. Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.

D. Illicit use, possession, distribution, or sale of tobacco, alcohol, or drugs, other controlled substances, or other illegal contraband on District property or at school-sponsored functions.

E. Use of speech or language that is offensive or inappropriate to the limited forum of the public school educational environment.

F. Failure to comply with the lawful directions of District officials or of District security officers or other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so.

G. Knowing violation of a District rule and regulation. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.

H. Any conduct constituting an infraction of any federal, state, or city law or policy or regulation of the Board.

I. Carrying or possessing a weapon on school grounds unless the individual is a peace officer or has obtained specific authorization from the appropriate school administrator.

#### **Additional Requirements of the General Public**

The definition of *general public* is anyone who does not come under the definition of student, faculty member, staff member, or employee.

- A. No person shall visit or audit a classroom or other school activity, nor shall any person come upon or remain upon school premises, without approval by the principal or the principal's authorized representative. Nor shall any person conduct or attempt to conduct any activity on school premises without prior approval by the Superintendent or the Superintendent's authorized representative.
- B. Any member of the general public considered by the Superintendent, or a person authorized by the Superintendent, to be in violation of these rules shall be instructed to leave the property of the District. Failure to obey the instruction may subject the person to criminal proceedings pursuant to A.R.S. [13-2911](#) and to any other applicable civil or criminal proceedings, or to tribal ordinance.
- C. Persons attending special functions shall confine themselves to the specific part of the facility assigned in the permit.
- D. Persons who engage in disorderly conduct of any kind may be subject to removal and exclusion from the facility.
- E. The use of facilities shall be granted only for legitimate purposes. Therefore, the permit holder shall assume full responsibility for any unlawful act committed during the exercise of the permit.
- F. No person shall possess or engage in the use of medical marijuana on District property, at a District event, or in a District vehicle.

## KI-R © VISITORS TO SCHOOLS

Parents enrolled pupils and parents who wish to enroll their children in the School District may visit, tour and observe the schools and classrooms. Visitors, including parents and parents of prospective pupils, must follow the school's procedures for scheduling visits, tours or observations. The District may discontinue visits, tours, and observations if such events threaten the health and safety of the pupils and staff.

The District may not impose any requirement to wear a mask or face covering anywhere on the governmental entity's premises, except where long-standing workplace safety and infection control measures unrelated to COVID-19 may be required.

All visitors to any school must report to the school office upon arrival.

For those who wish to visit a classroom during the school day, the visitor must contact the principal in advance to arrange a day and time for such visit. Conflicts with the school schedule shall be avoided.

In visiting a classroom, the teacher's first responsibility is to the class as a whole, and the teacher will be unable to converse at any length with the visitor. If a conference is desired, arrangements will be made by the teacher for an appointment with the parent either before or after school hours.

No person may enter onto school premises, including visits or audits to a classroom or other school activity, without approval by the principal. Neither will any person be allowed to conduct or attempt to conduct any activity on school premises that has not had prior approval by the principal.

Anyone who is not a student or staff member of the District schools, and is in violation of this policy, may be asked to leave the property of the District. Failure to comply with the lawful directions of District officials or of District security officers or any other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so, will be against District regulations. Failure to obey such instructions may subject the person to criminal proceedings applicable under law.

Workplace includes any school building or any school premises and any school-owned vehicle or any other school-approved vehicle used to transport staff members or students to and from school or school activities or on school business. Off school property, the workplace includes any school-sponsored or school-approved activity, event, or function where students or staff members are under the jurisdiction of the District. In addition, the workplace shall include all property owned, leased, or used by the District for any educational or District business purpose.



Buckeye Elementary School District #33  
25555 W. Durango St.  
Buckeye, AZ 85326  
623.925.3400

## **Buckeye Elementary School Board**

Mrs. Jane Hunt, President  
Mrs. Gina Ragsdale, Clerk  
Mr. Michael Melton, Member  
Ms. Sabrina Robidoux, Member  
Mr. Joel John, Member

School Board meetings are usually held the 1st Monday of every month at 5:30 p.m. Please check the district website, [www.besd33.org](http://www.besd33.org), for meeting agendas, minutes, and further information. For more information, you may contact the School Board's Executive Assistant, Mrs. Timber Delong, at 623.925.3403.

## **District Administration**

Dr. Chad Lanese, Superintendent  
Dr. Araceli Montoya - Assistant Superintendent  
Mr. CJ Beckstrom, Chief Financial Officer



# Forms/Appendix

# Buckeye Elementary School District

## Cell Phone (Wireless Communication Devices) Agreement

House Bill 2482 requires school districts to have policies that limit the use of wireless communication devices (including personal and school-provided devices) by students during the school day. The Buckeye Elementary School District recognizes that some parents desire to be able to keep in contact with their children while away from home. In keeping with the fact, the school has developed the following expectations for students to bring personal cellular phones/wireless communication devices (watches, earbuds, eye glasses that record, etc.) to school. These expectations are to help ensure that there will not be any disruption to the educational process during the school day, while permitting students to carry “communication devices” for after school use.

1. All parents must complete the Cell Phone Agreement electronic acknowledgement through ParentVUE PRIOR to their student bringing the cell phone/wireless communication device on campus.
2. The cell phone/wireless communication device must remain OFF and in a classroom cell phone/wireless communication locker for 5th-8th grade students and OFF and in backpacks for K-4th grade students at all times while on campus. The lockers will travel with the class and phones will be given back to the student at the end of the school day.
3. The school accepts no responsibility for the recovery of lost or stolen electronic equipment.
4. There are phones on campus and the student use of school telephones is limited. If a parent needs to speak or get a message to a student during the school day they should contact the front office of the school.
5. Following a school emergency, student cell phones, which will have been secured in designated lockers during the event, will be returned to students for the purpose of contacting their parents.
6. **If a wireless communication device is audible, causes a disruption to the learning environment, or is used in manner deemed as inappropriate by a staff member, consequences may include but are not limited to one or more of the following:**
  - **Detention.**
  - **The item will be confiscated and returned to student and/or parent/guardian at the end of the day.**
  - **The student will be required to check the item in at the front office at the start of the day and may pick up the item at the end of the school day.**
  - **The student will be prohibited from bringing the item to school.**

Student's Name (please print): \_\_\_\_\_

I have read and understand the above Guidelines for Use of Cell Phone/Wireless Communication Devices and agree to follow the rules as outlined.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

# Buckeye Elementary School District

## 1:1 Learning Device Agreement - Chromebook

Buckeye Elementary School District (BESD) may provide and assign students a device for use both at school and at home as a means to promote achievement and provide flexible learning opportunities. This policy provides guidelines and information about district expectations for students and families who are being issued these one-to-one (1:1) computing devices. Additional rules may be added as necessary and will become a part of this policy.

Our expectation and belief is that students will responsibly use district technology and that they understand the appropriate and acceptable use of both the technology and district network resources. We also expect that students will make a good faith effort to keep their district-issued devices safe, secure and in good working order. Our policies and procedures include the following specific responsibilities and restrictions. This agreement is made effective between the Buckeye Elementary School District ("BESD"), the student receiving the device ("Student"), and his/her parent(s) or legal guardian ("Parent").

1. One Chromebook and one power adapter/plug are being loaned to the Student and are in good working order. It is the Student's responsibility to care for the equipment and ensure that it is retained in a safe environment.
2. The equipment loaned is, and at all times remains the property of BESD and is loaned to the student for educational purposes only. The Student may not deface or destroy this property in any way. Inappropriate use of the device or its accessories may result in the student losing the opportunity to use the device. The equipment will be returned when requested by BESD, or sooner if the student withdraws from BESD prior to the requested return.
3. **Charge their 1:1 device at home nightly, bringing it to school each day with a full charge.**
4. The equipment may be used by the students only for non-commercial purposes, in accordance with BESD policy as well as federal, local and state statutes.
5. One user profile with specific privileges and capabilities has been set up for the exclusive use of the student whom it has been assigned. The Student agrees to make no attempt to change the privileges or capabilities of this user account. 6. The Student may not make any attempt to add, delete, access, or modify other users' accounts on the Chromebook or any school-owned device.
7. Make available for inspection by an administrator or teacher any messages or files sent or received to or from any Internet location using district technology. Files stored and information accessed, downloaded or transferred on district-owned technology are not private insofar as they may be viewed, monitored, or archived by the district at any time.
8. The BESD network and infrastructure is provided for academic use. The Student agrees to take no action that would interfere with the efficient, academic use of the network.
9. Use appropriate language in all communications refraining from use of profanity, obscenity and offensive or inflammatory speech. Cyberbullying, including personal attacks or threats toward anyone made while using either the district owned or personally owned technology, is to be reported to responsible school personnel. Communication should be conducted in a responsible and ethical manner.
10. An identification label has been placed on the device and power adapter. This label is not to be removed or altered. If the label is missing or becomes damaged, the Student will contact the teacher immediately for replacement. Unauthorized stickers, labels, tags, or markings of any kind are not to be added to the device.
11. Transport computer in sleep mode and with the screen closed, without any papers/foreign objects between the screen and keyboard.
12. The Student agrees to use best efforts to practice proper Digital Citizenship and assure that the District property is not damaged or rendered inoperable by the introduction of an electronic virus, malware, or by other means while in the Student's possession. 13. The Student acknowledges and agrees that the use of BESD equipment is a privilege and that by agreement to these terms herein, the Student and Parent/Guardian acknowledges the responsibility to safeguard BESD equipment and to return the same in good condition upon the request of BESD.
14. Return the device and power adapter/plug upon transferring out of school or at the end of the year.

### Computer Damages

If a computer is damaged, the school must be notified immediately. If a student damages a computer, the student/student's family is subject to responsibility for paying repair costs according to the repair costs determined by BESD up to the full cost of a replacement device. BESD reserves the right to charge the Student and Guardian the full cost for repair or replacement when damage occurs as determined by the administration. Examples of negligence include, but are not limited to:

1. Leaving equipment unattended and unsecured. This includes damage or loss resulting from an unattended and unsecured device at school.
2. Lending equipment to others other than one's parents/guardians.
3. Using equipment in an unsafe environment.
4. Using equipment in an unsafe manner.
5. Ignoring common sense guidelines delineated above.

### **Device Repair/Replacement Information**

**In the event of loss or theft the student/guardian is responsible for the cost of device replacement.**

### **Parent/Guardian Responsibilities**

Your Student has been issued a Chromebook and it is essential that the following guidelines be followed to ensure the safe, efficient and ethical operation of this school-issued device.

1. I will supervise my Student's Chromebook and Internet usage at home.
2. I will not attempt to repair the Chromebook, nor will I attempt to clean it with anything other than a soft, dry cloth.
3. I will read all official communications from the district concerning technology.
4. I will report to the school any problems with the Chromebook.
5. I will not load or delete any software to or from the Chromebook.
6. I agree to make sure that the device is returned to the school once school returns to normal session.

### **Student Responsibilities**

Your school-issued device is an important learning tool and is to be used for educational purposes only. In order to take this device home, you must accept the following responsibilities:

1. When using the device at home, at school, or anywhere else I may take it, I will follow the policies of BESD, especially the Acceptable Use Policy, and all federal, state and local laws.
2. I will treat the device with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby. There are many fragile components that can easily be damaged by dropping, twisting, throwing backpacks, or crushing the device.
3. I understand that if I allow others (including friends, siblings & parents) to use the device, I am responsible for any damage, theft, or misuse.
4. I will not remove programs or files from the device.
5. I will keep all login credentials secure and private to myself.
6. Reveal or post identifying personal information, files or communications to unknown persons through any means through the Internet.
7. Share passwords or attempt to discover passwords. Sharing a password is not permitted and could make you subject to disciplinary action and liable for the actions of others if problems arise with unauthorized use.
8. Download and/or install any programs, files or games from the Internet or other sources onto any district-owned technology. This includes the intentional introduction of computer viruses and other malicious software.
9. Modify or remove the BESD asset tag or the manufacturer serial number and model number tag.
10. I will practice proper Digital Citizenship when using the device and the Internet.
11. I will not attempt to repair or alter the device in any way.

### **Student Acknowledgement**

*I understand that I will abide by the above terms and responsibilities related to my device loan. I further understand that any violation of these terms and responsibility constitutes a violation of the school discipline policy. Should I commit any violation, my access privileges may be revoked and disciplinary action may be taken.*

\_\_\_\_\_ X \_\_\_\_\_  
Printed Student Name Student Signature Date

### **Parent/Guardian Acknowledgement**

*I hereby give permission for my child to participate in the 1:1 learning program as stated in the agreement. As the parent or guardian of this student, I have read the Acceptable Use Policy of Internet. I understand that this access is designed for education purposes. I also recognize that as the Buckeye Elementary School District will take reasonable steps to restrict student access to prohibited material, I will not hold the District responsible for materials improperly accessed by my student.*

\_\_\_\_\_ X \_\_\_\_\_  
Printed Guardian Name Guardian Signature Date

# **USE OF TECHNOLOGY RESOURCES IN INSTRUCTION**

## **ELECTRONIC INFORMATION SERVICES USER AGREEMENT**

### **PLEASE READ THIS DOCUMENT CAREFULLY BEFORE SIGNING!**

Electronic information services are now available to students, teachers and staff in the Buckeye Elementary School District. Our goal in providing these services is to promise educational excellence by facilitating resource sharing, innovation, and communication. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The Buckeye Elementary School District has taken precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials and an industrious user may discover controversial information. The Buckeye Elementary School District firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material inconsistent with the educational goals of the District.

The guidelines provided here are to make you aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If a Buckeye Elementary School District user violates any of these provisions, access to the information services may be denied, and he or she may be subject to disciplinary action.

The signature(s) at the end of this document is (are) legally binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

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### **TERMS AND CONDITIONS OF USE**

#### *Personal Responsibility:*

As a representative of my school and the Buckeye Elementary School District, I will accept a personal responsibility for reporting any misuse of the network to a parent, teacher, school administrator, or system administrator(s), as appropriate. Misuse can come in many forms, but it is commonly viewed as any message(s) sent or received that indicate or suggest pornography or obscenity, unethical or illegal solicitation or activities, racism, sexism, inappropriate language, and other issues described below.

I understand that many services and products are available for a fee and *acknowledge the responsibility for any expenses incurred without District authorization.*

#### *Acceptable Use:*

The use of my account must be in support of education and research and consistent with the educational objectives of the Buckeye Elementary School District. I am personally responsible for this provision at all times when using the electronic information service(s):

- a) Use of material obtained from sources not directly associated with this account and not consistent with the educational objectives of the Buckeye Elementary School District may not be used in the school setting.
- b) Use of other organization's network or computing resources must comply with the rules appropriate for that network.
- c) Transmission of any material in violation of any statutes, laws or District policies and regulations is prohibited and the Buckeye Elementary School District will not be held accountable for any civil or criminal action brought against the user as the result of the use of this account. This includes, but is not limited to: copyrighted materials, threatening or obscene material, or material protected by trade secret.
- d) Use of commercial activities is generally not acceptable.
- e) Use for product advertisement of political lobbying is also prohibited.

#### *Privileges:*

The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student, teacher, or staff member who receives an account will be part of a discussion with a Buckeye Elementary School District staff member pertaining to the proper use of the network. The system administrator(s) will deem what is inappropriate use and his/her (their) decision is final. Also, the system administrator(s) may close an account at any time as required. The administration, faculty, and staff of Buckeye Elementary School District may request the system administrator to deny, revoke, or suspend user accounts. All software must be approved through proper procedures, then installed by system administrator(s) only.

#### *Network Etiquette:*

I am expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a) *Be polite and use appropriate language.* I will not send, or encourage others to send, abusive messages. I will not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly prohibited.
- b) *Respect privacy.* I will not reveal my personal address or phone number, as well as, those addresses or phone numbers of students or staff.
- c) *Electronic mail (e-mail) is not guaranteed to be private.* People who operate the system do have access to all mail. Messages relating to, or in support of, illegal or inappropriate activities may be reported to the authorities.
- d) *Avoid disruptions.* I will not use the network or related equipment in any way that would disrupt the use of the network by other users.
- e) *Observe these other considerations:* Be brief; try to use correct spelling and make messages easy to understand; use short and descriptive titles for my articles; post only to known groups.

#### *Warranties:*

The Buckeye Elementary School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Buckeye Elementary School District will not be responsible for any damages you suffer, or cause others to suffer while on this system. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The Buckeye Elementary School District

specifically denies any responsibility for the accuracy or quality of information obtained through its services. While the District will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the electronic information service (EIS) is used and bears the risk of reliance on the information obtained.

#### *Security:*

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the electronic information service, please notify a system administrator at once. Never demonstrate the problem to other users. Never use another individual's account without written permission from that individual and the system administrator. Never log on the Internet as a system administrator. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the information system, and may have to appeal to a system administrator, his/her faculty leads, and administrator for reinstatement.

#### *Vandalism:*

Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or other networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the loss of computer services, disciplinary action, and possible legal referral.

#### *Updating:*

The information service may occasionally require new registration and account information for you to continue the service. You must notify the system administrator of any changes in your account information.

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## **REQUIRED SIGNATURES:**

**Student, Staff, or Faculty:** *I understand and agree that by allowing me use of the electronic information service, the Buckeye Elementary School District does not create a property right and the District may revoke my access or privilege for any reason. I understand and will abide by the provisions and conditions of this contract. I further understand that any violation of the above regulations may result in disciplinary action, the revoking of my user account, and appropriate legal action.*

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grade (if student)

School \_\_\_\_\_

**Sponsoring teacher (Required if applicant is a student):** I have read the Electronic Information Service User Agreement and agree to promote this agreement with the student. Because the student may use the network for individual work or in the context of another class, I cannot be held responsible for the student use of the network. As the sponsoring teacher, I do agree to instruct the student on acceptable use of the network and proper network etiquette. I also agree to report any misuse of the information system to the system administrator.

\_\_\_\_\_  
Teacher's Name

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Date

**Parent or Guardian (Required if student is under 18):** As the parent or guardian of this student, I have read this contract and understand that this access is designed for educational purposes. I understand that the Buckeye Elementary School District has taken precautions to eliminate controversial or inappropriate material. However, I also recognize it is impossible for the Buckeye Elementary School District to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. I also agree to report any misuse of the information system to the system administrator or other proper school authority. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography or obscenity, unethical or illegal solicitation or activities, racism, sexism, inappropriate language and other issues described above. Further, I accept full responsibility for supervisors if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

\_\_\_\_\_



# **Buckeye Elementary School District Student – Parent – Teacher Compact Title I**

**This Student-Parent-Teacher Compact is a voluntary agreement between Buckeye Elementary School District students, parents, and teachers.**

**As a student, I pledge to:**

1. Come to school every day ready to learn.
2. Follow all school rules and respect others.
3. Accept responsibility for my own learning.
4. Complete and return all daily work.
5. Respect the cultural differences in my school.

**As parent of this student, I pledge to:**

1. Take an active role in my child's education by attending conferences, and communicate directly with the teacher and/or administration.
2. Recognize the importance of regular school attendance.
3. Accept the responsibility to return reading books and homework.
4. Maintain high expectations of my child.
5. Support the school and the school discipline plan.
6. Participate at school in activities such as school decision making and/or volunteering.\*

**As a teacher of this student, I pledge to:**

1. Maintain a safe, supportive environment conducive to learning and academic success.
2. Communicate regularly with parents.
3. Provide appropriate reading materials each school night.
4. Have high academic and behavioral expectations for all students.
5. Respect the cultural differences of the students and his/her family.

**Student Signature** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_

**Teacher Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

\*Volunteer packets are available in the school office.

## STUDENT RECORDS DESIGNATION OF DIRECTORY INFORMATION

During the school year, District staff members may compile nonconfidential student directory information specified below.

According to state and federal law the below-designated directory information may be publicly released to educational, occupational or military recruiting representatives without your permission. If the Governing Board permits the release of the below-designated directory information to persons or organizations who inform students of educational or occupational opportunities, by law the District is required to provide the same access on the same basis to official military recruiting representatives for the purpose of informing students of educational and occupational opportunities available to them, unless you request in writing that the school not release the student's information without your prior signed and dated written consent. *If you do not object to the release of any and all of the below-designated information in writing, then the District must provide military recruiters, upon request, directory information containing the student's names, addresses and telephone listings.*

If you *do not want any or all* of the below-designated information about your son/daughter to be released to any person or organization without your prior signed and dated written consent, you must notify the District in writing by checking off any or all of the rejected information, signing the form at the bottom of this page, and returning it to the Principal, within two (2) weeks of receiving this form. If the School District does not receive this notification from you within the prescribed time, *it will be assumed that your permission is given* to release your son's/daughter's designated directory information.

-----  
TO: Principal

I *do not* want **any or all** the information I have checked below concerning (student's name) \_\_\_\_\_ designated as directory information and released to any person or organization without my prior written consent:

- |   |  |
|---|--|
| <input type="checkbox"/> Name   | <input type="checkbox"/> Address                 |
| <input type="checkbox"/> Telephone listing  | <input type="checkbox"/> Electronic mail address |
| <input type="checkbox"/> Date and place of birth                                      | <input type="checkbox"/> Photograph              |
| <input type="checkbox"/> Dates of attendance  | <input type="checkbox"/> Grade level             |
| <input type="checkbox"/> Honors and awards received                                   | <input type="checkbox"/> Major field of study    |
| <input type="checkbox"/> Enrollment status (e.g., part time or full time)             |  |
| <input type="checkbox"/> Participation in officially recognized activities and sports |  |
| <input type="checkbox"/> Weight and height of members of athletic teams               |  |
| <input type="checkbox"/> Most recent educational agency or institution attended       |  |

\_\_\_\_\_  
(Parent/guardian signature)

\_\_\_\_\_  
(Date)



# BUCKEYE

ELEMENTARY SCHOOL DISTRICT #33  
A community passionate about student success

## Template School Counselors Use for Supporting Students/Parent Permission

Dear Parent/Guardian:

I am the school counselor at **[Insert School Name]**. My goal is to help all of our students succeed academically and socially. The sessions I offer are designed to help students improve their classroom behavior, support academic progress, enhance self-concept, and to achieve skills in problem solving, decision-making, and social interactions.

Your child has been referred to participate in counseling sessions. All work and information is kept confidential. Your child will meet **[Insert Frequency]** during school for **[Insert length of session]** over **[Insert # of weeks]**. However, your child will not be missing any core subjects due to the session times. After **[Insert # of weeks]** we can discuss if further sessions will be necessary.

If you have any questions about the individual sessions, please don't hesitate to contact me by phone **(Insert Contact Number)** or by email **(Insert Contact Email)**

This is a wonderful opportunity for your child! Please sign the permission slip below and return it to your child's teacher.

Sincerely,

**[Insert Counselor Name],**  
School Counselor

-----  
I give my student, \_\_\_\_\_, permission to participate in counseling sessions.

I DO NOT give my student, \_\_\_\_\_, permission to participate in counseling sessions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STUDENT BULLYING/ HARASSMENT /  
INTIMIDATION**

**COMPLAINT FORM**

***(To be filed with any School District employee who will forward this  
document to the principal or the principal's designee)***

**Please print:**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Another phone where you can be reached \_\_\_\_\_

During the hours of \_\_\_\_\_

E-mail address \_\_\_\_\_

**I wish to complain against:**

Name of person(s) \_\_\_\_\_

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. Be sure to include all relevant dates, times, and places. Additional pages may be attached if necessary.

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Name	Address	Telephone Number

Indicate what you think can and should be done to solve the problem. Be as specific as possible.

[illegible]

Signature of Complainant \_\_\_\_\_ Date \_\_\_\_\_

Document received by \_\_\_\_\_ Date \_\_\_\_\_

Investigating official \_\_\_\_\_ Date \_\_\_\_\_



# BUCKEYE

ELEMENTARY SCHOOL DISTRICT #33

A community passionate about student success

***I, the parent/guardian, have read and reviewed the 2024-2025 school-wide discipline and Parent Student Handbook ([www.besd33.org](http://www.besd33.org)) with my child.***

**Child's Name:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_