

Tempe★Union

HIGH SCHOOL DISTRICT

A family of schools — A community of learning

Tempe • McClintock • Marcos de Niza • Corona del Sol

Mountain Pointe • Desert Vista • Compadre

[2015-16]

Selected Student Policies & Regulations Handbook

Si necesita una traducción de este documento en español,
favor de llamar la oficina de la escuela secundaria.



I'M [IN]
TEMPE UNION

The Governing Board Policies and Administrative Regulations cited in this handbook are subject to change periodically throughout the school year. Furthermore, in many cases, summaries of the Policies and Regulations have been provided in lieu of the full text. You may access the complete and current TUHSD Governing Board Policy Manual by going to the District's website at: <http://www.tempeunion.org>.

Tempe Union High School District does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in its educational programs or activities. Inquiries, concerns, or complaints may be referred to the Superintendent at the address or phone number below:

**500 West Guadalupe Road
Tempe, AZ 85283-3599
(480) 839-0292**

August, 2015

Dear Parents/Guardians and Students:

Welcome to the Tempe Union High School District. For those of you who are new to our schools, we are very happy to have you become a member of the Tempe Union High School District family. For those of you returning to our schools, we are very glad to have you back and hope that you enjoy another school year.

Included in this handbook are Governing Board policies and regulations that directly affect our students in a number of areas, including but not necessarily limited to: student discipline, procedural due process, directory information, trip reduction and technology use. Also included is information on Emergency Response Procedures, the Protection of Pupil Rights Amendment, Child Find, Confidentiality of Student Education Records and Homeless Students. We ask that both students and parents/guardians review this handbook to become familiar with the policies and the procedures we use to govern students in these critical areas.

ALL PARENT/GUARDIAN(S) MUST SIGN AND RETURN THE ACKNOWLEDGEMENT OF RECEIPT OF INFORMATION form, located on page 27 of this booklet.

PLEASE COMPLETE AND SIGN THE FORM AND RETURN IT TO YOUR STUDENT'S THIRD (3rd) HOUR TEACHER.

PLEASE COMPLETE AND SIGN THE MEDIA RELEASE FORM AND RETURN IT TO YOUR STUDENT'S THIRD (3RD) HOUR TEACHER.

The entire Tempe Union High School District Governing Board Policy Manual is available online. We encourage you to access the manual online to help answer your questions regarding District policy. Sections I and J of the Policy Manual contain most of the policies and regulations that directly apply to students.

KEEP THIS HANDBOOK AVAILABLE THROUGHOUT THE SCHOOL YEAR FOR REFERENCE

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ADMISSION OF HOMELESS STUDENTS (Policy JFABD)

This policy is intended to direct compliance with Arizona State Laws, Arizona Administrative Code and the McKinney-Vento Homeless Education Assistance Improvements Act of 2001 and should be read as consistent with those documents.

The implementation of this policy shall ensure that:

- Homeless students are not stigmatized or segregated on the basis of their status as homeless;
- Homeless students are immediately enrolled in school;
- Transportation is provided to and from the school of origin for the homeless student to the extent required by law and Policy JFAA.

Definitions

The term 'homeless students' means individuals who lack a fixed, regular and adequate nighttime residence and includes:

- Students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory students who qualify as homeless because the children are living in circumstances described above.
- The term 'school of origin' means the school that the student attended when permanently housed or the school in which the student was last enrolled.
- The term 'unaccompanied youth' includes a youth not in the physical custody of a parent or guardian.

Liaison for Homeless Students

The Superintendent will designate an appropriate staff person as liaison for homeless students who will carry out duties as assigned. Among those duties will be the responsibility to coordinate activities and programs in the best interest of homeless students that will include, but not be limited to, establishment of procedures to:

- Continue the student's education in the school of origin for the duration of homelessness:
 - In any case in which a family becomes homeless between academic years or during an academic year; or
 - For the remainder of the academic year, if the student becomes permanently housed during an academic year;
- Enroll the student in any public school that non-homeless students who live in the attendance area in which the student is actually living are eligible to attend.

Best Interest of Homeless Student

In determining the best interest of the homeless student, the school shall:

- To the extent feasible, keep a homeless student in the school of origin, except when doing so is contrary to the wishes of the student's parents or guardian;
- Provide a written explanation, including a statement regarding the right to appeal, to the homeless student's parent or guardian, if the homeless student is sent to a school other than the school of origin or a school requested by the parent or guardian; and
- In the case of an unaccompanied youth, the liaison for homeless students shall assist in placement or enrollment decision, considering the views of such unaccompanied youth, and providing notice to such student of the right to appeal.

CHILD FIND

(Policy IHB and Regulation IHB-R)

The Tempe Union High School District shall inform the general public and parents within its boundaries of responsibility of special education services for students aged 3 through 21 years and how to access those services, including information regarding early intervention services for children aged birth through 2 years. The District is also responsible for public awareness and child find for children attending private schools or who are home schooled within its geographic boundaries.

The District is responsible for identifying, locating, and evaluating all children with disabilities in the District who are in the 9th grade through the age of 21, and for referring children from birth through 2 years of age to the Arizona Early Intervention Program (AzEIP) for evaluation and appropriate services. For students aged 3 through 8th grade, the students are referred to the district of residence. That district is required to screen and/or evaluate the child within the state prescribed timelines. For children aged birth through 5 years, the District is responsible to use the Arizona Child Find Tracking Form and submit it to AzEIP or the district of residence (depending upon the age of the child) within two working days of the date of initial referral. These forms can be obtained from the District Office, Special Education Department or from the social worker assigned to each campus.

For all new students to the District, the classroom teacher will be asked to complete screening forms within 45 days of enrollment. The teacher will look at the child's ability in the areas of academics, vision, hearing, adaptive, communication, social/emotional and motor skills. If any concerns are noted the child may be referred for additional help.

The District is also responsible for providing a free and appropriate public education (FAPE). The term "FAPE" means special education and related services that:

- 1) are provided at public expense, under public supervision and direction, and without charge;
- 2) meet the standards of the State education agency;
- 3) include pre-school, elementary, or secondary school education in the State; and
- 4) are provided in conformity with an Individualized Education Program (IEP) that meets Federal requirements.

Tempe Union High School District will refer any children who are suspected of having a disability for evaluation and, if appropriate, for services.

The District will make FAPE available to any child who needs special education and related services, even though the child has not failed or been retained in a course or grade, and is advancing from grade to grade.

The District will make the determination that a child is eligible for special education and related services on an individual basis by a properly constituted team.

If you have concerns about a child you know, please contact the Guidance Office at your high school.

ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA REGARDING CONFIDENTIALITY OF STUDENT EDUCATION RECORDS (Policy JR and JR-R)

Confidentiality of education records is a right of public school students and their parents. This right is provided for by two federal laws, the Individuals with Disabilities Education Act (IDEA) and the Family Educational Rights and Privacy Act (FERPA). Under these laws, "education records" means those records that are: (1) directly related to a student; and (2) maintained by an educational agency or institution or by a party acting for the agency or institution. Of course, education records are maintained on every child enrolled in a public school. The types of information gathered and maintained includes, but is not limited to: the student's and parents' names, address and telephone number; the student's date and place of birth, date of enrollment in the school, records from previous schools attended, attendance record, subjects taken, grades, school activities, assessment results, number of credits earned, immunization records, disciplinary records, if any, correspondence from parents, and child find and other screening results, including hearing and vision screening results.

In addition, for children with disabilities, education records could include, among other things, evaluation and testing materials, medical and health information, each annual Individualized Education Program (IEP), notices to parents, notes regarding IEP meetings, parental consent documents, information provided by parents, progress reports, assessment results, materials related to disciplinary actions, and mediation agreements. The information is gathered from a number of sources including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional sources including doctors and other health care providers.

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

The District must ensure compliance with federal confidentiality laws at all stages of gathering, storing, retaining and disclosing education records to third parties. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

In accordance with FERPA and IDEA, the rights of the parents regarding education records are transferred to the student at age 18, subject to limited exceptions.

The Family Educational Rights and Privacy Act (FERPA) affords parents, and in the case of students of Tempe Union High School District (the "District") who are 18 years of age or older, the students themselves ("eligible students"), certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records no more than 45 days after the day the District receives a request for access.

Parents or eligible students should submit a written request to the school Principal or Registrar that identifies the records they wish to inspect. The Principal or Registrar will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the District to amend a record should submit a written request to the school principal, clearly identifying the part of the record they want changed, and specify why it should be changed. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the District discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent of a parent or eligible student; please see below for some of the situations where prior written consent for disclosure is not required by FERPA.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the District Governing Board. A school official also may include a volunteer or contractor outside of the District who performs an institutional service or function for which the District would otherwise use its own employees and who is under the direct control of the District with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another District official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. Upon request, the District discloses education records without consent of a parent or eligible student to officials of another school district, charter school or other educational institution in which a student seeks or intends to enroll, or is already enrolled, if the disclosure is for purposes of the student's enrollment or transfer.
5. Parents 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 are:

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

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in Title 34, Section 99.31 of the FERPA regulations. Except for disclosures to District officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of FERPA regulations requires the District to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A District may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student:

- To other school officials, including teachers, within the educational agency or institution whom the District has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the District has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(7) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school district, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the Arizona Department of Education. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their

authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the District, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the District has designated as "directory information" under §99.37 (see below). (§99.31(a)(11))
- To representatives of a state or local child welfare agency or tribal organization when such agency is legally responsible for the care and protection of the student

NOTICE FOR STUDENT DIRECTORY INFORMATION RELEASE
(Regulation JR-R and Exhibit JR-EB)

Federal law (specifically, the Family Educational Rights and Privacy Act or “FERPA”) requires that the District obtain your written consent to release any personally identifiable information or educational records concerning your child. FERPA provides many exceptions to the written consent requirement. For example, personally identifiable information or education records may be released to other school or District officials, to other schools where your child seeks to enroll, to the Arizona and United States Department of Education, and under other exceptions provided by law.

Another exception to the written consent requirement is for information designated as “directory information.” Directory information is information that is typically not considered harmful to disclose. Directory information can include items such as, but not limited to, names, addresses, phone numbers, honors and awards, participation in school activities and sports, and the like. Before the District may release directory information without your written consent, it must first inform you of those items that the District will designate as directory information, and provide you an opportunity to opt-out. The District has taken care to balance safeguarding your child’s information with ensuring that your child is informed of various opportunities and activities. Accordingly, the District has decided to designate the following information as “directory information” (information that can be released without your written consent):

- Student’s name
- Student’s parents’ names
- Student’s home address*
- Student’s home telephone number*
- Student’s electronic (e-mail) address*
- Student’s current school of attendance
- Student’s major field of study
- Student’s photograph
- Student’s grade Level (9th, 10th etc.)
- Student’s enrollment status (part time or full time)
- Student’s honors and awards received
- Student’s dates of attendance (semester, quarter, etc., not specific days in school)
- Student’s participation in officially recognized activities and sports
- Student’s height, weight and athletic number if member of an athletic team
- Student’s most recently attended educational agency or institution
- Class rank by percentages (for example, top 10%, top 20%)*

NOTE: The items with an asterisk (*) are designated by the District as directory information only if the information is being released to: 1) Colleges, universities, and prospective employers for purposes of recruitment, notification of scholarship offers or job opportunities, and similar purposes; or 2) Tempe Union High School District-affiliated and approved groups or vendors [e.g. student groups and clubs (yearbook, student newspapers, student council, marching band, National Honor Society, and the like); student athletic teams; parent booster clubs; site council; parent-teacher groups; graduation vendors (photographs, caps and gowns, announcements), and the like]. This information will not be considered “directory information” if being requested by an individual or group that does not conform requirements above (e.g. for-profit business that are not District-approved vendors, outside media groups, and the like). In those circumstances, the information designated with an asterisk (*) will only be released if written consent is provided by the parent/guardian or eligible student.

There are various pros and cons to directory information that you must weigh as a parent. If you opt-out of directory information, the District will not release your child’s information to colleges, recruiters, or other entities providing scholarship opportunities. Your child may also miss opportunities to be on vendor lists for graduation announcements, yearbook opportunities, or other student lists for participation in clubs and activities, or his/her achievements may not be publicized in District announcements.

Another item to consider is that State and Federal law require that if directory information is released to persons or organizations who inform students of educational or occupational opportunities, then, the District is also required to provide the same access to official military recruiting representatives for the purpose of informing students of educational and occupational opportunities available to them in the military. However, you can request in writing that the District not release the student’s directory information without your prior signed and dated written consent. If you do not object in writing to the release of any or all directory information, then the District must provide military recruiters, upon request, directory information containing the student’s name, address, and telephone listing.

If you do not want any or all directory information about your student to be released to any person or organization (including District groups) 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 found on the form located at the end of this Handbook and returning it to your student’s school, within two (2) weeks of receiving this form, or October 31, whichever occurs first. If the Tempe Union High School District does not receive notification from you on the form found at the end of this Handbook within the prescribed time, the District will assume that your permission is given to use the directory information as described above.

NOTIFICATION of RIGHTS UNDER the PROTECTION of PUPIL RIGHTS AMENDMENT (PPRA)
(Policy LC and JR)

PPRA affords parents certain rights regarding the District's conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) --
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of* --
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- *Inspect*, upon request and before administration or use --
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law ("eligible student").

The District has policies, developed in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or e-mail, parents of students and eligible students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent or eligible student to opt a student out of participation of the specific activity or survey. The District will make this notification to parents and eligible students at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents and eligible students will be provided reasonable notification of the planned activities and surveys listed below and will be provided an opportunity to opt the student out of such activities and surveys. Parents and eligible students will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents and eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

EMERGENCY RESPONSE PROCEDURES

The Tempe Union High School District is responsible for providing students with a safe learning environment. In order to ensure student safety, the District has implemented an Emergency Response Plan. Should an emergency or crisis situation arise in or around the schools while the schools are in session, specific procedures will be followed including communication with appropriate law enforcement and responding city and county agencies.

The following information provides information for students, parents and guardians in the event of an emergency:

- Messages and updates will be posted on the home page of the District website www.tempeunion.org as well as on the website of the school involved. The District will utilize mass communication systems through local television and radio broadcasts to relay information and will send messages via e-mail to available e-mail lists.
- During a lockdown or evacuation no one, except responding emergency personnel, will be allowed to enter the campus until law enforcement has given the all clear.
- In the event of an evacuation where students are not allowed to return to the campus, parents will be provided information regarding student pick-up locations using the above listed methods. District buses will be routed to areas that do not interfere with the parent pick-up locations, and students will be returned to their home drop off locations. In the event that parents are unable to pick up their children, the children will be kept at the identified location until alternate arrangements can be made. Your child will be supervised at all times.
- To prepare all members of the school community for emergency events the District will conduct periodic emergency drills at all schools. These drills will cover a variety of potential emergency situations and staff will discuss appropriate actions for each situation with students.
- During an emergency it is important for telephone lines to be kept open for emergency communication. Please do not telephone the school or call your child's cell phone. Students may be instructed not to use their cell phones to call or to send text messages during an emergency, depending on the situation.

Please discuss this information with your child and emphasize the importance of adhering to the emergency response procedure.

TRIP REDUCTION

We are all aware of the traffic congestion and air pollution problems facing residents of the Valley. As a member of this community the Tempe Union High School District supports efforts to reduce air pollution and improve the quality of life. We encourage employees and students, whenever possible, to consider alternate ways to get to school—by carpooling or vanpooling, taking the bus, riding a bike or, if you live near enough, walking to school.

TUHSD participates in the Maricopa County Trip Reduction Program. The goal of the Program is to reduce drive-alone travel to work and school. In our efforts to comply with the Program and to make commuting less stressful and more convenient for employees and students, we offer:

- Reserved parking spots for registered car- and van-pooler
- Bike racks
- Showers for alternative transportation mode users
- Bi-annual drawings (win a prize for being an alternative transportation mode user)
- Clean Air Campaign events

To learn more about these and other benefits please contact your school's Trip Reduction Coordinator.

TEMPE UNION HIGH SCHOOL DISTRICT TECHNOLOGY USE AGREEMENT (Policy IJNDB-E)

Technology is available in the Tempe Union High School District (TUHSD) through the use of a voice, video and data network for access by students, faculty and staff.

A portion of the resources available in the TUHSD provides for access to the Internet. The Internet is an electronic highway connecting computers and users worldwide. Students, faculty and staff have access to:

- electronic mail communication with individuals and organizations throughout the world;
- information and news from multiple commercial, non-profit and governmental organizations;
- public domain/freeware software and shareware;
- discussion groups on various topics;
- numerous data bases covering topics for research

ELECTRONIC INFORMATION SERVICES USER AGREEMENT

(Policy IJNDB, Regulation IJNDB-R, and Exhibit IJNDB-E)

Details of the user agreement shall be discussed with each potential user of the electronic information services (EIS). When the signed agreement is returned to the school, the user may be permitted use of EIS resources.

Terms and Conditions

Acceptable use: Each user must:

- Use the EIS to support personal educational objectives consistent with the educational goals and objectives of the School District and in a manner that complies with District policies and regulations.
- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually inappropriate, 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 or District officials.
- 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 educational information services (EIS) and appropriate disciplinary action up to and including expulsion for students.

In addition, acceptable use for District employees is extended to include requirements to:

- Maintain supervision of students using the EIS.
- Agree to directly log on and supervise the account activity when allowing others to use District accounts.
- Take responsibility for assigned personal and District accounts, including password protection.
- Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and District accounts and files by unauthorized persons.

Personal responsibility: I will report any misuse of the EIS to the administration or system administrator, as is appropriate.

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

Network etiquette: I am expected to abide by the generally acceptable rules of network etiquette. Therefore, I will:

- *Be polite and use appropriate language.* I will not send, or encourage others to send, abusive messages.
- *Respect privacy.* I will not reveal any home addresses or personal phone numbers or personally identifiable information.
- *Avoid disruptions.* I will not use the network in any way that would disrupt use of the systems by others.
- *Observe the following considerations:*
 - Be brief.
 - Strive to use correct spelling and make messages easy to understand.
 - Use short and descriptive titles for articles.
 - Post only to known groups or persons.

Services:

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

In order for you to use the technological resources of the Tempe Union High School District, **complete the form on page 27 (Parent/Guardian complete page 29)** of this Handbook. Detach the form and return it to the designated school/site representative. Keep the remainder of the Technology Use Agreement (the section above) for your reference.

If you have any questions, contact your school/site representative or the District's Technology Infrastructure & Information Systems office.

HAZING (Policy JICFA)

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

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

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

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

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

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

It is not a defense to a violation of this policy if the hazing victim consented to or acquiesced in the hazing activity.

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

Students and others may report hazing to any professional staff member.

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

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

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

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

STUDENT VIOLENCE / HARASSMENT / INTIMIDATION / BULLYING (Policy JICK)

The Governing Board believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Board further believes a school environment 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 is any written, verbal, or physical act or any electronic communication that is intended to or that a reasonable person would know is likely to harm one or more pupils by doing any of the following:

- substantially interfering with the educational opportunities, benefits, or programs of one or more pupils;
- adversely affecting the ability of a pupil to participate in or benefit from educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional stress;
- having an actual and substantial detrimental effect on a pupil's physical or mental health;
- causing a substantial disruption and/or substantial interference with the orderly operation of the school.

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

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

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

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

Cyber bullying: Cyber bullying 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 real or perceived race, religion orientation, sexual orientation, gender identity or expression, 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 on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such bullying 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

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

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 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 the principal shall provide to the student who has allegedly been bullied a written copy of student rights, protections and support services available to the student and shall notify the student's parent(s) of the report.

The principal shall investigate *all* reports of bullying. If the principal determines that bullying has occurred, discipline will be administered pursuant to Board Policies JK and JKD. 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 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:

- occur during the first (1st) week of each school year,
- be provided to each incoming student during the school year at the time of the student's registration,
- be posted in each classroom and in common areas of the school, and
- 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
 - Governing Board policy,
 - preventive measures,
 - incident reporting procedures,
 - available support services for students (both proactive and reactive), and
 - student rights.

Information will be provided to staff members at the beginning of each instructional year and on the first (1st) day of employment for new employees.

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

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

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

DATING ABUSE (Policy JICL and ACA)

The Governing Board is committed to maintaining a school campus environment that is safe and secure for all students. Dating abuse will not be tolerated by the District. Students who become targets of dating abuse are entitled to certain rights that shall be respected and protected by all school employees. It is the responsibility of all District employees to respond to any incident of dating abuse they become aware of in a manner consistent with District training.

The Superintendent shall provide for procedures to ensure appropriate steps are taken to establish and maintain safe and secure schools. These shall include but not be limited to:

- an ongoing effort to enhance employee training and campus safety planning,
- establishing reporting procedures, and
- making accommodations for victims.

The Superintendent shall establish an age-appropriate dating abuse curriculum for students in grades nine (9) through twelve (12). That curriculum shall include the following components:

- A definition of dating abuse.
- The recognition of dating abuse warning signs.
- The characteristics of healthy relationships.

Dating Abuse Definition

Dating abuse is a pattern of behavior in which one person uses or threatens to use physical, sexual, verbal, or emotional abuse to control the person's former or present dating partner. Behaviors used may include but are not limited to:

- **Physical Abuse:** Any intentional, unwanted physical contact by either the abuser or an object within the abuser's control, regardless of whether such contact caused pain or injuries to the former or present dating partner.
- **Emotional Abuse:** The intentional infliction of mental or emotional distress by threat, coercion, stalking, humiliation, destruction of self-esteem, or other unwanted, hurtful verbal or nonverbal conduct toward the former or present dating partner.
- **Sexual Abuse:** Any sexual behavior or physical contact toward the former or present dating partner that is unwanted and/or interferes with the ability of the former or present dating partner to consent or control the circumstances of sexual interaction.
- **Threats:** The threat of any of the aforementioned forms of abuse, threat of disclosing private information to parents, peers, or teachers, or any other threat made with the intent of forcing the former or present dating partner to change his or her behavior.

Student Rights Relating to Dating Abuse:

- All students have the right to be free from sex discrimination and sexual harassment at school. Dating abuse is a form of sexual harassment.
- A student who reports dating abuse shall be treated with respect and dignity.
- School personnel shall take affirmative steps to prevent and respond to dating abuse that occurs both on and off campus.
- To the extent possible victims and abusers shall be separated on campus. The school shall make every reasonable effort possible to ensure the victim does not come into contact with the abuser. Any burden of change of adjusting an individual's schedule or participation in a school activity is placed on the abuser.
- A victim of dating abuse has the right to transfer to another school. A victim's decision to transfer to another school must be informed and voluntary. Should an alternative school placement be determined in the best interest of the victim all transportation needs will be accommodated by the student's parent or guardian.
- A victim has the right to be treated with respect and dignity, and not be subjected to pressure to minimize the severity of acts that occurred or to suggestions that he or she contributed to his or her own victimization.
- Students who have experienced dating abuse have the right to full cooperation from school personnel in obtaining information necessary to achieve resolution.

Students are encouraged to report all known or suspected instances of dating abuse involving themselves or other students. Although initial reports of abuse may be made verbally or in writing, verbal reports must be converted to written records on District-provided forms and confirmed by the victim for accuracy.

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 INTERVIEWS, SEARCHES AND ARRESTS (Policy JIH)

Interviews

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 a School Resource Officer (SRO) or another peace officer.

When child abuse, neglect or abandonment of a student, or other criminal activity of a parent, guardian or other custodian of a child is alleged;

If a child protective services worker 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, neglect or abandonment investigation. The personnel of the District shall cooperate with the investigating child protective services worker or peace officer. If a student is taken into temporary custody in accordance with A.R.S. 8-821, the child protective services worker or peace officer may be reminded to notify the student's parent of the custody, pursuant to A.R.S. 8-823. The child protective services worker or peace officer shall be requested to establish proper identification and complete and sign a "Form for Signature of Interviewing Officer." Six (6) hours following the relinquishment of custody by the school, school personnel may respond to inquiries about the temporary custody of the child and may, if considered necessary, call the parent.

When child abuse, neglect or abandonment of a student or other criminal activity of a parent, guardian or other custodian of a child is not alleged; and

No issue of student population safety is presented. If 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 because the interview is related to criminal activity of the parent(s)/guardian, 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. Where an attempt was made and the parent(s) could not be reached or did not consent within the school day of the request, the peace officer will then be requested to contact the parent(s) and make arrangements to question the student at another time and place.

Safety of the school population is of concern. When a peace officer is present on the campus to interview students at the request of school authorities due to concerns for the safety of the students, staff or other persons in the school population, 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. The 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.

Searches

School officials have the right to search and seize property, including school property temporarily assigned to students (for example, lockers, desks, gym bags, etc.), when there is reason to believe that some material or matter detrimental to health, safety, and welfare of the student(s) is located on school premises, buses, or at school-sponsored events. Disrobing of a student is overly intrusive for purposes of most student searches and is improper without express concurrence from School District legal counsel.

Items provided by the District for storage (e.g., lockers, desks) or personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have no reasonable expectancy of privacy, and lockers, desks, storage areas, gym bags, et cetera, may be inspected at any time with or without reason, or with or without notice, by school personnel.

Arrest

When a peace officer enters a campus providing a warrant or subpoena or expressing an intent to take a student into custody, the office staff shall request the peace officer establish proper identification and complete and sign a form for signature of an arresting officer or interviewing officer. The school staff shall cooperate with the officer in locating the child within the school. School officials may respond to parental inquiries about the arrest or may, if necessary, explain the relinquishment of custody by the school and the location of the student, if known, upon contact by the parent.

STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES (Exhibit JII-EB)

Students may present a complaint or grievance regarding one (1) or more of the following:

- A violation of the student's constitutional rights.
- The 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.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Harassment of the student by another person.
- Intimidation by another student.
- Bullying by another student.
- Concern for the student's personal safety.

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District; and
- 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.

The guidelines to be followed are:

- 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 complaint or grievance shall be made to a school staff member, a school administrator or the administrator's immediate supervisor.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. Forms are available in the school office.
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to a school administrator or next higher administrative supervisor or as otherwise required by law.

Any question concerning whether the complaint/grievance falls within this policy shall be determined by the Superintendent.

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

A complaint/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.

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 AUTOMOBILE USE AND PARKING (Policy JLIIE)

The Superintendent shall establish procedures for registration, parking, and use of motorized vehicles and for searches for and seizures of illegal material contained therein. In the establishment of such procedures the Superintendent will be guided by the following:

- All students will register their vehicles.
- Registration stickers must be displayed on all student vehicles.
- Vehicles may be towed away at student expense for failure to follow policy and procedures related to motorized vehicles.

Automobile Searches

The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reason to believe that illegal or unauthorized materials may be contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Seizure of Illegal Materials

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

Bus Regulations

Riding a school bus is a privilege, not a right. The student who persists in misbehaving on school buses jeopardizes the safety of everyone on the bus and may lose the privilege of riding the bus.

The bus driver is responsible for maintaining discipline on the bus and in this capacity has the authority to assign seats and to make other reasonable demands of students. Any necessary discipline will be administered by a principal. Bus drivers may deliver a misbehaving student to a school principal or to the police before finishing the route in extreme circumstances. Once privileges are lost, that student cannot ride any bus for the duration of the suspension. Students will only be put off the bus at the bus stop or at school.

BUS REGULATIONS AND CONDUCT (Policy EEAEC, EEAE-EA.)

Bus Conduct

1. Passengers must remain seated at all times while the bus is in motion.
2. The bus driver may assign seats.
3. Be courteous.
4. No profanity may be used.
5. DO NOT eat or drink on the bus.
6. Keep the bus clean.
7. No smoking, other use or possession of any tobacco products in any form (e-cigarettes/vapors).
8. Keep all body parts and objects inside the bus. Do not throw anything inside or outside the bus.
9. All instruments and equipment carried by passengers shall be under their control at all times and carried in their laps, between seats, or properly secured in a vacant seat. Nothing shall be placed in the driver's compartment or the stepwell.
10. The aisle is to be open and passable at all times.
11. No harmful objects and substances are allowed on the bus at any time. This includes non-prescribed drugs, tobacco products in any form (e-cigarettes/vapors), alcohol, weapons, glass containers, pets, radios, skate boards, etc.
12. Cleats and spikes are not allowed to be worn on the bus at any time.
13. Do not destroy property. Students will be charged for damages.
14. For your own safety, do not distract the bus driver through misbehavior. Misbehavior on the bus can result in removal from the bus for 1 to 10 days, depending on circumstances, or permanent removal from the bus by formal hearing at the discretion of the principal. Serious misbehavior on the bus may include suspension or expulsion from school.

Rules while at the bus stop

1. Be at the bus stop at least five minutes before the bus is due to arrive. The driver will not wait at the bus stop past the arrival time. If the bus driver arrives early to the stop he/she will wait until the scheduled time of arrival.
2. Always walk to the bus stop. Never run.
3. Stop and look both ways if you must cross the street.
4. Respect private property. Do not throw trash, bottles, cups, etc. on the ground.
5. While at the bus stop, wait quietly well away from the road.
6. No smoking, other use or possession of any tobacco products in any form (e-cigarettes/vapors).
7. When the bus approaches, stand at least six (6) feet away from the curb, and line up away from the street without crowding or pushing.

STUDENT DISCIPLINE (Policy JK & Regulation JK-R)

The Governing Board is committed to maintaining school environments that are stable and contribute to the educational process. Within this context, the Board recognizes the need for fair, consistent, and responsive student discipline procedures designed to maximize administrator, teacher, student, and parent understanding and involvement.

Students are expected to conduct themselves, at all times, in a manner that will bring credit to themselves, their parents, and the school.

It is important that students know that the school staff is legally responsible for the conduct of students during school hours, while the students are on campus, or at any school function. Students are expected to follow the directions provided by all staff members during these times of responsibility.

Students going to and from school and students engaging in conduct outside of school that adversely affects the school community are also subject to school discipline.

ORIENTATION TO STUDENT DISCIPLINE

At the beginning of each school year, the principal shall ensure that each teacher is given a copy of the jointly developed criteria for the referral of students for administrative disciplinary action. These criteria shall be reviewed with all of the teachers. In addition, the referral procedure shall be outlined and given to each teacher.

PROCEDURES GOVERNING REFERRAL

If the behavior of a student in class makes his presence unacceptable, the student shall be excluded from that class for the remainder of the period via proper transmittal slip to the appropriate administrator. The teacher shall furnish the administrator with the full particulars of the incident as promptly as his teaching obligations will permit; in all cases, however, appropriate information shall be furnished to the administrator by the end of the day on which the referral is made.

Each referral shall be in writing. This information shall be furnished on a system form, with a copy to be retained by the teacher and a copy to be returned to the teacher and the student's counselor indicating the action taken. The administrator and/or the teacher may request a conference with the student and/or parent.

PROCEDURES GOVERNING RESPONSES TO REFERRALS

If the teacher has not received a response within three (3) workdays after the submission of the referral, the teacher shall contact the appropriate administrator concerning the status of the referral.

If, after another three (3) workdays following such contact, the teacher has not received a response to his referral and/or inquiry, the teacher may initiate action within the District's grievance procedure.

PROCEDURES GOVERNING CONFERENCES

Upon a student's first (1st) referral, a conference with the teacher, the parent and the administrator may be held.

Upon a second (2nd) referral of the same student by the same teacher or for the same reason during a semester, a conference involving the teacher, the parent, and the administrator is required.

Upon a third (3rd) referral of the same student by the same teacher or for the same reason during a semester, the class from which the referral came shall be closed until a conference involving the teacher, the parent, and the administrator can be held and a decision can be made as to the action to be taken. All parties shall be notified immediately.

The administrator may, if circumstances warrant, close the class prior to the third (3rd) referral.

Should subsequent conferences occur, the principal shall determine whether the teacher's presence is necessary or whether a written statement shall be prepared in lieu of actual attendance.

SUSPENSION

The Principal or Assistant Principal may suspend a student who is guilty of misconduct occurring during the school day or at a school-related function for a specific period of time. Any suspension is subject to the due process rights set forth in Policy JKD.

Student Code of Conduct - Students are expected to conduct themselves at all times in a manner that will bring credit to themselves, their parents, and the school.

School Responsibility for Student Conduct - Under Arizona law, students will be held to strict account for disorderly conduct on school property and on the way to and from school [A.R.S. 15-341(A)(13) and 15-341(A)(14)]. Students are expected to follow the directions of District personnel and agents while on school property, on the way to and from school, and at any school function. Students committing unreasonably dangerous or illegal acts while outside of normal school hours or functions may be excluded from school under certain circumstances.

Student Discipline - Arizona law requires that school authorities regulate student conduct and discipline students for misconduct. Consistent with students' due process rights, school authorities will discipline students based on the nature of the offense committed and the disciplinary history of the offender to preserve the good order and educational climate of the school.

Disciplinary measures include, but are not limited to: conference with the student, conference with the parent, written warning, counseling, detention, confinement with implementation of mandatory provisions, suspension, and expulsion. Detention involves the confinement of a student to a designated area of the school for a limited period of time. Detention could occur before school, after school, at lunch or during the school day. Suspension means the temporary withdrawal of the privilege of attending or visiting a District school or a District school-sponsored function for a specified period of time. Expulsion means the permanent withdrawal of the privilege of attending or visiting a District school or a District school-sponsored function. There are two types of suspension, a short-term suspension, up to ten (10) days, or a long-term suspension, more than ten (10) days. Expulsion means the permanent withdrawal of the privilege of attending or visiting a District school or a District school-sponsored function.

Accomplice Liability (Aiding & Abetting) - A student who, with the intent to promote or facilitate the commission of a violation of another District Policy or Regulation: solicits or commands another person to commit a violation, or aids, counsels, agrees to aid or attempts to aid another person in planning or committing a violation, or provides means or opportunity to another person to commit the violation, may be disciplined to the same extent as a student who may be found to have violated the other District Policy or Regulation.

Students should be advised that additional consequences, relating to participation in extracurricular activities, may be imposed by the Principal, his designee, or the activity sponsor for the violation of any portion of the above policy.

Students wishing to voluntarily participate in substance abuse counseling, who have not been apprehended for violation of the substance abuse policy, may do so by contacting a building-level administrator or counselor. Such students will not be subject to disciplinary action for this self-referral.

STUDENT DISCIPLINE MATRIX OF CONSEQUENCES (Exhibit JK-ED)

The categories of misconduct specified below are intended only as examples of the kinds of misconduct justifying discipline and not as a complete list of misconduct. **Note: These are recommended disciplinary guidelines for some examples of misconduct. Depending on the circumstances of the offense and history of the offender, actual discipline may be lesser or greater at the administrator's discretion on a case-by-case basis. Offenses are cumulative during the entire time the student is enrolled in the District.**

For the chart below the meaning of the asterisks (*) is:

- * The violation must be reported to the Arizona Department of Education.
- ** The violation must be reported to local law enforcement as well as the Arizona Department of Education.

<u>Nature of Offense (Definition):</u>	<u>Offense</u>	<u>Recommended Discipline</u>
Academic Misconduct/Dishonesty: Academic misconduct/dishonesty can include, but is not limited to cheating, forgery, lying and plagiarism. Examples that could apply include: (1) Using or attempting to use unauthorized materials, information or study aids in any academic exercise or assignment. Fabrication involves the falsification or invention of any information or citation in an academic exercise or assignment; (2) Using the signature or initials of another person; (3) Knowingly giving false or misleading information, including false accusations against others with the intent to deceive; (4) Using another's words, ideas, materials or work without acknowledging and documenting the source. Students are responsible for knowing the rules governing the use of another's work and for acknowledging and documenting the source appropriately.		
In addition to disciplinary action, students may face academic sanctions which may include but are not limited to receiving a zero on an assignment, grade of "F" for a class, or withdrawal from the class during the academic year.		

Cheating: Using or attempting to use unauthorized materials, information or study aids in any academic exercise or assignment. Fabrication involves the falsification or invention of any information or citation in an academic exercise or assignment.	1 st 2 nd 3 rd	Conference to short-term suspension Conference to short-term suspension Short-term to long-term suspension
Forgery: Using the signature or initials of another person.	1 st 2 nd 3 rd	Conference to short-term suspension Conference to short-term suspension Short-term to long-term suspension
Lying: Knowingly giving false or misleading information, including false accusations against others with the intent to deceive.	1 st 2 nd 3 rd	Conference to short-term suspension Conference to short-term suspension Short-term to long-term suspension
Plagiarism: Using another's words, ideas, materials or work without acknowledging and documenting the source. Students are responsible for knowing the rules governing the use of another's work and for acknowledging and documenting the source appropriately.	1 st 2 nd 3 rd	Conference to short-term suspension Conference to short-term suspension Short-term to long-term suspension
Aggression Verbal Provocation: Use of language or gestures to insult or humiliate another person or that may incite another person or persons to fight.	1 st 2 nd 3 rd	Conference to short-term suspension Short-term suspension to long-term suspension Short-term suspension to long-term suspension
Minor Aggressive Act: Student engages in non-serious but inappropriate physical contact, i.e., hitting, poking, pulling, or pushing.	1 st 2 nd 3 rd	Short-term suspension to recommend expulsion Short-term suspension to recommend expulsion Long-term suspension to recommend expulsion
Disorderly Conduct: The intent to disturb the peace or quiet, make unreasonable noise, use of abusive or offensive language or gestures, make a protracted commotion, utterance or display with the intent to prevent the transaction of the business of a meeting, gathering, or class, or refusal to obey a lawful order to disperse.	1 st 2 nd 3 rd	Conference to short-term suspension (possible police referral) Short-term to long-term suspension (possible police referral) Short-term to long-term suspension (possible Police referral)
Recklessness: Unintentional, careless behavior that may pose a safety or health risk to others.	1 st 2 nd 3 rd	Conference to short-term suspension (possible Police referral) Short-term to long-term suspension (possible police referral) Short-term to long-term suspension (possible police referral)
Endangerment*: The reckless endangerment of another person that results in substantial risk of imminent physical injury or death.	1 st 2 nd 3 rd	Conference to short-term suspension (possible Police referral) Long-term suspension to recommend expulsion (possible police referral) Long-term suspension to recommend expulsion (possible police referral)
Fighting*: Mutual participation in an incident involving physical violence, where there is no major injury. Verbal confrontation alone does not constitute fighting.	1 st 2 nd 3 rd	Short-term suspension Long-term suspension Recommend expulsion
Assault* Intentional or reckless causing of physical injury to another or touching another person intending to injure, insult or provoke. Including taking or attempting to take anything by force or threat of force and intentional use of a vehicle in a manner dangerous to person or property.	1 st 2 nd 3 rd	Short-term suspension (10 days) to recommend expulsion (possible police referral) Long-term suspension to recommend expulsion (possible police referral) Recommend expulsion (possible police referral)

<p>Aggravated Assault**: A person commits aggravated assault if the person commits assault as defined in A.R.S. §13-1204. This could include, but is not limited to:</p> <ol style="list-style-type: none"> 1. Causing serious physical injury to another, 2. Use of a deadly weapon or dangerous instrument, 3. A person eighteen years of age or older committing the assault upon a child under fifteen years of age, 4. Committing an assault knowing the victim is a teacher or other person employed by any school and the teacher or other employee is upon the grounds of a school or grounds adjacent to the school or is in any part of a building or vehicle used for school purposes, or any teacher or school nurse visiting a private home in the course of the teacher's or nurse's professional duties or any teacher engaged in any authorized and organized classroom activity held on other than school grounds. 	1 st	Recommend expulsion (police referral)
<p>Kidnapping**: The knowing restraint of another person with the intent to hold the victim for ransom, as a shield or hostage, for involuntary servitude, inflict physical injury or place the person in reasonable apprehension of imminent physical injury.</p>	1 st	Recommend expulsion (police referral)
<p>Homicide**: Intentionally or recklessly causing the death of another person. Includes first degree murder, second degree murder, manslaughter or negligent homicide.</p>	1 st	Recommend expulsion (police referral)
<p>Other Aggression: Other forms of aggression that may result in humiliation or personal injury to another person.</p>	1 st 2 nd 3 rd	Detention to recommend expulsion (possible police referral) Short-term suspension to recommend expulsion (possible police referral) Long-term suspension to recommend expulsion (possible police referral)
<p>Disruption of the Educational Process: Interrupting or creating a disturbance or a commotion that impedes the educational process. The disruption could occur in the classroom or on campus.</p>	1 st 2 nd 3 rd	Conference to expulsion (possible police referral) Detention to recommend expulsion (possible police referral) Short-term suspension to recommend expulsion (possible police referral)
<p>Alcohol Violations and Substance Abuse Counseling: If a long-term suspension is recommended and it is the first long-term suspension for an alcohol offense, the Principal <u>may</u> allow the student to return after a suspension of at least ten (10) days has been served and the student has successfully completed a District-approved substance abuse counseling program at the student's expense. Failure to satisfactorily complete the substance abuse counseling program will result in the initial long-term suspension being reinstated. If a long-term suspension is recommended and it is the second long-term suspension for an alcohol offense, counseling participation will not lessen the term of suspension. If the recommendation is for expulsion, participation in a substance abuse program will not lessen the recommendation.</p>		
<p>Distribution or share**: Distribution or sharing, or intent to distribute or share alcoholic substances or substances represented as alcohol.</p>	1 st 2 nd	Long-term suspension to recommend expulsion and substance abuse counseling. (police referral) Recommend expulsion (police referral)
<p>Use or Possession**: Use or possession of alcoholic substances or substances represented as alcohol. This includes being intoxicated at school, school-sponsored events and on school-sponsored transportation.</p>	1 st 2 nd 3 rd	Long-term suspension to recommend expulsion. (police referral) Long-term suspension to recommend expulsion (police referral) Recommend expulsion
<p>Sale**: Sale or intent to sell alcoholic substances or substances represented as alcohol.</p>	1 st	Recommend expulsion (police referral)

<p>Arson Of a Structure or Property*: Damaging or attempting to damage a structure or property by fire or incendiary device. Of an Occupied Structure**: Damaging or attempting to damage an occupied structure by fire or incendiary device.</p>	<p>1st 2nd 1st</p>	<p>Long-term suspension to recommend expulsion (possible police referral) Recommend expulsion (possible police referral) Recommend expulsion (police referral)</p>
<p>Attendance Policy Violation Leaving School Grounds without Permission: Leaving school grounds without following proper procedures to provide documentation to school officials of permission from a parent/guardian.</p>	<p>1st 2nd 3rd</p>	<p>Conference to detention Detention to short-term suspension Short-term suspension</p>
<p>Tardy: Arriving at school or to a class after the late bell, but prior to one-third (1/3) of the class period expiring.</p>	<p>1st 2nd 3rd</p>	<p>Conference to detention Detention to short-term suspension Short-term suspension</p>
<p>Truancy: Ten (10) or more unexcused absences.</p>	<p>1st 2nd 3rd</p>	<p>Conference to detention Detention to short-term suspension Short-term suspension</p>
<p>Unexcused Absence: Any absence for a class period during the school day that is not excused by the student's parent/guardian and approved by the appropriate school official.</p>	<p>1st 2nd 3rd</p>	<p>Conference to detention Detention to short-term suspension Short-term suspension</p>
<p>Other Attendance Violations: Violations of state, school district, or school policy related to attendance.</p>	<p>1st 2nd 3rd</p>	<p>Conference to detention Detention to short-term suspension Short-term suspension</p>
<p>Drug Violation: For purposes of these definitions and District policy, "drugs" shall include, but not be limited to: all dangerous Controlled substances prohibited by law, any prescription or patent medication or over-the-counter medication, except those for which permission to use in school has been granted pursuant to Board policy. Hallucinogenic substances, inhalants, imitations of illegal drugs, and anabolic steroids, medication or dietary supplement for recreational use, drug paraphernalia, or medication for which a student does not have a prescription.</p> <p>Drug Violations and Drug/Substance Abuse Counseling: If a long-term suspension is recommended and it is the first long-term suspension for a drug offense, the Principal <u>may</u> allow the student to return after a suspension of at least ten (10) days has been served and the student has successfully completed a District-approved drug/substance abuse counseling program at the student's expense. Failure to satisfactorily complete the drug/substance abuse counseling program will result in the initial long-term suspension being reinstated. If a long-term suspension is recommended and it is the second long-term suspension for a drug offense, counseling participation will not lessen the term of suspension. If the recommendation is for expulsion, participation in a substance abuse program will not lessen the recommendation.</p>		
<p>Distribution or share**: Distribution or sharing, or intent to distribute or share, or the manufacture of drugs. It also includes distribution, share, intent to distribute or share, or manufacture of drug paraphernalia and imitations of illegal drugs, including medications for which a student does not have a prescription. Distribution of a medication or a dietary supplement for recreation use will be treated as a drug violation – distribution or share.</p>	<p>1st 2nd</p>	<p>Long-term suspension to recommend expulsion. (police referral) Recommend expulsion (police referral)</p>
<p>Use or Possession**: Use or possession of "drugs." This includes use or possession of drug paraphernalia and imitations of illegal drugs, including medications for which a student does not have a prescription. This includes off-campus use and then being on District property or at a District function. Use or possession of a medication or a dietary supplement for recreational use will be treated as a drug violation – use or possession.</p>	<p>1st 2nd 3rd</p>	<p>Long-term suspension to recommend expulsion. (police referral) Long-term suspension to recommend expulsion (police referral) Recommend expulsion (police referral)</p>
<p>Sale**: Sale or intent to sell, or manufacture of "drugs." It also includes sale, intent to sell or manufacture of drug paraphernalia and imitations of illegal drugs, including medication for which a student does not have a prescription. Sale of a medication or a dietary supplement for recreational use will be treated as a drug violation – sale.</p>	<p>1st</p>	<p>Recommend expulsion (police referral)</p>

<p>Harassment, Threat or Intimidation or Bullying : If a long-term suspension is recommended and it is the first long-term suspension for a harassment, threat or intimidation, or bullying offense, the Principal <u>may</u> allow the student to return after a suspension of at least ten (10) days has been served and the student has successfully completed a District-approved sensitivity counseling program at student's expense. Failure to satisfactorily complete the sensitivity counseling program will result in the initial long-term suspension being reinstated. If a long-term suspension is recommended and it is the second (2nd) long-term suspension for harassment, threat or intimidation offense, counseling participation will not lessen the term of suspension. If the recommendation is for expulsion, participation in a sensitivity program will not lessen the recommendation.</p>		
<p>Bullying*: Bullying is repeated acts over time that involve a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical, verbal, or psychological. Specific examples include, but are not limited to, hitting, punching, demeaning, teasing, name calling, taunting, derogatory nicknames, innuendos, and/or remarks; gestures, social exclusion or cyber bullying.</p>	1 st	Short-term suspension (5 days) to recommend expulsion. (possible police referral)
	2 nd	Short-term suspension (10 days) to recommend expulsion. (possible police referral)
	3 rd	Long-term suspension to recommend expulsion. (possible police referral)
<p>Harassment, Nonsexual*: Harassment, nonsexual means harassing conduct based on and/or motivated by race, color, religion, national origin or disability.</p>	1 st	Short-term suspension (5 days) to recommend expulsion. (possible police referral)
	2 nd	Long-term suspension to recommend expulsion. (possible police referral)
	3 rd	Recommend expulsion. (possible police referral)
<p>Hazing*: Any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply: (1) The act was committed in connection with the initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with the District; (2) The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation.</p>	1 st	Short-term suspension (5 days) to recommend expulsion. (possible police referral)
	2 nd	Long-term suspension to recommend expulsion. (possible police referral)
	3 rd	Recommend expulsion. (possible police referral)
<p>Threatening or Intimidating*: When a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property.</p>	1 st	Short-term suspension (5 days) to recommend expulsion. (possible police referral)
	2 nd	Long-term suspension to recommend expulsion. (possible police referral)
	3 rd	Long-term suspension to recommend expulsion. (possible police referral)
<p>School Policies, Other Violations of Combustible: Student is in possession of a substance or object that is readily capable of causing bodily harm or property damage.</p>	1 st	Conference to short-term suspension
	2 nd	Short-term suspension to long-term suspension
	3 rd	Long-term suspension to expulsion
<p>Contraband: Possession of items stated in school policy as prohibited because they may disrupt the learning environment.</p>	1 st	Conference to short-term suspension
	2 nd	Short-term suspension to long-term suspension
	3 rd	Long-term suspension to expulsion
<p>Defiance or Disrespect: Student engages in refusal to follow directions, talks back, or delivers socially rude interactions.</p>	1 st	Conference to short-term suspension
	2 nd	Short-term suspension to long-term suspension
	3 rd	Long-term suspension to expulsion
<p>Disruption: Student engages in behavior causing an interruption in a class activity. Disruption includes sustained loud talking, yelling, or screaming; noise from materials; horseplay or rough-housing; or sustained out-of-seat behavior.</p>	1 st	Conference to short-term suspension
	2 nd	Short-term suspension to long-term suspension
	3 rd	Long-term suspension to expulsion
<p>Dress Code Violation: Failure to comply with the District and school dress standards.</p>	1 st	Conference to short-term suspension
	2 nd	Short-term suspension to long-term suspension
	3 rd	Short-term suspension to long-term suspension
<p>Gambling: To play games of chance for money or to bet a sum of money or other items of value.</p>	1 st	Conference to short-term suspension
	2 nd	Short-term suspension to long-term suspension
	3 rd	Long-term suspension to expulsion.

<p>Language, Inappropriate: Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.</p>	<p>1st 2nd 3rd</p>	<p>Conference to short-term suspension Short-term suspension to long-term suspension Long-term suspension to expulsion.</p>
<p>Negative Group Affiliation: Specific attitudes and actions of a student affiliated with a negative group typically include most of the following: a) May or may not have a recognized leader. b) Do most things together, especially socially. c) Stick together on issues. d) Act bored, disinterested, or imposed upon by teacher ideas, suggestions, or requirements.</p>	<p>1st 2nd 3rd</p>	<p>Conference to short-term suspension Short-term suspension to long-term suspension Long-term suspension to expulsion.</p>
<p>Parking Lot Violation: Violation of District policy or laws related to parking lots or the operation of motorized vehicles on school property.</p>	<p>1st 2nd 3rd</p>	<p>Conference to short-term suspension Short-term suspension to long-term suspension Long-term suspension to expulsion.</p>
<p>Public Display of Affection: Holding hands, kissing, sexual touching, or other displays of affection in violation of school policy.</p>	<p>1st 2nd 3rd</p>	<p>Conference to short-term suspension Short-term suspension to long-term suspension Long-term suspension to expulsion.</p>
<p>Other Violations of School Policies: A violation of school District policy.</p>	<p>1st 2nd 3rd</p>	<p>Conference to short-term suspension Short-term suspension to long-term suspension Long-term suspension to expulsion.</p>
<p>School Threat 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 or pulling the fire alarm when there is no fire Other Threat*: Other threats to cause harm, by any means, including but not limited to verbal, written, through use of social media, etc.</p>	<p>1st 1st 1st 2nd 1st</p>	<p>Recommend expulsion (police referral) Recommend expulsion (police referral) Short-term suspension to recommend expulsion (police referral) Recommend expulsion (police referral) Recommend expulsion (possible police referral)</p>
<p>Sexual Offenses and Counseling: If a long-term suspension is recommended and it is the first (1st) long-term suspension for a sexual offense, the Principal may allow the student to return after a suspension of at least ten (10) days has been served and the student has successfully completed a District-approved sensitivity counseling program at student's expense. Failure to satisfactorily complete the sensitivity counseling program will result in the initial long-term suspension being reinstated. If a long-term suspension is recommended and it is the second (2nd) long-term suspension for a sexual offense, counseling participation will not lessen the term of suspension. If the recommendation is for expulsion, participation in a sensitivity program will not lessen the recommendation.</p>		
<p>Sexual Offenses Harassment, Sexual*: Unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or receive benefits, services, or opportunities in the school's program. The behavior can include unwelcome sexual advances, requests for sexual favors, and other verbal and nonverbal conduct of a sexual nature.</p>	<p>1st 2nd 3rd</p>	<p>Short-term suspension (5 days) to recommend expulsion. (possible police referral) Long-term suspension to recommend expulsion. (police referral) Recommend expulsion (police referral).</p>
<p>Harassment, Sexual with Contact*: Sexual harassment that includes unwanted physical contact of non-sexual body parts (includes areas not covered in Arizona Revised Statutes).</p>	<p>1st 2nd 3rd</p>	<p>Short-term suspension (5 days) to recommend expulsion. (possible police referral) Long-term suspension to recommend expulsion. (police referral) Recommend expulsion (police referral)</p>

<p>Indecent Exposure or Public Sexual Indecency*: Indecent exposure is when a student exposes his or her genitals or anus or a female student exposes the areola or nipple of her breast and another person is present and the student is reckless about whether the other person, as a reasonable person, would be offended or alarmed by the act. Public sexual indecency is intentionally or knowingly engaging in an act; act of sexual contact; act or oral sexual contact; sexual intercourse; or bestiality if another person is present and the student is reckless about whether the other person, as a reasonable person, would be offended or alarmed by the act.</p>	<p>1st 2nd 3rd</p>	<p>Short-term suspension (5 days) to recommend expulsion. (possible police referral) Long-term suspension to recommend expulsion. (police referral) Recommend expulsion (police referral)</p>
<p>Pornography: Possessing, sharing or posting sexually explicit depictions of persons, in words or images, on a school campus or school District facility, including both in print and on cell phones or other electronic devices.</p>	<p>1st 2nd 3rd</p>	<p>Short-term suspension to recommend expulsion. (possible police referral) Long-term suspension to recommend expulsion. (possible police referral) Recommend expulsion (possible police referral)</p>
<p>Sexual Abuse**: Intentionally or knowingly engaging in sexual contact with any person fifteen (15) or more years of age without consent of that person or with any person who is under fifteen (15) years of age even if the physical contact only involves the female breast.</p>	<p>1st 2nd</p>	<p>Long-term suspension to recommend expulsion. (police referral) Recommend expulsion. (police referral)</p>
<p>Sexual Assault**: Intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person without consent of such person.</p>	<p>1st</p>	<p>Recommend expulsion. (police referral)</p>
<p>Technology, Improper Use of Computer: Improper use of District personal, or another person's computer in violation of the Technology Use Agreement or District policy. Infractions include, but are not limited to, inappropriate use of, damage to, disruption of, inappropriate or unauthorized recordings of, or negative impact of persons or property.</p>	<p>1st 2nd 3rd</p>	<p>Detention to recommend expulsion. Possible loss of the privilege to use District technology. (possible police referral) Short-term suspension to recommend expulsion. Possible loss of the privilege to use District technology. (possible police referral) Long-term suspension to recommend expulsion. Possible loss of the privilege to use District technology. (possible police referral)</p>
<p>Network Infraction: Improper use of the District network, in violation of the Technology Use Agreement or District policy. Infractions include, but are not limited to, inappropriate use of, damage to, disruption of, inappropriate or unauthorized recordings of, or negative impact of persons or property.</p>	<p>1st 2nd 3rd</p>	<p>Detention to recommend expulsion. Possible loss of the privilege to use District technology. (possible police referral) Short-term suspension to recommend expulsion. Possible loss of the privilege to use District technology. (possible police referral) Long-term suspension to recommend expulsion. Possible loss of the privilege to use District technology. (possible police referral)</p>
<p>Telecommunication Device: Improper use of personal cell phones or electronic devices. Electronic devices could include, but are not limited to, I-pods, Gameboys, cameras, or I-Pads, etc. Note: Please review the student handbook at the high school of attendance for each school's guidelines. TUHSD does not assume responsibility or liability for theft or damage of personal electronic devices. Students bring prohibited devices at their own risk.</p>	<p>1st 2nd 3rd</p>	<p>Detention to recommend expulsion. Possible loss of the privilege to use District technology. (possible police referral) Short-term suspension to recommend expulsion. Possible loss of the privilege to use District technology. (possible police referral) Long-term suspension to recommend expulsion. Possible loss of the privilege to use District technology. (possible police referral)</p>

<p>Other Technology: Improper use of other technology belonging to the District or another person in violation of the Technology Use Agreement or District policy. Infractions include, but are not limited to inappropriate use of, damage to, disruption of, inappropriate or unauthorized recordings of, or negative impact of persons or property.</p>	<p>1st 2nd 3rd</p>	<p>Detention to recommend expulsion. Possible loss of the privilege to use District technology. (possible police referral) Short-term suspension to recommend expulsion. Possible loss of the privilege to use District technology. (possible police referral) Long-term suspension to recommend expulsion. Possible loss of the privilege to use District technology. (possible police referral)</p>
<p>Theft Petty Theft: The taking, concealing, or attempted taking of property belonging to the District or another person without permission and with a value of under \$250.00</p>	<p>1st 2nd 3rd</p>	<p>Short-term suspension to recommend expulsion (possible police referral) Long-term suspension to recommend expulsion (possible police referral) Recommend expulsion (police referral)</p>
<p>Theft: The taking, concealing, or attempted taking of property belonging to the District or another person without permission and with a value of \$250.00 or more</p>	<p>1st 2nd 3rd</p>	<p>Short-term suspension to recommend expulsion (possible police referral) Long-term suspension to recommend expulsion (possible police referral) Recommend expulsion (police referral)</p>
<p>Burglary/Breaking and Entering (2nd/3rd Degree)*: A student enters and remains unlawfully in or on a residential or nonresidential structure or in a fenced commercial yard or enters any part of a motor vehicle by means of a manipulation key or master key with the intent to commit theft or any felony therein.</p>	<p>1st 2nd</p>	<p>Long-term suspension to recommend expulsion (possible police referral) Recommend expulsion (possible police referral)</p>
<p>Burglary (1st Degree)**: A student commits burglary in the 1st degree if such person or an accomplice violates the provisions of second or third degree burglary and knowingly possesses explosives, a deadly weapon or a dangerous instrument in the course of committing any theft or any felony.</p>	<p>1st</p>	<p>Recommend expulsion (police referral)</p>
<p>Extortion*: Attempting to obtain or obtaining money or property by threat, force, or in return for protection.</p>	<p>1st 2nd 3rd</p>	<p>Short-term suspension to recommend expulsion (possible police referral) Long-term suspension to recommend expulsion (possible police referral) Recommend expulsion (possible police referral)</p>
<p>Robbery*: Using force or threatening to use force to commit a theft or while attempting to commit a crime.</p>	<p>1st 2nd</p>	<p>Long-term suspension to recommend expulsion (police referral) Recommend expulsion (police referral)</p>
<p>Armed Robbery**: In the course of committing robbery, a person is armed with uses or threatens to use a deadly weapon or dangerous instrument or a simulated deadly weapon.</p>	<p>1st</p>	<p>Recommend expulsion (police referral)</p>
<p>Tobacco Violation Distribution, Share or Use*: Distribution and share means the act of giving tobacco substances, products, or substances represented as tobacco (e-cigarettes/vapors), including, but not limited to, passing tobacco from one person to another. Possession*: Possession of tobacco substances, products, or substances represented as tobacco (e-cigarettes/vapors). Sale*: Sale of tobacco substances, products, or substances represented as tobacco (e-cigarettes/vapors).</p>	<p>1st 2nd 3rd 4th</p>	<p>Conference to Short-term Suspension (2 days). Recommendation for smoking cessation program. Conference to Short-term suspension (3 to 5 days). Recommendation for smoking cessation program. Conference to Short-term suspension (10 days). Recommendation for smoking cessation program. Will be treated as insubordination</p>
<p>Vandalism or Criminal Damage Graffiti or Tagging: Writing on walls, drawings or words that are scratched, painted, or sprayed on walls or other surfaces in school buildings or school District facilities.</p>	<p>1st 2nd 3rd</p>	<p>Short-term suspension to recommend expulsion. Recommendation for restitution. (possible police referral) Long-term suspension to recommend expulsion. Recommendation for restitution. (possible police referral) Recommend expulsion and recommendation for restitution. (possible police referral)</p>

Vandalism of Personal Property* : Willful destruction, defacement, or damage of personal property.	1 st	Short-term suspension to recommend expulsion. Recommendation for restitution. (possible police referral)
	2 nd	Long-term suspension to recommend expulsion. Recommendation for restitution. (possible police referral)
	3 rd	Recommend expulsion and recommendation for restitution. (possible police referral)
Vandalism of School Property* : Willful destruction, defacement, or damage of school property.	1 st	Short-term suspension to recommend expulsion. Recommendation for restitution. (possible police referral)
	2 nd	Long-term suspension to recommend expulsion. Recommendation for restitution. (possible police referral)
	3 rd	Recommend expulsion and recommendation for restitution. (possible police referral)
Weapons and Dangerous Items Dangerous Items* : This violation includes, but is not limited to, laser pointers, letter openers, mace/pepper spray, paintball guns, razor blades/box cutters, fireworks, simulated knives, taser or stun guns, tear gas, or a knife with any length of blade.	1 st	Short-term suspension to recommend expulsion (possible police referral)
	2 nd	Long-term suspension to recommend expulsion (possible police referral)
	3 rd	Recommend expulsion (possible police referral)
Firearms** : This violation includes, but is not limited to, loaded or unloaded, operable or inoperable, handguns, pistols, shotguns, rifles, air/pellet/BB guns, starter guns/pistols, flare guns and destructive devices, i.e. bombs or grenades.	1 st	Recommend expulsion (police referral)
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 as being portrayed as a firearm.	1 st	Short-term suspension to recommend expulsion (possible police referral)
	2 nd	Long-term suspension to recommend expulsion (possible police referral)
	3 rd	Recommend expulsion (possible police referral)
Other Weapons : This violation includes, but is not limited to, brass knuckles, nunchakus, and billy clubs.	1 st	Short-term suspension to recommend expulsion (possible police referral)
	2 nd	Long-term suspension to recommend expulsion (possible police referral)
	3 rd	Recommend expulsion (possible police referral)

STUDENT SUSPENSION AND EXPULSION / DUE PROCESS RIGHTS (Regulation JKD-R)

Certain procedures are followed when discipline is recommended for a student. In these situations, parents and students should consult and become familiar with these procedures, as they affect your rights. These procedures are available in your school's Principal's office and at the District Office.

"The Governing Board Policies and Administrative Regulations cited in this handbook are subject to change periodically throughout the school year. Furthermore, in many cases, summaries of the Policies and Regulations have been provided in lieu of the full text. You may access the complete and current TUHSD Governing Board Policy Manual by going to the District's website at: <http://www.tempeunion.org>.

Upon receiving information about the handbook, the STUDENT must sign page 27 to verify that he/she has been oriented to the handbook and received information about accessing the handbook. The student will also verify that information about the handbook has been shared with his/her parents/guardians for their review and signature.

The Acknowledgement of Receipt form on page 29 must be completed with all appropriate information, SIGNED BY THE PARENT, and returned to the student's third (3rd) period teacher.

**STUDENT RECEIPT FOR ORIENTATION TO HANDBOOK, STUDENT DIRECTORY
RELEASE INFORMATION AND TECHNOLOGY USE AGREEMENT
TO BE SIGNED BY STUDENT AND RETURNED
2015-2016 SCHOOL YEAR**

STUDENT NAME: _____ ID NUMBER: _____
(PLEASE PRINT)

SCHOOL ATTENDING: _____ DATE: _____

STUDENT EMAIL ADDRESS:

I. ACKNOWLEDGEMENT OF RECEIPT:

Check to acknowledge:

I acknowledge that I have been oriented to the **Tempe Union High School District 2015-2016 Selected Student Policies and Regulations Handbook** and that I have been given the opportunity to read the Handbook and review it with my parent/guardian. I understand that this Handbook is available on the District's website and that I have been notified that hard copy will be provided to me upon my request. I understand that I may contact the Principal if I have any questions about the information contained in this Handbook or if I would like to receive a hard copy of the handbook.

I acknowledge I have received the **School Student Handbook** and that I have been given the opportunity to read the Handbook and review it with my parent/guardian. I understand that I may contact the principal if I have any questions about the information contained in this Handbook.

I acknowledge I have read the **Student Directory Information Release Form and the Student Media Release Form** (pages 31 and 32 of this booklet). If I do not wish to have any directory information released, I or my parent/guardian have filled out and returned this form. If I do not wish to be recognized by or participate in authorized media activities of the District, I or my parent/guardian have filled out and returned this form. I understand that I may contact the principal if I have any questions about this form.

II. TECHNOLOGY USE AGREEMENT: (See IJNDB-E on pages 7-8 of the Selected Student Policies & Regulations Handbook for further information.)

I have read and agree to abide by Tempe Union High School District policy and regulations on appropriate use of the electronic information system, as incorporated herein by reference.

I understand and will abide by the provisions and conditions indicated. I understand that any violations of the above terms and conditions may result in disciplinary action and the revocation of my use of information services.

SIGN HERE _____
STUDENT SIGNATURE DATE

**PARENT RECEIPT FOR RECEIVING HANDBOOK INFORMATION, STUDENT DIRECTORY
RELEASE INFORMATION AND TECHNOLOGY USE AGREEMENT
TO BE SIGNED BY PARENT AND RETURNED
2015-2016 SCHOOL YEAR**

STUDENT NAME _____
(PLEASE PRINT)

ID NUMBER: _____

SCHOOL ATTENDING: _____

DATE: _____

I. ACKNOWLEDGEMENT OF RECEIPT:

Check to acknowledge:

- I acknowledge that I have been informed that the **Tempe Union High School District 2015-2016 Selected Student Policies and Regulations Handbook** is available on the District's website and that I may request a hard copy from my child's school. I have been given the opportunity to read the Handbook and review it with my child. I understand that I may contact the Principal if I have any questions about the information contained in this Handbook or if I would like to receive a hard copy of the Handbook.
- I acknowledge I have received the **School Student Handbook** and that I have been given the opportunity to read the Handbook and review it with my child. I understand that I may contact the Principal if I have any questions about the information contained in this Handbook.
- I acknowledge that I have read the **Student Directory Information Release Form and the Student Media Release Form** (pages 31 and 32 of this booklet). If I do not wish to have any directory information released, I have filled out and returned the form. If I do not wish to have my child recognized or participate in authorized media activities of the District, I have filled out and returned this form. I understand that I may contact the principal if I have any questions about these forms.

II. TECHNOLOGY USE AGREEMENT (See Policy JNDB-E on pages 7-8 of the Selected Student Policies & Regulations Handbook for further information.)

Parental/Guardian Agreement (required if the user is a student)

As the parent or guardian of the above named student, I have read this agreement and understand it. I understand that it is impossible for the Tempe Union High School District to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired by use of the electronic information services (EIS). I also agree to report any misuse of the EIS to a District administrator. (Misuse may come in many forms but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, or other issues described in the agreement.)

I accept full responsibility for supervision if, and when, my child's use of the EIS is not in a school setting. I hereby give my permission to have my child use the electronic information services.

PARENT/GUARDIAN NAME: _____
(PLEASE PRINT)

SIGN HERE _____
PARENT/GUARDIAN SIGNATURE

DATE

SIGNING THIS FORM IS OPTIONAL. SIGN AND RETURN THIS FORM **ONLY IF YOU DO NOT WISH TO HAVE SOME OR ALL DIRECTORY INFORMATION RELEASED.**

STUDENT DIRECTORY INFORMATION OPT-OUT FORM

The District is required to obtain your written consent prior to releasing educational records or personally identifiable information concerning your student. Federal law provides a number of exceptions to this requirement, for example, when releasing information to other school and District officials, to the Arizona and United States Department of Education, to other schools where your student seeks to enroll, and for other exceptions provided by law. The District may also release "directory information" (specified below) concerning your student without your written consent, **unless you have provided the District notice of your desire to opt-out of directory information.**

NOTE: Your student's home address, home telephone number, e-mail address, and class rank will **only** be released as "directory information" under the following circumstances and to the following individuals and groups without your written consent: 1) Colleges, universities, and prospective employers for purposes of recruitment, notification of scholarship offers or job opportunities, and similar purposes; or 2) Tempe Union High School District-affiliated and approved groups or vendors [e.g. student groups and clubs (yearbook, student newspapers, student council, marching band, National Honor Society, and the like); student athletic teams; parent booster clubs; site council; parent-teacher groups; graduation vendors (photographs, caps and gowns, announcements), and the like]. This information will not be considered "directory information" if being requested by an individual or group that does not conform to the requirements above (e.g. for-profit business that are not District-approved vendors, outside media groups, and the like). In those circumstances, your student's home address, e-mail address, and class rank will not be released unless the District has obtained written consent provided by the parent/guardian or eligible student.

If you do not want any or all directory information about your student 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 below and signing and returning this form to your student's school within two (2) weeks of receiving this form, or October 31, whichever occurs first. **If the Tempe Union High School District does not receive this student's Student Directory Information Release Form by your returning this form within the prescribed time, the District will assume that your permission is given to use the directory information as described above.**

TO: Principal: I **DO NOT** wish to have the TUHSD disclose the directory information checked below under any circumstance. The checked information **will not** be released to colleges or universities, it will not be used for scholarships, placed on athletic/activity rosters, or school programs, and photographs will not appear in the yearbook or other similarities for:

Student's Name	Student's I.D. Number
Parent/Legal Guardian/Eligible Student Signature	Date
<input type="checkbox"/> Student's name <input type="checkbox"/> Student's parents' names <input type="checkbox"/> Student's home address <input type="checkbox"/> Student's home telephone number <input type="checkbox"/> Student's electronic (e-mail) address <input type="checkbox"/> Student's current school of attendance <input type="checkbox"/> Student's major field of study <input type="checkbox"/> Student's photograph <input type="checkbox"/> Student's grade Level (9th, 10th etc.) <input type="checkbox"/> Student's enrollment status (part time or full time)	<input type="checkbox"/> Student's honors and awards received <input type="checkbox"/> Student's dates of attendance (semester, quarter, etc., not specific days in school) <input type="checkbox"/> Student's participation in officially recognized activities and sports <input type="checkbox"/> Student's height, weight and athletic number if member of an athletic team <input type="checkbox"/> Student's most recently attended educational agency or institution <input type="checkbox"/> Class rank by percentages (for example, top 10%, top 20%)

Military Opt-Out: Check this box if you do not want directory information released to military recruiters or military schools

ITEMS CHECKED WILL NOT BE RELEASED AS DIRECTORY INFORMATION

This form will remain in effect unless written notification is received from you, by the school Principal, identifying any changes you wish to make to your student's directory information.

SIGNING THIS FORM IS **OPTIONAL**. SIGN AND RETURN THIS FORM **ONLY** IF YOU DO NOT WISH TO HAVE INFORMATION RELEASED.

STUDENT MEDIA RELEASE FORM

Throughout the school year, students may be recognized or displayed in various District or School sponsored publications (print, electronic, film, video, audio, etc.) to promote TUHSD activities and achievements or to inform the community about school and District matters. The District may also prepare press releases for outside media groups to recognize students and their achievements or to inform the community about school and District matters.

On rare occasions, the District may also authorize various non-District groups (including outside media or other third parties) to film, make other recordings, or conduct student interviews on District or school property during the school day. In these circumstances, a District or School administrator is present to supervise the activity, and when possible, parents will be notified in advance of any recording or interview.

Please note: The District has no control over recordings made of your student outside of school or District property, at public events and activities, after school hours, or by unauthorized students or third parties.

I acknowledge that failure to return this form within two (2) weeks from the date of distribution will constitute approval for the District (including District and school sponsored groups) to use or release the video, photographic, and/or audio representation, as well as name and likeness of my child [or of me (if student is at least 18)] for in District or school sponsored media releases, publications, social media, website(s), etc.

To Principal:

My signature below indicates that (check all that apply):

- I do not consent to the District (including District and school-sponsored groups) to use the information listed above.

- I do not consent to authorized third party use of the information listed above.

Printed Name of Student

School

Signature of Parent or Adult Student

Date



Tempe High School
 1730 S. Mill Avenue
 Tempe, AZ 85281-6600
 (480) 967-1661



McClintock High School
 1830 E. Del Rio Drive
 Tempe, AZ 85282-2898
 (480) 839-4222



Marcos de Niza High School
 6000 S. Lakeshore
 Drive Tempe, AZ 85283-
 3049 (480) 838-3200



Corona del Sol High School
 1001 E. Knox Road
 Tempe, AZ 85284-3299
 (480) 752-8888



Mountain Pointe High School
 4201 E. Knox Road
 Phoenix, AZ 85004-4701
 (480) 759-8449



Desert Vista High School
 16440 S. 32nd Street
 Phoenix, AZ 85044-7807
 (480) 706-7900



Compadre Academy
 500 W. Guadalupe Road
 Tempe, AZ 85283-3599
 (480) 752-3560



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Tempe★Union
 HIGH SCHOOL DISTRICT

TUHSD District Office
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 (480) 839-0292 TDD: (480) 345-3799
 Online: <http://www.tempeunion.org>