

**PARENT/STUDENT  
HANDBOOK  
K–12TH GRADE  
2021/2022**



**Nadaburg Unified School District #81**

Nadaburg Unified School District No. 81  
2020-2021 Parent/Student Handbook, K-12<sup>th</sup> Grade

**Quality Education: Every Student! Every Day!**

Dr. Aspasia Angelou | Superintendent  
Kerre Laabs | Director of Business Services and Human Resources  
Alysia Wells | Principal, Nadaburg Elementary School  
Angelina Geraci | Principal, Desert Oasis Elementary School  
Dr. Kathryn Strevell | Principal, Mountainside High School  
Nancy Penzone | Director of Educational Services  
John Asimakopoulos | Director of Technology  
Jim Springfield | Director of Transportation  
Nellie Odogui | Director of Maintenance

Governing Board

Matt Varitek	President
Valarie Serrano	Vice President
Sandra Jordan	Member
Nancy Sanchez	Member
Deborah Parris	Member

DISTRICT ADMINISTRATIVE OFFICES

32919 Center Street  
Wittmann, Arizona 85361  
(623) 388-2100

Desert Oasis Elementary School (PK-8)  
17161 W. Bajada Road  
Surprise, AZ 85378  
Angelina Geraci, Principal  
(623) 556-5880

Monday - Thursday  
Start Time: 7:45 A.M.  
End Time: 3:15 P.M.

**School is closed on Fridays**

Mountainside High School (9-12)  
32919 Center Street  
Wittmann, AZ 85361  
Kathryn Strevell, Principal  
(623) 388-2111

Monday - Thursday  
Start Time: 9:30 A.M.  
End Time: 3:30 P.M.

**School is closed on Fridays**

Nadaburg Elementary School (PK-8)  
21419 W. Dove Valley Road  
Wittmann, AZ 85361  
Alysia Wells, Principal  
(623) 388-2321

Monday - Thursday  
Start Time: 8:45 A.M.  
End Time: 4:15 P.M.

**School is closed on Fridays**



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## GUIDELINES & PROCEDURES

### Address - Home

Please notify the school immediately when there is a change of home address, telephone number, parent's employment, or a change in the emergency telephone number to be used when we are unable to reach a parent. Changes to family contacts must be made in writing.

### Attendance / Truancy

The Nadaburg Unified School District No. 81 believes all students should be in school every day, unless there is a valid reason for an absence, such as those related to medical or religious absences. Regular and timely attendance is a determining factor in educational success. Critical academic information is lost each time a student is out of the classroom.

Regular school attendance is not only a good habit, but also a state law. Arizona State Law (A.R.S. § 15-802 and 15-803) states that every person who has custody of a child between the ages of six and 16 years shall make sure the child attends school for the full-time school is in session.

Nadaburg Unified School District No. 81 values the involvement of parents/guardians in the academic process and encourages ongoing communication between home and school, particularly regarding attendance. School staff will make every attempt to assist families in addressing attendance concerns.

- A parent/guardian should contact the school's 24-hour absence reporting line prior to the beginning of the school day when a child will be absent.
- All unreported absences will be documented as "unknown" absences. The school will attempt to contact parents/guardians within the first two hours of the school day, in order to ensure student safety and in an attempt to document an absence reason (A.R.S. § 15-807).
- Pursuit to A.R.S. § 15-803, a child can only be excused when he/she is accompanied by a parent or a person authorized by a parent.
- A parent/guardian is the only person who may verify an unknown absence. Unknown absences may be verified by the parent/guardian by phone, in person, or in writing to the school office within 24 hours of a student returning to school from an absence.
- Any absence that has not been verified by a parent/guardian within 24 hours will be considered unexcused.
- A student who independently chooses not to attend school is considered truant and cannot be excused by the parent. This is classified as "Leaving Campus without Authorization/Unauthorized Absence" on the Student Discipline Procedures, included in the Parent/Student Handbook.
- Arizona Revised Statute §15-803 defines absences as "excessive" when the number of absent days exceeds 10% of the number of required attendance days. For example, on a 144-day school calendar, excessive absences would equal 14 or more days absent. These include both excused and unexcused absences.
- Parents will be notified by letter when students accumulate 5, 10, and 14 absences.

### Attendance – Physical Education

It is necessary that a doctor's statement be furnished if a student cannot participate in Physical Education classes for extended periods of time. Parent-written notes will only be accepted for

excusal from two (2) PE class periods. Students not participating in P.E. will not participate in recess activities, sports or after-school games for the day(s) excused.

### **Cafeteria Meal Program and Price Schedule**

Meal prices (including milk) are as follows:

**Breakfast (K-8)**

Paid - \$1.25

Reduced - \$. 30

**Lunch (K-8)**

Paid - \$3.00

Reduced - \$.40

**Breakfast (9-10)**

Paid - \$1.35

Reduced - \$0.30

**Lunch (9-10)**

Paid - \$3.30

Reduced - \$0.40

**Adult Breakfast**

\$1.50

**Adult Lunch**

\$3.75

**Extra Milk - \$.25**

Cereal is offered daily as a substitute

**Extra Milk - \$.25**

A variety of low-fat milk is offered for breakfast and lunch.

The Nadaburg Unified School District will once again be participating in the federal meal program, whereby students may be eligible to receive free or reduced-price breakfasts and lunches. Information/applications may be obtained by contacting the school office.

Note: Even if your child participated in this program last year, it will be necessary for you to reapply for the new school year. Free and reduced-price meals will be provided to all students who are eligible. Applications for free or reduced-price meals programs shall be available to students at all times during the regular school day. The Governing Board prohibits the charging of meals by students and staff. Students whose meal account balances are at less than the cost of a lunch will not go hungry; they will be offered a lunch consisting of a sandwich, milk and fruit. Board Policies EFC-R and EFDA

### **Closing - Emergency**

During inclement weather, early dismissal will be determined by this procedure:

- The determination to dismiss early will be based strictly upon the safety of the children riding our buses.
- There will be a continual updating of road conditions by our bus drivers. The principal will evaluate this information, along with their recommendations. Parent calls and radio reports will also be evaluated.
- When road conditions reach the point where our buses may possibly face unsafe road conditions, an early dismissal will be called.
- Parents should be prepared for an early dismissal during unusual weather conditions. Parents may wish to take the following into consideration:
  - Phone numbers of other responsible adults may be given to the administration office to call if parents will not be home.
  - Arrangements may be made with neighbors or close friends to supervise the child if parents will not be home.



- Plans should be worked out with the child so that if temporarily unsupervised at home, all safety precautions will be strictly followed.
- The Administration wants to assure you that they are aware of your concern about early dismissal, but the safety of our children must be given top priority.

It is recommended that you check the Nadaburg Unified School District website at [www.nadaburgsd.org](http://www.nadaburgsd.org) for updates. Schools will also post notification to social media and/or use our robocall system.

### **Confidentiality of Student Education Records**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g; 34 CFR part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting for the his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education records. However, FERPA allows schools to disclose those records, without consent, to the following parties under the following conditions (34 CRT §99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.
- Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

## **Destruction of Student Records**

This is to advise you that the Student Services Department of the Nadaburg School District will destroy all special education records of students who have not received special education services for at least five (5) years. The discontinuation of Special Education services may be due to withdrawal, transfer from the Nadaburg School District, or graduation. The information contained in these records may be needed for other purposes, such as documentation of eligibility for social security benefits and other entitlement benefits. You have the Right to review Special Education records and obtain copies of any of the information. The request for review and copies must be made before the date authorized for destruction of records, July 1 of each year. You will receive no other notifications for the destruction of special education records.

## **Dress Code**

Nadaburg Unified School District believes that there is a connection between Student Dress and Academic Success. As such, any attire that detracts from the learning environment is not acceptable. Students should dress in a manner that takes into consideration the educational environment, safety, health and welfare of oneself and others. The following guidelines are not intended to be entirely inclusive of all dress code situations. Therefore, school administrators will be allowed the final decision when applying the guidelines to student appearance standards.

Please wear the following:

- Clothing that covers the entire midriff, has a back, has straps, fits closely under the arms and is not too low cut.
- Clothing that is of adequate length to cover the bottom at all times.
- Clothing that has appropriate language. Please do not wear clothing that depicts or references drugs, alcohol, a sexual reference, has profanity, or language that demeans others.

Appropriate footwear for a safe learning environment. Please do not wear slippers. Headwear may be worn on campus, but please remove them in the building or classroom if asked by a staff member.

If there is a concern regarding student dress, a staff member will refer the student to the office to address the issue. The student and front office staff will discuss the concern, and if deemed necessary, the student will be provided appropriate clothing to change into or may wait in the front office for appropriate clothing to be brought to the student. Requests for exceptions to the dress code for religious, health-related, or other reasons will be considered by the school administration.

For safety reasons, blankets are not allowed to be worn and/or carried. Students should wear appropriate outerwear for warmth such as jackets and/or sweatshirts.

We encourage participation on spirit days. However, students must be identifiable. Therefore, full face painting and the wearing of masks that cover the entire face are prohibited.

**\*\* For special events – Dress Code could be altered with the discretion of administration. \*\***  
Students who come to school in inappropriate clothing will be sent to the nurse's office to change as to not take away instructional learning time. If clothing is not available, parents will be called and

asked to bring a change of clothing. Dress Code violations will follow the Student Code of Conduct Guidelines.

### **Emergency Response**

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that all schools have made preparations to respond effectively to such situations.

Should we have a major disaster during school hours, the school will go into lockdown. Safety is the primary concern and your children will be cared for at this school. Our School District has a detailed disaster plan which has been formulated to respond to a major catastrophe.

### **Your cooperation is essential in any emergency.**

- Do not telephone the school. Telephone lines may be needed for emergency communication. School personnel have emergency roles to play and no one will be answering school phone lines.
- In the event of an emergency, students will be kept at their schools or a predetermined rally point until the all clear is given. After an all clear, students will then be transported by bus to their regular afternoon bus stop. Any students that are returned to the school may be picked up by an identified, responsible adult who has been identified as such on a School District green emergency card which is required to be filled out by parents at the beginning of every school year. Please be sure you consider the following criteria when you authorize another person to pick up your child at school:
  - o He/she is 18 years of age or older.
  - o He/she is usually home during the day.
  - o He/she could walk to school, if necessary.
  - o He/she is known to your child.
  - o He/she is both aware and able to assume this responsibility.
- Communication from the District will consist of updates on the district/school website, school/district social media pages, robo call, or broadcast text. All of these communications are one way. Please do not try to contact the school. The Incident Commander will decide when the situation is all clear and is responsible for all aspects of the emergency. If students are to be kept at school, we have food and water to last the duration of any emergency situation. The District may provide additional information, regarding day-to-day school operations, via recorded message after the emergency has concluded.
- Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency. We have a procedure in place for students to send an initial text (if time permits) to let parents know they are okay. After that, text communication will not be permitted. Do not be alarmed if your child has a phone and you do not hear from them and please do not text to ask questions. The goal is to keep communication avenues open for emergency use only. Everyone trying to text their child overloads the system and could be a hazard to the safety of all children.

### **Extracurricular Activities**

The purpose of extracurricular activities is both educational and recreational. These programs should encourage participation by as many boys and girls as possible and should always be conducted with the best interests of the participants as the first consideration.

The student must have the written consent of parent or guardian for any type of interscholastic sport, or other extracurricular activity, in which the student engages. It is recommended that parents/guardians provide their student athletes with health/accident insurance. Students whose behavior presents a problem or jeopardizes school discipline may be ineligible for participation in extracurricular activities until such time as their behavior warrants reinstatement.

### **Field Trips**

Field trips serve the instructional program by utilizing resources of the community and the area that cannot be brought to the classroom. Parents will be notified of the details of the field trip. Permission slips will be sent home with each student to be signed and returned. Students without permission slips signed by parents or legal guardians will not be permitted to go on the field trip. Students whose behavior jeopardizes school discipline may be ineligible for participation. When students go on a field trip, student to chaperone ratio of 10:1 is required. Chaperones must meet the following criteria:

- Chaperones must be 21 years of age or older.
- Chaperones must pay their own way into the destination,
- Chaperones must present themselves in such a way as to generally follow the dress code of the school.
- Chaperones must be a parent, guardian, grandparent, aunt or uncle of the student attending the field trip.
- Chaperones may NOT bring additional children. There will be absolutely no exceptions.
- On occasion, more volunteers will be present than are actually needed or allowed on the field trip. The classroom teacher and/or principal will have the final decision as to which volunteers who meet the above requirements may actually attend the field trip.

### **Fire Drill / Lockdown Procedures**

For the safety of the children, fire drills will be held a minimum of once per month. Lockdown drills are conducted once per semester.

### **Homework**

Assignment of homework shall be of a constructive nature, directly related to the course of study. Assignment of homework will be reasonable and based on Board adopted curriculum.

### **Honor Roll and Principal's List**

Students will qualify for the Honor Roll if they have a B (80) average, including citizenship and special area classes, with no grade lower than a C in K-8 schools or a 3.5-3.99 weighted GPA in high school.

Students will qualify for the Principal's List if they have all A's, including citizenship and special area classes in K-8 schools or a 4.0 weighted GPA or higher in high school. This is the highest academic honor at this level.

## **Lost and Found**

Lost and found articles are to be turned in at the office. Students should check there if something is lost. Please label (put your name on) all personal items. Items left in the lost and found will be donated to a local charity at Winter Break and at the end of the school year.

**Note:** The School/District is **NOT** responsible for the loss, theft or damage of ANY personal items brought to school, including but not limited to, musical instruments, radios, headphones, cell phones, iPods, iPads, (any and all electronic devices), bicycles, etc. Any loss, theft or damage to any personal items will not be covered by District insurance.

## **Make-Up Assignments**

Students who miss work due to absences will make up the work within the allotted period of time. The actual make-up work will, as much as possible, be exactly the same work that was missed on the absent day. If that is not possible, the make-up work will be similar in nature and difficulty to the actual missed work.

## **Make-up Work / Tutoring**

Students needing to make-up school work, tests, requiring extra help or tutoring, may use after school time at the teacher's discretion. Parents will be notified. Students are allowed one day of extension for assignments for each day they are absent unless the teacher agrees to other arrangements.

## **Missing and Late Work Policy**

Students are expected to make up all work missed when absent from school. It is the student's responsibility to ensure that classroom instructional notes and assignments are obtained from teachers upon returning from any type of absence. Students have an amount of time equivalent to the number of days absent to make up work assigned during the absence. Exceptions to this policy includes long-range assignments such as a term paper or project assigned one week prior to the due date and students who are truant or deemed excessively absent. Long range assignments and students who are truant or excessively absent must submit assignments on the due date, even in the event of an absence, unless satisfactory arrangements have been made with the teacher for credit.

Students shall be responsible for gathering classwork/homework while on suspension. Students may email their teachers via their Nadaburg email accounts. Students will schedule a time for make-up tests, quizzes, labs, or projects with the teacher on the day the student returns from suspension. Students are eligible for credit for completed assignments turned in on the day they return from suspension. No late work will receive credit unless pre-approved by the teacher assigning work.

## **Missing Assignments**

If a student does not complete an assignment on time, even though he/she is present in school when the assignment is made, the grade will be entered as a zero (0) in the gradebook. This has a drastic effect on the cumulative grade. Work may be turned in late, for reduced credit. Students will not get full credit for turning in work after the due date. Credit will be reduced as follows:

1 day late (this means any work not turned in when it is due – up to one full day late) 10% penalty

2 – 5 days late, 20% penalty – the highest grade possible would be a low B.  
more than 5 days late, 40% penalty – highest grade possible would be a D.

Parents and students should understand that late work will be graded the same way all assignments are. After that the reduction in grade takes place.

Example: a paper is turned in one day late. The teacher grades the paper. The paper earns a B, 85%. The grade is then reduced for being late 85% minus 10% = 75%, a grade of C  
A paper is turned in 5 days late. The paper is graded and earns a C, 75%. The grades is reduced 20% and becomes a 55%, an F. However, although the grade is an F, this is much better than having a 0 entered in the gradebook.

### **Notices from the School**

From time to time, notices such as newsletters, program announcements and various forms to be completed and returned will be sent home with students. Students should realize the importance of getting these notices home, as it is imperative to establish good communications.

### **Pass/Fail - KidWatch**

The decision as to whether or not a student is promoted to the next grade level in grades K-8 at the end of the year is an ongoing process that begins early in the year. Teachers will contact parents half way through each quarter and at the end of the quarter regarding lack of significant student progress. Parents of students whose achievement indicates a concern as to whether or not they will be promoted at the end of the year will have documents to sign each quarter telling exactly what has to change in the student's performance in order for the student be placed on the promotion list. Teachers will be in regular contact with parents so there are no surprises at the end of the year. The state program of *Move on When Reading* may affect promotion of students in third grade if they are not reading at grade level. Parents will be notified if a student's reading level could be a possible cause for retention in third grade.

### **Promotion Ceremony**

The 8<sup>th</sup> grade promotion ceremony recognizes students who have successfully met the requirements to be promoted into the 9th grade. Students whose behavior and academic standards have failed to meet district standards may not be considered for the promotion ceremony. 8th grade students will be informed of this policy during quarterly assemblies and throughout the year. Promotion will be held during the last week of school. It is the practice of this District to conduct an informal promotion ceremony with an emphasis placed on the importance of graduation from High School

### **Commencement Ceremony**

Students are required to meet all graduation requirements listed below before they may be permitted to participate in commencement ceremonies. Please see the NUSD Course Catalog for specifics regarding credit requirements in each content area, such as mathematics, science, and social studies. Participating in a commencement ceremony is a privilege, not a right, and students may be subject to having the privilege denied due to student misconduct.

English - 4 Credits

Math – 4 Credits

Science – 3 Credits

Fine Art *or* CTE - 1 Credit

Social Studies – 3 Credits

Electives – 7 Credits

All high school students are required to pass (60/100) a civics test to graduate.

### **Early Graduation**

Students planning to graduate early must meet all graduation requirements. Students must notify school administration by October 1<sup>st</sup> of the year which he/she plans to graduate. Students are encouraged to apply in the spring semester of his/her sophomore year. Student transcripts and schedule of classes will be evaluated to determine whether early graduation is feasible and requires administrative and parental approval unless the student is 18 years of age. Diplomas for early graduates will be presented at the yearly commencement in May. All final exams must be completed no later than the end of the designated senior final exam day.

### **Early Graduate Guidelines:**

- Complete an early graduate request form. This form must include signatures from counselor, administration, parent, and student.
- Develop an early graduation plan with their counselor and include the plan at the time they submit their early graduate request form.
- Student's transcript must align with early graduation plan and indicate that graduation requirements are/will be in place for early graduation to be feasible.

### **Public Complaints about School Personnel**

The Governing Board places trust in its staff and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful or negative criticisms and complaints. If complaints or criticisms are forthcoming, the Board recognizes that these complaints need to be handled initially at the administrative level with the principal. Information/forms regarding the procedures for addressing a complaint are available at the school or district offices. Please see page 5, the Guide to Solving Problems.

Whenever a serious charge is made directly to the Board as a whole or to a Board member as an individual, it will be referred to the Superintendent for study and possible solutions.

The decision of the Governing Board will be final. Board Policy KEB

### **Public Conduct on School Property**

Per Governing Board policy, all persons using or upon District property for any purposes shall not engage in:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Governing Board.
- Physical abuse of or threat of harm to any person on District-owned or controlled property or at District-sponsored or supervised functions. Any person who knowingly abuses a teacher or other school employee on school grounds or while on duty is guilty of a Class 3 misdemeanor.
- Threat of damage or damage to property of the District, regardless of the location, or property of a member of the community or a visitor to the school, when such property is located on District-controlled premises.
- Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.
- Unlawful use, possession, distribution or sale of drugs, alcohol and other illegal contraband on District property or at school-sponsored functions.

- Unlawful use or possession of tobacco on campus grounds or buildings.
- Conduct or speech that violates commonly accepted standards of the District and which, under the circumstances, has no redeeming social value.
- Failure to comply with the lawful directions of District officials or of District employees or any law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials, employees or officers when lawfully requested to do so.
- Knowing violation of District rules and regulations. Proof that an alleged violator had a reasonable opportunity to become aware of such policies and regulations shall be sufficient proof that the violation was done knowingly.
- Any conduct constituting a breach of any federal, state or city law or duly adopted regulation of the Governing Board.

#### Additional Rules Required of the General Public

- The definition of general public is anyone who does not come under the definition of student, faculty, staff or employee.
- Pursuant to the philosophy of the District, patrons are welcome to visit and/or correlate activities with the schools. In view of the fact, however, that school officers are legally charged with the safety and protection of school children, both physically and mentally, a person who wishes to visit the schools or attend school activities shall follow policies and regulations prescribed by school officers who in all instances shall be governed by the policies and instructions originating with the Governing Board through the Superintendent. Unless the policies and regulations specify otherwise, a visitor shall present himself immediately upon arrival to the officer in charge of the area to be visited, or his designee, and shall identify himself, make known his desires, obtain a visitor's pass for the visit, and shall follow such regulations as may appropriately govern the visit.

Any member of the general public considered by the Superintendent of the District or his designee to be in violation of this policy shall be instructed to leave the property of the District. Failure to obey the instruction may subject the person to criminal proceedings pursuant to ARS § 13-2911 or any other applicable proceedings, civil or criminal. Board Policy KFA

#### **Release from School**

Occasionally, parents may need to take their child home before the usual dismissal time for things such as doctor or dentist appointments. Parents must get permission from the administration before taking a child out of class. ALL STUDENTS WILL BE RELEASED FROM THE OFFICE, NOT THE CLASSROOM. This is a safety precaution to ensure that no unauthorized person may take any student.

#### **Athletic Participation**

NUSD believes that participation in high school athletics provides student athletes with opportunities and experiences which assist them in personal growth and long-term development. We feel that a well-organized sports program can meet student needs for self-expression, social, mental and physical growth. NUSD's high school is a member of the Arizona Interscholastic Association (AIA) and athletic participation is done in accordance with AIA and NUSD Governing Board policies. Please see the NUSD Athletic Handbook for additional information regarding athletic participation requirements such as academic, enrollment, medical eligibility, expectations, etc.



## **Recess**

Students in grades preschool through fifth will have two recesses at the convenience and discretion of the classroom teacher. In addition to recess, each classroom will participate in Physical Education class twice per week.

## **Report Cards**

Report cards are to inform parents of their child's progress in school. Report cards will be issued at nine-week intervals. In addition, two parent-teacher conferences will be scheduled. Parents, please make every effort to meet with the teacher. Communication is extremely important. Parents are encouraged to contact the Principal whenever questions arise involving requirements for promotion or retention policy and procedures. Parents and students should be aware of the "Missing and Late Work Policy" elsewhere in this document, as late work does not get full credit.

The grading system utilized by the Nadaburg Unified School District is as follows: A = 90-100; B = 80-89; C=70-79; D= 60-69; F = 0-59.

Report cards will be withheld from students with outstanding debts to the school, i.e., pictures, fund raising monies, library/textbooks lost or damaged, musical instruments, athletic uniforms, etc.

## **School Parties**

Teachers may ask you to help with school parties or to serve as a Homeroom Parent. According to county health guidelines, any food to be shared must be store bought or professionally prepared.

## **Sexual Harassment**

Sexual harassment, whether verbal or physical in nature, is not tolerated by the District. Board policy and the student code of discipline address the seriousness with which such actions are treated and the protection afforded each student and staff member. Board Policy ACA

## **Smoking or Possession of Tobacco on School Premises**

In accordance with ARS §36-798.03, tobacco products, tobacco substitutes, electronic cigarettes, other chemical inhalation devices, or vapor products are prohibited on school grounds, inside school buildings in school parking lots or playing fields, in school buses or vehicles, or at off-campus school sponsored events. For purposes of this subsection, "school" means any public, charter or private school where children attend classes in the kindergarten programs or grades one through twelve. A person who violates this section is guilty of a petty offense. Board Policy JICG

## **Special Education Services / Child Find**

Nadaburg Unified School District will ensure that all children (ages 3-21) within its responsibility who have suspected disabilities are identified, located, and evaluated. This process is important to the provision of educational opportunities for all students. The process of identification, evaluation, development of program, placement and the provision of services (often referred to as a "free, appropriate public education") (Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794) is guided by a variety of laws and regulations.

Identification procedures will be completed within 45 calendar days after: (1) Enrollment for each kindergarten student and new students enrolling without appropriate screening records; or (2) Notification to the District by the parent of concerns regarding their child's developmental or educational process. Local community agency resources will be identified for referring parents of children from birth through two years who require screening evaluation, or early intervention services.

The identification procedures for 3-5 year-olds will include screening and evaluation procedures consistent with considerations for older students. Information regarding such screenings and regarding the rights of children with disabilities will be made available in a mode of communication that is understandable to parents, regardless of their ethnic, linguistic, or cultural background.

Teacher rating scales will be used for the screening/identification of students who may require special education. The teacher rating scales will be distributed to classroom teachers as appropriate, along with copies of procedures for identifying students who are exceptional. Identification procedures will include consideration of academic progress, as well as vision and hearing, communication, and emotional and psychomotor problems, but will not include individual evaluation procedures such as psychological testing.

If the identification procedures (Response to Intervention or Student Study Team) indicate a possible disability, a referral for evaluation will occur only after appropriate consultation among the administrator, the parent, and the teacher or through appropriate interventions (Response to Intervention or Student Study Team Process) have occurred. Parents and/or students may request a referral for evaluation and are encouraged to follow a similar pattern of discussion and agreement.

When the parent does not refer the child, the parent must be provided notice of referral for evaluation within 7 days. Such parental consent will be obtained within 15 calendar days after the disposition of the referral and the determination to evaluation. Absent the consent of the parent or guardian, mediation or due process procedures may be used to address the issue of referral.

The written notice of referral will include a copy of the procedural safeguards available to the parents of a child with a disability. Translation of the notice will be made by an interpreter when necessary to ensure understanding. The person or persons making the initial referral shall be notified within 30 calendar days regarding the status of progress of the referral. To refer a child for screening or evaluation, or for additional information regarding special instructional programs, contact the Principal of the school.

### **Student Arrival and Departure Arrival**

Playground and crossing guard supervisors are on duty 15 minutes before the first bell at K-8 schools. STUDENTS ARE NOT TO ARRIVE ON CAMPUS PRIOR TO THAT TIME.

High school students may arrive up to 30 minutes prior to the start of school. A student may arrive early if prior arrangements have been made with school staff and student is under the direct supervision of a staff member, i.e. before school tutoring, make-up tests/labs, etc.

### **Departure**

Students are to go directly home after dismissal. If students are involved in an approved after-school activity, permission is required, including parental permission slips with signature. Students attending Nadaburg Elementary and Mountainside High School are not permitted to walk across Grand Avenue.

### **Student Parking**

Mountainside High School has limited parking available to students. Parking is a privilege and not a right. Eligible students are required to park in an area designated by the school. Eligibility requirements include, but are not limited to:

- Student is in good standing regarding student conduct (may not exceed 3 conduct referrals)

- Student must have a valid AZ driver's license
- Student must possess a registered vehicle or motorcycle
- Student must be in grades 10, 11, or 12
- Student must have all school and course fees and fines paid prior to purchasing a parking permit

Mountainside High School will assess a parking permit fee of \$60 for any registered vehicle or motorcycle for the school year. This fee is prorated by quarter and is non-refundable. Replacement for a lost parking permit will be assessed a \$10 charge. Students must have a valid parking permit to park on campus. Parking permits must be visibly placed in the lower driver's side of the windshield.

Student parking permits may be revoked for parking, driving, and student conduct violations. Parking permits will be revoked for the remainder of the school year if a student is suspended for drugs or alcohol and student may not be eligible for future parking permits. Parking permits will be revoked for the remainder of the school year on the second offense for vape. The revocation of a student parking permit due to other student misconduct shall be determined by school administration. Students who accrue 3 or more referrals in a given school year shall not be eligible for parking for the next school year. Student parking permit fees will *not* be refunded when parking permits are revoked.

Order, safety, and security are essential to a productive learning environment. When the learning environment is threatened by the presence of contraband, school officials have the responsibility and the authority to search for and obtain the contraband from students and/or non-students if there is reasonable suspicion that the student possesses such contraband. Automobiles may be searched with student consent **or** as a result of a school official observing contraband items that provide a reasonable suspicion of illegal or unauthorized property inside a vehicle.

NUSD assumes **no** liability for vehicles damaged by vandalism or by accidents while on school property. NUSD recommends that you keep your car locked, do not leave valuables in your vehicle, and do not park in an unauthorized area.

The NUSD High School Parking Registration and Rules and the Mountainside High School Student Driver Expectations must be completed, signed by student and parent/guardian, submitted to the high school, and all student's fines/fees must be up to date prior to obtaining a parking permit.

### **Student Publications**

Students shall be required to submit publications to the administration for approval prior to publication or distribution. Board Policy JICE, JICEC

### **Teacher or School Employee Abuse**

Any person who knowingly abuses a teacher or other school employee on school grounds or while on duty is guilty of a class three misdemeanor and will be reported to the Maricopa County Sheriff's Office. Board Policy GBGB; A.R.S. §15-507

### **Telephone - School**

Students' use of the telephone will be restricted to those situations where the welfare of the student must be taken into account; otherwise, it must be an emergency situation. This does not include

students' failure to bring permission slips, homework or athletic supplies. Unauthorized use of school or personal phones by students is prohibited.

### **Textbooks, Supplies, and Equipment**

The school will provide all textbooks and a limited amount of basic materials and equipment for students' educational needs. Students will be held responsible for unreasonable damage or loss. If such unreasonable damage or loss occurs, students will be expected to reimburse the school. Parents are asked to encourage their children to have a responsible attitude in the care and use of school property assigned to them.

### **Student Identification/Badges**

To ensure school safety, all high school students shall be issued a student identification card/badge and are required to wear their ID badges while on campus. All students are required to wear their school ID on a breakaway lanyard that must be displayed on the outermost garment between the neckline and waistline and be visible at all times.

Students must carry their school identification in their possession while attending extracurricular activities or other school events outside of the school day. Student IDs are required to be shown to receive student admission pricing to athletic and school events. A student ID is provided to every student at the beginning of each school year and are the property of NUSD. Lost, damaged, or defaced ID badges must be replaced. The replacement cost for a student ID is \$5.00. Student IDs may be purchased at the MHS front office. Student IDs are non-transferrable.

### **Visitors**

Parents are encouraged to visit the school. The Nadaburg Unified School District, while supporting parent and community rights to visit the campus, does limit unscheduled visitations from the general public to once per month. The "general public" is anyone who does not come under the definition of student, faculty member, staff member, or employee.

For those who wish to visit a classroom during the school day, the teacher and the principal (or designee) is to be contacted in advance to arrange a day and time for such visit so as to avoid any conflicts with the school or classroom schedule.

All visitors to school(s) must report to the school office upon arrival. Visitors to the campus will sign in with the front office and obtain a visitor's pass. Each visitor will be required to state the purpose of visit, specific location to be visited, and approximate length of stay on campus (visits longer than thirty (30) minutes require prior approval of the teacher/administrator, except for special events.)

Parents may visit only their student's classroom or the class their student is in at the time of the visit. Board Policy KI, KFA

### **Withdrawal / Removal of Students**

Before any student may leave the school the parent/guardian is required to report to the school office. A student must be "signed out" prior to removal. Prior to withdrawing a student all school property must be returned and all accounts cleared before the student is withdrawn. The parent/guardian must complete a withdrawal slip. Board Policy JFC

## HEALTH & WELFARE

### Accidents and Injuries

Any accident or injury on school grounds should be reported to the adult supervisor or office (school nurse) immediately. The school health tech/nurse is responsible for checking ill and injured students to determine the action to be taken to best benefit the student.

It is imperative the student information sheet is completed each year to enable the school to handle any emergency that may arise concerning students as quickly as possible.

First aid procedures shall be based on the following fundamental concepts:

- The school is responsible for the emergency handling of accidents and sudden illness occurring at school or on school property. The school is not responsible for subsequent treatment or payment.
- At the time of an emergency, the school has the responsibility for:
  - caring for the child;
  - notifying the child's parents, guardian or emergency person, or if these cannot be reached;
  - following directions given on the child's enrollment card;
  - getting the child under professional care with or without family permission (in extreme cases). For more information, please refer to Board Policy G-026.

### Chronic Health

In accordance with ARS § 15-346, the Nadaburg Unified School District is committed to providing an appropriate education to all students including those with chronic health conditions resulting from illness, disease, or accident. Instructional provisions will be determined on an individual basis to ensure continuous learning that is integrated with the regular education program as much as possible. No student certified as having chronic health conditions will be penalized for absences as long as absences are due solely to illness, disease, or accident. Credit will be given for completed course requirements.

A complete copy of the policy on Students with Chronic Health Conditions is available for your review at the Administration Office.

### Communicable Diseases

Any student having or suspected of having a communicable disease as defined in the Arizona Department of Health Services (Rn-6-603) guidelines for the prevention and control of communicable disease, shall be excluded from school for the period of time designated. Students returning to school following an absence for illness involving a disease requiring exclusion are required to see the school nurse. Excluded students may be asked to provide a written statement from a physician before reentering school.

### HIV/AIDS

Students ill with human immunodeficiency virus (HIV) virus or acquired immune deficiency syndrome (AIDS) have a right to receive a public education. The Board has a responsibility to assure that the school provides a safe environment for all of its students and employees.

Decisions regarding the type of educational setting for the student who is infected with HIV virus shall be based upon the behavior, neurologic development, and physical and mental condition of the student. Recommendations will be made upon consultation with public health personnel, school officials, the student's physician and parents, and, at the discretion of the District, a physician selected by the District. Board Policy JLCCA

### **HIV/AIDS Human/Development Curriculum and Instruction**

Current legislative statute mandates that K-8 students receive formal classroom instruction regarding HIV/AIDS. The Governing Board-approved curriculum will be taught by Board-approved school personnel. Parents NOT wishing their children to receive the HIV/AIDS classroom instruction may exclude them from such instruction by notifying the school office in writing.

The district also provides the opportunity for students in grades 5-8 to participate in classes on human development as part of the general health curriculum. Such classes are conducted with the approval of the Governing Board and under the supervision of the school's guidance counselor and teachers. Parents NOT wishing their children to receive the human development component of the district health curriculum must so inform the school office in writing.

### **Diet Restrictions**

Parents must notify the school with a physician's statement if they wish their child to have diet restrictions including exclusions of milk. The school will attempt where regulations permit to exclude food items or make substitutions.

### **Immunizations**

It is State law that in order to attend school, a student must submit documentary proof of immunization to the school administration unless the pupil is exempted from immunization pursuant to ARS § 15-873.

A pupil may be admitted or allowed to attend school if the pupil has received at least one dose of each of the required immunizations and adheres to an established schedule for the completion of required immunizations. Failure to comply with the immunization schedule will result in the pupil's suspension from school attendance until documentary proof of another dose of each appropriate immunizing agent is provided.

If you have any questions or concerns regarding the above, discuss them with the school nurse immediately. Board Policy JLCB

### **Medication**

The school does not stock over-the-counter medication for students. Students that need medicine prescribed by a physician must give the medicine to the nurse and report to the nurse when it is time to take the medicine. Students may not be in possession of any medicines/drugs while at school. Medications which are to be administered at school must follow this procedure (no exceptions) Board Policy JLCD

- ALL medications brought to school must be given to the school health aide/nurse; they must be in original container and have dosage instructions.
- Parental permission giving name of medication and exact instructions as to dosage and time intervals must be included; for prescription and non-prescription medication.
- For prescription medication a Physician statement form must also be filled out for the medication to be given at school.
- Medication must be in original prescription bottle, labeled with dosage and time to be given.

- ONLY THE SCHOOL NURSE OR A DESIGNEE WILL ADMINISTER MEDICATION.
- Inhalers may be carried by student If proper procedures are adhered to:
  - Signed permission by parent which includes exemption from liability for school district and employees
  - Child's name is on the hand held inhaler device with a prescription label
  - Prescribed by a licensed physician or health care professional
  - All other medication must be administered through the nurse's office.
  - All medications, prescription or OTC meds can be picked up the last day of the school year in the health office. They will be discarded if not picked up within a week after school is out.

### **Student Illness**

Parents should call the office (nurse) to report any serious illnesses, especially those that are thought to be communicable.

Students who become ill during the day are to report to the school nurse. They are not to leave the school grounds without school permission or call parents without going through the nurse. The office will do all in its power to handle any emergency quickly and effectively.

For those students who demonstrate symptoms of possible illness (temperature of 100 degrees or higher, appearance of physical evidence of illness), parents or emergency numbers will be notified. Students who are obviously sick before school in the morning should stay home.

Parents who wish to inform the school health office about health matters pertaining to their children must do so personally, in writing or over the phone. Please do not entrust verbal messages for the nurse to your children.

### **Use of Pesticides on School Property**

The Nadaburg Unified School District No. 81 Governing Board requires that pupils and employees shall have at least 48 hours notice before pesticides are applied on school property.

Procedures:

- During Regular School Session
  - Pupils and employees shall be notified by intercom as to which buildings will receive pesticides and the date and time the pesticides will be applied (at least 48 hours prior to application).
  - Written notification to parents and guardians shall occur through notices to be sent home notifying parents of the date, time and building to receive pesticides (at least 48 hours before application).
  - Parents/guardians who require their children to be absent following pesticide application may contact the administration, who shall make arrangements for continuing education during this absence.
  - At least 48 hours before pesticide application signs shall be posted in the building(s) to receive pesticides and shall include:
    - The words "Warning: Pesticides"
    - The date and time of application
    - Phone number for further information
    - A visual warning symbol
    - During Vacation Periods

- The posting of signs shall serve in lieu of oral and written notification when pesticide application is to occur during vacation or other extended periods beyond regular school session that includes seven or more consecutive days.



# STUDENT CODE OF CONDUCT

## **Purpose**

The Nadaburg Unified School District's Governing Board recognizes that the establishment of specific behavior expectations for students is essential to creating a quality learning environment. The purpose of the Student Code of Conduct is to ensure that students have a full opportunity to learn without disruption; that the health, welfare, and safety of students and staff members are maintained; that district property is protected; and that all individuals at school be treated with courtesy and respect.

## **Due Process Rights**

Students referred for discipline are guaranteed the following due process rights: (1) the right to be informed of accusations against them, (2) the opportunity to admit or deny accusations, (3) the right to hear evidence on which accusations are based, (4) an opportunity to present an alternative factual position.

*Note: Although some due process must and shall be provided in matters of student discipline, constitutional law does not require a formal hearing in all cases. Case law does not give students the right to call witnesses in matters in which the disciplinary consequences are no greater than a 10-day suspension. (Goss v. Lopez, 419 US 565, 1975).*

## **Searches**

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

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

Automobiles may be searched with student consent **or** as a result of a school official observing contraband items that provide a reasonable suspicion of illegal or unauthorized property inside a vehicle.

## **Student Conduct**

The administration will establish regulations governing the conduct of students in school, traveling to and from school, and at school functions. In establishing these regulations, the administration may consult with student or staff committees. In addition to compliance with regulations established by the administration, students are expected to obey all rules and regulations adopted by the Governing Board, and to obey any order given by a member of the faculty or staff relating to school activities.

A student shall be defined as any person who is regularly enrolled in good standing in an educational program provided by or approved by the District and carried on in premises owned or controlled by the District,

Students in school buildings, on school grounds, using District property for any purposes, or attending a District-sanctioned event shall not engage in improper behavior, including but not limited to the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Board.
- Physical abuse of or threat of harm to any person on District owned or controlled property or at District sponsored or supervised functions.
- Damage or threat of damage to property of the District, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on District controlled premises.
- Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.
- Unlawful use, possession, distribution, or sale of tobacco, alcohol, or drugs or other illegal contraband on District property or at school-sponsored functions,
- Conduct or speech that violates commonly accepted standards of the District and that, under the circumstances, has no redeeming social value.
- Failure to comply with the lawful directions of District officials or any other law enforcement officers acting in performance of their duties, and failure to identify themselves to such officials or officers when lawfully requested to do so.
- Knowing violation of District rules and regulations. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Any conduct constituting a breach of any federal, state, or city law or duly adopted policy of the Board.
- Carrying or possessing a weapon on school grounds.

In addition to the general rules set forth above, students shall be expected to obey all policies and regulations for student conduct adopted by the Board. Students shall not engage in any activities prohibited herein, nor shall they refuse to obey any order given by a member of the faculty or staff who is attempting to maintain public order.

Any student who violates these policies and regulations may be subject to warning, reprimand, probation, suspension, or expulsion, in addition to other civil and criminal prosecution. These punishments may be in addition to any customary discipline that the District presently dispenses.

### **Student and Staff Self-Defense**

#### *Student use of Physical Force in Self-Defense*

Reasonable use of physical force in self-defense and defense of others will be considered as a mitigating factor in determining penalties for misconduct. The threat or use of physical force by a student is **not** reasonable:

- When made in response to verbal provocation alone;
- When seeking or obtaining assistance from a school staff member is a reasonable alternative;
- When the student has a reasonable opportunity to remove him/herself from the situation or otherwise flee;
- When the degree of physical force used is disproportionate to the circumstances, or exceeds that necessary to avoid injury to oneself or to others.

### *Use of Physical Intervention by Supervisory Personnel*

Any administrator, teacher or other school employee entrusted with the care and supervision of a minor may use reasonable and appropriate physical intervention upon the minor to the extent reasonably necessary and appropriate to maintain order. Use of physical intervention shall not be construed to constitute corporal punishment within the meaning above. Similar physical intervention will be appropriate in self-defense, in the defense of other students and school personnel.

### **Bullying**

The Governing Board of the Nadaburg Unified School District 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 that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society. To assist in achieving a school environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated.

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.

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

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

Hazing is any intentional, knowing, or reckless act committed by a student, whether individually or in concert with other persons, against another student, in which both the following applies:

- 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 the school;
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

(A.R.S. 15-2301)

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person. School organizations that violate the hazing policy may forfeit their right to conduct operations on campus. Any staff member who is directly involved in, knowingly permits, authorizes, or condones any form of harassment, bullying, hazing, or threats of harm is subject to disciplinary action and may be reported to law enforcement.

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.

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

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

Students who believe they are experiencing being bullied or suspect another student is bullied should report their concern to any staff member of the School District. School personnel are to maintain appropriate confidentiality of the reported information.

Reprisal by any student directed toward a student or employee related to the reporting of a case 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.

Students found to be bullying others will be disciplined up to and including suspension or expulsion from school.

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

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

### **Personal Items/Confiscated Items**

The School/District is **Not** responsible for the loss, theft, or damage of ANY personal items brought to school, including but not limited to, musical instruments, radios, headphones, cell phones, iPods, iPads, (any and all electronic devices), bicycles, hats, sunglasses, etc. Any loss, theft or damage to any personal items will not be covered by the School/District liability insurance.

### **Classroom Management Plan**

All teachers will work collaboratively with fellow teachers to develop a classroom management plan that is approved by the school administration and communicated to students and parents. The plan will include procedures for addressing common classroom behavioral concerns. It will also include consequences, some of which are listed below. When positive behavioral change is not occurring under the classroom plan or when the offense is immediately serious, a disciplinary referral to the school administration will be generated by the teacher or staff member.

#### **Informal Talk**

A teacher, school administrator or designee will talk with the student, describing the inappropriate behavior and informing the student of acceptable behavior. The parent may be notified.

#### **Discipline Conference with Student**

A conference is held with the student and the teacher or school staff member to discuss the inappropriate behavior and discuss/develop a plan for changing the student's behavior. The parent may be notified.

#### **Time-Out**

Classroom teachers may use a technique similar to the alternative learning classroom imposed by the school administrator. In time-out, the student is assigned, by the teacher, to a supervised location isolated from his/her classmates. Time-out generally will not exceed 30 minutes.

#### **Conference with Parent**

The parent is asked to attend a conference with the student, school administrator and other educators to develop a plan for changing the student's inappropriate behavior.

#### **Restriction of Privileges**

Inappropriate behavior may result in a restriction of a student's privilege to participate in playground, cafeteria, common areas or specific special activities. The parent will be notified. For example, a teacher may assign and monitor his/her own after school detention, lunch or recess detention.

#### **Removal from Classroom (in extreme circumstances)**

State law allows a classroom teacher to remove a certain disruptive student from the classroom and request that a staff committee determine whether the student should return or be reassigned to another classroom. A.R.S. § 15-841

### **Scope of Discipline Guidelines**

These guidelines apply to student conduct during school hours, at bus stops, while riding, boarding, or exiting a district vehicle, going to and from school, and at all school-sponsored activities.

## Administrative Discretion

The offenses mentioned in these guidelines are merely examples of student misconduct and therefore are not to be regarded as exhaustive. The disciplinary actions listed are meant as recommendations only, not to be applied so rigidly as to neglect the best interest of the student, school, or family. The school administration may prohibit additional conduct and take disciplinary actions that vary from these discipline guidelines, depending on the circumstances of the offense and the history of the offender. (Note: for certain disciplinary offenses, the In-School Suspension Room (ISS) assignment may serve as an alternative to out of school suspension. The ISS operates with a specific set of rules and procedures. Failure to follow these rules and procedures while in the ISS, will result in the remainder of the suspension being served out of school. Alternatives to suspension may be issued by the administration, dependent upon individual circumstances, in less serious incident.)

## Arizona Revised Statutes References

Abuse / Verbal Abuse	A.R.S. § 15-507	School day	A.R.S. § 15-341, 15-901
Bullying	A.R.S. § 13-3620, 15-341	Suspension	A.R.S. § 15-841 – 15-844
Computer Tampering	A.R.S. § 13-2316	Tobacco	A.R.S. § 36-798, 15-341, 13-3622
Disorderly Conduct	A.R.S. § 13-2904, 13-2911	Trespassing	A.R.S. § 15-841
Disruption	A.R.S. § 13-2911	Truancy	A.R.S. § 15-802
Expulsion	A.R.S. § 15-841 – 15-844	Vandalism	A.R.S. § 15-842
Hazing	A.R.S. § 15-2301	Weapons	A.R.S. § 13-3102, 15-341, 15-841
Loitering	A.R.S. § 13-2905		

## General Campus Rules

- Violation of the following campus management rules will result in appropriate disciplinary action. Chronic offenders of these rules will be subject to loss of privileges or suspension from school.
- Animals and pets: Animals that are not for handicapped students and pets are not allowed at school or on district vehicles with the exception of classroom pets authorized by Administration.
- Bicycles: Students are not to ride bicycles on the school premises at any time. On arrival at school, bicycles are to be placed in the rack and locked until school is dismissed.
- Deception: Students will face disciplinary action for falsifying or forging a document used for school purposes.
- Disruptive Items: Possession of disruptive items is not allowed (see Definitions section). Not all disruptive items can be listed-the principal will determine. Disruptive items will be confiscated by the teacher or school administration. The school is NOT responsible for confiscated items that should not have been brought to school. The school will attempt to keep confiscated items in a secure location, but the school cannot be held responsible for those items.
- Disruptive noises: Yelling, whistling, and other distracting noises are to be avoided.
- Food or drinks: The consumption of food or drinks is allowed only in designated areas and at designated times. No food or drink on buses.
- Gum and sunflower seeds: Possession of gum and sunflower seeds is prohibited. Do not bring such items to school.
- Hats and sunglasses: Students are not permitted to wear hats at school. Only Nadaburg team hats can be worn during practice and at games. Sunglasses are not permitted indoors,

- Library conduct: The library is considered a classroom environment. Students are to follow the specific rules established by the librarian.
- Littering: Students will not throw, drop, leave, or misplace trash, drink, or food items other than in proper containers.
- Loitering: No loitering will be allowed on campus before or after school. Students will not loiter around or inside the office at any time.
- Missing bus: Students who intentionally or negligently miss their bus or cause a driver to make an unscheduled return will face disciplinary action. Repeated violations may lead to suspension or revocation of transportation privileges.
- Mistreating school property: Students shall not mistreat or misuse school property. Misuse includes standing on campus benches, slamming or kicking doors, mistreating furniture, or otherwise abusing school property.
- Office phones: Phones in the office are to be used only for emergencies and only with permission from a member of the office staff.
- Restrooms: Students shall use only restrooms assigned to their grade level and gender.
- Running: Students shall not run on or near the school's parking lot, sidewalks, or inside any building.
- Students shall not be present in unauthorized areas. Such areas include:
  - Teachers' lounge.
  - Staff vending machine area.
  - Staff preparation rooms.
  - Staff restrooms.
  - Behind office counter.
- Throwing or kicking objects: At no time will students throw or kick stones, sticks, or any object that may harm another individual or cause property damage. This includes athletic equipment
- Parent Conferences: In certain discipline cases, parents will be called for a conference with administration, the teacher (or teachers), and the student. In severe cases, students may not re-enter school without a parent conference.

### **Classroom Rules**

The classroom is regarded as the most important place at school. Though the classroom teacher has the discretion to set additional classroom rules, the following three basic rules will guide student behavior:

Students will:

- Not interrupt a speaker or distract a listener.
- Respect the rights, welfare, and feelings of others.
- Arrive prepared and on time to class, do the class work assigned, and promptly follow other directions of the teacher.

### **Playground, Cafeteria, and Assembly Rules**

To ensure the safety of students, and to maintain school effectiveness and order, the following rules shall be observed by all students (other special rules may apply):

#### **Playground Rules**

Students will:

- Stay in designated play areas.
  - Playground with swings, etc., is for K-5 only.

- Grades 6-8 will be on courts or fields.
- Not tackle or engage in rough play.
- Use no foul language, tease or fight.
- Throw no hardballs without special permission.
- Not engage in dangerous use of rocks, sticks or other objects.
- Use playground equipment in a proper and safe manner, such as:
  - One person to a swing.
  - Swinging back and forth only; no side or circular swinging allowed.
  - No adjustment of swing height.
  - No jumping from swings or other improper use.
- No bringing of athletic equipment (balls, bats, etc.) from home without permission. We will not be responsible for lost or stolen items.

### **Cafeteria Rules**

Students will:

- Enter the cafeteria quietly and sit with their classes. No moving from table to table.
- Use good manners; no food throwing or creating a mess.
- Remain seated until excused to leave. No roughhousing or horseplay.
- Speak softly and make no unnecessary noises.
- Clean the area around their seat, picking up all paper, wrappers, food, etc. on table and floor, taking care of the tray before leaving cafeteria.

### **Assembly Rules:**

Students will:

- Enter and leave assembly in an orderly manner, as directed by teacher or staff.
- Sit quietly in designated areas during assemblies.
- Keep hands and feet to themselves.
- Bring no school supplies or personal property to assemblies.
- Remain seated at all times, unless directed otherwise.
- Observe standard hand signals for behavior.
- Quietly use bleacher aisles when ascending and descending.

Disciplinary actions that may result from the violation of any playground, cafeteria, or assembly rule may include, but are not limited to:

- Warning.
- Isolation from other students.
- Loss of school privileges.
- Disciplinary referral.

### **District Transportation Rules**

Transportation to and from school is not a right guaranteed by the state or school district; therefore the privilege of riding district transportation can be revoked or suspended at any time. Parents are requested to review district transportation rules and encourage appropriate behavior.

The office should be notified of any bus changes that a parent/guardian needs to make for their student at least 30 minutes prior to dismissal in order for changes to be made.



District transportation vehicles are considered extensions of the school campus; therefore all the rules and disciplinary consequences set forth elsewhere in these Disciplinary Guidelines apply to student conduct at bus stops, on district vehicles, or while boarding or exiting from a vehicle. In addition to the reasonable rules established by a driver of a district vehicle, students are to comply with the following specific transportation rules.

The driver of a school bus is legally responsible for the orderly conduct and safety of all passengers being transported. All passengers are under the authority of the school bus driver (ADOT § R17-9-104). If there is a serious violation or safety concern on the bus, the driver may bring the bus to the school or the Transportation Facility where there is adult supervision. Student(s) may be removed from the bus, and the parents will be notified to pick up their child. Bus suspensions that occur at the end of the school year may carry over into the next school year.

Surveillance cameras are installed on all school buses. Cameras are used by the District primarily for aiding with student discipline and student safety on the buses.

A student will be subject to disciplinary actions for violating district transportation rules; such actions may include, but are not limited to:

- Loss or suspension of transportation privileges.
- Suspension from school.
- Recommend expulsion.
- Saturday Detention

### **Specific Transportation Rules**

- School busses are an extension of the classroom. The same rules apply.
- Students will obey the driver at all times.
- Be at designated bus stop 5 minutes prior to time listed.
- Board bus one at a time. Do not push at any time. Use the handrail.
- After boarding, students must quickly and quietly find assigned seats and move over to allow other students to sit. High school girls will sit on the driver's side and boys will sit on the door side of the bus.
- Students will not leave seats while bus is in motion or stopped, except for loading and unloading.
- Students must sit up in their seats facing front of bus.
- Students will not raise voices above normal conversation level. There will be absolutely no talking at railroad crossings.
- No pets, animals, balloons, or glass objects on bus, unless cleared through administration,
- No food, gum chewing, or drinking is permitted on the bus, unless special permission given by administration.
- All students will ride on their assigned bus, unless permission has been given by administration with required note from parent.
- Students are required to be picked up and dropped off at assigned bus stops only. Any change of more than a single occurrence must be requested by the parent in writing, signed and dated. The request must state when the change is to go into effect and for how long it will remain in effect. Administrative approval is required before bus drivers will be authorized to change the student's bus stop.

- Once a student is on the bus, that student cannot get off the bus until that bus arrives at the school or the bus stop designated for that student. The bus exchange for High school students is not a bus stop.
- Students will not demonstrate public affection (kissing, hugging, etc.) on or around the bus.
- Students will not be allowed to ride the bus without shirts or shoes. Caps are permitted, but must be worn with the bill facing forward.
- Excessive use of perfume or cologne will not be tolerated.
- No cell phone use on bus.
- Radios are not permitted on K-8 buses, unless special permission is given by administration.
- No person or out of district student shall ride the bus taking high school students to the high school or home without authorization from the administration.
- Students will not place arms, hands, heads or other body parts out the window. Students are not permitted to put down windows.
- Keep aisles clear of legs, feet, and book bags.
- Students are not to throw anything inside the vehicle or from the vehicle.
- Students are to place book bags on bookracks while boarding the bus.
- No spiked bracelets. No chains (longer than 4 inches) will be worn on the bus.
- The use of tobacco products is prohibited at the bus stops

### **Parent Liability for Damages**

Under Arizona law, parents are liable for damage done to school property by their children. (This liability applies to damage to district transportation vehicles.)

### **Parent Responsibility to Transport**

Under Arizona law, the withdrawal of transportation privileges does not relieve parents of the responsibility of sending the student to school.

(Note: for certain disciplinary offenses, the In-School Suspension Room (ISS) assignment may serve as an alternative to out of school suspension and is at the discretion of the principal. The ISS operates with a specific set of rules and procedures. Failure to follow these rules and procedures while in the ISS, will result in the remainder of the suspension being served out of school.

<b>Infraction</b>	<b>Definition</b>	<b>Consequence</b>	<b>1<sup>st</sup> Offense</b>	<b>Repeated Offense</b>
<b>*Aggravated Assault</b> <ul style="list-style-type: none"> <li>• Possible TA</li> <li>• #</li> </ul>	An assault accompanied by circumstances that make the situation severe, such as the use of a deadly weapon or dangerous instrument; causing serious physical injury to another; committing the assault knowing, or having reason to know, the victim is a peace officer or a school staff member engaging in a school-related activity.	<b>Minimum</b> ↓ <b>Maximum</b>	1-3 Day SUS	Up to 5 Day SUS
			4-8 Day SUS	10 Day SUS
			10 Day SUS	Long-Term SUS Expulsion
<b>*Arson</b> <ul style="list-style-type: none"> <li>• Possible TA</li> <li>• #</li> </ul>	Knowingly damaging a structure or property (either occupied or unoccupied) by causing a fire or explosion.	<b>Minimum</b> ↓ <b>Maximum</b>	1-5 Day SUS Restitution	Up to 10 Day SUS Restitution
			Long-Term SUS Restitution	Long-Term SUS Restitution
			Expulsion Restitution	Expulsion Restitution
<b>*Assault</b> <ul style="list-style-type: none"> <li>• Possible TA</li> <li>• #</li> </ul>	Intentionally, knowingly or recklessly causing any physical injury to another person; (2) intentionally placing another person in reasonable apprehension of imminent physical injury; or (3) knowingly touching another person with the intent to injure, insult or provoke such person.	<b>Minimum</b> ↓ <b>Maximum</b>	Conference 1-3 Day Detention	1-4 Day SUS
			3-5 Day SUS	5-8 Day SUS
			Long-Term SUS Expulsion	Long-Term SUS Expulsion
<b>*Alcohol (use/possession/distribution/sale)</b> <ul style="list-style-type: none"> <li>• # Providing/Selling</li> </ul>	Includes any intoxicating element. Sale or Distribution of Alcohol is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) alcohol on District property, at a District-sponsored event, or on District-provided transportation.	<b>Minimum</b> ↓ <b>Maximum</b>	Up to Four (4) Day SUS w/Counseling	5-8 Day SUS
			5-8 Day SUS	10 Day SUS Long-Term SUS Expulsion
			10 Day SUS Long-Term SUS Expulsion	
<b>Bullying</b>	Repeated acts over time that involve a real or perceived imbalance of power. Bullying may be physical in form (i.e., pushing, hitting, kicking, spitting, stealing); verbal (i.e., making threats, taunting, teasing, name-calling); or psychological (i.e., social exclusion, spreading rumors, manipulating social relationships).	<b>Minimum</b> ↓ <b>Maximum</b>	Conference 1-3 Day Detention	1-3 Day SUS
			1-3 Day SUS	4-8 Day SUS
			4-8 Day SUS	Long-Term SUS Possible Expulsion
<b>Cheating / Plagiarism</b>	Includes the act of intentionally using information or property of another, or knowingly sharing academic	<b>Minimum</b>	Conference Loss of Credit	1-2 Day Detention

<b>Infraction</b>	<b>Definition</b>	<b>Consequence</b>	<b>1<sup>st</sup> Offense</b>	<b>Repeated Offense</b>
	information to gain an unfair advantage. To steal and pass off the ideas or words of another as one's own.	↓ <b>Maximum</b>	1-2 Day Detention 1-2 Day SUS	1-2 Day SUS 3-4 Day SUS
<b>*Dangerous Instruments / Devices (use/possession/distribution/sale)</b> • Possible TA • #	Items that are used, attempted or threatened to be used, and/or is readily capable of causing physical injury to any person. Sale or Distribution of Dangerous Instruments is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) dangerous instruments on District property, at a District-sponsored event, or on school-sponsored transportation. Distribution/Sale is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) dangerous instruments on District property, at a school or District-sponsored event or on District-provided transportation.	<b>Minimum</b> ↓ <b>Maximum</b>	Conference 1-3 Day Detention	1-3 Day SUS
			1-3 Day SUS	4-8 Day SUS
			4-8 Day SUS	10 Day SUS Long-Term SUS Expulsion
<b>*Disorderly Conduct</b>	Any act which substantially disrupts the orderly conduct of a school function, or behavior which substantially disrupts the orderly learning environment.	<b>Minimum</b> ↓ <b>Maximum</b>	Conference	1-3 Day Detention
			1-3 Day Detention	1-3 Day SUS
			1-3 Day SUS	10 Day SUS
<b>*Disrespect / Defiance / Insubordination</b>	Treating District personnel or any others with contempt or rudeness; intentionally resisting or disregarding the authority of District personnel. This includes, but is not limited to, the failure to respond to a reasonable request, or the refusal to identify self when requested to do so; being disobedient, refusing to identify self, or failing to follow the directions of authority of a school, a District staff member or an individual placed in authority by the school or the District (i.e., volunteers).	<b>Minimum</b> ↓ <b>Maximum</b>	Conference	1-3 Day Detention
			1-3 Day Detention	1-3 Day SUS
			1-3 Day SUS	10 Day SUS
<b>Disruption</b>	Creating disturbances in class, on campus or at school-sponsored events. Continual or repeated disruptions may warrant more severe consequences.	<b>Minimum</b> ↓ <b>Maximum</b>	Conference	1-3 Day Detention
			1-3 Day Detention	1-3 Day SUS
			1-3 Day SUS	10 Day SUS
<b>Dress Code Violation</b>	Non-compliance with the established student dress code guidelines.	<b>Minimum</b> ↓	Change Clothes Conference	Change Clothes 1 Day Detention
			Change Clothes 1 Day Detention	Change Clothes 2 Days Detention

<b>Infraction</b>	<b>Definition</b>	<b>Consequence</b>	<b>1<sup>st</sup> Offense</b>	<b>Repeated Offense</b>	
		<b>Maximum</b>	Change Clothes 2 days Detention	Change Clothes 1 Day SUS	
<b>*Drugs (use/possession/distribution/sale)</b> <ul style="list-style-type: none"> <li># Providing/Selling</li> </ul>	Includes the act of using, possessing and/or distributing chemical substances, narcotics, prescription or non-prescription medications, inhalants, controlled substances or substances that students represent to be chemical substances, narcotics or controlled substances. Over-the-counter, non-prescription pharmaceuticals fall into this definition, unless the student has complied with the District's policy for such medication. Medication for cessation of smoking needs to be checked through the health center; otherwise, it will result in being considered a drug. Supplements and/or nutritional supplements shall be considered a look-a-like drug. The term "drugs" includes anything that looks like drugs or which is presented as drugs. Drug residue is also considered a "drug." Sale or Distribution of Drugs is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) drugs on District property, at a District-sponsored event, or on District-provided transportation. Medical marijuana card holders may be subject to discipline if the student fails to comply with related laws and/or statutes.	<b>Minimum</b>	Confiscation 8 Day SUS Reduced to 4 Day with Counseling	Confiscation 8 Day SUS	
		↓	<b>Maximum</b>	Confiscation Long-Term SUS Expulsion	Confiscation Long-Term SUS Expulsion
<b>*Drug / Tobacco Paraphernalia (use/possession/distribution/sale)</b> <ul style="list-style-type: none"> <li>#Providing/Selling</li> </ul>	Includes any apparatus or equipment used, including anything that looks like apparatus or equipment used or that can be used in the act of smoking. (Examples include, but are not limited to: rolling papers, pipes, electronic cigarette devices, vapes, matches and lighters.) Also includes any items which are used to store, package or maintain any drug or tobacco substances. If any such paraphernalia included drug or tobacco residue, the residue will be considered a drug or tobacco pursuant to the definitions for each. Sale or Distribution of Paraphernalia is the attempt or act of offering, selling trading, procuring or distributing (with or without compensation) on District property, at a District-sponsored event or on District-provided transportation.	<b>Minimum</b>	Confiscation 1 Day SUS	Confiscation 2-3 Days SUS	
		↓	<b>Maximum</b>	Confiscation 2-3 Days SUS	Confiscation 4 Days SUS
		<b>Maximum</b>	Confiscation 4 Days SUS	Confiscation 10 Day SUS	

<b>Infraction</b>	<b>Definition</b>	<b>Consequence</b>	<b>1<sup>st</sup> Offense</b>	<b>Repeated Offense</b>
<b><u>Electronic Devices</u></b>	Include cell phones, hand-held devices, media players or other electronic devices. These items must be in the off position and not be displayed for use during the school day from bell to bell, unless otherwise directed by a staff member for instructional purposes or for use as an educational resource. Electronic Devices may not interfere with the learning, safety or well-being of others. <b>The District is not responsible for the loss, damage and/or theft of any of these types of devices.</b>	<b>Minimum</b>	Student Pick-Up Parent/Conf. Confiscation	Parent Pick-Up Confiscation 1 Day Detention
		↓		
		<b>Maximum</b>	Parent Pick-Up Confiscation 1 Day Detention	Parent Pick-Up Confiscation 2 Day Detention
<b><u>*Endangerment</u></b> <ul style="list-style-type: none"> <li>• Possible TA</li> <li>• #</li> </ul>	Recklessly or intentionally creating, engaging in, encouraging or failing to report any potential unsafe, dangerous or hazardous situation. Endangerment can include a risk to the health, safety and welfare of students and staff. Endangerment can include risk of injury, harm and death. Consequences depend on the potential severity of the endangerment. Consequences depend on the direct or indirect involvement of the endangerment, including acting as an accessory.	<b>Minimum</b>	Conference 1-3 Detention	1 Day SUS
		↓		
		<b>Maximum</b>	1 Day SUS	2-4 Day SUS
<b><u>*Extortion</u></b> <ul style="list-style-type: none"> <li>• #</li> </ul>	The act of knowingly obtaining or seeking to obtain property or services, or causing or seeking to cause another to act in a manner, by means of a threat to do any of the following: (1) cause physical injury; (2) cause damage to property; (3) engage in illegal conduct; or (4) make false accusations.	<b>Minimum</b>	1 Day SUS	2-4 Day SUS
		↓		
		<b>Maximum</b>	2-4 Day SUS	10 Day SUS Long-Term SUS Expulsion
<b><u>*Fighting (with weapon/without weapon)</u></b> <b>Note:</b> Please refer to section on Student and Staff Self Defense pg. 29 <ul style="list-style-type: none"> <li>• Possible TA</li> <li>• #</li> </ul>	When two or more persons engage in any violence toward each other in an angry or quarrelsome manner.	<b>Minimum</b>	1-3 Day SUS	3-5 Day SUS
		↓		
		<b>Maximum</b>	4-8 Day SUS	6-8 Day SUS
<b><u>*Firearms (use/possession/distribution/sale)</u></b> <ul style="list-style-type: none"> <li>• Possible TA</li> </ul>	Any weapon that is designed to (or may be readily converted to) expel a projectile by an explosive, or by the action of an explosive. This includes guns, bombs, grenades, mines, rockets, missiles, pipe bombs,	<b>Minimum</b>	10 Day SUS Long-Term SUS	Long-Term Suspension Expulsion
		↓		

<b>Infraction</b>	<b>Definition</b>	<b>Consequence</b>	<b>1<sup>st</sup> Offense</b>	<b>Repeated Offense</b>
• #	firearms or similar devices designed to explode and capable of causing bodily harm or property damage. Sale or Distribution of Firearms is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) on District property, at a District-sponsored event, or on District-provided transportation.	<b>Maximum</b>	Expulsion	
<b>*Forgery / Falsification</b>	The act of falsely or fraudulently marking or altering a document or a verbal, written or electronic communication, or any verbal or written communication that is intentionally false or fraudulent (i.e., dishonesty or lying).	<b>Minimum</b>	Conference 1-3 Day Detention	1 Day SUS
		↓	1 Day SUS	2-3 Day SUS
		<b>Maximum</b>	2-3 Day SUS	4-5 Day SUS
<b>*Gambling</b>	Participating in games of chance for the purpose of exchanging money or something of value.	<b>Minimum</b>	Conference	1-3 Day Detention
		↓	1-3 Day Detention	1-3 Day SUS
		<b>Maximum</b>	1-3 Day SUS	10 Day SUS Long-Term SUS Expulsion
<b>*Gang Activity, Clothing, Symbols, Paraphernalia</b>	An activity or affiliation of an ongoing loosely organized association of two or more persons, whether formal or informal, that has a common name, signs, symbols or colors, and whose members engage, either individually or collectively, in negative group activity.	<b>Minimum</b>	1-3 Day Detention	1-3 Day SUS
		↓	1-3 Day SUS	5-8 Day SUS
		<b>Maximum</b>	5-8 Day SUS	10 Day SUS Long-Term SUS Expulsion
<b>*Harassment</b>	The persistent or repeated annoying or tormenting of another	<b>Minimum</b>	Conference Mediation 1-3 Day Detention	1-3 Day SUS
		↓	1-3 Day SUS	4-8 Day SUS
		<b>Maximum</b>	4-5 Day SUS	10 Day SUS Long-Term SUS Expulsion
<b>*Hate / Bias-Related Incidents</b>	Any written, oral, physical or electronic communication that one could reasonably conclude was motivated, in whole or in part, by the perpetrator's bias or attitude against an individual victim or group based on perceived or actual personal characteristics. Examples of bias/hate	<b>Minimum</b>	Conference 1-3 Day Detention	1-3 Day SUS
		↓	1-3 Day SUS	5-8 Day SUS
		<b>Maximum</b>		

<b>Infraction</b>	<b>Definition</b>	<b>Consequence</b>	<b>1<sup>st</sup> Offense</b>	<b>Repeated Offense</b>
	related incidents include age, ancestry or ethnicity, disability, economic status, gender, height or weight, immigration or citizenship status, marital status, race, religion or religious practices, or sexual orientation.		5-8 Day SUS	10 Day SUS Long-Term SUS Expulsion
<b><u>Horseplay / Roughhousing</u></b>	Includes rough, boisterous play or behavior.	<b>Minimum</b>	Conference	1-3 Day Detention
		↓	1-3 Day Detention	1-3 Day SUS
		<b>Maximum</b>	1-3 Day SUS	10 Day SUS
<b><u>Instigation</u></b>	Includes provoking, antagonizing or failing to report a fight or other dangerous, inappropriate situations. Spreading rumors, harmful gossip and social media posting are also considered forms of instigation.	<b>Minimum</b>	1-2 Day Detention	1-3 Day SUS
		↓	1-3 Day SUS	4-5 Day SUS
		<b>Maximum</b>	4-5 Day SUS	10 Day SUS
<b><u>*Leaving Campus without Authorization / Unauthorized Absence</u></b>	Also known as ditching or skipping class/school.	<b>Minimum</b>	Conference 1-3 Day Detention	1-2 Day SUS
		↓	1-2 Day SUS	3-4 Day SUS
		<b>Maximum</b>	3-4 Day SUS	5-8 Day SUS
<b><u>Physical Aggression</u></b>	The act of tussles, minor confrontations, pushing, shoving or other physical provocation.	<b>Minimum</b>	Conference 1-3 Day Detention	1-2 Day SUS
		↓	1-2 Day SUS	3-5 Day SUS
		<b>Maximum</b>	3-5 Day SUS	10 Day SUS Long-Term SUS
<b><u>Public Display of Affection</u></b>	The act of kissing, hugging, fondling or touching in public that is beyond casual contact and which creates, or has the potential to create, a disturbance.	<b>Minimum</b>	Conference	1-3 Day Detention
		↓	1-3 Day Detention	1-3 Day SUS
		<b>Maximum</b>	1-3 Day SUS	3-5 Day SUS
<b><u>*Robbery (with weapon/without weapon)</u></b> • #	The taking, or attempting to take, any property of another from his person or immediate presence and against his will. Such person threatens or uses force against any person with intent to either coerce surrender of property, or to prevent resistance to such person taking or retaining property	<b>Minimum</b>	Restitution 1-3 Day SUS	Restitution 3-5 Day SUS
		↓	Restitution 4-5 Day SUS	Restitution 10 Day SUS
		<b>Maximum</b>	Restitution 10 Day SUS Long-Term SUS Expulsion	Restitution Long-Term SUS Expulsion



<b>Infraction</b>	<b>Definition</b>	<b>Consequence</b>	<b>1<sup>st</sup> Offense</b>	<b>Repeated Offense</b>
<b><u>Sale or Distribution of Personal Property</u></b>	The attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) personal property or services on District property, at a school or District-sponsored event or on District-provided transportation.	<b>Minimum</b>	Confiscation 1-3 Day Detention	Confiscation 1-3 day SUS
		↓	Confiscation 1-3 Day SUS	Confiscation 4-5 day SUS
		<b>Maximum</b>	Confiscation 4-5 Day SUS	Confiscation 10 Day SUS
<b><u>*Sexual Harassment (contact/ no contact)</u></b> • Possible TA	Discrimination based on gender that includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature made by one individual to another and/or that might contribute a substantial risk of mental harm or personal degradation (Sexual: relating to, affecting, or typical of sex, the sexes, or the sex organs and their functions; implying or symbolizing erotic desire or activity.) This violation includes, but is not limited to lewd comments, any language that is sexually demeaning and/or that might contribute risk of mental harm or personal degradation.	<b>Minimum</b>	Conference 1-3 Day Detention	1-3 Day SUS
		↓	1-3 Day SUS	4-5 Day SUS
		<b>Maximum</b>	4-5 Day SUS	10 Day SUS Long-Term SUS Expulsion
<b><u>Sexual Materials</u></b>	Includes pictures, devices or electronic images that contain nudity or represent sexual activity that is offensive or disturbs the educational environment.	<b>Minimum</b>	Confiscation 1-3 Day Detention	Confiscation 1-2 Day SUS
		↓	Confiscation 1-2 Day SUS	Confiscation 3-4 Day SUS
		<b>Maximum</b>	Confiscation 3-4 Day SUS	Confiscation 10 Day SUS Long-Term SUS Expulsion
<b><u>*Sexual Misconduct</u></b>	This includes, but not limited to, indecent exposure, consensual participation in any sexual act involving physical contact, touching private areas, depantsing (pulling pants down or off,) pulling at another's underclothing, possession or distribution of pornographic materials.	<b>Minimum</b>	Conference 1-3 Day Detention	1-3 Day SUS
		↓	1-3 Day SUS	4-5 Day SUS
		<b>Maximum</b>	4-5 Day SUS	10 Day SUS Long-Term SUS Expulsion
<b><u>Tardy</u></b>	The failure to be at a designated location at a specified time. This could include arriving to school late or leaving school early. Once a student has more than three tardies (excused or unexcused) in a semester, consequences will be assigned. After three tardies, the only allowable excused tardies are those that have supporting documentation.	<b>Minimum</b>	Tardies 4-5: Conference 1 Detention	Tardies 12+: 1 ISS Parking Permit Revoked if Applicable
		↓	Tardies 6-8: 2 Detentions	
		<b>Maximum</b>	Tardies 9-11: 3 Detentions	

<b>Infraction</b>	<b>Definition</b>	<b>Consequence</b>	<b>1<sup>st</sup> Offense</b>	<b>Repeated Offense</b>
<b><u>Technology Misuse / Computer Tampering</u></b>	Altering, damaging, deleting or destroying a computer, computer hardware or software; introducing a computer contaminant into any computer, or network; causing the disruption of a computer or network; using a computer or computer system to threaten, alarm, harass or cause another person to suffer substantial emotional distress; or using Nadaburg technology for uses outside of legitimate educational purposes; failure to use hardware, software, electronic devices, web pages and networks for the intended educational use or in a manner that causes disruption at a campus or any District facility, including proxy use.	<b>Minimum</b> ↓ <b>Maximum</b>	Loss of Technology Privileges Restitution	Loss of Technology Privileges Restitution 1 Day SUS
			Loss of Technology Privileges Restitution 1 Day SUS	Loss of Technology Privileges Restitution 2-5 Day SUS
			Loss of Technology Privileges Restitution 2-3 Day SUS	Loss of Technology Privileges Restitution 10 Day SUS
<b><u>Theft</u></b>	Taking of property that belongs to another without personal confrontation, threat, violence or bodily harm. Theft does not include confiscation by school authorities of property not permitted at the school. <b>NOTE:</b> The District is <b>NOT</b> responsible for the loss, theft or damage of ANY personal items brought to school, including but not limited to, musical instruments, radios, headphones, cell phones, iPods, iPads, (any and all electronic devices), bicycles, etc. Any loss, theft or damage to any personal items will <u>not</u> be covered by District liability insurance.	<b>Minimum</b> ↓ <b>Maximum</b>	Restitution 1-3 Day Detention	Restitution 1-3 Day SUS
			Restitution 1-4 Day SUS	Restitution 3-5 Day SUS
			Restitution 10 Day SUS Long-Term SUS Expulsion	Restitution 10 Day SUS Long-Term SUS Expulsion
<b><u>Threatening / Intimidating behavior</u></b> • Possible TA • #	The act of negatively using or applying a real or perceived imbalance of power to frighten, compel, deter or otherwise threaten or intimidate through actual or implied behaviors. Repeated acts of Threatening/Intimidating shall be considered Bullying.	<b>Minimum</b> ↓ <b>Maximum</b>	3 Day SUS	5 Day SUS
			5-10 Day SUS	10 Day SUS
			Long-Term SUS Expulsion	Long-Term SUS Expulsion
<b><u>*Trespassing</u></b>	Entering or remaining on a school campus or district facility without authorization or invitation and with no lawful purpose for entry. This includes students under suspension or expulsion and those who have been directed by a school official to leave the premises.	<b>Minimum</b> ↓ <b>Maximum</b>	Conference	1-3 Day SUS Loss of privileges
			1-3 Day Detentions Loss of privileges	5-8 Day SUS Loss of privileges
			1-3 Day SUS Loss of privileges	10 Day SUS Long-Term SUS Expulsion
<b><u>*Tobacco (use/possession/distribution/sale)</u></b>	Includes use, possession of tobacco products of any kind (i.e., cigarettes, cigars, electronic cigarettes, vapes, or other similar devices), as well as smokeless	<b>Minimum</b> ↓	1-2 Day SUS	3 Day SUS

<b>Infraction</b>	<b>Definition</b>	<b>Consequence</b>	<b>1<sup>st</sup> Offense</b>	<b>Repeated Offense</b>
<b>Note:</b> Possession by any person of tobacco products on K-12 public, charter or private school grounds, buildings, parking lots, playing fields and vehicles, and at off-campus school-sponsored events, is a criminal offense.	tobacco (i.e., dip, chew, snuff, twist.) Tobacco residue/butts/etc. will also be considered tobacco under this definition. Sale or Distribution of Tobacco is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) on District property, at a District-sponsored event, or on District-provided transportation.	<b>Maximum</b>	3 Day SUS	5 Day SUS
			5 Day SUS	10 Day SUS
<b>*Truancy</b>	An unexcused absence for at least one class period during the school day or when a student is absent from school during the hours school is in session, unless excused pursuant to A.R.S. § 15-802	<b>Minimum</b> ↓ <b>Maximum</b>	Conference 1-3 Day Detention	1 Day SUS
			1 Day SUS	1-3 Day SUS
			1-3 Day SUS	4 Day SUS
<b>*Vandalism / Destruction of Personal or School Property</b> • #	Willful act of defacing or destroying any building, fixture, vegetation or property (personal or school) either intentionally or unintentionally.	<b>Minimum</b> ↓ <b>Maximum</b>	Restitution 1-3 Day Detention	Restitution 1-3 Day SUS
			Restitution 1-3 Day SUS	Restitution 3-5 Day SUS
			Restitution 10 Day SUS	Restitution 10 Day SUS Long-Term SUS Expulsion
<b>Verbal Abuse /Profanity /Obscenity</b>	The use of profanity or any derogatory language written or stated publicly.	<b>Minimum</b> ↓ <b>Maximum</b>	1-3 Day Detention	1-2 Day SUS
			1-2 Day SUS	3 Day SUS
			3-4 Day SUS	5 Day SUS
<b>*Verbal Abuse /Profanity /Obscenity to an Adult</b> A.R.S. § 15-507	The use of profanity or any derogatory language written or stated publicly to an adult.	<b>Minimum</b> ↓ <b>Maximum</b>	1-3 Day Detention	1-3 Day SUS
			1-3 Day SUS	4 Day SUS
			4 Day SUS	10 Day SUS Long-Term SUS
<b>*Weapon Simulated (use/possession/distri bution/sale)</b> • Possible TA	An instrument displayed or represented as a weapon, including toys that resemble weapons. Look-alike weapons, including, but not limited to, toy guns, water guns, replica non-guns, and air-soft guns firing nonmetallic projectiles. Sale or Distribution of Simulated Weapons is the attempt or	<b>Minimum</b> ↓ <b>Maximum</b>	Confiscation 1 Day SUS	Confiscation 2-3 Day SUS
			Confiscation 2-3 Day SUS	Confiscation 4 Day SUS

Infraction	Definition	Consequence	1 <sup>st</sup> Offense	Repeated Offense
	act of offering, selling, trading, procuring or distributing (with or without compensation) on District property, at a District-sponsored event, or on District-provided transportation.		Confiscation 4 Day SUS	Confiscation 10 Day SUS
<b>*Weapon/ Other Weapon (use/possession/distri bution/sale)</b> <ul style="list-style-type: none"> <li>• Possible TA</li> <li>• #</li> </ul>	Includes (but not limited to) a bomb, firearm, other firearm, gun, revolver, pistol, dagger, dirk, stiletto, knife with a blade over 2 1/2" in length, pocket knife opened by a mechanical device, iron bar, brass knuckles, chains, billy clubs, Chinese stars, or any incendiary devices. A firearm is any weapon that is designed to (or may be readily converted to) expel a projectile by an explosive, or by the action of an explosive. This includes guns, bombs, grenades, mines, rockets, missiles, pipe bombs, firearms or similar devices designed to explode and capable of causing bodily harm or property damage. BB, paintball, pellet-firing, dart, or any other air gun that expels a projectile through the force of air pressure or expanding gases. Distribution/Sale is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) a weapon on District property, at a school or District-sponsored event or on District-provided transportation.	<b>Minimum</b>  ↓  <b>Maximum</b>	1-3 Day SUS	10 Day SUS Long-Term SUS Expulsion
			4-8 Day SUS	
			10 Day SUS Long-Term SUS Expulsion	

**Note:**

- *An underlined infraction indicates that an administrator may opt to use an on-campus reassignment or ISS as a possible disciplinary action in lieu of off-campus suspension.*
- *An asterisk (\*) indicates that a police report and/or CPS report may be filed.*
- *If the infraction occurs on the bus, a suspension of bus-riding privileges may be assigned in lieu of, or in addition to the consequences outlined in the matrix for that infraction.*
- ***An administrator may choose any or all of the consequences for any infraction.***
- *The principal is the highest level of appeal for a suspension of 10 days or less.*
- *# indicates that the offense is subject to expulsion on the first offense.*
- *Possible TA indicates possible threat assessment needed.*

## **Student Use of Technology Agreement Form**

The Nadaburg Unified School District authorizes students to use technology owned or otherwise provided by the district as necessary for instructional purposes. The use of district technology is a privilege permitted at the district's discretion and is subject to the conditions and restrictions set forth in applicable Board policies, administrative regulations, and this Acceptable Use Agreement. The district reserves the right to suspend access at any time, without notice, for any reason.

The district expects all students to use technology responsibly in order to avoid potential problems and liability. The district may place reasonable restrictions on the sites, material, and/or information that students may access through the system.

Each student authorized to use district technology and his/her parent/guardian shall sign this Acceptable Use Agreement as an indication it has been read and understand the agreement.

### **Definitions**

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless network (Wi-Fi), Internet, email, USB drives, wireless access points, tablets, workstations, printers, telephones, MP3 players, wearable technology, any wireless communication device including cellular telephones or emergency radios. Also included are software applications and associated file and data whether accessed on/off site or through district-owned or personally owned equipment or devices.

### **Student Obligations and Responsibilities**

Students are expected to use district technology safely, responsibly, and for educational purposes only. The student in whose name district technology is issued is responsible for its proper use at all times. Students shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned.

Students are prohibited from using district technology for improper purposes, including, but not limited to, use of district technology to:

1. Access, post, display, or otherwise use material that is discriminatory, libelous, dangerous, defamatory, obscene, sexually explicit, or disruptive.
2. Bully, harass, intimidate, or threaten other students, staff, or other individuals ("cyberbullying").
3. Disclose, use, or disseminate personal identification information (such as name, address, telephone number, Social Security number, or other personal information) of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person.
4. Infringe on copyright, license, trademark, patent, or other intellectual property rights.
5. Intentionally disrupt or harm district technology or other district operations (such as destroying district equipment, placing a virus on district computers, adding or removing a computer program without permission from a teacher or other district personnel, changing settings on shared computers).
6. Install unauthorized software.
7. Access systems to manipulate data of the district data or other user information without expressed permission.
8. Engage in or promote any practice that is unethical or violates any law or Board policy, administrative regulation, or district practice.
9. Do not disclose or share user ID or password information with other individuals.

### **Privacy**

Since the use of district technology is used for educational purposes, students shall not have any expectation of privacy in any use of district technology.

The district reserves the right to monitor and record all use of district technology, including, but not limited to, access to the Internet or social media, communications sent or received from district technology, or other uses. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity.

Students should be aware that, in most instances, their use of district technology (such as web searches and emails) cannot be erased or deleted.

All passwords created for or used on any district technology are the sole property of the district. The creation or use of a password by a student on district technology does not create a reasonable expectation of privacy.

### **Personally Owned Devices (BYOD)**

If a student uses a personally owned device to access district technology, he/she shall abide by all applicable Board policies, administrative regulations, and this Acceptable Use Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

### **Reporting**

If a student becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of district technology, he/she shall immediately report such information to the teacher or other district personnel.

### **Consequences for Violation**

Violations of Board policy or this agreement may result in revocation of a student's access to district technology and/or discipline, up to and including suspension or expulsion. In addition, violations of the law, Board policy, or this agreement may be reported to law enforcement agencies as appropriate.

### **Student Acknowledgment**

I have received, read, understand, and agree to abide by this Acceptable Use Agreement and other applicable laws and district policies and regulations governing the use of district technology. I understand that there is no expectation of privacy when using district technology. I further understand that any violation may result in loss of user privileges, disciplinary action, and/or appropriate legal action.

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_  
(Please print)

Date: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

### **Parent or Legal Guardian Acknowledgment**

If the student is under 18 years of age, a parent/guardian must also read and sign the agreement.

“As the parent/guardian of the above-named student, I have read, understand, and agree that my child shall comply with the terms of the Acceptable Use Agreement. By signing this Agreement, I give permission for my child to use district technology and/or to access the school's computer network and the Internet. I understand that, despite the district's best efforts, it is impossible for the school to restrict access to all offensive and controversial materials. I agree to release from liability, indemnify, and hold harmless the school, district, and district personnel against all claims, damages, and costs that may result from my child's use of district technology or the failure of any technology protection measures used by the district. Further, I accept full responsibility for supervision of my child's use of his/her access account if and when such access is not in the school setting”.

Parent Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_  
(Please print)

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

## Student Handbook Acknowledgement

### ACKNOWLEDGEMENT OF RECIEPT, REVIEW AND UNDERSTANDING

My student and I have received, read and discussed the 2021/2022 PARENT-STUDENT HANDBOOK for K-12 including the STUDENT DISCIPLINE GUIDELINES. We have had the opportunity to ask for clarification. We understand what is expected of students in the Nadaburg Unified School District and are aware of the possible disciplinary consequences.

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

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_