

Morristown Elementary School Parent/Student Handbook 2026-2027



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WELCOME TO MORRISTOWN ELEMENTARY SCHOOL!

All of us are proud of our school! The cooperation, interest and enthusiasm of the student body play a major role in the success or failure of a school. Please be familiar with your duties and responsibilities.

Your parents and teachers are your partners in your quest for school success. Talk to them daily about what you are doing and assistance you may need to be successful.

We, the Governing Board, and your faculty hope you will enjoy your time at Morristown School. Your teachers are interested in preparing you to become better-educated and more responsible citizens so that you may enjoy a very successful and worthwhile future.

Morristown ELD #75 Governing Board:

Lindsey Fortkamp (President)

James Madsen (Clerk)

Susan Marshall (Member)

Morristown Elementary School District Mission Statement

The mission of Morristown Elementary School District is to provide learning experiences that help the young people in our school live happily and productively as adult citizens.

Students are recognized as individuals by teachers who are dedicated to making learning meaningful to each student. The school's curriculum emphasizes literacy, achievement in math and science, in-depth exposure to the arts and experience with modern technology.

The District strives to achieve this goal through the cooperative efforts of the Governing Board, administration, teachers, staff, parents and community members. The District is committed to providing for the professional growth of all staff members.

Teachers:

Preschool-TBD

Kindergarten- Mrs. Laura Ruskin

First Grade – Ms. Jeanne Scatena

Second Grade – Ms. Maria Sedano

Third Grade –Mrs. Janet Fredrick

Fourth Grade – Mrs. Jennifer Ross

Fifth Grade- Mrs. Jennifer Ross

Sixth Grade –Ms. Lydia Quince

Seventh Grade- Ms. Julie Mackenzie

Eighth Grade – Mr. Vicente Garza

Special Education – Mr. Michael Petty

Instructional Support:

Counselor- TBD

Paraprofessional- Ms. Rachel Iannucci

Paraprofessional- Ms. Alise Miller

Paraprofessional- Ms. Veronica Corona

Paraprofessional- Mr. Mekhi White

Library/Special Areas- Mr. Christopher Linderman

District/School Office:

Superintendent/Principal- Dr. Jennifer Sutcliffe

Business Services Manager- Mrs. Patricia Simpson

Office Manager - Mrs. Araceli Alulema

Maintenance/Custodial/IT:

Custodian- Mr. Sadrach

Maintenance- Mr. Francisco Avila

Transportation:

Lead Bus Driver – Ms. Mary O'Barr

Bus Driver – Ms. Alise Miller

Food Service:

Cook/Manager- Mrs. Amy Potter

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**Student & Parent Handbook/Discipline Procedures
Acknowledgements and Verification**

By signing this page, you are acknowledging and verifying that you have received, and take the responsibility to review with your child, the information referenced below which can be found in this handbook, including, without limitation, the Annual Notification regarding confidentiality of student education records (FERPA) and the District's policy on the designation of directory information, participation in student surveys, school bus privileges, due process and dress code. Administrators may determine site specific practices that support campus goals and school climate.

Discipline Procedures – Discipline Expectations and Consequences

As a parent in Morristown Elementary School District, you have the right to a quality education for your children. To make sure that every student enjoys that right, the District has established procedures regarding disruptive behavior. The procedures for student responsibilities are designed to create an orderly environment that is safe for all students and staff. We ask that you carefully read the infractions and consequences. Morristown Elementary School District has severe consequences for drugs, weapons or threatening behavior. Any such act may result in a recommendation for long-term suspension or expulsion. Some infractions may result in a referral to a local law enforcement agency, in addition to school consequences, such as suspension or expulsion.

A full copy of this document is available online at morristowneld75.org or you may request a hardcopy in the front office.

This form must be returned to each child's school within 10 days.

Parent Name (printed): _____

Student Name (printed): _____

K-8 Homeroom Teacher: _____ Grade: _____

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

**Electronic Information Services User Agreement
Acknowledgements and Verification**

By signing this page, you are acknowledging and verifying that you have received, and take the responsibility to review with your child, the information referenced below which can be found in this handbook, including, without limitation, the policy/procedures for due process, directory information, electronic devices expectations, disciplinary consequences, and electronic information systems user agreement.

Electronic Information Systems Expectations and Consequences

As a parent in Morristown Elementary School District, you have the right to a quality education for your children, including access to technology and innovative instructional practices. To make sure that every student enjoys that right, the District has established procedures regarding use of electronic devices. The procedures for student use of electronic devices are designed to create a rich learning environment that is safe and productive for all students and staff. The expectations are reasonable and fair, and they are as consistent as possible at each school. We ask that you carefully read the expectations, guidelines and consequences. Morristown Elementary School District has severe consequences for misuse of electronic devices and electronic information systems. Any violations may result in suspension, long-term suspension, expulsion, and/or referral to a local law enforcement agency.

Student & Parent Software Agreement

The student agrees to abide by the terms and conditions of all software and end user license agreements that are in place or that may be required for each piece of software issued and used for the student's specific use in the classroom or at home. This includes, but is not limited to, products provided by Adobe, Microsoft, Google, Apple Inc., and others not listed here that may have been or shall be provided at any future period by MESD and its school. Under this agreement, students will abide by the license agreement associated with such software.

Your signature below acknowledges and verifies that you have received, and take responsibility to review with your child, the section entitled Electronic Information Systems User Agreement.

This form must be returned to each child's school within 10 days.

Parent Name (printed): _____

Student Name (printed): _____

K-8 Homeroom Teacher: _____ Grade: _____

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

Do you have Internet connectivity in your home? Yes or No

Do you have a mobile device that has access to internet service, available for your student's use?
Yes or No

Please Note: The District is NOT responsible for the loss, damage and/or theft of any of these types of personal devices.

Annual Notification to Parents Regarding
Confidentiality of Student Education Records
[34 C.F.R. 300.561 And 300.572]

Dear Parent:

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

- The Family Education Rights and Privacy Act; Title 20, United States Code, Sections 1232g and 1232h; and the Federal Regulations (34 C.F.R., Part 99) issued pursuant to such act;
- Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT ACT);
- Every Student Succeeds Act (ESSA);
- The Individuals with Disabilities in Education Act; 20 U.S.C. Chapter 33; and the Federal Regulations (34 C.F.R. Part 300); and
- Arizona Revised Statutes, Title 15, sections 141 and 142.

Student education records are collected and maintained to help in the instruction, guidance, and educational progress of the student, to provide information to parents and staff members, to provide a basis for the evaluation and improvement of school programs, and for legitimate educational research. **The students' records maintained by the District may include, but are not limited to, identifying data, report cards and transcripts of academic work completed, standardized achievement test scores, attendance data, reports of psychological testing, health data, teacher and counselor observations, and verified reports of serious or recurrent behavior patterns.**

These records are maintained by the District under the supervision of the school administrator at the school the student attends or last attended and are available only to the teachers and staff members working with the student. Upon request, the school may disclose education records without consent to officials of another school district in which a student seeks or intends to enroll. **Otherwise, records are not released to most agencies, persons or organizations without prior written consent of the parent [34 C.F.R. 99.7].**

Parents/guardians shall be informed when personally identifiable information (PII) collected, maintained, or used is no longer needed to provide educational services to their child. The information must be maintained for four years after the date their child was last enrolled in this school district, except for those documents that are required to be permanently maintained.

Parents/guardians have the right to inspect and review any and all records related to their child within 45 days of the day of receiving a request for access, including a listing of persons or organizations who have reviewed or have received copies of the information [34 C.F.R. 99.7]. Parents/guardians who wish to review their child's records should contact the principal for an appointment or submit to the principal a written request that identifies the records they wish to inspect. School personnel will make arrangements for access and notify the parent/guardian of the time and place where the records may be inspected. School personnel will be available to explain the contents of the records to the parent/guardian. Copies of student education records will be made available to the parent/guardian when it is not practicable for them to inspect and review the records at the school. Charges for the records copies may be applied.

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

Parents/guardians have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on a school board. A school official also may include a contractor, or consultant who, while not employed by the schools, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from educational records (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on Student & Parent Handbook an official committee (such as a disciplinary or grievance committee), or assisting another school official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. The District has agreements with the City of El Mirage and the City of Surprise that specifically address the responsibilities of school resource officers as "school officials" and may only use PII from education records for the purposes for which the disclosure was made, e.g., to promote school safety and the physical security of the students.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

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

Copies of the District student education records confidentiality policies and procedures may be reviewed in the assigned office of each school [34 C.F.R. 99.7(a) (5) and 99.7(b)].

Student Records

DESIGNATION OF DIRECTORY INFORMATION

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, may be disclosed to educational and occupational organizations without a parent's prior written consent. The District will not disclose directory information, except as required by law, to any organization other than school-related organizations. "School related organization" means (a) an organization whose activities support and promote the educational mission of the District, as determined by the Governing Board, or (b) a government agency. School related organizations may include parent organizations, booster clubs, school employee organizations, Community Education Programs, the Arizona Interscholastic Association, and other organizations and clubs affiliated with the District and its schools. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks

A parent or eligible student who does not want the District to disclose directory information from education records without prior written consent must notify the District in writing within two weeks after enrolling in the Morristown School District. If the School District does not receive this notification from you within the prescribed time, it will be assumed that your permission is given to release your son/daughter's designated directory information listed below:

- | | |
|-----------------------------------|--|
| * The student's name | * Major field of study |
| * The student's address | * Dates of attendance |
| * The student's telephone listing | * Enrollment status (e.g. part time or full time) |
| * Date and place of birth | * Participation in officially recognized activities and sports |
| * Electronic mail address | * Weight and height if a member of an athletic team Student & Parent |
| * Photograph/video | * Honors or awards received |
| * Grade level | * Most recently attended educational agency or institution |

This information may also be used to compile such things as: newsletters, yearbooks, newspapers, articles, programs (dramatic and athletic), web pages, videos, applications for scholarships and honors, and responses to military recruiters.

DISTRICT NEWS AND GENERAL MEDIA

The Morristown School District regularly posts stories, photos, and videos on our website, social media, and marketing materials, to

highlight the positive successes happening every day in schools. On occasion, we share these positive stories with the media, or they will request to cover an event or story. To ensure student safety and welfare, all media requests must be approved by the Morristown School District administration in advance, so that the District can assure that the best interests of our students, the school, and district are protected as much as possible. Please note that the District cannot control media access to your student for events that are open to the public, or take place in a public setting such as field trips, athletic events, or performances.

Your student may be photographed or otherwise included in news shared by the district or media, unless you direct otherwise. A parent who does not want their student included in school, district, or media news without prior written consent must notify the district in writing after enrolling in the Morristown School District. If the District does not receive this notification from you within the prescribed time, it will be assumed that your permission is given to include your student in school, district or media news.

Protection of Pupil Rights Amendment (PPRA)

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

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of -

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

Inspect, upon request and before administration or use -

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

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. Morristown School District has policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, Student & Parent Handbook sales, or other distribution purposes. Morristown School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Morristown School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. Morristown School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5920

Annual Notification

At the beginning of every school year, every school district and charter school shall obtain written informed consent from the parent of a pupil to participate in any survey pursuant to A.R.S. 15-117 for the entire year. A parent of a pupil may at any time revoke consent for the pupil to participate in any survey pursuant to subsection A of section 15-117. For any pupil who is at least eighteen years of age, the permission or consent that would otherwise be required from the pupil's parent pursuant to this section is required only from the pupil. All surveys conducted pursuant to subsection A of section 15-117 shall be approved and authorized by the school district or charter school. The school district or charter school is subject to the penalties prescribed in subsection L of section 15-117. A teacher or other school employee may not administer any survey pursuant to subsection A of section 15-117 without written authorization from the school district or charter school.

Athletic Programs

The administration and coaching staff of Morristown School District #75 consider interscholastic athletics a vital part of the total educational process. The Athletic Department is committed to a policy of nondiscrimination in relation to race, color religion, sex, age, national origin and disability, or economic status.

The District's philosophy is to provide all students with an environment that is safe and encourages active participation in a variety of activities under different teacher/coach role models. As members of Morristown School District Athletic Staff, we strive to foster positive experiences and guide our student-athletes toward realizing their full potential.

Through practices, games and examples, the staff works toward preparing students to succeed rather than merely to win games. "Win or lose, our students should learn lessons of a lasting and positive nature."

For detailed information regarding athletic programs offered in the district, and the athletic academic eligibility requirements, please refer to the Athletics Handbook for Elemiddle Athletics Handbook.

Attendance Procedure

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. For this reason, Morristown School District 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.

Further, Morristown School District #89 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. Arizona Revised Statutes 15-802 and 15-803, however, firmly place the responsibility for attendance on a child's parents/guardians. 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.

1. Any time your child will not be in school on any specific day, you must place a phone call to the attendance line or submit an excuse note to the attendance office within 24 hours of the absence.
2. All unreported absences will be documented as "unexcused" absences. The PreK-8 schools 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).
3. 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.
4. A parent/guardian is the only person who may verify an unexcused absence. Unexcused absences may be verified by the parent/guardian by phone, in person, or in writing to the school office within 24 hours 20 of a student returning to school from an absence.
5. Any absence that has not been verified by a parent/guardian within 24 hours may be considered unexcused.
6. A student who independently chooses not to attend school is considered truant and cannot be excused by the parent. This is classified as "Unauthorized Absence/Truancy/Leaving Campus without Authorization" on the Discipline Matrix, included in the Parent/Student Handbook.
7. 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 180-day school calendar, excessive absences would equal 18 or more days absent. These include both excused and unexcused

absences.

8. When a student is excessively absent, disciplinary action will occur based on the Discipline Matrix provided in the Parent/Student Handbook.
9. If your child is leaving school early for an appointment, he/she must check out through the attendance office with parent sign out, or parent permission for student drivers.
10. Parents will be notified of absences via phone call or auto dialer and may receive letters after accumulated days of absences.

TARDY PROCEDURE – Students receiving more than three tardies

Tardies (4) and (5)	Tardies (6), (7), (8)	Tardies (9) or greater
Notify Parent Student Conference Detention	Notify Parent Student Conference Detention One (1) Day OCR	Notify Parent Student Conference Three (3) Day OCR

OCR= On Campus Reassignment

Birthday Celebrations

With Building Administrator approval, and thorough knowledge of the students served, elementary teachers may choose to celebrate all student birthdays on a common day of the month.

- The activity should take place during lunch or the last 15-20 minutes of the class.
- The teacher is responsible for the equitable treatment of all students.
- Teachers should communicate birthday celebration guidelines to parents at the beginning of the year.
- If food is to be a part of the activity, it must be store-bought and/or professionally prepared according to County Health guidelines. Parents should check with the school in case there are restrictions with students who have food allergies or food restrictions.
- Balloons, flower bouquets, etc. will not be delivered to students during the regular school day. A message will be communicated to the student and the delivery will be held in the front office until the end of the school day where students may pick it up.
- Balloons are not allowed on school buses

Bullying Harassment/Intimidation

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

Definitions

Bullying: Bullying may occur when a student is exposed repeatedly and over time to negative actions on the part of one or more other students.

- Bullying behavior is meant to hurt another person and is carried out by someone who is seeking power or control over another person.
- Bullying may constitute a violation of law.
- There are three forms of bullying:
 - Physical
 - Emotional
 - Social

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

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

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

Anyone who believes that harassment, bullying or hazing has occurred should report the behavior to a teacher, counselor, school nurse or school administrator. Bullying reporting forms are located on the district website, and available at the front office of every campus.

Right to Freedom from Harassment/Bullying

Students may expect to be provided with an atmosphere free from harassment. Any student who is subjected to harassment from other students, visitors or school staff, should immediately inform a teacher, principal, assistant principal or assistant superintendent. In accordance with the state's anti-bully laws, students may make confidential reports of harassment, intimidation or bullying to any school employee. Parents are also welcome to submit written reports on incidents to administrators. All school staff are required to report suspected harassment, intimidation or bullying.

The District will neither allow nor tolerate retaliation in any form by any employee, student or others against any complaining employee, student or corroborating witness. Likewise, students who knowingly submit false reports of bullying, harassment or intimidation will face consequences.

To help students, parents and community members report threats, bullying or other criminal actions, Morristown School District messages may be left 24/7. All members of our community - including students - are urged to play an active role in school safety by reporting all threats, bullying situations, violent acts, or other similar behavior for investigation by school and law enforcement officials.

Cafeteria

As part of the National School Lunch and Breakfast programs all schools will offer meals for free or at the reduced price for qualifying families. Free and reduced-price meal applications are available online, in the school office or the Nutrition Services Department. Parents are encouraged to submit free and reduced meal applications online at www.schoolcafe.com. Only one application is required per family. Every District family is encouraged to complete an application.

Breakfast will be served approximately 30 minutes prior to the start of school.

Breakfast in the Classroom is offered to students at no charge. Please check with your school's front office for Breakfast in the Classroom service times.

Students will be allowed to charge their meal a maximum of three times before receiving an alternate meal consisting of a sandwich, fruit, vegetable and choice of milk. Alternative meals may be provided until the student's charge account is satisfied. Students will not be permitted to make cash purchases for a la carte items if they were provided an alternate meal during the same meal service period. Negative balance reminders will be provided to parents or guardians no less than once per week either electronically, written, or both.

Student meals can be paid for by cash or check at the individual school sites. Also, online payments are accepted through School Café at www.schoolcafe.com. School Café may also be used to view account balances, receive low balance alerts and review daily spending or transactions and restrict student accounts. Parents are encouraged to utilize schoolcafe.com to monitor account balances.

Morristown School District highly encourages healthy eating habits and physical activity. Schools may request that children not share food with others, especially when the particular food or drink does not meet USDA guidelines. The District strongly discourages consumption of unhealthy foods and energy drinks at our school sites. Please note, our elementary and cafeteria follows USDA guidelines for sales of a la carte food and drinks.

K-8 parents who wish to eat lunch with their child at school will sign in at the office as a visitor, and will sit at a designated family table in the cafeteria. Family members can eat at a designated family table with their child only. If parents would like to purchase a meal, please note that the adult price is different from the student price. Please check with your school's cafeteria staff on current adult pricing.

Chronic Health Procedure

A.R.S. § 15-346 provides for adjunct accommodations for students with chronic health problems. This is defined as "...pupils who are unable to attend regular classes for intermittent periods of one or more consecutive days because of illness, disease, or accident but who are not homebound."

A.R.S. § 15-901 provides for at-home (Homebound) instruction for students with chronic health problems. This is defined as "...a pupil who is capable of profiting from academic instruction but is unable to attend school due to illness, disease, accident or other health conditions, who has been examined by a competent medical doctor and who is certified by that doctor as being unable to attend regular classes for periods of not less than three school months, or a pupil who is ...unable to attend regular classes for intermittent periods of time totaling three school months during a school year."

Students with existing chronic illness conditions should obtain chronic health request forms from the health office at the beginning of the school year. When a new chronic condition is medically diagnosed, please notify the health office to obtain the chronic illness request forms. The Medical Certification Report form must be completed by a health professional who is licensed pursuant to title 32, chapter 7, 8, 13, 14, 17, 25 (M.D., D.O., Podiatric, Chiropractic) or a Registered Nurse Practitioner and is returned to the health office. Once received, a meeting will be scheduled by the school to write the Chronic Illness Instructional Plan. Once approved, a chronic illness plan is effective for one calendar year.

In order for chronic illness status to override the excessive absence rule the parent must report the absences according to the regular attendance reporting procedures (see Attendance Procedures). This status allows teachers and the student to work out a manageable method for completing work.

If your student is absent from school due to chronic illness it would be expected of the parent to specifically notify the school that the student is ill due to chronic illness. Students would not be able to attend or participate in extracurricular activities and/or athletics on the date of the absence.

Classroom Observations

These guidelines apply to visits, for the purposes of extended observations in the classroom or campus area. When parents/visitors request to visit the school and/or their child's classroom or school building during the school day, the following procedures shall be followed:

1. The parent/visitor will complete and submit a written request on the Request for Classroom Observation Form. The form must be submitted to the school administration at least two business days prior to the intended visit.
2. Teacher/Staff members along with school administration will review the request to determine the educational relevance and appropriateness of the visit.
3. The administrator will approve or deny the visit based on the review.
4. If approved, the front office will contact the parent/visitor and review the classroom visitation guidelines including that the parent/visitor will sign-in at the front office on the date of their visit.
5. The school administrator will accompany the parent/visitor and remain with them for the duration of the observation (no longer than one hour in duration).
6. If not approved, the administrator will contact the parent and discuss alternative means of gathering the information the parent is seeking, if possible

Custody

In cases where custody/visitation affects the school, the school shall follow the most recent court order on file with the school. It is the responsibility of the custodial parent, or parents having joint custody, to provide the school with the most recent court order.

Duty to Report

Per state law and Governing Board policy, school employees and certain volunteers who reasonably believe that a child has been the victim of neglect, abuse, and/or non-accidental injury, or sexual offenses must report suspected activity to the Department of Child Safety (DCS) and/or local law enforcement agencies. **Where a parent or guardian is the alleged abuser, school personnel are not to notify parent or guardian. DCS and law enforcement agencies are responsible for notification.** Should the alleged perpetrator be other than a member of the child's family, volunteer and school personnel shall follow reasonable notification procedures.

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

Schools shall comply with requests by DCS or the Police Department to question any child who is a suspected abuse victim. The investigating agency will determine whether school personnel should be with the child during questioning. The DCS worker and/or the police may interview the child and all other children residing in the home, on school grounds outside of the

presence of school personnel. They may conduct interviews of the child without permission or notice to the parents where the suspected perpetrator is a family member. DCS also has the authority, upon written request, to obtain school records. **(A.R.S. §13-3620).**

Electronic Devices

When a student brings cell phones or other electronic devices (see definition) to school, please remember:

1. When using a mobile device to access the internet, students are required to connect using the District's Private network, but all access must be in accordance with the Acceptable Use Policy.
2. The District is NOT responsible for the loss, damage and/or theft of any of these types of devices.
3. The devices must not be used from bell to bell during instructional time or in violation of other behavioral infractions as outlined in the disciplinary procedures section of this handbook, unless otherwise directed by a staff member for instructional purposes or for use as an educational resource.
4. Other use of electronic devices, including unauthorized video/sound recordings, or Bluetooth speakers may be considered misuse and may result in consequences as outlined in the disciplinary matrix.
5. Any violation of the Internet and Email User Agreement may result in disciplinary consequences.
6. Examples of misuse include, but are by no means limited to: text or other electronic messages that contain harassment, bullying, threatening, intimidation, hate/bias, extortion, endangerment, gang activity, instigation, cheating, sale/distribution of any prohibited substances or items, sexual harassment; electronic images or access to any of the above as well as to any access in violation of sexual materials or sexual misconduct; unauthorized video/sound recordings.

Electronic Information Services (EIC) User Agreement

Internet access and email are available to students and teachers in Morristown School District. MESD believes the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence in schools by facilitating resource sharing, innovation, communication and educating minors about digital citizenship including appropriate online behavior, interacting with other individuals on social networking websites and in chat rooms, cyber bullying awareness, and response.

While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages; but ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

To that end, Morristown Elementary School has adopted the following policy:

Acceptable Use - Each user must:

- Use Electronic Information Services (EIS) to support personal educational objectives consistent with the educational goals and objectives of Morristown Elementary School District.
- Immediately inform their teacher if inappropriate information is mistakenly accessed.
- Abide by all copyright and trademark laws and regulations.
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school-employed persons.
- Follow the district's code of conduct.
- Understand that inappropriate use may result in cancellation of permission to use the EIS and appropriate disciplinary action up to and including expulsion for students.
- Publish information/student work only on MESD servers or district approved web hosting vendors. Users placing information on the Internet using the district's EIS are publishing information on behalf of the district.
- Be responsible for the appropriate storage and backup of their data.
- Follow existing district policies and have appropriate administrative approval for information collection (online surveys, email, etc.).

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

- Maintain supervision of students using the EIS
- Agree to directly log on and supervise the account activity when allowing other to use district accounts
- Take responsibility for assigned personal and district accounts, including password protection.
- Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and district accounts and files by unauthorized persons.
- Follow established student data privacy practices and obtain necessary permissions when considering the use of internet resources.

Unacceptable Uses:

- Users must not share their Morristown network credentials with any other individual.
- Users shall not submit, publish, display or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material.
- Users shall not use their own computing devices to access the Internet via personal Wi-Fi accounts or by any manner other than connecting through the secure wireless connection provided by the school system.
- Users may not connect or install any computer hardware, hardware components or software, which is their own personal property to and/or in the District's EIS without the prior approval of the District Information Technology Department.
- Users shall not post information that could cause damage or pose a danger of disruption to the operations of the EIS or the District.
- Users shall not access the network for any non-educational purposes.
- Users shall not use the EIS in any way that would disrupt the use of the EIS by others.
- Users shall not use the EIS for commercial or financial gain, political lobbying, or fraud.
- Users will not gain or attempt to gain unauthorized access to the files of others, or vandalize the data or files of another user.
- Users must not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- Users will not download and use games, files, documents, music, or software for non-educational purposes. (i.e. games/animations, audio and other visual files.)
- Users must not attempt to harm, modify, add or destroy software or hardware nor interfere with system security.
- Users will not possess any data, which may be considered a violation of these regulations, in paper, electronic storage or any other form.
- Users will not display name or photo to personally identify an individual without receiving written permission.
- Users shall not cheat using technology devices or plagiarize works that are found on the Internet or any other electronic resource.
- Users will not harass, insult, threaten, attack others or use obscene language in written communications, including social media.
- Users will not post anonymous messages.
- Users may not use free web based email, messaging, video conferencing, or chat services without permission from MESD Information Technology.
- Users shall not use personal social media accounts for district business.
- Users shall only use District approved social media technologies when communicating with students, parents, staff or community.
- Users shall not copy student or employee personal identifiable information (PII) to external storage devices (USB Drive, external Hard drive or local device hard drive).
- Users shall not store critical documents to local hard drives of any district device.

Resource Limitations:

- Activities that are deemed by the Information Technology department to cause unreasonable demand on network capacity or disruption of system operation are prohibited.
- Users shall subscribe only to high quality discussion groups or mailing lists that are relevant to their education or professional development.
- Users shall not use the District's EIS for commercial purposes or financial gain. This includes the creation, development and offering of goods or services for sale, and the unauthorized purchase of goods or services. District approved purchases will be made following District approved procedures
- The District's portable information systems and educational technology resources such as notebook computers, peripherals, and/or companion devices, will be at the school sites during school hours.

Personal Responsibility:

- I will report any misuse of the EIS to the administration or Information Technology department.
- I understand that many services and products are available for a fee and acknowledge my personal responsibility for any expenses incurred without District authorization.
- I understand that when I am logged on to District computers or electronic devices, that I am ultimately responsible for any activity that occurs on the computer or electronic device under my log-in.

Network Etiquette:

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

- I will be polite and use appropriate language. I will not send, or encourage others to send, abusive messages.
- I will respect privacy. I will not reveal any home addresses, or personal phone numbers, or personally identifiable information.
- I will avoid disruptions. I will not use the EIS in any way that would disrupt the use of the systems by others.

When communicating electronically, I will observe the following considerations:

- Be brief.
- Strive to use correct spelling and make messages easy to understand.
- Use short and descriptive titles for articles.

- Post only to known groups or persons.

Services:

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

Fundraising and Student Travel

There may be opportunities for students to participate in field trips or other extracurricular/athletic activities outside of the normal school day. Such opportunities are often presented to students with an understanding that additional fees and/or conditions for their participation may be required. As such, students may be asked to participate in fundraising campaigns. All fundraising is done on behalf of the club/extracurricular activity/field trip and will benefit the club/extracurricular activity/field trip as a whole and not be attributed to any one participant. Likewise, there is no minimum sales requirement for participants. The expectation of a monetary contribution from students, for student travel, is not to exceed \$150 (per event) for students in grades K-8. If a student has an extenuating circumstance and cannot meet the monetary expectation, the issue should be brought to the attention of the school site administration. As with all school-sponsored events, expectations for academic eligibility and behavioral guidelines will be adhered to.

Grading Procedures/Progress Reports/Report Cards

The report card is aligned with the Arizona Academic Standards and has been designed to provide the maximum amount of information in a clear format. The Parent Portal allows parents/guardians to track their student's progress in real time. Printed grade reports will be sent quarterly for K-8.

The district grading scale on report cards reads:

- A – 90 %
- B – 80%
- C – 70 %
- D – 60%
- F – below 60%

Grading Guidelines

The purpose of the Grading Guidelines is to provide a shared understanding of grading practices. They also provide a framework for teachers to measure and report student mastery of essential concepts, while providing alignment of student grades with student achievement. Grading guidelines also provide a consistent practice across teachers, grade levels, and schools.

Health Office

The Health Office hours on each campus are compatible with school hours. The staff on hand will provide medications when appropriate, monitor immunization requirements, perform hearing and vision screenings and treat minor injuries.

Parents/guardians are expected to enter the Parent Portal and complete the Annual Update to document written consent to give over the counter medications. Parents should alert health office staff of any child who may have a condition that affects participation in school classes.

Allergies- If your child has allergies (bee sting, food, plants, etc.), asthma, a medical alert, or related medical information, of which the school should be aware, please bring this information to the health office.

Arizona Immunization Requirements

For admission to kindergarten through 8th grade, children must be current with the following immunizations:

- Diphtheria, Tetanus, Pertussis (DTaP, or DT or DTP)
- Polio (IPV)
- Measles, Mumps, Rubella (MMR)
- Hepatitis B (HepB)
- Varicella (or documented history of chickenpox)
- Tetanus and Diphtheria Booster (Td/Tdap) - Required every five years beginning at 6 th grade students who are 11 years of age.
- Menactra/MCV4 (Meningococcal) – Required for students who are 11 years of age.

Communicable/Infectious Diseases

Any student with, or recovering from, a communicable disease will not be permitted in school until the period of contagion is passed or until a physician recommends a return, in accordance with A.R.S. §36-621 et seq., appropriate regulations of the State Department of Health Services, and policies of the County Health Department.

Pediculosis (Lice Infestation)

Students with pediculosis shall be excluded from school until treated with a pediculicide. On readmission to school, the student will have a head check with the parent/guardian present. If there are no live lice or nits, the student will be given clearance to return to class. If nits are still present, the child will be sent home and excluded from school until there are no nits present.

Honor Roll & Principal's List

Honor Roll and other awards are presented to students quarterly (grades 4 - 8). These are awards of distinction that all students should strive for throughout their academic career. Parents are welcomed and encouraged to attend all awards assemblies.

Honor Roll: Based on all "A" and "B" grades. All special area grades are included when determining honor roll/principal's list status.

Principal's List: Based on all "A" grades. All special area grades are included when determining honor roll/principal's list status.

Perfect Attendance: Students must be present every day of the quarter with no absences for any reason. Given each quarter and annually at the end of the school year or as determined by the school.

Individuals with Disabilities Education Act (IDEA) Special Instructional Programs

The District will ensure that all children, including children attending private schools, within the District's jurisdiction who have suspected disabilities are identified, located and evaluated. The process of identifying, locating and evaluating students with disabilities is important to the provision of educational opportunities for all students. Children, aged birth through three years, and suspected of having a disability will be referred to the Arizona Early Intervention Program for evaluation and, if appropriate, services. Children aged 2.9 years – 5 years are screened by the School District. It is the process of identification, evaluation, development of program, placement, and the provision of services – its sensitivity, its accuracy – that will determine much of what happens with students during the remainder of their educational lives.

This process is guided by a variety of laws and regulations regarding identification, evaluation, development of program, placement, and the provision of services enacted at both the state and federal levels.

Procedural Safeguards:

Children with disabilities and their parents are guaranteed procedural safeguards with respect to the provision of free appropriate public education. A copy of the procedural safeguards notice shall be given to the parent upon initial referral for evaluation. If a parent suspects their child of having a disability, birth – age 22, they should contact the administration at the local campus.

If the District and parent/guardian do not agree on the identification, evaluation, educational placement of a child with a disability, and provision of FAPE (free appropriate public education), either the District or parent/legal guardian may request any of the following through the Arizona Department of Education - Exceptional Student Services:

- Mediation – The Arizona Department of Education (ADE) will provide a facilitator trained in the mediation process to assist both the District and parent/legal guardian in resolving the issues.
- Early Resolution – The Arizona Department of Education will provide trained staff to assist both the District and parent/legal guardian in resolving the issues. This is normally handled by phone and the final resolution provided in writing by ADE.
- State Complaint – The Arizona Department of Education provides trained investigators to review all records when a parent/legal guardian files a state complaint in writing. ADE will determine if the District is or is not in compliance and issue the findings in writing.
- Due Process – A parent/legal guardian or the District may initiate a due process hearing. A due process is overseen by a hearing officer and is the most formal method of resolution

Insurance

The District does not carry insurance for students' medical and/or dental expenses. Parents/Guardians are responsible for their child's insurance medical and/or dental expenses if their child is injured while at school or during a school sanctioned event.

If a student is transported by ambulance, helicopter or other means as requested by medical responders, the Parents/Guardians are responsible for those transportation charges. If a student is injured by another student, the victim or the Parents/Guardians may pursue restitution through a civil action and the legal process.

Medications

All prescriptions and over-the-counter medications must be stored in the Health Office. Forms are available in the Health Office if prescription medications are needed during the school day. Prescription medication must be in a pharmacy labeled, original container with name of student, medication name and dose with specific instructions on how to administer the package. Over the counter medication, brought in by a parent/guardian, must be in an unopened, original container with the student's name on it.

All medications must be brought in by a parent/guardian; the appropriate forms must be completed and signed before any medication is given.

Unless specifically authorized by a Primary Care Provider and approved by administration, students are not to be in possession of any medication; please contact the health office for further information. Notice: Medication may not be shared with others. Failure to follow these rules could lead to consequences, which could result in suspension or expulsion as outlined in the discipline matrix infraction "drugs".

Open Enrollment

In accordance with Arizona Revised Statute (A.R.S. §15-816.01) all school districts must have an Open Enrollment Policy in place to afford students the ability to transfer to a school outside of their attendance boundaries without paying tuition. The Governing Board of a school district determines the guidelines for such policy.

Parent Liability

Under Arizona law, upon complaint of the Governing Board, the parents of minors who cut, deface, or otherwise damage any school property shall be liable for all damages caused by their children. See A.R.S. § 15-842

Parental Involvement in Education

Parent involvement is crucial to student academic success. The Parent Portal is a tool for you to stay informed and engaged in your child's education. The Parent Portal provides parents and guardians access to:

- One login to access all of their students in the Morristown School District
- 24/7 access to their student's data such as attendance, grades, assignments, schedule, contact information, scores

Additional features: It is imperative that parents/guardians receive communication from the school and district. Parents can select to receive notifications via voice, email, and/or text. The beginning of the year default setting will be voice and email. Contact Preferences can be selected or changed.

- Announcements - both district and school announcements
- Inbox
- To Do Lists - quick look at assignments due in each course
- Reports (missing assignments, progress reports)
- Contact Preferences - select/modify how you prefer to receive attendance, general, and teacher notifications. Options include Email, Voice and Text (message and data rates may apply)
- Notification Settings for attendance, grade changes, assignment scores

Per ARS 15-802 all parents/guardians are required to update or reaffirm student information annually. This can be done through our front office.

Personal Property

School-Provided Storage Space

Students have no reasonable expectation of privacy in school-provided storage space, such as athletic lockers and desks. Such storage space, which is provided as a convenience to students, remains the property of the school and is subject to its control and supervision. Thus, school authorities may inspect randomly at any time, with or without reason, without notice, without student consent, and without a search warrant, lockers, desks, and other school-provided storage space. However, personal belongings contained in backpacks or purses and stored in school-provided storage will be searched only if reasonable suspicion exists for such a search as provided below.

Students who accept lockers or desks assume full responsibility for the security of their lockers or desks. Whenever a student is required to or exercises an option to provide his or her own lock to secure a school provided storage space, the student must provide the combination or key to the school authority who issued the storage space.

Student's Person and Personal Belongings

Students have a reasonable expectation of privacy in the personal belongings they carry with them at school on their person or in items such as backpacks and purses. However, a search of a backpack, purse, or similar item is permissible when school authorities have a reasonable suspicion that the search will turn up evidence that the student has violated or is violating either the

law or the rules of the school. Searches of a student's person are also permitted, based upon reasonable suspicion. Such searches may include a request to empty one's pockets or a request to remove garments, such as jackets, sweaters, belts, shoes, or socks, but such a search will not include removal of other clothing. Strip searches are prohibited.

Pesticides

Schools periodically apply pesticides. Schools post notices 48 hours prior to application. Information concerning these applications may be obtained by calling your school office.

Product Sales

Groups wishing to sell products on campus must be officially recognized school organizations and must have the sale approved by the principal and student council. All funds collected must be deposited in the school's student funds account or recognized parent organization.

School Clubs/Activities Guidelines

It is necessary to have all school activities function within a realistic framework of control, guidelines and adherence to academic and behavioral expectations. In addition, school clubs and activities should not be placed as a higher priority than the academic program or the behavioral expectations. For athletic academic eligibility requirements, please refer to the Code of Conduct for Elemiddle Athletics.

Academics

- All students who participate in extracurricular activities, including clubs, must maintain passing grades in all subjects and/or in all classes in which that student is enrolled. The expectation for passing grades would commence upon tryouts/running for any office/or at the beginning of any process of selection for the club or extracurricular activities.
- If a student has a failing mark in any class, he/she is placed on a pending eligibility list and notification is provided to the parents and activity sponsor.
- If the student is still failing at the next two-week notice, that student will be placed on an ineligibility list and allowed to attend meetings but NOT PARTICIPATE IN ANY CLUB/ACTIVITY-SPONSORED EVENT until the student receives a passing grade. Notification is sent to the parents and activity sponsor.
- Ineligibility shall be determined at the conclusion of each two-week period to be reported on Fridays and any change in eligibility status shall begin on the next Monday following the last day of the previous eligibility period.
- Failure to raise a failing grade twice in the same class during the club or activity period will result in the removal from the activity for the remainder of the academic quarter for K-8 schools.
- Appeal procedures will be outlined in the club/activity by-laws.

Behavior

- All behavioral and disciplinary infractions outlined in the MESD Student and Parent Handbook shall apply to students when they choose to participate in any club or extracurricular activity including when the event or activity does not take place on school grounds.
- Consequences for violating any of the infractions outlined in the handbook or otherwise referred to in the handbook will apply to students while they are participating in the club or extracurricular activity and will commence upon tryouts/running for any office/or at the beginning of any process of selection for the club or extracurricular activities.
- In addition to consequences for violating any of the infractions outlined in the handbook or otherwise referred to in the handbook, student participants may also be suspended or removed from club or extra-curricular activity.
- Behavioral infractions that are otherwise considered civil or criminal offenses will be reported to the authorities and handled by the school administration in a manner consistent with the handling of such situations during the regular instructional day.
- If a student is suspended from school and/or absent from school during the time when a disciplinary investigation is occurring, the student may not participate in any club or extracurricular activities.
- Any appeal of the disciplinary consequences imposed on a student while he/she is a member of a club/ activity, shall follow the appeal procedures outlined in the Student and Parent Handbook when the consequences are related to the academic day.
- When consequences apply to participation in the club/activity, the appeal processes will be outlined in the club/activity by-laws.

Expectations

- Students who desire to participate in or who are participating in clubs or extracurricular activities are expected to demonstrate good citizenship at all times. Students who do not do so, may lose club membership and/or the privilege of participating in the extracurricular activity.
- Any decisions regarding removal from a club or extracurricular activity will be made in coordination with the club

- sponsor and Administration.
- Students are expected to abide by all District expectations for tolerance, diversity and a bully-free environment.

Section 504 of The Rehabilitation Act of 1973

Pursuant to Section 504 of the Rehabilitation Act of 1973, the District has a duty to identify, refer, evaluate and, if eligible, provide a free, appropriate public education to disabled students.

Purpose: The purpose of Section 504 is to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. An eligible student under Section 504 is a student who has a physical or mental impairment that substantially limits a major life activity. Section 504 is not an aspect of special education.

For additional information about the rights of parents of eligible children, or for answers to any questions you might have about identification, evaluation and placement into Section 504 programs, please contact the School Section 504 Coordinator or your child's school counselor.

Section 504 and Student Discipline: When a student, who is eligible under Section 504, violates the discipline code of the school and/or School District and is recommended for a suspension of more than 10 days during the school year, a manifestation determination conference must be held.

Student Concerns, Complaints and Grievances

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

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

Provided that:

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

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or professional staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. Forms are available in the school office.
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

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

Complaints by middle school students may be made only by the students on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student under this policy. A parent or guardian who wishes to complain should do so by completing the forms following Policy 11.10 on Public Concerns and Complaints.

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

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

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed. A.R.S. § 15-341.

Student Dress Code

Morristown 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. The school administration retains the final discretion to determine that the clothing or accessory meets the dress code. Some exceptions may be made for special events, formal attire (dances), spirit week, or costumes.

It is the students and their parent/guardian's responsibility to be aware of the dress code policy and conform to these requirements. Each school will meet the minimum guidelines of the district dress code but may add other restrictions if the school administration deems it necessary. If a student or parent has any questions about whether specific attire or accessories are in compliance with the dress code, they should contact the Assistant Principal prior to wearing such attire.

Guidelines

- Must not include pajamas.
- Must not include undergarments** worn as outer garments.
- Must not include any reference to a gang or contribute to an atmosphere of threat, intimidation or negative peer pressure.
- Must not include any defamatory writing, obscene language or symbols, images, reference tobacco, drugs, alcohol, nudity, sexual in nature, violence, or weapons.
- Must not display anything that is otherwise illegal to possess at school.
- Hoods should not be worn during instructional time or when requested to not do so by a staff member.
- Clothing should have adequate coverage to allow a full range of movement without undergarments showing when sitting or standing.

Gang Related Apparel

The Governing Board desires to keep Morristown school and students free from the threat of harmful influences by any group or gang that advocates drug use or disruptive behavior. Therefore, the presence of any apparel, jewelry, accessory, notebook, or manner of dress that by virtue of its color, arrangement, trademark, symbol, or other attribute, denotes or implies membership in or affiliation with such a group is prohibited because of the potential disruption of the educational process or threat to the safety of other students.

Shirts/Tops

- Must not include spaghetti straps, halter, backless, strapless, or off the shoulder tops, nor be deeply or narrowly cut in the back, under the arms, or front to expose cleavage.
- Must not expose any part of the midriff or undergarments when sitting or standing.
- Must not be see-through, ripped, or torn.

Pants/Shorts/Bottoms

- Must be worn close to the waist at all times, regardless of the number of layers.
- Shorts/skorts/skirts must cover the entire buttocks when sitting, or standing and extend to a reasonable length. Must not expose undergarments** when sitting or standing, regardless of the number of layers.
- Any spandex or form fitting type of pants/bottoms must not be seen through.

Shoes

- Must be worn at all times.
- Must be closed-toe shoes for physical education or any organized physical activity.
- Slippers are not allowed.

Accessories/Personal Items

- Must not present a safety hazard to self or others at the administrator's discretion.
- Must not include sunglasses worn inside any building.
- Must not include spiked jewelry, chains, or extremely long belts.
- Must not include a mask or anything to cover the face or that makes the person unidentifiable, with the exception of an appropriate mask covering the nose and mouth for health reasons.
- The accessory can be confiscated which can be picked up at the end of the day.
- Site Administrators can determine if hats or headgear are allowed. Students shall remove their hat or headgear when requested to do so by staff.

Consequences for Violation:

In addition to any disciplinary action, students may be asked to do any of the following, depending on the specific circumstances:

- Turn inappropriate clothing inside out.
- Change into clothing that may be provided by the school.
- Have other clothing brought to school.

Personal Protective Equipment

If required by Government authorities, all persons including but not limited to staff, students, vendors, visitors, and volunteers shall wear appropriate personal protective equipment while on any District property, in any District facility, at any District event, whether indoors or outdoors, and in any District vehicle, including District buses or vehicles rented or leased by the District.

Appropriate personal protective equipment should not be worn by:

- Children under the age of 2
- Anyone who has trouble breathing
- Anyone who is unconscious, incapacitated, or otherwise unable to remove the mask without assistance

The Superintendent may make exceptions to the requirement to wear appropriate personal protective equipment while keeping in mind the health and safety of everyone involved.

*A.R.S. 15-712 permits instruction on the nature and harmful effects of alcohol, drugs, and tobacco. It is illegal for minors to possess these substances. Clothing or accessories that display these substances or are deemed to advocate or encourage the use of these substances are counterproductive to the District's curriculum goals and educational objectives. These items are, therefore, prohibited.

**Undergarment Definition: An undergarment is any item specifically designed to be worn underneath other garments and is typically worn next to the skin. Undergarments include, but might not be limited to underwear, bras (including sports bras), or other items that might be worn directly against the skin to cover the private areas of the body.

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:

- (i) When made in response to verbal provocation alone;
- (ii) When seeking or obtaining assistance from a school staff member is a reasonable alternative;
- (iii) When the student has a reasonable opportunity to remove him/herself from the situation or otherwise flee;
- (iv) When the degree of physical force used is disproportionate to the circumstances, or exceeds what is 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.

Staff Responsibilities

When a Morristown employee observes a student engaged in behavior that violates District policy, the employee is expected to intervene, either by requesting the unacceptable behavior cease or by immediately reporting the incident to the administration. Each teacher will have a classroom management plan for his/her classroom. When a student's actions go beyond that which the teacher can effectively control using his/her plan, the student will be referred to the administration. Students who break rules outside of the classroom may be referred directly to the administration or its designee. When the school administrator becomes aware of a report from a staff member, prompt and effective action to resolve the problem will be taken. When disciplinary action is appropriate, it shall be according to an established discipline plan. The assistance of the parent/guardian, other educational supportive services and other professional community agencies may be utilized.

Surveillance

Morristown School District authorizes the use of surveillance cameras in school buses and on District property to ensure the health, welfare and safety of all students, employees and visitors, and to safeguard District facilities, vehicles and equipment. Video and/or audio recordings may be used as evidence in any disciplinary action, administrative proceeding or criminal proceeding, and, during certain circumstances, may become a part of a student's educational record.

Threat Management Team

Every case of a threat must be taken seriously. Every instance of threatening behavior will be examined individually. In determining whether a threatening situation exists under this process, school administrators and other personnel will be guided substantially by the provisions of A.R.S. § 13-1202 and 13-2911. In general, a threat situation will be deemed to exist when, following an investigation by

school administration, a student has been determined by admission or reliable sources to have:

- communicated a death threat against self or others
- communicated a threat of mass violence communicated a threat involving weapons or explosive devices
- communicated a threat against school property
- engaged in behaviors that suggest a substantial risk of lethal violence with or without direct communication of a threat

However, the impulsive communication of a verbal threat must be considered in the context of the environment, developmental stage, and interpersonal situation in which it occurs. In such cases, administrators will be guided by the District processes in place to determine whether or not a threat situation exists.

Visitors to Schools

Parents are encouraged to visit the schools. All visitors to any school must report to the school office upon arrival. All visitors will be issued a visitor's badge, and leave one form of ID with the front office when they sign in. IDs will be returned when signing out and leaving campus.

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

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

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

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

Volunteers

A Morristown volunteer is an individual who has been given a scheduled, pre-arranged activity by a district staff member to assist in one of the district schools. Any person who volunteers more than five (5) hours per year must be fingerprinted. All potential volunteers, including parents of students attending schools within Morristown School District, must complete the forms listed below and be cleared before they can begin volunteering.

- Volunteer Application
- Volunteer Confidentiality Form
- Emergency Contact Information
- Volunteer Handbook & Orientation Requirement Form

Student Discipline Process

Introduction to Discipline Procedures

Success in school occurs when there is close cooperation between its students, staff and parents. The purpose of the discipline procedures is to communicate the expectations of Morristown School District for student conduct to promote a safe, orderly and positive learning environment and to address certain student rights and responsibilities. Administrators may determine site specific practices that support campus goals and school climate, in accordance with current Governing Board Policy.

The discipline procedures were developed through the input of parents, teachers, staff and administrators in Morristown School District. This handbook addresses only specific areas of District policy. Additional information can be found in the Morristown District Policy Manual.

A positive learning environment in our schools and a good state of student conduct starts with students, parents and staff having knowledge and understanding of the basic standards of acceptable conduct. In order to assist everyone in the pursuit of a quality education, the District has established guidelines designed to ensure a safe environment for all students and staff in our schools. For these guidelines to be most effective, it is vital for the family, the school and the community to work together. Students are responsible for their own actions. Students whose actions are in violation of school/District guidelines will be expected to accept the appropriate consequences. We are proud of our students and strive to see that all students learn through school experiences to recognize the essential worth of each individual. Students are expected to respect the rights and property of others, along with demonstrating high standards of personal integrity. **This includes their time at school as well as going to and from school, at a bus stop and at school-sponsored events.** To meet these goals, we enlist the support of our community.

Morristown School District implements severe consequences for drugs, weapons or threatening behavior. Any such act may result in a recommendation for long-term suspension or expulsion.

There are a variety of consequences (discipline) for misconduct. Depending on the seriousness of the situation, there may be more than one consequence for a single event. Nothing in this handbook is intended to restrict the District from imposing more or less severe consequences if, in the discretion of the District, the severity of harm, danger, damage or the potential for harm, danger or damage warrants it, or if one incident involves more than one infraction.

In addition, although not necessarily listed as a potential consequence on the matrix for a particular behavior, long-term suspension or expulsion may be imposed based upon the facts.

Morristown School District uses a progressive discipline philosophy. The purpose of this handbook is to ensure consistency in discipline consequences District wide. However, the District administrator, the hearing officer(s) and the Governing Board have the discretion to impose a consequence they consider most appropriate for the particular infraction and surrounding facts. Just as we set high academic expectations for all students, Morristown School District has high expectations for the conduct of our students. We will not allow academic progress to be slowed because of the conduct of a few students. Conduct expectations and consequences help to ensure that schools, buses and bus stops are safe and orderly.

In cases in which a student commits the same infraction repeatedly over the duration of the student's tenure in the District, the consequences will automatically progress to the next infraction level and not begin at the 1st offense from year to year. For example, if a student receives a long-term suspension for drug possession during his/her freshman year and is found to be in possession of drugs during their sophomore year, or if a student is under the influence of drugs in the first semester and then is under the influence of alcohol in the second semester, that student's consequence would be derived from at least higher than the minimum consequences. Discipline will be progressive for students in grades K-8 including, but not limited to, the following infractions:

- Alcohol
- Aggravated Assault
- Arson
- Death Threats
- Drugs
- Drug/Tobacco Paraphernalia
- Dangerous Instruments
- Weapons

The District has entered into agreements with various governmental agencies whereby the District has agreed to cooperate fully with the governmental agency when a student commits an act in violation of the law.

Please Note: Federal privacy laws prohibit the District from naming students involved in disciplinary actions and from revealing the consequences of those actions to the parents of other students.

Administration Resolution Options

Alternative Consequence/Loss of Privileges/Removal from Celebration/Graduation Ceremony

Administration may assign a range of consequences for behavior. These may include but are not limited to, detention, reassignment of class schedule, safety plans, as well as removal from participation in extracurricular activities, class trips, dances/prom,

celebration/recognition programs, promotion, or graduation ceremonies

Denial of Bus-Riding Privileges

A school administrator may deny bus-riding privileges for inappropriate/disruptive behavior. The parent will be notified prior to the denial taking place.

Restitution (Liability)

Under Arizona law, parents may be responsible for damage to, or theft of, school property done by their child (including textbook and/or library book or other school issued equipment, damage or loss). Failure to comply with restitution consequences could result in a charge to the student's account and any unpaid balances being submitted to a collection agency per Morristown District procedures.

Mediation

Intervention between conflicting parties to promote reconciliation or compromise

Conference

A meeting of two or more people for discussing matters of concern

Behavior Contract

A conference will be held with the teacher, parent, student and administrator. A behavior contract will be written.

Diversion Program

An online program that may be used at participating schools which addresses behaviors that meet certain legal requirements. This is managed by the SRO in cooperation with administration and the parent/guardian.

On-Campus Reassignment

Temporary assignment to an on-campus reassignment (OCR) is an alternative to off-campus suspension. OCR may be imposed for part of a day or for one or more days. The student is removed from the regular classroom setting and is assigned to a location isolated from classmates. Class assignments will be given to a student placed in an OCR. The parent will be notified.

Short-Term Suspension

School administrators may suspend a student for 10 school days or less. The student will be informed of the alleged violation of school rules and be given an opportunity to respond. There is no right to appeal a short-term suspension to any person, other than the school principal. When the student's behavior causes a danger to self or to others, an out-of-school suspension may be immediate. During any off-campus suspension, a student is not permitted on any Morristown property during the school day or at school/district functions/events. Classroom assignments will be provided, upon parent request, during a short-term suspension.

Long-Term Suspension

In addition to a short-term suspension, the school administrator may recommend to District-level administration that a long term suspension be imposed. Suspensions exceeding 10 school days may be imposed following a due process hearing. The student and parent are informed of the District's due process procedures. During any off-campus suspension, a student is not permitted on any Morristown property during the school day or at school/district functions/events.

Alternative School Assignment

At a formal due process hearing, it may be recommended that a student be placed in an alternative school setting during a long-term suspension or in lieu of a long term suspension.

Expulsion

Expulsion means the permanent withdrawal of the privilege of attending any school in the District, unless the Governing Board reinstates that privilege. A recommendation for expulsion will be made by a hearing officer after the appropriate due process hearing. Only the Governing Board can expel a student. The student's parents will be notified, in writing, that expulsion is recommended. Notification will include instructions regarding due process procedures. During any expulsion, a student is not permitted on any Morristown property during the school day or at school/district functions/events.

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 (K-8)

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 (K-8)

Inappropriate behavior may result in a restriction of a student's privilege to participate in the 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 or lunch 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. (Board Policy Section 10.42 Student Discipline Policy & Procedures and A.R.S. § 15-841.A.2)

Definitions

Throughout this handbook, unless the context otherwise requires, the following definitions apply:

At School includes time in a school building, on school property (school parking area, play area, etc.) or school bus. Includes activities happening in school buildings, on school buses and at places that are holding school-sponsored events or activities. This includes on the way to or from school.

Bus Misconduct includes any inappropriate conduct at bus stops, while riding buses, or in the process of boarding or disembarking from a bus. Definitions for infractions that might occur at school apply equally to infractions that might occur on school buses.

Detention is time where students are made to stay in class at a break or at school outside of normal school hours.

District Sponsored Event is any event that is sponsored or supervised by the District or District personnel either on or off campus.

Expulsion is the permanent removal of a student from school and District. Expulsion requires action by the Governing Board.

Long-Term Suspension is a suspension from school for more than 10 days. Due process rights shall be extended to any student suspended.

On-Campus Reassignment (OCR) HS/K-8 where available, is when a student is assigned to remain in a classroom/specified location for the entire school day or for specified periods. The student will work on school assignments, while supervised by a staff member. Students may be assigned an OCR for various infractions, which are assigned at the discretion of the building level administrator. In the Discipline Matrix portion of this handbook, an underlined infraction indicates that an administrator may opt to use an on-campus reassignment as a possible disciplinary action in lieu of off-campus suspension (SUS).

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

School Day includes a day in which school classes/activities are in session in school buildings, on school grounds, and places that are holding school sponsored events/activities. This also includes the time of school bus rides, on the way to or from school.

School Grounds/Property includes the school building and immediate grounds, school transportation, stadiums, gymnasiums and other facilities.

School Official: is any school/district administrator or designee.

Serious Offense is any offense that results in discipline that removes a student from one or more classes during any given school day.

Short-Term Suspension is a student's removal from school for one to ten days, but not to exceed 10 days. Students may be suspended

from school by administrators, the District Superintendent, and/or other administrative officials granted this power by the District's Governing Board.

Staff is any employee of Morristown School District who works as an employee of the District (i.e., teacher, bus driver, coach, etc.). This shall also include approved volunteers for the District.

SUS is the disciplinary code for a suspension. Suspensions may be in-school or out-of-school suspensions.

Tardy is the failure to be at a designated location at a specified time. This could include arriving at 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.

Threat Management Team (TMT) is a trained team of school personnel who convene to collect student information in order to make the most appropriate decision with regards to consequences, resources, placement or other decisions in the best interest of the child and the school as a whole. Any infraction at any level of offense could result in a TMT.

Truancy is 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.

Under the Influence is the result of consumption of alcohol or drugs, which may or may not affect a student's behavior or change in mood.

References to A.R.S. Regarding Student Behavior

A school may refuse to admit any student who has been expelled from another public school (A.R.S. § 15-841.C)

A school may discipline students for disorderly conduct on the way to and from school. (A.R.S. § 15-341.A.13)

A person who knowingly abuses a teacher or other school employee on school grounds or while teacher or employee is engaged with the performance of his/her duties is guilty of a class 3 misdemeanor. (A.R.S. § 15-507)

Individuals With Disabilities Education Act (IDEA) - STUDENT DISCIPLINE

When a student who is receiving special education services, is being considered for special education services, or has received special education services in the past, and violates the discipline code of the school and/or school district and is recommended for a suspension of more than 10 days during the school year (a possible change in placement), a manifestation determination conference must be held.

A recommended suspension of a special education student for more than 10 consecutive days, or a series of suspensions totaling more than 10 days, may constitute a change of placement and shall require a manifestation determination conference. Such a conference shall be for the purpose of determining whether or not the offense is a manifestation of the student's disability. The parent/legal guardian is notified in writing that a possible suspension and/or expulsion is being considered.

Upon request, the parent/legal guardian will be provided with an additional copy of the procedures/safeguards at any time during a disciplinary procedure with the student.

For the manifestation conference to occur, a multidisciplinary evaluation team is convened. The multidisciplinary evaluation team is composed of the school staff that is most knowledgeable about the nature of the student's disability and, if possible, about the student. Prior written notice and procedural safeguards are given to the student and parent/legal guardian per IDEA (Individual with Disabilities Education Act) and ADE/ESS (Arizona Department of Education/Exceptional Student Services). The student and the student's parent/legal guardian are invited. At the conference, the following will occur:

- Student's explanation of the incident.
- Professionals' explanation of the incident (those who were involved in the investigation of the incident).
- Review of the current IEP, if a student is receiving special education services.
- Review of the behavior plan; if there is no behavior plan, a functional behavioral analysis must be done.
- Determination of the relationship of the behavior to the disability (manifestation determination).
- Consideration of the necessity for further assessment and/or evaluation is discussed. If further evaluation is necessary, decisions concerning the relationship of the behavior to the disability will be on hold until the completion of the evaluations.
- Need for interim placement is discussed.

After the decision has been made, prior written notice and procedural safeguards are given to the student and parent/legal guardian per IDEA (Individual with Disabilities Education Act) and ADE/ESS (Arizona Department of Education/Exceptional Student Services), the team must develop, review, and/or revise the behavior plan within 10 days of the action. If the behavior is related to the disability, then suspension and/or expulsion may not occur. However, the student's educational program will be reviewed and revised, and the multidisciplinary evaluation team may determine a change of placement/location of services. (34 C.F.R. 300.519 – 300.526)

If the behavior is not related to the disability, suspension and/or expulsion may occur; however, an education program must be delivered to the student who is on an IEP. The IEP team develops this program. The delivery of the educational program may occur through placement on an alternative campus, self-contained public, self-contained private and/or residential setting, as determined by the multidisciplinary evaluation team. In the case of a drug, weapon and/or serious bodily harm infraction, the student may be immediately placed for up to 45 days in an interim alternative educational setting.

If there are any questions, the administrator should contact the Director of Special Education Services. The findings and all conference notes are forwarded to the District's hearing officer. If necessary, special education staff may be invited to the hearing.

If the parents/guardians do not agree with the findings of the IEP conference, they may file due process. If it is deemed that the student is a threat to the educational environment, the District may remove the student from the educational environment until due process has been served. An interim placement will be activated while the due process is taking place. (34 C.F.R. 300.519 – 300.526)

Student Due Process Suspension/Expulsion Disciplinary Record

Discipline

Discipline is administered by the principal/designee, the faculty and the staff.

Referral

Students will be referred to the principal/designee for infractions outlined in the Student and Parent Handbook and when their disruptive behavior interrupts the educational process.

Due Process

Students in the District have certain rights. They also have the responsibility to respect the rights and property of others. If a student fails to do this, disciplinary action will follow. In disciplinary cases, each student is entitled to due process. This means students must:

1. Be informed of accusations against them
2. Have the opportunity to accept or deny the accusations
3. Have explained to them the factual basis for the accusations
4. Have a chance to present an alternative factual position if the accusation is denied

All discipline referrals submitted to the school administration/designee will begin with a conference with the student. If a student requests to have a parent/guardian contacted, the school will make reasonable efforts to contact the parent/guardian. In the case of suspensions/expulsions, a parent/legal guardian will be notified of consequences by a personal phone call, accompanied by a written referral form. If attempts to notify a parent/legal guardian by telephone are unsuccessful, a parent/guardian will be notified by written referral form only. Parent/legal guardian involvement is an important part of the discipline at all levels.

The extent of the due process required will depend upon the severity of the infraction and the related consequence. Campus administrators may use their on-campus reassignment program as a disciplinary action in lieu of off-campus suspension for designated infractions.

Short-Term Suspension

If the principal/designee decides that the alleged misconduct warrants a consequence of a suspension for 10 days or less, the principal/designee shall give the student an informal due process hearing and shall examine all the pertinent facts to determine whether or not a violation did occur. The student shall be afforded due process rights, including the opportunity to present to the principal/designee his/her defense or position concerning the alleged violation. At the conclusion of the investigation, the principal/designee, upon the basis of all facts and information learned, shall determine if the student committed a conduct violation. If the student is found to have committed a violation, a consequence or suspension may be imposed for a period of time, not to exceed 10 days. If a suspension is imposed, the principal/designee imposing the suspension shall keep a record of the aforesaid proceedings. A parent may request a campus administrative review of the discipline data and decision to suspend. Homework may be provided at the request of the parent. There is no level of appeal higher than the principal for a suspension of 10 days or less.

Long-Term Suspension

If the principal/designee decides that the alleged misconduct is sufficiently serious so that the consequence should be a suspension in excess of 10 days or expulsion, the accused student shall be afforded his or her due process rights. There shall be an investigation to determine if there is sufficient probable cause to charge the student with an act of misconduct, which may result in a suspension in excess of 10 days or an expulsion. When a student is charged by the principal/designee with misconduct, which may result in long-term suspension or expulsion, the parent/legal guardian of the student shall be informed within a reasonable time period by telephone or letter of the charges against the student. Student & The suspension shall be in accordance with pertinent Arizona Revised Statutes. The ability to make up work for credit during long-term suspension is at the discretion of the hearing officer or the Governing Board and will only be allowed in exceptional circumstances.

- If a school administrator believes that a long-term suspension may be warranted as a result of alleged misconduct of a student, the administrator/designee will notify the parent/legal guardian in writing. The school administrator/designee shall also notify the district office to schedule a long-term suspension hearing.

- If a long-term suspension hearing is scheduled, the District will deliver, or send by certified mail, notice of the hearing to the student's parent/legal guardian at least five (5) working days prior to the hearing. The notice shall contain:
 - The time, date and place of the hearing.
 - The name of the hearing officer.
 - A description of the alleged misconduct, the standard of student conduct allegedly violated and the proposed discipline.
 - A copy of Policy 10.44 and A.R.S. § 15-840 through 15-844.
 - A statement that the student and his/her parent/legal guardian are entitled to various procedural rights as described in this policy.
 - A statement that notice must be given to the superintendent/designee at least 24 hours before the hearing if the student or his/her parent/legal guardian will have an attorney present.

The hearing shall be held at the time and place stated in the notice, unless all interested parties agree otherwise. In the event the District is unable to contact the parent/legal guardian after taking reasonable steps to do so, the District may proceed to hold a hearing or take other steps regarding the discipline of the student. When proper notice has been given and the student/parent fails to appear at the hearing, the hearing may proceed; the student may be found responsible in absentia.

At the conclusion of the hearing, the hearing officer shall determine whether discipline will be imposed, and, if deemed appropriate by the hearing officer, a long-term suspension may be imposed immediately. Written confirmation of the hearing officer's decision shall be mailed or delivered to the student's parent/legal guardian within five (5) working days after the hearing. A copy of the written decision shall be delivered or mailed to the superintendent. If the decision is to impose a long-term suspension, the written decision shall:

- Name the student.
- Describe the behavior that resulted in the long-term suspension.
- State the duration of suspension and the date the student is allowed to return to school.
- Inform the parent/legal guardian about suspension appeal procedures. Absent extenuating circumstances, once a due process hearing has concluded, no new testimony or documents may be presented.

The decision and appeal procedure, if applicable, upon conclusion of the hearing will be as follows:

- Upon the conclusion of a hearing by a hearing officer, in which a decision of long-term suspension is made, the decision may be appealed to the Board. To arrange such an appeal, the parent(s) of the suspended student or the student must deliver to the Superintendent a letter directed to the Board within five (5) working days after the written decision of long-term suspension has been mailed. The letter must describe, in detail, any objections to the hearing or the decision rendered.
- The appeal to the Board will be on the record of the hearing held by the hearing officer. If the Board determines that the student was not afforded due process rights or that this policy was not followed in all substantive respects, the student shall be given another hearing. If the Board determines that the punishment was not reasonable, they may modify the punishment.
- The decision of the Board is final.

Suspension Due to Clear and Present Danger

If in the best judgment of the principal/designee, after reasonable investigation, the facts indicate that the presence of the alleged offender constitutes a clear and disruptive influence to the educational processes on campus, the principal/designee may suspend the student from the school pending an investigation, due process and disposition of the case.

Expulsion

The hearing officer may recommend that a student be expelled from the School District. That recommendation will be forwarded to the Governing Board, who will act on it.

Parent/legal guardian may appeal the recommendation for expulsion based on one of the following reasons:

- If the recommendation is appealed by either the student/parent or administration within this time period, a Governing Board meeting will be scheduled to review the appeal. The student/parent will be given written notice to the date, time and place of the meeting at least five (5) days prior to the meeting. The Board will consider the matter in executive session, unless the student/parent requests an open meeting. The Governing Board will expect the student and parent to attend the meeting to answer any questions that members may have regarding the appeal.
- Each Board member present at the meeting will review the hearing officer's written findings of fact, conclusion and recommendation together with the written appeal. A Board member may allow for the student/parent and the administration to present their positions and may question the student/parent or the administration. Unless specifically requested by the Board member, no new evidence will be heard by the Board. The Board may accept the hearing officer's recommendation or reject the recommendation and impose a different disciplinary action.
- The Board may grant a new hearing, take the matter under advisement or take further action deemed necessary.

The decision of the Board is final and binding. If an expulsion is imposed, it will take effect after the Board considers the hearing officer's recommendation and determines that expulsion is the appropriate disciplinary action.

Readmission

Once a student is expelled, the student's parent/legal guardian may request that the student be readmitted no sooner than one year after the date of the expulsion. The readmission of an expelled student can only be granted by the Governing Board, in its discretion, and may begin the semester following the decision to readmit.

Student Disciplinary Record-Keeping

Each principal or designee shall keep and retain complete records of student disciplinary actions and procedures. Records regarding student disciplinary actions shall be retained for at least four years after graduation or withdrawal. The kinds of disciplinary actions for which an accounting shall be kept shall include, but not be limited to, suspension, placement in special classes and referrals of cases to police and juvenile authorities.

The accounting for students subject to disciplinary action shall contain an entry of:

- Student's full name.
- Time, place and date of the offense or offenses, behavior observed.
- Specific measures taken by person(s) reporting the offense to effect an adjustment, including the specialized help secured before referral (i.e., conferences with parent/legal guardian, conference with principal, conferences with other school personnel, etc.).
- Final disposition of the case.
- Name of person(s) imposing the action or actions.
- Statement of clarification by student or parent/legal guardian if either wishes.

Principal/Designee Review

In case of a discipline consequence other than a long term suspension or expulsion, the student/parent may request, in writing, a review of the situation/discipline from the principal/designee. Once the principal/designee reviews the stated concern(s), the principal/designee shall notify the student/parent of the final determination.

Student Conduct

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

Students 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.
- Threatening an educational institution by interference with or disruption of the school per A.R.S. §13-2911 and §15- 841.
- 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.
- Knowingly committing a violation of District rules and procedures. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and procedures shall be sufficient proof that the violation was done knowingly.
- Engaging in 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 procedures focusing on 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 procedures may be subject to discipline up to expulsion, in addition to other civil and criminal prosecution. These punishments may be in addition to any customary discipline the District presently dispenses.

Local law enforcement shall be notified by the Superintendent regarding any suspected crime against a person or property that is a serious offense as defined in A.R.S. §13-604(V)(4), involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury to employees, students or others on school property.

The authority of the Superintendent to establish procedures covering students may be delegated to principals for their individual schools.

Student Conduct on School Buses

Each student who is provided transportation services is expected to obey the rules as established for the safety and welfare of all who ride the buses. A school bus is an extension of the school campus. Misconduct on the school bus will be treated in the same manner as it is treated at the schools.

Students who do not follow the safety rules for school bus passengers will be disciplined in accordance with the Board adopted Discipline Procedures. Unacceptable offenses, serious offenses, and severe offenses, as well as the administrative options of consequences for each category described in the Student and Parent Handbook will apply to the school bus in the same manner as they do to the classroom or other school setting. A suspension or termination of bus-riding privileges may be assigned in lieu of, or addition to consequences outlined in the discipline matrix for infractions that have occurred on the bus. \

Bus Drivers shall report offenses to his/her supervisor through a disciplinary referral. Prior to completing a referral, the bus driver will talk with the student about their behavior, explaining the reason for the rule and providing an opportunity for the student to take corrective action.

In addition to the offenses listed in the student code of conduct, the following are examples of unacceptable, serious, and severe offenses that are specific to inappropriate or unsafe behavior on the school bus. Consequences for these offenses will be consistent with the administrative options as listed in the Student and Parent Handbook.

All of the infractions listed in the Student and Parent Handbook apply to the bus in the same manner as at the school. Expectations include, but are not limited to:

- Ride on an assigned bus and get on/off at designated stops.
- Obey the driver and follow their directions.
- When asked, provide name and accurate information
- Be respectful to adults and students on the bus/at the bus stop. No pushing, shoving, using loud voices, littering
- Remain in a seat when the bus is in motion, no changing seats.
- Remain in the assigned seat as requested.
- Keep the aisle clear of feet, school supplies, musical instruments, etc.
- Do not bring unacceptable/dangerous items on the bus, such as animals, glass objects, skateboards, etc.
- Hands, arms, any body parts, must remain inside windows at all times.
- Water can be brought to drink, however eating is not allowed.
- Do not throw any object in the bus or out of the windows
- Do not tamper with or open the emergency door of the bus.
- Do not damage or vandalize bus
- No smoking or use of tobacco or other prohibited substances (includes vaping)

Before or after getting on/off the bus:

- Do attempt to touch or strike the bus.
- Go directly home or to your assigned location.
- Refrain from vandalizing property at bus stop
- Crossing the roadway:
 - If you must cross the road, walk to a point about ten (10) feet in front of the bus but do not cross until you can see that the driver has indicated that it is safe to do so.
 - As you cross the road, look continuously to the right and left. At an intersection, look in all directions.
 - Cross at right angles. Never cross the roadway diagonally.
 - Walk briskly across the road, but do not run.
 - Never cross the road behind the bus.

Note: Any offense that may occur that is not listed in the Student and Parent Handbook will have its severity and consequence decided by the school official.

Student Interrogations, Searches & Arrests

Interviews

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

When child abuse is alleged:

If a child protective services worker or peace officer enters the campus requesting to interview an attending student, the personnel of the District will cooperate with the investigating child protective services worker or peace officer. If a student is taken into temporary custody, in accordance with A.R.S. § 8-821, school personnel may respond to inquiries about the temporary custody of the child.

If a peace officer enters the campus requesting to interview an attending student on an issue other than upon request of the school or for abuse, the parent will be contacted and will be asked if they wish the student to be interviewed, unless directed not to by the peace officer. If the parent consents, the parent will be requested to be present or to authorize the interview in their absence. Where an attempt was made

and the parent cannot be reached, the peace officer will be requested to contact the parent and make arrangements to question the student at another time and place.

When a peace officer is present on the campus to interview students at the request of school authorities, parents will be contacted if the student is to be taken into custody or if the student is subject to discipline for a serious offense.

Searches

School officials have the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety and welfare of the student exists. Disrobing of a student is overly intrusive for purposes of most student searches and is improper without express concurrence from School District counsel.

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

Personal searches may be conducted by a District/school official when there is reasonable suspicion that a particular student is in possession of contraband, materials or items which present an immediate danger of physical harm or illness. The searches will be conducted out of the presence of other students and in a private room. Searches of the student shall generally be limited to:

- Searches for pockets, shoes, socks, jackets, belts, etc.
- Any object in the student's possession, such as a purse, backpack or briefcase.

School and District officials are authorized to conduct a search when on school grounds, in a vehicle owned, leased or otherwise used by the District or school, or at a school activity when there is reasonable suspicion that the search will result in the discovery of:

- "Contraband" includes all substances or materials prohibited by District/school policy or state law including, but not limited to, drugs, drug paraphernalia, alcoholic beverages, and/or,
- any material or item which presents an imminent danger of physical harm or illness, and/or
- any materials otherwise not properly in the possession of the student involved.

When the owner of the automobile is other than the person in possession of the automobile, the owner will be notified that a search has taken place.

Contraband materials, as identified in the introduction above, may be seized when found in the course of a search. Any such items seized may be:

- returned to the parent/guardian of the student from whom the items were seized,
- offered as evidence in any suspension or expulsion proceeding, if they are tagged for identification at the time seized,
- turned over to law enforcement officers, or
- destroyed.

Search Warrants

If a search warrant is served, District/school officials shall not interfere with searches by law enforcement officers who have duly processed search warrants. Every reasonable effort should be made to cooperate with law enforcement officers.

Arrests

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

Police Presence on Campus

Through a partnership with the Maricopa Sheriff Department, Morristown School District utilizes police officers to provide an added layer of safety on school grounds. It is expected that police officers will maintain a professional presence as law enforcement while on school facilities or attending school events. Additionally, it is expected that police officers will be professionally equipped with standard issued gear and may use such equipment when necessary to maintain the safety of themselves and those they are employed to protect.

Student Rights & Responsibilities

All students are entitled to enjoy the basic rights of citizenship that are recognized and protected by laws of this country and state for persons of their age and maturity. Each student is obligated to respect the rights of classmates, teachers, and other school personnel. District schools shall foster a climate of mutual respect for the rights of others. Such an environment will enhance both the educational purpose for which the District exists and the educational program designed to achieve that purpose.

All District personnel shall recognize and respect the rights of students, just as all students shall exercise their rights responsibly, with due regard for the equal rights of others and in compliance with the rules and procedures established for the orderly conduct of the educational mission of the District. Students who violate the rights of others or who violate rules and procedures of the District or of their school are subject to appropriate disciplinary measures designed to correct their own misconduct and to promote adherence by them and by other students to the responsibilities of citizens in the school community.

The following basic guidelines of rights and responsibilities shall not be construed to be all-inclusive, nor shall it in any way diminish the legal authority of school officials and the Governing Board to deal with disruptive students. These guidelines will be reviewed annually by a committee of stakeholders and updated when required

Rights:

- Students have the right to a meaningful education that will be of value to them for the rest of their lives.
- Students have the right to a meaningful curriculum and the right to voice their opinions, through representatives of the student government, in the development of such a curriculum.
- Students have the right to physical safety, safe buildings, and sanitary facilities.
- Students have the right to consultation with teachers, counselors, administrators, and anyone else connected with the school if they so desire, without fear of reprisal.
- Students have the right to free elections of their peers in student government, and all students have the right to seek and hold office in accordance with the provisions of the student government constitution and in keeping with the extracurricular guidelines of the District.
- Students have the right to be made aware of administrative and/or faculty committee decisions and to be aware of the policies set forth by the Governing Board and school.
- Legal guardians or authorized representatives have the right to see the personal files, cumulative folders, or transcripts of their children who are under the age of eighteen (18) years. School authorities may determine the time and manner of presentation of this information
- Students' academic performance shall be the prime criterion for academic grades; however, noncompliance with school rules and procedures may affect grades (e.g., unexcused absences).
- Students shall not be subjected to unreasonable or excessive punishment.
- Students have the right to be involved in school activities, provided they meet the reasonable qualifications of sponsoring organizations, state organizations, and school procedures.
- Students have the right to express their viewpoints in accordance with District Policy Section 10.26 - Freedom of Expression.
- Married students share these rights and responsibilities, including the opportunity to participate in the full range of activities offered by the school, and shall be subject to the rules and procedures of the school.

Responsibilities:

- Students have the responsibility to respect the rights of all persons involved in the educational process and to exercise the highest degree of self-discipline in observing and adhering to school rules and procedures. While at school, school sponsored events, or on the bus.
- Students have the responsibility to take maximum advantage of the educational opportunities available and seek to achieve a meaningful education.
- All members of the school community, including students, parents, and school staff members, have the responsibility to promote regular attendance at school.
- Students have the responsibility to protect school property, equipment, books, and other materials issued to or used by them in the instructional process. Students will be held financially responsible for any loss or intentional damage caused to school property.
- Students have the responsibility to complete all course assignments to the best of their ability and to complete makeup work after an absence.
- Students have the responsibility to help maintain the cleanliness and safety of the school buildings and property.
- Students have the responsibility to present themselves in class at the prescribed time and with the necessary materials.

Discipline Matrix

Note:

- Parent notification should take place for infractions receiving consequences.
- Administration may exercise discretion when determining consequences between minimum and maximum depending on severity of the infraction.
- If the infraction occurs on the bus, a suspension or termination 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 or an alternative.**
- The principal is the highest level of appeal for a suspension of 10 days or less.
- An underlined infraction or consequence indicates that an administrator may opt to use an on-campus reassignment as a possible disciplinary action in lieu of off-campus suspension depending on grade level.
- An asterisk (*) indicates that a police report and/or CPS report may be filed.
- TMT = Threat Management Team

Discipline Matrix			
Infraction	Consequence	K-3	4-8
*Aggravated Assault • mandatory TMT An assault (as defined below) 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. (A.R.S. 13-1204)	Minimum	Detention 1 – 3 Day SUS	Up to 5 Day SUS
	↓	3 – 5 Day SUS	10 Day SUS Long-Term SUS
	Maximum	10 Day SUS	Long-Term SUS Expulsion
*Alcohol (Use/Possession/Under the Influence) Use, possession, or being under the influence of alcohol on school property, at school sponsored events, and on school sponsored transportation. Alcohol (Distribution/Sale) Sale or Distribution of Alcohol is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) alcohol as defined above on District property, at a District-sponsored event, or on District-provided transportation.	Minimum	Detention 1 Day SUS	3 Day SUS
	↓	3 - 5 Day SUS	5 - 10 Day SUS
	Maximum	10 Day SUS	Long-Term SUS Expulsion
*Arson (Occupied/Unoccupied) • possible TMT Knowingly damaging a structure or property (either occupied or unoccupied) by causing a fire or explosion. (A.R.S. 13-1704, A.R.S. 13-1701)	Minimum	Up to 5 Day SUS Restitution	Up to 10 Day SUS Restitution
	↓	Long-Term SUS Restitution	Long-Term SUS Restitution
	Maximum	Expulsion Restitution	Expulsion Restitution
*Assault • possible TMT (1) 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. (A.R.S. 13-1203)	Minimum	MUM Detention 1 Day SUS	3 Day SUS
	↓	3 – 5 Day SUS	5 – 10 Day SUS
	Maximum	10 Day SUS	10 Day SUS Long-Term SUS Expulsion
<u>Bullying</u> Repeated acts over time that involve a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. Bullying 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). Cyber-bullying includes bullying through the misuse of technology. (A.R.S. 13-1202)	Minimum	1 Day SUS	3 Day SUS
	↓	3 – 5 Day SUS	5 - 10 Day SUS
	Maximum	10 Day SUS	Long-Term SUS

<u>Bus Violation</u> Failure to comply with rules established for bus riders, such as changing seats, keeping aisles clear, bringing dangerous items (animals, glass, skateboards, etc), putting any body parts out the window, eating, throwing objects, or tampering with/opening emergency exits.	Minimum ↓ Maximum	Parent Contact Detention	Parent Contact Detention
		Bus Suspension	Bus Suspension 1 Day SUS
		1-3 Day SUS	3 -5 Day SUS
<u>Cheating or Plagiarism</u> Includes the act of intentionally using information or property of another, or knowingly sharing academic information to gain an unfair advantage. To steal and pass off the ideas or words of another as one's own. This includes the unauthorized use of electronic devices.	Minimum ↓ Maximum	Parent Contact	Parent Contact
		Detention	Detention
		1 Day SUS	1 Day SUS
<u>*Combustibles</u> (Use/Possession/Distribution/Sale) Includes objects that are readily capable of causing bodily harm or property damage, i.e. matches, lighters, firecrackers, gasoline, and lighter fluid.	Minimum ↓ Maximum	Confiscation Detention Up to 1 day SUS	Confiscation Up to 3 day SUS
		Up to 3 day SUS	Up to 5 day SUS
		5 to 10 days SUS	10 day SUS Long-Term SUS
<u>*Dangerous Instruments</u> (Use/Possession/Distribution/Sale) possible TMT Includes items that are used, attempted or threatened to be used, and/or is readily capable of causing death or physical injury to any person. Dangerous instruments include, but are not limited to, airsoft guns, B.B. guns, knife with a blade length less than 3 inches, laser pointer, letter opener, mace, paintball gun, pellet gun, razor blade or box cutter, simulated knife, Taser/stun gun, or tear gas, or other dangerous items 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. (A.R.S. 13-105.12)	Minimum ↓ Maximum	Detention 1 Day SUS	Up to 3 Day SUS
		3 – 5 Day SUS	Up to 10 Day SUS
		10 Day SUS	10 Day SUS Long-Term SUS Expulsion
<u>*Defiance/Disrespect</u> Intentionally resisting or disregarding the authority of District personnel, or treating District personnel or any others with contempt or rudeness. This includes, but is not limited to, the failure to respond to a reasonable request/follow directions, being disobedient or the refusal to identify self when requested to do so.	Minimum ↓ Maximum	Detention	Detention
		Detention 1 – 3 Day SUS	1 – 5 Day SUS
		M 5 -10 Day SUS	S 10 Day SUS Long-Term SUS
<u>*Disorderly Conduct</u> possible TMT Any act which substantially disrupts the orderly conduct of a school function, or behavior which substantially disrupts the orderly learning environment. (A.R.S. 13-2904)	Minimum ↓ Maximum	Detention	Detention
		Detention 1 – 3 Day SUS	1 – 5 Day SUS
		5 -10 Day SUS	10 Day SUS Long-Term SUS
<u>*Disorderly Conduct (with contact)</u> possible TMT Any act which substantially disrupts the orderly conduct of a school function, or aggressive behavior towards others, which substantially disrupts the orderly learning environment (A.R.S 13-2904)	Minimum ↓ Maximum	Detention 1 Day SUS	Up to 3 Day SUS
		3 – 5 Day SUS	5 – 10 Day SUS
		10 Day SUS	10 Day SUS Long-Term SUS

<u>Disruption</u> Creating disturbances in class, on campus or at school sponsored events. Continual or repeated disruptions may warrant more severe consequences (dialing 911)	Minimum	Conference Detention	Conference Detention
	↓	1 - 3 Day SUS	1 – 5 Day SUS
	Maximum	Up to 10 Day SUS	10 Day SUS Long-Term SUS
<u>Dress Code</u> The act of non-compliance with the established student dress code guidelines.	Minimum	Change Clothes	Change Clothes Detention
	↓	Change Clothes Detention	Change Clothes Detention
	Maximum	Change Clothes Detention	Change Clothes Up to 1 Day SUS
<u>*Drugs</u> (Use/Possession/Under the Influence) Includes the act of using, possessing and/or being under the influence of 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, nonprescription 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-alike drug. The term "drugs" includes anything that looks like drugs or which is presented as drugs. Drug residue is also considered a "drug." *Drug (Distribution/Sale) Distribution or Sale of Drugs as defined above 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 sponsored transportation. Medical marijuana card holders may be subject to discipline if the student fails to comply with related laws and/or statutes. (A.R.S. 13- 3415)	Minimum	Confiscation Up to 3 Day SUS	Confiscation Up to 5 Day SUS
	↓	Confiscation 3 – 5 Day SUS	Confiscation 10 Day SUS
	Maximum	Confiscation 10 Day SUS	Confiscation Long-Term SUS Expulsion
<u>*Drug/Tobacco Paraphernalia</u> (Use/Possession) Includes any apparatus or equipment used, including anything that looks like apparatus or equipment used or that can be used, intended for use or designed for use in the act of smoking, injecting, ingesting, inhaling or otherwise introducing into the human body a drug on District property, at a District-sponsored event or on District sponsored transportation. (A.R.S. 13-3415 F.1.) (Examples include, but are not limited to: rolling papers, pipes, and electronic cigarette devices/vapes or products.) Also includes any items which are used to store, package or maintain any drug or tobacco substances. If any such paraphernalia includes drug or tobacco residue, the residue will be considered a drug or tobacco pursuant to the definitions for each. Sale or	Minimum	Confiscation Detention 1 Day SUS	Confiscation Detention 1 – 3 Day SUS
	↓	Confiscation Up to 3 Day SUS	Confiscation 3-5 Day SUS
	Maximum	Confiscation 5 Day SUS	Confiscation 10 Day SUS

<u>Distribution of Paraphernalia</u> 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 transportation. (A.R.S. 13-3415 F.1.) *Drug/Tobacco Paraphernalia (Distribution or Sale) Distribution or Sale as described above 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 sponsored transportation. (A.R.S. 13-3415 F.1.)	Minimum ↓ Maximum	Confiscation Detention 1 Day SUS Confiscation Up to 3 Day SUS Confiscation 5 Day SUS	Confiscation Detention 1 – 3 Day SUS Confiscation 3-5 Day SUS Confiscation 10 Day SUS
<u>Electronic Devices</u> Includes cell phones, hand-held devices, media players, watches, or other electronic items. 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. The District is not responsible for the loss, damage and/or theft of any of these types of devices.	Minimum ↓ Maximum	Confiscation Student Pick-Up Confiscation Parent Pick-Up Confiscation Parent Pick-Up Detention	Confiscation Student Pick-Up Confiscation Parent Pick-Up Detention Confiscation Parent Pick up 1 Day SUS
*Endangerment possible TMT 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. (A.R.S. 13-1201)	Minimum ↓ Maximum	Detention 1 Day SUS Up to 3 Day SUS 5 - 10 Day SUS	Detention Up to 3 Day SUS Up to 5 Day SUS 10 Day SUS Long-Term SUS Expulsion
*Extortion The act of knowingly obtaining or seeking to obtain property or services, or causing or seeking to cause another to act in a manner, by means of a threat to do any of the following: (1) cause physical injury; (2) cause damage to property; (3) engage in illegal conduct; or (4) make false accusations. (A.R.S.13-1804)	Minimum ↓ Maximum	1 Day SUS 3 – 5 Day SUS 10 Day SUS	Up to 3 Day SUS Up to 5 Day SUS 10 Day SUS
*Fighting (with weapon/without weapon) Note: Please refer to the section on Student and Staff Self Defense Mutual participation in an incident involving physical violence, where there is no major injury.	Minimum ↓ Maximum	1 Day SUS 3 Day SUS 10 Day SUS Long-Term SUS	3 Day SUS 5 Day SUS 10 Day SUS Long-Term SUS Expulsion
*Fire Alarm Misuse Intentionally ringing fire alarm when there is no fire.	Minimum ↓ Maximum	1 Day SUS 3 Day SUS 5 Day SUS	3 Day SUS 5 Day SUS 10 Day SUS

*Firearm (Use/Possession/Distribution/Sale) mandatory TMT 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 any handguns, pistol, revolver, rifle, shotgun. Any destructive device, which includes: any explosive, incendiary, or poison gas, bombs, grenades, mines, rockets, missiles, pipe bombs, 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. (A.R.S. 13-3111, A.R.S. 13- 3101)	Minimum ↓ Maximum	Long Term Suspension	Long Term Suspension
		Expulsion	Expulsion
*Forgery/Falsification The act of falsely or fraudulently making 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, filing a false report).	Minimum ↓ Maximum	Detention 1 Day SUS	Detention 1 Day SUS
		Up to 3 Day SUS	3 Day SUS
		3 Day SUS	5 Day SUS
*Gambling Is to risk money or anything of value on the outcome of anything involving chance	Minimum ↓ Maximum		Detention
			1 Day SUS
			3 Day SUS
*Gang Activity/Negative Group Affiliation 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.	Minimum ↓ Maximum	Detention 1 Day SUS	Detention 1-3 Day SUS
		3 Day SUS	5 Day SUS
		5 Day SUS 10 Day SUS	10 Day SUS Long-Term SUS Expulsion
*Harassment The intentional behavior by a student or group of students that is disturbing or threatening to another individual or group of individuals. 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, graphics, and social media posts. See page 11. (A.R.S. 13-2921)	Minimum ↓ Maximum	Mediation 1 Day SUS	Mediation 1 – 3 Day SUS
		1 – 3 Day SUS	3 – 5 Day SUS
		5 Day SUS	10 Day SUS Long-Term SUS Expulsion
*Hate/Bias Related Incidents 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 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.	Minimum ↓ Maximum	Detention	Detention 1- 3 Day SUS
		Detention 1 Day SUS	3-5 Day SUS
		3 Day SUS	Up to 10 Day SUS Long-Term SUS Expulsion
	Minimum		

<u>Horseplay/Roughhousing/Recklessness</u> Includes rough, boisterous play or behavior.	↓ Maximum	Detention	Detention
		Detention 1 Day SUS	1 Day SUS
		3 Day SUS	3 Day SUS
<u>*Indecent Exposure or Public Sexual Indecency</u> Includes, but is not limited to, exposing private areas, consensual participation in any sexual act involving physical contact, touching private areas, depantsing (pulling pants down or off), pulling at another's underclothing. (A.R.S.13-1402, A.R.S.13-1403)	↓ Maximum	Detention	Detention 1- 3 Day SUS
		1 – 3 Day SUS	3- 5 Day SUS
		5 Day SUS	10 Day SUS Long-Term SUS Expulsion
<u>Instigation</u> Includes provoking, antagonizing or failing to report a fight or other dangerous, inappropriate situations. Spreading rumors, harmful gossip, recording/videotaping, social media posting and use of language or gestures that may incite another person or other people to fight are also considered forms of instigation.	↓ Maximum	Detention 1 Day SUS	Detention Up to 3 Day SUS
		3 - 5 Day SUS	3 - 5 Day SUS
		5 Day SUS	10 Day SUS
<u>Physical Aggression</u> The act of tussles, minor confrontations, pushing, shoving, slapping, hitting, kicking or other physical provocation.	↓ Maximum	Detention	Detention 1 Day SUS
		Detention 1 – 3 Day SUS	3 – 5 Day SUS
		5 Day SUS	10 Day SUS Long-Term SUS
<u>Public Display of Affection</u> 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.	↓ Maximum	M Warning	Warning Detention
		Detention	1 Day SUS
		Detention	Up to 3 Day SUS
<u>*Robbery</u> (with weapon/without weapon) The taking, or attempting to take, any property of another from his person or immediate presence and against his will. Such a 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.	↓ Maximum	Restitution 1-3 Day SUS	Restitution 3-5 Day SUS
		5 Day SUS Restitution	10 Day SUS Restitution
		10 Day SUS Long-Term SUS Restitution	Long-Term SUS Restitution

<u>Sale/Distribution of Personal Property</u> The attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) personal property, goods or services on District property, at a school or District-sponsored event or on District Provided transportation.	Minimum	Confiscation Detention	Confiscation Detention 1 Day SUS
	↓		
	Maximum	Confiscation Detention 1 – 2 Day SUS	Confiscation Detention 1 – 3 Day SUS
		Confiscation Detention 3 Day SUS	Confiscation Detention 5 Day SUS
<u>*Sexual Harassment</u> (No Contact) possible TMT The unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or to receive benefits, services, or opportunities in the school's program. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.	Minimum	Detention	Detention Up to 3 Day SUS
	↓		
	Maximum	1 – 3 Day SUS	3 – 5 Day SUS
		5 Day SUS	10 Day SUS Long-Term SUS Expulsion
<u>*Sexual Harassment</u> (with Contact) possible TMT Sexual harassment with contact includes unwanted physical contact of non-sexual body parts.	Minimum	Detention	Detention Up to 3 Day SUS
	↓		
	Maximum	1 – 3 Day SUS	3 – 5 Day SUS
		5 Day SUS	10 Day SUS Long-Term SUS Expulsion
<u>Sexual Materials</u> Includes pictures, items, devices or electronic images that contain nudity or represent sexual activity that is offensive or disturbs the educational environment. This includes possession or distribution of pornographic materials.	Minimum	Confiscation	Confiscation Detention Up to 3 Day SUS
	↓		
	Maximum	Confiscation Detention 1 – 2 Day SUS	Confiscation 3 – 5 Day SUS
		Confiscation 3 Day SUS	Confiscation 10 Day SUS Long-Term SUS Expulsion
<u>Tardy</u> The failure to be at a designated location at a specified time. This could include arriving at 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. See page 6	Minimum	Tardies 4 & 5: Notify Parent Student Conference Detention	Tardies 4 & 5: Notify Parent Student Conference Detention
	↓		
	Maximum	Tardies 6, 7 & 8: Notify Parent Student Conference Detention 1 Day OCR	Tardies 6, 7 & 8: Notify Parent Student Conference Detention 1 Day OCR
		Tardies 9 or greater: Notify Parent Student Conference Up to 3 Day OCR	Tardies 9 or greater: Notify Parent Student Conference Up to 3 Day OCR

*Tobacco (Use/Possession) Includes use, possession of tobacco products of any kind smoke or smokeless on District property, at a District-sponsored event, or on District-sponsored transportation. (A.R.S. 36-798.03) (i.e., cigarettes, cigars, dip, chew, snuff, twist, etc.) NOTE: 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 (Distribution/Sale) Includes tobacco products as defined above. Distribution or Sale 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-sponsored transportation. (A.R.S. 36-798.03)	Minimum	Detention 1 Day SUS	Up to 3 Day SUS
	↓		
	Maximum	Up to 3 Day SUS	Up to 5 Day SUS
<u>*Unauthorized Absence/Tuancy/Leaving Campus without Authorization</u> 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. Also known as ditching or skipping class/school Morristown is a closed campuses which means that students must remain on the school campus, attend all assigned classes and lunch periods unless otherwise authorized by school administration	Minimum	Detention	Detention 1 Day OCR
	↓		
	Maximum	Detention 1 Day OCR	Up to 3 day SUS
<u>*Vandalism/Destruction of Property</u> (Personal/School) The willful act of defacing or destroying any building, fixture, vegetation or property (personal or school) either intentionally or unintentionally.	Minimum	Detention 1 Day SUS Restitution	1 – 3 Day SUS Restitution
	↓		
	Maximum	1 – 5 Day SUS Restitution	3 – 5 Day SUS Restitution
<u>Verbal Abuse/Profanity/Obscenity</u> The use of profanity, swearing or any derogatory language written or stated publicly.	Minimum	Detention	1 Day SUS
	↓		
	Maximum	1 – 2 Day SUS	3 Day SUS
<u>*Verbal Abuse/Profanity/Obscenity</u> to an Adult possible TMT The use of profanity, swearing or any derogatory language written or stated publicly to an adult. (A.R.S. § 15-507)	Minimum	1 Day SUS	3 Day SUS
	↓		
	Maximum	3 Day SUS	5 Day SUS
<u>*Weapon – Simulated</u> (Use/Possession/Distribution/Sale) possible TMT Any simulated firearm made of plastic, wood, metal or any other material which is a replica, facsimile, or toy version of a firearm or any object such as a stick or finger concealed under clothing and is being portrayed as a firearm.	Minimum	Confiscation Detention 1 Day SUS	Confiscation Detention 1 – 3 Day SUS
	↓		
	Maximum	Confiscation Up to 3 Day SUS	Confiscation Up to 5 Day SUS
<u>*Weapons - Other</u>			
		Up to 3 Day SUS	Up to 5 Day SUS

(Use/Possession/Distribution/Sale) • mandatory TMT Includes (but not limited to) a dagger, dirk, stiletto, knife with a blade at least 3 inches in length, pocket knife opened by a mechanical device, iron bar, brass knuckles, chains, billy clubs, Chinese stars, nunchakus or any incendiary devices. 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. (A.R.S. 13-3101)	Minimum ↓ Maximum	Up to 5-10 Day SUS	Up to 10 Day SUS Long-Term SUS
		Long-Term SUS Expulsion	Expulsion