



# Festival Foothills Elementary School

“Home of the Falcons”

26252 West Desert Vista Blvd.  
Phone: (928) 501-6000

Buckeye, Arizona 85396  
Fax: (928) 501-5057

[www.Festival.WickenburgSchools.org](http://www.Festival.WickenburgSchools.org)

## **PARENT-STUDENT HANDBOOK for 2016/2017**

### **Mission:**

The mission of Festival Foothills is to provide a rich environment utilizing best practices for effective teaching and learning which will ensure students reach their potential, be respectful and responsible, and meet the challenges of life-long learners.

### **Vision:**

“Every Child has Hope, Every Student is a Graduate, Every Graduate has a Dream.”

District Superintendent: Dr. Howard Carlson

Principal: Julie Case

### **Governing Board:**

Joseph Maglio-President

Curtis Arnett

Amy Brown

Sandee Gill

Daniel Scott

### **WICKENBURG UNIFIED SCHOOL DISTRICT #9 CONTINUOUS NON-DISCRIMINATION STATEMENT**

The Wickenburg Unified School District (WUSD) does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, or activities, and provides equal access to the Boy Scouts and other designated youth groups. The lack of English skills shall not be a barrier to admission or participation in the district's activities and programs. WUSD also does not discriminate in its hiring or employment practices.

Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s).

Title VI: Erin Johnson, HR Coordinator – 928-668-5303

Title IX: Adam Malik, Wickenburg High School Assistant Principal – 928-684-6609

Section 504: Anne Marie Davee, Director of Special Services – 928-684-6713

Title II: Debbie Hodgkiss, Executive Director of Educational Services - 928-668-5355

El Distrito Unificado de Wickenburg (WUSD) no discrimina por motivos de raza, color, origen nacional, sexo, edad o discapacidad en la admisión a sus programas, servicios o actividades, y proporciona un acceso equitativo a los Boy Scouts y otros designados grupos de jóvenes. WUSD Carrera y el departamento de educación técnica no discrimina en la matrícula o el acceso a cualquiera de los programas disponibles: Negocio, fotografía, artes culinarias, la construcción y de ingeniería. La falta de conocimientos de inglés no será una barrera para la admisión o participación en actividades y programas del distrito. WUSD también no discrimina en el proceso de contratación de empleados.

Preguntas, quejas o solicitudes de información adicional con respecto a estas leyes pueden ser remitidas al coordinador de cumplimiento designado(s).

Título VI: Erin Johnson, Coordinador de Recursos Humanos – 928-668-5303

Título IX : Adam Malik , Asistente de Principal de Escuela Secundaria Wickenburg - 928-684-6609

Artículo 504 : Anne Marie Davee , Directora de Servicios Especiales - 928-684-6713

Título II : Debbie Hodgkiss , Director de Servicios Educativos - 928-668-5355

Dear Parents and Guardians:

Welcome to the Festival Foothills Family! I would like to extend a warm welcome to a new school year. We are looking forward to working with you and your child this year. We will continue to provide an exciting and rewarding educational program for each and every child at Festival Foothills Elementary School. We ask for your support and we ask that you will be an active participant in your child's education.

May we take this opportunity to acquaint you with some routine schedules and procedures of Festival Foothills Elementary School as well as policies adopted by the Governing Board. Please use this handbook for ready reference when you have a question about school policies and procedures. If further information is needed, please feel free to call the office at (928)501-6000. Our school office hours are from 7:30 am to 4:00 pm, Monday through Friday.

Sincerely,

Julie Case  
Principal

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School/District Motto  
“Champions for Children”

# **School Calendar**

## **1<sup>st</sup> semester**

### **August**

- 8 Meet the Teacher, 4:30-6:00pm
- 9 First Day of School
- 15-19 Benchmark Assessments PreTest (K-8<sup>th</sup>)

### **September**

- 5 Labor Day, No School
- 6 PTA Meeting
- 9 Grandparents Day Lunch, 10:45 a.m.-12:10pm
- 25-30 Benchmark Assessment #1 (1<sup>st</sup>-8<sup>th</sup>)

### **October**

- 4 PTA Meeting
- 10-14 No School, Fall Break
- 17-21 National Character Counts Week
- 24-28 Parent/Teacher Conferences
- 24-28 Spirit Week
- 24-28 Book Fair

### **November**

- 1 PTA Meeting
- 11 No School, Veteran's Day
- 24-25 No School, Thanksgiving Holiday

### **December**

- 6 PTA Meeting, Media Center 3:00pm
- TBD Benchmark Assessment #2 (K-8<sup>th</sup>)
- 26-30 No School, Winter Break

## **2<sup>nd</sup> Semester**

### **January**

- 2-6 No School, Winter Break
- 9 School Resumes
- 16 No School, Martin Luther King Jr.
- 19 Awards Assembly, 1:30 & 2:00
- 26-27 Parent/Teacher Conferences

### **February**

- 7 PTA Meeting
- 10 No School, Gold Rush Day
- 20 No School, President's Day
- TBD Benchmark Assessment #3 (1<sup>st</sup>-8<sup>th</sup>)

### **March**

- 2 Dr. Seuss' birthday/Read Across America Day
- 7 PTA Meeting
- 13-17 No School, Spring Break

(End of year testing will take place between March 30th and May 6<sup>th</sup>, dates to be determined)

### **April**

- 4 PTA Meeting, Media Center 6:30pm
- 14 No School, Good Friday
- TBD Spirit Week
- TBD Field Day
- TBD Benchmark Assessment Posttest (K-8<sup>th</sup>)

### **May**

- 2 PTA Meeting, Media Center 3:00pm
- 1-5 Teacher Appreciation Week
- 23 8<sup>th</sup> Grade Promotion, 6:30pm
- 24 Awards Assembly, 1:00 & 1:30
- 25 Last day for students
- 26 Last day for teachers

## **School Hours**

School hours: Monday – Thursday 8:00 am – 2:40 pm  
Friday 8:00 am – 12:10 pm

Arrival time: Students may **NOT** arrive prior to 7:40 am. There is not supervision for your child prior to that time. We appreciate your cooperation in helping keep your child safe.

## **Cafeteria**

Breakfast:		7:40 – 7:55 am
Lunch:	Pre-school, Kindergarten	10:50 – 11:20 am
	1 <sup>st</sup> /2 <sup>nd</sup> grades	11:00 – 11:30 am
	3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> grades	11:10 - 11:40 am
	Middle School	11:35 – 12:05 pm

Prices:

*Breakfast:* \$1.25 per meal    *Lunch:* \$2.50 per meal (Extra milk is \$ .25, Juice is \$ .35)

**Free and reduced** breakfast and lunch are available upon qualification of individual families. Applications will be sent home with each student and are available in the front office. Once completed, applications may be turned into the school office or mailed to the District Office at 40 W. Yavapai St, Wickenburg, AZ 85390.

Lunch visitors- Children enjoy lunching with parents as a special treat; please notify your child's teacher in the morning if you will be joining us for lunch. We request that guests other than parents are in attendance with a parent or guardian. Students from other schools need to be accompanied by a parent.

## **Contact Information & Emergency Contact Information**

If your contact information including phone numbers, address, and email change, please notify the school office. The school uses email, phone, and mail to send notifications to our families.

Also, in the event of an emergency, it is important that we have up to date contact information and emergency contact information. If your child has been seriously injured and we cannot contact you or the emergency person of your choosing, paramedics will be called to the school to attend to your child.

## **Immunization for Enrollment**

Students must have proof of all immunizations, or valid exemption, in order to attend the first day of school. Students must have one of the following on file:

1. Immunization record showing that the child has received the immunizations required by law.
2. Valid Exemption Form- Arizona law allows exemptions for medical reasons, lab evidence of immunity, and personal beliefs.

Please contact the school office for a complete list of required vaccinations.

## **Attendance**

Regular school attendance is important for student learning. If your student will be absent, please contact the school office at 928-501-6000 to excuse your student from school. Information about student attendance requirements and what constitutes an excused absence can be found in the *WUSD Student Rights and Responsibilities*. Students arriving after 8:05am will be considered tardy.

If a student must be taken out of school early, please contact the school office. When you arrive to pick up your child, you must come to the school office to sign him/her out. Your child will not be released to anyone except his/her parents or a responsible adult (18 years or older) whom you have indicated on the registration form.

**Remember** — A student will **not** be dismissed from school with a telephone call or a note giving him/her permission to leave campus and walk home.

## **Withdrawal**

So that we may help make your transfer to another school speedy and efficient, please give us advance notice of your intent to move out of the Wickenburg Unified School District or one of its tuition districts. All textbooks, library books and any outstanding charges must be cleared prior to releasing your child's records.

## **Transportation to and from school:**

### **Car Transportation:**

How to Drop Your Children Off and Pick Them Up Safely

1. Please drop off and pick up students in the loading zone in front of the school. Students will be released once their parent/guardian is in the loading zone in front of the school.
2. Do not drop off or pick up your children in bus loading and un-loading zone for the safety of our bike riders, bus riders, and walkers.

### **Bicycle and Scooter Use:**

Students may ride bicycles and/or scooters to school. Bicycles are to be parked in the bicycle racks behind Building B. It is recommended that all students lock their bicycles and scooters. Students are reminded of the following:

1. When crossing the street, get off the bicycle or scooter, look both directions and cross. Whenever possible, cross at intersections or in a crosswalk.
2. Bike and scooter riding is allowed to and from school, *but not on campus*.
3. Bike and scooter riders are responsible for locking their bicycles or scooters. The school does not accept responsibility for the security of bicycles or scooters during the school day.
4. The school district is not responsible for damage, loss or theft of bicycles, scooters or related equipment.
6. Keep the serial number of your bike or scooter in a safe place.
7. Daily use of helmets and protective padding is strongly recommended.
8. Skateboards, roller skates and roller blades are **not allowed** anywhere on campus at any time during the school day or during school events.

### **Walking:**

1. Arrive at school 5 to 10 minutes early.
2. Walk on the sidewalk. If there's no sidewalk, use the left side, facing oncoming traffic.
3. Never run between cars.
4. Look in all directions before crossing the street.
5. Never accept a ride or gift from a stranger.
6. Do not go to a friend's house after school without your parents' permission.
7. Go directly home after school.

### **School Bus:**

Transportation by bus is available to students living in the Tartesso Community. Please see the school office for a list of bus stops. Also, please see the *WUSD Student Rights and Responsibilities* Bus Behavior Expectations and Discipline Guidelines on page 18-19.

## **Student Dress Code**

Any attire that detracts from the learning environment is not acceptable. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health and welfare of self and others.

- Clothing must cover the entire buttocks. All shirts must have sleeves or straps that are three finger lengths. Shirts and tops may not expose bare midriffs (midriff includes any portion of the front, sides, or back), bare shoulders, nor be deeply or narrowly cut in the front, back, or under the arms. No Halter tops, spaghetti straps, strapless tops, or off the shoulder tops. Undergarments must not be visible.
- Shorts should reach mid-thigh.
- Pants and shorts should not be ripped or torn completely showing skin higher than four to six inches above the top of the knee in the front or back. Distressed holes higher than four to six inches above the top of the knee are acceptable, unless skin is completely exposed.
- Please, no pajamas or slippers (unless approved for special occasion such as Pajama Day).
- Bare feet are never acceptable. In the interest of safety, shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, cheer practice, weight lifting, etc.
- Jewelry or ornamentation shall not be worn if it presents a safety hazard to self and/or others.
- No hats may be worn inside any campus buildings at any time, except for properly approved occupational safety headgear required for special classes, or unless specifically authorized by the administration.
- Defamatory writing, obscene language or symbols, or symbols of drugs, sex, or alcohol on clothing or jewelry are expressly prohibited.
- Tattoos displaying defamatory writing, obscene language or symbols, or symbols of drugs, sex, or alcohol must be covered.
- Gang-related items or personalization is not permitted.

## **Personal Property**

The Wickenburg Unified School District assumes no responsibility for student personal items that are lost or stolen on school property or at school sponsored events. Students are discouraged from bringing costly, fragile or irreplaceable items to school that cannot be secured by the owner.

## **Electronic Devices**

Many students want to have the privilege of carrying electronic devices on campus. With that privilege come the responsibilities of ensuring that those items are not used on campus. If they are on and make a noise or vibrate or otherwise call attention to themselves, the device is creating a disruption. These items must be in the off position and be kept out of sight. Misuse of electronic devices may result in discipline procedures in addition to the confiscation of the device.

Students are solely responsible for the proper use and security of any personally owned electronic device that they bring to school or school sponsored activities. Students should not share or loan electronic devices. If they do, they may be held responsible for any misuse of that device by another just as though it had remained in their possession.

Students should understand that they bring an electronic device on campus at their own risk. WUSD assumes no liability for the loss, theft, or damage of any personally owned electronic device on campus. The school administration is under no obligation to conduct investigations for prohibited items if stolen. The use of personally owned electronic devices on campus will not be allowed to interfere with the learning process of any student or with the instructional process of a teacher while in the classroom or on campus. Any such interference will be considered a disruptive activity.

## **Health Office/Medications (JLCD)**

All prescription medications must be stored in the Health Center:

- Forms are available in the Health Center if medication is needed during the school day. Each bottle of medication must be in the original container and the medication form filled out and on file in the Health Center.
- Inhalers and self-administered “Epi-Pens” may be carried if the proper medication form has been filled out and placed on file in the Health Center.
- All over-the-counter medications must be stored in the Health Center, including cough drops and Tylenol.
- Forms are available in the Health Center if medication is needed during the school day. Each bottle of medication must be in the original container and the medication form filled out and on file in the Health Center.
- Medication may not be shared with others. Failure to follow these rules could lead to consequences, including suspension or expulsion.
- Students should stay home if they have a fever of 100 degrees or higher and may return to school after they have been fever free for 24 hours.
- Students should stay home if they are throwing up and may return to school after they have been throw up free for 24 hours.

## **Philosophy of Student Conduct**

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. Respecting the rights and property of others and demonstrating personal integrity should guide student behavior at school, on the way to and from school, and at school sponsored events. The student may be disciplined for off campus behavior that affects the school or the District in any way. To meet these goals, we enlist the support of our community.

## **Behavior Expectations**

There are two basic student behavior expectations at Festival Foothills Elementary School:

- Students may not violate the rights of others.
- Students may not put themselves or others in danger.

In the interest of safety to all our students, it is important to establish general behavior expectations. No matter whether students are on the school grounds or involved in a school activity, they are expected to follow these expectations.

There are times when students choose inappropriate behavior. Some inappropriate behaviors are minor in nature while others are severe. Teaching students to become competent and accountable decision-makers is the focus. Student-generated plans and restitution are part of the instructional time for minor infractions. Severe inappropriate behaviors receive a severe disciplinary referral. Students receiving a severe referral are also sent to the principal. Again, instruction and accountability are the focus. Consequences are assigned by the



principal. Please refer to the *Wickenburg Unified School District Discipline Matrix* at the back of the Parent/Student Handbook. The matrix is designed to cover all grades K-12 and reflect consequences based on type of infraction. The matrix can also be found at [www.wickenburgschools.org](http://www.wickenburgschools.org) under students in the student rights handbook.

## **Student & School Safety**

**School Insurance:** Wickenburg Unified School District has a school insurance program available to parents. The purchase of such insurance is optional at the elementary level. Information concerning the insurance program will be sent home with your child during the first week of school or at the time of registration. In the past, the insurance carriers have offered good service, but the school district does not in any way guarantee the insurance program offered. When you receive the information, please read the terms and coverage carefully. If you have any questions concerning the insurance program, please contact the provider.

**Emergency Procedures and Drills:** Fire drills are held on a monthly basis and lockdown drills are held twice a year. It is important for students to move quietly, quickly and in a calm, orderly manner to the assigned areas when the alarm sounds. Each classroom has a map indicating the emergency exit routes. Students are to follow instructions and remain in assigned areas until further instructions are given.

Each school within WUSD # 9 has an established Crisis Management Plan. The plans are created to meet the needs of each individual campus. The school has an established plan for “lock downs” as well as campus evacuations. Each classroom has a crisis management packet with specified information aimed at assisting the teacher to monitor his/her students so that all can be accounted for. In the event of an actual crisis, teachers and staff have been instructed on specific strategies and activities they must adhere to. Parents would be notified of a location from which to pick up their child. It is our hope that we never have to utilize our crisis management plan. However, it is important for the parents and guardians of our students to know we are prepared.

**Reporting Child Abuse:** According to state law, school employees cannot ignore child abuse. Non-accidental injuries, sexual molestation, abuse and neglect must be reported to Child Protective Services. People who are required to report suspected abuse are protected by state legislation from civil or criminal liability.

**Custody:** In most cases, divorced parents continue to have equal rights, such as access to information, where their child (ren) is concerned. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the school office. Unless your court order is on file with us, we must provide equal rights and access to both parents.

## **Visitors & Volunteers**

**Visitors:** Adult visitors are always welcome to the campus. All visitors must sign in at the office upon entering the campus. The office will furnish a visitor’s pass to wear while visiting Festival Foothills. Before leaving visitors are asked to return the visitor’s pass to the office and sign out. We ask **parents when picking up their child during the class day, to do so at the office** and not to go directly to the classroom. Students will not be released from the classroom.

**Non-school hours:** Festival Foothills Elementary School is a closed campus. Access to the campus is not available during non-school hours unless school functions are occurring. Anyone on campus without the expressed verbal or written consent of the school principal or superintendent is considered to be trespassing and will be referred to the local police department for prosecution. Acts of vandalism or damage to school property will result in prosecution to the fullest extent. Access is considered denied in all instances in which school is not in session and/or the gates are locked.

**Parental and Volunteer Involvement:** Festival Foothills Elementary School offers parents opportunities for involvement in the school program and activities. Parents are not only encouraged to visit the school and classrooms, but to participate in the learning process. If you would like to be a volunteer at our school, please pick up a volunteer application from the front office.

Examples of opportunities for parent involvement are:

1. Participation in the Parent-Teacher Association - PTA meetings are held monthly.
2. Classroom volunteers - help the teachers in a variety of ways.
3. Room parents - help organize special events and classroom parties.
4. Special activities - assists in programs such as field day, health screenings, field trips, student clubs, etc.

## **Course of Study & Additional Programs**

**Curriculum:** The course of study for Festival Foothills is designed to provide learning experiences for each student to develop the readiness skills necessary for future learning. Students receive instruction in mathematics, science, social studies, language arts, and reading. Festival Foothill's curriculum is based on Arizona's State Standards for curriculum. In addition to the basic course of study, students have Art, Music, Technology and Physical Education.

Additional information about our curriculum can be obtained from the principal's office and/or the District's website: **Wickenburgschools.org**. Parents and guardians are always welcome to review texts and curricula materials used for student instruction.

**Textbooks, supplies, school equipment:** The school provides textbooks and basic classroom supplies. Throughout the year, teachers will request special items for the classroom. The school will assist families unable to provide these items. When books are issued, the students are responsible for the care of these books. Students are financially responsible for replacing lost or damaged books and other school equipment. *Report cards and school records will be held until assigned books or school equipment are returned or replaced.*

**Gifted Education:** The Wickenburg Unified School District provides programs for gifted students. Services mandated by the state include expanded academic course offerings and differentiated instruction. Students eligible for the gifted program must meet the State of Arizona's criteria as stated here: "Students shall be served who score at or above the 97<sup>th</sup> percentile on national norms in any one of three areas – verbal, non-verbal or quantitative reasoning – on any test from the state board approved list." A teacher, parent, or students themselves may refer students to the gifted program by performance on a standardized achievement test, or referral. Parent permission for testing is required. Results are shared within 30 days of the test date. Upon request, parents may have the test results explained in depth.

**Special Education Services:** The Arizona State Legislature has mandated that all school districts in Arizona shall provide special education services and programs for those students needing special education. The Wickenburg Unified School District supports this mandate and provides services for all special education categories either within the school setting or, if necessary, on a tuition basis to state approved agencies.

Wickenburg's philosophy emphasizes providing individual instruction, a diversity of materials, and special teaching techniques to educate each pupil at a rate and level adjusted to his/her individual differences. The special education programs are a supplement to the regular school program and are not a means of segregating or isolating pupils characterized as being low achievers. For this reason, the general philosophy is to keep students in the regular classroom environment as much as possible, usually through a resource type program.

The general goals of Wickenburg's special education program are:

- To help the students achieve at their ability level in the areas of communication skills (reading, writing, etc.), computation skills (mathematics, etc.), and other subjects.
- To help the students achieve a sense of personal success and self-worth.
- To help the students develop physically and mentally.
- To help the students establish meaningful relationships with their environment and others.
- To help the students acquire concepts, skill, and attitudes, which will enable them to make successful beginnings in the home, and one or more areas of business, industry, or further education.
- To help students recognize and develop creative abilities.

Special education programs are offered at all five school campuses, kindergarten through high school. In order for a student to be placed in a program, he must be referred and evaluated individually by the school psychologist or other certified professional. Students may be referred for testing as a result of the district wide screening every year, teacher referrals, parent referrals, or student self-referrals.

### **English Language Learners:**

English Language Learner (EL) services are provided for all students who qualify through the Arizona state assessment (AZELLA). The program's goal is to help students to develop their English language proficiency in reading, writing, speaking and listening. Parents are informed of their child's participation in the program after assessment.

Instruction for EL students is provided in regular classrooms with teachers and staff that have been trained in sheltered instructional strategies aimed at maximizing student success. The curriculum is based on the AZ Academic Standards.

**Compensatory Education for English Language Learners:** Compensatory education is provided outside of the regular school day for students that have been identified as needing additional instruction in reading, writing, speaking and listening. The district's EL compensatory education plan provides services during designated times of the school year. Attendance is based on the referral of the EL and classroom teachers. Students must meet identified needs to be included in the program. The programs are based on grant funding.

**Bilingual Education:** Bilingual education is not currently offered in Wickenburg Unified School District. Individual schools in which twenty (20) or more students in the same grade level receive parental exception waivers in accord with A.R.S. 15-753 shall be offered classes teaching English and other subjects through bilingual education techniques or other generally recognized educational methodologies permitted by law. WUSD # 9 students wishing to receive Bilingual education shall be permitted to transfer to a public school in which such classes are offered.

**Parental Waivers:** With prior written informed consent, provided on an annual basis, a student's parent or legal guardian may request a waiver from the application of A.R.S. 15-752 – *being placed in an English language classroom*. In order to apply for a waiver the parent or guardian must: Visit the school to apply for the waiver, and while at the school, be provided a full description of the educational materials to be used in the different educational program choices, and be provided all the educational opportunities available to the child.

A parental exception waiver may be applied for if the above prerequisites have been met and at least one (1) of the following applies:

The student already possesses good English language skills as measured by:

Oral evaluation or standardized test of English vocabulary, comprehension, reading, and writing in which the student scores:

- Approximately at or above the state average for the student's grade level, or at or above the 5<sup>th</sup> grade average, whichever is lower if the student is age ten (10) or older, and:

- It is the informed belief of the school principal and educational staff that an alternate course of educational student would be better suited to the student's overall educational progress and rapid acquisition of basic English language skills.
- The student has special individual needs (physical or psychological needs above and beyond the lack of English proficiency).

Any decision to issue a waiver based on special individual need is to be made subject to the examination, approval and authorizing signature of the Superintendent within, but not limited to, the guidelines outlined in WUSD # 9 Policy IHBE dated 2001 and/or any revisions of this policy.

**Highly Qualified Staff:** WUSD # 9 strives to provide students with teachers and staff that are highly qualified for the positions in which they hold. Teachers must be certified in the area in which they are teaching to meet the criteria for the "No Child Left Behind Act". Festival Foothills Elementary School will notify parents when a teacher is assigned that is certified in an area outside of their assignment or when a substitute teacher is hired to fill in for a long term leave or unplanned vacancy. Parents wishing to review the resume of their child's teacher are welcome to come to the Festival Foothills Elementary School office School Information Binder.

**Physical Education Program:** All students enrolled in physical education classes are expected to dress in appropriate attire: loose fitting, comfortable clothing, good socks and athletic shoes. Long hair should be tied back and jewelry should not be worn. If student attire or shoes prohibit participation or present a safety hazard, the physical education grade may be affected. Students are expected to participate in all phases of the physical education program. Short-term exclusion, due to health reasons, must be accompanied by a written excuse from the parent. The reason for the excuse and the dates to be excluded must be stated. Students needing to be excused for more than five days will need to bring a note from a physician stating the reason for the excuse and the dates to be excluded.

**Specials and Extra-Curricular Activities:** Festival Foothills offers a variety of extra-curricular activities. Students in Kindergarten through 8<sup>th</sup> grades participate weekly in PE, Music, Art, and Technology. After School activities include Middle School Volleyball and Basketball, Band (5<sup>th</sup>-8<sup>th</sup> Grades), Junior Statesmen of America (8<sup>th</sup> Grade), Student Council (4<sup>th</sup>-8<sup>th</sup> Grades), Yearbook (6<sup>th</sup>-8<sup>th</sup> Grades), Tutoring (1<sup>st</sup>-8<sup>th</sup> Grades), Gym Games (1<sup>st</sup>-8<sup>th</sup> Grades) which features a variety of sports and activities, Summer School, and Summer Camp.

**Field Trips:** As part of the educational process, planned field trips are available to Festival Foothills students. This activity is viewed as an integral part of learning through first hand experiences.

**Library/Media Center:** All students are encouraged to use the library. Students may check out up to two books at a time for a period of two weeks. All library books and materials must be returned promptly. Reference books may be checked out for overnight use only. Students are responsible for all books and materials checked out. Students are responsible for paying for any lost or damaged books and materials. All school rules are enforced in the library. Students are expected to study quietly, return materials to designated areas, and help keep the library in order.

**Assessments:** Throughout the school year, we use a couple of assessment tools to monitor student growth and progress. Students in 1<sup>st</sup> through 8<sup>th</sup> grades take a Galileo Benchmark Assessment five times per year, including a pre and post assessment, and an assessment at the end of the first three quarters. These assessments help teachers to identify areas of strength and weakness to guide their instruction. Students take a reading and math assessment that are typically 25-30 questions each during testing weeks. We also do short oral reading fluency assessments and math fluency several times per year that are short, lasting only a few minutes. This is a good indicator of students' overall "health" in regards to reading and math.

Students in 1<sup>st</sup> through 8<sup>th</sup> grades take District Formative Assessments at the end of each learning standard. These are short 5-6 question quizzes, and if students attain 80% mastery on the formative, they will attend Enrich to expand on this learning standard the following week. If they achieve less than 80%, students attend Reteach to help them master the learning standard. Reteach and Enrich is a time period built into the schedule for all students in 1<sup>st</sup>-8<sup>th</sup>.

**Homework:** Homework is an extension of the learning experiences students have during the school day. It is designed to support what they have learned in their classes and help students achieve mastery in their learning. Parents can aid their students by providing a quiet place to study, reviewing their homework, and helping them study for tests. At Festival Foothills Elementary, we follow the “10 Minute Rule.” In addition to their nightly reading, students should be spending approximately 10 minutes on homework per grade level per night.

1<sup>st</sup> grade= 10 minutes  
2<sup>nd</sup> grade= 20 minutes  
3<sup>rd</sup> grade= 30 minutes  
4<sup>th</sup> grade= 40 minutes  
5<sup>th</sup> grade= 50 minutes  
6<sup>th</sup>-8<sup>th</sup> grade= 60-80 minutes

### **Report Cards & Grading Scale**

Report cards are issued at the end of each grading period. The report card is a means of communication between the school and the home. Progress reports are sent home in the middle of each grading period.

Festival Foothills Elementary School uses the following *grading scale*:

A	90 % - 100 %
B	80 % - 89 %
C	70 % - 79 %
D	60 % - 69 %
F	below 60 %

In some cases, students will receive an INCOMPLETE (I) instead of a grade. This means that they have not completed the required work. Students have up to two weeks after the grading period to make up an INCOMPLETE. If they do not complete the work the incomplete turns into a failing grade.

**Honor Roll:** The Festival Foothills Honor Roll will be awarded to students with a 3.25 grade point average. If students have a D or F on their report card for that semester, they will not be eligible for the Honor Roll. The Principal’s Honor Roll will be awarded to students with a 4.0 grade point average.

**Parent/Teacher Conferences:** In addition to report cards, parent conferences are held at the end of the first and second nine-week grading periods. Parents are urged to attend. Conferences are a good time for you to discuss your child’s special needs and progress with his/her teacher. It is most beneficial if you come to your child’s conference with questions you have prepared in advance.

Please do not wait for the scheduled Parent/Teacher Conferences if you have any questions regarding your child’s education. Parents are welcome to call their child’s teacher anytime during the year to request additional conferences. On occasion, your child’s teacher may also call you regarding your child’s progress. It is extremely important that you, your child and your child’s teacher work closely together to ensure the greatest success for your child.

### **Lost & Found**

The *LOST AND FOUND* is located in the Media Center at Festival Foothills. Money, jewelry and other valuable items should be brought to the school office. Unclaimed items will be donated to a local charity at the end of the school year. **It is strongly suggested that parents mark jackets and other easily misplaced items with the students’ names.**

## **Birthdays**

If you wish to celebrate your child's birthday, please contact your child's teacher in advance. All special treats will be served in the cafeteria during the lunch period. Special treats should be store bought and include enough for each child in the classroom. Please avoid messy treats such as a single cake (that needs to be cut and shared) or cupcakes. Please see your student's teacher for allergy information or special circumstances. If sending invitations to school, please send enough for all students in the class, or all boys or all girls, to avoid hurt feelings and students being left out. If there are not enough invitations to be all inclusive, please deliver them at a time other than at school.

## **Animals and Pets**

Children should not bring animals or pets to school. If a child has an animal or pet(s) he/she would like to show to the class, his/her parent must contact the principal to obtain permission one day in advance and to make the necessary arrangements. Because animals cannot be left at school the full day, all animals must go home with the parent.

**\*\*Animals must be in a secure container and cannot be transported on the school bus.**

## **Raising Expectations Policy (1<sup>st</sup>-8<sup>th</sup> Grades)**

The following policies were enacted to focus attention on the value of academic achievement and to increase accountability.

### **RECOGNITIONS**

1. Students who “exceed” the standard on the reading and/or math sections of AZMerit will receive recognition at the start of the school year.
2. Students who “exceed” on the reading and/or math sections of the Galileo benchmark test will receive recognition.

### **REQUIRED INTERVENTIONS**

1. A District Assessment (Galileo) will be given to all students, Grades 1 – 5, for reading and math. Any student who “falls far below” on the district assessment will be required to complete 8 hours of remediation in the area of greatest need.
2. If, at the end of the 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> grading period, a student has an F in reading or math, the student will be required to successfully complete a minimum of 8 hours of remediation in the area of greatest need or if possible, in all areas of need.
3. If, at the end of the 4<sup>th</sup> grading period, a student has an F in reading or math, the student will be required to attend summer school.

### **REMEDICATION**

May include one or more of the following:

- |                         |   |
|-------------------------|---|
| 1. Tutoring             | 4. Saturday School                                      |
| 2. Intersession courses | 5. Private or Commercial Tutoring Approved by Principal |
| 3. Summer School        |   |

### **EXCESSIVE ABSENCES**

Regular school attendance promotes learning and achievement; therefore, students who have ten or more days of excused or unexcused absences in a semester will be required to complete 8 hours of remediation.

### **CONSEQUENCES**

Students who fail to successfully complete the required remediation will be recommended for retention.

#### **NOTES:**

- Each school team will determine, based upon need, which students are selected for intervention and the hours required based upon the provisions identified in items 1, 2 and 3 of the “Required Interventions” section as well as the components listed in the Excessive Absences section.
- **Funding will determine the interventions available.**
- Individual schools may choose to implement complementary positive and negative consequences for all testing programs.
- Special Education students requiring interventions will be referred to the IEP Team.
- Principals have the authority to make exceptions for students on an individual basis.
- Any retention decision may be appealed to the Governing Board, as per Board Policy.

## USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

### ELECTRONIC INFORMATION SERVICES STUDENT USER AGREEMENT

When the signed agreement is returned, the user may be permitted use of *electronic information services* (EIS) resources.

#### **Terms and Conditions**

***Acceptable Use:*** Each user must:

- Use the EIS to support personal educational objectives consistent with the educational goals and objectives of the Wickenburg Unified School District.
- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- 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.
- Be responsible for the appropriate storage and backup of their data.

***Unacceptable Uses:***

- 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 will not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- Users will not use the EIS in any way that disrupts the use of the EIS by others.
- Users will not use the EIS for commercial or financial gain, political lobbying, or fraud.
- Users will not attempt to harm, modify, add, or destroy software or hardware.
- Users will not interfere with system or network security.
- Users shall not access the network for any non-educational purposes.
- 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 will not download and use games, files, documents, music, or software for non-educational purposes. (i.e., Shockwave games/animations, audio and other visual files).
- Users will not possess any data, which may be considered a violation of these regulations, in paper, magnetic (disk), or any other form.



- Users will not display name *or* photo to personally identify an individual without receiving written permission.
- Users will not reveal full name, address, phone number, or personal email without permission from an adult.
- Users shall not plagiarize work that is found on the internet or any other electronic resource.
- Users will not harass, insult, attack others, or use obscene language in written communications.
- Users will not post anonymous messages.
- Users may not use *free* web based email, messaging, video conferencing, or chat services without written permission from the District Information Technology Department.

#### ***Resource Limitations:***

- Activities that are deemed by the network supervisor 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 educational or career 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.

#### **Use of Personal Devices:**

- The Wickenburg Unified School District does not assume responsibility for personal devices, ie. cell phones, iPads, tablets, and other devices that serve the purpose of gathering and tracking information and use of internet services. The district assumes no liability for the loss and/or misuse of the device.
- Students may use personal devices on field trips and other educationally sponsored trips provided they abide by the rules listed in this document. Use should be limited to communication approved by the sponsor and for purposes of photography in an appropriate fashion to document memories.
- Personal technologies may not be used during instructional time unless approved by the teacher to enhance the instructional experience.

***Personal responsibility:*** I will report any misuse of the EIS to the administration, as is appropriate. I understand that many services and products are available for a fee and *acknowledge my personal responsibility for any expenses incurred without District authorization.*

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

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

## **Drug-free Campus**

All Wickenburg Schools have been designated as drug-free zones. We will seek strong penalties against anyone who possesses, uses or sells drugs or drug paraphernalia on or near our campus. Signs informing the public of this are posted around the campus.

## **Smoke-Free Campus**

A.R.S. 36-798.03 states that tobacco products are prohibited on school grounds, inside school buildings, in school parking lots or playing fields, in school buses or vehicles, or at off-campus school-sponsored events.

**Random Sweeps by Narcotics Dogs:** Due to factual evidence of an existing problem with student drug possession, use and abuse and in an effort to keep Vulture Peak free of drugs and to protect students' health and safety, authorities may conduct sweeps using trained and reliable narcotics canines to sniff students' belongings, including backpacks and school property, including desks, and storage areas, as permitted by law, to alert to the presence of illicit drugs, alcohol, weapons, other illegal contraband, or any material or matter detrimental to the health, safety or welfare of students. Such inspections by school authorities, law enforcement and/or other qualified personnel and trained dogs may be at any time with or without reason, or with or without notice.

## **Family Educational Rights and Privacy Act (FERPA)**

ANNUAL NOTIFICATION TO PARENTS REGARDING CONFIDENTIALITY OF STUDENT EDUCATION RECORDS [34 C.F.R. 300.561 AND 300.572]

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

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;

Specified officials for audit or evaluation purposes;  
Appropriate parties in connection with financial aid to a student;  
Organizations conducting certain studies for or on behalf of the school;  
Accrediting organizations;  
To comply with a judicial order or lawfully issued subpoena;  
Appropriate officials in cases of health and safety emergencies; and  
State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

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

## **Bus Discipline Procedures (EEAE)**

Transportation is extended to students in the District as determined by Policy. It is not a legal requirement except for transportation of special needs students as required by their individual education program. The Governing Board requires students to conduct themselves on the bus, prior to boarding the bus, and leaving the bus, in a manner consistent with established standards for classroom behavior. Bus misconduct may result in suspension from the bus and/or school discipline consequences for behavior on any other school property as defined in this Discipline Handbook. Students who have their bus privileges suspended are expected to be in attendance as per the State's compulsory attendance law.

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

Suspension from the bus may also result in other disciplinary consequences. All suspensions start only after parent contact. Every attempt will be made to contact the parent by phone. If unsuccessful, written notice will be mailed and/or sent home with the student. Transportation suspensions are progressive.

Students are required to ride their assigned bus. If a student needs to ride another bus due to an emergency, parents must write a note to take to the school office. The school will then complete the appropriate form that allows the student to board the bus. Notes to the driver are unacceptable.

Video cameras may be on the buses. (Cameras are used by the District primarily for aiding student discipline on the buses.)

### **Arriving at pickup point**

- Be on time. Leave home in time so that you will arrive at the pickup point before the school bus.
- If you have to walk along the road to reach the bus stop, walk on the left side facing the oncoming traffic.
- Walk on the shoulder of the road where possible, and not on the traveled portion.
- If other students are waiting at the bus stop, get in line without pushing or crowding and stay off the roadway.

**Boarding the bus**

- Line up in single file, with younger students in front, so they can board first.
- Wait until the bus comes to a complete stop before attempting to get on board.
- Board the bus quickly but without crowding or pushing.
- Never run on the bus, as the steps or floor may be slippery, especially in wintertime. Place your foot squarely on the step, not on the edge, and use the handrail.
- Be particularly careful if you are carrying books or other items, as it is difficult to see the steps and to hold the handrail.
- Go directly to your seat and sit straight, well to the back of the seat, and face the front of the bus.

**School bus rules and conduct**

- The bus will not move until all passengers are seated.
- Remain seated throughout the trip, and leave your seat only when the bus has reached its destination and comes to a complete stop.
- Keep your books and parcels on your lap or put them under the seat or on the luggage rack.
- Keep the aisle clear.
- Do not talk to the driver except in case of emergency.
- Avoid doing anything that might disturb or interfere with the driver. Do not use loud talking or yelling.
- Never stick hands, arms, head, or feet out of the windows of the bus.
- Do not open windows without the driver's permission.
- Do not throw anything within the bus or out of a window; you might injure a pedestrian or force a motorist to make a dangerous maneuver.
- Do not touch the emergency door or exit controls or any of the bus safety equipment.
- Do not leave litter in the bus.
- Eat at home or school, but not on the bus.
- Obey promptly the directions and instructions of the school bus driver.

**Prohibited items on the bus**

- Tobacco or tobacco products are not allowed in a school bus.
- Alcoholic beverages shall not be carried in a school bus.
- Insects, reptiles, or other animals shall not be transported in a school bus.
- No weapon, explosive device, harmful drug, or chemical shall be transported in a school bus.
- Balloons are not allowed on the bus because they can pose a safety issue to the driver and the students.

**Exiting from the bus**

- Remain seated until the bus has reached its destination and comes to a complete stop.
- Do not push or crowd when leaving the bus.
- 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 highway diagonally.
- Walk briskly across the road, but do not run.
- Never cross the road behind the bus.

**Accidents or other emergencies**

- In case of an accident or emergency, older students should help the driver to maintain order and assist younger students.
- Stay in the bus unless otherwise directed by the driver.
- If you have to leave the bus, stay in a group and obey the driver's instructions.
- Do not expose yourself or others to needless hazard.

**Disciplinary Process**

- Upon receiving the complaint and discussing it with the driver, the school administrator or prevention/intervention team member will call the student to the office and warn the student that the parents must be notified that the student will be put off the bus if the misbehavior continues.
- If poor conduct continues, the driver will again report the incident to the school administration. After discussion, it will be decided whether to take the bus-riding privilege away from the student, and, if so, for how long.

- When a student is not allowed transportation by school bus, the school administration will inform the parents of the penalty, the reason for it, and how long the penalty will last. In such cases, the parents become responsible for seeing that their child gets to and from the school safely.
- A student who is put off one (1) bus will be refused transportation by all drivers for the specified period of time.

**NOTE:** If the student is in Special Education or in the evaluation process, refer to section regarding Special Education procedures.

## **Year-To-Year Progressive Discipline**

Year-to-year progressive discipline will be used, at the discretion of the administration, in cases in which a student commits the same infraction repeatedly over the duration of the student's tenure in the District.

Discipline will be progressive for students in grades K-12 in the following categories:

- Alcohol and Drugs
- Arson
- Assault and Fighting
- Death Threat
- Sexual Offenses
- Weapons

## **Appendix A: Discipline Guidelines: Grades K-12**

**Note:** Administration will exercise discretion when determining consequences and may assign a more or less severe consequence than outlined in the guidelines below. An in-school suspension is an administrative option as a possible disciplinary action in lieu of out of school suspension.

An asterisk (\*) indicates that the violation must be reported to ADE.

A double asterisk (\*\*) indicates that the violation must be reported to ADE and a police report may be filed.

		Consequence	
Infraction	Definition	First Offense	Repeated Offense
*Alcohol Violation (use, distribution, possession, under the influence, paraphernalia)	The possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes being intoxicated at school, school-sponsored events and on school-sponsored transportation.	Min: 5 Day Suspension  Max: Long-Term Suspension	Min: 10 Day Suspension  Max: Expulsion
Arson: *Of a Structure or Property **Of an Occupied Structure	Damaging a structure or property by knowingly causing a fire or explosion. (A.R.S. §13-1703, 1704)	Min: Long-Term Suspension/ Restitution  Max: Expulsion	Min: Expulsion/ Restitution
*Assault	A person commits assault by: (1) intentionally, knowingly or recklessly causing any physical injury to another person; or (2) intentionally placing another person in reasonable apprehension of imminent physical injury; or (3) knowingly touching another person with the intent to injure, insult or provoke such person. (A.R.S. §13-1203)	Min: K-5: 1 Day Suspension 6-12: 3 Day Suspension  Max: Long-Term Suspension	Min: K-5: 3 Day Suspension 6-12: 5 Day Suspension  Max: Expulsion
**Assault (Aggravated)	An assault (as defined above) accompanied by circumstances that make the situation severe, such as the use of a deadly weapon or dangerous instrument; causing serious physical injury to another; committing the assault knowing, or having reason to know, the victim is a peace officer or a school employee engaging in a school-related activity. (A.R.S. §13-1204)	Min: Long-Term Suspension  Max: Expulsion	Min: Expulsion
**Bomb, **Chemical or **Biological Threat	Threatening to cause harm using a bomb, explosive, arson-causing device or using chemical or biological agents. (A.R.S. §13-2911)	Min: 5 Day Suspension  Max: Long-Term Suspension	Min: Long-Term Suspension  Max: Expulsion

* <i>Bullying</i>	Repeated acts over time that involve a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical, verbal, or psychological. Cyber-Bullying includes bullying through the misuse of technology. (A.R.S. §15-341.40)	Min: Conference/ Mediation  Max: 10 day Suspension	Min: 5 Day Suspension  Max: Expulsion
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## **Appendix A: Discipline Guidelines: Grades K-12**

Note: **Administration will exercise discretion when determining consequences and may assign a more or less severe consequence than outlined in the guidelines below.** An in-school suspension is an administrative option as a possible disciplinary action in lieu of out of school suspension.

An asterisk (\*) indicates that the violation must be reported to ADE.

A double asterisk (\*\*) indicates that the violation must be reported to ADE and a police report may be filed.

Infraction	Definition	Consequence	
		First Offense	Repeated Offense
<b>**Burglary or Breaking and Entering</b>	Entering or remaining unlawfully in or on school property with the intent to commit any theft or any felony therein. (A.R.S. §13-1506, 1508)	Min: 5 Day Suspension/ Restitution  Max: Long-Term Suspension	Min: Expulsion/ Restitution
<b>Cheating or Plagiarism</b>	Knowingly using information or property of another, or knowingly sharing academic information to gain an unfair advantage. To steal or use the ideas or words of another as one's own	Min: Loss of credit for assignment  Max: 3 day Suspension/ Loss of credit in class	Min: 3 day Suspension/ Loss of credit  Max: 10 day Suspension
<b>Combustible</b>	Possession of any combustible substance or object capable of causing harm or damage, i.e. matches, lighters, firecrackers, gasoline, lighter fluid.	Min: K-5: Warning 6-12: 1 day Suspension  Max: 5 day Suspension	Min: 3 day Suspension  Max: Expulsion
<b>Contraband</b>	Items stated in school handbooks or policy as prohibited.	Min: Warning  Max: 3 day Suspension	Min: Detention  Max: 10 day Suspension
<b>*Dangerous Item</b>	Any device that under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable of causing death or serious physical injury. May include: B.B. Gun, Knife with blade less than 2.5 inches, Laser Pointer, Letter Opener, Mace, Paintball Gun, Pellet Gun, Razor Blade or Box Cutter, Taser or Stun Gun, Tear Gas, or Other Dangerous Item. (A.R.S. §13-105.11)	Min: K-5: 1 Day Suspension 6-12: 5 Day Suspension  Max: Long-Term Suspension	Min: 10 day Suspension  Max: Expulsion
<b>Disorderly Conduct</b>	Any act which substantially disrupts the orderly conduct of a school function; behavior which substantially disrupts the orderly learning environment; or poses a threat to the health, safety, and/or welfare of students, staff, or others. (A.R.S. § 13-2904)	Min: 3 day Suspension  Max: 10 day Suspension	Min: 10 day Suspension  Max: Expulsion



## **Appendix A: Discipline Guidelines: Grades K-12**

Note: **Administration will exercise discretion when determining consequences and may assign a more or less severe consequence than outlined in the guidelines below.** An in-school suspension is an administrative option as a possible disciplinary action in lieu of out of school suspension.

An asterisk (\*) indicates that the violation must be reported to ADE.

A double asterisk (\*\*) indicates that the violation must be reported to ADE and a police report may be filed.

Infraction	Definition	Consequence	
		First Offense	Repeated Offense
<i>Disrespect, Defiance, Non-Compliance toward authority</i>	Refusal to follow directions, talks back, socially rude interaction. Intentionally resisting or disregarding the authority of district personnel. Displaying contempt or rudeness.	Min: Conference  Max: 10 day Suspension	Min: 3 day Suspension  Max: Expulsion
<i>Disruption</i>	Behavior causing interruption or disturbance in a class, on campus or at school-sponsored events.	Min: Conference  Max: 5 day Suspension	Min: 3 day Suspension  Max: Long-Term Suspension
<i>Dress Code Violation</i>	Clothing that does not fit within the dress code guidelines stated in school or district policy.	Min: Change of clothes  Max: 1 day Suspension	Min: Change of clothes  Max: 3 day Suspension
<b>**Drug Violation</b>  <i>(use, distribution, possession, under the influence)</i>	Chemical substances, narcotics, prescription or non-prescription medications, inhalants, controlled substances, or substances that students represent to be chemical substances, narcotics, or controlled substances.  School administration will consider circumstances and investigative evidence for violations involving over the counter non-prescription pharmaceuticals and have the authority to adjust consequences accordingly. (A.R.S. § 13-3415)	Min: 10 day Suspension   Max: Expulsion	Min: Expulsion
<i>Drug Paraphernalia</i>	Any apparatus or equipment used or capable of being used in storing, concealing, absorbing or consuming a drug. (A.R.S. § 13-3415F)	Min: 10 day Suspension  Max: Long-Term Suspension	Min: Expulsion
<b>*Endangerment</b>	Recklessly or intentionally creating a substantial risk of injury or imminent death to another. Consequence depends on the potential severity of harm. (A.R.S. § 13-1201)	Min: 3 day Suspension  Max: Long-Term Suspension	Min: 10 day Suspension  Max: Expulsion

## **Appendix A: Discipline Guidelines: Grades K-12**

Note: **Administration will exercise discretion when determining consequences and may assign a more or less severe consequence than outlined in the guidelines below.** An in-school suspension is an administrative option as a possible disciplinary action in lieu of out of school suspension.

An asterisk (\*) indicates that the violation must be reported to ADE.

A double asterisk (\*\*) indicates that the violation must be reported to ADE and a police report may be filed.

Infraction	Definition	Consequence	
		First Offense	Repeated Offense
<i>*Extortion</i>	The act of knowingly obtaining or seeking to obtain property or services by means of a threat to cause physical injury, cause damage to property, engage in illegal conduct, or make false accusations. (A.R.S. § 13-1804)	Min: K-5: 1 Day Suspension 6-12: 3 Day Suspension  Max: 10 day Suspension	Min: 5 day Suspension  Max: Expulsion
<i>*Fighting</i>	When two or more persons engage in any violence toward each other in an angry or quarrelsome manner. Mutual participation involving physical violence.	Min: K-5: 1 Day Suspension 6-12: 3 Day Suspension  Max: 10 day Suspension	Min: 10 day Suspension  Max: Expulsion
<i>**Fire Alarm Misuse</i>	Intentionally ringing a fire alarm when there is no fire. (A.R.S. §13-2911)	Min: 1 day Suspension  Max: 10 day Suspension	Min: 5 day Suspension  Max: 10 day Suspension
<i>Gambling</i>	Playing games of chance for money or to bet a sum of money.	Min: 1 day Suspension  Max: 3 day Suspension	Min: 3 day Suspension  Max: 5 day Suspension
<i>*Harassment, Nonsexual</i>	The persistent or repeated annoying, worrying or tormenting of another. Defamation. (see also Bullying and Sexual Harassment) (A.R.S. §15-341.40) (A.R.S. § 13-2921)	Min: Mediation  Max: 10 day Suspension	Min: 5 day Suspension  Max: Expulsion
<i>*Hazing</i>	Any act committed against another student in connection with an initiation to a school affiliated organization that causes or contributes to a substantial risk of injury, mental harm or personal degradation. (A.R.S. § 15-2301)	Min: 1 day Suspension  Max: 10 day Suspension	Min: 10 day Suspension  Max: Expulsion
<i>Indecent Exposure or Public Sexual Indecency</i>	Exposing genital or private areas. Engaging in sexual contact or sexual acts in public. (A.R.S. § 13-1402, 1403)	Min: 3 day Suspension  Max: 10 day Suspension	Min: 5 day Suspension  Max: Expulsion
<i>Language, Inappropriate</i>	Any communication that includes swearing, name calling, or use of words or symbols in an inappropriate way. Hate messages.	Min: Warning  Max: 3 day Suspension	Min: 1 day Suspension  Max: 10 day Suspension

## **Appendix A: Discipline Guidelines: Grades K-12**

Note: **Administration will exercise discretion when determining consequences and may assign a more or less severe consequence than outlined in the guidelines below.** An in-school suspension is an administrative option as a possible disciplinary action in lieu of out of school suspension.

An asterisk (\*) indicates that the violation must be reported to ADE.

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Infraction	Definition	Consequence	
		First Offense	Repeated Offense
<i>Leaving Campus without Authorization</i>	Leaving school grounds or being in an “out-of-bounds” area during regular school hours without permission of the principal or principal designee.	Min: Detention  Max: 3 day Suspension	Min: 3 day Suspension  Max: 5 day Suspension
<i>Lying or Forgery</i>	To make an untrue statement or impression with intent to deceive. The act of falsely or fraudulently marking or altering a document. Using verbal or written communication that is knowingly false or fraudulent.	Min: Conference  Max: 5 day Suspension	Min: 3 day Suspension  Max: 10 day Suspension
<i>Minor Aggressive Act</i>	Non-serious but inappropriate physical contact. Hitting, poking, pushing, tussles, minor confrontations, shoving. Actions that demonstrate low level hostile behaviors.	Min: Mediation  Max: 10 day Suspension	Min: 3 day Suspension  Max: Long-Term Suspension
<i>Negative Group Affiliation</i>	Attitudes and actions affiliated with gang or negative group activities.	Min: Conference  Max: 10 day Suspension	Min: 3 day Suspension  Max: Expulsion
<i>Pornography</i>	The use or possession of sexually explicit images, pictures, words, devices or electronic images that offends or disturbs the educational environment.	Min: K-5: Detention 6-12: 1 Day Suspension  Max: 10 day Suspension	Min: 3 Day Suspension  Max: Long-Term Suspension
<i>Public Display of Affection</i>	Kissing, hugging, fondling or touching in public.	Min: Warning  Max: 3 day Suspension	Min: 1 day Suspension  Max: 5 day Suspension
<i>Recklessness</i>  <i>(Horseplay/ Roughhousing)</i>	Unintentional, careless behavior that may pose a risk to others. Rough boisterous play or behavior.	Min: Conference  Max: 3 day Suspension	Min: 1 Day Suspension  Max: 10 day Suspension
<i>**Robbery</i>	Using force or threatening to use force to commit a theft. (A.R.S. §13-1902)	Min: 10 day Suspension/ Restitution  Max: Expulsion	Min: Expulsion

## **Appendix A: Discipline Guidelines: Grades K-12**

**Note:** Administration will exercise discretion when determining consequences and may assign a more or less severe consequence than outlined in the guidelines below. An in-school suspension is an administrative option as a possible disciplinary action in lieu of out of school suspension.

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Infraction	Definition	Consequence	
		First Offense	Repeated Offense
<b>**Robbery (Armed)</b>	Robbery while armed with or threatens to use a deadly weapon, dangerous instrument or simulated deadly weapon. (A.R.S. §13-1904)	Min: Expulsion	
<b>**Sexual Abuse</b>	Intentionally or knowingly engaging in sexual contact with any person without consent of that person. For definition, refer to A.R.S. §13-1404, A.R.S. §13-1405, and A.R.S. §13-1410.	Min: 10 day Suspension  Max: Expulsion	Min: Expulsion
<b>**Sexual Assault</b>	For definition, refer to A.R.S. §13-1406.	Min: Expulsion	Min: Expulsion
<b>**Sexual Harassment</b>	Unwelcome conduct or discrimination based on gender that includes sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature made by one individual to another.	Min: K-5: Conference 6-12: 1 Day Suspension  Max: 10 day Suspension	Min: 5 day Suspension  Max: Expulsion
<b>**Sexual Harassment with Contact</b>	Sexual harassment that includes unwanted physical contact of <u>non-sexual body parts</u> .	Min: K-5: Conference 6-12: 1 Day Suspension  Max: 10 day Suspension	Min: 5 day Suspension  Max: Expulsion
<b>Simulated Weapon</b>	An instrument displayed or represented as a weapon.	Min: 1 day Suspension  Max: 10 day Suspension	Min: 5 day Suspension  Max: Expulsion
<b>Tardy</b>	Failure to be at a designated location at a specified time.	Min: Warning  Max: 3 day Suspension	Min: Detention  Max: 5 day Suspension
<b>Technology, Improper use</b>	Failure to use hardware, software, electronic devices, web pages and networks for the intended educational use or in a manner that causes disruption. This includes the unauthorized access of any computer, system, or network.	Min: Conference  Max: 5 day Suspension	Min: 1 day Suspension  Max: 10 day Suspension
<b>Telecommunication / Electronic Device</b>	Violation of district policy or school rules related to cell phones, handheld devices, pagers, media players or other electronic items, whether operational or non-operational.	Min: Confiscation  Max: Detention	Min: Confiscation  Max: 3 day Suspension

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Note: **Administration will exercise discretion when determining consequences and may assign a more or less severe consequence than outlined in the guidelines below.** An in-school suspension is an administrative option as a possible disciplinary action in lieu of out of school suspension.

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Infraction	Definition	Consequence	
		First Offense	Repeated Offense
<i>*Theft</i>	Taking, attempting to take or controlling money or property that belongs to another person or the school. (A.R.S. §13-1802)	Min: K-5: 1 day Suspension 6-12: 3 Day Suspension Restitution  Max: 10 day Suspension	Min: 3 day Suspension Restitution  Max: Long Term Suspension
<i>*Threat or Intimidation</i>	The intent, by word or conduct, to cause physical injury or serious damage to person or property. To frighten, compel, or deter by actual or implied threats. (A.R.S. §13-1202)	Min: Mediation  Max: 10 day Suspension	Min: 5 day Suspension  Max: Expulsion
<i>*Tobacco Violation</i>	Refers to smoking tobacco (e.g. cigarettes, cigars) and smokeless tobacco (e.g. dip, chew, snuff, or twist), including paraphernalia. Possession of tobacco products on K-12 school grounds, vehicles or at off-campus school-sponsored events is a violation of the law. (A.R.S. § 36-798)	Min: 3 day Suspension  Max: 5 day Suspension	Min: 5 day Suspension  Max: 10 day Suspension
<i>Transportation / Bus / Bus Stop</i>	Infractions while on a school bus, district vehicle or at a school bus stop may result in <u>additional consequences</u> , including suspension of bus privileges.	Min: Conference/Warning  Max: 10 day bus suspension	Min: 1 day bus suspension  Max: Suspension of bus privileges for the remainder of the year
<i>Trespassing</i>	To enter or remain on a school campus without authorization. Includes students under suspension or expulsion. (A.R.S. § 15-841) (A.R.S. § 13-1503)	Min: Warning  Max: 3 day Suspension	Min: 1 day Suspension  Max: 10 day Suspension
<i>Truancy</i>	Truant means an unexcused absence for at least one class period (ditching). Habitually Truant means being truant for at least 5 school days during the year. ten percent of the school year or having five unexcused absences. (A.R.S. § 15-802, 803)	Min: Warning  Max: 3 day Suspension	Min: Detention  Max: 3 Day Suspension
<i>*Vandalism</i>	Willful destruction or defacement of school or personal property. Graffiti and Tagging. (A.R.S. § 13-1602)	Min: 3 day Suspension/ Restitution  Max: Long-Term Suspension	Min: 10 day Suspension/ Restitution  Max: Expulsion

## **Appendix A: Discipline Guidelines: Grades K-12**

Note: **Administration will exercise discretion when determining consequences and may assign a more or less severe consequence than outlined in the guidelines below.** An in-school suspension is an administrative option as a possible disciplinary action in lieu of out of school suspension.

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Infraction	Definition	Consequence	
		First Offense	Repeated Offense
<i>Vehicle / Parking Lot Violation</i>	Improper driving or parking of a vehicle on school district property without permission, and/or parking in prohibited areas.	Min: Warning; Suspension of parking privilege  Max: 5 day Suspension	Min: 1 day Suspension  Max: 10 Day Suspension
<i>Verbal Abuse/Profanity</i>	The use of profanity or any derogatory language stated publicly.	Min: Warning  Max: 3 day Suspension	Min: 1 day Suspension  Max: 10 day Suspension
<i>Verbal Provocation</i>	Use of language or gestures that may incite a person to fight.	Min: Mediation  Max: 5 day Suspension	Min: 3 day Suspension  Max: Long-Term Suspension
<i>**Weapon: Firearm, Destructive Device</i>	Any firearm, loaded or unloaded, including a starter gun, firearm muffler, silencer or any destructive explosive, combustible device. (A.R.S. § 13-3101)	Min: Long-Term Suspension  Max: Expulsion	Min: Expulsion
<i>**Weapon: Other</i>	Prohibited instruments which could be used as a weapon, including dagger, dirk, stiletto, knife with a blade over two and one-half inches in length, pocket knife opened by a mechanical device, iron bar, brass knuckles, chains, billy clubs, Chinese stars. (A.R.S. § 13-3102(11))	Min: Long-Term Suspension  Max: Expulsion	Min: Expulsion