SADDLE MOUNTAIN
Unified School District #90

Parent/Student Handbook

Ruth Fisher Elementary School

2015 – 2016

Rene Molina, Principal
Joyce Carson, Dean of Students

Dear Saddle Mountain Parents and Guardians:

This handbook is designed to provide detailed information on many aspects of your student's education in the Saddle Mountain Unified School District. Throughout this handbook, references to appropriate governing board policy will accompany the information. All policies referred to in this document can be accessed online at http://www.azsba.org. Each school's principal maintains a copy of all board policies as well, which you are welcome to examine. Your best source for further clarification of any items contained in this handbook is your school's principal.

We welcome you and your student(s) to our district and look forward to working with you to help all of our students achieve success.

Mark Joraanstad, Ed. D. Superintendent	Gary Burton Board President	Paul Roetto Board Clerk
Dan Blackson Board Member	Jim Keith Board Member	Bernadette Delacruz Board Member

If problems arise . . .

If the concern involves a student, please contact the teacher first. If the problem persists, the principal should be contacted. If he/she is unable to resolve the situation, call the District Office at 623-474-5101. A problem that remains unresolved will be referred to the Superintendent. If necessary, the final referral should be to the Governing Board. Any concerns presented directly to the Superintendent or Governing Board as the first step will be referred back to the teacher or the principal. By following these procedures and keeping the lines of communication open, we can all work together to make school a positive, rewarding experience for your child.

Should you wish to lodge an official complaint about an employee, action or policy of the district, the procedure outlined in board policy KEB and KEB-R will be followed. The form to use can be obtained at any school or the district office.

GOVERNING BOARD NON-DISCRIMINATION POLICY (AC)

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

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RUTH FISHER ELEMENTARY SCHOOL

38201 West Indian School Road
Tonopah, AZ 85354
623-474-5501

Dear Parents/Guardians,

Welcome to Ruth Fisher Elementary School! Our teachers and staff are excited about the opportunity to work with your child during the 2015-2016 school year! At Ruth Fisher, we believe that this is a place where students come to succeed and everyone else comes to ensure the process. We humbly ask you to join us in this mission through cooperation and collaboration. Together, we can realize this passionate pursuit of greatness.

The student handbook will explain our expectations and will assist with the communication between school and home. Please take time to carefully read the handbook with your child. If you have any questions or concerns, please do not hesitate to call. Our school office number is (623)-474-5501.

Please know that communication between home and school is a critical part of a child's education. However, during the school day we ask that you call either prior to 8:15a.m., or after 4:30p.m. Phone calls during the day often pose a disruption to our students' education. All teachers will send home their email addresses in an effort to maintain regular and frequent communication with you. In case of an emergency, please call the office and we will relay any messages to your child.

Each month we will send home a calendar and it will also be posted on our website. The calendar will contain information about Ruth Fisher Elementary School and will be a valuable communication tool as well. In addition, you may also visit the school website, at ruthfisher.smusd90.org, for information regarding school activities.

Below please find important information regarding Ruth Fisher Elementary School:

School hours:

Tuesday – Friday	**Kindergarten – 2nd grade**	**8:30a.m. – 3:30p.m.**
	3rd grade – 8th grade	**8:30a.m. – 4:30p.m.**
Early Dismissal	**All grades**	**8:30a.m. – 2:00p.m.**

School office hours:
Tuesday – Friday 8:00a.m. – 5:00p.m.

School starts promptly at 8:30a.m., and students must not arrive before 8:05a.m. Staff members are not on duty until 8:05 and therefore, your child's safety cannot be assured. Students will be dismissed at 3:30p.m. for grades Kindergarten – 2nd grade. Grades 3rd – 8th will be dismissed at 4:30p.m. on regular school days. All students will be released at 2p.m. on half days. If they are not riding a bus, they should be picked up **immediately** at their dismissal time. Students not picked up at 4:30p.m. or 2:00p.m. on half days, or returned to school by the bus will wait in the school office while we try to contact the parent or guardian. If we are unable to contact the parent, guardian, or emergency contact, legal authorities will be contacted to transport the child.

Transportation has assigned a specific bus for your child that is closest to your home. **All transportation changes must be made prior to the last half hour of your child's school day. No changes will be allowed without a phone call from a parent or guardian.**

Students with 5 or more unexcused absences, 15 or more total absences, excessive tardiness, or other truancy problems will be turned over to the Maricopa County Juvenile Court System or other appropriate action will be taken. A student must be called in to the school attendance line, which is 623-474-5502, every day they are absent. We understand that there are times when problems arise, and we will work with you. **Please make every effort to ensure that your child arrives to school on time. When a child comes into a classroom after the day begins, learning is interrupted.**

By working together, we can provide every child with the best educational experience possible.

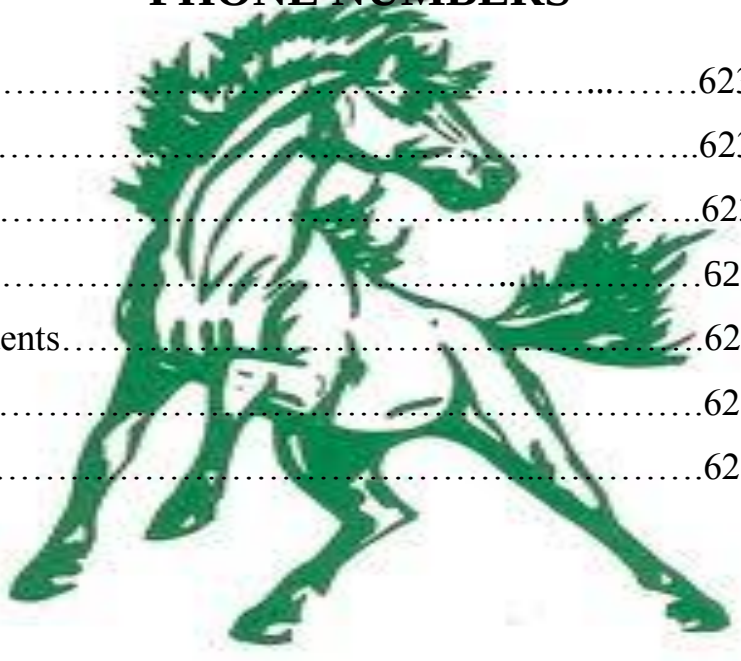
We look forward to an exciting school year with many new opportunities for excellence.

Sincerely,

Rene Molina, Principal

Joyce Carson, Dean of Students

PHONE NUMBERS



Front Office	623-474-5501
Fax	623-474-5540
Attendance	623-474-5502
Principal	623-474-5505
Dean of Students	623-474-5507
Health Aide	623-474-5518
Psychologist	623-474-5504

Please call or come by any time.
Please remember to bring ID when coming to visit.

Parent Rights

Arizona State Law (2010 Session, Senate Bill 1309)
The Arizona legislature recently clarified parent rights. Your rights under this law are summarized here. All parental rights are reserved to a parent of a minor child without obstruction or interference including, but not limited to, the following rights:

1. The right to direct the education of the minor child.
2. The right to access and review all records relating to the minor child.
3. The right to direct the upbringing of the minor child.
4. The right to direct the moral or religious training of the minor child.
5. The right to make health care decisions for the minor child, including rights pursuant to sections 15-873 and 36-2271 unless otherwise prohibited by law.
6. The right to access and review all medical records of the minor child unless otherwise prohibited by law or the parent is the subject of an investigation of a crime committed against the minor child and a law enforcement official requests that the information not be released.
7. The right to consent in writing before a biometric scan of the minor child is made pursuant to section 15-109.
8. The right to consent in writing before any record of the minor child's blood or deoxyribonucleic acid is created, stored or shared, except as required by section 36-694, or before any genetic testing is conducted on the minor child pursuant to section 12-2803 unless authorized pursuant to section 13-610 or a court order.
9. The right to consent in writing before the state or any of its political subdivisions makes a video or voice recording of the minor child, unless the video or voice recording is made during or as a part of a court proceeding, during or as part of a forensic interview in a criminal or child protective services investigation or to be used solely for any of the following:
   (a) Safety demonstrations, including the maintenance of order and discipline in the common areas of a school or on pupil transportation vehicles.
   (b) A purpose related to a legitimate academic or extracurricular activity.
   (c) A purpose related to regular classroom instruction.
   (d) Security or surveillance of buildings or grounds.
   (e) A photo identification card.
10. The right to be notified promptly if an employee suspects that a criminal offense has been committed against the minor child by someone other than a parent, unless the incident has first been reported to law enforcement and notification of the parent would impede a law enforcement or child protective services investigation. This paragraph does not create any new obligation for school districts and charter schools to report misconduct between students at school, such as fighting or aggressive play, that are routinely addressed as student disciplinary matters by the school.
11. The right to obtain information about a child protective services investigation involving the parent pursuant to section 8-807.
12. The right to opt in to a sex education curriculum if one is provided by the school district.
13. Open enrollment rights pursuant to section 15-816.01.
14. The right to opt out of immunizations pursuant to section 15-873.
15. The minimum course of study and competency requirements for graduation from high school prescribed in section 15-701.01.
16. The right to opt out of instruction on the acquired immune deficiency syndrome pursuant to section 15-716.
17. The right to review test results pursuant to section 15-743.
18. The right to participate in gifted programs pursuant to section 15-779.01
19. The right to access instructional materials pursuant to section 15-730.
20. The right to receive a school report card pursuant to section 15-746.
21. The attendance requirements prescribed in sections 15-802, 15-803 and 15-821.
22. The right to public review of courses of study and textbooks pursuant to section 15-721.
23. The right to be excused from school attendance for religious purposes pursuant to section 15-806.
24. The right to seek membership on school councils pursuant to section 15-351.
25. The right to participate in a parental satisfaction survey pursuant to section 15-353.
26. The right to information about the student accountability information system as prescribed in section 15-1042.
27. The right to access the failing schools tutoring fund pursuant to section 15-241.

Notice to Parents
As a parent of a student at SMUSD, you have the right to know the professional qualifications of the classroom teachers who instruct your child. SMUSD must notify parents if their child is taught by a teacher that is not "highly qualified." The No Child Left Behind Act allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to contact your school's principal for the following information about each of your child's classroom teachers:

- Whether the Arizona Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Arizona Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

Confidentiality of Records (JR)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. 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 within 45 days of a request made to the school administrator. Schools are not required to provide copies of records unless it is impossible for parents or eligible students to review the records without copies. Schools may charge a fee for copies.
- Parents or eligible students have the right to request in writing that a school correct records that 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:
    1. School officials with legitimate educational interest.
        a) A "school official" is a person employed or contracted by the school to serve the District, including, but not limited to: an administrator, supervisor, teacher or support staff member (including health staff, law enforcement personnel, attorney, auditor or other similar roles); a person such as a volunteer, consultant, or contractor, assisting a school official in performing his or her tasks or to whom institutional services or duties have been outsourced; or the Governing Board members when acting as the Board.
        b) A legitimate educational interest means the review of records is necessary to fulfill a professional responsibility for the school;
    2. Other schools to which a student is seeking to enroll;
    3. Specified officials for audit or evaluation purposes;
    4. Appropriate parties in connection with financial aid to a student;
    5. Organizations conducting certain studies for or on behalf of the school;
    6. Accrediting organizations;
    7. To comply with a judicial order or lawfully issued subpoena;
    8. Appropriate officials in cases of health and safety emergencies; and
    9. 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, sports participation (including height and weight of athletes) and dates of attendance **unless notified by the parents or eligible student that the school is not to disclose the information without consent.**

Reporting Suspected Child Abuse or Neglect (JLF)

The law requires any school district employee who receives information or has reason to believe a child has suffered a non-accidental injury, abuse, or has been neglected to report the situation to Child Protective Services (CPS) and/or the police. The employee is not responsible for proving abuse or neglect and is exempt from liability. However, the employee must give all factual information about the situation to CPS or to the police. Parents should be aware that Arizona Attorney General Opinions have indicated that school district employees must report all non-accidental injuries to a child. This means that if a child injures another child, that fact must be reported to law enforcement under A.R. S.13-3620. Reporting the incident to the police does not prevent the school from imposing discipline for the behavior.

Registration

Admission Procedures (JF)
To enroll your child in a Saddle Mountain School, contact the office of the school your child will attend. If you're not sure which school to contact, call the district office at 623-474-5101. When you register your child, you will need to bring the following:

- Birth Certificate or other reliable proof of the child's identity and age, including baptismal certificate, or application for social security number.
- Proof of immunizations
- Proof of residency within the district; driver's licenses and notarized letters are **not** acceptable proof of residence. Utility bills and rent receipts are examples of acceptable proof.
- Name and phone number of your doctor and an emergency contact (friend or relative).
- Address of previous school.
- Court ordered custodial documents, if applicable.
- Identification of parent/guardian, such as driver's license or other picture ID.

For admission to kindergarten, **children must be five years of age prior to September 1** of the current school year. Children who have reached age six prior to September 1 or have successfully completed an accredited kindergarten program, may be admitted to first grade.

Students registering after the beginning of the school day will start school the following morning. This avoids disrupting classes, allows the teacher to prepare a place for your child and gives your child a chance to get settled before class begins.

High School Admission Procedures
Students between the ages of sixteen and twenty-one years may be admitted to high school. A student under sixteen who does not hold an eighth-grade certificate of promotion will be admitted under specific conditions worked out with the principal and with superintendent approval. Documentation required for admission is specified above under "Admission Procedures." Students transferring from other high schools whose credits are lacking those necessary to meet the "graduation track" will be required to enroll in special credit recovery programs as specified by the principal.

Custody (JFAA)
It is the responsibility of adults having custody of a student to submit to the school a current certified copy of the effective court order or decree. In sole custody situations, the custodial parent has the right to determine the student's education unless the custody decree provides otherwise. When parents share joint legal custody, neither parent's rights are superior with regard to determining the child's education unless specified otherwise by legal court documents or with regard to determining emergency contacts. Custody is irrelevant to a parent's rights to see the child's educational records or to attend any parent-teacher meeting, school board disciplinary hearing, or special education conference. Educational records and the right to be involved in the child's education are available to either parent unless the district has been provided a court order that specifically terminates a parent's right to educational records and/or to participate in the child's education.

Student Transfers/Variances (JFB)
Occasionally, it may be in a child's best interest to transfer to another school within the district but outside the student's assigned attendance area. The transfer may be made if the accepting school has sufficient space, facilities, staff and other resources and if the principals at both schools approve the transfer request. Variance Forms can be obtained from your local school office. Variance approval is also subject to program capacity, if special services are required.

Open Enrollment
Non-resident students may also enroll in the district. Parents/guardians of a student who are on a variance to our school must have completed a variance acceptance form on file in the school office. **Parents/guardians must get approval from the school's Principal.** Parents must provide transportation. A student residing outside of the school's boundaries and who does not have a variance form on file can be withdrawn by the school. **Variances must be renewed every year.**

Student Withdrawals (JFC)
If you must withdraw your child from school, please visit the school office at least 24 hours ahead of time to fill out a withdrawal form. All school materials, such as library books or textbooks, must be returned before withdrawal is complete.

Fees

Approved by the Governing Board, these fees may be waived by the building principal for students with demonstrable, verified financial hardships, pending a suitable work arrangement.

FEE SCHEDULE FOR SADDLE MOUNTAIN UNIFIED SCHOOL DISTRICT FY 2015-16	
PROGRAM	**FEES**
A+ Lab	20.00
Advanced Placement Exam	13.00
AG Mechanics - Lab	20.00
Athletics (Elementary)	for the year 30.00
Athletics (High School)	for the year 50.00
($100 Maximum Per Family Per Year)	
Athletic Pass-Adult Single	50.00
Athletic Pass-Family	125.00
Athletic Pass-Student	40.00
Band Participation Fee	25.00
Biology Lab	20.00
Business Program	20.00
Chemistry Lab	20.00
Construction	20.00
Drama/Theater	20.00
Field Trips	As determined by event
Graphics Communications	20.00
Guitar	20.00
High School Student Technology Insurance	30.00
High School Physical Education-(Uniform/Locker/Equipment)	15.00
Student ID	5.00
Weight Training	10.00

Academics

Educational Philosophy and Curriculum

The district's Outcomes/Result Statements provide the statement of our philosophy.

1) We will explore, evaluate and expand opportunities for ongoing student success to maximize our potential.
2) We will integrate and utilize technology to promote Career & College readiness for all students.
3) We will provide a safe, welcoming, collaborative and orderly environment.
4) We will attract students, staff, families and resources to build an active cohesive community.

Mission Statement (A-0000)

Everyone learns, every day.

High School Graduation Requirements (IKF)

Each student shall demonstrate accomplishment of the standards in reading, writing, science, social studies, and mathematics adopted by the State Board of Education. Students should verify their graduation requirements every year with the high school office.

High School General Rules on Classes/Courses/Credit

1. All high school students are required to enroll in eight classes per year. Students returning for a fifth year may have their programs individually set to meet their needs. Exceptions for any of the above are at the discretion of the principal.

2. A unit of credit is defined by the North Central Association as a Carnegie Unit, which is the amount of credit awarded for the successful completion of a course which meets at least 90 minutes daily, five days per week. Classes must meet for a minimum of 18 weeks, or the equivalent amount of time within the school year.

3. No incomplete semester grades will be given unless a student or teacher has prior approval from the principal. A one-week time limit is placed on all incomplete grades unless the principal gives permission for an extension

Tonopah Valley High School
Graduation Requirements

Required Course of Study	TVHS Graduation Requirements Class of 2016	TVHS Graduation Requirements Class of 2017	AZ 4-Year College Entrance Requirements
Subject	**Credits**	**Credits**	**Credits**
English Eng. I Eng. II Eng. III Eng. IV	4	4	4
Mathematics Alg. I Geometry Alg. II 1 add'l. math	4	4	4 *1 math beyond Alg. II
Social Studies World History American Hist. US Gov't/Econ.	3	3	2
Science Integrated Sci. Biology 1 add'l. science	3	3	3 *must be lab sciences
Physical Education	1	1	
Electives (including CCP)	13	13	
Fine Arts/CTE	1	1	1 *fine or perform. art
Foreign Language	0	0	2 *same language
TOTAL	29	29	

High School Transfer Credits (JFABC)
Each student who enrolls and requests the transfer of academic credits to fulfill graduation requirements shall be provided with a list, specifying the courses for which credit has been accepted for graduation and those for which credit has been denied. When transfer credit is denied for a course, the student may request and take an examination on the course subject matter that has been designed and evaluated by a teacher certificated to teach the subject matter of the course in the receiving school. Upon receiving a satisfactory score as determined by the teacher, course credit will be awarded to fulfill the requirements for graduation.

Promotion Standards (IKE)
The district is dedicated to the continuous growth and development of each student. Therefore, all students are expected to meet certain requirements before promotion to the next grade. Attendance at school, achievement on class work, teacher recommendation, as well as performance on the district achievement and state-mandated tests are considered in decisions regarding promotion. If a student is having difficulty with any of the promotional requirements, a school team will work with the parents to develop strategies for helping the student meet the requirements. The teacher is responsible for the final decision to promote or retain a student. Parents may appeal the decision to the Governing Board; however, parents may not appeal to have a passing grade changed to another passing grade.

Report Cards (IKAB)
Elementary school report cards are sent home four times a year, shortly after the end of each grading period. The high school sends grade reports at the end of each semester. However, your child's educational progress is evaluated continually, so we encourage you to contact the teacher any time you have questions or concerns. Students are graded on a scale that replicates the state guide for assessing student progress. Grades 1 – 12 will use the following scale:

A	90 – 100%
B	80 – 89%
C	70 – 79%
D	60 – 69%
F	Below 60%

Homework (IKB)
The purpose of homework is to help your child become a self-directed, independent learner. It will be assigned consistent with the maturity, special needs, potential and achievement level of the student.

Admission Requirements for State Universities
Admission requirement to colleges and universities vary greatly. Students should consult the catalog of the college or university they are interested in attending to determine the exact requirements. Catalogs may be obtained directly from the college; however, many catalogs are available in the Guidance Office.

Academic Honors

Honor Roll—Elementary Schools (IKD)
Many of our schools have established an Honor Roll program to recognize outstanding academic achievement. Students whose grades are all A's will be placed on the Principal's Honor Roll. Students with all A's or B's will be placed on the Honor Roll.

Honor Roll—High School (IKD)
The honor roll shall be computed for each semester according to the following criteria:

1. A student must be enrolled in four or more courses (for traditional schedules) that count toward the honor roll requirements.
2. A 3.20 or better grade point average.
3. Student assistant credits/grades will not count toward the honor roll requirements.
4. Grades of a "D" or "F" are excluded from honor roll eligibility.
5. Incomplete grades must be cleared from the record before a student may qualify for the honor roll.

Attendance (JE)

Daily attendance is critical. Students must be in attendance during the school day in order to attend after-school and evening events, including any games, practices, performances, dances, etc. Attendance is the responsibility of both the parents and the students. If your child is going to be absent from school, be sure to notify the school as outlined in the procedures below. If a child is absent without the knowledge and permission of his/her parents, or if the absence violates state law and district procedure, it will be considered truancy.

Reporting Absences (JH)
If your child is going to be absent, please notify the school in advance or within a 24 hour period or the absence will remain unexcused. If that is not possible, you must send a note with your child when he/she returns to school, which states the dates and reasons for the absence. Arizona law requires us to verify all absences in this way. Students are required to make up any work missed as a result of absences.

Truancy: It's a Crime (JHB)
Excess absenteeism not only jeopardizes a student's success in school, it is against the law! Absences are excused for illness, death in the family, religious observance or other unusual circumstances. Absences for reasons such as trips, family vacations and medical appointments are discouraged and, depending upon the frequency and effect on academic performance, may be considered unexcused, even with prior notification.

Pursuant to A.R.S. Section 15-802(E), a parent or legal guardian must ensure that their minor child between the age of six (6) and sixteen (16) is in school for the full time school is in session unless otherwise exempted pursuant to A.R.S. § 15-802(B)(1-9) or A.R.S. § 13-803. Failure to send your minor child to school may subject you to prosecution for a class one misdemeanor.

C.U.T.S. Program
In accordance with A.R.S. Section 15-803, when a student has five (5) or more unexcused absences, a citation may be issued. Absences may be considered excessive when the number of absent days exceeds ten percent of the number of required attendance days, whether excused or unexcused. Students who are absent 15 days or more may be issued a citation. Chronic illness must be documented by a physician.

The C.U.T.S. (Court Unified Truancy Suppression) program through Maricopa County Juvenile Court requires the student who has been issued a citation and the student's parent to attend a truancy hearing. Fines may be assessed.

Tartesso Elementary School has developed a partnership with the Buckeye Police department to implement a truancy program to curtail attendance problems. Collaboration with the school Principal, SRO, City Prosecutor and Magistrate Court Judge is crucial to the program's success.

Illness (JHD)
To protect everyone's health, and for your own child's comfort and recovery, please keep your youngster home when he/she is ill. Children are not permitted to attend school when they have a contagious or infectious disease, as specified by the Arizona Department of Health. Children who have had such a disease may return to school only after a doctor or the health aide gives clearance to do so.

Tardiness (JKED)
Excessive tardiness hinders student learning. Please emphasize the importance of punctuality to your child. If your child is to be tardy, please notify the school about his/her expected arrival time. The Arizona Interscholastic Association (AIA) Guidelines state that a student must attend three periods of the school day to participate in any after school or extra-curricular activities that day. Persistent tardiness may lead to the school notifying the Maricopa County Sheriff's Office (MCSO) or the Buckeye Police Department (Tartesso) to request a student welfare visit to the home.

Leaving the Campus
For their own safety, students may not leave the campus during the school day without permission. If it is necessary for your child to leave the campus, you must notify the principal in writing or in person, and your child must be signed out at the school office by you or another designated adult. High school students over 18 years of age will be required to have a parent letter authorizing them to sign themselves out of school.

Student Conduct (JIC)

Behavior Standards (JIC)
In addition to academics, responsibility and self-discipline are necessary for achieving success in adult life and for keeping the school a pleasant learning environment. Basic behavioral guidelines are posted in school classrooms. Teachers discuss the rules with students in the fall and as needed throughout the year. Students will not engage in any conduct intended to obstruct, disrupt or interfere with teaching, the functions of the school and district or any district-sponsored activity. Any behavior that endangers the health or safety of others is prohibited.

Good behavior is required at school, at bus stops, on buses and at all school functions. Whether in class, on the playground, in the cafeteria or on the way to and from school, all students are expected to:

- Be courteous and respectful to others
- Conduct themselves in a reasonable and cooperative manner
- Recognize the authority of the teacher, the principal and other school staff members (i.e., bus drivers, cafeteria staff, teacher assistants, etc.)
- Use proper language
- Exhibit self-control in settling differences of opinion
- Follow all school rules

Care of School Property and Textbooks (JICB)
Students are given responsibility for taking good care of their school's books, equipment and facilities. If a student loses or damages these items beyond normal wear and tear, the parent/guardian may be held liable for repair or replacement. If a student's misbehavior results in damage to school property, disciplinary action will also be taken.

Personal Property
Students are discouraged from bringing personal property to school. **The school is not responsible for damage to, or the loss or theft of any personal items brought to school. This includes bicycles and electronic devices of any kind, including games, IPods, phones, etc. Therefore, school personnel will not spend time investigating missing or stolen personal property**.

Dress Code and Appearance (JICA)
Children build self-esteem and confidence when they are well-groomed, so please help your child arrive at school clean and neatly dressed. A.R.S. §15-342 and Saddle Mountain Unified School District Governing Board Policy JICA provide specific support for student dress rules. If a student's appearance is considered to interfere with the educational process, or if it poses a health or safety hazard, parents will be notified and the student will be sent home. Each school reserves the right to prohibit clothing or accessories bearing the following types of messages:

- Obscene statements or pictures
- Statements advocating immoral or illegal behavior (e.g., advertisements for alcohol, tobacco or illegal drugs)
- Statements or pictures concerning death, violence, weapons or gangs
- Statements of disrespect
- Other messages that the local administrator believes to be disruptive or inappropriate

Other types of clothing, dress, accessories, or grooming may be questionable if they violate health or safety standards, modesty or common values. Undergarments must not be visible during normal activity. The following attire or grooming is prohibited:

- Bare feet
- Bandanas, hairnets, accessories, or clothing that present a health or safety problem or signify affiliation with a gang
- Clothing which is immodest or revealing, such as tube tops, bare midriffs, spaghetti straps (less than 2 inches wide), fishnet or off-the-shoulder shirts, short shorts, short or slit skirts, "skin tight" clothing and visible undergarments
- Shoes with wheels or flip flops.
- Caps, hats, sunglasses inside the buildings
- Loungewear, pajamas or slippers
- Spiked, bracelets, belts or accessories, or chains of any kind
- Tattoos which are disruptive to the educational environment
- Extreme styles or colors of hair that disrupt the educational process
- Body piercing or jewelry worn in the triangular area of the face must be flush to the skin.

These guidelines are not intended to cover all the constantly changing styles and fads. The decision as to what is inappropriate attire or improper grooming and the course of action to be taken shall be left to the reasonable discretion of the principal.

Hazardous Materials (JIC)
Any substance or item that is potentially hazardous, harmful or disruptive is prohibited. If a student has such materials on campus, the school will confiscate the materials, notify the parents and arrange for disciplinary action.

Possession of Weapons/Illegal Substances (JICI, JICH)
The safety of your child — and of all students — is of utmost importance. Possession of weapons, drugs, alcohol and/or tobacco are serious offenses for which a student may be suspended or permanently expelled from the Saddle Mountain Unified School District in accordance with A.R.S. § 15-341 and 15-841. The student may also be subject to civil or criminal prosecution for such offenses. For purposes of these policies, school premises means the school, school grounds, school buses or any property or vehicles used for official school purposes. No student shall use, display, carry or possess any weapon or simulated weapon on district property, at district-sponsored events or on the way to and from school. Simulated weapons include such items as laser pens and lights, squirt guns, toy guns, and devices that emit electric shocks. See policy JICI for definitions of a "weapon."

In accordance with applicable laws A.R.S. § 15-345, and Saddle Mountain Unified School District No. 40 Governing Board Policy JICH, the possession, use, sale, distribution or manufacture of drugs in a drug free school zone, on any district property or at a district-sponsored event is prohibited. Students violating this policy are subject to disciplinary action in addition to criminal prosecution. A "drug–free school zone" is the area within three hundred feet of a school or its accompanying grounds, any public property within one thousand feet of a school or its accompanying grounds, a school bus stop or on any school bus or bus contracted to transport pupils to school. Medical drug prescriptions or over-the-counter medicines should not be in a student's possession while on school campus and should be turned into the health aide's office.

Threats and Harassment (JK)
In accordance with A.R.S. § 13-2911 and § 15-841, communicating a threat verbally, in writing or in an electronic form, is a crime. According to state law, any student who, with the intent to terrify, threatens to cause physical injury or serious damage to property or intimidates another person, by word or conduct, is guilty of a criminal violation. Threats and verbal abuse can include, but are not limited to, any offensive action such as bullying, chasing with intent to do bodily harm and name calling.

Hazing (JICFA)
Hazing is also prohibited in the district. Hazing is defined as any act that is intended to injure, degrade or disgrace a student. Hazing is usually committed in connection with an initiation into a group or organization or during participation in team sports.

Sexual Harassment (ACA)
Sexual harassment is strictly prohibited. Sexual harassment can include, but is not limited to, unwanted, suggestive or obscene verbal, written or electronic communication or gestures, physical intimidation, or creating an intimidating and hostile environment by showing or verbalizing sexually suggestive material.

Bullying (JII)
The Saddle Mountain Unified School District strives to provide a positive educational environment that prohibits any type of intimidation or bullying of students. It is the policy of the Saddle Mountain Unified School District to encourage any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to any volunteer, contractor, teacher, guidance counselor, school administrator, or other employee. Each school has a procedure for students, parents and teachers to confidentially report bullying behavior to a school official to trigger investigation, punishment and prevention of further bullying behavior. (A.R.S. § 15-341). If the bullying acts threaten or actually cause injury to a person or property, then more severe penalties are called for and carried out under Arizona's criminal laws. (A.R.S. § 13-2911).

Cell Phone Policy (JK-R)
A student may possess a cellular telephone, on school property, at school activities, and at school-related functions, provided that during school hours, the cell phone remains off, not on vibrate, and is concealed. Possession of a cellular telephone by a student is a privilege. Violations of this policy will result in disciplinary action against the student. The consequences may result in confiscation of the cellular telephone and/or other disciplinary consequences pursuant to the SMUSD discipline matrix.

Students who use their phone for any inappropriate activities, or refuse to relinquish their phone upon request to any person in authority in a school, will have their phone immediately confiscated and will be disciplined for insubordination. Inappropriate activities include, but are not limited to, the following:

- Text messaging that contains inappropriate content, profanity, or threats to others
- Cheating on tests
- Taking, displaying or forwarding inappropriate photographs
- Calling outside groups or individuals to participate in fights, retaliate, or participate in other inappropriate activities on the school grounds or at school events.

The student who possesses a cellular phone shall assume responsibility for its care. **At no time shall Saddle Mountain Unified School District be responsible for preventing or investigating theft, loss or damage to cell phones brought onto its property.**

Student Discipline (JK-R)

Conduct Subject to Disciplinary Action
1. Physical injury, verbal disrespect or threat of harm to any person
2. Possession, use or sale of drugs, alcohol, tobacco or vapor releasing substances
3. Arson
4. Assisting or encouraging others to engage in misconduct
5. Attempts to engage in misconduct
6. Bomb threats
7. Failure to comply with rules established for riding buses
8. Creating a hazardous or physically offensive condition by any act that serves no legitimate purpose (e.g. obstructing traffic)
9. Defamation
10. Defiance of authority
11. Destruction of property (vandalism, graffiti)
12. Disorderly conduct (pushing, running, unreasonable noise, kicking, fighting)
13. Failure to comply with the dress code
14. Gambling
15. Inappropriate activation of emergency alarms
16. Interference with disciplinary and administrative proceedings (e.g., influencing a witness, obstructing an investigation)
17. Bullying and Intimidation
18. Misconduct involving computers, personal electronic devices or the internet
19. Misrepresentation (e.g., forgery, plagiarism, cheating)
20. Physical aggression or assault
21. Sexual harassment or misconduct
22. Tardiness
23. Theft

24. Trespassing (unauthorized presence on district property)
25. Unauthorized entry or access (burglary)
26. Vulgarity, profanity, or obscenity in written or verbal form
27. Possession of weapons and dangerous instruments or materials
28. Pornography, obscene or profane materials

The range of consequences that may be imposed for violations of student conduct rules includes, but is not limited to, the following: verbal warning, written warning, written notification to parents, time-out, detention, suspension from transportation, suspension from athletic or extracurricular activities, suspension of other privileges, removal from class, in-school suspension, out-of-school suspension, alternative placement in an outside program, long-term suspension or expulsion. Definitions of the violations and assignment of disciplinary consequences is guided by the Discipline Matrix, Appendix B of the Student/Parent Handbook.

Please note: Federal privacy laws prohibit school or district personnel from naming students involved in disciplinary actions and from revealing the consequences of those actions to the parents of other students.

Due Process (JKD, JKE)
Students subject to disciplinary action are entitled to due process. This means that a student:

1. Must be informed of the charges against him/her.
2. Must have the reasons for the charges explained.
3. Must have a chance to present alternative facts if the charges are denied.

Detention
A student may be detained after school as a disciplinary measure. Parents shall be given prior notification of detention by the principal or designee. Parents shall be responsible for the student's transportation home.

In School Suspension
A student who is referred for a serious act of misconduct or chronic behavior problems may be assigned to in-school suspension by School Administration.

Out of School Suspension
With suspension, the student must stay home or remain under direct adult supervision. The student may not be on school premises or attend school events (unless involved in an in-school suspension program). This may include exclusion from promotion or graduation exercises. The authority to suspend a student for up to 10 days rests with the principal or assistant principal. Parents shall be given prior notification of suspension. (See policy JGD). Suspensions greater than ten days require a hearing by the Governing Board.

Alternate Educational Settings
If it is determined that the local school is not the most appropriate educational setting for a student with serious misconduct or chronic behavior problems, the administrators may refer the student to an Alternative School per A.R. S.§ 15-841.F.

Long Term Suspension or Expulsion (JKD, JKE)
A suspension for greater than ten days is considered long term, but does allow the eventual return of the student to the Saddle Mountain Unified School District. Expulsion permanently bars the student from attending a school in the Saddle Mountain Unified School District. All recommendations for student expulsion are referred to the Governing Board for action, and the parents will be requested to attend a hearing before action is taken. (See policy JGE).

Emergencies (EBC)

Crisis Planning
Each school has a crisis plan in place to deal with various emergencies that may occur. During an emergency, special procedures will be put in place for picking up students and signing them out. Additionally, in certain emergencies all students may be transported to another location for their safety. At other times the school may need to be placed in lockdown. Students would be required to stay in their classrooms until the emergency is over. This may delay release of the students at the end of the day. We ask for your cooperation during these rare crisis situations.

Parent/Guardian Emergency Contact
Although emergencies happen infrequently, it is very important to **keep your child's emergency information up to date** so we can reach you if there is a problem. If a child is involved in an emergency situation, every effort will be made to contact the parent/guardian immediately. If the parent cannot be reached the alternate person listed on the student's emergency card will be notified. The school will continue to try to locate the parents. If emergency medical care is needed, the student will be taken to the nearest hospital. When children hurt themselves at school, parents are responsible for any related medical bills.

Student Activities

Extracurricular Activities (JJIB)
Schools provide extracurricular activities which are designed to meet the diverse interests of our students. Activities vary at each school, but may include things such as drama, robotics, journalism, clubs, student government and athletics. Students whose behavior presents a problem or jeopardizes school discipline may be ineligible for participation in extracurricular activities until such time as their behavior warrants reinstatement. Students must maintain passing grades to participate per School Board Policy JJJ and the Arizona Interscholastic Association (AIA).

High School Athletics
Students at Tonopah Valley High School may have the opportunity to qualify for participation in the following Arizona Interscholastic Association approved interscholastic activities:

Fall	Winter	Spring	All-Year
Spirit line – Cheer	Basketball (Boys & Girls)	Baseball	Band/Choir
Volleyball (Girls)	Spirit line – Cheer	Softball	Theatre
Football		Track Boys & Girls	

Elementary Athletics
7-8th grade students at Tartesso Elementary School may have the opportunity to qualify for participation in the following Arizona Interscholastic Association approved interscholastic activities:

Fall	Winter	Spring	All-Year
	Basketball (Boys & Girls)	Baseball	Band/Choir
Volleyball (Girls)	Football	Softball	

A.I.A. Eligibility (JJJ)

Age Limit/Birth Record
If a student becomes 19 years of age after September 1, he/she is eligible to compete for the remainder of that school year. If he/she becomes 19 years of age on or before September 1, he/she is not eligible for any part of that school year. This may not be petitioned under the hardship rule. An acceptable record of birth shall be submitted before a student's name is placed on an eligibility list for participation.

Domicile:
Except as otherwise stated in Article 15, a student, whether an adult or not, is privileged with eligibility for interscholastic competition only at the school in the district in which his/her parents are domiciled. In multi-school districts, the student is eligible only at the school in the attendance zone in which his/her parents are domiciled.
Exception: A school district governing board may declare all or certain high schools within its district as open schools.

Student Due Process/Eligibility Appeal Procedures
Each member school principal or his/her designee(s) having reasonable cause to believe that a student is ineligible to participate in, or continue in, an interscholastic activity under the Enrollment Rule, Domicile Rule and/or Transfer Rule of the AIA Bylaws shall provide the student with notice of his/her ineligibility either in writing or by delivering said notice in person.

Pre-season Eligibility
Before an athlete can PRACTICE in a particular activity, the following criteria must be met:
1. The student must be registered at a District school and have a class schedule.
2. The student must have a completed eligibility packet on file in the Interscholastic Office.
   a- Birth Certificate
   b- Physical Examination
      Part one- pre-participation physical evaluation
      Part two- pre-participation physical examination
   c- AIA Position Statement
   d- Data Sheet and Authorization for Emergency Medical Care
   e- Request for Permission to Waive Student Insurance
3. The student must have the front/back of the last page of the Interscholastic Handbook signed and turned in prior to the first interscholastic contest.

Transfers (JFABC)
After enrolling and attending one or more classes, students changing enrollment to/from one school to another school shall be considered a transferring student. Upon completion and filing with AIA of Form 520, student shall be eligible to participate provided there is a corresponding change of domicile of parent(s) or guardian(s).

Attendance Eligibility
Students must be in attendance for 3 of 4 classes of a traditional schedule day in order to practice or participate on that day. Verified medical/dental appointments are accepted as excused absences. Students are required to be in attendance for their first scheduled class the day after a contest. Failure to do so may result in the student being suspended from participation in the next contest.

Academic Eligibility
Academic eligibility is determined using grade reports occurring every 3 weeks with changes in academic eligibility status taking place the Monday after the eligibility grade check.
Students that receive a failing grade in any class become ineligible to participate for the next three school weeks. However, students can be reinstated following the first week of the ineligibility period with passing grades in all of their classes. In the case that a student failed a class at the end of any semester (Fall or Spring), the student athlete may not regain eligibility until the next three week grade check at the beginning of the next semester.

Students who are ineligible may not participate in any contests. Students should continue to practice with the team during the ineligible period in order to remain physically fit and receive coaching instructions. Ineligible students will not be excused to miss any class time for home or away contests.

Sport Transfer Policy
An athlete may try out for a second program when not selected as a team member for their first choice of programs.

Outside Participation
A student who is a member of a school team shall not practice, participate or compete with any other group, club, organization, or association in that sport during the season of competition.

Transportation
Students are required to ride the school transportation provided to an event unless there is an extenuating circumstance that is approved by the principal. The Athletic Department requires all students to travel home with their teammates at the conclusion of away events. However, parents have the right to authorize themselves to bring their own child home from away events. The authorization must be an email from a parent/guardian or in written form, containing the signature(s) of the athlete's legal parent/guardian, and turned in to the Athletic office 24 hours prior to the team leaving for the away event. Parents must personally contact the head coach after the event when deciding to take their child home from the event.

Sportsmanship
Anyone acting in a manner construed by onsite supervision to be unsportsmanlike may be asked to leave the site of the event and may be denied future attendance to or participation in school-sponsored activities.

Victory with Honor
The goals of Pursuing Victory with Honor will help student-athletes develop healthy attitudes towards competition and commitment to the principles of sportsmanship. These principles include the ability to win or lose with grace, preparation, hard work, self-discipline, and the appropriate role of sports in the content of the importance of education, meaningful personal relationships, and realistic career ambitions and alternatives. We know the importance of building good character and we will strive to provide a quality education and athletic experience through the use of these six pillars of character.

NCAA Eligibility
Any student with the desire to participate in athletics after high school should contact the school's athletic director or coach regarding eligibility. Academic eligibility requirements are different at each level. More information can be found on www.ncaa.org, www.naia.org and www.njcaa.org.

Special Services (IHB, IHBA)

Special Education
If you have reason to believe your child (including preschooler) has a physical, mental or emotional disability, please confer with your child's teacher or the school principal to discuss your concerns. Each school has a special services team to address student needs, develop interventions and engage in pre-referral, evaluation and case management activities. Special education programs available include self-contained classrooms, cross-categorical resources and supportive services in the regular classroom. As much as possible, special needs students are educated at their neighborhood schools within regular classrooms. Severely disabled students are served in specially equipped district programs located at several school sites. For information, please call (623) 474-5112.

504 Plans
Children who do not qualify for special education services, but who have a mental or physical impairment which substantially limits one or more of his/her major life activities may qualify for a 504 accommodation plan. **Section 504** is a federal statute that prohibits discrimination based upon a disability. Section 504 covers eligible students with disabilities for reasonable accommodations that enable them to work or learn. A team knowledgeable of the person determines if the individual meets eligibility criteria. Further information on 504 services may be obtained from your principal or by calling 623-474-5104.

Child Find (IHB-R)
SMUSD provides identification services for children who may have a disability in the following areas: Physical, Cognitive, Communication, Emotional and/or Self-Help. If you suspect that your child might have a disability, please talk with your child's teacher or local SMUSD school principal.

For children birth to Kindergarten age, the school will complete and send a referral tracking form to the Special Education Department at the district office. For children birth to 2 years and 9 months, a referral will be made to AzEIP. For children ages 2 years and 9 months to Kindergarten age, preschool staff will screen and/or evaluate your child. Students who meet eligibility criteria will be offered appropriate services.

For school-aged children, the teacher completes a screening form within 45 days after enrollment. If concerns are recognized, the school will follow up with appropriate intervention. The child's parent or teacher may request a Child Study Team address areas of concern throughout the year. When appropriate, parent(s) will be contacted for written consent for your child to be evaluated. A school team, including the parent, will review the evaluation information to determine if your child is eligible for and in need of services. Students who meet eligibility criteria will be offered appropriate services.

Preschool Programs (JEB)
Preschool programs are offered for children, ages three through five. The programs center on child development, recognizing that preschool children have unique educational needs. Warm, caring personnel, with specialized training in working with young children, staff the district preschools. For information call: 623-474-5112

Homeless Services (JFABD)
Preschool and school-aged children living in any of the following situations have rights and protections under the McKinney-Vento Homeless Education Assistance Act.

- In a shelter, motel, vehicle or campground
- On the street
- In an abandoned building, trailer or other inadequate accommodation
- Doubled-up with friends or relatives because you cannot find or afford housing

Some of these rights are:

- Enroll in school immediately without giving a permanent address or proof of residency
- Continue in the school you attended before you became homeless or the school last attended, if requested
- Receive transportation to the previous school, if requested
- Participate in school programs with children who are not homeless
- Receive the same special programs and services as other students

Please call 623-474-5104 if you need more help.

Health Services (JLC)

Health Aide
School health aides are responsible for administering emergency treatment, giving medications, monitoring immunization records and protecting the general health of students. Prescribed medications dispensed by the health aide must be brought to school by an adult in the original container with the student's name on it. No student is to carry any type of medication or give it to other students. All medications are to be kept in the health aide's office and dispensed by the health aide. If your child has a health problem that may require special attention or treatment during school hours, please be sure to discuss the situation with the health aide and the classroom teachers each school year.

Immunizations (JLCB)
Under state law **(**A.R.S. §15-872**)**, schools must have written proof of immunization before admitting a child to school**.** Many various immunizations are required. These requirements change frequently. Your school's health aide can provide the most current requirements. You can also access those requirements at
http://www.maricopa.gov/Public_Health/ControlPrevention/Immunizations/pdf/Parents-Requirements.pdf

If your child should not be immunized because of a medical condition, personal belief or natural immunity (i.e., he/she has already had the vaccine-preventable disease), you must file a Request for Exemption with the school. Free or low-cost immunizations are available through clinics sponsored by the Maricopa County Health Department Community Health Nursing Services; your school's

health aide has more details on these clinics, or the information is available at http://www.maricopa.gov/Public_Health/PubDocuments/ImmunizationCalendar.pdf.

Medicines (JLCD)
If your child needs medication, you must deliver it to the health aide's office. Prescription medicines must be labeled by the pharmacist with the doctor's name, the dosage and the duration of treatment. Nonprescription (over-the-counter) medicine must be delivered in the original container. The health aide or designated employee must administer medicines; students may not take medicines themselves or bring medicines on campus. Permission to administer specific medication—like an inhaler or auto-injectable epinephrine—may be requested for a period of up to one school year. If you need additional information, please contact your child's health aide.

Student Insurance (JLA)
All parents are encouraged to purchase student accident insurance or have their child covered by private insurance. The district does not provide medical insurance for students who are injured at school. It is important to know that the school provides first aid and minor injury care only. When children hurt themselves at school, parents/guardians are responsible for any related medical bills. Parents may purchase an insurance policy for their high school students through the district. Coverage is optional; however, students participating in certain athletic programs must have insurance coverage. Parents/guardians of student athletes will be asked to verify that insurance is in force. Information on the various types of insurance coverage will be sent home with your child at the beginning of the year.

Transportation Services (EE)

Routes
SMUSD provides bus transportation for students who live more than one mile from the school in their attendance area. Transportation is also provided for certain special education students. The transportation office establishes bus routes, stops, and schedules, as needed, to best serve our students. Changes may be made during the first few days of school to achieve maximum efficiency. For questions, please contact your child's school or the transportation office at 623-474-5152.

Bus Rules (EEAE-EA)
The following are good safety habits which must be used when riding a school bus. These rules apply to field trips and sports trips as well as transportation to and from school. Please take time to review them with your child.

1. Follow the driver's directions.
2. Board and leave the bus in an orderly manner and only at your designated stop. Ride only on your assigned bus. Requests for exceptions must be submitted to the principal.
3. Be at your assigned loading area five minutes before the bus is scheduled to arrive.
4. While waiting for the bus, stay off the roadway, be alert to traffic, and respect the property of the citizens/businesses..
5. If you need to cross the street after getting off the bus, walk at least 10 feet ahead of the bus and wait for the driver to signal to you. Then look both ways for traffic. Cross only when traffic is clear and walk directly across the street. Never cross behind a bus.
6. Form a line for boarding when the bus approaches. Let the bus come to a full stop before moving toward the door.
7. Unless otherwise instructed by the driver, go directly to the back of the bus and sit three to a seat. Remain seated at all times. Do not change seats. The bus driver may require any or all students to sit in certain seats.
8. Keep noise to a minimum and behave properly. Shouting, foul language/gestures, throwing objects (in or out of the bus) or other misbehavior will not be tolerated.
9. Hold your books and other belongings on your lap. If you carry a musical instrument, keep it on your lap, between the seats or in a vacant seat. Never block the aisle.
10. Animals, skateboards, glass, food, drinks, chewing gum or potentially dangerous objects (as identified by the driver or principal) are not allowed on the bus.
11. Get permission before opening a window. All body parts and all other objects must remain inside the bus.
12. In case of an emergency, remain seated until given instructions, or follow procedures discussed in bus evacuation drills.

Bus Disciplinary Procedures (EEAE-EA)
Riding the bus to school is a privilege, not a right. By disobeying any of the "Bus Rules," students jeopardize their safety and the safety of others. Drivers will always first remind students of proper behavior. Should the situation not improve and/or become serious, the driver will issue a written "Student Bus Referral" with the student's knowledge. Videotaping may be used to document student behavior. An administrator will then discuss the situation with the student. When it becomes necessary, the driver and/or parents/guardians will be included. Should the incident(s) warrant severe consequences such as loss of bus privileges, in-school suspension or out-of-school suspension, parents/guardians will be notified. Parents/guardians are responsible for appropriate, safe, alternative transportation for suspended students. Copies of the written "Student Bus Referral" will be sent to the parent/guardian, the transportation department and the school office.

Field Trips (IJOA)
Parents/guardians must give permission for students to attend these trips. Parents and chaperones who accompany students on field trips must have fingerprint clearance. For further information, please call 623-474-5103.

Appendix A-Discipline Violation Definitions

Definitions

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

Aggravated Assault is 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.

Alcohol is any intoxicating element.

Arson is knowingly damaging property by knowingly causing a fire or explosion.

Assault is (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.

At School means 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, including public or private locations that are holding school sponsored events or activities. Field trips and extracurricular practices and competition are specifically included in this definition.

Bullying is the verbal, written, physical, or psychological abuse of another student by means of threats, intimidation, insults, taunts, challenges or other aggressive behavior while on school grounds, buses, or at school sponsored events or activities.

Bus Misconduct is any inappropriate behavior at bus stops, while riding on 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.

Cheating or Plagiarism is intentionally using information or property of another, without permission of the school, to obtain an unfair advantage.

Computer Tampering/ Misuse is altering, damaging, deleting or destroying a computer, computer hardware or software; introducing a computer contaminant into any computer, or network; causing the disruption of a computer or network; using a computer or computer system to threaten, alarm, harass or cause another person to suffer substantial emotional distress; and using Saddle Mountain Unified School District technology for uses outside of legitimate educational purposes.

Dangerous Instruments/ Explosive Devices means anything that under the circumstances in which it is used, attempted to be used, or threatened to be used, and/ or is readily capable of causing physical injury.

Death Threat is the act of stating an intended action whether written, oral, or electronic that could cause death.

Defiance is intentionally resisting or disregarding the authority of district personnel. Includes, but is not limited to, the failure to respond to a reasonable request, or the refusal to identify self when requested to do so.

Disorderly Conduct is any act which substantially disrupts the orderly conduct of a school function; behavior which substantially disrupts the orderly learning environment.

Disrespect is treating district personnel or any others with contempt or rudeness.

Disruption is creating disturbances in class, on campus or at school sponsored events. Continual or repeated disruptions may warrant more severe consequences.

District/ School Sponsored Event is any event which is sponsored or supervised by the district/ school or district/school personnel.

Drugs are chemical substances, narcotics, prescription or non prescription medications, inhalants, controlled substances or substances that students represent to be chemical substances, narcotics or controlled substances. Over the counter non prescription pharmaceuticals fall into this definition, unless the student has complied with the district's policy for such medication. Medication for cessation of smoking needs to be checked through the health center; otherwise, it will result in being considered a drug. The term "drugs" includes anything that looks like drugs or which is presented as drugs.

Drug Paraphernalia is any apparatus or equipment used, or capable of being used, in absorbing or consuming a drug.

Electronic Devices cannot be used from the point students arrive on school grounds, until the time they exit school grounds. Electronic devices are cell phones, pagers, hand held computers and game systems, media players, or other electronic items. Electronic devices may not interfere with the learning, safety, or well being of others. **The district is not responsible for the loss and/or theft of any of these types of devices.**

Endangerment is recklessly or intentionally creating a risk of injury or imminent injury or death to another or posing a threat to the health, safety and/or welfare of students, staff or others. Consequences are dependent on the offense's potential severity of harm.

Expulsion is the permanent removal of a student from school and district. Expulsion requires action by the governing board.

Extortion is 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.

Fighting is when two or more persons engage in any violence toward each other in an angry or quarrelsome manner.

Firearm is any weapon that is designed to (or may be readily converted to) expel a projectile by an explosive, or by the action of an explosive. This includes guns, bombs, grenades, mines, rockets, missiles, pipe bombs, firearms, or similar devices designed to explode and capable of causing bodily harm or property damage.

Forgery/ Falsification is the act of falsely or fraudulently marking or altering a document or a verbal, written, or electronic communication, or any verbal or written communication that is intentionally false or fraudulent. (I.e. dishonesty or lying)
Gambling is to risk money or anything of value on the outcome of anything involving chance.
Gang is an activity or affiliation of an ongoing loosely organized 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 gang activity.
Harassment is the persistent or repeated annoying or tormenting of another.
Hate Speech is any written, oral, or electronic communication that manifests malice towards others based on their race, gender or ethnicity. This includes, but is not limited to, racial slurs, oral or written speech that could be deemed offensive by any individual or audience.
Hazing is any act meant to humiliate, degrade, harm, or injure and committed in connection with an organized team, club, or group connected to the educational institution.
Horseplay/ Roughhousing mean rough, boisterous play or behavior.
Instigation includes provoking or antagonizing a fight or other dangerous, inappropriate situations.
Insubordination is being disobedient, refusing to identify self, or failing to follow directions of authority.
Leaving Campus without Authorization/ Unauthorized Absence is when a student who leaves the school campus or school sponsored and supervised activity without express authorization of the teacher, administrator or responsible school employee.
Loitering occurs if a person is intentionally present on school grounds after a reasonable request to leave and does not have any specific reason for being there, or does not have written permission to be there from anyone authorized to grant permission.
Long Term Suspension is a suspension from school for more than 10 days. Due process rights shall be extended to any student suspended.
Other Firearm (other than handguns, rifles, or shotguns) is any weapon (including a starter gun) which will or is designed to or may be readily converted to expel a projectile, the frame or receiver of any weapon described above, any firearm muffler or firearm silencer, any explosive, incendiary, or poison gas, bomb, grenade, mine or similar device or any weapon which will or which may be readily converted to expel a projectile.
On-Campus Reassignment (OCR) At the direction of the building level administrator, students may be assigned an OCR for various infractions. Students assigned to an OCR 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 school staff member.
Organization means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.
Physical Aggression is tussles, minor confrontations, pushing, shoving or other physical provocation.
Profanity/ Obscenity are the use of inappropriate or obscene language or gestures to the extent that it disturbs the educational process.
Public Display of Affection is kissing, hugging, fondling, or touching in public that is beyond casual contact and which creates, or has the potential to create, a disturbance.
Refusal to Identify Self is the refusal of a student to give correct name upon request of school personnel, or the use of another person's name or identity. Student in grades 9 through 12 are required to carry school issued I.D. cards.
Restitution is providing an equivalent replacement or compensation for damages or loss of personal or district property and/ or time. (The district can facilitate and encourage but is not responsible for enforcing monetary replacement of a loss)
Robbery is the taking, or attempting to take, any property of another from his/ her person or immediate presence and against his will, such person threatens or uses force against any person with intent either to coerce surrender of property, or to prevent resistance to such person taking or retaining property.
Sale or Distribution of Alcohol is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) alcohol on district property, at a district sponsored event, or on school sponsored transportation.
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.
Sale or Distribution of Drugs is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) drugs on district property, at a district sponsored event, or on school sponsored transportation.
School Day includes activities happening in school buildings, on school grounds, on school buses and before, during, and after the school day.
School Grounds/Property include the school building and immediate grounds, school transportation, stadiums, gymnasiums and other facilities and the District-owned contents of those buildings, stadiums, gymnasiums and other facilities. It also includes any public or private facility being used by the District for a school function, activity, and/or extracurricular event and the personal property located in those facilities.
Serious Offense is any offense that results in discipline that removes a student from one or more classes during any given school day.
Sexual Harassment is discrimination based on gender that includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature made by one individual to another. (Sexual: of, relating to, affecting, or typical of sex, the sexes, or the sex organs and their functions. Implying or symbolizing erotic desire or activity)
Sexual Materials is the use or possession of pictures, devices or electronic images that contain nudity or represent sexual activity that is offensive or disturbs the educational environment.
Sexual Misconduct is the use of verbal, written, electronic or physical actions or any language that is sexually demeaning. This violation includes, but is not limited to, indecent exposure, consensual participation in any sexual act involving physical conduct, lewd comments, touching private areas, depantsing, pulling another's underclothing, possession or distribution of pornographic materials.

Short Term Suspension is a removal from school for one to ten days, but not to exceed ten 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.
Simulated Weapon is an instrument displayed or represented as a weapon including toys that resemble weapons.
Staff is any employee of the school district and those working as contracted employees of the district, including bus drivers, volunteers, and coaches.
Tardy is failure to be at a designated location at a specified time.
Technology Misuse is the failure to use hardware, software, electronic devices, web pages, and networks for the intended educational use or in a manner that causes disruption at a campus or any district facility.
Theft is taking property that belongs to another without personal confrontation, threat, violence, bodily harm. Theft does not include confiscation by school authorities of property not permitted at the school.
Note: In the event of theft or damage, personal items brought to school, such as musical instruments, radios, etc., are not covered by district insurance.
Threat Assessment Team (TAT) 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 TAT.
Threatening/ Intimidating Behavior is to frighten, compel or deter by actual or implied threats. This includes, but is not limited to, bullying.
Tobacco refers to smoking tobacco (e.g. cigarettes, cigars), smokeless tobacco (E.g. dip, chew, snuff, or twist) and electronic cigarettes.
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 Paraphernalia is any apparatus or equipment used or capable of being used in consuming tobacco. Examples include, but are not limited to, rolling papers, matches, or lighters.
Trespass occurs when a person enters upon, or in, school property without legal justification or without the implied or actual permission of the administration.
Under the Influence occurs when a student's behavior or mood has changed as a result of consumption of alcohol or drugs.
Vandalism/ Destruction of Property are the willful act of defacing or destroying any building, fixture, vegetation or property either intentionally or unintentionally.
Vehicle Violations include improper driving or parking of a vehicle on school district property without permission, parking in prohibited areas, and/ or improper driving to or from campus.
Verbal Abuse/ Profanity are the use of profanity or any derogatory language stated publically.
Weapon is (includes but is not limited to) a bomb, firearm, gun, revolver, pistol, 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, or any incendiary device.

Arizona Revised Statutes References (A.R.S.):

Offense	A.R.S. Code	Offense	A.R.S. Code
Aggravated Assault	13-1204	Hazing	15-2301
Arson	13-1703	Indecent Exposure	13-1402
Arson of an Occupied Structure	13-1704	Robbery	13-1902
Assault	13-1203	School Threat	13-2911
Dangerous Instrument	13-105.12	Theft	13-1802
Disorderly Conduct	13-2904	Threat or Intimidation	13-1202
Drug Paraphernalia	13-3415	Tobacco	36-798.03
Drugs	13-3415	Trespassing	13-1503
Endangerment	13-1201	Truancy	15-803

Extortion	13-1804	Vandalism/ Criminal Damage	13-1602
Harassment	13-2921	Weapons	13-3102

Appendix B-Grades K-3 Discipline Matrix

Administration will exercise discretion when determining consequences and may assign a more or less severe consequence than outlined in the guidelines below. An administrator may choose any or all of the consequences at any infraction level. An underlined infraction indicates that an administrator may opt to use an in school suspension as a possible disciplinary action in lieu of out of school suspension. An asterisk (*) indicates that the violation must be reported to ADE and a police report may be filed. TAT = Threat Assessment Team. The Principal is the highest level of appeal for a suspension of nine (9) days or less.

Potential Aggravating Factors:

1. The severity of the actual result of conduct
2. The potential and actual jeopardy to the members of the educational community and their property resulting from the misconduct.
3. The extent of the disruption or potential disruption to the educational environment.
4. The attitude of the student and parent concerning the misconduct and potential disciplinary consequences.
5. The repetition of incidents of misconduct either with or without disciplinary intervention between the separate incidents.

Potential Mitigating Factors:

1. The age of the student.
2. The ability of the student to understand that the conduct was prohibited.
3. The ability of the student to understand the potential risk of the misconduct to the health and/ or safety of others and their property.
4. The ability of the student to understand the potential of the disruption to the institution.
5. The ability of the student to understand the potential for disciplinary consequences.
6. Reasonableness of use of physical force in self defense, defense of others, and defense of property.

The threat or use of physical force by a student is not reasonable when:

1. Made in response to verbal provocation alone
2. Assistance from a school staff member is a reasonable alternative
3. The degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk.

Discipline Procedures- Grades K-3			
	1st Admin Intervention	2nd Admin Intervention	3rd Admin Intervention
*Alcohol (possession and/or use)	• Conference • One to Three (1-3) Day Susp	• Three to Five (3-5) Day Susp	• Five to Nine(5-9) Day Susp
*Alcohol (distribution and/or sale)	• Conference • One to Three (1-3) Day Susp	• Three to Five (3-5) Day Susp	• Five to Nine (5-9) Day Susp
*Arson ARS 13-1703 • Mandatory TAT	• Nine (9) Day Susp • Long Term Susp • Expulsion • Restitution	• Expulsion • Restitution	
*Assault ARS 13-1203 • Possible TAT	• Conference • Detention • One (1) Day Susp	• Three to (3-5) Day Susp ~~• Five (5) Day Susp~~	• Five to Nine (5-9) Day Susp •

Discipline Procedures- Grades K-3			
	1st Admin Intervention	2nd Admin Intervention	3rd Admin Intervention
*Aggravated Assault ARS 13-1204 • Mandatory TAT	• Conference • Notify Parent • One to Three (1-3)Day Susp	• Three (3) Day Susp • Five (5) Day Susp	• Five (5) Day Susp • Nine (9) Day Susp
Bullying	• One to Three (1-3) Day Susp	• Three to Five (3-5) Day Susp	• Five to 9 (5-9) Day Susp
*Bus Misconduct **Note: In addition to suspension of bus riding privileges, depending on the infraction, normal school consequences also apply.**	• Parent Contact • Warning • One to Three (1-3) Day Bus Susp	• Parent Contact • Five to Nine (5-9) Day Bus Susp	• Parent Contact • Up to Nine Weeks Bus Susp • Complete Loss of Bus Riding Privileges
Cheating/ Plagiarism	• Conference • Notify Parent	• Conference • Notify Parent	• Conference • Notify Parent
*Dangerous Instruments/ Devices/ Substances ARS 13-105.12 • Possible TAT	• Conference • Detention • One to Three(1-3) Day Susp	• Three (3) Day Susp	• Five to Nine(5-9) Day Susp •
*Death Threat ARS 13-1202 • Mandatory TAT	• Up to Nine (9) Day Susp (pending TAT)	• Nine (9) Day Susp • Long term Susp • TAT • Expulsion	• Expulsion • TAT
*Disorderly Conduct ARS 13-2904	• Conference • Detention • One to Three (1-3) Day Susp	• Three to Five (3) Day Susp •	• Five to Nine(5-9) Day Susp •
*Disrespect/Defiance/ Insubordination	• Conference • Detention	• Detention • One to Three(1-3) Day Susp •	• Five to Nine(5-9) Day Susp •
Disruption	• Conference • Detention	• One to Three(1-3) Day Susp •	• Five to Nine(5-9) Day Susp •
Dress Code Violation	• Change Clothes • Call to Parent	• Change clothes • Detention • Conference	• Change clothes • Detention • Conference
*Drugs (use and/or possession) ARS 13-3415	• One to Three (1-3) Day Susp	• Five (5) Day Susp	• Nine (9) Day Susp
*Drugs (distribution and/or sale) ARS 13-3415	• One to Three (1-3) Day Susp	• Five (5) Day Susp	• Nine (9) Day Susp
*Drug/ Tobacco Paraphernalia ARS 13-3415	• One to Three (1-3) Day Susp	• Five (5) Day Susp	• Nine (9) Day Susp
Electronic Devices	• Confiscation • Student Pick Up • Notify Parent/ Conf.	• Confiscation • Parent Pick Up • OCR	• Confiscation • Parent Pick Up
*Endangerment ARS13-1201	• Notify Parent • Detention • One (1)Day Susp	• Three to Five (3-5) Day Susp •	• Five to Nine(5-9) Day Susp •
*Extortion ARS 13-1804	• One to Three (1-3) Day Susp	• Three to Five (3-5) Day Susp	• Five to Nine (5-9) Day Susp
*Fighting ARS 13-2904	• One to Three (1-3) Day Susp	• Three to Five (3-5) Day Susp	• Five to Nine (5-9) Day Susp
*Hate Speech	• Conference • Notify Parent	• Conference • Detention	• One (1) Day Susp
Horseplay/ Roughhousing	• Conference • Notify Parent • Detention	• Detention • One (1) Day Susp	• One to Three (1-3) Day Susp •

Discipline Procedures- Grades K-3

	1st Admin Intervention	2nd Admin Intervention	3rd Admin Intervention
Instigation	• One to Three (1-3) Day Susp	• Three to Five (3-5) Day Susp	• Five to 9 (5-9) Day Susp
Physical Aggression	• Conference • Notify Parent • Detention	• Detention • One (1) Day Susp	• Three to Five (3-5) Day Susp •
Public Display of Affection	• Warning • Conference	• Parent Conference	• Parent Conference • Detention
*Sale or Distribution of Dangerous Instruments • Possible TAT ARS 13-105.12	• Notify Parent • Detention • One (1)Day Susp	• One to Three (1-3) Day Susp •	• Three to Five(3-5) Day Susp •
*Sale or Distribution of a Weapon ARS 13-3102 • Mandatory TAT	• Notify Parent • Detention • One (1)Day Susp	• One to Three(1-3) Day Susp •	• Three to Five(3-5) Day Susp •
*Sexual Harassment • Possible TAT ARS 13-2921	• Notify Parent • Conference • Detention • One (1) Day Susp	• Three (3) Day Susp	• Three to Five(3-5) Day Susp •
Sexual Materials	• Notify Parent • Conference • Confiscation	• Detention • Conference w/ Parent • One (1) Day Susp	• Three to Five (3-5) Day Susp •
*Sexual Misconduct	• Notify Parent • Conference • Detention • One (1) Day Susp	• Three (3) Day Susp	• Three (3) Day Susp • Five (5) Day Susp
*Simulated Firearm or Weapon • Possible TAT	• Notify Parent • Conference • Detention • One to Three(1-3) Day Susp	• Three to Five (3-5) Day Susp	• Five to Nine(5-9) Day Susp •
Tardy	• Notify Parent/ Conf • Detention	• Notify Parent/ Conf • Detention	• Notify Parent/ Conf • Detentions
Technology Misuse/ Computer Tampering	• Notify Parent • Conference • Loss of Technology Privileges	• Notify Parent • Loss of Technology Privileges	• Notify Parent • Loss of Technology Privileges • One to Three (1-3) Day Susp
Theft ARS 13-1802	• Notify Parent • Restitution • One (1) Day Susp	• Restitution • Detention • One to Three (1-3) Day Susp	• Three to Five (3-5) Day Susp • Restitution
Threatening/ Intimidating Behavior ARS 13-1202	• Mediation • Detention • One (1) Day Susp	• One to Three (1-3) Day Susp •	• Three to Nine(3-9) Day Susp •
*Tobacco/Electronic Cigarettes ARS 36-798.03	• Conference • Notify Parent • Detention • One (1) Day Susp	• One to Three (1-3) Day Susp	• Five to Nine (5-9) Day Susp
Truancy/ Leaving Campus without Authorization/ Unauthorized Absence ARS 15-803	• Notify Parent • Conference • Detention	• Detention • One (1) Day Susp	• One (1) Day Susp
*Vandalism/ Destruction of Property ARS 13-1602	• Conference • Notify Parent • Detention • One (1) Day Susp • Restitution	• One to Three(1-3) Day Susp • Restitution	• Five to Nine (5-9) Day Susp • Restitution

Discipline Procedures- Grades K-3			
	1st Admin Intervention	2nd Admin Intervention	3rd Admin Intervention
Verbal Abuse/ Obscenity	• Conference • Notify Parent • Detention	• One to Three(1-3) Day Susp •	• Three to Five (3-5) Day Susp
*Verbal Abuse/ Profanity to an Adult	• One (1) Day Susp	• Three (3) Day Susp	• Five to Nine(5-9) Day Susp
*Weapon/ Other Firearm • Mandatory TAT ARS 13-3102	• Nine (9) Day Susp • Long Term Susp	• Long Term Susp	• Long Term Susp • Expulsion

Appendix C-Grades 4-6 Discipline Matrix

Administration will exercise discretion when determining consequences and may assign a more or less severe consequence than outlined in the guidelines below. An administrator may choose any or all of the consequences at any infraction level. An underlined infraction indicates that an administrator may opt to use an in school suspension as a possible disciplinary action in lieu of out of school suspension. An asterisk (*) indicates that the violation must be reported to ADE and a police report may be filed. TAT = Threat Assessment Team. The Principal is the highest level of appeal for a suspension of nine (9) days or less.

Potential Aggravating Factors:

1. The severity of the actual result of conduct
2. The potential and actual jeopardy to the members of the educational community and their property resulting from the misconduct.
3. The extent of the disruption or potential disruption to the educational environment.
4. The attitude of the student and parent concerning the misconduct and potential disciplinary consequences.
5. The repetition of incidents of misconduct either with or without disciplinary intervention between the separate incidents.

Potential Mitigating Factors:

1. The age of the student.
2. The ability of the student to understand that the conduct was prohibited.
3. The ability of the student to understand the potential risk of the misconduct to the health and/ or safety of others and their property.
4. The ability of the student to understand the potential of the disruption to the institution.
5. The ability of the student to understand the potential for disciplinary consequences.
6. Reasonableness of use of physical force in self defense, defense of others, and defense of property.

The threat or use of physical force by a student is not reasonable when:

1. Made in response to verbal provocation alone
2. Assistance from a school staff member is a reasonable alternative
3. The degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk.

Discipline Procedures- Grades 4-6			
	1st Admin Intervention	2nd Admin Intervention	3rd Admin Intervention
*Alcohol (possession and/or use)	• Five to Nine(5-9) Day Susp •	• Nine (9) Day Susp • Long Term Susp	• Long Term Susp • Expulsion
*Alcohol (distribution and/or sale)	• Five to Nine(5-9) Day Susp •	• Nine (9) Day Susp • Long Term Susp	• Long Term Susp • Expulsion
*Arson • Mandatory TAT ARS 13-1703	• Nine (9) Day Susp • Long Term Susp • Expulsion • Restitution	• Long Term Susp • Expulsion • Restitution	•
*Assault • Possible TAT ARS 13-1203	• Three (3) Day Susp	• Five to Nine(5-9) Day Susp	• Nine (9) Day Susp • Long Term Susp • Expulsion
*Aggravated Assault ARS13-1204 • Mandatory TAT	• Five to Nine(5-9) Day Susp	• Nine (9) Day Susp • Long Term Susp	• Long Term Susp • Expulsion
Bullying	• Five (5) Day Susp	• Nine (9) Day Susp	• Long Term Susp
*Bus Misconduct **Note: In addition to suspension of bus riding privileges, depending on the infraction, normal school consequences also apply.**	• Parent Contact • Warning • One to Three (1-3) Day Bus Susp	• Parent Contact • Five to Nine (5-9) Day Bus Susp	• Parent Contact • Up to Nine Weeks Bus Susp • Complete Loss of Bus Riding Privileges

Discipline Procedures- Grades 4-6			
	1st Admin Intervention	2nd Admin Intervention	3rd Admin Intervention
Cheating/ Plagiarism	• Notify Parent • Loss of Credit for Assignment	• Three (3) Day Susp • Loss of Credit for Assignment	• Loss of Credit for Assignment • Five (5) Day Susp
*Dangerous Instruments/ Devices/ Substances ARS 13-105.12 • Possible TAT	• Five (5) Day Susp	• Nine (9) Day Susp	• Nine (9) Day Susp • Long Term Susp • Expulsion
*Death Threat • Mandatory TAT ARS 13-1202	• Up to Nine (9) Day Susp (pending TAT)	• Nine (9) Day Susp • Long term Susp • TAT • Expulsion	• Expulsion • TAT
*Disorderly Conduct ARS 13-2904	• Three (3) Day Susp	• Five (5) Day Susp	• Nine (9) Day Susp • Long Term Susp
*Disrespect/Defiance/ Insubordination	• Conference • Detention	• One to Three(1-3) Day Susp	• Five to Nine(5-9) Day Susp • Long Term Susp
Disruption	• Conference • Detention	• One to Three(1-3) Day Susp	• Five to Nine(5-9) Day Susp • Long Term Susp
Dress Code Violation	• Change Clothes • Call to Parent • Detention	• Change clothes • Detention • Conference • One (1) Day Susp	• Change clothes • One to Three(1-3) Day Susp
*Drugs (use and/or possession) ARS 13-3415	• Nine (9) Day Susp • Long Term Susp	• Long Term Susp • Expulsion	• Expulsion
*Drugs (distribution and/or sale) ARS 13-3415	• Nine (9) Day Susp • Long Term Susp	• Long Term Susp • Expulsion	• Expulsion
*Drug/ Tobacco Paraphernalia ARS 13-3415	• Up to Nine (9) Day Susp	• Nine (9) Day Susp • Long Term Susp	• Expulsion
Electronic Devices	• Confiscation • Student Pick Up • Notify Parent/ Conf.	• Confiscation • Parent Pick Up • Detention	• Confiscation • One to Three(1-3)Day Susp
*Endangerment • Possible TAT ARS 13-1201	• Notify Parent • Detention • One (1)Day Susp	• Three to Five(3-5) Day Susp	• Nine (9) Day Susp • Long Term Susp • Expulsion
*Extortion ARS 13-1804	• Three (3) Day Susp	• Five (5) Day Susp	• Nine (9) Day Susp
*Fighting **(Note: Please refer to section on Student and Staff Self Defense)** ARS 13-2904	• Three (3) Day Susp	• Five (5) Day Susp	• Nine (9) Day Susp • Long Term Susp • Expulsion
*Forgery/ Falsification	• Notify Parent • Detention • One (1)Day Susp	• Three (3) Day Susp	• Three (3) Day Susp
*Gambling	• Conference • Notify Parent • Detention	• One (1) Day Susp	• Three (3) Day Susp
*Gang Activity ARS 13-1202	• Three (3) Day Susp • Detention	• Five (5) Day Susp	• Nine (9) Day Susp • Long Term Susp • Expulsion
*Harassment ARS 13-2921	• Mediation • Three (3) Day Susp	• Three to Five (3-5) Day Susp	• Nine (9) Day Susp • Long Term Susp • Expulsion

Discipline Procedures- Grades 4-6			
	1st Admin Intervention	2nd Admin Intervention	3rd Admin Intervention
*Hate Speech	• Three (3) Day Susp • Detention	• Five (5) Day Susp	• Nine (9) Day Susp • Long Term Susp • Expulsion
Horseplay/ Roughhousing	• Conference • Notify Parent • Detention	• One (1) Day Susp	• Three (3) Day Susp
Instigation	• One to Three (1-3) Day Susp	• Three to Five (3-5) Day Susp	• Five to Nine (5-9) Day Susp
Physical Aggression	• One (1) Day Susp • Detention	• Three (3) Day Susp	• Five to Nine(5-9) Day Susp • Long Term Susp
Public Display of Affection	• Warning • Conference • Notify Parents	• Parent Conference • One (1) Day Susp	• Three (3) Day Susp
*Robbery ARS 13-1902	• Five (5) Day Susp • Restitution	• Nine (9) Day Susp • Restitution	• Long Term Susp • Restitution
*Sale or Distribution of Dangerous Instruments • Possible TAT ARS 15-105.12	• Three to Five(3-5) Day Susp	• Five (5) Day Susp	• Nine (9) Day Susp • Long Term Susp
*Sale or Distribution of a Weapon ARS 13-3102 • Mandatory TAT	• Long Term Susp • Expulsion	• Expulsion	
*Sexual Harassment • Possible TAT ARS 13-2921	• Notify Parent • Conference • Detention • Three (3) Day Susp	• Three to Five(3-5) Day Susp	• Nine (9) Day Susp • Long Term Susp • Expulsion
Sexual Materials	• Notify Parent • Conference • Detention • One (1) Day Susp	• Three (3) Day Susp	• Five (5) Day Susp • Nine (9) Day Susp • Long Term Susp
*Sexual Misconduct	• Notify Parent • Conference • Detention	• One to Three(1-3) Day Susp	• Three to Five (3-5) Day Susp
*Simulated Firearm or Weapon • Possible TAT	• Notify Parent • Conference • Detention • One (1) Day Susp	• One to Three (1-3) Day Susp	• Five to Nine(5-9) Day Susp
Tardy	• Notify Parent/ Conf • Detention	• Notify Parent/ Conf • Detention	• Notify Parent/ Conf • Detentions
Technology Misuse/ Computer Tampering	• Conference • Loss of Technology Privileges • One (1) Day Susp • Restitution	• Loss of Technology Privileges • Three (3) Day Susp • Restitution	• Five to Nine(5-9) Day Susp • Loss of Technology Privileges • Restitution
Theft ARS 13-1802	• Notify Parent • One to Three(1-3) Day Susp • Restitution	• Three to Five(3-5) Day Susp • Restitution	• Five to Nine(5-9) Day Susp • Restitution
Threatening/ Intimidating Behavior ARS 13-1202 • Possible TAT	• Mediation • Three (3) Day Susp	• Five (5) Day Susp	• Nine (9) Day Susp • Long Term Susp • Expulsion
*Tobacco/Electronic Cigarettes ARS 36-798.03	• Three (3) Day Susp	• Five (5) Day Susp	• Nine (9) Day Susp

Discipline Procedures- Grades 4-6			
	1st Admin Intervention	2nd Admin Intervention	3rd Admin Intervention
*Trespassing/ Loitering ARS 13-1503	• One to Three(1-3) Day Susp	• Three to Five(3-5) Day Susp	• Five to Nine(5-9) Day Susp
Truancy/ Leaving Campus without Authorization/ Unauthorized Absence ARS 15-803	• Notify Parent • Detention • One (1) Day Susp	• Three (3) Day Susp	• Five (5) Day Susp
*Vandalism/ Destruction of Property ARS 13-1602	• Three (3) Day Susp • Restitution	• Five (5) Day Susp • Restitution	• Nine (9) Day Susp • Long Term Susp • Expulsion • Restitution
Verbal Abuse/ Obscenity	• One to Three(1-3) Day Susp	• Three to Five(3-5) Day Susp	• Five to Nine(5-9) Day Susp
*Verbal Abuse/ Profanity to an Adult	• Five (5) Day Susp	• Nine (9) Day Susp	• Long Term Susp • Expulsion
*Weapon ARS 13-3102 • Mandatory TAT	• Long Term Susp • Expulsion	• Expulsion	

Appendix D-Grades 7-12 Discipline Matrix

Administration will exercise discretion when determining consequences and may assign a more or less severe consequence than outlined in the guidelines below. An administrator may choose any or all of the consequences at any infraction level. An underlined infraction indicates that an administrator may opt to use an in school suspension as a possible disciplinary action in lieu of out of school suspension. An asterisk (*) indicates that the violation must be reported to ADE and a police report may be filed. TAT = Threat Assessment Team. The Principal is the highest level of appeal for a suspension of nine (9) days or less.

Potential Aggravating Factors:

1. The severity of the actual result of conduct
2. The potential and actual jeopardy to the members of the educational community and their property resulting from the misconduct.
3. The extent of the disruption or potential disruption to the educational environment.
4. The attitude of the student and parent concerning the misconduct and potential disciplinary consequences.
5. The repetition of incidents of misconduct either with or without disciplinary intervention between the separate incidents.

Potential Mitigating Factors:

1. The age of the student.
2. The ability of the student to understand that the conduct was prohibited.
3. The ability of the student to understand the potential risk of the misconduct to the health and/ or safety of others and their property.
4. The ability of the student to understand the potential of the disruption to the institution.
5. The ability of the student to understand the potential for disciplinary consequences.
6. Reasonableness of use of physical force in self defense, defense of others, and defense of property.

The threat or use of physical force by a student is not reasonable when:

1. Made in response to verbal provocation alone
2. Assistance from a school staff member is a reasonable alternative
3. The degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk.

Discipline Procedures- Grades 7-12			
	1st Admin Intervention	2nd Admin Intervention	3rd Admin Intervention
*Alcohol (possession and/or use)	• Nine (9) Day Susp • Long Term Susp	• Long Term Susp • Expulsion	• Expulsion
*Alcohol (distribution and/or sale)	• Nine (9) Day Susp • Long Term Susp	• Long Term Susp • Expulsion	• Expulsion
*Arson • Mandatory TAT ARS 13-1703	• Long Term Susp • Expulsion • Restitution	• Expulsion • Restitution	
*Assault • Possible TAT ARS 13-1203	• Five (5) Day Susp	• Nine (9) Day Susp • Long Term Susp • Expulsion	• Long Term Susp • Expulsion
*Aggravated Assault ARS 13-1204 • Mandatory TAT	• Long Term Susp	• Expulsion	
Bullying	• Five (5) Day Susp	• Nine (9) Day Susp	• Long Term Susp

Discipline Procedures- Grades 7-12			
	1st Admin Intervention	2nd Admin Intervention	3rd Admin Intervention
*Bus Misconduct **Note: In addition to suspension of bus riding privileges, depending on the infraction, normal school consequences also apply.**	• Parent Contact • Warning • One to Three (1-3) Day Bus Susp	• Parent Contact • Five to Nine (5-9) Day Bus Susp	• Parent Contact • Up to Nine Weeks Bus Susp • Complete Loss of Bus Riding Privileges
Cheating/ Plagiarism	• Notify Parent • Loss of Credit for Assignment	• Three (3) Day Susp • Loss of Credit for Assignment	• Five (5) Day Susp • Loss of Credit for Assignment
*Dangerous Instruments/ Devices/ Substances ARS 13-105.12 • Possible TAT	• Five (5) Day Susp	• Nine (9) Day Susp	• Long Term Susp • Expulsion
*Death Threat • Mandatory TAT ARS 13-1202	• Up to Nine (9) Day Susp (pending TAT)	• Nine (9) Day Susp • Long term Susp • TAT • Expulsion	• Expulsion • TAT
*Disorderly Conduct • Possible TAT ARS 13-2904	• Five to Nine(5-9) Day Susp	• Nine (9) Day Susp • Long term Susp	• Long Term Susp • Expulsion
*Disrespect/Defiance/ Insubordination	• Conference • Detention • One (1) Day Susp	• Three (3) Day Susp	• Five to Nine(5-9) Day Susp • Long Term Susp
Disruption	• Conference • Detention • One (1) Day Susp	• One to Three(1-3) Day Susp	• Five to Nine(5-9) Day Susp • Long Term Susp
Dress Code Violation	• Change Clothes • Call to Parent • Detention	• Change clothes • Detention • Conference • One (1) Day Susp	• Change clothes • One to Three(1-3) Day Susp
*Drugs (use and/or possession) ARS 13-3415	• Nine (9) Day Susp • Long Term Susp	• Long Term Susp • Expulsion	• Expulsion
*Drugs (distribution and/or sale) ARS 13-3415	• Nine (9) Day Susp • Long Term Susp	• Long Term Susp • Expulsion	• Expulsion
*Drug/ Paraphernalia ARS 13-3415	• Five to Nine (9) Day Susp	• Nine (9) Day Susp • Long Term Susp	• Long Term Susp • Expulsion
Electronic Devices	• Confiscation • Student Pick Up • Notify Parent/ Conf.	• Confiscation • Parent Pick Up • Detention • OCR	• Confiscation • One to Three(1-3) Day Susp
*Endangerment • Possible TAT ARS 13-1201	• Notify Parent • Detention • Three (3) Day Susp	• Three to Five(3-5) Day Susp	• Nine (9) Day Susp • Long Term Susp • Expulsion
*Extortion ARS 13-1804	• Three to Five(3-5) Day Susp	• Five to Nine(5-9) Day Susp	• Nine (9) Day Susp • Long Term Susp

Discipline Procedures- Grades 7-12			
	1st Admin Intervention	2nd Admin Intervention	3rd Admin Intervention
*Fighting **(Note: Please refer to section on Student and Staff Self Defense)**ARS 13-2904	• Five (5) Day Susp	• Nine (9) Day Susp • Long Term Susp.	• Long Term Susp • Expulsion
*Forgery/ Falsification	• One to Three(1-3) Day Susp	• Three to Five(3-5) Day Susp	• Five to Nine(5-9) Day Susp
*Gambling	• Conference • Notify Parent • Detention • One (1) Day Susp	• Three (3) Day Susp	• Five (5) Day Susp
*Gang Activity ARS 13-1202	• Three (3) Day Susp	• Five (5) Day Susp	• Nine (9) Day Susp • Long Term Susp • Expulsion
*Harassment ARS 13-2921 **• Use of technology/ electronic device to harass/ offend/ intimidate (ARS 13-2916)**	• One to Three(1-3) Day Susp	• Three to Five(3-5) Day Susp	• Nine (9) Day Susp • Long Term Susp • Expulsion
*Hate Speech	• Three (3) Day Susp • Detention	• Five (5) Day Susp	• Nine (9) Day Susp • Long Term Susp
Horseplay/ Roughhousing	• Conference • Detention • One (1) Day Susp	• Three (3) Day Susp	• Five (5) Day Susp
Instigation	• Three (3) Day Susp	• Five (5) Day Susp	• Nine (9) Day Susp
Physical Aggression	• One (1) Day Susp	• Three (3) Day Susp	• Five to Nine(5-9) Day Susp • Long Term Susp
Public Display of Affection	• Warning • Detention • Conference • Notify Parents • One (1) Day Susp	• Parent Conference • One (1) Day Susp • Three (3) Day Susp	• Three to Five(3-5) Day Susp • Nine (9) Day Susp
*Robbery ARS 13-1902	• Five (5) Day Susp • Restitution	• Nine (9) Day Susp • Restitution	• Long Term Susp • Restitution
*Sale or Distribution of Dangerous Instruments • Mandatory TAT ARS 13-105.12	• Nine (9) Day Susp • Long Term Susp	• Expulsion	
*Sale or Distribution of a Weapon ARS 13-3102 • Mandatory TAT	• Long Term Susp • Expulsion	• Expulsion	
*Sexual Harassment • Possible TAT ARS 13-2921	• Notify Parent • Conference • Three (3) Day Susp	• Five (5) Day Susp	• Nine (9) Day Susp • Long Term Susp • Expulsion
*Sexual Materials	• Notify Parent • Confiscation • Detention • Three (3) Day Susp	• Three to Five(3-5) Day Susp	• Five to Nine(5-9) Day Susp • Long Term Susp • Expulsion

Discipline Procedures- Grades 7-12

	1st Admin Intervention	2nd Admin Intervention	3rd Admin Intervention
*Sexual Misconduct	• Notify Parent • Conference • Three (3) Day Susp	• Five (5) Day Susp	• Nine (9) Day Susp • Long Term Susp • Expulsion
*Simulated Firearm or Weapon • Possible TAT	• Confiscation • Notify Parent • Five (5) Day Susp	• Confiscation • Nine (9) Day Susp	• Confiscation • Long Term Susp
Tardy	• Notify Parent/ Conf • Detention • OCR	• Notify Parent/ Conf • Detention • OCR	• Notify Parent/ Conf • Detention • OCR • Classify as Defiance
Technology Misuse/ Computer Tampering	• Conference • Loss of Technology Privileges • Three (3) Day Susp • Restitution	• Five (5) Day Susp • Loss of Technology Privileges • Restitution	• Nine (9) Day Susp • Long Term Suspension • Loss of Technology Privileges • Restitution
Theft ARS 13-1802	• One to Three (1-3) Day Susp • Restitution	• Three to Five(3-5) Day Susp • Restitution	• Five to Nine(5-9) Day Susp • Restitution
Threatening/ Intimidating Behavior ARS 13-1202 • Possible TAT	• Mediation • Three (3) Day Susp	• Five (5) Day Susp	• Nine (9) Day Susp • Long Term Susp
*Tobacco/Electronic cigarettes ARS 26-798.03	• Three (3) Day Susp	• Five (5) Day Susp	• Nine (9) Day Susp
*Trespassing/ Loitering ARS 13-1503	• One to Three(1-3) Day Susp	• Three to Five(3) Day Susp	• Five to Nine(5-9) Day Susp
*Truancy/ Leaving Campus without Authorization/ Unauthorized Absence ARS 15-803	• Notify Parent • Detention • One (1) Day Susp	• Three (3) Day Susp	• Five (5) Day Susp • Long Term Susp.
*Vandalism/ Destruction of Property ARS 13-1602	• Three (3) Day Susp • Restitution	• Five (5) Day Susp • Restitution	• Nine (9) Day Susp • Long Term Susp • Expulsion • Restitution
Verbal Abuse/ Obscenity	• Three to Five (3-5) Day Susp	• Five to Seven (5-7) Day Susp	• Nine (9) Day Susp • Long Term Susp
*Verbal Abuse/ Profanity to an Adult	• -Three to Five(3-5) Day Susp	• Three to Seven (3-7) Day Susp	• Nine (9) Day Susp • Long Term Suspension
*Weapon/ Other Firearm • Mandatory TAT ARS 13-3102	• Long Term Susp • Expulsion	• Expulsion	