



MADISON
SCHOOL DISTRICT

2020 – 2021

STUDENT & PARENT HANDBOOK

Policies, Procedures, Rights & Responsibilities

*Handbook procedures are subject to change due to COVID-19 safety measures. Please check with your school principal for any questions regarding visitors and volunteering.



5601 North 16th Street, Phoenix, AZ 85016 • (602) 664-7900 • madisonaz.org

WELCOME TO MADISON!

Welcome, students and parents, to the 2020-2021 school year. Our entire staff is looking forward to this upcoming school year and hope you and your child have a successful and extraordinary year.

The Madison Student and Parent Handbook is provided to help ensure all students have an excellent learning experience. Parents should use this handbook as a framework for discussing with their child expectations so each student is well prepared for a successful school year. This publication includes information that families may need throughout the school year, including expectations for student behavior, contact numbers and other resources.

The current version of this Madison Student and Parent Handbook can be found online at www.madisonaz.org. It will be updated during the year, if necessary.

Thank you for working with us to create a learning environment where everyone is treated with respect and is free to learn and explore new ideas and interests. Please contact your child's teacher or principal should you have questions regarding this handbook. We look forward to working together with you to prepare your child for an extraordinary year of learning.



Internationally Accredited through AdvancED



STUDENT & PARENT HANDBOOK ACKNOWLEDGEMENT

Upon completion of the enrollment application, and with student attendance in the Madison School District, the student(s) & parent(s)/guardian(s) have agreed to the terms in the Student & Parent Handbook, and acknowledge the contents and understand the rules and policies contained. It is the student(s) and parent(s)/guardian(s) responsibility to follow these guidelines. This acknowledgement applies to the handbooks, Technology Agreement (including the Acceptable Use of Personal Technology Devices in Madison), and the District User Agreement for Internet and Email Access.

Students and parents must adhere to the opening plan as it relates to COVID-19 as approved by the Governing Board. <https://madisonaz.org/covid-19-information/>

ACCEPTABLE USE OF PERSONAL TECHNOLOGY DEVICES IN THE MADISON SCHOOL DISTRICT

We, both as student(s) & parent(s)/guardian(s), understand and will abide by the provisions and conditions of the acceptable uses of personal technology devices in the Madison School District. We understand that any violations of the terms and conditions may result in disciplinary action.

MADISON SCHOOL DISTRICT USER AGREEMENT FOR INTERNET AND EMAIL ACCESS

We, both as student(s) & parent(s)/guardian(s), understand and will abide by the provisions and conditions indicated. I understand that any violations of the terms and conditions may result in disciplinary action and the revocation of my use of information services.

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

We as parent(s)guardian(s), accept full responsibility for supervision if, and when, my child's use of the EIS is not in a school setting. We hereby give permission for use of the electronic information services.



GOVERNING BOARD

Mr. Matthew Gress

Mr. Scott Holcomb

Ms. Mitra Khazai

Dr. Marcus Osborn

Ms. Sarah Speer

DISTRICT ADMINISTRATION

5601 N. 16th Street

Phoenix, AZ 85016

602-664-7900

Dr. Kenneth Baca

Superintendent

Ms. Lori Garvey

Deputy Superintendent

Ms. Barbara Marshall

Assistant Superintendent,

Educational Services

Dr. Ramona Lomeli

Executive Director,

Human Resources

Madison Elementary School District does not discriminate on the basis of race, color, national origin, sex, disability, religion or age in its programs or activities. For information regarding discrimination grievances or complaint procedures, contact the District Office at 602-664-7900.



Governing Board Meeting Dates 2020-2021

The Governing Board of the Madison Elementary School District will meet in a regular session on the following dates. All regular meetings will be held in the Board Room of the District Administration Building at 5601 N. 16th Street, Phoenix, AZ 85016 starting at 6:00 P.M. Live video broadcasts and past meetings are available at <https://livestream.com/accounts/10632146>.

July 28, 2020	November 10, 2020	March 30, 2021
August 11, 2020	December 8, 2020	April 13, 2020
August 25, 2020	January 12, 2021	April 27, 2021
September 8, 2020	January 26, 2021	May 11, 2021
September 22, 2020	February 9, 2021	May 25, 2021 (3 PM)
October 13, 2020	February 23, 2021	June 8, 2021
October 27, 2020	March 9, 2021	

Public notice of all Governing Board meetings will be posted in a case in front of the District Office Administration Building at 5601 N. 16th Street, Phoenix, AZ 85016, and online at least 24 hours prior to a Board meeting.

One or more members of the Board may participate in the meeting by telephone, video, or internet conferencing.

Pursuant to A.R.S. 38-431.03.A.3, the Board may vote to convene an executive session (which will not be open to the public) for discussion or consultation with the Board's attorney(s) on any matter listed on the Agenda. The Board attorney(s) may appear in person or telephonically.

The Board reserves the right to change the order of items on the Agenda, with the exception of public hearings set for a specific time.

A copy of background material for an Agenda item provided to Board members (with the exception of materials relating to executive sessions) is available for public inspection online at <https://go.boarddocs.com/az/msd38/Board.nsf/Public> or at the District's administrative offices, located at 5601 N. 16th Street, Phoenix, AZ 85016, at least 24 hours prior to the Board meeting.

Persons with a disability may request a reasonable accommodation and/or persons requiring translation services may request needed services by contacting Rachel Malefors (602) 664-7903. Requests should be made as early as possible to allow time to arrange for the accommodation.

MADISON SCHOOL DISTRICT #38

2020-2021 SCHOOL YEAR CALENDAR

JULY 2020

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AUGUST 2020 16

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NOVEMBER 2020 17

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- Jul 28 New Student Registration, Kinder and 5th grade
- Jul 29 Returning Student Registration, Last Name A-L
- Jul 30 Returning Student Registration, Last Name M-Z
- Aug 3-4 New Teacher Orientation
- Aug 5 All Teachers' Beginning Day – Full Day
- Aug 11 Students' First Day
- Sep 7 Labor Day
- Oct 2 Teacher Planning Day – Half-Day Schedule
- Oct 5-9 Fall Break
- Oct 19 Parent/Teacher Conferences – Evening
- Oct 20 Parent/Teacher Conferences – Half Day/Evening
- Oct 21 Parent/Teacher Conferences - Half-Day Schedule
- Nov 11 Veterans' Day
- Nov 25-27 Thanksgiving
- Dec 18 Teacher Planning Day – Half-Day Schedule
- Dec 21-31 Winter Break
- Jan 1 Winter Break
- Jan 4 School Resumes
- Jan 12 Parent/Teacher Conferences - Evening
- Jan 13 Parent/Teacher Conferences - Half-Day Schedule
- Jan 18 Martin Luther King Day
- Feb 15 Presidents' Day
- Mar 12 Teacher Planning Day – Half-Day Schedule
- Mar 15-19 Spring Break
- Apr 2 Spring Holiday
- Apr 5-20 State Testing and/or Make-up
- May 26 Students' Ending Day – Half-Day Schedule
- May 26 Teachers' Ending Day – Full Day
- May 31 Memorial Day

KEY

- New Student Registration, Kinder and 5th grade (28th)
- Returning Student Registration, Last Name A-L (29th)
- Returning Student Registration, Last Name M-Z (30th)
- New Teacher Orientation
- Teacher Collaboration Time (TCT) - Early Release
- All Teachers – Beginning, Ending
- Students' First Day, Ending Day
- Parent/Teacher Conferences – Evening
- Parent/Teacher Conferences – Half Day & Evening
- Parent/Teacher Conferences – Half Day Schedule
- Teacher Planning - Half Day
- School Holidays
- All Staff Professional Development Day
- Testing Days

End of Grading Periods:

1 st Quarter	October 2	39 days
2 nd Quarter	December 18	46 days
3 rd Quarter	March 12	48 days
4 th Quarter	May 26	47 days
		180 days

40th day – October 12
100th day – January 25

JANUARY 2021 19

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APRIL 2021 21

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MAY 2021 18

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JUNE 2021

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Revised New Student, Returning Student, Kinder and 5th grade Registration.



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SCHOOLS AND PRINCIPALS

Madison #1 Middle School

Grades 5-8
5525 N. 16th Street
Phoenix, AZ 85016
(602)664-7100
Principal: Pam Warren
<http://www.madisonaz.org/no1-middle-school/>

Madison Camelview Elementary School

Grades K-4
2002 E. Campbell Avenue
Phoenix, AZ 85016
(602)664-7200
Principal: Hilary O'Brien
<http://www.madisonaz.org/camelview-elementary/>

Madison Heights Elementary School

Grades K-4
7150 N. 22nd Street
Phoenix, AZ 85020
(602)664-7800
Principal: Priscilla Gossett
<http://www.madisonaz.org/heights-elementary/>

Madison Meadows Middle School

Grades 5-8
225 W. Ocotillo Road
Phoenix, AZ 85013
(602)664-7600
Principal: Katy Clark
<http://www.madisonaz.org/meadows-middle-school/>

Madison Park Middle School

Grades 5-8
1431 E. Campbell Avenue
Phoenix, AZ 85014
(602)664-7500
Principal: Margaret Rodriguez
<http://www.madisonaz.org/park-middle-school/>

Madison Rose Lane Elementary School

Grades K-4
1155 E. Rose Lane
Phoenix, AZ 85014
(602)664-7400
Principal: Rose Devine
<http://www.madisonaz.org/rose-lane-elementary/>

Madison Simis Elementary School

Grades K-4
7302 N. 10th Street
Phoenix, AZ 85020
(602)664-7300
Principal: Laura Webb
<http://www.madisonaz.org/simis-elementary/>

Madison Traditional Academy

Grades PreK-8
925 E. Maryland Avenue
Phoenix, AZ 85014
(602)745-4000
Principal: Mike Duff
<http://www.madisonaz.org/mta/>

Teacher websites can be accessed through the staff directory located on your child's school homepage.

ATHLETICS

Madison Elementary School District believes strongly in the value of extra-curricular activities. One of the most valuable outcomes is the mental, physical, and social development of the students who represent Madison Elementary School District through the participation in athletics and activities.

Participation in extracurricular activities is a privilege. It is important to have good representatives who are leaders both on campus and in the community. For specific information regarding athletics, please refer to the athletic handbook on the athletics page of your school website: <http://madisonaz.org/parents/handbooks/>

ATTENDANCE

Arizona State Law charges the parent or guardian with responsibility for the student's consistent school attendance. Attending school each day, being on time, and remaining for the entire day is very important for the total commitment to learning. Absences, tardiness, and early checkout disrupt the learning process. Students are expected to attend regularly (minimum of 90% of the school days) and be prompt arriving at school. Parents are encouraged to make doctor, dentist, and other appointments at times that will not interfere with school.

COURT UNIFIED TRUANCY SUPPRESSION PROGRAM (CUTS)

School attendance is not only a good habit; state law requires it. Arizona State Law (15-802.E, 15-803) requires every person who has custody of a child between the ages of six and sixteen years shall make sure the child attends school for the full time school is in session unless unable to attend due to illness or another legitimate reason.

To encourage and improve school attendance, Madison School District has implemented a truancy program in partnership with Maricopa County Juvenile Court. This truancy program is called C.U.T.S. (Court Unified Truancy Suppression). We will be tracking attendance very closely. Your child is expected to be at school every day, unless there is an excused reason not to be. An absence is defined as a minimum of one missed class period per day. An unexcused absence will count as a truant day as defined by the law. A student is "habitually truant" if he/she has **five or more unexcused absences** from school. A student that is **absent more than ten percent (18 days)** of the required number of school days per year is considered to have "excessive absences" **whether the absence is excused or unexcused**.

When a student has **five** or more unexcused absences or **19** excessive absences (excused OR unexcused), the student can be cited to the CUTS Program through the Juvenile Court. **The hearing will be at the Juvenile Court Center.** A parent or legal guardian must be present with the student at the time of the hearing. Consequences at the hearing may include the following: required attendance of the parent and the child at an education class (to be held on Saturdays), work hours assigned to the child, counseling, etc. The parent will be assessed a \$50 Diversion fee. Failure to complete these consequences may result in suspension of your child's driver's license, or inability to get a driver's license until their 18th birthday and/or formal court proceedings. It is the parent's/guardian's responsibility to ensure their child's attendance in an approved academic setting. If you fail to take the necessary steps to provide your child with appropriate education, you may receive a citation. If convicted, it is a Class 3 misdemeanor punishable by jail time and/or fine.

The education of your child is extremely important to us. This program is another way that Madison School District is working with the community to ensure a quality education for all students. Please note that the school also reserves the right to have a CUTS Officer speak at Orientations and Assemblies, as well as to individual groups of students regarding the importance of school. If you have any questions or concerns, please contact your child's school.

Definitions

Tardy is defined as arriving after the start of the regular school day, at the assigned location ready for classroom activity. Tardiness is also defined as arriving after the start of the class period at the assigned location ready for classroom activity. The teacher must admit all tardy students upon arrival to class. Excessive tardies may result in disciplinary consequences.

Absence is defined as a student not being present in his/her assigned classroom during the assigned period.

Single Period Absence: No absence will be excused without the student first checking in with the office accompanied by a parent and/or written verification of an appointment.

Unexcused Absence is any absence from 1 or more class periods, which has not been excused by a parent according to the procedures listed below. ARS 15-901.A-2 mandates that 10 consecutive unexcused absences constitute a mandatory withdrawal from school retroactive to the last day attended.

Excused Absence is any absence from 1 or more class periods, which has been excused by a parent according to the procedures listed below. Excused absences shall also include any school sponsored event which causes students to miss class, such as field trips, early dismissals for athletics (if necessary), etc. No student may be excused from class by a parent and still remain on campus.

Truant: Unexcused absence of at least 1 class period.

Habitual Truancy: An habitually truant child is a child between the ages of six and sixteen who has 5 days of unexcused absences within a single school year (ARS 15-803). Arizona State Law states that it is unlawful for any child between the ages of six and sixteen to fail to attend school during the hours school is in session, unless exempt as defined by ARS 15-803.

Excessive Absences is when the student misses more than 10% (18 days) of the required number of school days per year whether the absences are excused or unexcused.

Withdrawals include students formally withdrawn from schools and students absent for 10 consecutive school days, except for excused absences as identified by the Department of Education. For computation purposes, the effective date of withdrawal shall be retroactive to the last day of actual attendance of the student.

Procedures for Absences

It is the obligation of the parent of an absent student to contact the school attendance office prior to or on the actual day of the absence. Parents are expected to call no later than 1 hour after the start of school. It is helpful to call the attendance line to report your child's absence. For your convenience, voicemail is available 24 hours a day to inform the school of an absence. If no contact is made to the school within 24 hours, the absence will be considered unexcused. At the time of call in, all parents are expected to verify the reasons for and the date(s) of absence. When a parent wishes to have a student excused before the close of the school day, the attendance office must be informed prior to the student's departure, and an administrator or designee must provide permission. School administration will be notified of excessive tardies and/or absences.

Consequences for attendance violations:

5 Absences = Warning letter may be issued

10 Absences = Meeting with parent may occur (for Grades K-2 and 3-4, Face-to-Face meeting; for Grades 5-8 Face-to-Face meeting or phone conference)

15 Absences = Meeting with a truancy officer, parent, student, and school administrator may occur

19+ Absences = Truancy Citation may be issued and/or Open Enrollment Revocation Hearing may occur

Make-Up Work

Student attendance in class is critical to high levels of student learning. A student who is absent for the following reasons will be permitted the same amount of time s/he was absent to complete make-up work:

1. Work missed due to excused absence;
 2. Work missed due to unexcused absence;
 3. Work missed due to suspension.
 4. All work must be made up;
 5. All work will be assessed on the quality of work.
 6. Full credit will be given if full credit is earned based upon the content and the standards being assessed.
-

BUS SAFETY

MADISON SCHOOL DISTRICT POLICY EEAE-EA

This checklist may be used by District officials as a guide for transportation documents or transportation handbooks.

Arriving at pickup point

- Be on time. Leave home in good time so that you will arrive at the pickup point before the school bus.
- If you have to walk along the road to reach the bus stop, walk on the left side facing oncoming traffic.
- Walk on sidewalks or the shoulder of the road where possible.
- If other students are waiting at the bus stop, get in line without pushing or crowding and stay out of the roadway.

Board the bus

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

Conduct on the bus

- The bus will not move until all passengers are seated.
- Remain seated throughout the trip, and leave your seat only when the bus has reached its destination and comes to a complete stop.
- Keep your books and parcels on your lap or put them under the seat.
- Keep the aisle clear.
- Do not talk to the driver except in case of an emergency.
- Avoid doing anything that might disturb or interfere with the driver. Refrain from loud or boisterous talking or yelling.
- Never stick hands, arms, head, or feet out of the windows of the bus.

- Do not open windows without the driver's permission.
- Do not throw anything within the bus or out of a window; you might injure a pedestrian or force a motorist to make a dangerous maneuver.
- Do not touch the emergency door or exit controls or any of the bus safety equipment.
- Do not discard garbage in the bus.
- Eat at home or school, but not on the bus.
- Obey promptly the directions and instructions of the school bus driver.

Prohibited items

- Tobacco is not allowed in a school bus.
- Alcoholic beverages shall not be carried in a school bus.
- Insects, reptiles, or other animals shall not be transported in a school bus. [A.A.C. R17-9-104]
- No weapon, explosive device, harmful drug, or chemical shall be transported in a school bus.

Exit from the bus

- Remain seated until the bus has reached its destination and comes to a complete stop.
- Do not push or crowd when leaving the bus.

Crossing the road

- If you must cross the road, walk to a point about 10 feet in front of the bus but do not cross until you can see that the driver has indicated that it is safe to do so.
- As you cross the road, look continuously to the right and left. At an intersection, look in all directions.
- Cross at right angles. Never cross the highway diagonally.
- Walk briskly across the road, but do not run.
- Never cross the road behind the bus.

Accident or other emergency

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

Procedures followed upon student misbehavior on school bus

- When a student misbehaves on a bus for the first time, the driver will explain to the offender the necessity for good behavior.
- If, after talks and warning, the rider continues to violate the rules, the driver will inform the student that the rule violation will be reported to the principal. This report will include the use of a written form that lists the offense and the action taken by the principal.
- When a student is not allowed transportation by school bus, the principal will inform the parents of the penalty, the reason for it, and how long the penalty will last. In such cases, the parents become responsible for seeing that their child gets to and from school safely.
- A student who is put off 1 bus will be refused transportation by all drivers for the specified period of time.

BUS ROUTES

Bus routes for all Madison schools can be found at <http://www.madisonaz.org/parents/bus-routes/>.

BUS & STOP EXPECTATIONS

SAFE

- Stay Seated
- Face Forward
- Keep hands, feet and objects to self
- Body parts and objects stay INSIDE the bus
- Use classroom voices
- Board and un-board bus with care
- Remain at designated stop until bus arrives
- Stay Seated

RESPONSIBLE

- Go straight to assigned seat
- Food and candy are not allowed
- Bottled water only
- Personal items stay in backpack
- Monitor your behavior while at bus stop

RESPECTFUL

- Follow driver/aide directions the first time
 - Accept corrective feedback without argument
 - Use polite words
 - Interact with courtesy and consideration
 - Observe the “Good Neighbor” policy
 - Observe community property rights
-

DRESS CODE

Student dress and grooming are generally a matter of personal choice. However, we recognize there is a relationship between student dress and student success, school pride, the safety and general welfare of students and staff, and the accomplishments of the curriculum goals and educational objectives. Students who violate the dress code will be asked to go to the Health Office to change into dress code compliant clothing. The parent/guardian may be contacted by administration. Students may not call for clothing when they violate the dress code. Be sure to dress for success!

- Students' attire and appearance should not detract from or disrupt the educational environment.
- Clothing shall cover undergarments at all times and shall not expose cleavage, abdomen, private area, or buttocks.
- Dress or accessories that advocate alcohol, drugs, obscenity, sex, or tobacco are prohibited. Dress or accessories that indicate or imply membership or affiliation with gangs/negative affiliations that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are prohibited. Dress or accessories that display speech or language that is offensive or inappropriate to the limited forum of the public school environment are prohibited (See Madison Elementary School District policies and regulations KFA, JICA, JICA-R, JICF, JICF-R). Dress or accessories that display these or are deemed to advocate or encourage any of these are counterproductive to Madison's curriculum goals and educational objectives.
- Shoes should be worn at all times. They should ensure that students are able to walk to class safely and participate in all classes. Students should also be able to walk up and down the stairs safely. Slippers are not permitted.
- Facial jewelry is not permitted.
- Hats are permitted on school grounds except they are not to be worn in any school building. This includes all headwear: hats, caps, bandanas, hoods. *During the Reopening stages of schools during the COVID-19 pandemic, site administration may allow the wearing of hats in the school buildings when worn as a support for the wearing of the required face mask.
- These rules, as well as all rules in this handbook, are subject to the discretion of school administration and take into account any religious or medical exemptions.

TECHNOLOGY DEVICES

As part of Madison School District's (herein after referred to as "the District") expanding use of technology, the District has linked student, teacher and administrative computers to the Internet. The District's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, research, and communication.

In a school setting, the Internet should be treated as a rich educational resource that allows students to reach beyond the classroom walls to enhance learning. However, there is potential for access to content deemed inappropriate. The District will provide students with appropriate instruction for using the Internet in an educational setting. The District will make every effort to prevent access to unacceptable sites on the Internet through the use of filtering devices that restrict access. However, no system of controlling Internet access is totally effective if a student has the interest, the time, and the knowledge needed to circumvent controls.

Please refer to the Electronic Information Services User Agreement below for rules of etiquette that students are expected to follow while using the internet.

ELECTRONIC INFORMATION SERVICES USER AGREEMENT

Details of the user agreement shall be discussed with each potential user of the Electronic Information Services (EIS). By agreeing to the terms laid out in this handbook, the student is permitted use of EIS resources.

Terms and Conditions

Acceptable Use

Each user must:

Use the EIS to support personal educational objectives consistent with the educational goals and objectives of the District.

- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Abide by all copyright and trademark laws and regulations.
- Not reveal home addresses, personal phone numbers, or personally identifiable data unless authorized to do so by designated school authorities.
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by District employees.
- Not use the network in any way that would disrupt the use of the network by others.
- Not use the EIS for commercial purposes.
- Follow the District's code of conduct.
- Not attempt to harm, modify, add/or destroy software or hardware nor interfere with system security.
- Understand that inappropriate use may result in cancellation of permission to use the educational information services (EIS) and appropriate disciplinary action up to and including expulsion for students.

Personal Responsibility

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

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

Network Etiquette

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

- Be polite and use appropriate language. I will not send, or encourage others to send, abusive messages.
- Respect privacy. I will not reveal any home addresses, personal phone numbers, or personally identifiable information.
- Avoid disruptions. I will not use the network in any way that would disrupt use of the systems by others.
- Post only to known groups or persons.

Services

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

PERSONAL TECHNOLOGY DEVICES

Your child may bring a personal technology device to school for educational purposes, where approved by your child's teacher. Examples of approved devices include iPads, Kindles, smartphones, and other tablets with internet browsing capabilities. Educational purposes include, but are not limited to, classroom activities, communication with experts in connection to a class project, collaboration with classmates in class and at home with Google Drive, or research for class projects. As with other personally owned items, the school and District are not liable for the loss, damage, misuse, or theft of personally owned devices brought to school.

Please know that students are never required to bring a device to school. All students will still be able to access and utilize school equipment. To help ensure appropriate access to online content, personal devices that connect to the District's open Wi-Fi network will have Internet content filtered.

The following presents acceptable use of personal devices in the Madison School District. If you have any questions, please contact your child's teacher.

ACCEPTABLE USE OF PERSONAL TECHNOLOGY DEVICES IN THE MADISON SCHOOL DISTRICT

Please read and discuss these provisions with your child. Please retain the acceptable use information for your reference.

- Use personal devices for educational purposes only.
- The school and District are not liable for the loss, damage, misuse, or theft of personally owned devices brought to school.
- Use only when educationally appropriate as directed by a teacher.
- Personal devices must only connect to the Internet via the District's filtered private wireless network.
- Connecting a personal device to the Internet via a personal data plan is prohibited and could result in loss of personal device privileges.
- The school and District are not liable for any loss of data.
- Students are not to call, text message, email, or electronically communicate with others from their personal device during the school day unless permission is given by the teacher.
- The school reserves the right to monitor, inspect, copy, and review a personally owned device when administration has a reasonable suspicion a violation has occurred.
- Students may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in the District community. This is unacceptable student behavior known as cyber-bullying and will not be tolerated. Any cyber-bullying is subject to disciplinary action.
- Students are not permitted to use any electronic device to record audio, video, or photographs of any student or staff member without their permission. The distribution of any unauthorized media may result in disciplinary action.

EVERY STUDENT SUCCEEDS ACT (ESSA)

The *Every Student Succeeds Act (ESSA)*, signed by President Obama on December 10, 2015, the *No Child Left Behind Act (NCLB)*, which was implemented in 2002 to improve educational opportunities for all children. Many parts of the law, including professional development for teachers and extended learning opportunities for children, such as after-school tutoring, have been common practices in Madison School District. The law affects parents and students in several ways. One part of the law is highlighted below (Parents' Right-to-know).

Teacher Qualifications

The federal government provides assistance to schools serving students from high-poverty backgrounds through the Title I program. Madison School District has a number of schools served through the Title I program. Parents of students attending Title I schools may request information about the professional qualifications of their child's classroom teacher. Specifically, parents may request information about:

- Whether the teacher has met criteria for the grade levels and subject areas taught;
- Whether the teacher is teaching under an emergency credential or license, or other provisional status;
- The baccalaureate degree major of the teacher and any graduate degree held by the teacher, and the field of discipline of that degree; and
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to know the qualifications of your child's teacher or paraprofessional, please contact **602-664-7900**.

FERPA ANNUAL NOTIFICATION OF PARENT RIGHTS

The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to their student's education records. These rights are:

- The right to inspect and review your child's educational record.
- The right to request the amendment of your child's educational record if you feel the educational record is misleading, inaccurate, or in violation of the student's rights.
- The right to give written consent before any personally identifiable information is released about your child, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA if you have been unable to resolve those differences at the school district level.

Procedures to Obtain Educational Records

To request records of students currently enrolled in the district, please contact the school principal and inform him/her that you would like a copy of your child's educational record. The school will respond to any request without unnecessary delay, and within forty-five (45) days of receiving the request. There may be a small fee to cover the copying.

To request records of former students who have withdrawn or promoted from the district, please contact our student records office at 602-664-7958. Student records requests are processed as quickly as possible and in the order in which they are received. Former students over the age of 18 must request their own records.

Procedures for Requesting a Change in Your Child’s Education Record

Parents who wish to ask the school to amend their child’s education record should, in a written letter to the school principal, clearly identify the part of the record they want changed and indicate why the parent believes the record is misleading, inaccurate, or a violation of a student’s rights. Within 10 working days the school will notify the parent of the school’s decision to uphold or amend the student’s records. If the school decides not to amend the record as requested by the parent, the school will notify the parent of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent when notified of the right to a hearing.

These rights as outlined above are transferred from the parent or legal guardian to the student when he or she turns 18 years of age.

For more information about FERPA and answers to frequently asked questions, please see the U.S. Department of Education website at familypolicy.ed.gov.



Our school cafeteria offers nutritious breakfasts and lunches every day. Students may purchase school meals daily or on an as needed basis.

Payments/Meal Balances

- You can make payments to your child's account at: <https://family.titank12.com>. Click on "enroll now" and create an account for yourself and your child(ren). You'll need to enter your child's school, grade, birth date, student ID number, and your credit or debit account information.
- The cashier is available in the mornings before schools begin to receive payments for meals by cash/check. Parents/Guardians may come in person to make payments OR send payments in with their students.
- All meal payments must be made daily before 9:00 a.m. in order to minimize delays as students are traveling through lunch lines.
- **Pre-Paid Balances:** Parents are encouraged to pre-pay 10 days' worth of meals. **Meal balances follow the student their whole career at Madison. Refunds should be requested through the cafeteria prior to leaving the Madison School District.**
- **Low/No balance:** When a student's meal balance is low or out of funds, the cashier will contact the parent/guardian by phone or letter.



Applications for free or reduced priced meals are available in the school office, the cafeteria *OR* you can also complete one online at: <https://family.titank12.com>

Breakfast & Lunch

Menus are able to be viewed online and can also be printed from home at: www.madisonaz.org/parents/lunch-menus/

BREAKFAST

MENU: Breakfast choices include a daily entrée; cereal; fat free white or chocolate milk; 100% juice; and fruit.

TIME: **Breakfast is served daily before school begins.** Students eating breakfast at school must go directly to the cafeteria when they arrive on campus. Students must eat in the cafeteria and then walk to their assigned playground/classroom.

LUNCH

MENU: Lunch includes a choice of 3 daily entrees, fresh fruits and vegetables, fat free white, chocolate or strawberry milk. Please review the current food allergy policy online at: www.madisonaz.org/parents/lunch-menus/. Also, please inform your school nurse of your student's food allergies, and if they change at any time throughout the school year.

You can view the monthly menus as well as a list of current meal pricing by visiting the Madisonaz.org website Using the following link: <https://madisonaz.org/parents/lunch-menus/>

Lunches from Home

Home lunches may come to school in paper/plastic sacks or a container especially designed for lunches. All home lunches should be marked with the student's name and homeroom teacher's name. Lunches from home cannot be refrigerated; please pack food items that do not spoil easily and/or are cooled by lunch-sized 'ice' packets. Students are responsible for knowing if they have a home lunch, and whether they need to purchase a beverage from school. When sending home lunches, please send them to school with your students. Late home lunch deliveries are disruptive to the learning environment.

- Lunch from home should include a well-balanced nutritional meal (protein, fruit, vegetables, and a beverage).

A La Carte Purchases

Students may have the option to purchase a la carte items available at breakfast and at lunch depending on their school. These items cost an additional price with many options like water bottles, milk, juice, and other snacks. Please call your cafeteria to inquire about the selection of items and the price of these items. All of these items meet the Healthy, Hunger-Free Kids Act of 2010 Smart Snack nutritional regulations and requirements based on ingredients, calorie, total fat, saturated fat, trans fat, sodium, and sugar limits. Parents have the option to call their school cafeteria to set up a block on these A La Carte purchases for their child, so that their child will not be allowed to take these items.

Lunch Times

All grade levels are assigned specific lunch periods. Please check with your student's teacher and/or the school office if you need information about your child's lunch period. ***Please note that parents/guardians who plan to join their students for lunch and/or bring lunch to their student must sign in at the front office and adhere to the grade-level assigned times for lunch.*** Parents who are bringing 'special meals' for students need to arrive at least 10 minutes before the assigned lunch time.

- VISITORS –Breakfast and/or Lunch: Parents, guardians, or grandparents are welcome to join their students for lunch any time. Please view the current adult meal price for breakfast and lunch online at: www.madisonaz.org/parents/lunch-menus/. **ALL** visitors must sign in at the school office and get a visitor badge before going to the cafeteria.

Cafeteria Rules

All campus rules apply in *addition* to the following cafeteria specific rules:

- Sharing of food is not permitted. Breakfast and lunch purchased for a student from the cafeteria may not be shared with parents or siblings.
- Eat your own food
- Say and do nothing that will hurt another.
- No playing in the cafeteria or cafeteria bathrooms.
- Keep all food on the table within your assigned space; all breakfasts and lunches must be eaten in the cafeteria. Food not finished by a student is not to be taken out of the cafeteria.
- Once seated, students may not get up for any reason; students must raise their hands and wait for a lunch aide's assistance.
- Students must receive permission to leave the lunch table to use the cafeteria bathroom.
- Listen to and treat cafeteria duty adults with respect.
- Walk at all times.
- Talk in classroom voices.

Birthday in a Box

The Madison Food & Nutrition Services Department would love to help you celebrate your child's special day by offering birthday snacks for the entire class. Offerings and pricing are able to be viewed at: www.madisonaz.org/parents/lunch-menus/. Please download the Birthday Celebration form, complete it in its entirety, and return it with cash or check payment to the school cafeteria no later than 7 days in advance for ordering. We can accept orders for the entire school year as early as the first day of school. Parents please don't forget!

USDA Smart Snacks in Schools & the Arizona Nutrition Standards

The Arizona Nutrition Standards have been revised to incorporate the new USDA Smart Snack in Schools requirements. The revised standards are effective July 1, 2014. They apply to ***all foods sold or served on campus during the school day***. The school day is defined as the period from midnight before to 30 minutes after the end of the official school day. The intent of the standards is to ensure consumption of healthful foods during the school day and create an environment that reinforces the development of healthy eating habits. Madison staff, if you would like to order snacks for an entire grade level or school, please contact the Madison Food & Nutrition Services Department secretary at 602-664-7919 to set this up. We have a list of snacks that meet all of the Smart Snack nutritional requirements. In addition, A La Carte snacks meeting the standards will be available for purchase at breakfast and lunch. **Food sales of any kind, outside of those for sale in the cafeteria, are prohibited by the Madison School District Wellness Policy from the midnight before, to 30 minutes after the end of the official school day.**

Please visit www.madisonaz.org/parents/lunch-menus/ for more information.

Food & Nutrition Services Department Social Media

We would love to connect with our families on our department's social media accounts. Please follow us on Facebook (@MadisonAZFoodServices), Twitter (@MadisonAZ_FS), and Instagram (@MadisonAZ_FS) to see the yummy menu offerings, department events, and more.

If you have questions or concerns you may contact:
Food & Nutrition Services at 602-664-7919



HAZING

MADISON SCHOOL DISTRICT POLICY JICFA

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

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

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

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

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing.

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

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

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

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

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

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

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

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

Adopted: date of manual adoption

LEGAL REF.: A.R.S. 15-341, 15-2301

CROSS REF.: GBEB – Staff Conduct; JIC – Student Conduct; JII – Student Concerns, Complaints and Grievances; JK – Student Discipline; JKD – Student Suspension; JKE – Student Expulsion; JICF – Secret Societies/Gang Activities; KFA – Public Conduct on School Property

HEALTH OFFICE

The health offices may be staffed with either a nurse or a health associate. In the event of illness or accident during the school day, the student will be referred to the health office. The parent/guardian can be contacted during the school day. If a child becomes sick during the day, the school nurse or health associate will evaluate the student and may need additional information or assistance. Parents/guardians must make arrangements to have either a parent, relative, or friend available at all times and on the Emergency Contact Information to pick up a child who is ill.

Any student with a temperature of 100 degrees or more may not attend school. If a student is sent home from school with a fever, he/she may not return to school until they are fever free for 24 hours.

DO NOT send your child to school if your child:

- Complains of a severe headache
- Has a fever, diarrhea or vomiting in the last 24 hours
- Has yellow or green nasal discharge
- Has red or inflamed eyes, or pink-eye
- Has any skin rash unless it has been diagnosed by a physician as noninfectious in writing
- Has head lice

State law requires that a student be excluded from school if they are suspected of having a communicable disease. In the event of a disease outbreak such as measles, all students not in compliance of their immunizations and all exempt students must be excluded for 21 days as per the AZ Dept. of Health.

Madison District follows the guidelines of the Arizona Department of Health regarding immunizations and all communicable diseases.

ARIZONA SCHOOL IMMUNIZATION REQUIREMENTS

Kindergarten - 12th Grade

- Students must have proof of all required immunizations, or a valid exemption, in order to attend school. Arizona law allows exemptions for medical reasons, lab evidence of immunity, and personal beliefs. Exemption forms are available from schools and at <http://azdhs.gov/phs/immunization/school-childcare/requirements.htm>. Homeless students are allowed a 5-day grace period to submit proof of immunization records.
- The immunization record for each vaccine dose must include the complete date and the doctor or clinic name.

- The statutes and rules governing school immunization requirements are:
 - Arizona Revised Statutes 15-871-874; and Arizona Administrative Code, R9-6-701-708

Please check requirements for each child’s age and grade level in the chart on page 17 from the Arizona Department of Health Services (ADHS) Immunization Program Office (updated August 2018).

Arizona Immunization Requirements by Age and Grade			
Vaccine	4 - 6 Years Old Kindergarten or 1st grade	7 - 10 Years Old	11 Years and Older
Hepatitis B (Hep B or HBV)	<p>3 doses 3 doses acceptable if dose #3 was received at or after 24 weeks of age; otherwise 4 doses are required with The final dose at or after 24 weeks of age.</p>		
Poliomyelitis/ Polio (IPV or OPV)	<p>4 doses 3 doses acceptable if dose #3 was received on or after 4 years of age. Students who received 3 or 4 doses (with 4 weeks minimum intervals between doses) PRIOR to August 7, 2009 have met the requirement. The final dose of polio administered ON or AFTER August 7, 2009 must be given at a minimum of 4 years of age AND a minimum interval of 6 months following the previous dose. Polio is not required for students who are 18 years of age or older.</p>		
Measles, Mumps and Rubella (MMR or MMR-V)	<p>2 doses Minimum recommended age for dose #1 is 12 months. A 3rd dose will be required if dose #1 was given more than 4 days before 1st birthday. MMR and Varicella must be given on the same day or at least 28 days apart.</p>		
Varicella (chickenpox) (VAR or MMR-V)	<p>1 dose Minimum recommended age for dose #1 is 12 months. 2 doses are required if the 1st dose was given at 13 years of age or older. MMR and Varicella must be given on the same day or at least 28 days apart.</p>		
Diphtheria, Tetanus, and Pertussis	<p>5 doses of DTaP, DTP or DT 4 doses acceptable if last dose was given</p>	<p>4 doses of DTaP, DTP, DT, Tdap or Td 3 doses acceptable if</p>	<p>1 dose of Tdap is required Students must have a minimum of 3 doses of tetanus/</p>

	<p>on or after 4 years of age.</p> <p>A 6th dose is required if 5 doses have been given before 4 years of age.</p>	<p>first dose was given on or after 1st birthday.</p> <p>Tdap given at ages 7-10 will meet the 11-year-old+ Tdap requirement.</p>	<p>diphtheria vaccine which may include 1 Tdap.</p> <p>If Tdap has not been previously given, 1 dose of Tdap is required when at least 5 years has passed since the last dose of tetanus- containing vaccine.</p>
<p>Quadrivalent Meningococcal (MenACWY or MCV4)</p>			<p>1 dose of quadrivalent meningococcal ACWY is required.</p> <p>A dose administered at 10 years of age will meet the requirement.</p>

Note: Vaccines must follow minimum intervals and ages to be valid.
 A four (4)-day grace period applies in most situations.

The ADHS School Immunization Toolkit can be found at <http://azdhs.gov/preparedness/epidemiology-disease-control/immunization/index.php#schools-immunization-forms>.

CHRONIC HEALTH CONDITIONS

Students identified by a licensed physician or nurse practitioner as having a chronic health condition that will affect regular school attendance shall have homework made available in a timely manner. To ensure that such students have the opportunity to successfully keep up with assignments, teacher(s) shall have the responsibility to provide, in a timely manner, homework for students designated as having chronic health conditions.

A student who has been examined by a licensed physician or nurse practitioner and who is certified by that doctor or nurse practitioner as being unable to attend regular classes for a period of not less than 3 school months or for intermittent periods of 3 months may qualify for homebound instruction.

Further, students with chronic health conditions shall be provided flexibility in physical education activity requirements so that they may participate in the regular physical education program to the extent their health permits. Parents are allowed to write a note excusing their child from physical education for up to 3 days. If a

child needs to be excused from physical education for more than 3 days, a doctor's note is required. Staff members responsible for physical education activities shall develop and implement such guidelines (A.R.S. 15-346, 15-843 (B)(1), 15-902(C)).

MEDICATION

Under certain circumstances, when it is necessary for a student to take medicine during school hours, the District will cooperate with the family physician and the parents if the following requirements are met:

- There must be written permission from the parent to allow the school to administer the medicine. Appropriate forms are available in the school office.
- Parents/Guardians must bring the medicine to the school health office in the prescription container which has the student's name, medication, dosage, when to administer and the prescribing physician, or, if it is over-the-counter medication, in the original container with all warnings and directions intact.
- The parent/guardian should indicate permission to use or not use over-the-counter medications.
- It is important that the student's parent/guardian's current home and work numbers are kept on file in the nurses and school offices in case of a medical emergency. Please provide cell phone numbers if available.
- Students may not carry medication with them to take during the school day unless authorized. Failure to follow this policy may result in disciplinary actions.

Exceptions

- Students who have been diagnosed with anaphylaxis may carry and self-administer emergency medications, including auto-injectable epinephrine provided the pupil's name is on the prescription label on the medication container or device and annual written documentation from the pupil's parent or guardian is provided that authorizes possession and self-administration. The student shall notify school staff as soon as possible following the use of the medication.
- For breathing disorders, handheld inhaler devices may be carried for self-administration provided the pupil's name is on the prescription label on the medication container or on the handheld inhaler device and annual written documentation from the pupil's parent or guardian is provided that authorizes possession and self-administration.
- Students with diabetes who have a diabetes medical management plan provided by the student's parent or guardian, signed by a licensed health professional or nurse practitioner as specified by A.R.S. 15-344.01, may carry appropriate medications and monitoring equipment and self-administer the medication.

MCKINNEY-VENTO HOMELESS STUDENTS

Students are considered homeless if they are:

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

If children are homeless, they have certain rights and protections under the McKinney-Vento Homeless Education Assistance Act. These protections include the right to:

- Go to school, no matter where they live or how long they have lived there
- Be enrolled immediately without birth certificates, immunizations, or school records
- Attend school while the school arranges for the transfer of school and immunization records or any other required documents
- Enroll in school without giving a permanent address
- Schools cannot delay enrollment
- Continue in the school they attended before becoming homeless or the school they last attended
- Receive transportation to and from the school they attended before becoming homeless or the school they last attended, if requested

If you have questions or concerns, please contact your local school office.

PERSONAL TRANSPORTATION DEVICES

Schools will not store skateboards, scooters, rollerblades, etc. in the office or classroom areas. If a student chooses to use this mode of transportation to/from school, the item must be able to be secured with a locking mechanism in the bike rack area. Bicycles must also be secured in the bike area. The school will not be responsible for the loss or theft of any of these items. Students are expected to follow all local laws when traveling to and from school and are encouraged to wear appropriate safety equipment. Bicycles and scooters must be walked in crosswalks and once on the school grounds. Skateboards, rollerblades, etc. must be similarly carried.

Motorized vehicles, including scooters and hover boards, are not allowed at any time per Municipal Code 36-64.

SPECIAL EDUCATION

CHILD FIND NOTICE

It is the Madison School District's responsibility to inform the general public and all parents within our boundaries of our responsibility to make available special education services for students with disabilities aged 3 through 21 years and how to access those services. In addition, we have a responsibility to provide information regarding early intervention services for children birth through 2 years.

We are responsible for identifying, locating, and evaluating all children with disabilities including children aged 3 through 21 and for referring children from birth through 2 years of age to Arizona Early Intervention Program (AzEIP) for evaluation and appropriate services

We are also responsible for providing a free and appropriate public education (FAPE), which includes special education and related services to children with disabilities at public expense, under public supervision and direction without charge to the parents.

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

Children birth through 2 years of age who are receiving early intervention services and will be participating in preschool programs for children with disabilities will be assured of a smooth transition into that program.

If you have any concerns about a child you know, please contact Madison School District's Special Education Department at (602) 664-7927 or the school in which those boundaries you reside.

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

MADISON SCHOOL DISTRICT POLICY JII-EB

Madison Elementary School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, or age in its programs or activities.

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

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

Complaints and grievances related to allegations of student violence, harassment, intimidation, or bullying are to be filed in accordance with Board Policy JICK.

Provided that:

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

The guidelines to be followed are:

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

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

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

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

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

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

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.

STUDENT BULLYING / HARASSMENT / INTIMIDATION

MADISON SCHOOL DISTRICT POLICY JICK-EB

The Governing Board of the Madison School District believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated.

Bullying: Bullying is repeated acts over time that involve a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical in form (e.g., pushing, hitting, kicking, spitting, stealing); verbal (e.g., making threats, taunting, teasing, name-calling); or psychological (e.g., social exclusion, spreading rumors, manipulating social relationships).

Harassment: A person commits harassment if, with intent to harass or with knowledge that the person is harassing another person, the person:

1. Anonymously or otherwise communicates or causes a communication with another person by verbal, electronic, mechanical, telegraphic, telephonic, or written means in a manner that harasses.
2. Continues to follow another person in or about a public place for no legitimate purpose after being asked to desist.
3. Repeatedly commits an act or acts that harass another person.

4. Surveils or causes another person to surveil a person for no legitimate purpose.
5. On more than one occasion, makes a false report to a law enforcement, credit, or social service agency.
6. Interferes with the delivery of any public or regulated utility to a person.

Intimidation: A person commits intimidation if the person intimidates by word or conduct:

1. To cause physical injury to another person or serious damage to the property of another; or
2. To cause, or in reckless disregard to causing, serious public inconvenience including, but not limited to, evacuation of a building, place of assembly or transportation facility; or
3. To cause physical injury to another person or damage to the property of another in order to promote, further or assist in the interests of or to cause, induce, or solicit another person to participate in a criminal street gang, a criminal syndicate, or a racketeering enterprise.

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

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

Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying, harassment, or intimidation shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations. Students found to be bullying others will be disciplined.

Students found to be bullying, harassing, or intimidating others will be disciplined.

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

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

STUDENT BULLYING / HARASSMENT / INTIMIDATION

MADISON SCHOOL DISTRICT EXHIBIT JICK-EA

COMPLAINT FORM

(To be filed with any School District employee who will forward this document to the principal or the principal's designee)

Please print:

Name _____ Date _____

Address _____

Telephone _____ Another phone where you can be reached _____

During the hours of _____

E-mail address _____

I wish to complain against:

Name of person(s) _____

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. Be sure to include all relevant dates, times, and places. Additional pages may be attached if necessary.

STUDENT BULLYING / HARASSMENT / INTIMIDATION

MADISON SCHOOL DISTRICT EXHIBIT JICK-EA

If there is anyone who could provide more information regarding this complaint, please list name(s), address(es), and telephone number(s).

Name	Address	Telephone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The projected solution:

Indicate what you think can and should be done to solve the problem. Be as specific as possible.

I certify this information is correct to the best of my knowledge.

Signature of Complainant _____ Date _____

Document received by _____ Date _____

Investigating official _____ Date _____

STUDENT RECORDS and PUBLIC NOTICE FOR DESTRUCTION OF RECORDS

The Madison Elementary School District retains student records for three years after the student's promotion or withdrawal from the District. Following a student's 8th grade promotion from the District or when a withdrawn student turns 16 years old-, permanent student records are archived.

Only basic identifying information (student name, date of birth, student number), immunization records, last grade reports, and last State standardized test results are permanently archived, when applicable.

All cumulative student records (except for permanently archived records) will be destroyed three years after the school year of last attendance. Special Education records are retained for five years after the student is withdrawn or dismissed from Special Education. Special Education records are not permanently archived.

Before any records are destroyed, parents have the right to review and obtain copies of their child's records. Please contact Madison School District, Student Records Department at 602-664-7958. If the student is a minor (17 years of age or younger), parent(s) or legal guardian must provide all legal documentation verifying relationship AND government issued picture ID. Former students over the age of 18 must request their own records.

Student records requests are processed as quickly as possible and in the order in which they are received. Please be advised that our student records department experiences a surge in requests each August as the District enrolls new students; you may experience a delay in processing during this time. Per 20 U.S.C. 1232g, school districts have 45 days to fulfill student records requests.

STUDENT RIGHTS & SUPPORTS

Madison District believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. A school environment inclusive of these traits maximizes student achievement, fosters student personal growth, and helps students build a sense of community that promotes positive participation as members of society.

Madison schools, in partnership with parents, guardians, and students, shall establish and maintain school environments based on these beliefs. Madison schools shall implement age-appropriate programs designed to instill in students the values of positive interpersonal relationships, mutual respect, and appropriate conflict resolution.

The following basic guidelines of rights and responsibilities shall not be construed to be all-inclusive. Each student is obligated to respect the rights of classmates, teachers, and other school personnel. Students shall exercise their rights responsibly, with due regard for the equal rights of others and in compliance with the rules and regulations established for the orderly conduct of the educational mission of the District. Students who violate the rights of others or who violate rules and regulations of the District or of their school are subject to appropriate disciplinary measures.

Rights

- Students have the right to a meaningful education.
- Students have the right to physical safety.
- Students have the right to consultation with teachers, social workers, administrators, and anyone else connected with the school if they so desire, without fear of reprisal.
- Students shall not be subjected to unreasonable or excessive punishment.
- Students have the right to be involved in school activities provided they meet the reasonable qualifications of sponsoring organizations and school requirements.
- Students may present a complaint or grievance regarding a violation of their constitutional rights, equal access to programs, discrimination, or personal safety.

Protections

Positive Behavioral Intervention Supports and practices will be implemented to maintain a safe and positive school culture within the District. All students will be provided with the school procedures for the accountability of all students (District and school rules are published in the Parent/Student Handbook). Parents and students will notify building school administrator of any additional safety concerns as they arise to ensure safety of all. Support Services available to students in need may include but are not limited to the following. Please contact your building administration for support services referral.

- School Social Worker
 - School Psychologist
 - School Nurse / Health Associate
 - School Resource Officer (if assigned to the school campus)
 - Tiered Behavioral Intervention Support
 - Referral to Community Agency
-

Student Wellness

Madison School District Wellness Committee (DWC)

The primary purpose of the District Wellness Committee (DWC) is to involve parents, students, staff, and the community in a collaborative approach to developing the goals for nutrition education, nutrition promotion, physical activity, other school-based activities, and public updates. We are looking for enthusiastic and passionate Madison parents, Madison students (4th grade and older), and staff (including, but not limited to food service, nurses, PE teachers, MAC club leaders, teachers, principals, school board members, social workers, counselors, and psychologists) to join the DWC to promote physical, social, and mental health for our students and staff. View committee meeting times, accomplishments, and updates from the DWC, please visit our website at: <https://madisonaz.org/wellness/> For more information, or if you would like to join us for a meeting, please contact the wellness coordinator at 602-664-7953.



VISITORS

All visitors and volunteers must sign in at the school office and get a visitor's badge at the beginning of any visit, no matter how brief. You may arrange to visit during class time by contacting your child's teacher or the school office. Children who are not enrolled at the school are not permitted on school grounds during the school day without direct parental supervision. Children not enrolled in the school may not be on the playground during the school day.

VOLUNTEERS

In keeping with the mission statement of the District, the major goal of the volunteer program is to assist schools in providing extraordinary learning for each student. The services of volunteers are utilized in schools to accomplish the following objectives:

- Assist teacher support personnel with non-instructional tasks
- Provide teachers with more time to work with students
- Enrich the curriculum and students' learning opportunities
- Provide individual attention to those children needing additional assistance
- Promote a school-home-community partnership for quality education

Volunteerism is encouraged and supported (A.R.S. 15-102). Volunteers make valuable contributions to educational programs and staff support. The volunteer's role is an important one. For the purpose of these guidelines and procedures, volunteers are defined as those people who donate time in schools or with students on a regular, reoccurring basis, or serve as a chaperone.

The Madison Volunteer Handbook can be found at <http://madisonaz.org/community/volunteer/>

STUDENT DISCIPLINE

Good conduct in the schools is of primary importance to both school staff members and to parents/guardians. Orderly conduct of students is necessary in every school situation so as to ensure the safety and health of all and to maximize learning. Effective discipline is necessary for quality education.

Please refer to the Student Discipline Matrix on pages 30 – 50 of this handbook.

Student Code of Conduct

SCHOOL INCIDENTS

Behavior Definitions/Descriptions	Interventions	Responses
<p>Tardy Arriving at school or class after the scheduled start time.</p>	Conference	Restitution
<p>Leaving School Grounds without Permission Leaving school grounds or being in an “out-of-bounds” area during regular school hours without permission of the principal or principal designee. Students who leave without permission create a serious legal liability problem for the district.</p>	Conference	Restitution
<p>Unexcused Absence Defined by school district policy for discipline purposes. Unexcused absences are utilized in the calculation of truancy for federal reporting, but are obtained from SAIS for this purpose.</p>	Conference	Restitution
<p>Truancy The state of Arizona requirement for school attendance and definitions for truancy are as follows: A.R.S. §15-803. School attendance; exemptions; definitions. A. It is unlawful for any child between six and sixteen years of age to fail to attend school during the hours school is in session, unless either: 1. The child is excused pursuant to A.R.S -802, subsection D or A.R.S. § 15-901, subsection A, paragraph 6, subdivision (c). 2. The child is accompanied by a parent or a person authorized by a parent. 3. The child is provided with instruction in a home B. A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child as defined in A.R.S. § 8-201. Absences may be considered excessive when the number of absent days exceeds ten percent of the number of required attendance days prescribed in A.R.S. §15-802, subsection B, paragraph 1. C. As used in this section: 1. "Habitually truant" means a truant child who is truant for at least five school days within a school year. 2. "Truant" means an unexcused absence for at least one class period during the day. 3."Truant child" means a child who is between six and sixteen years of age and who is not in attendance at a public or private school during the hours that school is in session, unless excused as provided by this section.</p>	See Policy on Truancy Procedures	

LYING, CHEATING, FORGERY, OR PLAGIARISM

Behavior Definition/Descriptions	Interventions	Responses
<p>Academic Dishonesty</p> <p>1. To deprive of something valuable by the use of deceit or fraud</p> <p>2. To influence or lead by deceit, trick or artifice</p>	<p>Facilitated Student Call to Parent</p> <p>Parent Meeting</p> <p>Student-Led Conference</p> <p>Skill-Building Groups</p>	<p>Restitution</p> <p>Detention</p> <p>Loss of Credit</p>
<p>Forgery</p> <p>Falsely and fraudulently making or altering a document</p>	<p>Facilitated Student Call to Parent</p> <p>Parent Meeting</p> <p>Student-Led Conference</p> <p>Skill-Building Group</p>	<p>Restitution</p> <p>Detention</p> <p>Temporary Removal from Classroom</p> <p>In-School Detention</p>
<p>Lying</p> <p>1. To make an untrue statement with intent to deceive</p> <p>2. To create a false or misleading impression</p>	<p>Facilitated Student Call to Parent</p> <p>Parent Meeting</p> <p>Service Learning</p> <p>Meditation</p> <p>Student-Led Conference</p> <p>Skill-Building Groups</p>	<p>Conference</p> <p>Detention</p> <p>In-School Detention</p>
<p>Plagiarism</p> <p>To steal and pass off the ideas or words of another as one's own</p>	<p>Facilitated Student Call to Parent</p> <p>Parent Meeting</p> <p>Service Learning</p> <p>Student-Led Conference</p> <p>Skill-Building Groups</p>	<p>Conference</p> <p>Restitution</p> <p>Detention</p> <p>Loss of Credit</p>

OTHER VIOLATIONS OF SCHOOL POLICY

Behavior Definition/Descriptions	Interventions	Responses
<p>Dress Code</p> <p>Student wears clothing that does not fit within the dress code guidelines stated by school or district policy.</p>	<p>Facilitated Student Call to Parent</p> <p>Parent Meeting</p>	<p>Conference</p>
<p>Gambling</p> <p>To play games of chance for money or to bet a sum of money.</p>	<p>Facilitated Student Call to Parent</p> <p>Mediation</p> <p>Student-Led Conference</p>	<p>Restitution</p> <p>Detention</p> <p>In-School Detention</p>
<p>Abuse: Verbal/Profanity/Obscenity</p> <p>Student delivers messages that include swearing, name calling, or use of words in an inappropriate way.</p>	<p>Facilitated Student Call to Parent</p> <p>Parent Meeting</p> <p>Mediation</p> <p>Student-Led Conference</p>	<p>Restitution</p> <p>Detention</p> <p>In-School Detention</p>

OTHER VIOLATIONS OF SCHOOL POLICY (continued)

Behavior Definition/Descriptions	Interventions	Responses
<p>Abuse: Verbal; Profanity/Obscenity to Adult The use of profanity, swearing or any derogatory language written or stated publicly to an adult (A.R.S. §15-50).</p>	<p>Facilitated Student Call to Parent Parent Meeting Mediation Skill-Building Group</p>	<p>Restitution Detention In-School Detention</p>
<p>Negative Group Affiliation Specific attitudes and actions of a student affiliated with a negative group typically include most of the following: (1) May or may not have a recognized leader. (2) Do most things together, especially socially. (3) Stick together on issues. (4) Act bored, disinterested, or imposed upon by teacher ideas, suggestions, or requirements. (5) Involve themselves in each other's problems; therefore, perpetuate each other's problems. (6) Claim loyalty and righteousness if reprimanded. All the interference they cause is in the name of friendship. (7) Likely to confront authority as a group when one member has been disciplined. (8) Usually uncooperative, and possibly hostile. (9) As a group, likely to be either very good or very poor students. (10) Conduct themselves as though no other individuals exist in the school, including other students. (11) Not objective. They turn-off to everything, sometimes without even knowing what they are doing. (Paraphrased from Discipline A95Help: You Can Handle Them All)</p>	<p>Facilitated Student Call to Parent Parent Meeting Skill-Building Groups</p>	<p>Detention In-School Detention Suspension up to 5 days Long Term Suspension Expulsion</p>
<p>Public Display of Affection Holding hands, kissing, sexual touching, or other displays of affection in violation of school policy.</p>	<p>Facilitated Student Call to Parent Parent Meeting Service Learning Skill-Building Groups</p>	<p>Conference Restitution Detention</p>

IMPROPER USE OF TECHNOLOGY

Behavior Definition/Descriptions	Interventions	Responses
<p>Computer/Network Infraction Improper use of technology is the failure to use hardware, software, electronic devices, web pages, and network for the intended educational use.</p>	<p>Facilitated Student Call to Parent Parent Meeting Service Learning Skill-Building Groups</p>	<p>Loss of Technology Restitution In-School Detention Removal From Classroom</p>

IMPROPER USE OF TECHNOLOGY (continued)

Behavior Definition/Descriptions	Interventions	Responses
Telecommunication Device/Other Technology Defined by Bring Your Own Device policy.	Service Learning Behavior Contract Skill-Building Groups Student-Led Conference	Restitution Confiscation Detention In-School Detention

PROPERTY INCIDENTS

Behavior Definition/Descriptions	Interventions	Responses
Petty Theft Arizona law does not differentiate between petty and grand theft but school administrators may want to consider thefts under \$100 as	Facilitated Student Call to Parent Parent Meeting Skill-Building Groups Student-Led Conference	Restitution Detention In-School Detention Suspension up to 5 days
Theft Taking or attempting to take money or property belonging to another person or the school with the intent to permanently deprive the victim of his or her possession. A.R.S §13-1802. Theft; classification A. A person commits theft if, without lawful authority, the person knowingly: <ol style="list-style-type: none"> 1. Controls property of another with the intent to deprive the other person of such property; 2. Converts for an unauthorized term or use services or property of another entrusted to the defendant or placed in the defendant's possession for a limited, authorized term/us; 3. Obtains services or property of another by means of any material misrepresentation with intent to deprive the other person of such property or services; 4. Comes into control of lost, mislaid or misdelivered property of another under circumstances providing means of inquiry as to the true owner and appropriates such property to the person's own or another's use without reasonable efforts to notify the true owner; 5. Controls property of another knowing or having reason to know that the property was stolen; 6. Obtains services known to the defendant to be available only for compensation without paying or an agreement to pay the compensation or diverts another's services to the person's own or another's benefit without authority to do so. 	Facilitated Student Call to Parent Parent Meeting Mediation Skill-Building Groups Service Learning	Restitution Detention In-School Detention Suspension up to 5 days Long Term Suspension

PROPERTY INCIDENTS (continued)

Behavior Definition/Descriptions	Interventions	Responses
<p>Extortion Cause anyone to part with any property. A.R.S. 13-1804. Theft by extortion; classification</p> <p>A. A person commits theft by extortion by knowingly obtaining or seeking to obtain property or services by means of a threat to do in the future any of the following:</p> <p>1. Cause physical injury to anyone by means of a deadly weapon or dangerous instrument; 2. Cause physical injury to anyone except as provided in paragraph 1 of this subsection; 3. Cause damage to property; 4. Engage in other conduct constituting an offense; 5. Accuse anyone of a crime or bring criminal charges against anyone; 6. Expose a secret or an asserted fact, whether true or false, tending to subject anyone to hatred, contempt, or ridicule or impair the person's credit or business; 7. Take or withhold action as a public servant or cause a public servant to take or withhold actions.</p>	<p>Mediation Skill-Building Groups</p>	<p>Suspension up to 10 days Expulsion</p>
<p>Robbery Using force or threatening to use force to commit a theft while attempting to commit a crime. A.R.S. 13-1902: Robbery</p> <p>A person commits robbery if in the course of taking any property of another from his person or immediate presence and against his will, such person threatens to use force against any person with intent either to coerce surrender of property or to prevent resistance to such person taking or retaining property.</p>	<p>Mediation Skill-Building Groups</p>	<p>Restitution In-School Detention Suspension up to 5 days Long Term Suspension Expulsion</p>
<p>Armed Robbery (must be reported to law enforcement) A.R.S. 13-1904: Armed Robbery</p> <p>A person commits armed robbery if, in the course of committing robbery as defined in section 13-1902, such person or an</p> <p>1. Is armed with a deadly weapon or a simulated deadly weapon; 2. Uses or threatens to use a deadly weapon or dangerous instruments or a simulated deadly weapon.</p>	<p>Mediation</p>	<p>Restitution Suspension up to 5 days Long Term Suspension Expulsion</p>

TREPASSING

Behavior Definition/Descriptions	Interventions	Responses
<p>Trespassing</p> <p>To enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry. This includes students under suspension or expulsion and unauthorized persons who enter or remain on a campus or school board facility after being directed to leave by the chief administrator or designee of the facility, campus or function (SDFS Terms and Definitions).</p> <p>A.R.S. §13-1503. Criminal trespass in the second degree; A person commits criminal trespass in the second degree by knowingly entering or remaining unlawfully in or on any nonresidential structure or in any fenced commercial yard.</p>	<p>Facilitated Student Call to Parent</p> <p>Parent Meeting</p> <p>Service Learning</p> <p>Skill-Building Groups</p>	<p>Conference</p> <p>In-School Detention</p> <p>Suspension up to 3 days</p>

VANDALISM OR CRIMINAL DAMAGE

Behavior Definition/Descriptions	Interventions	Responses
<p>Vandalism or Criminal Damage</p> <p>Willful destruction or defacement of school or personal property (National Forum on Educational Statistics, Safety in Numbers).</p> <p>A.R.S. 13-1602. Criminal Damage: A person commits damage by recklessly:</p> <ol style="list-style-type: none"> 1) Defacing or damaging property of another person; 2) Tampering with property of another person so as substantially to impair its function or value; 3) Drawing or inscribing a message, slogan, sign, or symbol that is made on any public or private building, structure or surface, except the ground, and that is made without permission of the owner. 	<p>Facilitated Student Call to Parent</p> <p>Parent Meeting</p> <p>Mediation</p> <p>Service Learning</p> <p>Skill-Building Groups</p>	<p>Restitution</p> <p>Detention</p> <p>In-School Detention</p> <p>Suspension up to 5 days</p> <p>Long Term Suspension</p> <p>Expulsion</p>

ALCOHOL, TOBACCO, AND OTHER DRUGS

Behavior Definition/Descriptions	Interventions	Responses
<p>Tobacco- Possession, Sale, or Distribution Share or Use</p> <p>The possession, use, distribution or sale of tobacco products on school grounds, at school-sponsored events and on school-sponsored transportation. (Paraphrased from: A.R.S. §36-798.03)</p> <p>A person who knowingly sells, gives or furnishes cigars, cigarettes or cigarette papers, smoking or chewing tobacco, to a minor, and a minor who buys, or has in his possession or knowingly accepts or receives from any person, cigars, cigarettes or cigarette papers, smoking or chewing tobacco.</p>	<p>Facilitated Student Call to Parent Meeting</p> <p>Parent Meeting</p> <p>Service Learning</p> <p>Skill-Building Groups</p> <p>Student Presentations</p> <p>Peer Mentoring</p> <p>Cessation Classes</p>	<p>Confiscation</p> <p>Detention</p> <p>In-School Detention</p> <p>Suspension up to 3 days</p> <p>Long Term Suspension</p> <p>Expulsion</p>
<p>Alcohol: Possession, Sale, or Distribution Share or Use</p> <p>The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes being intoxicated at school, school-sponsored events and on school-sponsored transportation.</p>	<p>Facilitated Student Call to Parent Meeting</p> <p>Parent Meeting</p> <p>Service Learning</p> <p>Skill-Building Groups</p> <p>Student Presentations</p> <p>Peer Mentoring</p> <p>Cessation Classes</p>	<p>Confiscation</p> <p>In-School Detention</p> <p>Suspension up to 5 days</p> <p>Long Term Suspension</p> <p>Expulsion</p>
<p>Drug-Possession, Sale, or Distribution, Share or Use</p> <p>The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation or importation of any controlled drug or narcotic substance or equipment and devices used for preparing or taking drugs or narcotics. Includes being under the influence of drugs at school, school-sponsored events and on school-sponsored transportation.</p> <p>Category includes over-the-counter medications. This category does not include tobacco or alcohol. “Drug” means any narcotic drug, dangerous drug, marijuana or peyote (A.R.S. §13-3415).</p>	<p>Facilitated Student Call to Parent Meeting</p> <p>Parent Meeting</p> <p>Service Learning</p> <p>Skill-Building Groups</p> <p>Student Presentations</p> <p>Peer Mentoring</p> <p>Referral to Community Agency</p>	<p>Confiscation</p> <p>Suspension up to 10 days</p> <p>Long Term Suspension</p> <p>Expulsion</p>

ALCOHOL, TOBACCO, AND OTHER DRUGS (continued)

Behavior Definition/Descriptions	Interventions	Responses
<p>Drug/Tobacco Paraphernalia- Possession, Sale, or Distribution, Share or Use</p> <p>"Drug paraphernalia" means all equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a drug or tobacco in violation of this chapter (A.R.S. §13-3415 F. 1.).</p>	<p>Facilitated Student Call to Parent</p> <p>Parent Meeting</p> <p>Service Learning</p> <p>Skill-Building Groups</p> <p>Student Presentations</p> <p>Peer Mentoring</p>	<p>Confiscation</p> <p>Detention</p> <p>In School Detention</p> <p>Suspension up to 10 days</p> <p>Long Term Suspension</p>

BULLYING, HARASSMENT, AND INTIMIDATION

Behavior Descriptions/Definition	Interventions	Response
<p>Harassment, Nonsexual</p> <p>A.R.S. §13-2921. Harassment; classification; definition A. A person commits harassment if, with intent to harass or with knowledge that the person is harassing another person, the</p> <ol style="list-style-type: none"> 1) Anonymously or otherwise communicate or causes a communication with another person by verbal, electronic, mechanical, telegraphic, telephonic, or written means in a manner that harasses; 2) Continues to follow another person in or about a public place for no legitimate purpose after being asked to desist; 3) Repeatedly commits an act that harass another person; 4) Surveils or causes another person to surveil a person for no legitimate purpose; 5) On more than one occasion makes a false report to a law enforcement, credit or social service agency; 6) Interferes with the delivery of any public or regulated utility to a person. 	<p>Facilitated Student Call to Parent</p> <p>Parent Meeting</p> <p>Meditation</p> <p>Student-Led Conference</p> <p>Conflict Resolution Groups</p> <p>Skill-Building Groups</p> <p>Peer Mentoring</p> <p>Student Presentations</p> <p>Service Learning</p>	<p>Restitution</p> <p>Mediation</p> <p>Temporary Removal from Classroom</p> <p>In-School Detention</p> <p>Suspension up to 3 days</p> <p>Long Term Suspension</p> <p>Expulsion</p>

BULLYING, HARASSMENT, AND INTIMIDATION (continued)

Behavior Descriptions/Definition	Interventions	Response
<p>Hazing</p> <p>A.R.S. 15-2301. Hazing prevention policies: definition</p> <p>A. Violations of hazing prevention policies adopted pursuant to this section do not include either of the following:</p> <ol style="list-style-type: none"> 1) Customary athletic events, contests, or competition that are sponsored by an educational institution; 2) Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program; <p>B. For purpose of this section:</p> <ol style="list-style-type: none"> 2. "Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply: <ol style="list-style-type: none"> (a) The act was committed in connection with an initiation into an affiliation with or maintenance of membership in any organization that is affiliated with an (b) The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation. 3) "Organization" means an athletic team, order, society, corps, cooperative, club, or other similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution. 	<p>Facilitated Student Call to Parent</p> <p>Parent Meeting</p> <p>Mediation</p> <p>Skill-Building Groups</p> <p>Counseling</p> <p>Peer Mentoring</p> <p>Alternative Education</p> <p>Referral to Community Agency</p>	<p>Temporary Removal from Classroom</p> <p>In-School Detention</p> <p>Suspension up to 3 days</p> <p>Long Term Suspension</p>

SEXUAL OFFENSES

Behavior Descriptions/Definition

Harassment and Sexual Misconduct Sexual Materials

Includes pictures, devices or electronic images that contain nudity or represent sexual activity that is offensive or disturbs the educational environment. This includes the possession or distribution of pornographic materials, which are defined as the sexually explicit depiction of persons, in words or images, created with the primary, proximate aim, and reasonable hope, of eliciting significant sexual arousal on the part of the consumer of such materials.

(VanDeBeer, Donald. 1992. "Pornography." Encyclopedia of Ethics. New York: Garland Publishing.)

Indecent Exposure or Public Sexual Indecency

A.R.S 13-1402. Indecent exposure; exception; classification

A. A person commits indecent exposure if he or she exposes his or her genitals or anus or she exposes the areola or nipple of her breast or breasts and another person is present, and the defendant is reckless about whether the other person as a reasonable person, would be offended or alarmed whether the other person,

B. Indecent exposure does not include an act of breast-feeding by a mother. 13-1403. Public sexual indecency; public sexual indecency to a minor; classification

A. A person commits public sexual indecency by intentionally or knowingly engaging in any of the following acts, if another person is present, and the defendant is reckless about whether such other person, as a reasonable person, would be offended or alarmed by the

1. An act of sexual contact; 2. An act of oral sexual contact; 3. An act of sexual intercourse; 4. An act of bestiality.

B. A person commits public sexual indecency to a minor if the person intentionally or knowingly engages in any of the acts listed in subsection A and such person is reckless about whether a minor under the age of fifteen years is present.

Interventions

Facilitated Student Call to Parent
Parent Meeting
Mediation
Skill-Building Groups
Student-Led Conference
Student Presentation

Response

Confiscation
Detention
In-School Detention
Suspension up to 5 days
Long Term Suspension
Expulsion

Facilitated Student Call to Parent
Parent Meeting
Skills Classes
Behavior Contract
Service Learning
Peer Mediation

Detention
In-School Detention
Suspension up to 5 days
Long Term Suspension
Expulsion

SEXUAL OFFENSES (continued)

Behavior Descriptions/Definition	Interventions	Response
<p>Harassment, Sexual</p> <p>Sexual harassment is unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or to receive benefits, services, or opportunities in the school's program. It can include unwelcome sexual advances, request for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature. Because sexual harassment of students is a form of sexual discrimination prohibited by Title IX of the Education Amendments of 1972 it is governed by this statute and corresponding guidance. Title IX applies to any public or private school receiving federal funding. Does not include legitimate nonsexual touching or other nonsexual conduct, for example, a high school athletic coach hugging a student who made a goal or kindergarten teacher's consoling hug for a child with a skinned knee. Relevant factors in determining whether behaviors rises to the level of sexual harassment includes:</p> <ul style="list-style-type: none"> * The degree to which the conduct affected one or more students education * The type, frequency, and duration of the conduct * The identity of and relationship between the alleged harasser amid the subject or subjects of the harassment * The number of individuals involved * The age and sex of the alleged harasser and the subject or subjects of harassment * The size of the school, location of the incidents, and the context in which they occurred * Other incidents at the school <p>(U.S. Department of Education, Office of Civil Rights, Revised Sexual Harassment Guidance, Harassment of Students by School Employees, Other Students, or Third Parties, Title IX, January 2001)</p>	<ul style="list-style-type: none"> Facilitated Student Call to Parent Parent Meeting Skill-Building Groups Peer Mediation Service Learning Referral to Community Agency Alterative Education 	<ul style="list-style-type: none"> Detention In-School Detention Suspension up to 5 days Long Term Suspension Expulsion

SEXUAL OFFENSES (continued)

Behavior Descriptions/Definition	Interventions	Response
<p>Harassment, Sexual with Contact Sexual harassment that includes unwanted physical contact of non-sexual body parts (includes areas not covered in A.R.S)</p>	<p>Facilitated Student Call to Parent Peer Mediation Parent Meeting Student-Led Conference Service Learning Skill-Building Group Referral to Community Agency Alternative Education</p>	<p>Detention In-School Detention Suspension up to 5 days Long Term Suspension Expulsion</p>

SEXUAL OFFENSES

Behavior Descriptions/Definition	Interventions	Response
<p>Sexual Abuse or Sexual Conduct with a Minor or Child Molestation (must be reported to law enforcement) A.R.S. 13-1404: Sexual abuse: Classification A. A person commits sexual abuse by intentionally or knowingly engaging in sexual contact with any person fifteen or more years of age without consent of that person or with any person who is under fifteen years if the sexual contact involves only the female breast. A.R.S 13-1405. Sexual Conduct with a Minor A. A person commits sexual conduct with a minor by intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person who is under eighteen years of A.R.S. 13-1410. Molestation of child, A. A person commits molestation of a child by intentionally or knowingly engaging in or causing a person to engage in sexual contact, except sexual contact with the female breast, with a child under fifteen years of age.</p>		<p>Long Term Suspension Expulsion</p>
<p>Sexual Assault: Rape (must be reported to law enforcement) A.R.S. 13-1406. Sexual Assault: increased punishment A. A person commits sexual assault by intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person without consent or such person.</p>		<p>Long Term Suspension Expulsion</p>

AGGRESSION, ASSAULT, AGGRAVATED ASSAULT

Behavior Descriptions/Definition	Interventions	Response
<p>Verbal Provocation Use of language or gestures that may incite another person or other people to fight.</p>	<p>Mediation Parent Meeting Skill-Building Groups Peer Mentoring Student Presentation Student-Led Conference Service Learning</p>	<p>Restitution Detention In-School Detention Suspension up to 3 days Long Term Suspension</p>
<p>Minor Aggressive Act Student engages in non-serious but inappropriate physical contact (hitting, poking, pulling, pushing). Other behaviors that may be considered under this violation are running in the building, hallways, or corridors, pulling a chair out from underneath another person, or other behaviors that demonstrate low level hostile behaviors.</p>	<p>Peer Mediation Skill-Building Groups Peer Mentoring Service Learning Student Presentation</p>	<p>Detention Restitution Suspension up to 5 days Long Term Suspension</p>
<p>Disorderly Conduct A.R.S. 13-2904. Disorderly Conduct. A. A person commits disorderly conduct if, with intent to disturb the peace, or quiet of a neighborhood, family or person, or with knowledge of doing so, such person:</p> <ol style="list-style-type: none"> 1. Engages in fighting, violent, or seriously disruptive behaviors; or 2. Makes unreasonable noises, 3. Use abusive or offensive language or gestures to any person present in a manner likely to provoke immediate physical retaliation by such person; or 4. Makes any protracted commotion, utterance or display with the intent to prevent the transaction of the business of a lawful meeting, gathering or procession, 5. Refuses to obey a lawful order to disperse issued to maintain public safety in dangerous proximity to a fire, a hazard or any other emergency. 	<p>Behavior Contract Peer Mediation Skill-Building Groups Student-Led Conference Student Presentation</p>	<p>In-School Detention Suspension up to 10 days Long Term Suspension Expulsion</p>

AGGRESSION, ASSAULT, AGGRAVATED ASSAULT (continued)

Behavior Descriptions/Definition	Interventions	Response
<p>6. Recklessly handles displays or discharges a deadly weapon or dangerous instrument <i>(Possession of a deadly weapon or dangerous instrument must also be reported as a weapon violation to ADE and to local law enforcement)</i></p> <p>Recklessness Unintentional, careless behavior that may pose a safety or health risk for others.</p> <p>Endangerment A.R.S. 13-1201. Endangerment A. A person commits endangerment by recklessly endangering another person with substantial risk of imminent death or physical injury. B. Endangerment involving a substantial risk of imminent death is a class 6 felony. In all other cases, it is a class 1 misdemeanor.</p> <p>Fighting Mutual participation in an incident involving physical violence, where there is no major injury (U.S. Department of Education, Office of Safe and Drug-Free Schools Uniform Management Information and Reporting Systems guidelines, 10/06). Verbal confrontation alone does not constitute fighting.</p> <p>Assault A.R.S. 13-1203. Assault. A person commits assault by 1. Intentionally, knowingly or recklessly causing any physical injury to another person; or 2. Intentionally placing another person in reasonable apprehension of imminent physical injury; or 3. Knowingly touching another person with the intent to injure insult or provoke such person. Intentionally spitting at and/or on another person to incite.</p>	<p>Facilitated Student Call to Parent Parent Meeting Student-Led conference Student Presentation Service Learning</p> <p>Facilitated Student Call to Parent Parent Meeting Skill-Building Group Peer Mediation Service Learning</p> <p>Peer Mediation Service Learning Student-Led Conference Student Presentations Skill-Building Groups</p> <p>Peer Mediation Service Learning Student-Led Conference Student Presentations Skill-Building Groups</p>	<p>Detention In-School Detention Suspension up to 5 days</p> <p>Detention In-School Detention Suspension up to 5 days Long Term Suspension Expulsion</p> <p>Detention In-School Detention Suspension up to 5 days Long Term Suspension Expulsion</p> <p>Detention Suspension up to 10 days Long Term Suspension Expulsion</p>

AGGRESSION, ASSAULT, AGGRAVATED ASSAULT (continued)

Behavior Descriptions/Definition	Interventions	Response
<p>Aggravated Assault (must be reported to law enforcement)</p> <p>A.R.S. 13-1204: Aggravated Assault.</p> <p>A person commits aggravated assault if the person commits assault as defined in section 13-1203 under any of the following circumstances: 1. If the person causes serious physical injury to another. 2. If the person uses a deadly weapon of dangerous instrument. 3. If the person commits the assault after entering the private home of another with the intent to commit the assault. 4. If the person is eighteen years of age or older and commits the assault upon a child the age of fifteen years or under. 5. If the person commits to assault knowing or having reason to know that the victim is a peace officer, or a person summoned and directed by the officer while engaged in the execution of any official duties. 6. If the person commits the assault knowing of having reason to know the victim is a teacher or other person employed by any school and the teacher or other employee is upon the grounds of a school or grounds adjacent to the school or is in any part of a building or vehicle used for school purposes, or any teacher or school nurse visiting a private home in the course of the teacher's or nurse's professional duties, or any teacher engaged in any authorized and organized classroom activity held on other than school ground.</p>	<p>Peer Mediation</p> <p>Service Learning</p> <p>Skill-Building Group</p> <p>Alternative Education</p> <p>Referral to Community Agency</p>	<p>Detention</p> <p>Suspension up to 10 days</p> <p>Long Term Suspension</p> <p>Expulsion</p>

ARSON

Behavior Descriptions/Definition	Interventions	Response
<p>Arson of Structure or Property</p> <p>A.R.S. 13-1703. Arson of a structure or property.</p> <p>A person commits arson of a structure or property by knowingly and unlawfully damaging a structure or property by knowingly causing a fire or explosion.</p>	<p>Service Learning</p> <p>Referral to Community Agency</p> <p>Alternative Education</p>	<p>Restitution</p> <p>Suspension up to 10 days</p> <p>Long Term Suspension</p> <p>Expulsion</p>

ARSON (continued)

Behavior Descriptions/Definition	Interventions	Response
<p>Arson of Occupied Structure or Property A.R.S. 13-1704: Arson of occupied structure: A person commits arson of an occupied structure by knowingly and unlawfully damaging an occupied structure by knowingly causing a fire or explosion. A.R.S. 13-1701.2 Occupied Structure means any structure as defined in paragraph 4 in which one or more human being gather.</p>	Alternative Education	Suspension up to 10 days Long Term Suspension Expulsion
<p>Combustible Student in possession of substance or object that is readily capable of causing bodily harm or property damage i.e. matches, lighters, firecrackers, gasoline, and lighter fluid.</p>	Student-Led conference Skill-Building Group Student Presentation	Detention Skills Group Suspension up to 10 days

SCHOOL THREATS

Behavior Descriptions/Definition	Interventions	Response
<p>Bomb Threat (must be reported to law enforcement) Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device</p>	Threat Assessment Skills-Building Group Alternative Education Referral to Community Agency	Suspension up to 10 days Long Term Suspension Expulsion
<p>Chemical or Biological Threat (must be reported to law enforcement) Threatening to cause harm using dangerous chemicals or biological agents.</p>	Threat Assessment Alternative Education Referral to Community Agency	Suspension up to 10 days Long Term Suspension Expulsion
<p>Fire Alarm Misuse (must be reported to law enforcement) Intentionally ringing fire alarm when there is no fire.</p>	Student-Led Conference Student Presentation Service Learning Skill-building Groups	In-School Detention Suspension up to 10 days Long Term Suspension
<p>Other School Threat The incident cannot be coded in one of the above categories but did involve a school threat.</p>	Threat Assessment Mediation Skill-Building Group Service Learning Alternative Education Referral to Community Agency	In-School Detention Suspension up to 5 days Long Term Suspension Expulsion

WEAPONS AND DANGEROUS ITEMS

Behavior Descriptions/Definition	Interventions	Response
<p>Firearms, Including Destructive Devices (must be reported to law enforcement)</p> <p><i>Firearm:</i> Any loaded or unloaded handgun, pistol, revolver, rifle, shotgun, or other weapon that will expel, is designed to expel or may readily be converted to expel a projectile by the action of an explosive. Firearm does not include a firearm in permanently inoperable condition.</p>		Expulsion
<p><i>Destructive Device:</i> Any category of firearm that included an explosive, combustible, or poisonous gas. This includes bombs, grenades, mines, and rockets. Any type of weapon (other than a shotgun or a shotgun shell which is generally recognized as particularly suitable for sporting purposes) which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant and which has any barrel with a bore of more than one-half inch in diameter, and any combination of parts either designed or intended for use in converting any device into a destructive device or form which as destructive device may be readily assembled. The term "destructive device" shall not include any device which is designed or redesigned for use as a weapon.</p>		Expulsion
<p>Other Weapons (must be reported to law enforcement)</p> <p>Other weapons include, but are not limited to, Billy club, brass knuckles, knife with blade length at least 2.5 inches, nunchakus.</p>	<p>Threat Assessment Alternative Education Service Learning Referral to Community Agency</p>	<p>Suspension up to 10 days Long Term Suspension Expulsion</p>
<p>Dangerous Items</p> <p>Dangerous items include but are not limited to Air Soft gun, B.B. guns, knife with blade length less than 2.5 inches, laser pointer, letter opener, mace, paintball gun, razor, or box cutter, simulated knife, Taser or stun gun, tear gas. other dangerous items.</p>	<p>Skills-Building group Service Learning Student-Led Conference Student Presentation</p>	<p>Confiscation Detention In-School Detention Suspension up to 5 days Long Term Suspension</p>

Glossary

Alternative Education: Placement at an alternative site in order to meet student needs.

Behavior Contract: A formal agreement developed with a student that outlines specific goals (skills/expectations).

Cessation Classes: Students can be referred to outside agency for classes connected to their issue (smoking, drugs) OR smoking cessation classes offered through partnerships within the local community.

Confiscation: The item is taken from the student's possession with no intent to return.

Conflict Resolution Groups: Process by which a mediator (social worker or assistant principal) encourages two or more students to talk and listen to each other about a problem or disagreement and come to a mutual understanding; may include a no contact agreement, apology, etc. This process can occur between students or between a teacher and student.

Counseling: Referral for individual mental health services.

Expulsion: Expulsion is the permanent exclusion of a student from school and school activities. State law allows schools to refuse students who have been expelled from another school or are in the process of being expelled.

Long-term Suspension (Suspension for over ten days): Suspension refers to the temporary removal of a student from his or her regular educational setting for a violation of school policies or rules. During suspension, a student is not allowed to attend school or attend school activities for a set length of time. If the offense is one that could result in a suspension of over ten (10) days, a formal hearing will be arranged and conducted by a hearing officer. This length of time can vary from more than 10 days, a semester, the remainder of the school year, a calendar year, up to the remainder of the student's eighth grade year, depending on the violation.

Loss of Credit: When an individual loses credit for an assignment.

Mediation: Conversation between two or more parties facilitated by a neutral person (social worker, counselor, principal, assistant principal). May be peer to peer or student to teacher mediation.

Peer Mediation: Program in which peers support each other in a structured environment. Peer mentoring provides ongoing opportunities for students to share their feelings, thoughts, and concerns with their follow peers and to gain skills that may be lacking (i.e., managing and resolving conflict).

Referral to Community Agency: Referral to a community agency that can provide support to the student.

Restitution: The return to an original physical condition; reparation made by giving an equivalent or compensation for loss; righting a wrong.

Service Learning/Student Presentations: Learning that actively involves students in a wide range of experiences, which often benefit others and the community; Community-based service activities are paired with structured preparation and student reflection.

Skill Building Groups: When an individual or more than one individual meet to focus on a specific lagging skill with the intent of providing the individual with positive strategies to move forward.

Student-Led Conference: A conference led by the student involved or at fault with participating individuals, not to be limited to administration, parent, staff member, etc.

Suspension: Suspension refers to the temporary removal of a student from his or her regular educational setting for a violation of school policies or rules. During suspension, a student is not allowed to attend school or attend school activities for a set length of time. A student may be removed from contact with other students as a temporary measure. The site administration has the authority to suspend a student for up to ten days.

Temporary Removal from Classroom: Removal from classroom with a given amount of time with intent to reintegrate.

Threat Assessment: Team process that involves investigation regarding possible threat to self, others, or the community.